

**TOSHIBA**  
Leading Innovation >>>

PAPER REUSABLE DEVICE **e-STUDIO RD30**  
**e-STUDIO RD301**

# User's Guide



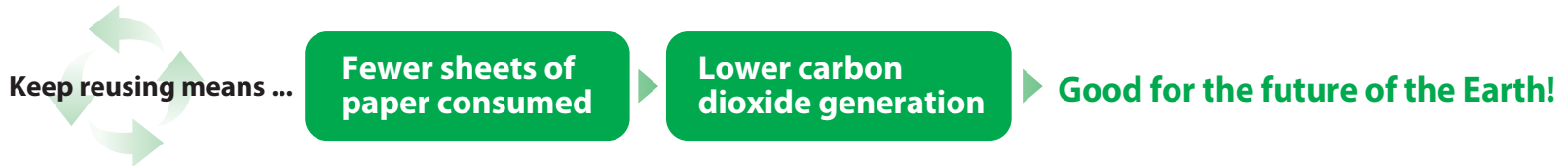
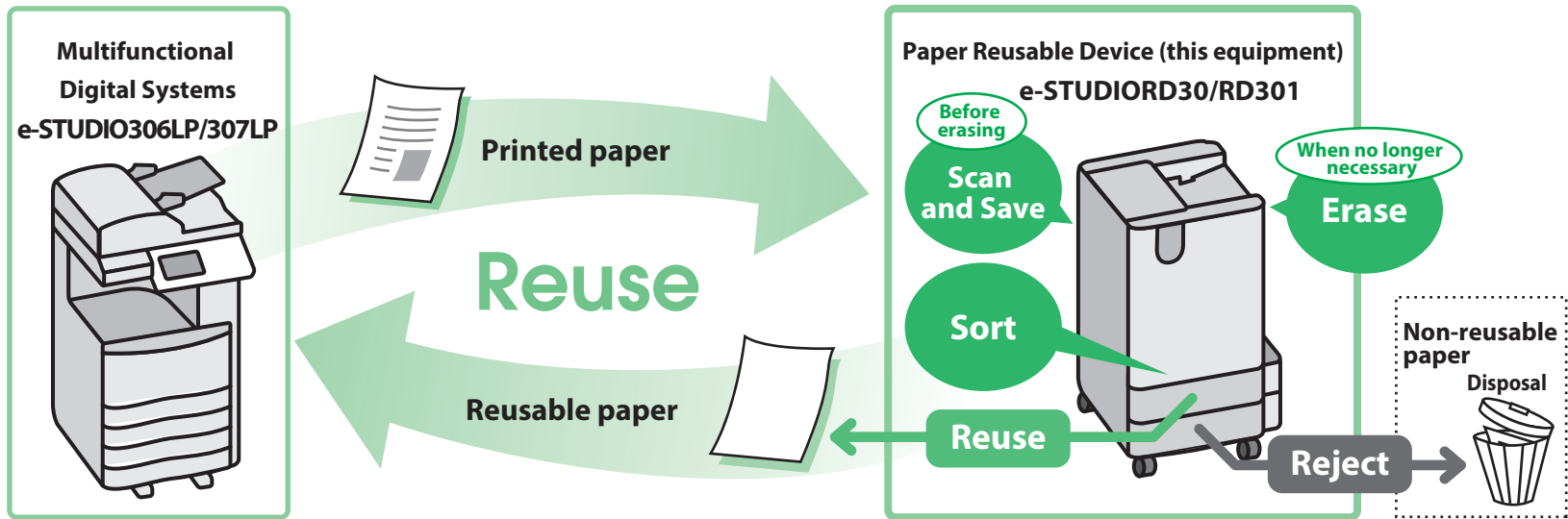
Safety Information	■
Paper Reuse Made Easy!	■
Before You Start	■
Getting Started	■
Detailed Operations	■
Troubleshooting	■
Maintenance	■
<b>Installing the Equipment</b>	■
<b>Read this section when installing this equipment for the first time</b>	■
Datasheet	■

Thank you very much for purchasing TOSHIBA Paper Reusable Device. This manual describes how to use Paper Reusable Device in Multifunctional Digital Systems to reuse paper. Read this manual carefully before using this equipment. Keep this manual safe for later reference.

# Keep Reusing Paper!

The Paper Reusable Device e-STUDIO RD30/RD301 (this equipment) can erase the toner color on paper printed by the Multifunctional Digital Systems e-STUDIO306LP/307LP.

This equipment identifies whether or not the erased paper is suitable for reuse and sorts into reusable (for Reuse) because it is not torn and the like, and non-reusable (for Reject). Reusable paper can be printed again by e-STUDIO306LP/307LP and erased again by e-STUDIO RD30/RD301. You can reuse paper by repeating this cycle. If you continue reusing paper, you can reduce paper consumption and carbon dioxide emission compared to printing with normal toners. When the printed paper is no longer necessary, erase it with e-STUDIO RD30/RD301 for reuse. Before erasing, you can scan and save the data as a PDF file and the like.



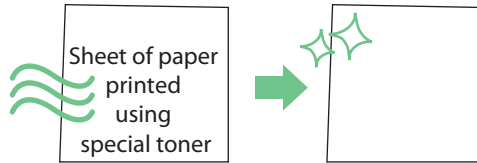
## Q&A Regarding Paper Reuse

**1**  
Question

How is it possible to erase the toner color?

**A**  
Answer

The toner is made transparent by a chemical reaction when heat is applied.



When heat is applied ... Clean sheet of paper!

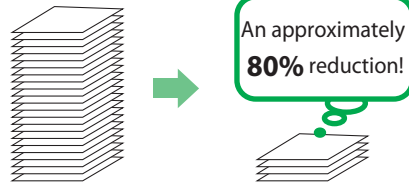
**2**  
Question

How much paper can we save?

**A**  
Answer

If we reuse the paper four times, we can reduce the paper consumed by approximately 80%\*.

Compared to using paper once and disposing of it...



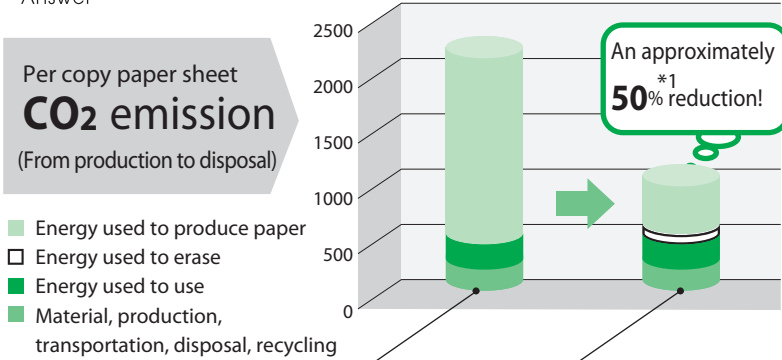
\* The percentage of paper that can be saved varies depending on the conditions and environment of use.

**3**  
Question

How much carbon dioxide emission can we reduce?

**A**  
Answer

The reduction in carbon dioxide emission is expected to be approximately 50%.




Typical Multifunctional Digital Systems	Paper Reuse System
When sheets of paper are printed <b>once</b>	When sheets of paper are printed <b>5 times</b>
Per sheet CO <sub>2</sub> emission is approximately <b>6.07 g</b> (0.014 lb.) <sup>*2</sup>	Per sheet CO <sub>2</sub> emission is approximately <b>1.52 g</b> (0.003 lb.) <sup>*2</sup>

\*1 Calculated under the following conditions: The number of sheets of A4 copy paper used per month is 4500, and they are used for 5 years. Sheets of paper are erased four times by e-STUDIO RD30 and printed five times by e-STUDIO306LP. The amount of CO<sub>2</sub> emitted per 1 gram of paper is 1.52 g (0.003 lb.) (Japan Paper Association). The life cycle assessment and recycling of e-STUDIO306LP and e-STUDIO RD30 are also taken into consideration.

\*2 Calculated based on the value "1.52 g of CO<sub>2</sub> per 1 gram of 1 sheet of paper" in the 2011 edition of "Life cycle CO<sub>2</sub> emission of paper/cardboard" by the Japan Paper Association.

# Contents



Available Manuals .....	5	<b>Detailed Operations.....</b>	<b>35</b>	<b>Installing the Equipment .....</b>	<b>87</b>
How to read this manual.....	6	Changing Template Settings.....	36	Installation Precautions .....	88
<b>Safety Information .....</b>	<b>11</b>	Operating the Menu Screen .....	55	Installation Space.....	88
When installing or moving.....	12	How to Log In .....	61	How to Install.....	89
When using the Paper Reusable		<b>Troubleshooting .....</b>	<b>63</b>	Turning On and Off.....	96
Device.....	14	Error Codes.....	64	How to Configure Settings.....	100
During maintenance or inspection.....	17	Paper Misfeed .....	67	<b>Datasheet .....</b>	<b>105</b>
When handling supplies.....	18	Erase/Sort/Scan Function Trouble.....	75	Specifications.....	106
<b>Paper Reuse Made Easy! .....</b>	<b>20</b>	When Something is Wrong with		Consumables.....	107
<b>Before You Start.....</b>	<b>23</b>	the Equipment .....	76	Disclaimer Notice.....	108
Part Names and Functions.....	24	<b>Maintenance.....</b>	<b>81</b>	Index.....	110
Non-reusable Paper.....	28	Cleaning the Equipment.....	82		
<b>Getting Started .....</b>	<b>30</b>	Replacing the Ink Cartridge.....	84		

## Available Manuals

A printed "User's Guide" (this manual) and a PDF file in the "User Documentation CD" are supplied with this equipment.

The User's Guide describes safety precautions and how to operate this equipment. Be sure to read "Safety Information" in the User's Guide before using this equipment.

The PDF manual describes the settings of this equipment. Refer to these manuals as required.

Regarding the operating instructions for e-STUDIO306LP/307LP, see the e-STUDIO306LP/307LP "Quick Start Guide".

### ■ Printed manual

User's Guide (this manual)	Describes safety precautions, how to install, how to operate, and how to troubleshoot. Be sure to read this manual before using the equipment.
----------------------------	--

### ■ PDF file

User's Guide	The User's Guide (printed manual) in PDF format.
TopAccess Guide	Describes how to configure and manage this equipment from TopAccess. TopAccess is a web utility that allows the user to manage this equipment from a browser on a computer.

### Tip

#### How to read the PDF manual




The PDF manual can be viewed on and printed from a computer that is installed with Adobe Reader or Adobe Acrobat Reader. If you do not have Adobe Reader or Adobe Acrobat Reader on your computer, download from the Adobe Systems homepage and install it.

## How to use the User Documentation CD

1. Set the User Documentation CD in the CD-ROM drive on your computer.
2. Open the User Documentation CD.
3. Double-click the file of the operator's manual to be viewed. Its PDF file is displayed.

## How to read this manual

### Symbols in this manual

 <b>WARNING</b>	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding objects.
 <b>CAUTION</b>	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.
<b>Note</b>	Indicates information to which you should pay attention when operating the equipment.
<b>Tip</b>	Describes handy information that is useful to know when operating the equipment.
	Indicates the pages describing items related to what you are currently doing.

### Screens and Operation Procedures

In this manual, the screens and the operation procedures in Windows are described for Windows 7. The details on the screens may differ depending on how the equipment is used, such as the status of the installed options, the OS version and the applications.

## Combinations of the product name on the front cover and the identification label

Model name on the front cover	Model name on the identification label
e-STUDIO RD30	KH-1020
e-STUDIO RD301	KH-1021

If there is a model name in the note, the corresponding model is applicable. If not, the above models are applicable.

Example:

**e-STUDIO RD30/RD301:** This is a note for using e-STUDIO RD30/RD301.

## Notice to Users

### For the U.S.A. only

#### FCC NOTICE

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

#### California Proposition 65 Warning: USA-California only

This Product contains chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm.

#### WARNING

Changes or modification made to this equipment, not expressly approved by TOSHIBA TEC or parties authorized by TOSHIBA TEC, could void the user's authority to operate the equipment.

## For Canada only

This Class A digital apparatus complies with Canadian ICES-003.  
Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

## For the EU only

### Working environment

From EMC (Electromagnetic Compatibility) point of view, the operation of this product is being restricted in following environments:

- Medical Environments: This product is not certified as a medical product according to the Medical Product Directive 93/42/EEC.
- Domestic environments (e.g. a private living room with TV / Radio sets in the nearby surrounding area) because this is a so called EMC class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures!

Any consequences resulting from the use of this product in restricted working environments are not the responsibility of TOSHIBA TEC. The consequences of the use of this product in restricted working environments may be an electromagnetic interference with other devices or machines in the nearby surrounding area. This can result into malfunction including data loss / data error pertaining to this product or the other devices / machines involved in the electromagnetic interference.

Furthermore, for general safety reasons, the use of this product in environments with explosive atmospheres is not permitted.

### CE compliance

This product is labelled with the CE mark in accordance with the provisions of the applicable European Directives, notably the Low Voltage Directive 2006/95/EC (before 2016-04-20), 2014/35/EU (after 2016-04-20), the Electromagnetic Compatibility Directive 2004/108/EC (before 2016-04-20), 2014/30/EU (after 2016-04-20), the RoHS Directive 2011/65/EU for this product and the electric accessories.

CE marking is the responsibility of TOSHIBA TEC GERMANY IMAGING SYSTEMS GmbH, Carl-Schurz-Str. 7, 41460 Neuss, Germany, phone +49-(0)-2131-1245-0.

For a copy of the related CE Declaration of Conformity, please contact your dealer or TOSHIBA TEC.



**Warning:**

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

**Following information is for EU-member states only:**

This product is marked according to the requirement in EU-Directive on Waste electrical and electronic equipment - WEEE.

The use of the symbol indicates that this product may not be disposed as unsorted municipal waste and has to be collected separately. By ensuring this product is disposed of correctly, you will help prevent potential negative consequences for the environment and human health, which could otherwise be caused by inappropriate waste handling of this product.

For more detailed information about the take-back and recycling of this product please contact your supplier where you purchased the product.

**Following information is for EU-member states only:**

Disposal of batteries and/or accumulators based on EU-Directive on batteries and accumulators and waste batteries and accumulators.

By ensuring that batteries and/or accumulators are disposed of correctly, you will help prevent potential negative consequences for the environmental and human health, which could otherwise be caused by inappropriate waste handling of this product.

For more detailed information about the take-back and recycling of batteries and/or accumulators, please contact your supplier where you purchased this product.

This device is not intended for use in the direct field of view at visual display workplaces.

To avoid incommoding reflections at visual display workplaces this device must not be placed in the direct field of view.

## For India only

### Following information is only for India:



The use of the symbol indicates that this product may not be treated as household waste. By ensuring this product is disposed of correctly, you will help prevent potential negative consequences for the environment and human health, which could otherwise be caused by inappropriate waste handling of this product.

For more detailed information about the take-back and recycling of this product, please contact your supplier where you purchased the product.

This product complies with the "India E-waste Rule 2011" and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1% by weight and 0.01% by weight for cadmium, except for the exemption set in Schedule II of the Rule.

## For Argentina only

### Following information is only for the province of Buenos Aires in Argentina:



La siguiente información es solo para Argentina

El uso de este símbolo indica que este producto no puede ser tratado como residuos domésticos.

Asegúrese que este producto se deseché correctamente, Usted ayudara a evitar posibles consecuencias negativas para el medio ambiente y la salud humana, que podrían derivarse de la incorrecta manipulación de este producto.

Para mas información sobre el reciclaje de este producto, consulte con nuestro.

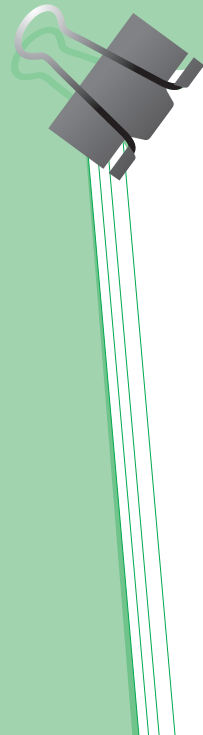
## For Turkey only

### Following information is only for Turkey:

AEEE Yönetmeliğine Uygundur

# Safety Information

This chapter describes the necessary precautions for using this Paper Reusable Device. For your added safety, be sure to read this chapter before using this equipment.



When installing or moving .....	12
When using the Paper Reusable Device .....	14
During maintenance or inspection.....	17
When handling supplies.....	18

## When installing or moving

### **WARNING**

#### **For the U.S.A. and Canada**

Paper Reusable Device requires 120 V, 12 A, 50/60 Hz electric power.

#### **Except the U.S.A., Canada**

Paper Reusable Device requires 220 to 240 V AC, 8 A, 50/60 Hz electric power.

- Do not use a power supply with a voltage other than that specified.  
Avoid multiple connections in the same outlet. This could cause a fire or give you an electric shock. If you are considering increasing the number of outlets, contact an electrician.
- Always connect this Paper Reusable Device to an outlet with a ground connection to avoid the danger of fire or electric shock in case of short-circuiting. Contact your service representative for the details. Be sure to use a 3-conductor, grounded wall outlet.  
In areas, except the U.S. and Canada, where a 2-pin plug is used, the Paper Reusable Device must be grounded for safety. Never ground it to a gas pipe, a water pipe, or any other object not suitable for grounding.
- Plug the power cord securely into the outlet. If it is not plugged in properly, it could heat up and cause a fire or give you an electric shock.  
Do not damage, break or attempt to repair the power cord.
- The following things should not be done to the power cord.
  - Twisting it
  - Bending it
  - Pulling it
  - Placing anything on it
  - Heating
  - Situating it near radiators or other heat sources

This could cause a fire or give you an electric shock. If the power cord is damaged, contact your service representative.

- Do not install the equipment by yourself or try to move it once it has been installed. This could result in an injury or damage to the equipment. Contact your service representative if the equipment needs to be installed or moved.
- The socket outlet shall be near the equipment and be easily accessible.

- Pull out the plug from the outlet more than once a year to clean around the prongs. Accumulating dust and dirt could cause a fire due to the heat released by electric leakage.

## CAUTION

- When removing the plug from the outlet, do not pull the power cord. Always hold the plug when removing it from the outlet. If the power cord is pulled, the wires may break and this could cause a fire or give you an electric shock.
- Make sure that the ventilation holes are not blocked.  
If the temperature within the Paper Reusable Device becomes too high, a fire could result.

### Other points

- If there is insufficient space around the equipment, the poor ventilation will result in malfunction, also releasing paper misfeeds may become difficult. To ensure adequate space, follow the table below as a guide.

Adequate space		
Rear	Left	Right
20 cm (7.9")	30 cm (11.8")	80 cm (31.5")

- Be sure to fix the power cable securely so that no one trips over it.
- Adverse environmental conditions may affect the safe operation and performance of the Paper Reusable Device, and the Paper Reusable Device could break down.
  - Avoid locations near windows or with exposure to direct sunlight.
  - Avoid locations with drastic temperature fluctuations.
  - Avoid too much dust.
  - Avoid locations that suffer from vibration.

