

Printers and Scanners

November, 2020

■ Available Printers

- Two Supported Printers
 - HP M102W
 - Brother HL-L2370DW

■ HP M102W

- Used HP Print for Chrome App to install last year
 - App has issues
 - National has removed the App
- Requires an updated Printer Definition (ppd file)
 - Manual installation instructions in Printers, Scanners section of AZ Website

■ Brother HL-L2370DW

- Installation is unchanged from last year

■ Available Scanners

Epson ES 60W

- Manual Single sheet feeder
- Very small, lightweight



Brother ADS 1700W

- 4 lb
- 20 page sheet feeder
- Can do duplex scanning



■ Epson ES 60W

- Single sheet feed
- On Chromebook, Uses own *unchangable* Wifi
 - Chromebook must switch to scanner wifi to scan docs
 - After scanning, Chromebook must switch back to secure AARP Wifi to copy scanned doc to Google Drive

■ Brother ADS 1700W

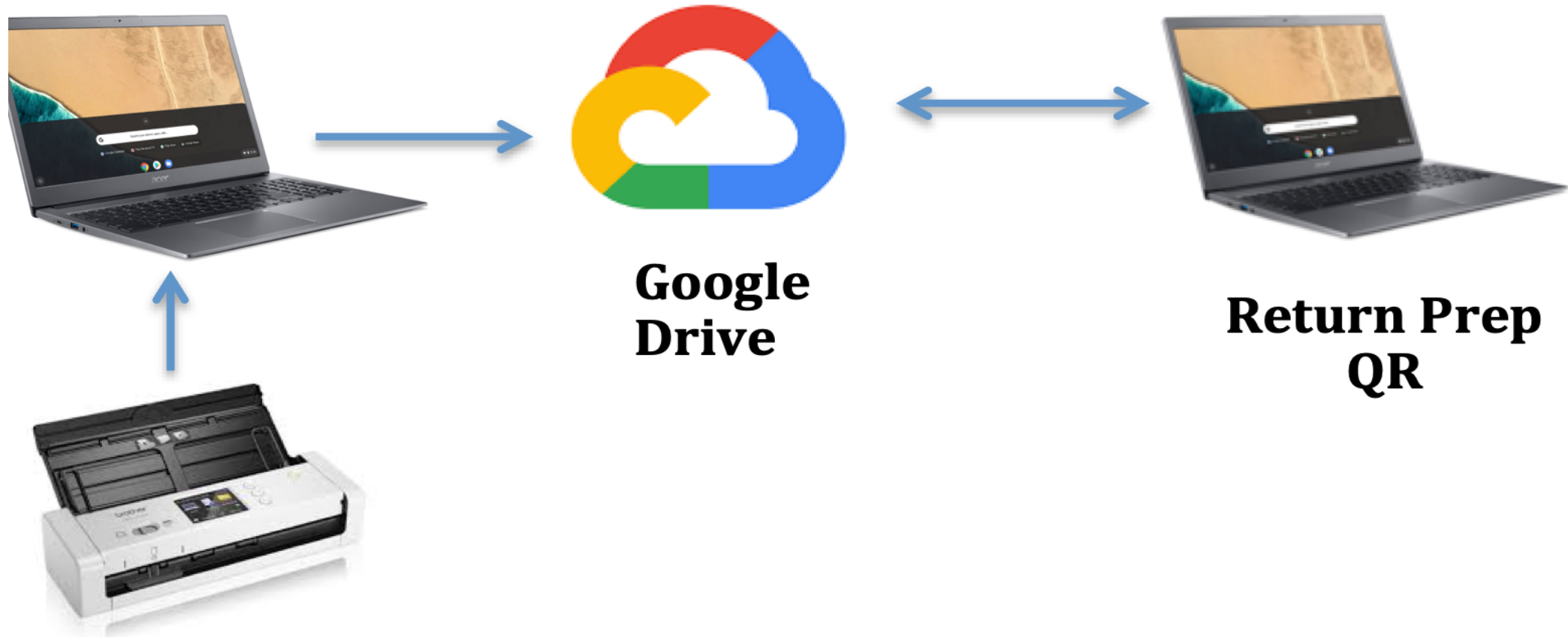
- Configurable to use AARP site wifi
- Multi-sheet feeder
- Can do duplex (great for broker stmts)

■ Scanner Ordering

- Unclear if we can specify scanner model we want
- If we can ...
 - Order the Brother model

Tax Document Handling

■ Scan Flow



■ Virtual Return Coordinator (VRC)

- Will have unique aarpfoundation email account
- Will be central hub for taxpayer documents

■ Proposed VRC Folder Structure on Google Drive



<Site Name> (e.g. Nanini)

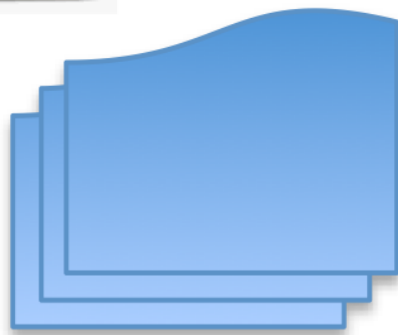
Setup with VRC Account



<Taxpayer Name>

Created at Initial TP Scan

*MUST be deleted after
Return is Accepted*



**Scanned PDF(s)
Other Docs (e.g. Bogart)
Tax Return PDF**

■ Preparer & QR Access to Tax Documents

- Must share site folder with all site volunteers
 - Done once at start of season
 - Instructions will be provided once the VRC accounts are created
- Preparer & QR simply look in Site folder for TP's doc folder

■ Taxpayer Online Access to Source Docs

- If Taxpayer has online access to docs (e.g. from their broker)
- Request them to email docs to VRC account ***before*** their appointment

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Questions?

Comments?