



POWER
Always let the copier go to sleep, NEVER turn power on and off by switch. Use the ENERGY SAVER button to manually change awake / sleep status.



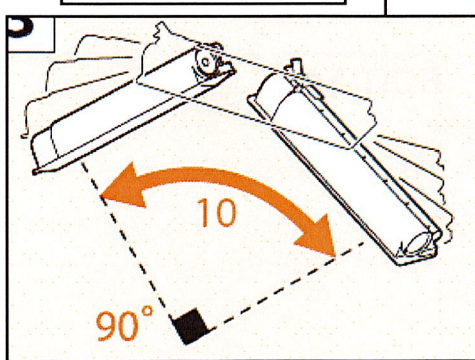
Service and Supplies
Call the number listed on the sticker for service or supplies. They will request the machine ID number also printed on the sticker.

Copying Small Images from the glass
Close the cover all the way when scanning or copying small images to avoid excess toner build up on the paper or dark borders. If the screen at top states- change to correct paper size, choose the appropriate paper drawer on the touch screen to register the paper size.

USB Printing / Scanning
Files must be images; PDF, JPEG or TIFF

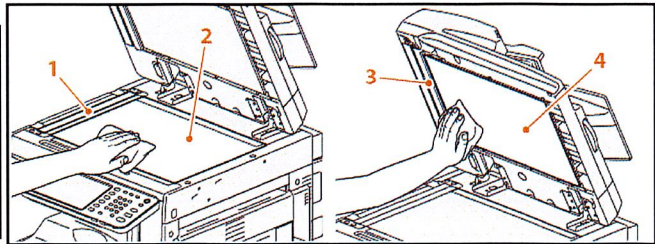


MOVING
Systems with console finishers will misfeed if finisher is not properly aligned. Avoid moving system if possible.



Toner
Always shake new toner bottles. Completely remove protective sticker. Insert new toner and run charge wire cleaning rod in and out before closing front panel.

LINES ON COPIES OR SCANS
Clean scan slit and glass with soft cloth. A small amount of window cleaner or alcohol can be applied to cloth. Do not spray directly on glass.



TOSHIBA SYSTEMS COPY FUNCTIONS

TOSHIBA
BUSINESS SOLUTIONS



Full Color – counts as a color charge, uses all toners to produce black

1 Auto Color – detects color and/or BW and charges as appropriate

Black - all images count as black (best option) *For color systems only

2 APS - Auto Paper Selection

LT - 8 1/2 " x 11" (A4)

LG - 8 1/2" x 14" (A3)

LD - 11" x 17" (B4)

Force a selection by tapping on the drawer image

3 Move slider to lighten or darken an image.

4 Proof Copy gives one set to review.

6 IMAGE TAB

Background Adjustment
Adjust Saturation
Sharpen
Color Balance
Background

EDIT TAB

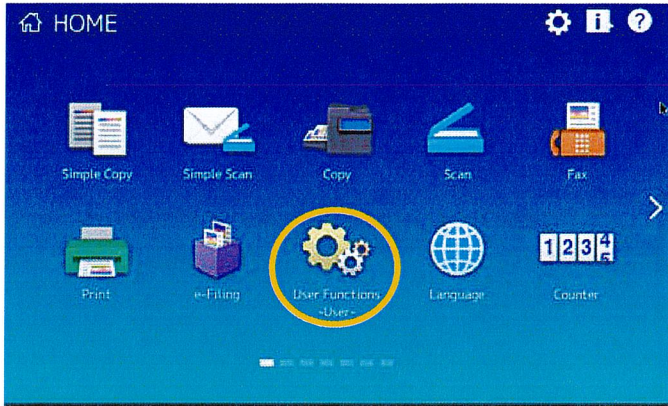
Omit Blank Page
Time and Page Number Stamp
Book Copying Functions
Image Shift
Inserting Pages
And more

7

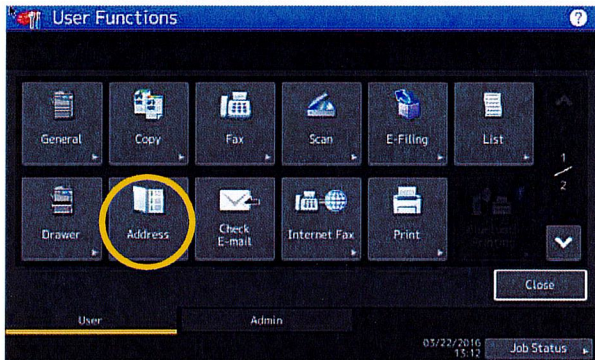
JOB STATUS - Delete and pause jobs, Print logs (SEND for fax confirmation pages), paper supply, toner levels.

HOW TO ADD CONTACTS TO THE ADDRESS BOOK

1. Press the <user functions> hard button



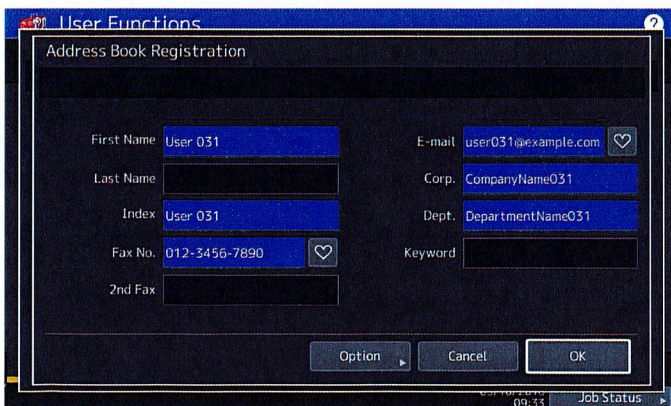
2. Select the <address book> key on the screen



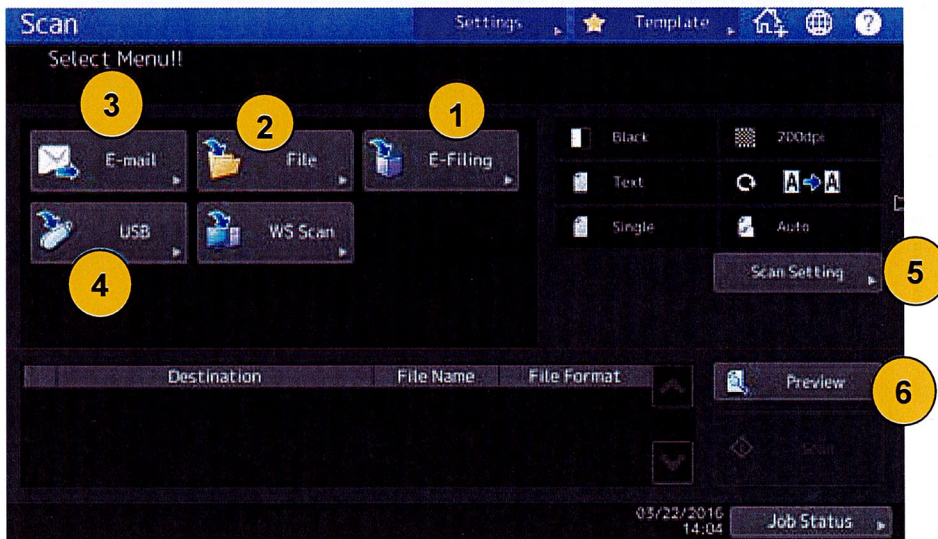
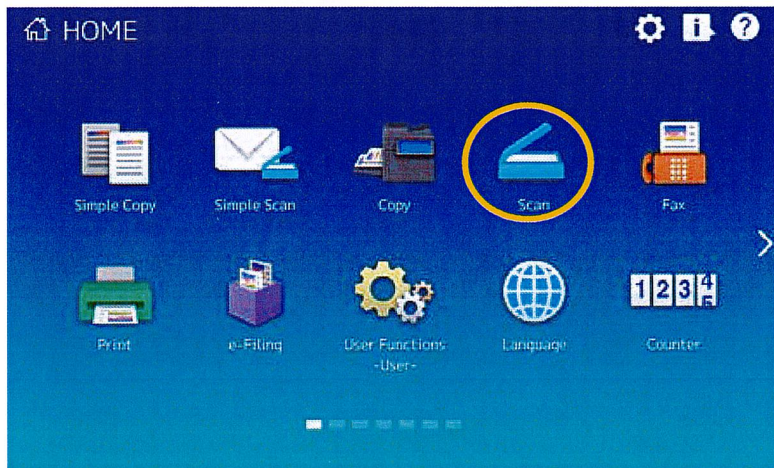
3. Select an empty address slot and press <entry>



4. Enter the address information and press <ok>



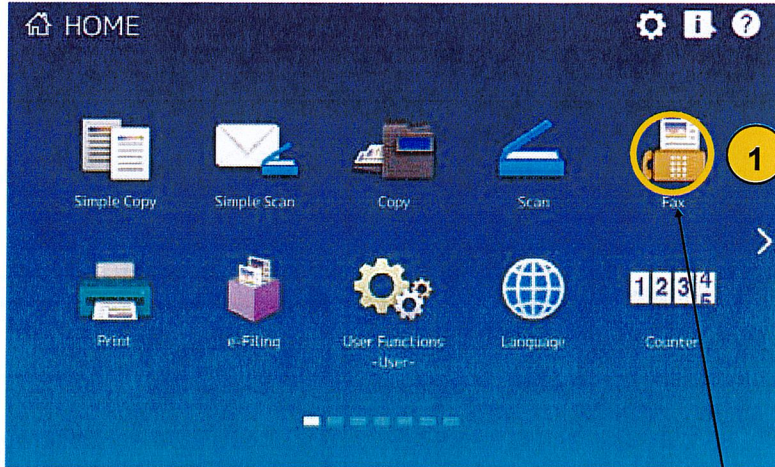
BASIC SCAN OPTIONS ON THE TOSHIBA SYSTEM



Select the SCAN Hard Key on the control Panel.