## When using the Paper Reusable Device

### **WARNING**

- Do not take off the cover of the equipment; otherwise you could be injured or get an electric shock.
- Do not remove or connect the plug with wet hands, as this could give you an electric shock.
- Do not place any container with liquid (flower vases, coffee cups, etc.) on or near the equipment. This could cause a fire or give you an electric shock.
- Keep paper clips and staples away from the air vent. If not, a fire could result or you could get an electric shock.
- If the Paper Reusable Device becomes excessively hot, smoke comes out of it or there is an odd smell or noise, proceed as follows. Turn the main power switch OFF and remove the plug from the outlet, then contact your service representative.
- If the Paper Reusable Device will not be used for more than one month, remove the plug from the outlet for safety purposes during that time. If an insulation failure occurs, this could cause a fire or give you an electric shock.

### **CAUTION**

- Do not place heavy objects (4 kg/9 lb. or more) on the Paper Reusable Device. If the objects fall off, this could cause injury.
- Do not touch the erasure unit or the metal area around it. Since they are very hot, you could be burned or the shock could cause you to injure your hand in the machine.
- Be careful not to let your fingers be caught when closing the drawer. This could cause an injury.
- Do not use the pulled out drawers or opened covers as steps. This could injure you if you fall.
- Do not use open covers as steps. This could injure you if you fall.

## Position of Certification Labels, etc.

Check that warning labels are displayed at the specified locations. If any labels are missing or are illegible, contact your service technician or representative for details.

### Identification label



For the U.S.A. and Canada

#### TOSHIBA

PAPER REUSABLE DEVICE  
/APPAREIL DE PAPIER RÉUTILISABLE e-STUDIO RD30  
MODEL/MODELE KH-1020  
120V ~ 12A 50/60Hz  
NO.



TOSHIBA TEC CORPORATION  
MADE IN MALAYSIA/FABRIQUE EN MALAISIE

#### TOSHIBA

PAPER REUSABLE DEVICE  
/APPAREIL DE PAPIER RÉUTILISABLE e-STUDIO RD301  
MODEL/MODELE KH-1021  
120V ~ 12A 50/60Hz  
NO.



TOSHIBA TEC CORPORATION  
MADE IN MALAYSIA/FABRIQUE EN MALAISIE

For the EU

#### TOSHIBA

PAPER REUSABLE DEVICE/APPAREIL DE PAPIER RÉUTILISABLE  
e-STUDIO RD30  
MODEL/MODELE KH-1020  
220-240V ~ 8A 50/60Hz  
NO.



TOSHIBA TEC CORPORATION  
MADE IN MALAYSIA/FABRIQUE EN MALAISIE

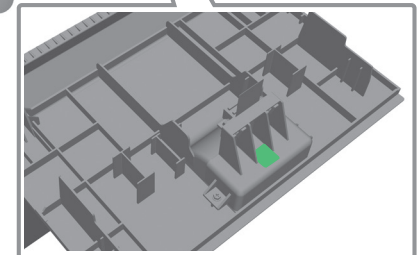
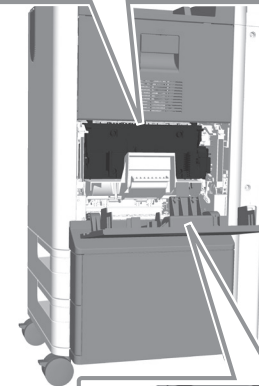
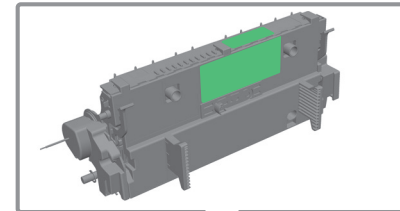
#### TOSHIBA

PAPER REUSABLE DEVICE/APPAREIL DE PAPIER RÉUTILISABLE  
e-STUDIO RD301  
MODEL/MODELE KH-1021  
220-240V 8A 50/60Hz  
NO.



TOSHIBA TEC CORPORATION  
MADE IN MALAYSIA/FABRIQUE EN MALAISIE

### Warning for high temperature area (Erasure unit)



## Warning for grounding wire



## Other points

- Do not turn the power OFF with misfed paper remaining inside the equipment. This could cause a malfunction when the power is turned ON next time.
- Be sure to turn the power OFF when leaving the office or if there is a power outage. However, do not turn the power OFF if the weekly timer is in use.
- Be careful because the paper exit area and paper just after exiting are hot.
- Do not open/close the covers or pull out the drawers during the operation.



## During maintenance or inspection

### **WARNING**

- Never attempt to repair, disassemble or modify the Paper Reusable Device by yourself. You could cause a fire or get an electric shock. Always contact your Service representative for maintenance or repair of the internal parts of the Paper Reusable Device.
- Do not let liquids such as water and oil get into the system when cleaning the floor. This could cause a fire and give you an electric shock.

### **CAUTION**

- Always keep the plug and outlet clean. Prevent them from accumulating dust and dirt. This could cause a fire and give you an electric shock due to the heat released by electric leakage.

### **Other points**

- Do not use such solvents as thinner or alcohol when cleaning the surface of the Paper Reusable Device.
  - This could warp the shape of the surface or leave it discolored.
  - When using a chemical cleaning pad to clean it, pay attention to any cautionary points.

## When handling supplies

One of the consumables of this equipment is the ink cartridge (“C6602R (red)” by Hewlett Packard Company).

The following caution (in italics) is taken from the “C6602R MATERIAL SAFETY DATA SHEET” published by Hewlett-Packard Company.

### ***Handling and Storage***

- *Avoid contact with skin, eyes and clothing.*
- *Keep out of the reach of children. Keep away from excessive heat or cold.*

### ***Emergency overview***

*Contact with skin and eyes may result in irritation.*

### ***First Aid Measures***

#### ***Inhalation***

*Remove to fresh air. If symptoms persist, get medical attention.*

#### ***Skin contact***

*Wash affected areas thoroughly with mild soap and water. Get medical attention if irritation develops or persists.*

#### ***Eye contact***

*Do not rub eyes. Immediately flush with large amounts of clean, warm water (low pressure) for at least 15 minutes or until particles are removed. If irritation persists get medical attention.*

#### ***Ingestion***

*If ingestion of a large amount does occur, seek medical attention.*

## To Administrators

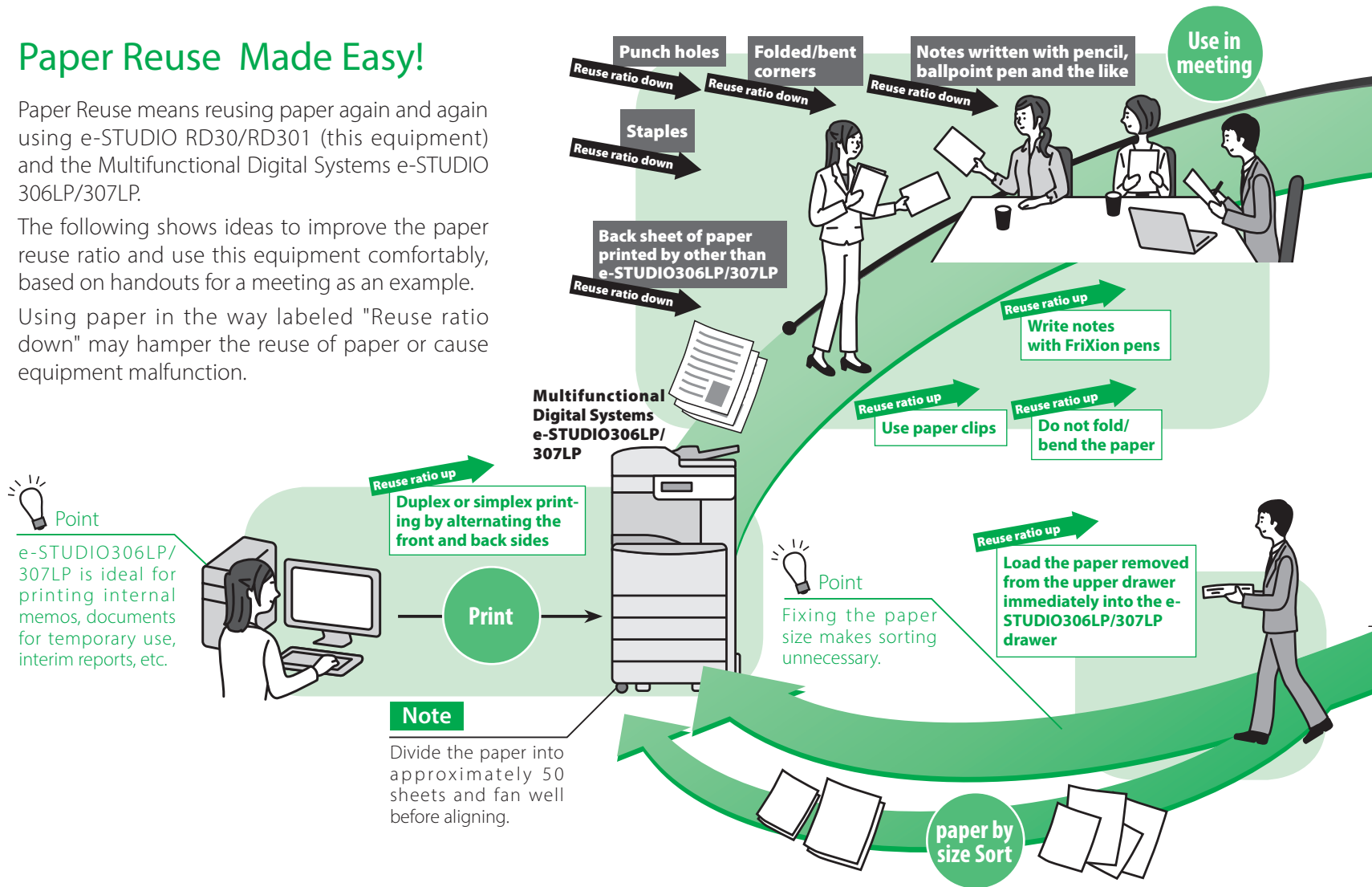
- To avoid physical security problems, such as hardware removal or inappropriate disassembly at the installation site, take all necessary measures, such as checking who enters and leaves the site.
- When connecting this product with an outer network such as the Internet, only operate it in a network environment protected by a firewall, etc. to prevent information from being leaked due to incorrect settings or avoid illegal access by unauthorized users.
- To prevent the configuration settings from being altered improperly or similar, before you use this product, change the administrator passwords set by factory default.
- Data on remote servers and USB media must be managed by the user who carried out the operation.
- Take security measures such as entry/exit control and take-out control for handling printed/erased paper with important information.
- Carry out "Copy files To USB" as appropriate (about once a month), depending on the usage to make sure that no scanned data remains in the equipment.
- When disposing of or transferring the equipment, carry out "Factory Default" to restore the equipment to its factory default status. Any scanned data remaining in the equipment will be erased.

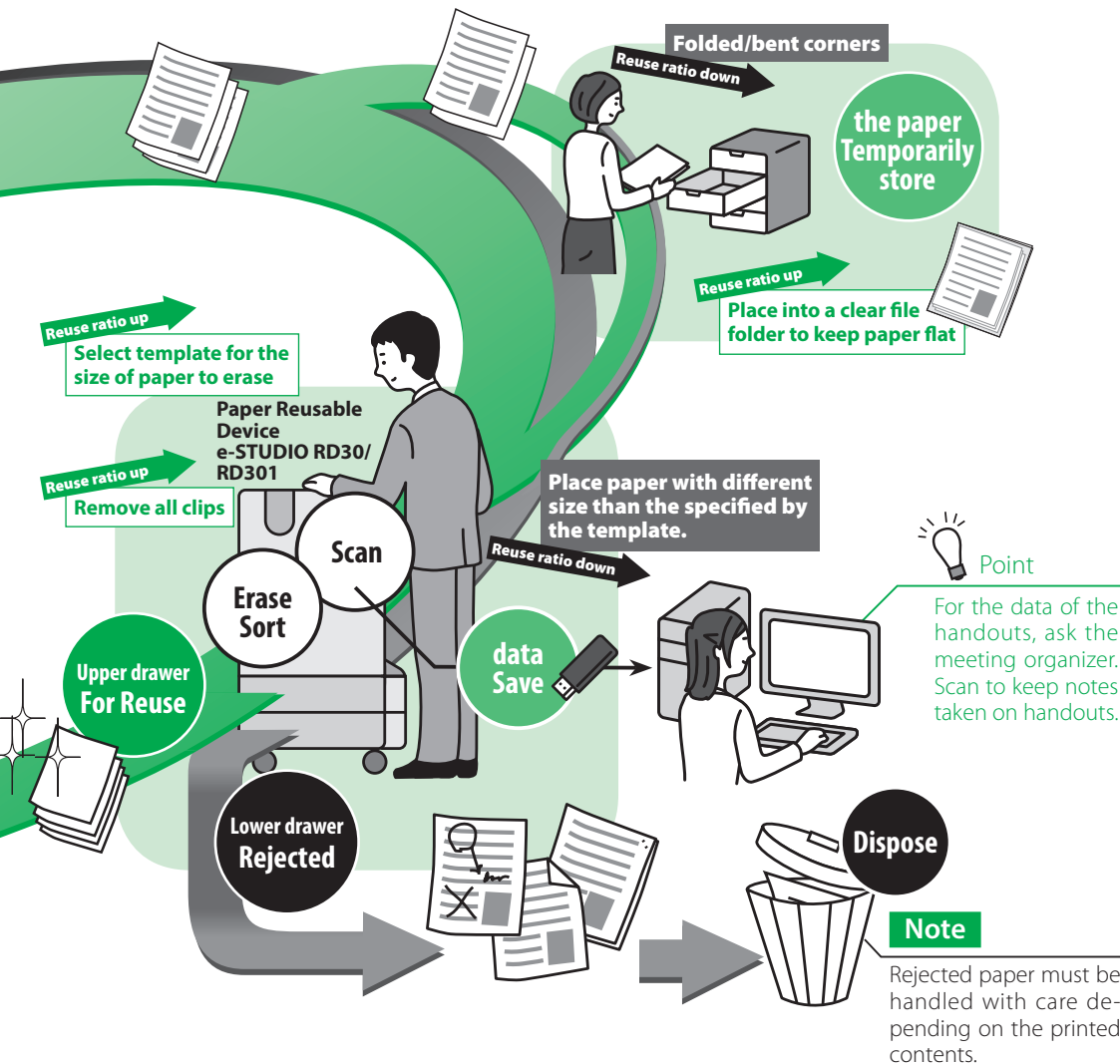
## Paper Reuse Made Easy!

Paper Reuse means reusing paper again and again using e-STUDIO RD30/RD301 (this equipment) and the Multifunctional Digital Systems e-STUDIO 306LP/307LP.

The following shows ideas to improve the paper reuse ratio and use this equipment comfortably, based on handouts for a meeting as an example.

Using paper in the way labeled "Reuse ratio down" may hamper the reuse of paper or cause equipment malfunction.





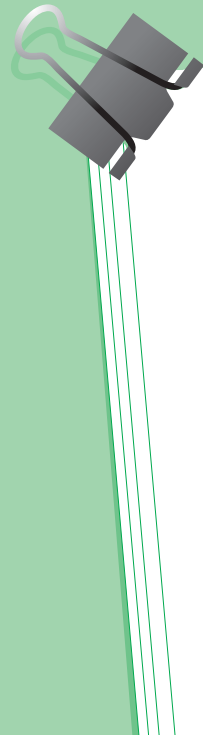
## Tips

- FriXion pens are erasable pens made by Pilot Corporation. e-STUDIO RD30/RD301 can erase notes written using FriXion pens. The following products are recommended for use with this equipment:  
FriXion Ball and FriXion Point
  - To know how many times you have reused the paper, use the reuse counter function and print the reuse counter mark on a corner of the paper (bottom left or top right for A4/LT paper in landscape orientation). The reuse counter function requires the separately sold ink cartridge.
- ▶▶**P.107 “Consumables” in this manual**  
You can also check the effect of paper reduction in the graph from the TopAccess [Counter] tab.
- ▶▶**TopAccess Guide : “Chapter 5: [Counter] Tab Page” - “[Counter] Tab Page Overview”**
- Fixing the paper size either to A4/LT or B5 improves the reuse ratio.  
A5/ST is not recommended for everyday use because the drawer fills up at every job completion.



# Before You Start

This chapter describes the names of each part and papers that cannot be reused by this equipment.



Part Names and Functions .....	24
Non-reusable Paper .....	28

# Part Names and Functions

## View from Front Left

### Network interface connector

Use this connector when connecting this equipment to a network.

▶▶ P.94 "Connecting Cables" in this manual

### Upper left cover

Open this cover when removing misfed paper and cleaning the document scanning area.

▶▶ P.69 "Inside the Upper Left Cover" in this manual

▶▶ P.82 "Document Scanning Area (Surface of the Long Narrow Glass)" in this manual

### Middle left cover

Open this cover when removing misfed paper and replacing the ink cartridge.

▶▶ P.70 "Inside the Middle Left Cover" in this manual

▶▶ P.84 "Replacing the Ink Cartridge" in this manual

### Lower left cover

Open when removing misfed paper.

▶▶ P.70 "Inside the Lower Left Cover" in this manual

### USB port

Use this port when saving scanned data in USB media.

▶▶ P.30 "Getting Started" in this manual

### Paper feed tray

Place paper you want to erase/sort/scan in this tray.

▶▶ P.30 "Getting Started" in this manual

### Top cover

Open this cover when removing misfed paper and cleaning the paper feed roller.

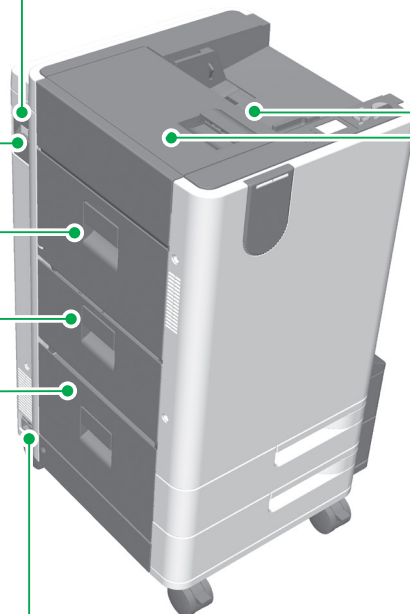
▶▶ P.69 "Inside the Top Cover" in this manual

▶▶ P.83 "Paper Feed Roller" in this manual

### Power supply inlet

Connect the power supply cable.

▶▶ P.94 "Connecting Cables" in this manual





## View from Right

### Side guide

Adjust this guide to match the paper width.

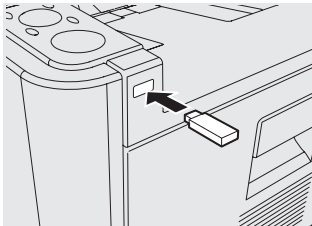
### Control Panel

Use this panel to operate this equipment.

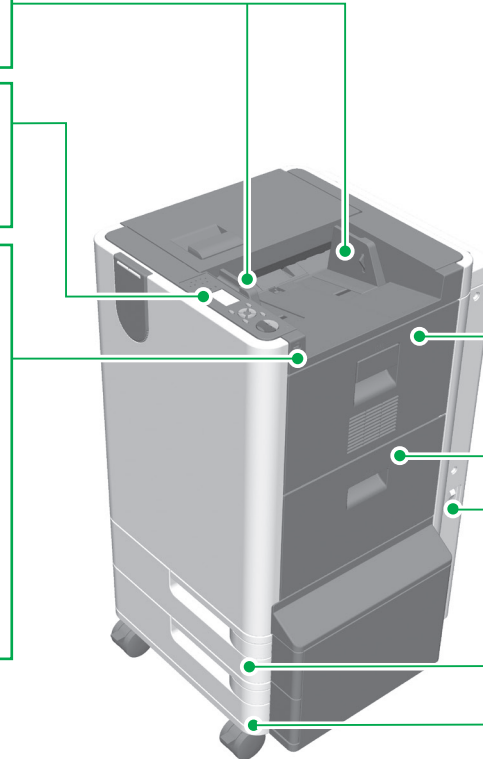
▶▶ P.26 "Control Panel" in this manual

### USB port

Use this port when saving scanned data in USB media.



