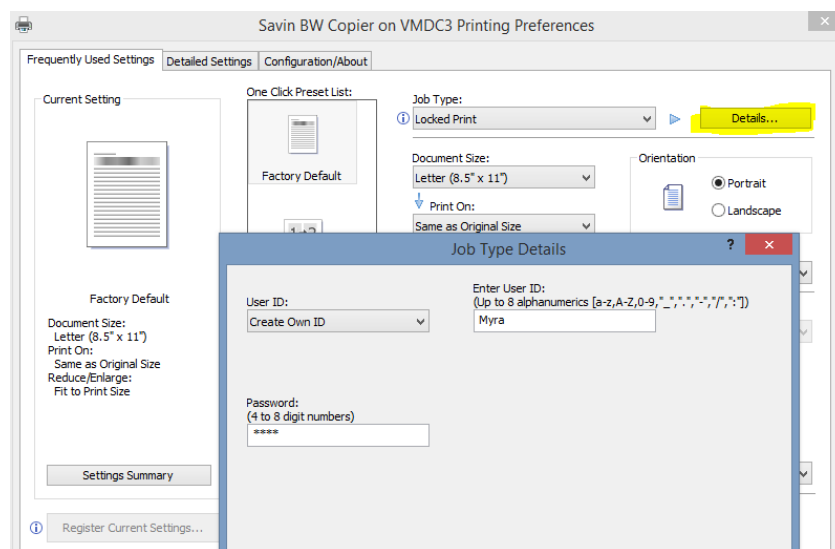


Set your Savin Printer Properties

Right click on Windows Icon (lower left on task bar), click on Control Panel, Under Hardware and Sound click on "View Devices and Printers"

Right click on Savin BW Copier and click Printing Preferences. Click on Details in Job Type Details box -type in your Name or last name (if multiple same names) or use drop down box in User ID and it will insert that in the User ID and your code # in the Password.



While still in the Printing Preferences, select the Detailed Settings tab at the top, click the Job setup, put your user code # in the user code section, and click ok. **If this is not done, your document will not be available at the printer.**