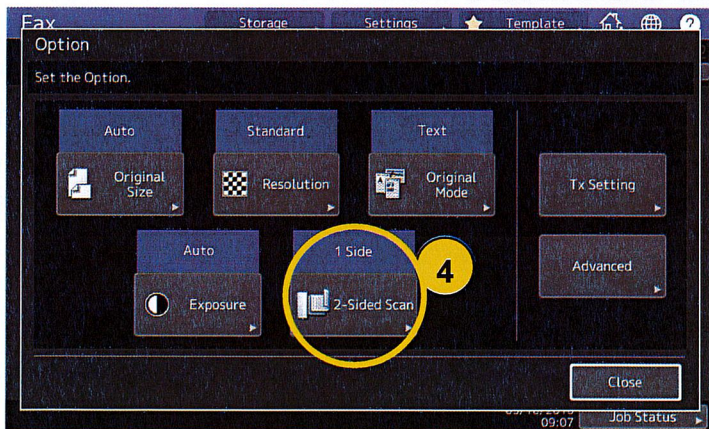
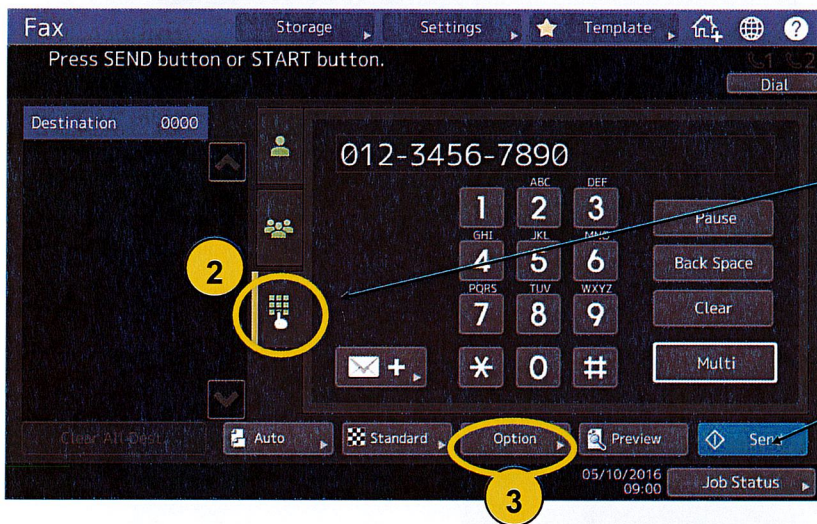
- 1. Scan To e-File:** Scans documents to boxes which are saved to be printed on demand. Documents are stored on the system Hard Drive. Print stored documents using the e-file hard key
- 2. Scan To File:** Scans and send documents to network folders or folders on the desk top.
- 3. Scan To E-Mail:** Scans and send documents as attachments to selected email addresses.
- 4. Scan to USB:** Scan documents to Flash Drive inserted in the USB port on the system. Can scan PDF, TIFF, XPS (JPEG and Slim PDF in Full Color only).
- 5. SCAN SETTINGS:** Set Resolution, Black and White, Full Color, Auto Color, single or two sided, Paper size, etc.
- 6. PREVIEW:** Shows preview of document and allows for adding or removing pages. Allows for scanning from both the glass and document feeder. Can lay documents on the glass or in the document feeder, Press start key until finished—then OK to send.

BASIC FAXING FROM THE TOSHIBA SYSTEM



To send a fax—Place the documents to be faxed face up in the document feeder.

1. Press the fax button
2. Either select the recipient from the address book or select the key pad button and dial the phone number.
3. If the original document is 2 sided, select the Option tab.
4. Select the 2-sided scan and close.
5. Press the SEND or START button.



TOSHIBA SYSTEMS

Bypass Tray

TOSHIBA

BUSINESS SOLUTIONS

USES:

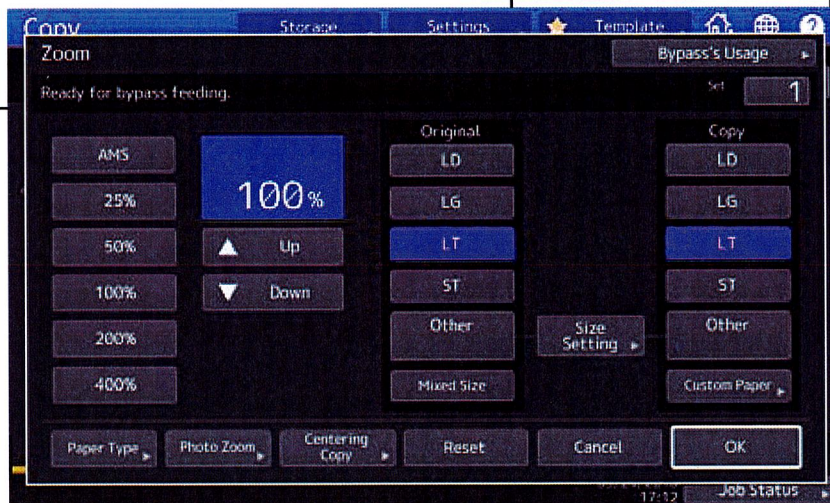
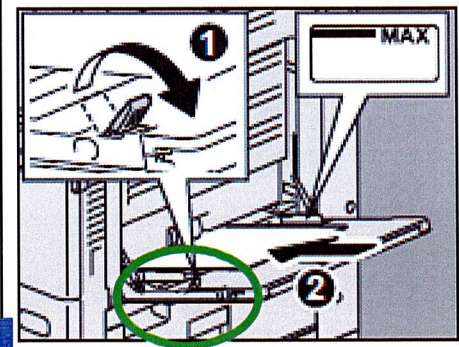
1. Infrequently used sizes
2. Thick media
3. Colored paper
4. Envelopes
5. Labels

Note:

If your system is equipped with a paper holding lever, engage as directed on the tray diagram.

Bypass Menu

Change size
Paper Type
Zoom
Etc.



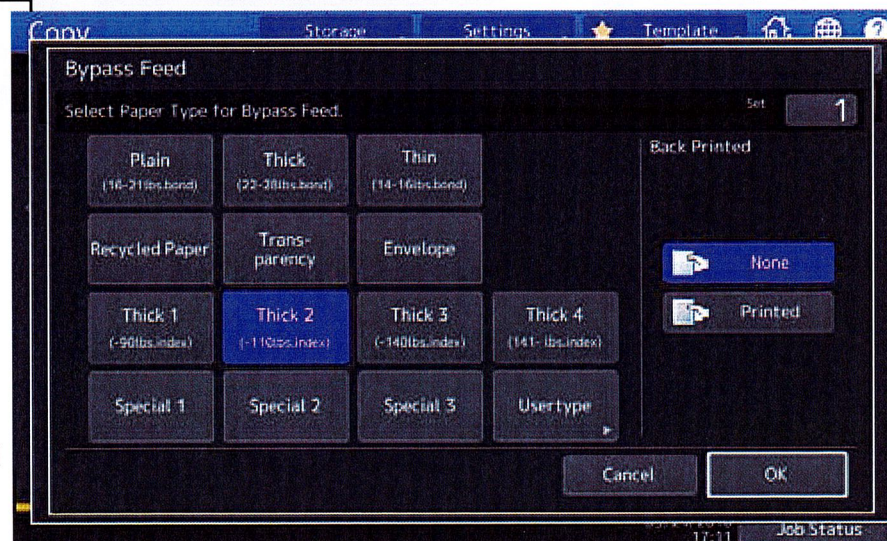
Paper Type

Select appropriate paper type.

The thicker the paper, the Higher the fusion temperature.

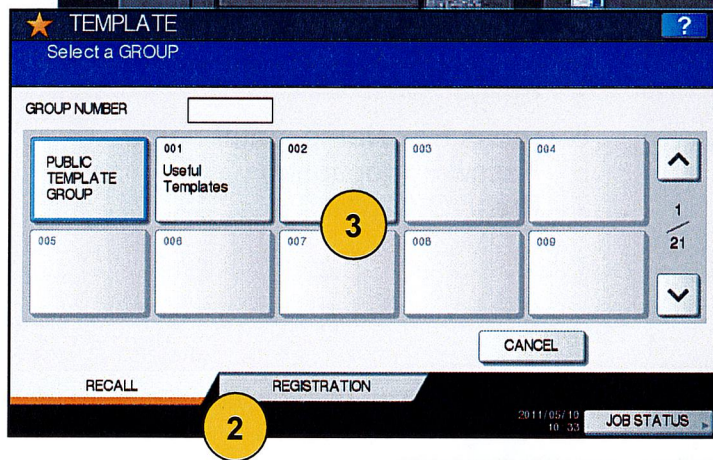
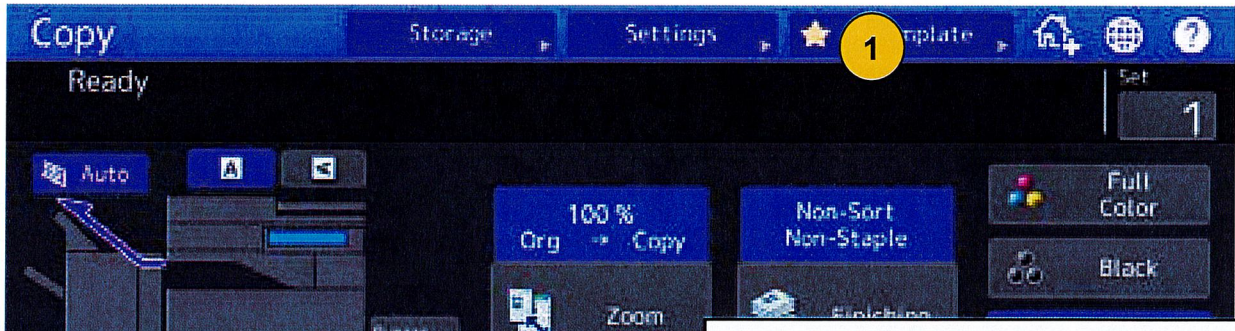
If you experience smearing, go to a higher thickness.