▶▶ P.30 "Getting Started" in this manual



### Upper right cover

Open when removing misfed paper.

▶▶ P.74 "Inside the Upper Right Cover" in this manual

### Lower right cover

Open when removing misfed paper.

▶▶ P.71 "Inside the Lower Right Cover" in this manual

### Main power switch

Use this switch to turn on this equipment.

▶▶ P.96 "Turning On" in this manual

### Upper drawer

Reusable paper is ejected into this drawer.

### Lower drawer

Non-reusable paper is ejected into this drawer.

# Control Panel

## Buttons

Use these buttons to select the item you want on the LCD screen. The selected item is displayed in reverse colors. Available buttons are indicated with yellowish green lamps.

▶ button proceeds to the next screen.

### [HOME] button

Use this button to display the home screen.

### [MENU/OFF] button

Use this button to display the menu screen. Holding this button down for 5 seconds while the equipment is operating, shuts it down.

▶▶ P.97 "Turning Off (Shutting Down)" in this manual

### MAIN POWER lamp

The lamp lights in orange while the main power of this equipment is turned on.

### [STOP/LOGOUT] button

Press this button to stop the operation this equipment is carrying out.

### [START/WAKE UP] button

Press this button to start paper reuse operations. The lamp lights in blue when the equipment is ready. You can also wake up this equipment by pressing this button when the LCD is off but the MAIN POWER lamp is on.

▶▶ P.96 "Turning On" in this manual

### [OK] button

Press this button to confirm the selection and return to the previous screen on the LCD.

### [CANCEL] button

Press this button to cancel the selection and return to the previous screen on the LCD.

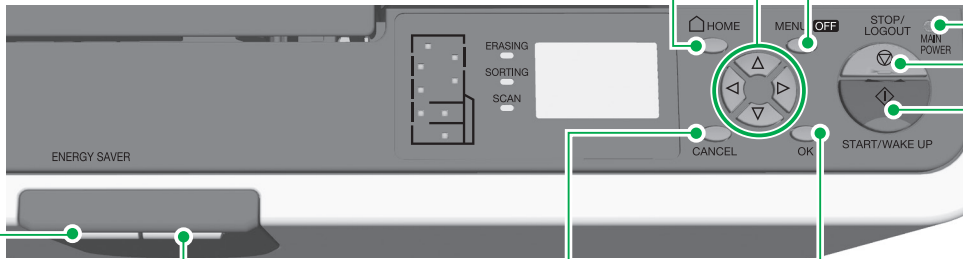
### ALARM lamp

This lamp lights in orange when an error that requires user operations occurs in this equipment.

### ENERGY SAVER lamp

This lamp blinks in blue when the equipment is in the energy save mode.

▶▶ P.99 "Energy Save Mode" in this manual



### Paper misfeed location lamp

This lamp lights in orange when a paper misfeed occurs and displays its position. It also goes on when a cover or drawer is open, or a paper drawer is fully loaded.

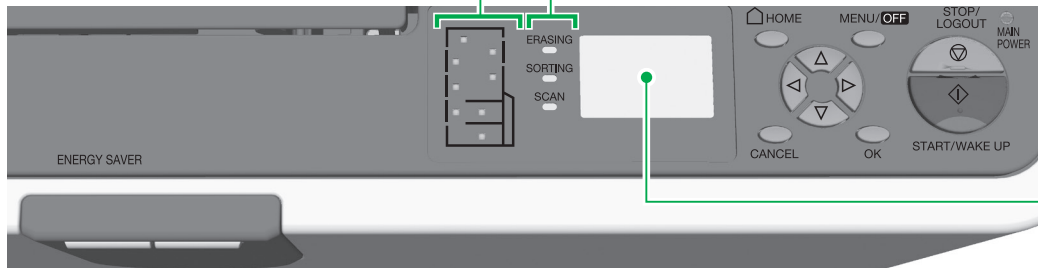
▶▶ P.67 "Paper Misfeed" in this manual

### ERASE lamp, SORT lamp, and SCAN lamp

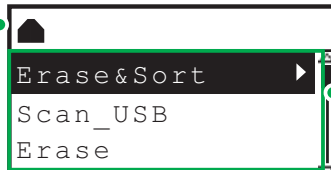
These lamps light in yellowish green depending on the function selected in the template.

### LCD

The LCD displays the home screen, menu screen, and error messages.



### Home screen



### Template display area

Use this screen to select the operation to carry out. You can create templates in TopAccess.

▶▶ TopAccess Guide : "Chapter 4: [Registration] Tab Page" - "[Registration] Tab Page Overview"

### Home icon

Shared templates are displayed in the home screen.

## Non-reusable Paper

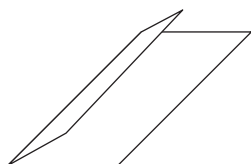
This equipment can erase image printed by e-STUDIO306LP/307LP for reuse; however, some paper may not be reused depending on its condition.

Paper printed by multifunction systems other than e-STUDIO306LP/307LP cannot be erased using this equipment. Furthermore, do not use such as paper money or marketable securities in this equipment. Paper in the following conditions cannot be used with this equipment even if it has been printed by e-STUDIO306LP/307LP.

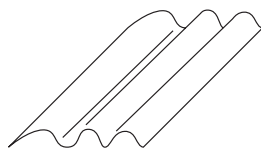
### Uneven paper



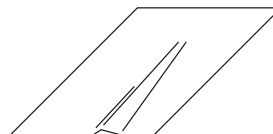
Folded paper



Curled paper



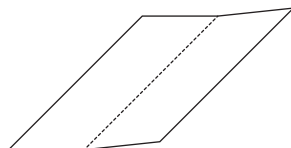
Creased paper



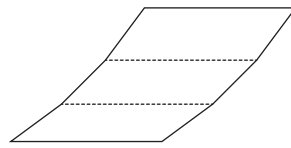
### Folded and opened paper



Folded in half

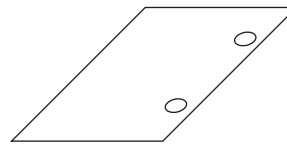


Folded in three

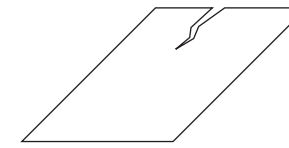


### Damaged paper

Punched paper



Torn paper



### Tips

- The number of times you can reuse the paper vary depending on the erasure settings. Moreover, the number of times you can reuse the paper may vary depending on the conditions and environment of use.
  - When erasing 1-sided prints:  
Approximately 6 times
  - When erasing 2-sided prints:  
Approximately 3 times
- You can modify the criteria for whether or not to reuse paper in TopAccess. Refer to the TopAccess Guide for details.

▶ **TopAccess Guide** : “Chapter 7: [Administration] Tab Page” - “[Setup] Item List”

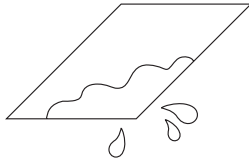
---

### Stained paper

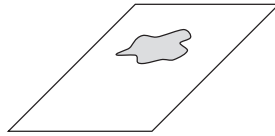
---



Wet paper



Paper with stains or dirt



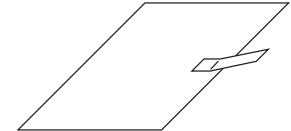
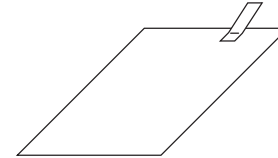
---

### Paper with attachments

---



Paper with tags or tapes



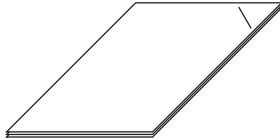
---

### Paper with attachments

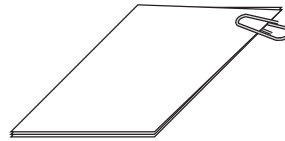
---



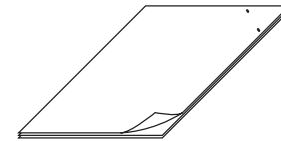
Stapled paper



Clipped paper



Stuck paper even after the staples are removed



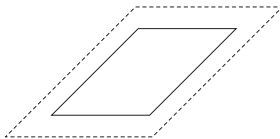
---

### Other paper

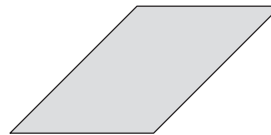
---



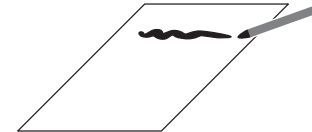
Paper other than A4, A5 and B5 (LT and ST for North America) is not supported by this equipment



Colored paper



Paper written on with writing utensils other than FriXion pens

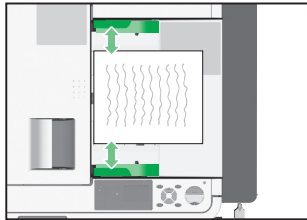


# Getting Started

You can select a template that is a combination of erase, sort, and scan functions to reuse paper. This chapter describes how to erase and sort A4/LT paper by selecting the public template [Erase&Sort].

## 1. Place the paper.

Place paper with the printed side up and align the edges. Align the side guides to the paper width.



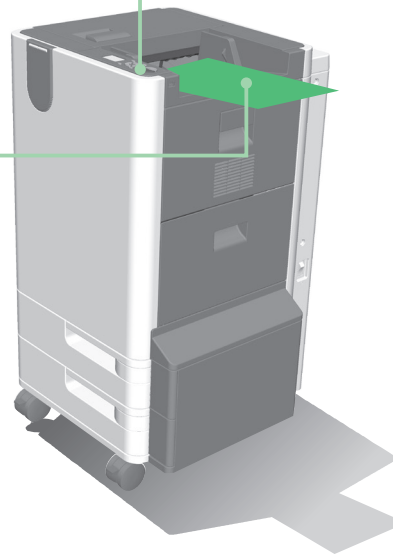
If the Login Screen is displayed on the control panel, log in to the equipment.

▶▶ P.61 "How to Log In" in this manual

### Tip

To save scanned data in USB media, the USB media must be connected to the USB port (on the right or left side of the equipment) in advance. Select [Scan\_USB] in step 2.

▶▶ P.25 "View from Right" in this manual



## 2. After pressing on the Status Display screen, press / to select [Erase&Sort].

Available buttons are indicated with yellowish green lamps.

### Tip

You can create templates (combination of desired settings) in TopAccess. Refer to the TopAccess Guide for details.

▶▶ TopAccess Guide : "Chapter 4: [Registration] Tab Page" - "[Registration] Tab Page Overview"

## 3. Press .

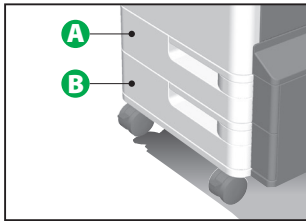
The equipment starts operating.

Install this equipment as described in the following chapter if you have not done so.

▶▶P.87 “Installing the Equipment” in this manual

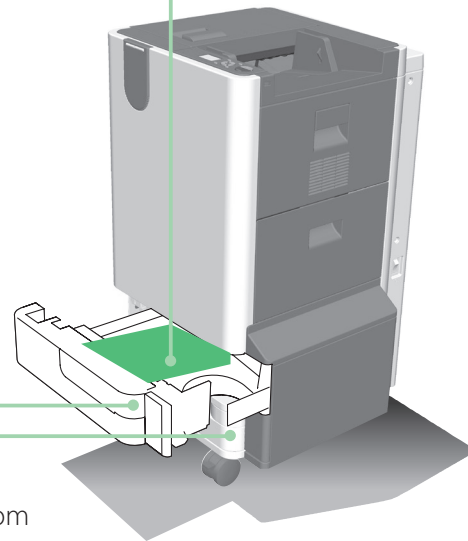
### 1. Paper is sorted into either the upper drawer or the lower drawer.

Reusable paper is ejected into the upper drawer **A** while non-reusable paper is ejected into the lower drawer **B**.



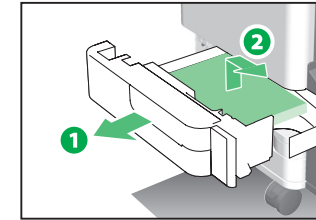
#### Note

When only scanning, remove the paper from the drawer afterwards.

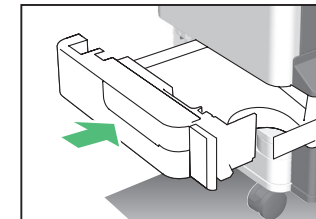


### 2. Pull the drawer out and remove the paper.

This example shows removing the paper from the upper drawer.



### 3. Push the drawer in.



#### ⚠ Caution

Take care not to catch your fingers in the drawer when closing it.

It may cause an injury.

## Notes Regarding the Erase Function

- Please note that this equipment cannot be used with such as certificates since the erase function of this equipment cannot make the toner completely transparent. Also, take care for handling depending on the printed contents.



Do not use

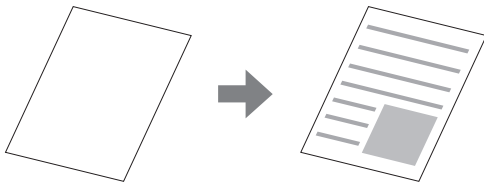


Do not use



- When the paper surface is not erased even if you are using the recommended paper for e-STUDIO306LP/307LP, try again.

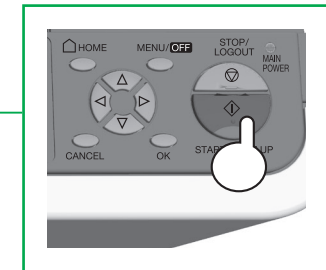
- **Colors in erased images may redevelop again if the paper is stored at a low temperature.** You can erase these redeveloped colors again using this equipment.



When not erased or colors redevelop ...



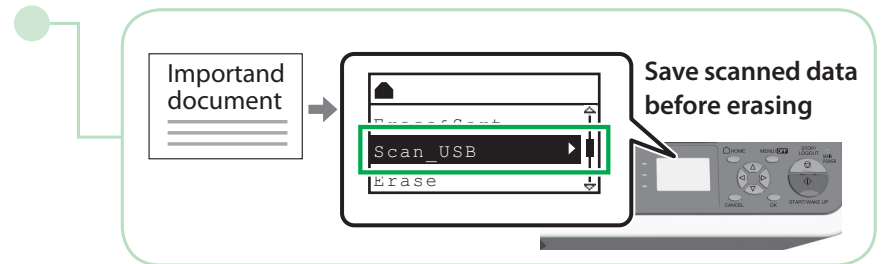
Erase again





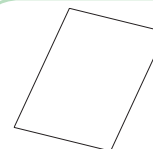
## Precautions when Using the Product

- **Do not add paper while the equipment is operating.** This may cause a paper misfeed.
- When the paper is curled, place the paper in the paper feed tray with the curled side down.
- Do not use paper printed by e-STUDIO306LP/307LP and erased by this equipment in any other multifunction digital system than e-STUDIO306LP/307LP. This may cause a malfunction.
- Sort may not work correctly depending on the conditions or environment of use.
- Areas of paper repeatedly printed with images or large letters may become difficult to print or erase.
- When erasing important documents, be sure to verify in advance that the scanned data are saved.
- When the internal temperature of the equipment becomes high, its operation may be temporarily disabled for cooling.

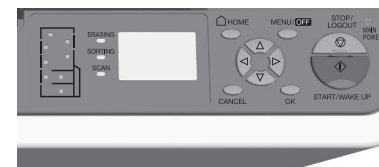


## Supplemental Information when Using the Product

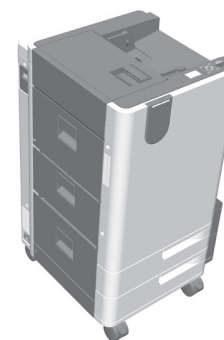
- This equipment supports the following paper.  
A/B format: A4, A5, B5 (64 - 80 g/m<sup>2</sup>)  
LT format: LT, ST (17 - 20 lb. Bond)
- The following 3 public templates are registered as the default.
  - **Erase and sorting**
  - **Scan and save in USB media**
  - **Erase only**
- Pressing [START/WAKEUP] on the Status Display screen after loading the paper runs the top template.
- This equipment only supports USB media that meets the following conditions:
  - FAT32 format
  - Single-partition
- When executing "Scan\_USB", connect one USB media to the left or right side of this device.
- When the ink cartridge is installed and the reuse counter function enabled, reuse counter marks are printed on the upper left corner and lower right corner of the paper. **You can configure the reuse counter function in TopAccess.** Refer to the TopAccess Guide for details.  
▶▶**TopAccess Guide : "Chapter 7: [Administration] Tab Page" - "[Setup] Item List"**
- It takes approximately 50 seconds before erasing is started in an environment where the temperature is 15°C (59°F) or less.



Supplemental information on paper



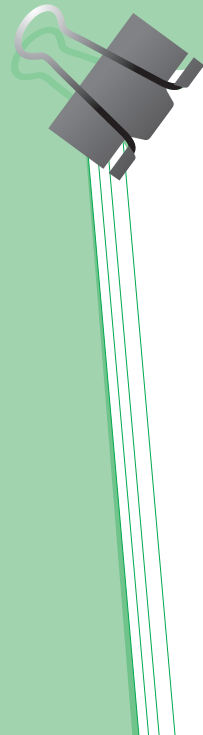
Supplemental information on control panel



Supplemental information on this equipment

# Detailed Operations

This chapter describes how to log in and change settings. You can temporarily change template settings while in erasing.

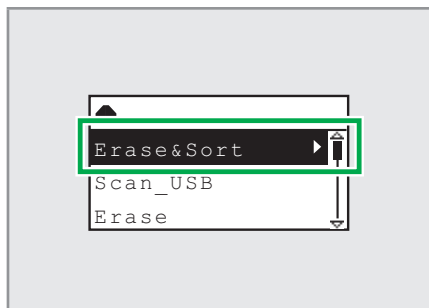





Changing Template Settings.....	36
Changing the Paper Size .....	36
Changing the Scan Settings.....	38
Changing Erase Settings.....	52
Changing Sorting Settings .....	53
Operating the Menu Screen.....	55
List of Menu Screen Items.....	57
How to Log In .....	61
With card authentication .....	61
With PIN code .....	62

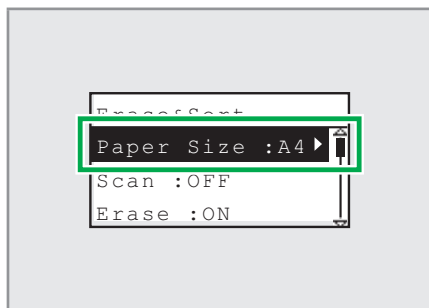
# Changing Template Settings




## Changing the Paper Size

Specify when you want to change the size of the paper to load into this equipment.