If you forget to change to a thicker Setting, the next images will have Excess toner on them. Run several sheets of paper until clear then go to a thicker setting.



TOSHIBA SYSTEMS TEMPLATES

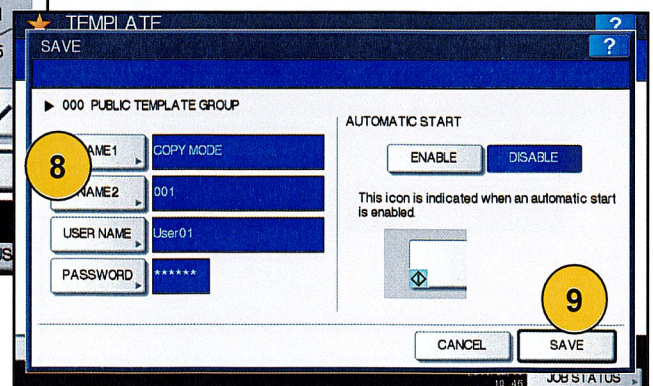
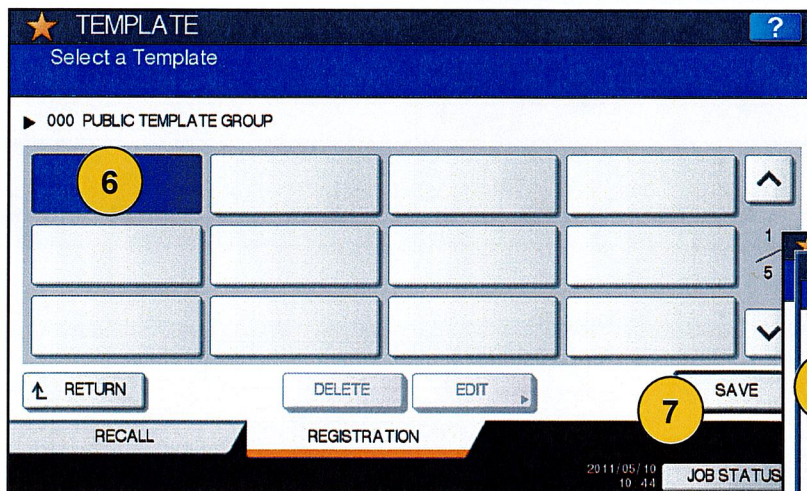
TEMPLATES - You can create a template with several functions that are frequently used so that they can be employed whenever you want by recalling the template, thus eliminating the need to perform complicated settings every time. Templates can be used in copying, scanning and sending a fax.



REGISTRATION

Set all required functions from basic screen (finish, count, duplex, etc.)

1. Press Template
2. Select Registration tab
3. Select an open box, or existing box
4. Press open
5. If not already named-Enter Box Name, then OK, OK
6. Select empty template button
7. Press Save
8. Enter Template Name- Password is optional
9. Press Save



TOSHIBA SYSTEMS E-Filing (Setting Up User Boxes)

TOSHIBA

BUSINESS SOLUTIONS

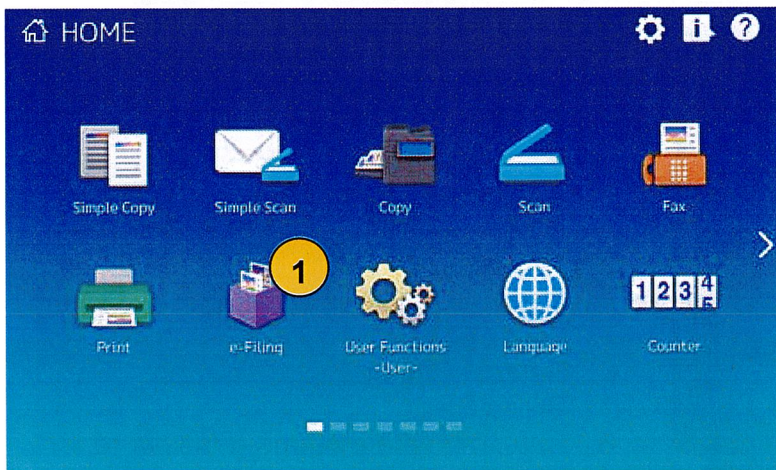
E-Filing

Public Box - All users can access it, so it is suitable to store shared documents which any user may need to work with. Since the public box is a built-in system box, you cannot change the name of the box / create a new box / delete the box.

User Box - The user box is an e-Filing that each user can create. The user box can be protected by a password to limit access. It is suitable for specific users or an administrator to store confidential documents. You can also create a user box without setting a password. In this case, all users can access the user box as well as the public box. (Up to 200 user boxes can be created.)

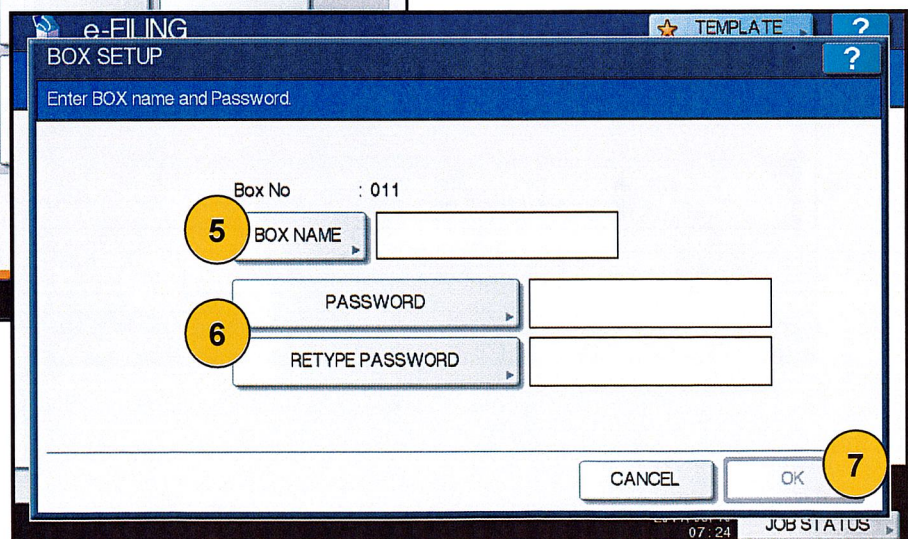
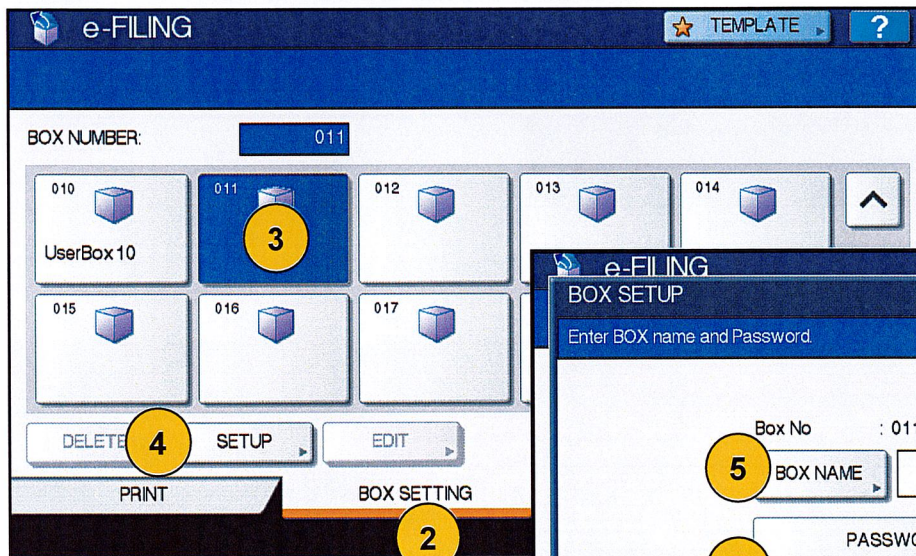
Folders - You can create folders in each box. However, you can create only one level of folders within each box. You cannot create subfolders within folders. Folders are set up through the Top Access web tools

⇒ **Up to 400 documents can be stored in a box or folder. / Up to 200 pages can be contained in a document.**



Creating User Boxes

1. Press e-Filing button on control panel
2. Press BOX SETTING tab
3. Select an open button
4. Select Setup
5. Press Box Name, enter name
6. Password (optional)
7. Press OK



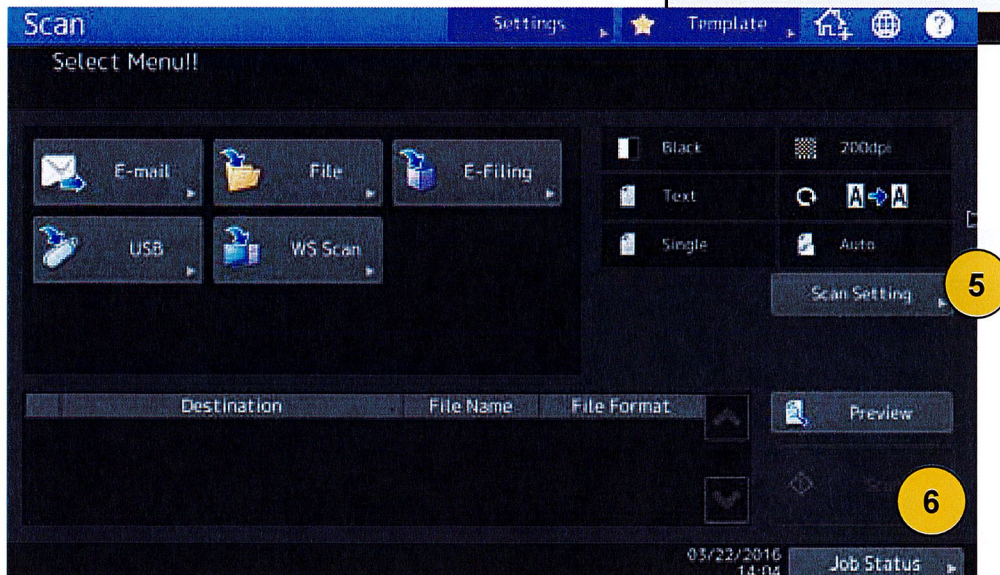
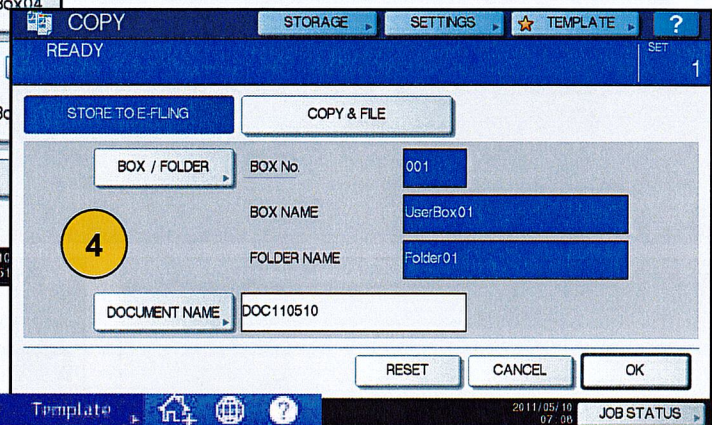
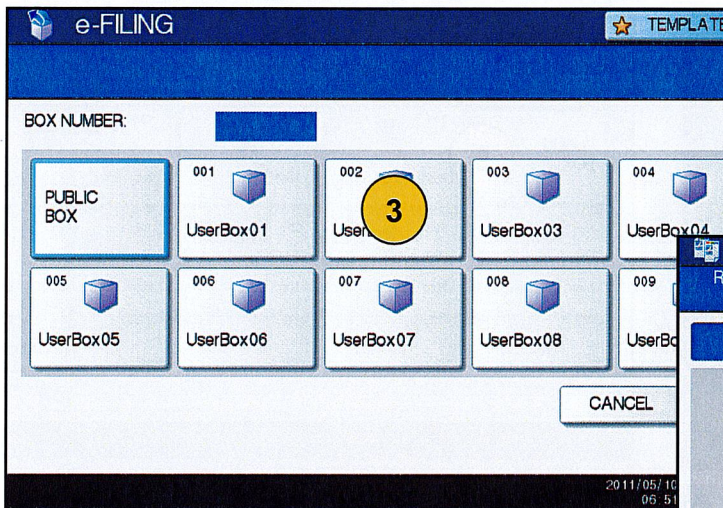
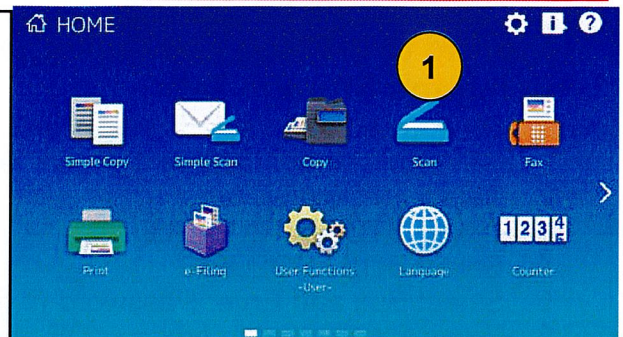
TOSHIBA SYSTEMS E-Filing (Scanning)

TOSHIBA

BUSINESS SOLUTIONS

Storing to e-Filing By Scanning

1. Press SCAN button on control panel
2. Press e-Filing button
3. Select box
4. Select DOCUMENT NAME, Press Clear, Name Document, press OK
5. Press SCAN SETTING to adjust resolution, color, 2 sided (book), etc.
6. Press SCAN or START



TOSHIBA SYSTEMS E-Filing (Storage Tab)

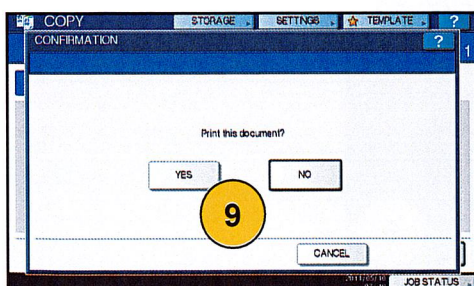
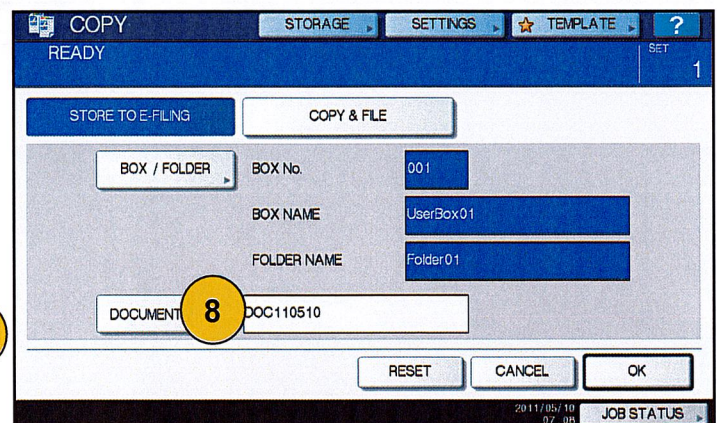
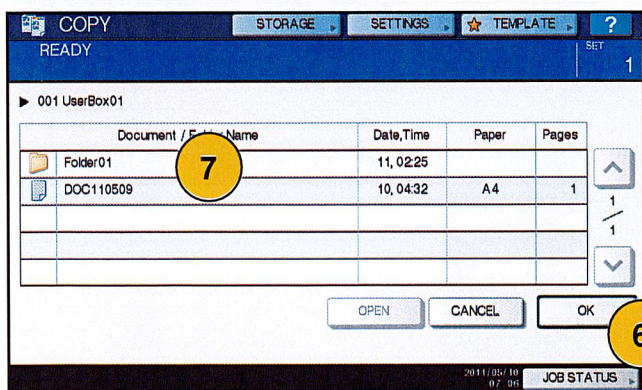
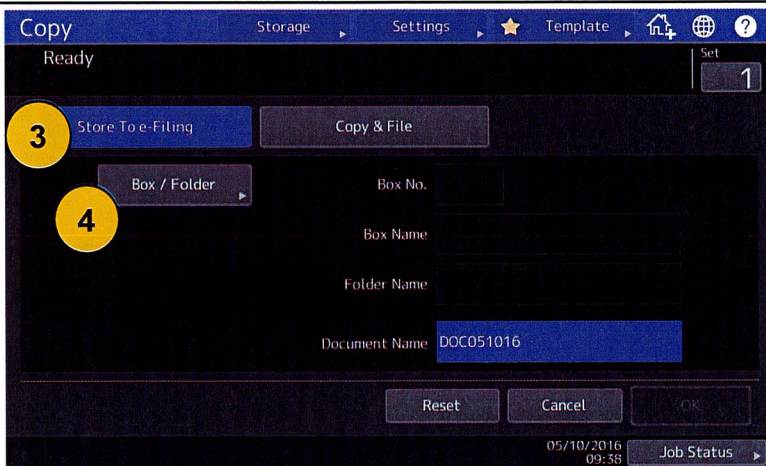
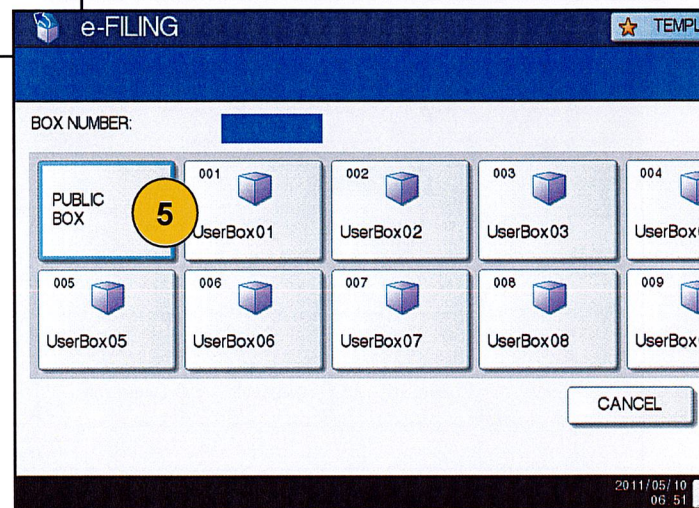
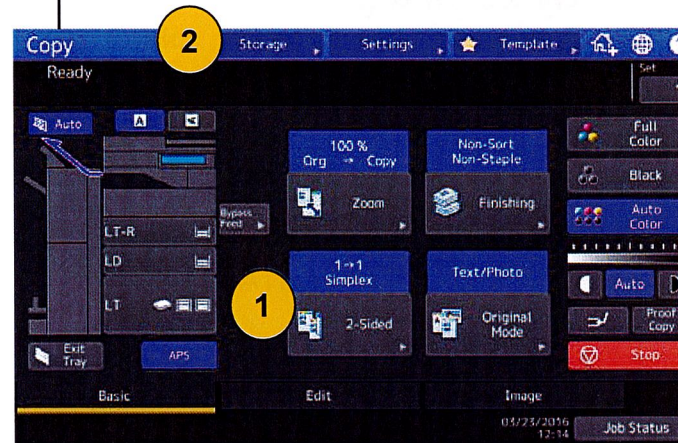
TOSHIBA