1. Use  and  to select a template and press .



2. Use  and  to select [Paper Size] and press .

### Tip

A template is a combination of frequently used settings. Configure using TopAccess in advance. In TopAccess, you can also change the order in which the templates are listed. Refer to the TopAccess Guide for details.

▶▶ **TopAccess Guide : "Chapter 4: [Registration] Tab Page" - "[Registration] Tab Page Overview"**

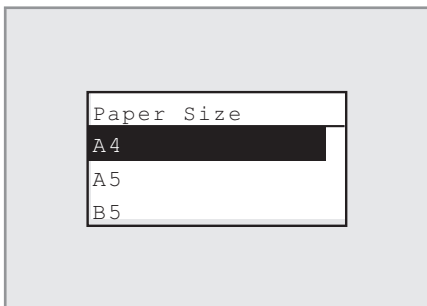
### Note

A template called "User\_Template" is added when you change template settings. This "User\_Template" is cleared by auto clear or when the power is turned off.



When the necessary settings are not registered in a template, register the template in TopAccess. Refer to the TopAccess Guide for details.

▶▶ **TopAccess Guide : "Chapter 4: [Registration] Tab Page" - "[Registration] Tab Page Overview"**



3. Select the paper size and press .

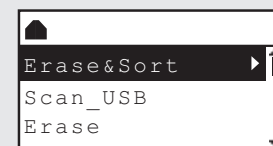
Item	Setting
Paper Size	A4, A5, B5 (North America: LT, ST)

#### Tips

- See the following chapter for information on basic operations of this equipment.

#### ▶▶ P.30 "Getting Started" in this manual

- You may use up to 10 public templates as a template. The following 3 templates are registered as the default.
  - Erasure and sorting
  - Scan and save in USB media
  - Erasure only



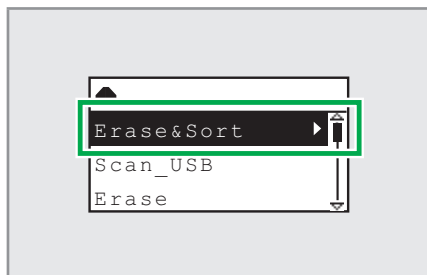
When this equipment is managed with the user authentication function, up to 10 private templates are available for each user.

- Using [Erase] ejects paper written using writing utensils other than FriXion pens and torn paper to the upper drawer without sorting them.
- You can apply a template by selecting the paper size, and then pressing [START/WAKE UP].

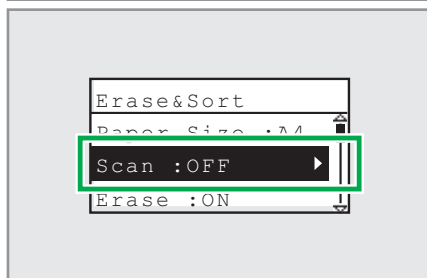
## Changing the Scan Settings




Specify when you want to change the scan results.

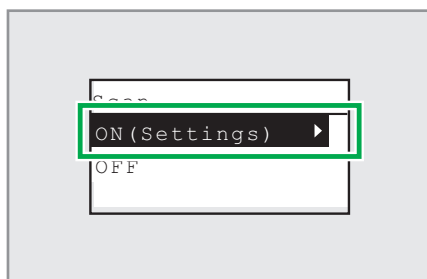
### Configuration Procedure



1. Use  and  to select a template and press .






2. Use  and  to select [Scan] and press .

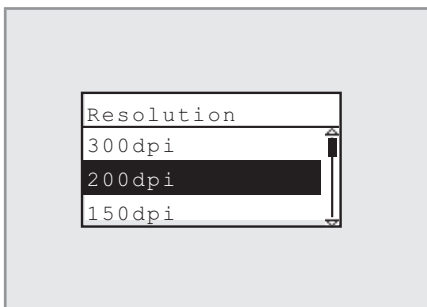



3. Use  and  to select [ON(Settings)] and press .



4. Use  and  to select the item to specify and press .
- The example shows the screen to change the resolution.

Specifying the Destination	▶▶P.40 in this manual
Changing the Resolution	▶▶P.41 in this manual
Changing the Color Mode and File Format	▶▶P.42 in this manual
Changing the Compression Ratio	▶▶P.44 in this manual
Scanning 2 Sides	▶▶P.45 in this manual
Omitting Blank Pages	▶▶P.47 in this manual
Changing the Exposure	▶▶P.48 in this manual
Specifying the Contrast	▶▶P.49 in this manual
Adjusting the Background	▶▶P.50 in this manual
Erasing Stain on the Paper Edges	▶▶P.51 in this manual



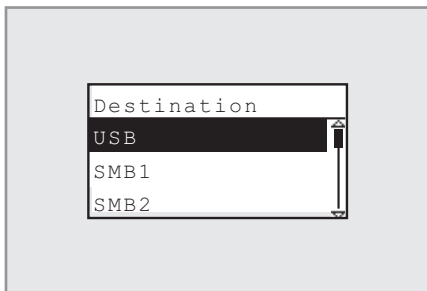
5. Use  and  to select the setting value and press  to complete the setting.


The example shows the screen to change the resolution.

## Specifying the Destination



1. Use  and  to select the [Destination] and press .



2. Select the destination and press  to complete the setting.  
In [Destination], the names configured in TopAccess are displayed.

### Tip

See the following page for how to display the item to specify.

▶▶ P.38 "Configuration Procedure" in this manual

### Tip

If you want to specify other than USB media as the destination, it must be configured in TopAccess in advance. Refer to the TopAccess Guide for details.

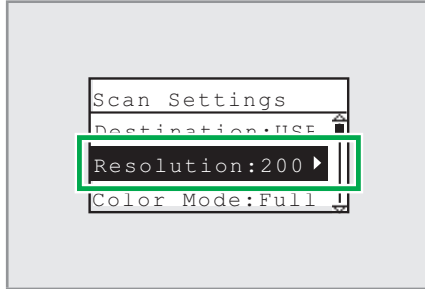
▶▶ TopAccess Guide : "Chapter 4: [Registration] Tab Page" - "[Registration] Tab Page Overview"

### Note

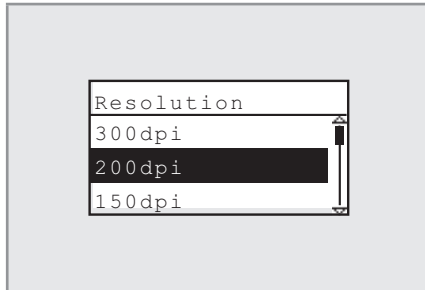
Names are assigned to scanned data files according to the template settings in TopAccess. Note that you cannot change them from the control panel.



## Changing the Resolution



1. Use and to select [Resolution] and press .



2. Use and to select the resolution and press to complete the setting.

Item	Setting
Resolution	300dpi, 200dpi, 150dpi, 100dpi

### Tip

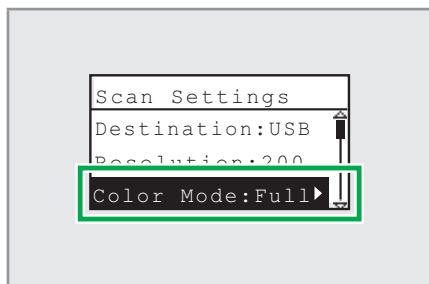
See the following page for how to display the item to specify.

▶▶ P.38 "Configuration Procedure" in this manual

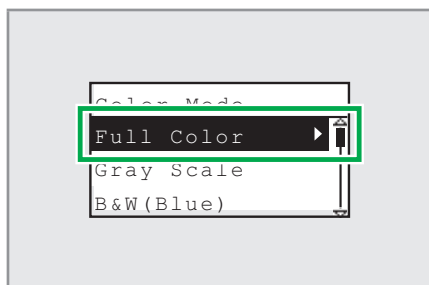
### Tips

- Selecting [300dpi] limits the maximum number of sheets usable in a job to 60.
- When "SLIM PDF Single" or "SLIM PDF Multi" is selected for file format, "300dpi" and "200dpi" are available for resolution.

## Changing the Color Mode and File Format



1. Use  and  to select [Color Mode] and press .



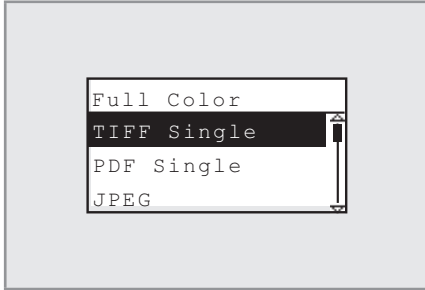
2. Use  and  to select the color mode and press .

### Tip

See the following page for how to display the item to specify.

▶▶P.38 "Configuration Procedure" in this manual

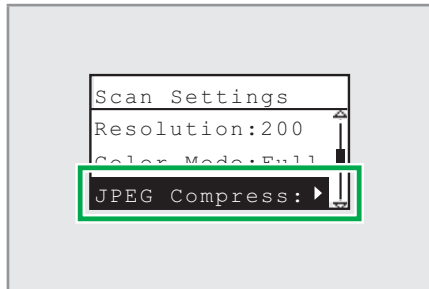
Item	Setting	Description
Color Mode	Full Color	Select this mode to scan in full color.
	Gray Scale	Select this mode if you want to improve reproducibility of photos when the paper contains both text and photos.
	B&W(Blue)	Select this mode to scan in monochrome. Select this mode when scanning paper printed by e-STUDIO306LP/307LP.
	B&W	Select this mode to scan in monochrome.



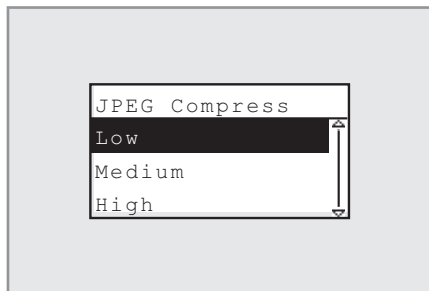
3. Use  and  to select the file format and press  to complete the setting.




Item	Setting	Description
File format	TIFF Single	Saves each page as a TIFF file when scanning multiple pages.
	PDF Single	Saves each page as a PDF file when scanning multiple pages.
	JPEG	Saves the scanned data as a JPEG file. You can specify this only when you have selected [Full Color] or [Gray Scale] in Color Mode.
	TIFF Multi	Saves all pages in one TIFF file when scanning multiple pages.
	PDF Multi	Saves all pages in one PDF file when scanning multiple pages.
	SLIM PDF Single	Saves each page as a High Compression PDF file when scanning multiple pages. Use this format when you want to prioritize the smaller file size than the image quality. You can specify this only when you have selected [Full Color] or [Gray Scale] in Color Mode.
	SLIM PDF Multi	Saves all pages in one High Compression PDF file when scanning multiple pages. Use this format when you want to prioritize the smaller file size than the image quality. You can specify this only when you have selected [Full Color] or [Gray Scale] in Color Mode.

## Changing the Compression Ratio



1. Use  and  to select [JPEG Compress] and press .



2. Use  and  to select the compression ratio of the scanned data and press  to complete the setting.

### Tip

See the following page for how to display the item to specify.

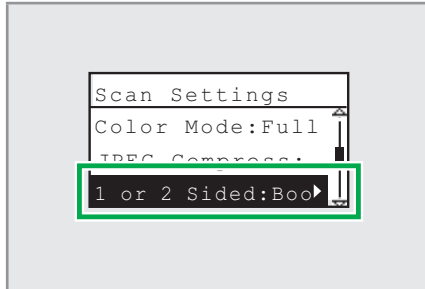
▶▶ P.38 "Configuration Procedure" in this manual

### Tip

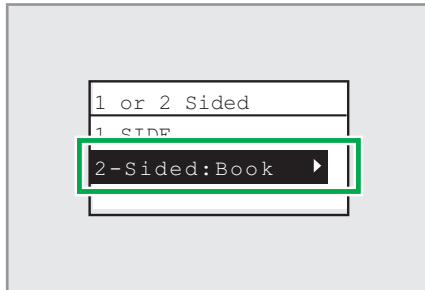
When "SLIM PDF Single" or "SLIM PDF Multi" is selected for file format, JPEG Compress cannot be changed.





Item	Setting	Description
JPEG Compress	Low	Uses low compression ratio and maintains the high image quality.
	Medium	Uses medium compression ratio and maintains the standard image quality.
	High	Uses high compression ratio. Select this ratio when you want to minimize the size of the scanned data rather than giving precedence to the image quality.

## Scanning 2 Sides



1. Use  and  to select [1 or 2 Sided] and press .

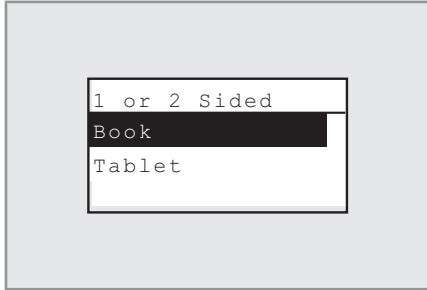





2. Use  and  to select whether or not to scan both sides of the paper. To scan 1 side, select [1 SIDE] and press  to complete the setting. To scan both sides, select [2-Sided] and press .



### Tip

See the following page for how to display the item to specify.

▶▶P.38 "Configuration Procedure" in this manual

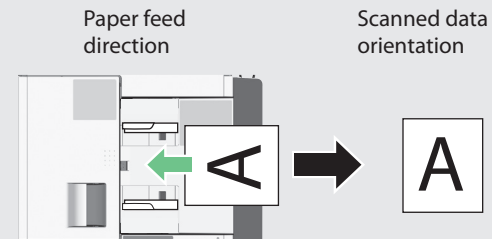


3. If you have selected [2-Sided], use  and  to select the binding edge and press  to complete the setting.

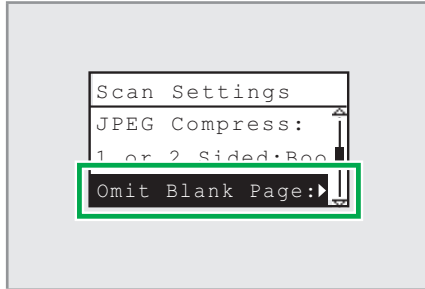
Item	Setting	Description
1 or 2 Sided	1 SIDE	Scans 1 side of the paper (when placed with the printed side up in the paper feed tray)
	2-Sided: Book 	Scans both sides of the side bound paper (directions of the top and bottom are the same on both sides)
	2-Sided: Tablet 	Scans both sides of the top or bottom bound paper (directions of the top and bottom are reverse on each side)




**Tip**

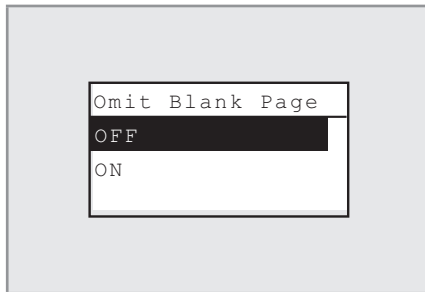
When scanning 1 side of the paper, the paper is fed in the direction shown in the figure.




## Omitting Blank Pages



1. Use  and  to select [Omit Blank Page] and press .



2. Use  and  to select whether or not to omit blank pages from the scan results and press .

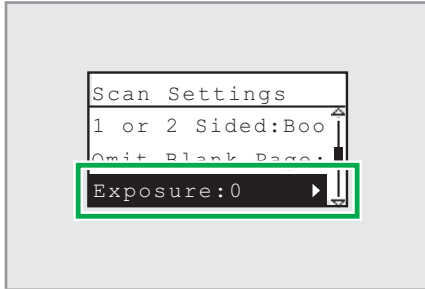
Item	Setting	Description
Omit Blank Page	OFF	Leaves blank pages in the scan results.
	ON	Omits blank pages from the scan results.




### Tip

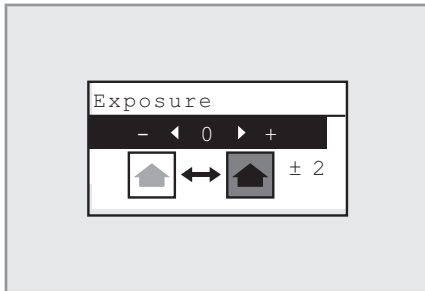
See the following page for how to display the item to specify.

▶▶P.38 "Configuration Procedure" in this manual

## Changing the Exposure



1. Use  and  to select [Exposure] and press .



2. Use  and  to specify the desired exposure and press  to complete the setting.

### Tip

See the following page for how to display the item to specify.

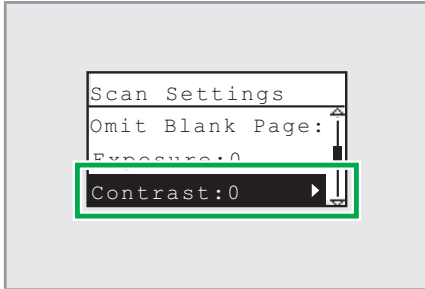
▶▶ P.38 "Configuration Procedure" in this manual




### Tip

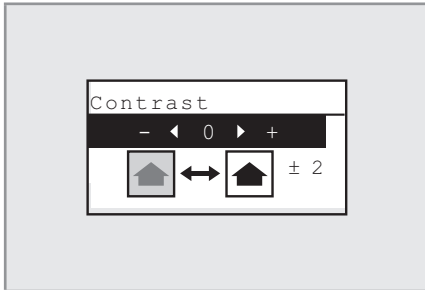
The larger the numeric value, the darker is the scan result and vice versa (5 levels).






## Specifying the Contrast



1. Use  and  to select [Contrast] and press .



2. Use  and  to specify the desired contrast and press  to complete the setting.

### Tip

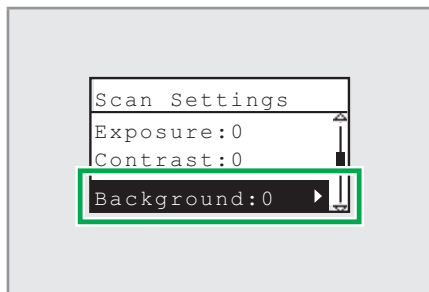
See the following page for how to display the item to specify.

▶▶P.38 "Configuration Procedure" in this manual

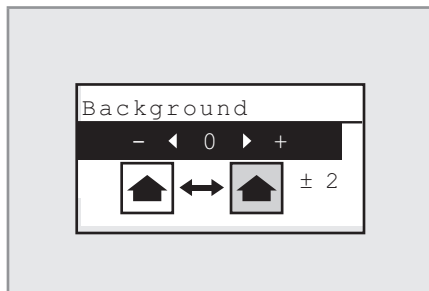
### Tip


The larger the numeric value, the higher is the contrast and vice versa (5 levels).

## Adjusting the Background



1. Use  and  to select [Background] and press .



2. Use  and  to adjust the background of the scanned image and press  to complete the setting.

### Tip

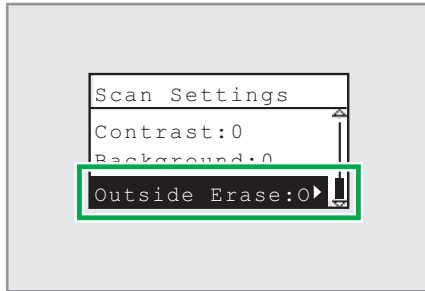
See the following page for how to display the item to specify.