BUSINESS SOLUTIONS

Storing to e-Filing and making a copy using the Storage Tab

1. On copy screen, select single or 2 sided, color/ B&W, finishing (stapling) if available
2. Select STORAGE tab
3. Select STORE TO E-FILE
4. Select BOX / FOLDER
5. Select Box and Enter Password (if required)
6. Press OK to store in box — OR—
7. Select folder, then OPEN, then OK
8. Press DOCUMENT NAME, clear, and rename
9. PRINT -YES OR NO (to also prints a copy)
10. Press START

Finishing settings will also be stored and set to print when document is printed from the E-File Box



TOSHIBA SYSTEMS E-Filing (From Computer)

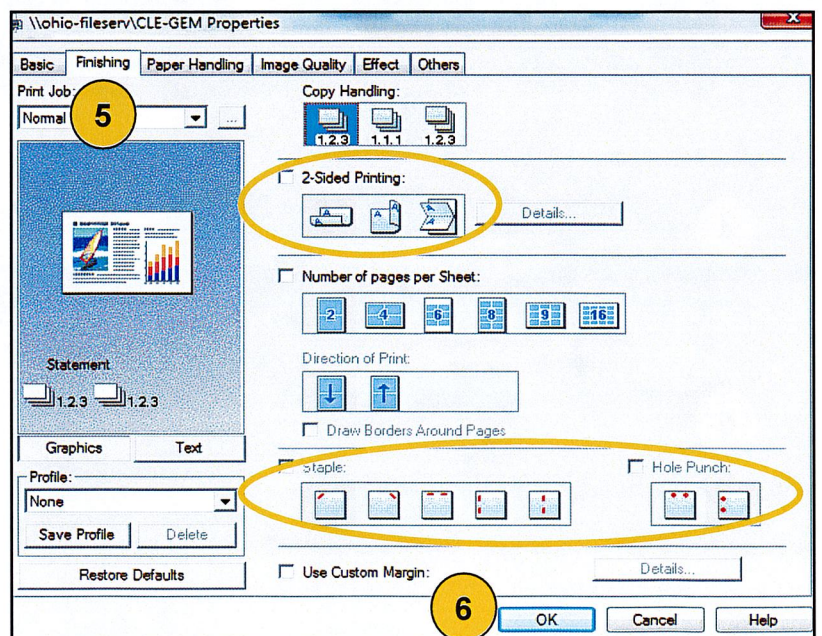
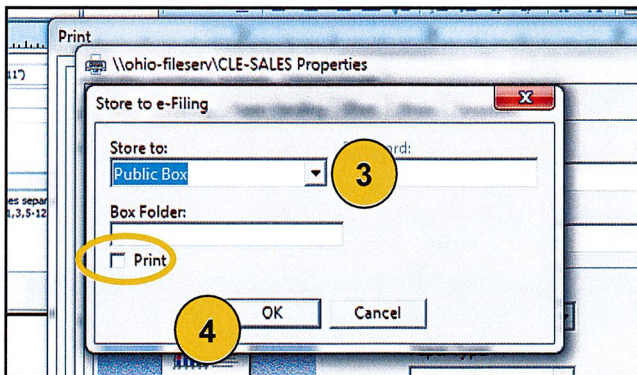
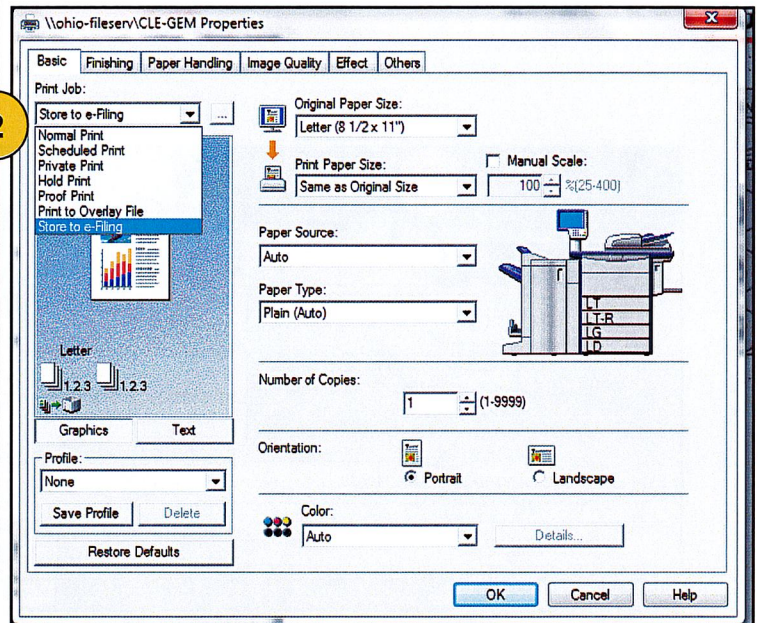
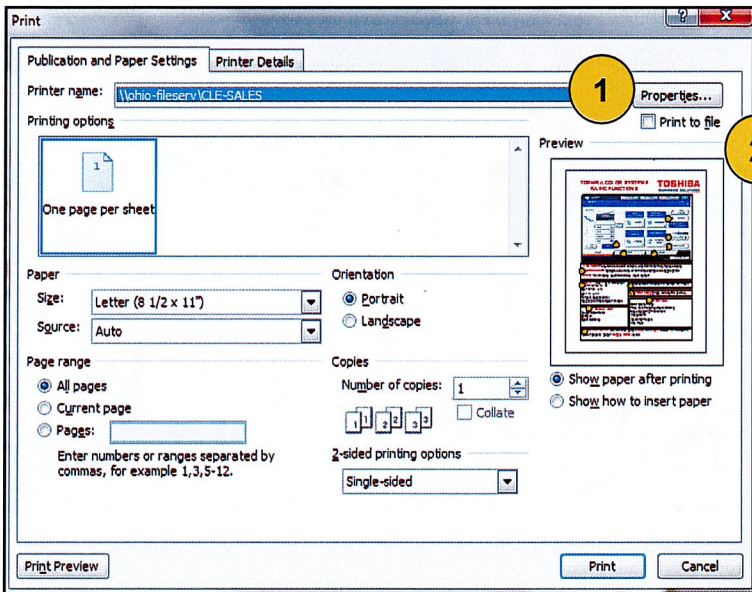
TOSHIBA
BUSINESS SOLUTIONS

Storing documents to an E-File Box using the print driver

With the document open - Select File Print (Document can be any file type)

1. Select Properties
2. From the **Print Job** drop down tab - Select **Store to e-Filing**
3. Select the box to store, and check the **PRINT** box to **PRINT AND STORE** the document.
4. Press **OK**
5. If finishing options are selected, they will automatically be set when printed from the E-File Box
6. Select **OK**

Select PRINT - The document will be stored in the E-File Box with the same file name from the Computer. Names can be edited through the Top Access web tools



TOSHIBA SYSTEMS

Copy & File (Storage Tab)

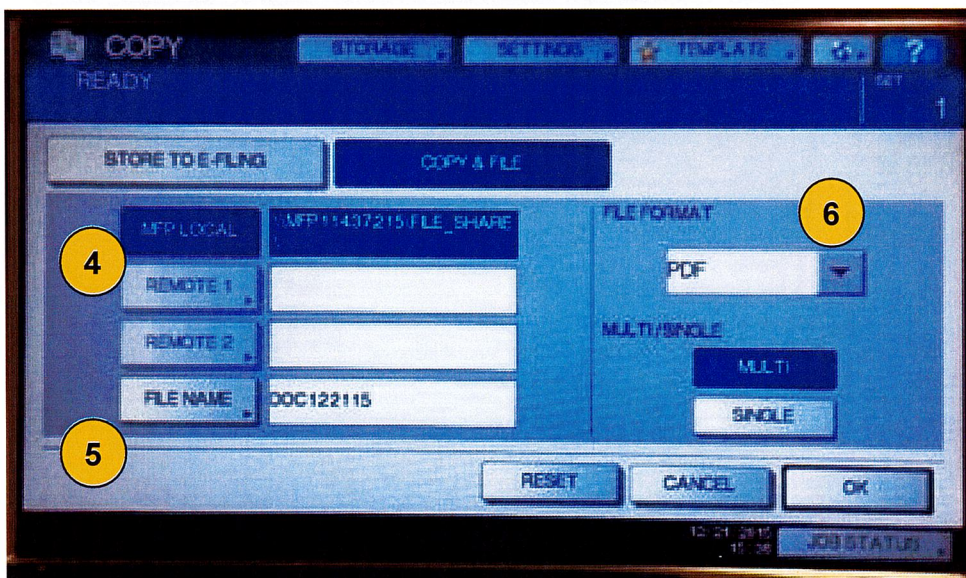
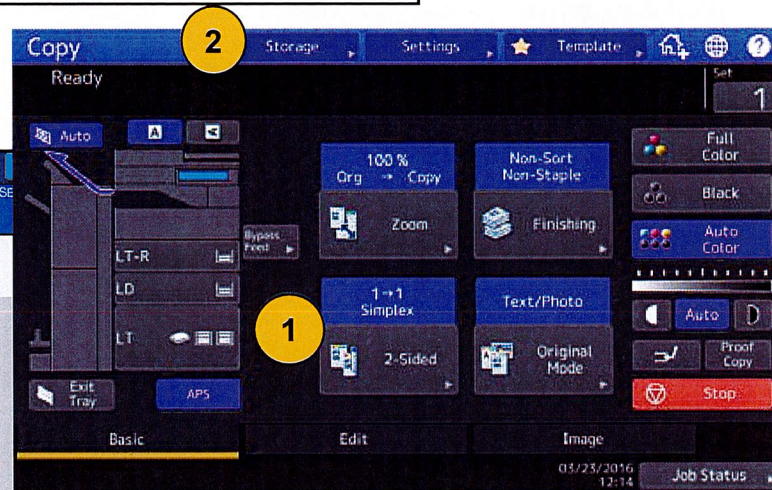
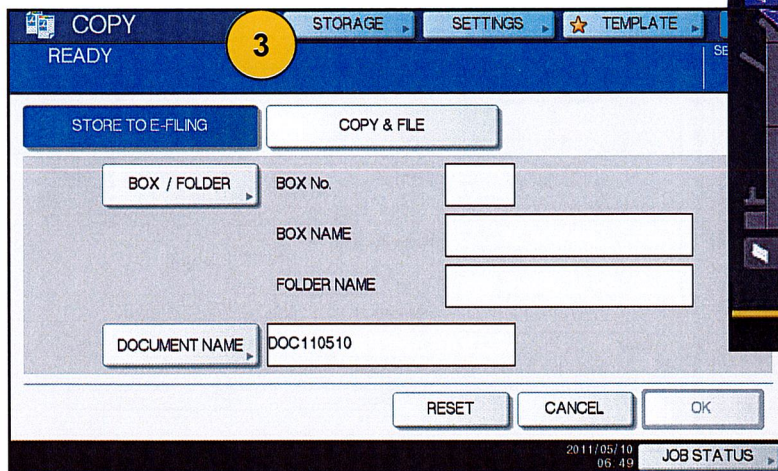
TOSHIBA

BUSINESS SOLUTIONS

Make a copy and send to network folder at the same time— (Scans and prints in 600dpi - B&W Only)

1. Select Copy /Scan settings—single/2sided, FINISHING, Omit Blank Pages (under edit tab-second page)
2. Select STORAGE tab
3. Select COPY & FILE
4. Select the destination folder-Enter password if required
5. Select FILE NAME to rename file
6. Select FILE FORMAT (PDF, TIFF, XPS) and OK
7. Select START

Press FC (Function Clear) when finished

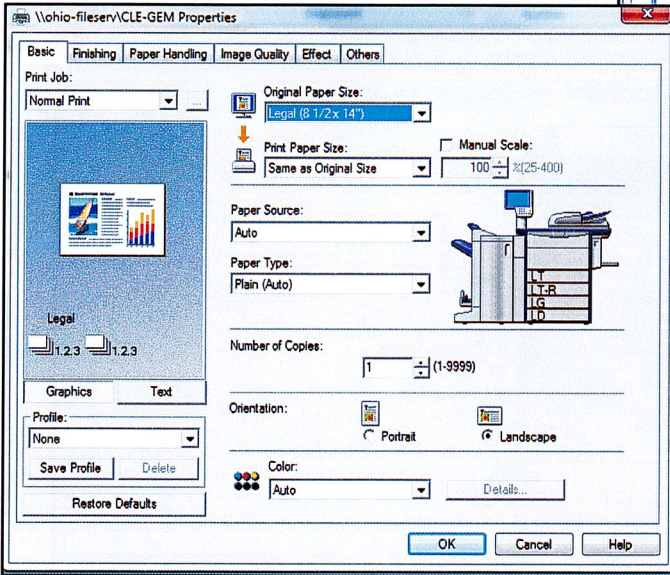
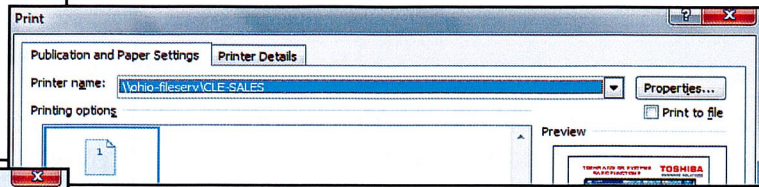


TOSHIBA SYSTEMS

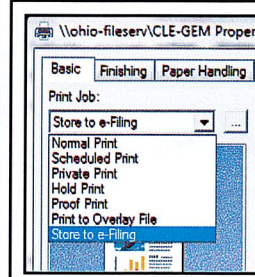
Print Driver Functions Page 1

From document:

1. Select File, Print
2. Select appropriate printer
3. Select Properties



BASIC TAB

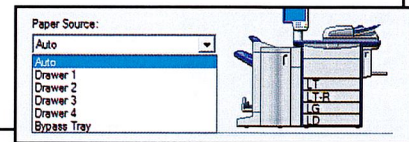


Print Job

- Private Print - set PIN to release
- Hold Print - release at control panel
- Print to overlay file - watermark, letterhead

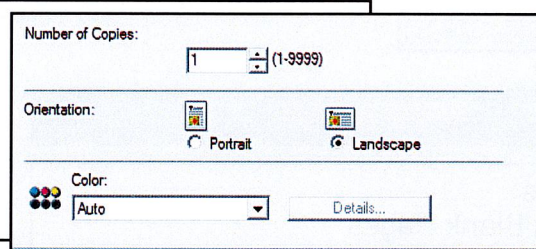
Paper Source

- LT - portrait
- LT-R - landscape



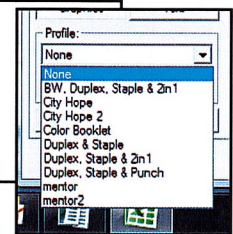
Common Settings

- Number of copies
 - Orientation
 - Color
- Default is BW,
(Optional) Code



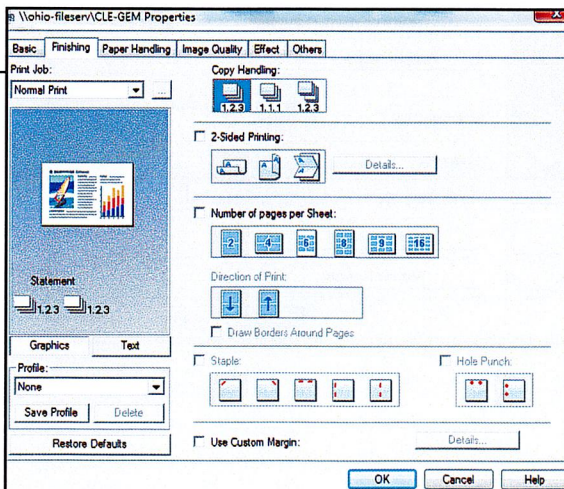
Profile

- Save settings,
- Like a template



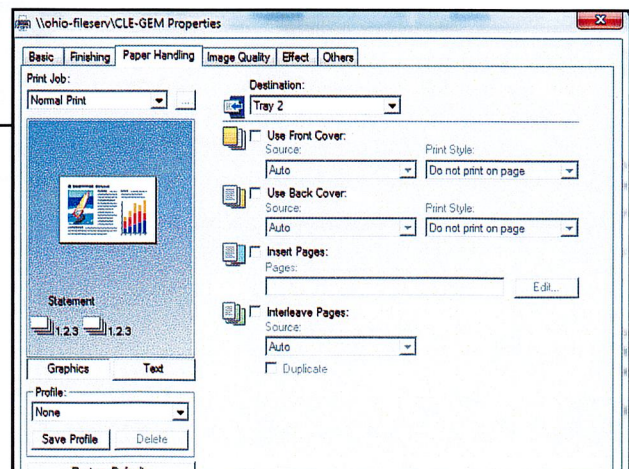
FINISHING TAB

- Copy Handling - Sorts
- 2 Sided Printing - flip long side or short side
- Staple –orientation determines position
- Hole Punch - orientation determines position