▶▶ P.38 "Configuration Procedure" in this manual

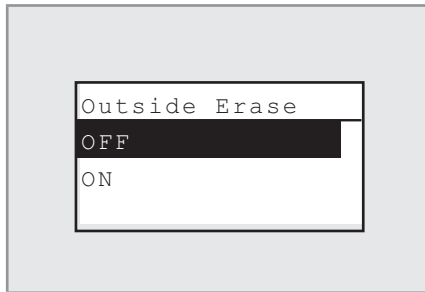
### Tip




The smaller the numeric value, the brighter is the background and vice versa (5 levels).

## Erasing Staining on the Paper Edges



1. Use  and  to select [Outside Erase] and press .



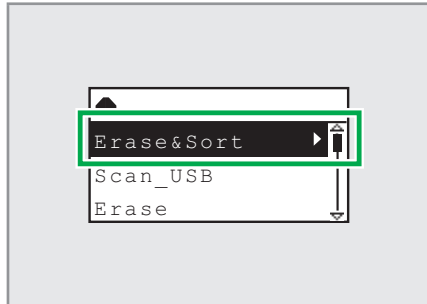
2. Use  and  to select whether or not to erase staining on the paper edges from the scan results and press  to complete the setting.

### Tip

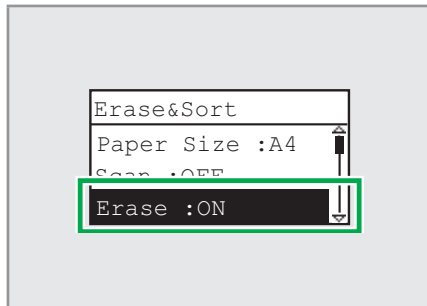
See the following page for how to display the item to specify.

▶▶P.38 "Configuration Procedure" in this manual

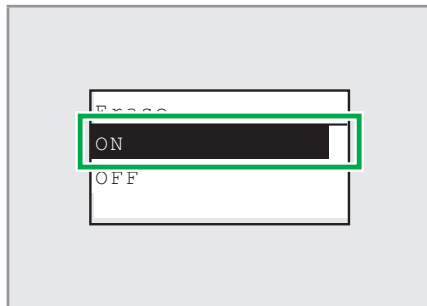
## Changing Erase Settings






1. Use  and  to select a template and press .

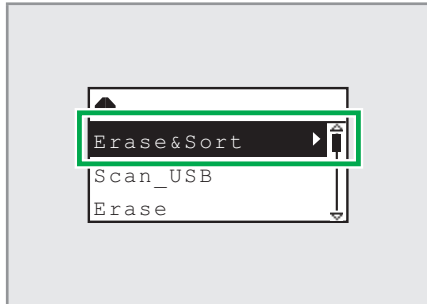





2. Use  and  to select [Erase] and press .

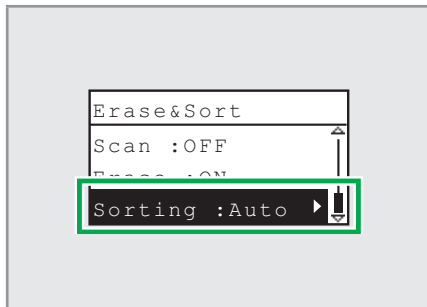





3. Use  and  to select whether or not to erase and press  to complete the setting.

## Changing Sorting Settings



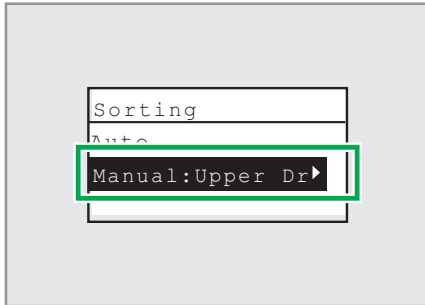
1. Use  and  to select a template and press .



2. Use  and  to select [Sorting] and press .

### Note

The sorting settings may not be changed depending on the template settings.



3. Use  and  to select the sorting method and press  to complete the setting.

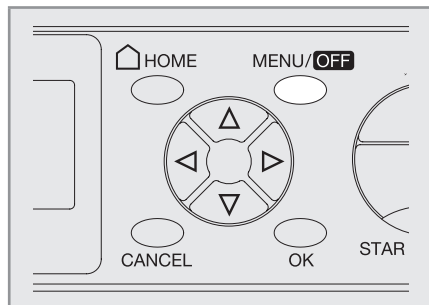
Item	Setting	Description	
Sorting	Auto	Select this to automatically assess whether the paper is reusable or not and eject reusable paper into the upper drawer.	
	Manual Settings	Upper Drawer	Select this to eject paper into the upper drawer without sorting.
		Lower Drawer	Select this to eject paper into the lower drawer without sorting.

**Tip**

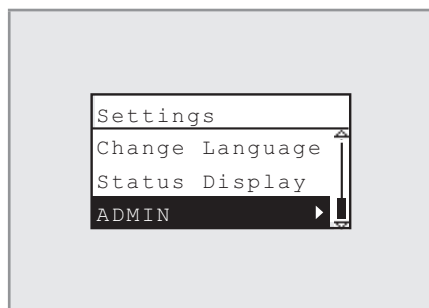
When selecting [Manual Settings], press  and select [Upper Drawer] or [Lower Drawer].





# Operating the Menu Screen

In the menu screen, in addition to shutting down or switching the equipment to the energy save mode, you can change settings such as the IP address. Carry out the following basic procedure before operating the menu screen.




1. Press [MENU/OFF].



2. Use  and  to select the item you want to change and press  or .






The example shows the screen displayed when you have selected [ADMIN].

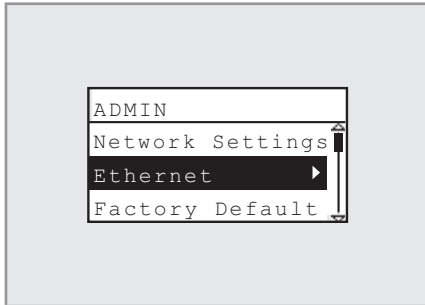
## Tips


- See the following section for information on items that you can specify in the menu screen.  
▶▶ P.57 "List of Menu Screen Items" in this manual
- Press [CANCEL] to exit the setting without making any change. You can also exit by pressing  if buttons are enabled.

## Note

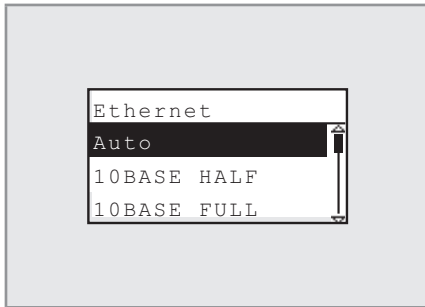
**You need to enter the administrator PIN code to change an administrator setting. If the administrator PIN code has not been changed, enter the factory default administrator PIN code "10001".**




Use , ,  and  to enter the administrator PIN code and press .



3. Use  and  to select the setting value you want to change and press .






The example shows the screen displayed when you have selected [Ethernet].



4. Use  and  to select the setting value you want to change and press  to complete the setting.

The example shows the screen displayed when you have selected an option for [Ethernet].

#### Tip





When specifying such as IP address, use  and  to enter numeric values. Use  and  to change the input position. Press  when you have finished specifying the item.





## List of Menu Screen Items

You can specify the following items in the menu screen.

Item name	Setting	Function description
Shutdown	Yes, No	Shuts down the equipment.
Energy Saver	Yes, No	Enters energy save mode.
Display Setting	7 levels	Specifies the brightness of the LCD.
Change Language	English(US), English(GB), Deutsch, Français, Espa- ñol, Italiano, Japanese, Sim- plified Chinese, Русский, Dansk, Suomi, Nederlands, Norsk, Polski, Svenska	Specifies the display language at startup.
Status Display	-	Displays the number of pages erased so far and the reuse ratio.
ADMIN	Network IPv4 Address Mode Settings	Dynamic, Static Select [Dynamic] when you do not know the TCP/IP settings for this equipment. When [Dynamic] is selected, the equipment will obtain the IP address, subnet mask, and gateway from the DHCP server if the network supports DHCP. Select [Static] and specify the IP address if you are connecting to a local area network where a static IP address is assigned to each equipment. Specify the subnet mask and default gateway as necessary.

Item name		Setting	Function description		
ADMIN	Network Settings	IPv4	IP Address Subnet Mask Gateway	-	Use  ,  ,  , and  to enter the IP address for the equipment. Enter the subnet mask and default gateway as necessary.  <b>Note</b> These items are enabled only when you have selected [Static] for [Address Mode].
	Network Settings	IPv6*	IPv6 Protocol	Enabled, Disable	Displays the IPv6 protocol settings.
			IP Address	-	Displays the IP address of the equipment.
	Ethernet		Auto, 10BASE HALF, 10BASE FULL, 100BASE HALF, 100BASE FULL, 1000BASE FULL		Select a combination of the communication speed and method.
	Factory Default		Yes, No		Restores all functions and settings to the factory default.  <b>Note</b> Wait until the equipment is turned off. The equipment will turn itself off automatically when all functions and settings are restored to the factory default.
	Clock		Set Date, Set Time		Specifies the date and time for the equipment.

Item name	Setting	Function description
Test Print	Yes, No	Carries out a print test of the ink cartridge for reuse counter mark. Placing paper in the paper feed tray and pressing  after selecting [Yes] runs the mark print test.
Change PIN	-	Changes the administrator PIN code.
ADMIN	Create Clone File, Apply Clone	<p>Creates a duplicate file of the setting data using the cloning function. You can install the created duplicate file on another Paper Reusable Device. This function is useful when you want to specify the same settings in multiple Paper Reusable Device.</p> <p>Selecting "Create Clone File" and pressing  displays the screen to configure the PIN code. The configured PIN code is necessary to "Apply Clone".</p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• When "cloning", make sure the source and target are running the same software version. You can check the software version and update from TopAccess.</li> <li>• <b>▶▶ TopAccess Guide : "Chapter 7: [Administration] Tab Page" - "[Setup] Item List"</b></li> <li>• <b>▶▶ TopAccess Guide : "Chapter 7: [Administration] Tab Page" - "[Maintenance] Item List"</b></li> <li>• The PIN code is a number of up to 32 digits (0 to 9).</li> <li>• When installing a clone file created using TopAccess, change the extension of the clone file to "enc".</li> </ul>
USB Cloning		

Item name	Setting	Function description
ADMIN	Copy files To USB	<p data-bbox="975 275 1756 563">During scanning, scanned data are temporarily stored in this equipment to save the files to destination paths such as USB media. If no USB media are connected to the equipment or the network folder cannot be accessed, the scanned data cannot be transferred to the destination path and remain stored in the equipment. If scanned data continue to accumulate in the equipment, one of the following error codes may occur, making the equipment become unavailable: 2D11, 2D60.</p> <p data-bbox="975 573 1756 676">For this reason, use this function after connecting the USB media to the equipment to remove the scanned data as appropriate (about once a month), depending on the usage.</p> <p data-bbox="987 707 1068 735"><b>Note</b></p> <p data-bbox="975 744 1756 810">Transferring the scanned data to the USB media may take some time.</p> <p data-bbox="981 856 1045 883"><b>Tip</b></p> <p data-bbox="975 893 1756 954">If there is no scan data on this device, only an empty folder is created on the USB media.</p>

\* IPv6 settings can only be checked from the control panel. Use TopAccess to change the settings.

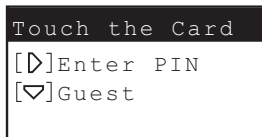
▶▶ **TopAccess Guide : "Chapter 7: [Administration] Tab Page" - "[Setup] Item List"**

## How to Log In


When this equipment is managed with the user authentication function, log in to this equipment by following the procedure below.

### With card authentication

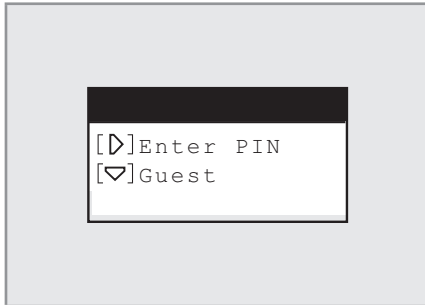
Touch the card reader with the authentication card when the Login Screen is displayed. When you are successfully authenticated, short beeps will sound and the equipment will become ready.



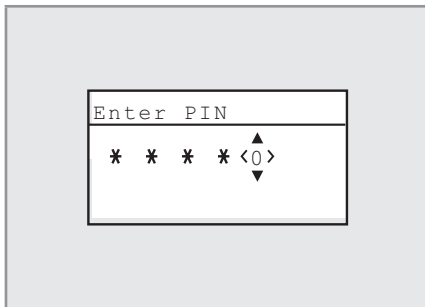
#### Tips






- To manage this equipment with the user authentication function, you need to have the equipment configured in advance using the web utility TopAccess.
- Refer to the TopAccess Guide for details.
  - ▶▶ **TopAccess Guide : "Chapter 7: [Administration] Tab Page" - "[Security] Item List"**
- When a user registered in the equipment uses a non-registered card, a prompt to enter the PIN code displays. Entering the PIN once registers the card information in the equipment, enabling the user to log in only with the card from the next time on. See the following section for information on how to enter the PIN code.
  - ▶▶ **P.62 "With PIN code" in this manual**
- When the Login Screen includes [Guest] as an option, press  to log in as a guest user.
- For inquiries regarding the card reader, contact your service representative.

## With PIN code




1. Press  on the Login Screen.



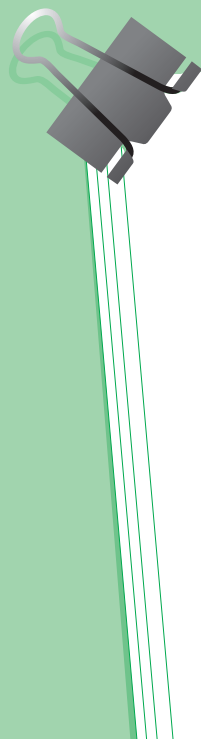
2. Use , ,  and  to enter the PIN code and press  to display the home screen.

### Tips

- The PIN code is a number of up to 32 digits. When you do not know the PIN code, contact the administrator of the equipment.
- When the Login Screen includes [Guest] as an option, press  to log in as a guest user.

# Troubleshooting

Read this chapter when you have any problem while using this equipment such as a paper misfeed.

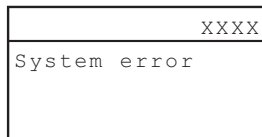


Error Codes .....	64
Paper Misfeed .....	67
Erase/Sort/Scan Function Trouble.....	75
When Something is Wrong with the Equipment.....	76

## Error Codes

When an error code is shown on the LCD of this equipment, see the error code list below. A simple action may solve the problem.

If an unlisted code is displayed, contact your service representative. Make a note of the displayed error code when contacting your service representative.



Error Code	Corrective Action
A100 - A103	Check the paper and place the paper in the feed tray again.
A105 10004 20003	Place the paper in the paper feed tray.
A200	Close the covers of the equipment.
A201 E010 - E417	Remove the paper inside the equipment and close the cover. ▶▶ <b>P.67 "Paper Misfeed" in this manual</b>
C010 - CB15 CE10, CE20 F010 - F902 6042 7101 - 7111 10001, 10002 10005, 10008, 10100 20001, 20002 20004, 20005 30002 30023, 30024, 30026	Turn off the equipment, and then turn it on again. If the error persists, contact your service representative.



Error Code	Corrective Action
A400, A401, A404	The drawer is full. Remove the paper.
A402, A403 E420, E421	Close the drawer.
A405	Check that the paper is removed from the drawer, and then press [OK].
A500	Open and close the covers of the equipment to check that all covers are closed.
CE00	Press [CANCEL], connect a USB media to the USB port of this equipment, and reattempt the job in error.
E510, E610	Open and close the covers of the equipment. If the error persists, turn off the equipment, and then turn it on again.
E700	Remove the paper inside the equipment and close the cover. If the error persists, contact your service representative. <b>▶▶P.67 "Paper Misfeed" in this manual</b>
0100	The erasure unit must be replaced. Contact your service representative.
2D11	If there is a running job, rerun the job in error after the running job completes. If the error persists, contact your service representative.
2D30, 2D31	Rerun the job in error after checking that the destination directory is write-enabled and that the destination server or USB media has enough free space.
2D32	Using File Explorer, remove the file inside the destination folder. If the error persists, turn off the equipment, and then turn it on again to rerun the job in error.
2D60	Turn off the equipment, and then turn it on again to rerun the job in error. If the error persists, contact your service representative.
2D62	Check whether the server IP address and the network path are correct. Also check if the server is operating properly.
2D64	Check the login name and password for the destination path and rerun the job in error.

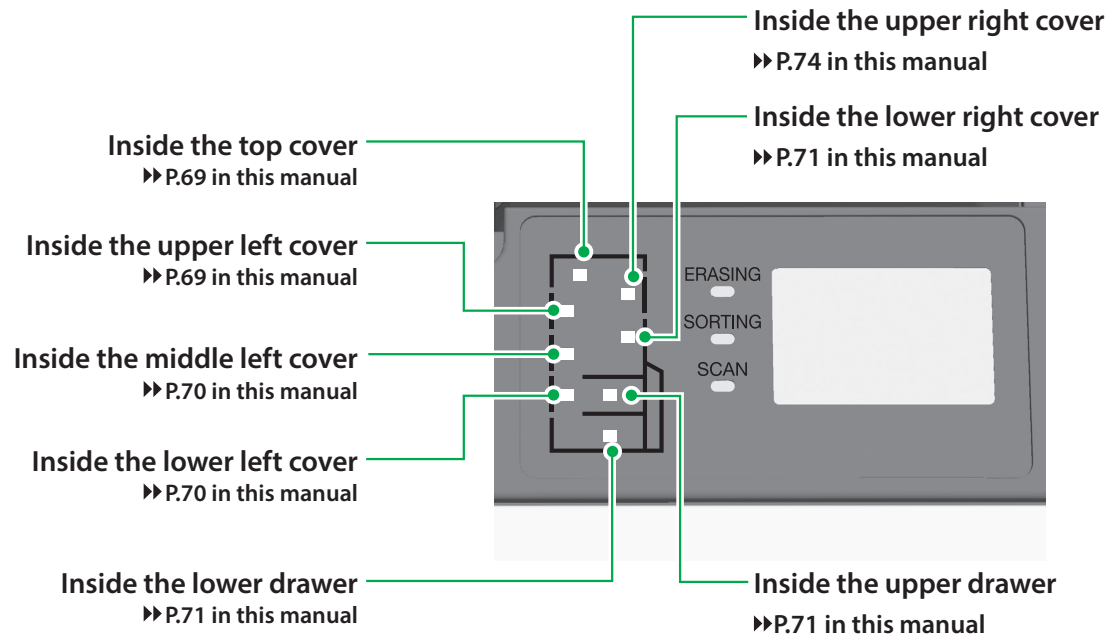
Error Code	Corrective Action
2D65	Delete the file inside the destination folder and rerun the job in error.
2DC1	Check the power supply cable for poor or loose contact and rerun the job in error.
8000	The IP address of IPv4 is duplicated. Check whether the IP address is used by another piece of equipment.
8011	The IPv6 link-local address is duplicated. Check whether the link-local address is used by another piece of equipment.
8012	The IP address of IPv6 is duplicated. Check whether the IP address is used by another piece of equipment.
8013	The IPv6 stateless address is duplicated. Check whether the stateless address is used by another piece of equipment.
8014	The IPv6 stateful address is duplicated. Check whether the stateful address is used by another piece of equipment.
10003, 10006, 10009, 10010	Press [CANCEL] and reattempt the job in error.
10007 20006 30001, 30021, 30022	Turn off the equipment, and then turn it on again to rerun the job in error.
20007	The number of pages that can be fed at one time (125 pages) has been exceeded while feeding. Press [CANCEL] and run the job after the running job finishes.
30025	Wait for a while, press [CANCEL], and then execute the next job. If this occurs again, execute "Copy files To USB" from ADMIN, and then save the scan data from this device to USB media. <b>▶▶P.57 "List of Menu Screen Items" in this manual</b>

# Paper Misfeed

## Check the Paper Misfeed Position on the Control Panel

The operation of this equipment stops when a paper misfeed occurs. The position of the paper misfeed is indicated by the paper misfeed location lamp on the control panel. Check the position and remove the misfed paper.

Closing the open covers and drawers starts the warm-up. Follow the instruction on the screen.



## Notes on Removing Paper

Take note of the following points when removing misfed paper.

### **Take care not to tear the paper**

Use both hands and slowly remove the paper so as not to tear it.

Use of force may tear the paper and the removal may become more difficult. Do not leave torn paper inside the equipment.

### **Paper misfeed lamp stays on after removing misfed paper**

You may not find paper at the position indicated by the paper misfeed location lamp depending on the timing of the paper misfeed. Carry out all the operations suggested in this document when the paper misfeed location lamp does not go off even after removing the misfed paper.

### **Try erasing again when paper in the upper drawer is not erased**

Note that this may create duplicated scan data if you are scanning.

## Paper misfeeds occurring frequently

The following may cause frequent paper misfeeds. Check if you have paper misfeeds often.

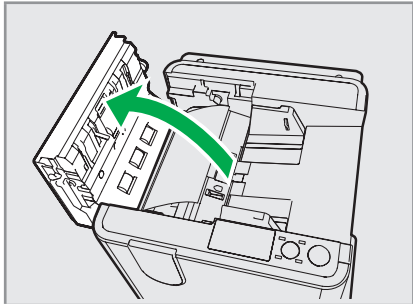
- The paper you are using is not supported by this equipment.

See the following for details on "Unsupported Paper".

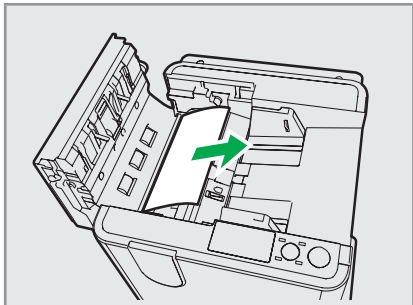
### **▶▶P.28 "Non-reusable Paper" in this manual**

- You did not remove all the paper when a paper misfeed occurred.

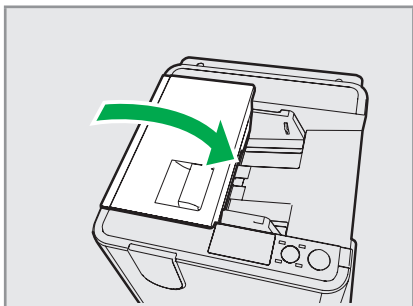
## Inside the Top Cover



1. Open the top cover.

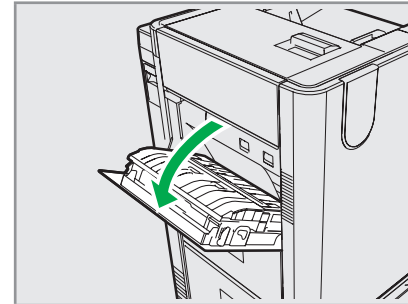


2. Remove the paper.

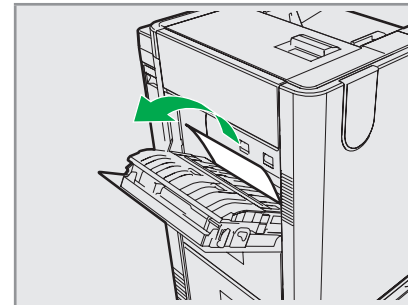


3. Close the top cover.

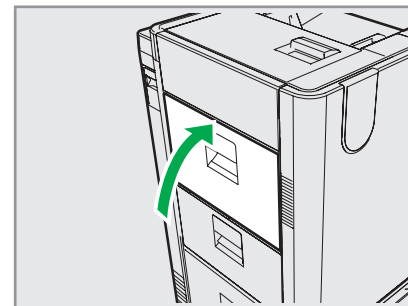
## Inside the Upper Left Cover



1. Open the upper left cover.

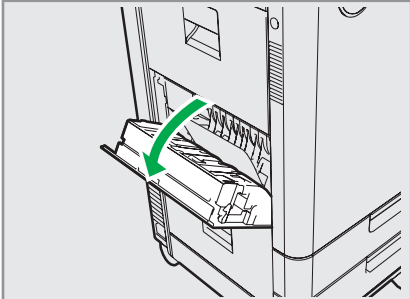


2. Remove the paper.

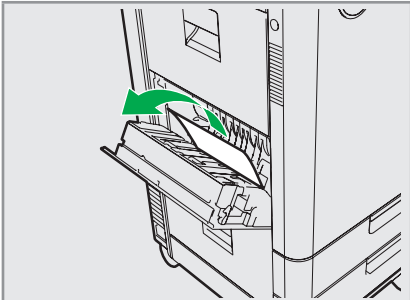


3. Close the upper left cover.

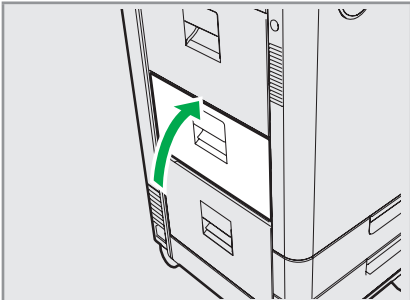
# Inside the Middle Left Cover



1. Open the middle left cover.

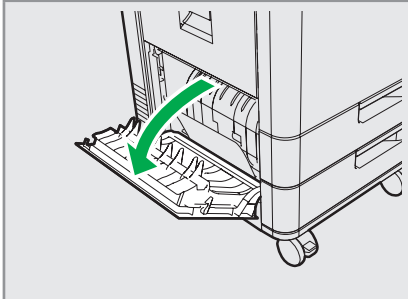


2. Remove the paper.

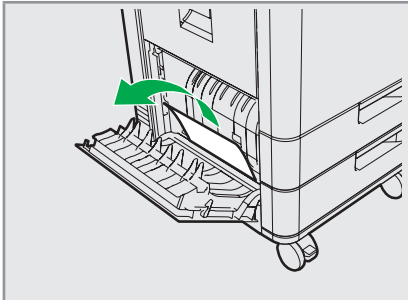


3. Close the middle left cover.

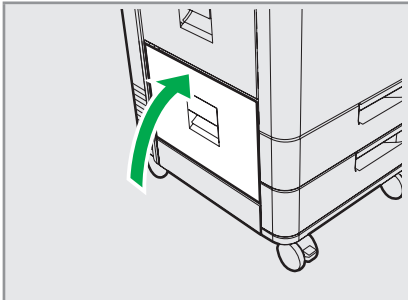
# Inside the Lower Left Cover



1. Open the lower left cover.

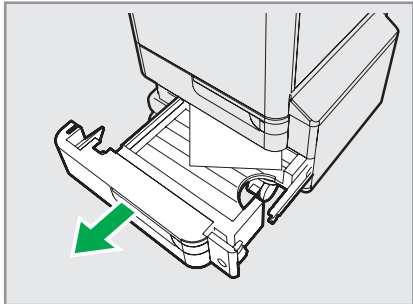


2. Remove the paper.

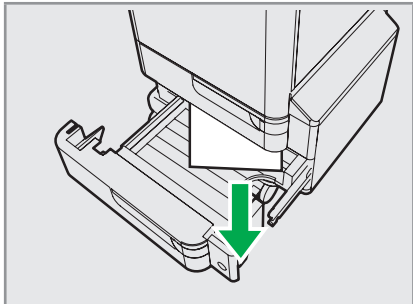


3. Close the lower left cover.

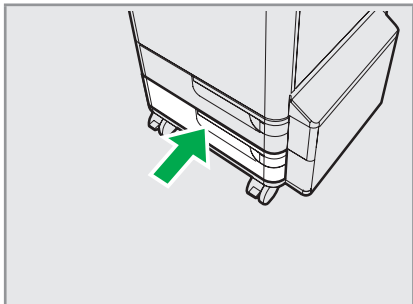
## Inside the Upper Drawer and Lower Drawer



1. Open the drawer.

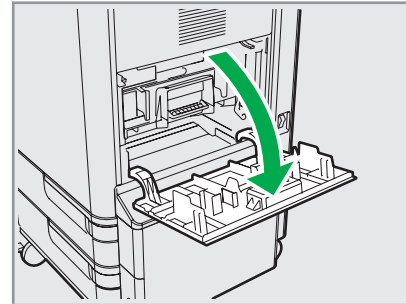


2. Remove the paper.



3. Close the drawer.

## Inside the Lower Right Cover

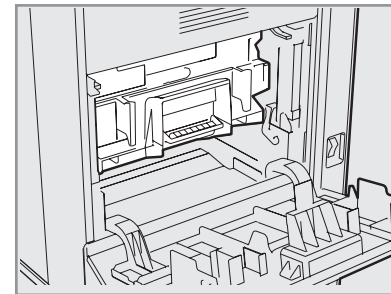


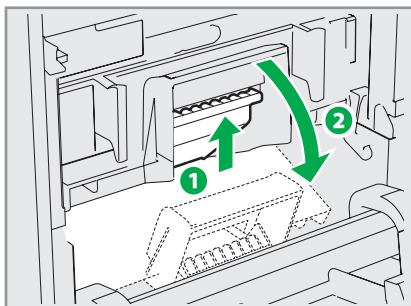
1. Open the lower right cover.

### Caution

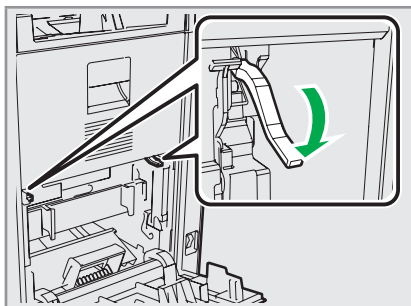
**Be careful not to touch the erasure unit and surrounding metal parts.**

Take care not to touch the erasure unit and surrounding metal parts when removing misfed paper inside the lower right cover. It may cause a burn, or an injury due to hitting somewhere else inside the equipment from the shock.

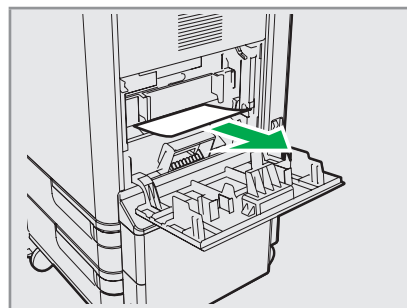




- 2.** Hold the green handle and lower it towards you.



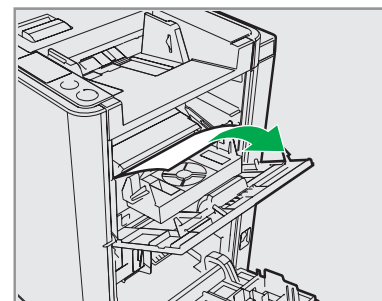
- 3.** Push down the two green pressure release levers for the erasure unit till they stop.



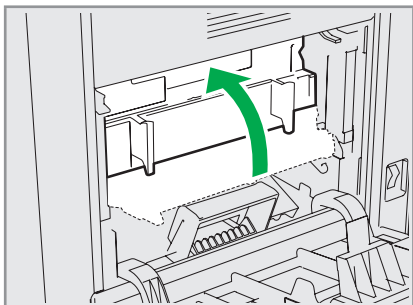
- 4.** Remove the paper.

**Tip**

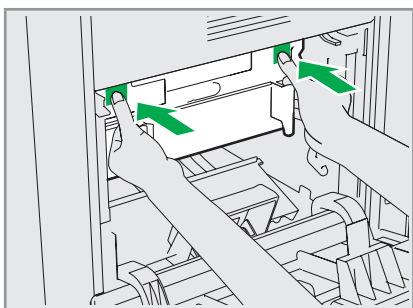
If removing the paper is difficult, try by opening the upper right cover.



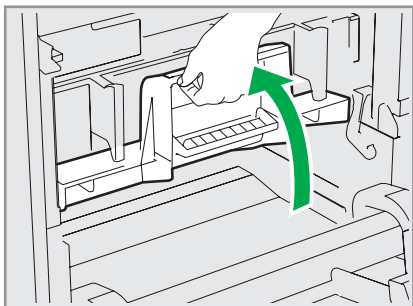




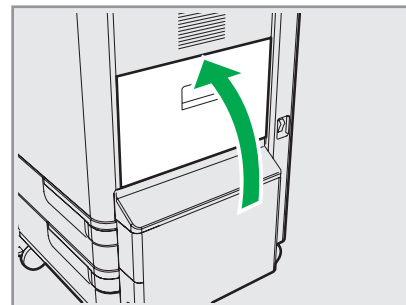
**5.** Close the erasure unit.



**6.** Push the two pieces of green felt to lock the erasure unit.



**7.** Return the green handle to the original position.

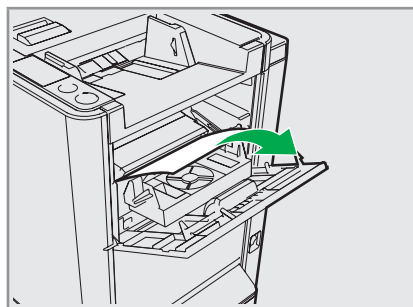


**8.** Close the lower right cover.

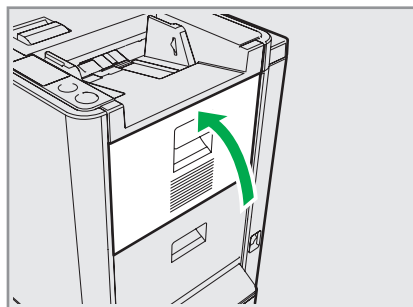
## Inside the Upper Right Cover



1. Open the upper right cover.



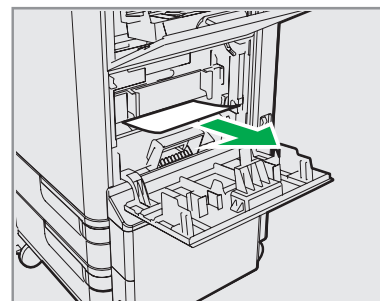
2. Remove the paper.



3. Close the upper right cover.

### Tip

If removing the paper is difficult, try by opening the lower right cover.



### **Printed Contents are not Erased Properly**

Try erasing again when paper in the upper drawer is not erased. Note that this may create duplicated scan data if you are scanning.

### **Paper is not Sorted Correctly**

Paper may not be reusable depending on its condition.

▶▶ **P.28 “Non-reusable Paper” in this manual**

▶▶ **P.77 “Paper” in this manual**

### **Printed Contents are not Scanned Clearly**

Review the color mode setting. To scan paper printed by e-STUDIO306LP/307LP in monochrome, use B&W(Blue) mode.

▶▶ **P.51 “Erasing Staining on the Paper Edges” in this manual**

When the scanned data is stained or has streaks, clean the paper feed roller and document scanning area.

▶▶ **P.82 “Cleaning the Equipment” in this manual**

## When Something is Wrong with the Equipment

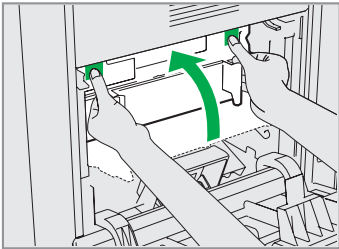
If you think there is something wrong with the equipment, check the following items once again.

### Tip

Sometimes a problem may be solved by checking the operating method or procedure once again. If you are not sure of something or encounter a problem while operating, see this manual.

## General Operations

Problem Description	Cause	Corrective Action
The equipment does not work at all.	The power plug is not securely inserted into the outlet.	Insert the power plug into the outlet until it comes to a stop. ▶▶P.94 "Connecting Cables" in this manual
Nothing is displayed on the control panel. (The MAIN POWER lamp and ENERGY SAVER lamp are lit)	The equipment is in the Energy Save mode.	Press and hold any of the buttons on the control panel for 1 second to clear the Energy Save mode. ▶▶P.99 "Energy Save Mode" in this manual
The control panel is dim.	The contrast of the LCD is adjusted lower.	Adjust the contrast of the LCD higher. ▶▶P.57 "List of Menu Screen Items" in this manual
The button does not respond to my operation. (Only the MAIN POWER lamp is lit)	The power of the equipment is not turned on.	Press [START/WAKE UP]. ▶▶P.96 "When MAIN POWER lamp on the control panel is lit in orange" in this manual
"Processing" is displayed on the control panel and no operation is possible.	Scanned data save is under way.	Wait until the "Processing" indication disappears to carry out the operation.
The Login Screen displays.	This equipment is managed by the user management function.	Touch with the authentication card or enter the PIN code. When you do not know the PIN code, contact the administrator of the equipment. ▶▶P.61 "How to Log In" in this manual

Problem Description	Cause	Corrective Action
An error code is displayed on the control panel.	Some trouble occurred in the equipment.	Check the meaning of the error code and take the necessary action. ▶▶ <b>PP.64 "Error Codes" in this manual</b>
The error code E317 displays continuously.	The erasure unit is not closed properly.	Push the two pieces of green felt inside the lower right cover to lock the erasure unit. 

## Paper

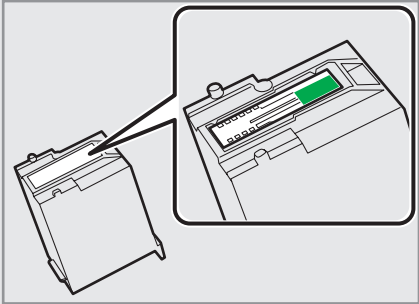
Problem Description	Cause	Corrective Action
Paper misfeeds.	The paper you are using is not supported by this equipment.	Check whether the paper is supported by this equipment. ▶▶ <b>P.28 "Non-reusable Paper" in this manual</b>
	Hidden misfed paper has not been removed.	Check the control panel indication again to see where the misfeed occurred. ▶▶ <b>P.67 "Paper Misfeed" in this manual</b>
The error code A103 displays continuously.	Sheets of paper are stuck together.	Loosen the stack of paper and set again.

Problem Description	Cause	Corrective Action
Paper misfeed occurs in the drawer whenever A5 or ST size paper is used.	Paper is leaning to one side within the drawer.	Paper misfeeds may occur because A5 or ST size paper is leaning to the right within the drawer. When erasing, reusing or scanning more than 100 sheets at one time, place about 5 unused sheets of A4 or LT size paper leaning to the right side within the drawer.
Paper is rejected even when it is in good condition.	The paper coverage rate is high.	Paper with a coverage rate of around 30% or higher is rejected regardless of its condition. Furthermore, paper is also rejected if it contains pictures and graphs measuring 25mm (0.9") or longer. When creating print data, be sure it is within the aforementioned criteria.