PAPER HANDLING TAB

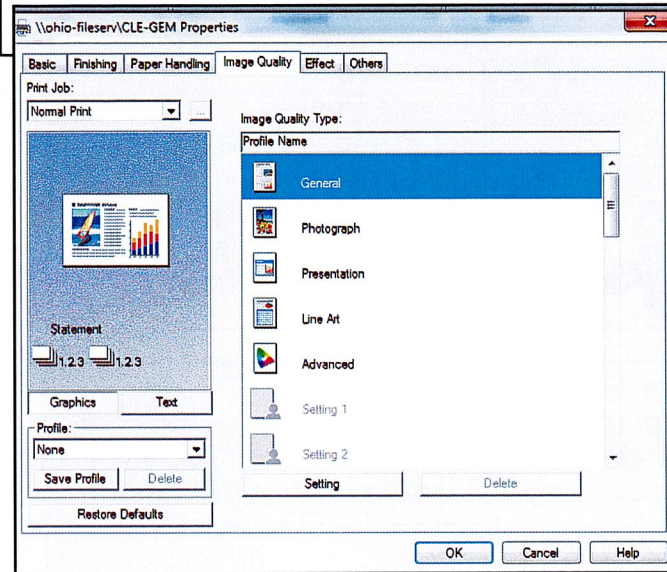
Insert covers and pages, blank or printed, as directed from this screen



TOSHIBA SYSTEMS Print Driver Functions Page 2

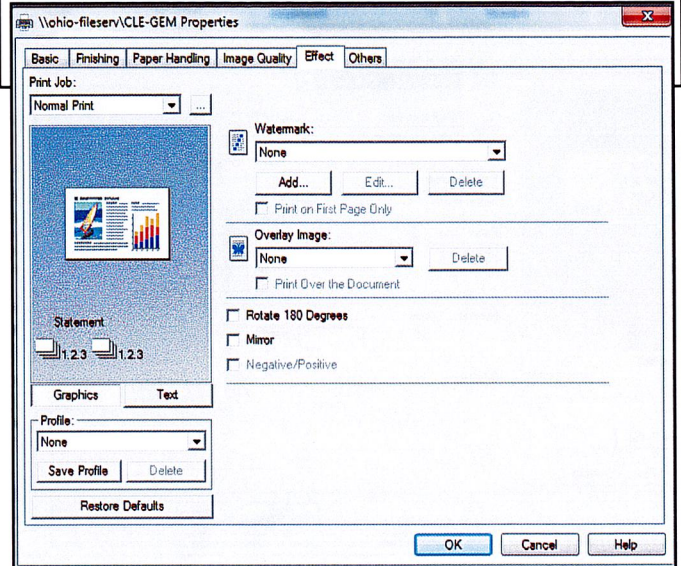
IMAGE QUALITY TAB

Choose option that encompasses largest amount of print on page. Presentation is best for equal combination of images and text.



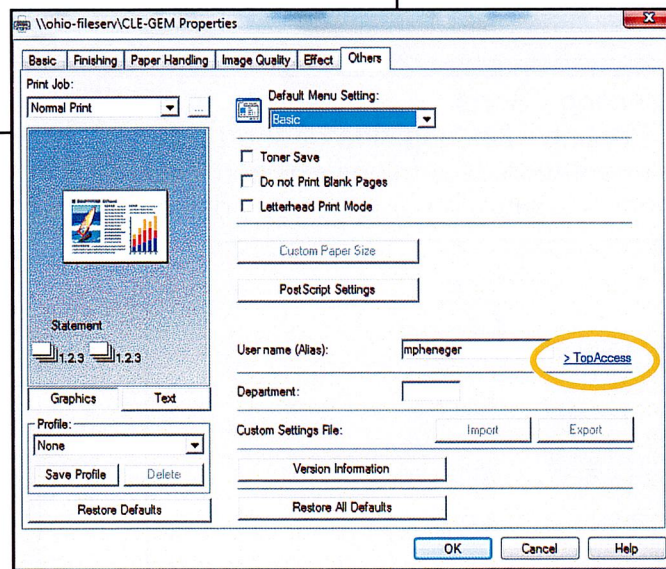
EFFECT TAB

Add watermark (security features) and / or overlay images.



OTHER TAB

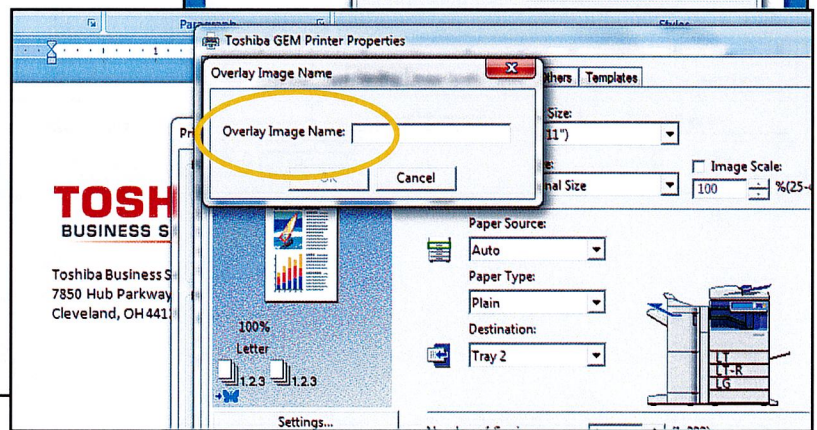
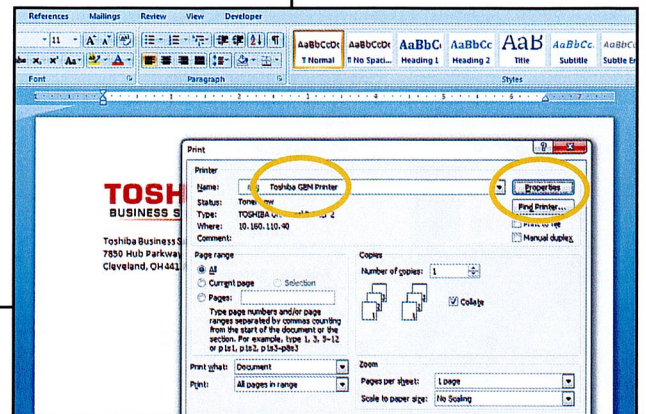
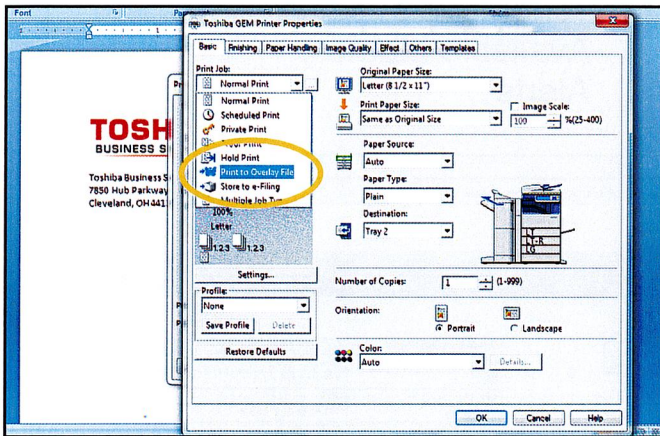
User settings
Do Not Print Blank Pages
User name
Department Code
TopAccess



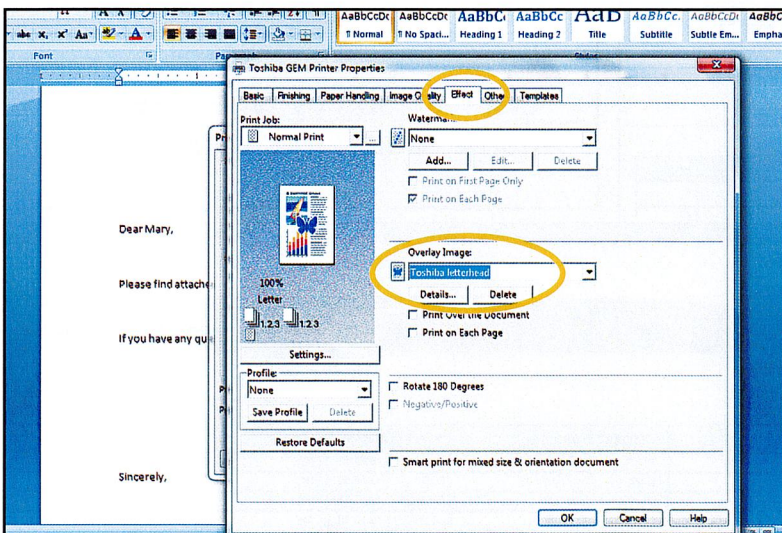
TOSHIBA SYSTEMS Overlay and Watermark Printing

TOSHIBA BUSINESS SOLUTIONS

Open new Word document
 Insert logo, text or both (leave document open)
 Select > Print, > Toshiba Printer, > Properties
 Under "Print Job" Select > Print to Overlay File
 Select > OK, > Type name of file
 Select > OK, Select > OK, Select > Print to
 Save document



To Print On Overlay File:
 Open Word and type letter (leave room at the top)
 Select > Print, > Toshiba Printer, > Properties
 Select "Effects" tab
 Select Named Image under "Overlay Image"
 Select > OK, Select Print
 Letterhead will print on top of the document



TOSHIBA BUSINESS SOLUTIONS

Toshiba Business Solutions
 7850 Hub Parkway
 Cleveland, OH 44125

Dear Mary,

Please find attached the information that you requested.

If you have any questions, please let me know.

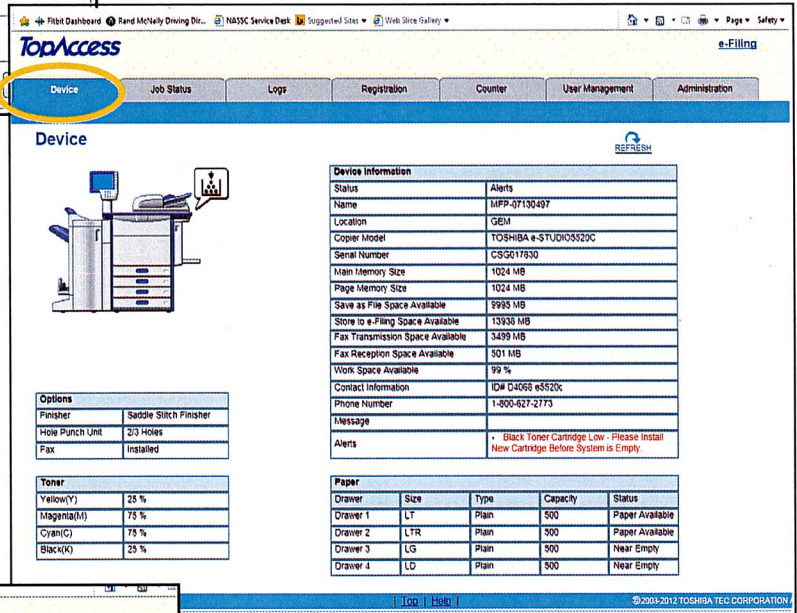
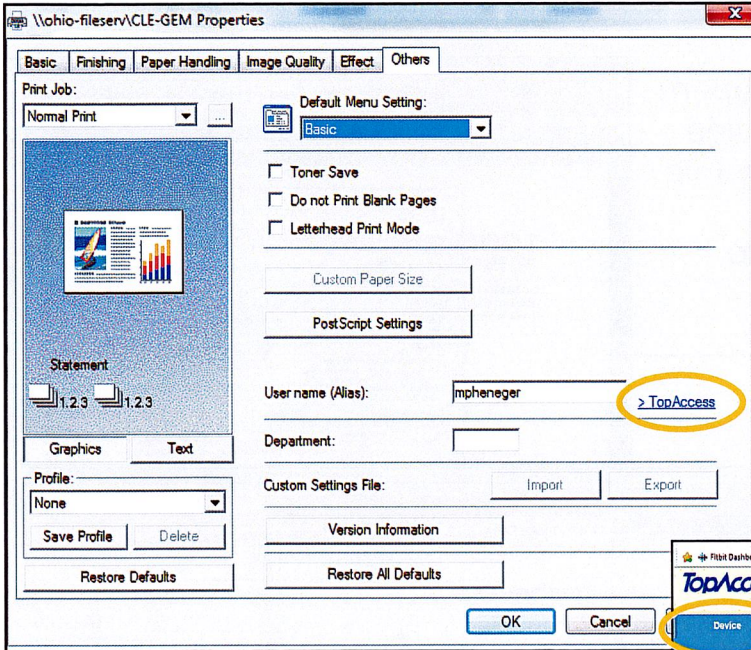
Sincerely,

TOSHIBA SYSTEMS TopAccess

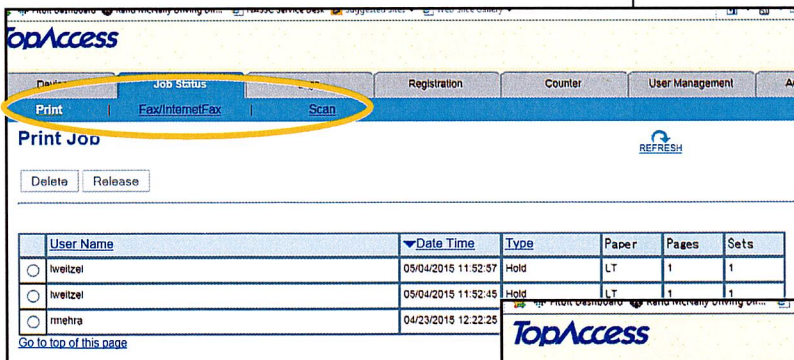
TOSHIBA BUSINESS SOLUTIONS

Locate TopAccess from the "Others" tab in print driver—Add to Favorites when it opens the Device screen

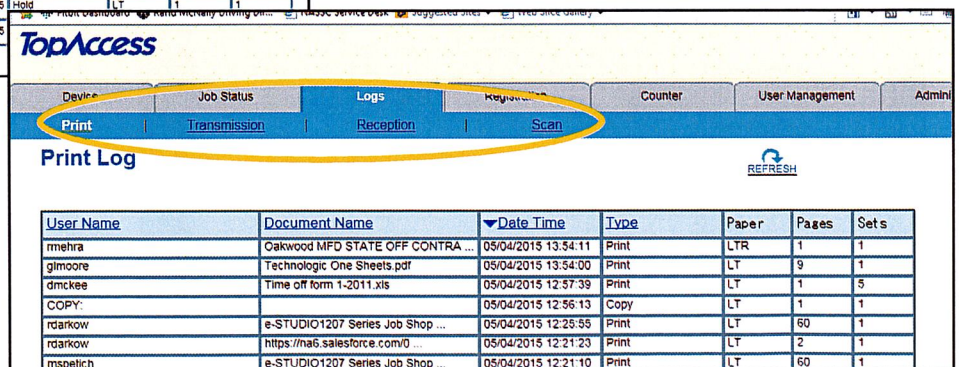
Device
ID Number
System Accessories
Paper Supply
Toner levels
Available Memory
Alerts



Job Status
(Incomplete jobs)
Hold and Private Prints
Fax and Scan



Logs
Lists all jobs by type, user, name, date/time, pages, etc.



TOSHIBA SYSTEMS

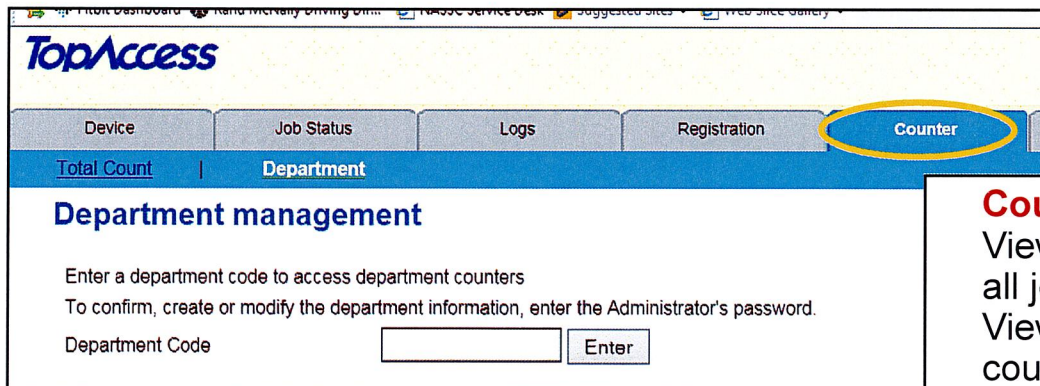
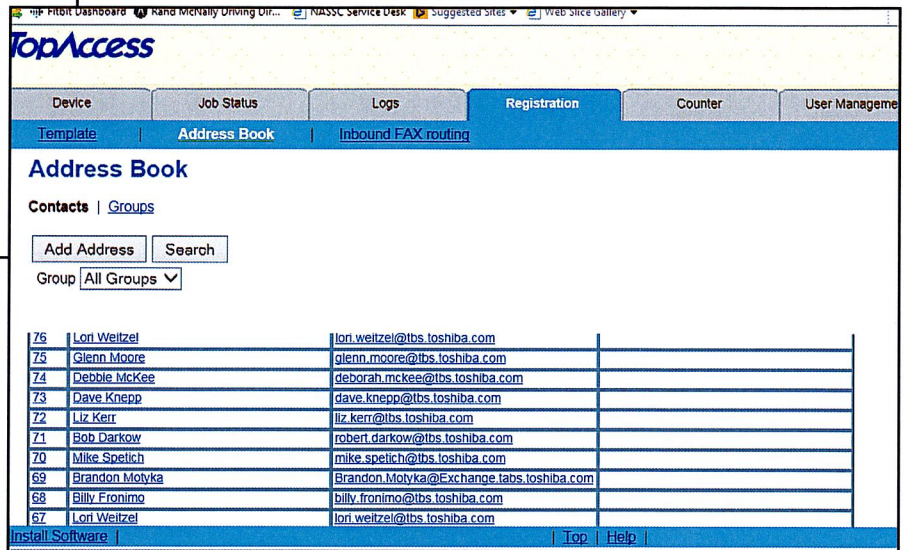
Top Access

TOSHIBA

BUSINESS SOLUTIONS

Registration

Name & Organize Templates
 Manage Address Book
 Set Inbound Fax (call Toshiba Help Desk for this)



Count

View total counts for all job types
 View department counts by code (if enabled)

User Management / Administration Tabs: requires admin login

If needed, Toshiba Helpdesk can assist in the setup of the following features

- Department Codes - count and/or set limits on user functions like color printing
- Scan to email - directly scan to an outside email address
- Scan to file - scan directly to network folders
- Fax Forward - incoming faxes forward directly to a network folder or email