## Ink Cartridge

Problem Description	Cause	Corrective Action
The reuse counter mark does not print.	The ink cartridge is not installed or not installed properly.	Check whether the ink cartridge is installed properly. <b>▶▶P.84 "Replacing the Ink Cartridge" in this manual</b>

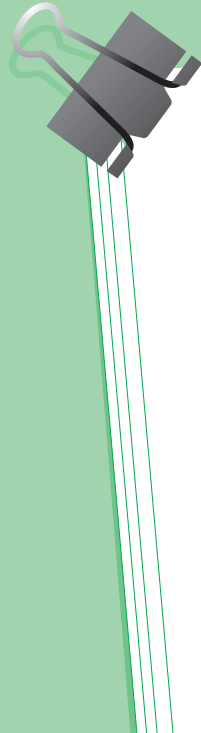
Problem Description	Cause	Corrective Action
The reuse counter mark is light/not printed/partially missing.	The ink cartridge is dirty or dry.	<p>Proceed as follows to check whether the reuse counter mark can be printed.</p> <p><b>Checking erasure count mark printing</b></p> <ol style="list-style-type: none"> <li>1. Place 1 sheet of white paper in the paper feed tray and carry out a mark print test. <ul style="list-style-type: none"> <li>▶▶P.59 “Test Print” in this manual</li> </ul> </li> <li>2. Look at both sides of the sheet to check whether there is 1 reuse counter mark printed.</li> <li>3. If the erasure count mark is not printed, is light or is partially missing, clean the ink cartridge as follows and test print again.</li> </ol> <p style="text-align: right;">Continued on the next page &gt;&gt;</p>

Problem Description	Cause	Corrective Action
The erasure count mark is light/not printed/partially missing.	The ink cartridge is dirty or dry.	<p data-bbox="1016 292 1354 319"><b>Cleaning the ink cartridge</b></p> <ol data-bbox="1016 340 1756 456" style="list-style-type: none"><li data-bbox="1016 340 1325 367">1. Turn off the equipment.</li><li data-bbox="1016 388 1325 415">2. Remove the ink cartridge.</li><li data-bbox="1016 436 1756 463">3. Wipe the nozzle plate of the ink cartridge with a non-woven cloth.</li></ol> <div data-bbox="1174 477 1590 779"></div> <p data-bbox="1049 834 1137 868"><b>Note</b></p> <p data-bbox="1049 902 1702 964">Be careful not to damage the nozzle plate of the ink cartridge.</p> <ol data-bbox="1016 985 1325 1053" style="list-style-type: none"><li data-bbox="1016 985 1325 1012">4. Install the ink cartridge.</li><li data-bbox="1016 1033 1325 1060">5. Turn on the equipment.</li></ol>



# Maintenance

It is recommended to clean this equipment periodically to ensure efficient paper reuse operations.



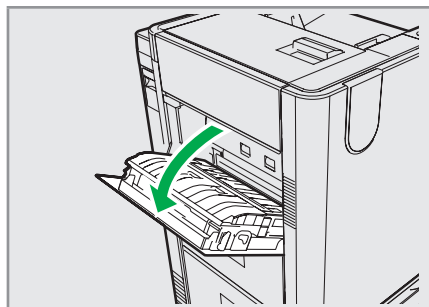
Cleaning the Equipment.....	82
Replacing the Ink Cartridge.....	84

## Cleaning the Equipment

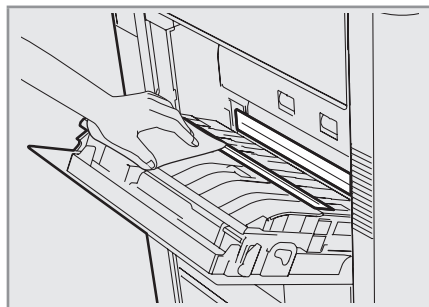
It is recommended to clean the following parts periodically to scan paper without dirt or stains.

### Document Scanning Area (Surface of the Long Narrow Glass)

Clean the document scanning area once a week approximately.



**1. Open the upper left cover.**



**2. Clean the document scanning area (2 places).**

Wipe them with a dry soft cloth. Use a slightly moist soft cloth if the dry cloth does not clean well.

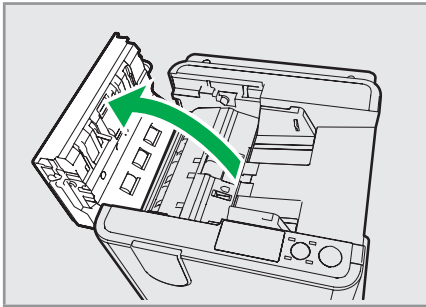
Do not use anything other than water such as organic solvents, alcohol and neutral detergent.

#### Notes

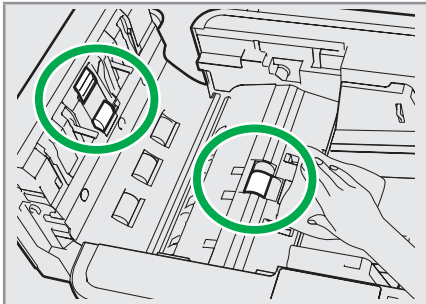
- Take care not to cause damage where you are cleaning.
- Take care not to leave any water inside the equipment.
- Do not use organic solvents such as thinner and benzene. They may cause deformation or discoloration.

## Paper Feed Roller

Clean the paper feed rollers once every four months approximately.



**1. Open the top cover.**



**2. Clean the paper feed rollers (two on the cover side, one on the equipment side)**

Clean them in one of the following two methods.

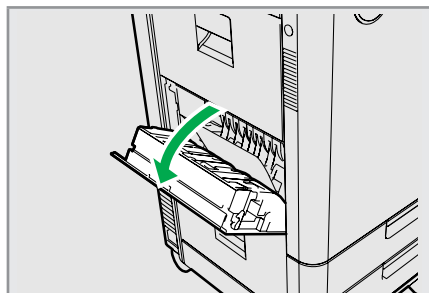
- Wipe them using a dry soft cloth.
- Wipe them using a slightly moist soft cloth.

### Notes

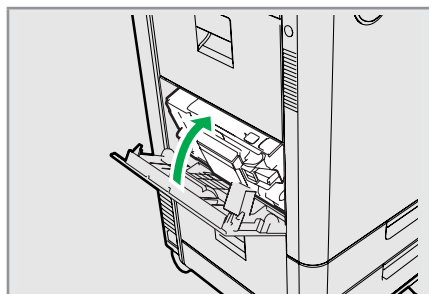
- Take care not to cause damage where you are cleaning.
- Take care not to leave any water inside the equipment.
- Do not use organic solvents such as thinner and benzene. They may cause deformation or discoloration.

## Replacing the Ink Cartridge

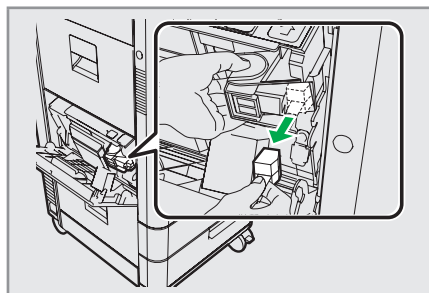
When the reuse counter mark cannot be printed, clean the ink cartridge by referring to “When Something is Wrong with the Equipment” on page 76 in this manual. If the problem persists, replace the ink cartridge as follows.



**1. Open the middle left cover.**



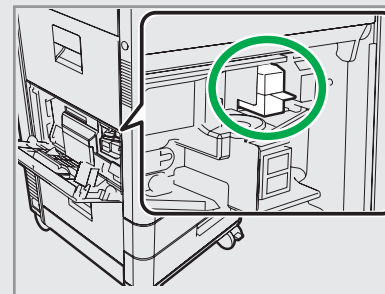
**2. Open the ink cartridge holder.**



**3. Remove the ink cartridge pad.**

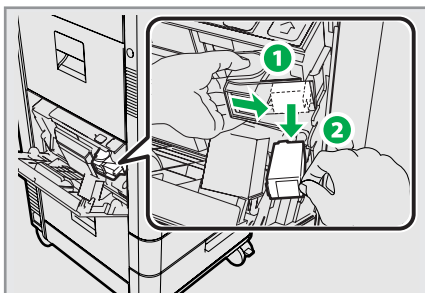
### Tip

Carry out steps 1, 2, 5, 6 and 7 when installing the ink cartridge for the first time. The ink cartridge pad is located on the upper right of the ink cartridge holder.

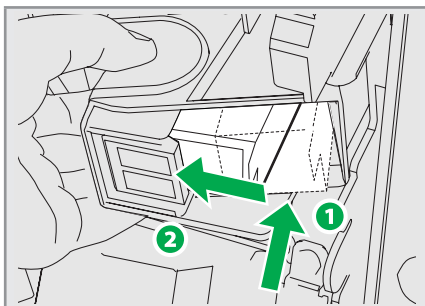


### Note

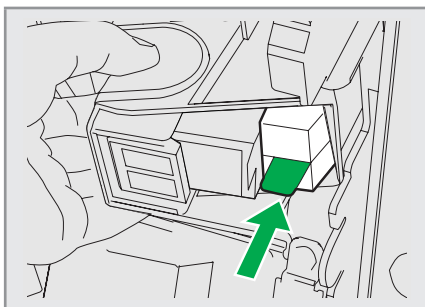
Dispose of used ink cartridges according to the regulations of your local government or your region.



**4. Remove the ink cartridge.**



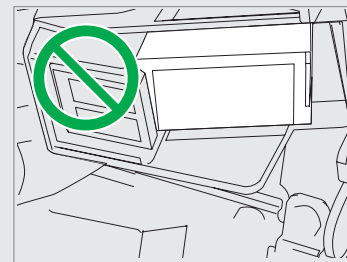
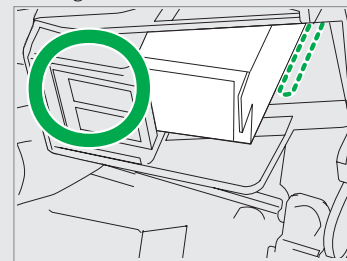
**5. Install a new ink cartridge.**



**6. Attach the ink cartridge pad with the green face of the tab upwards.**

#### Note

Check that the ink cartridge is locked in the position shown in the figure.





**7. Close the middle left cover.**

**Note**

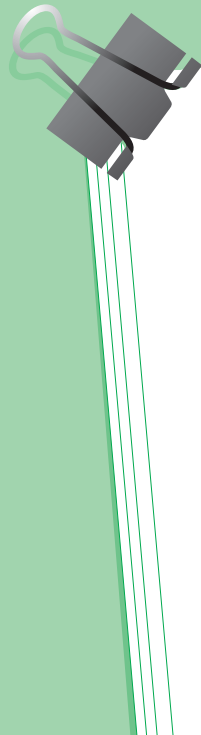
For precautions when replacing the ink cartridge ("C6602R" by Hewlett Packard Company), see the instructions on the ink cartridge bag.

**Tips**

- When installing an ink cartridge for the first time, install the cartridge and then enable the reuse counter function in TopAccess.  
▶▶ **TopAccess Guide : "Chapter 7: [Administration] Tab Page" - "[Setup] Item List"**
- After installing a new ink cartridge, carry out a print test and adjust the position of the reuse counter mark in TopAccess if necessary.  
▶▶ **P.57 "List of Menu Screen Items" in this manual**  
▶▶ **TopAccess Guide : "Chapter 7: [Administration] Tab Page" - "[Setup] Item List"**

# Installing the Equipment

This chapter describes how to install and configure this equipment.  
Be sure to read this before the installation.



Installation Precautions.....	88
Installation Space .....	88
How to Install .....	89
Turning On and Off.....	96
How to Configure Settings.....	100

## Installation Precautions

See the following page for safety precautions at the time of installation.

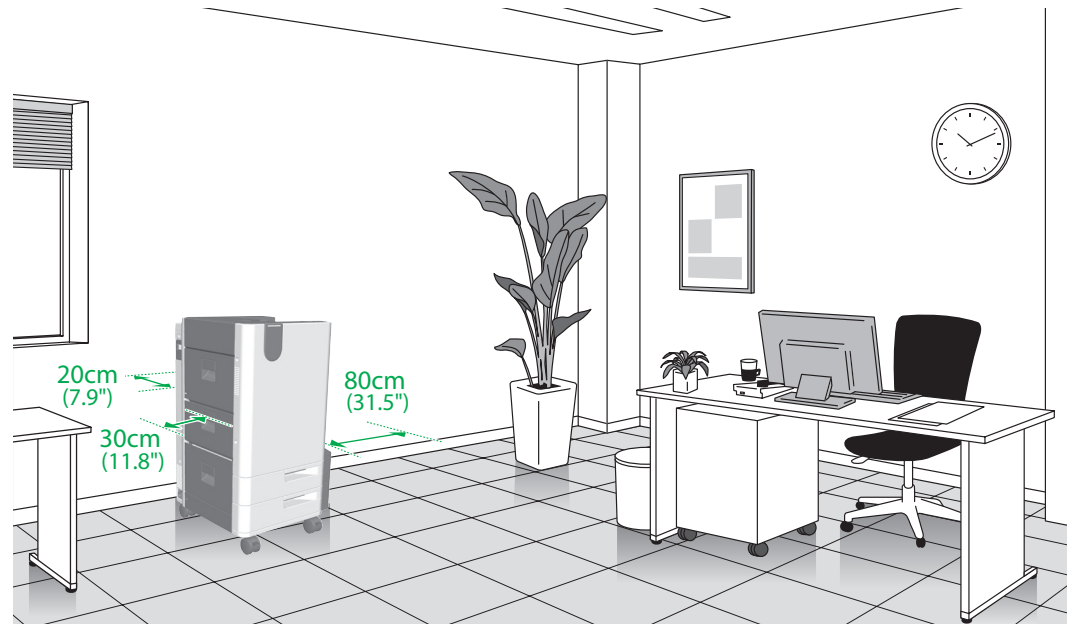
►► **P.12 “When installing or moving” in this manual**

### **Caution**

This equipment weighs approximately 45 kg (99.2 lb.). Always use two people to install the equipment.

## Installation Space

Keep some clear space around the installation location. Bad ventilation may cause malfunctions.





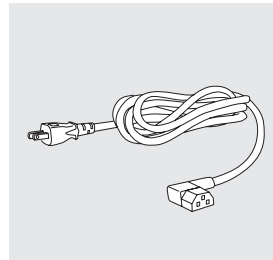
# How to Install

## Checking the Accessories

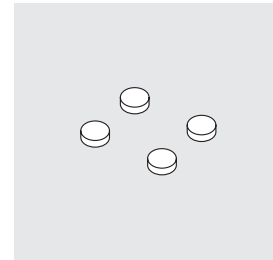
The equipment comes with the following accessories. Check that none is missing. In the event that any accessory is missing or damaged, please contact your service representative.



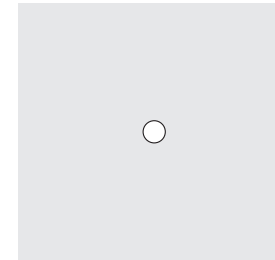
This equipment (e-STUDIO RD30/RD301)



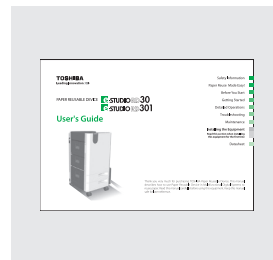
Power supply cable  
▶▶ Used on P.94 in this manual.



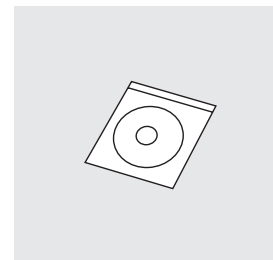
Caps  
▶▶ Used on P.92 in this manual.



Reuse drawer label  
▶▶ Used on P.93 in this manual.



User's Guide (this manual)

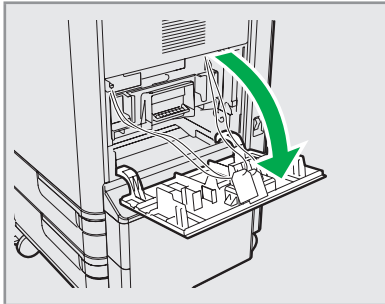


User Document CD

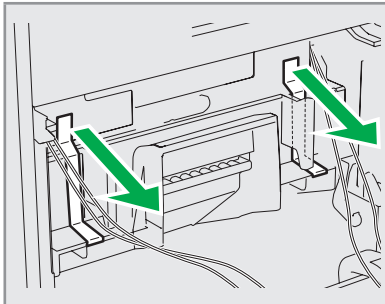
## Installing the Equipment

### Note

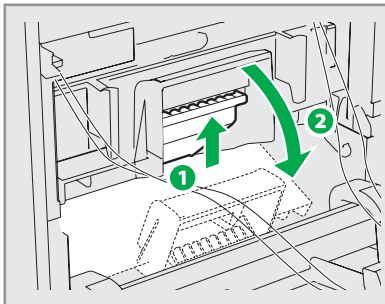
If the equipment is fastened using blue tape, remove it before installing.



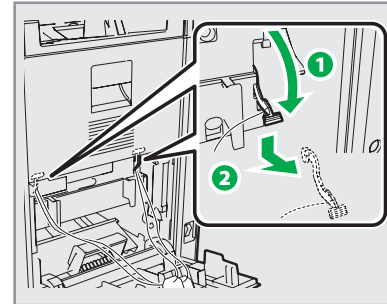
1. Open the lower right cover.



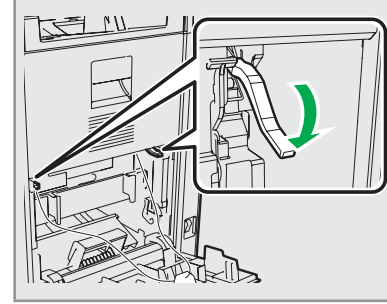
2. Remove the blue tape (2 places).



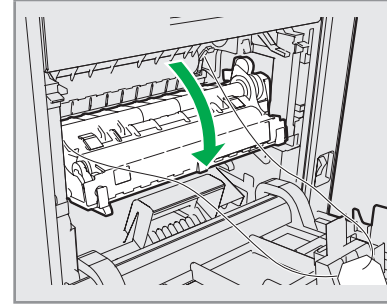
3. Hold the green handle and lower it towards you.



4. Turn the transport anchor with cord (2 places) towards you until it stops and pull downwards to remove.



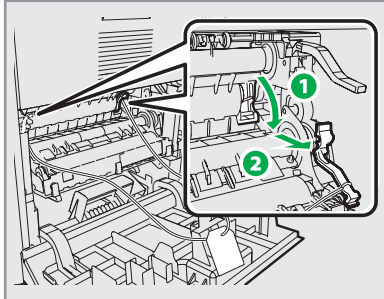
5. Lower the two green levers to unlock the erasure unit.



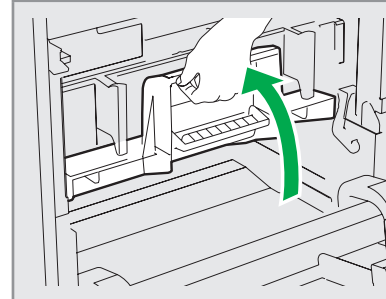
6. Lower the two green handles to open the erasure unit.

### Note

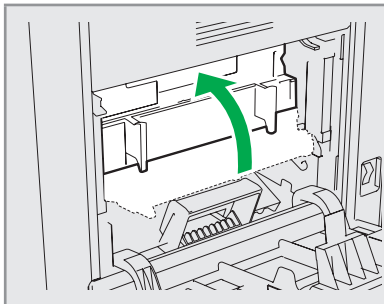
Be sure not to pull the cord towards you when you turn the transport anchor in step 7.



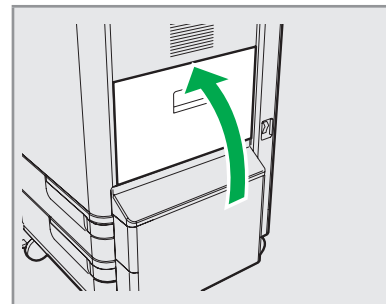
- 7.** Turn the transport anchor with cord (2 places) towards you until it stops and then, pull it towards you to remove.



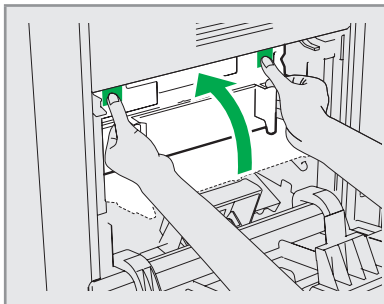
- 10.** Return the green handle to the original position.



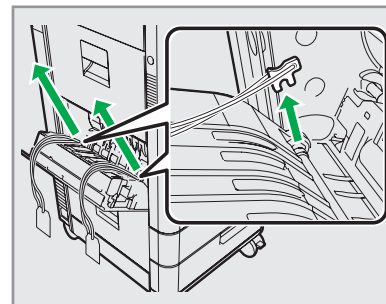
- 8.** Close the erasure unit.



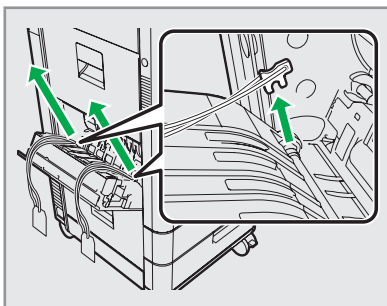
- 11.** Close the lower right cover.



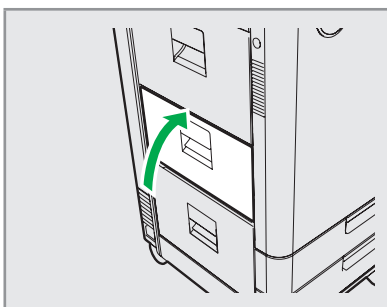
- 9.** Push the two pieces of green felt to lock the erasure unit.



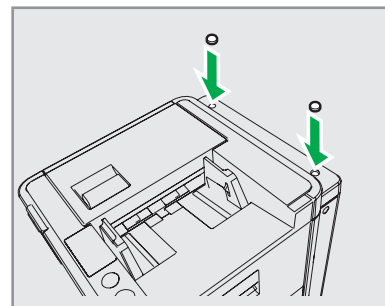
- 12.** Open the middle left cover.



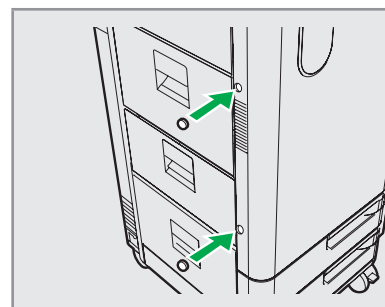
**13.** Pull the transport anchor with cord (2 places) upwards to remove it.



**14.** Close the middle left cover.



**15.** Attach the caps (2 places).



**16.** Attach the caps (2 places).

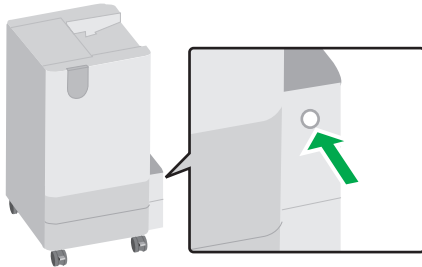
**Tip**

See the following page if you are installing the ink cartridge for the reuse counter function at the time of installation.

▶▶ P.84 "Replacing the Ink Cartridge" in this manual

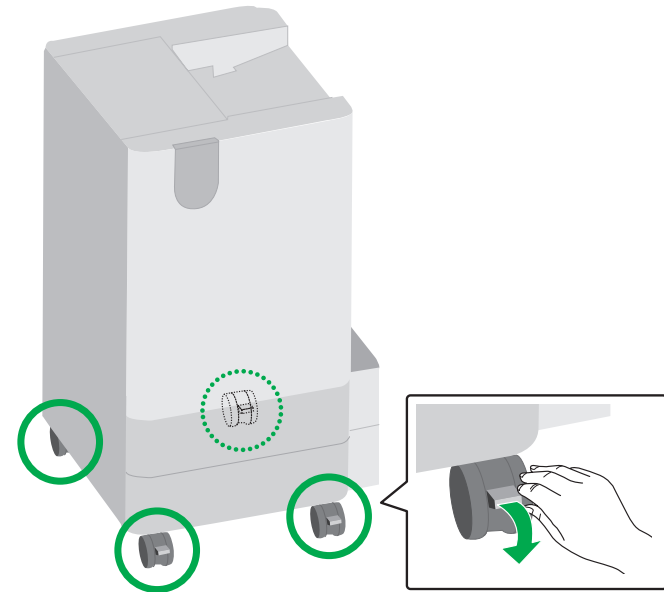
**Tip**

Attach the reuse drawer label to the upper drawer as needed.



## Locking the Casters

There are 4 casters attached at the bottom of this equipment. Lock the casters with the stoppers to fix the equipment securely after moving or installing it.

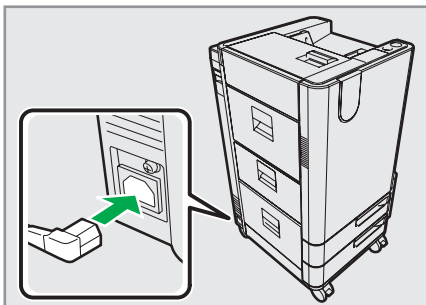


**Warning**

**Be sure to lock the casters after moving and installing this equipment.**

The equipment may move or fall, and may cause injuries.

## Connecting Cables



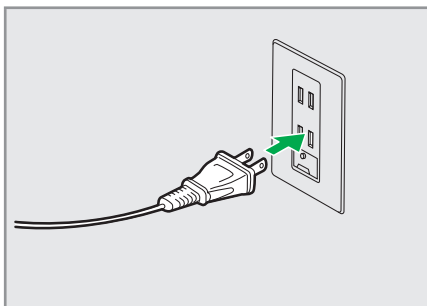
1. Connect the power supply cable to the equipment.

### **Warning**

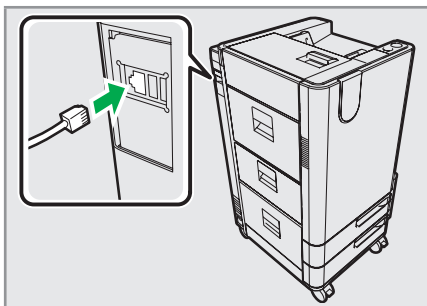
**Connect the ground wire.  
Be sure to connect the ground wire.**

**Connect the ground wire.  
Check that the ground terminal is  
securely grounded.**

If not securely grounded, a short circuit due to insulation failure may cause an electric shock. For information on how to check, contact your service representative.



**2. Connect the power plug to the outlet.**



**3. Connect the network cable.**

#### Note

The shape of the power plug varies depending on the region.

#### Warning

**Be sure to shut down this equipment and the computer when connecting an interface cable to the equipment.**

Otherwise, it may damage the equipment or cause an electric shock.

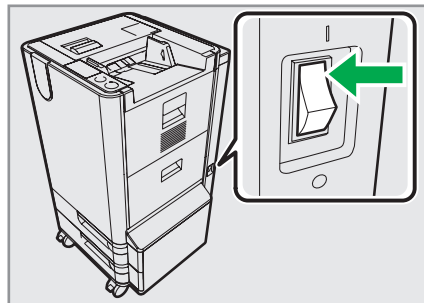
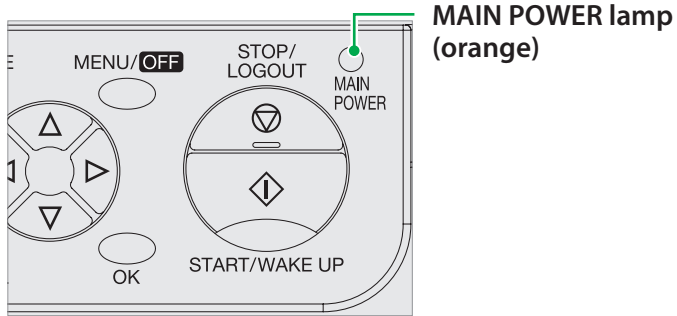
#### Note

The network cable is not supplied with this equipment. Purchase the cable separately if required.

# Turning On and Off

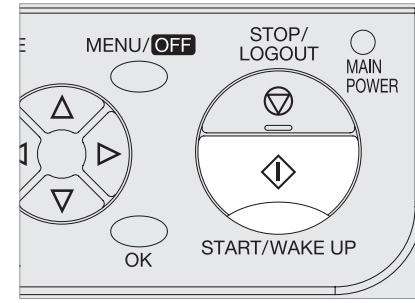
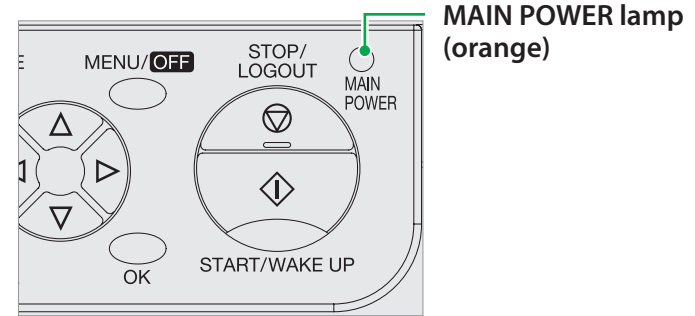
## Turning On

When MAIN POWER lamp on the control panel is not lit in orange



**Turn on the main power switch.**  
This equipment is ready after approximately 40 seconds.

When MAIN POWER lamp on the control panel is lit in orange

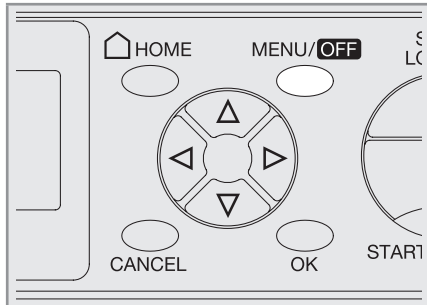


**Press [START/WAKE UP].**  
This equipment is ready after approximately 40 seconds.

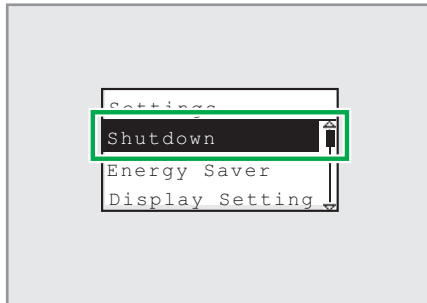





## Turning Off (Shutting Down)

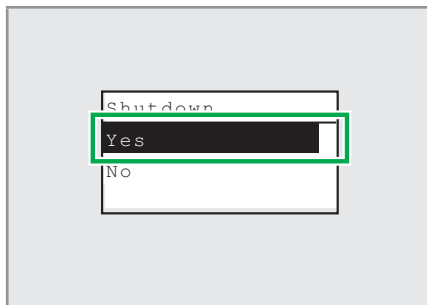
To turn off the equipment, always shut down as follows.



1. Press [MENU/OFF].



2. Use  and  to select [Shutdown] and press .



3. Use  and  to select [Yes]. Pressing  turns off the equipment.

### Notes

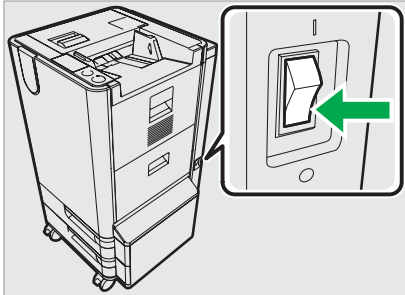
- Do not turn off the main power switch when a lamp other than the MAIN POWER lamp is lit or blinking on the control panel. This may damage the equipment.
- Do not turn off the equipment while the software is being updated or data are being imported.
- Trying to shut down when there is a running job displays a confirmation message on the LCD. Continue with the shutdown only when the running job can be stopped. The equipment does not enter the energy save mode while a job is running.

### Tip

Pressing and holding [MENU/OFF] for 5 seconds while the equipment is operating (except in the energy save mode) also shuts down the equipment.

Continued on the next page ➡

## Not Using the Equipment for a Long While



Shut down the equipment using [MENU/OFF]. Check that the LCD is completely off, and turn the main power switch off.

The MAIN POWER lamp (orange) goes off as you turn the main power switch off.

## Energy Save Mode

This equipment supports the energy save mode as a power saving function. The transition to the energy save mode and the conditions for waking up are as follows.

Power saving function	Energy save mode
Transition	<ol style="list-style-type: none"><li>1. After a certain period of time*<sup>1</sup></li><li>2. Energy Save is turned on from the control panel menu screen.</li></ol>
Conditions	<ol style="list-style-type: none"><li>1. Erasure, sort, and scan operations have been completed.</li><li>2. Scanned images have been converted and saved.</li><li>3. This equipment is not accessed via the network.</li></ol>
Status	The MAIN POWER lamp is lit in orange and the ENERGY SAVER lamp blinks in blue.
Wake up	<ol style="list-style-type: none"><li>1. Press and hold any of the buttons on the control panel for 1 second.</li><li>2. Place paper in the paper feed tray.</li></ol>

\*<sup>1</sup> 1 minute as the factory default.

### Note

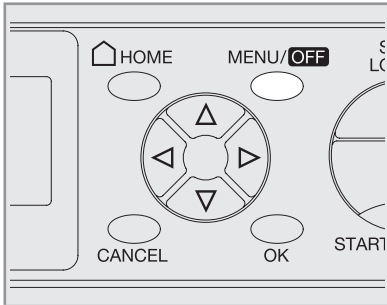
The equipment may not enter the energy save mode if its temperature is high.

### Tip

You can change the duration before entering the energy save mode using TopAccess. Refer to the TopAccess Guide for details.

▶▶ **TopAccess Guide : “Chapter 7: [Administration] Tab Page” - “[Setup] Item List”**

# How to Configure Settings

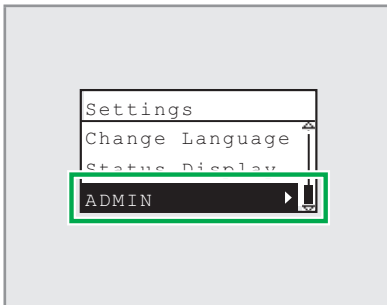


1. Press [MENU/OFF].

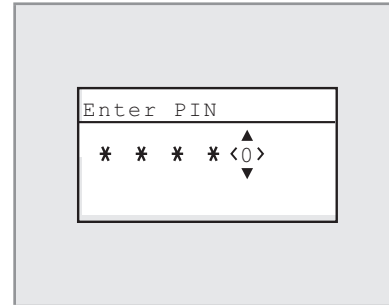
**Tip**

Except for the settings described in this section, use TopAccess to configure this equipment such as creating templates. Refer to the TopAccess Guide for details.

- ▶▶ TopAccess Guide : "Chapter 4: [Registration] Tab Page" - "[Registration] Tab Page Overview"
- ▶▶ TopAccess Guide : "Chapter 7: [Administration] Tab Page" - "[Setup] Item List"



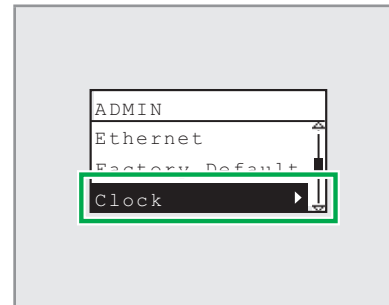
2. Use and to select [ADMIN] and press .



**Tip**

If the administrator PIN code has not been changed, enter the factory default PIN code "10001".

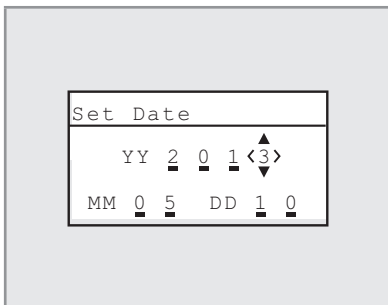
3. Use , , and and to enter the administrator PIN code and press .



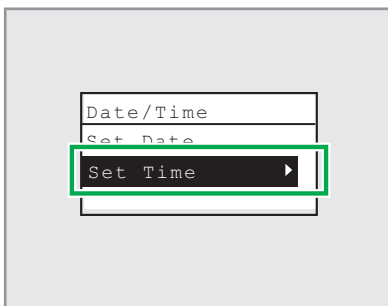
4. Use and to select [Clock] and press .



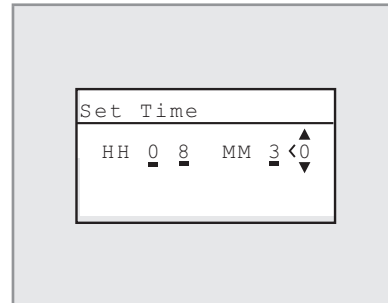
5. Use  and  to select [Set Date] and press



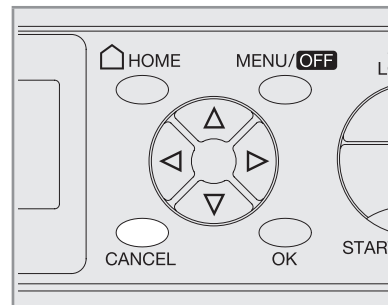
6. Use , ,  and  to specify the date and press .



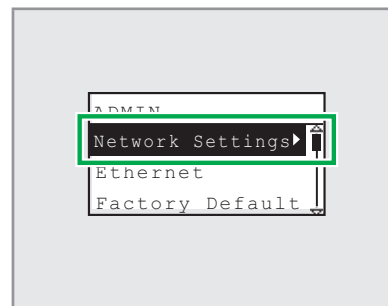
7. Use  and  to select [Set Time] and press




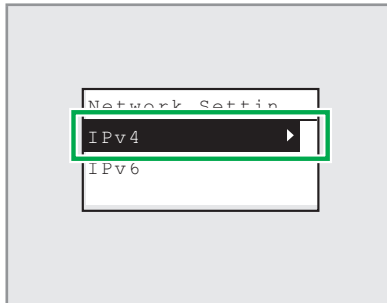
8. Use , ,  and  to specify the time and press .






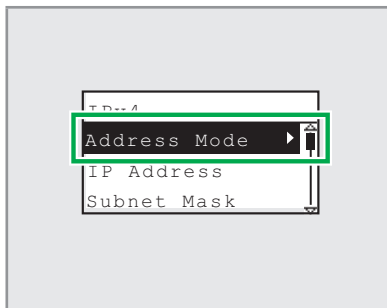
9. Press [CANCEL].






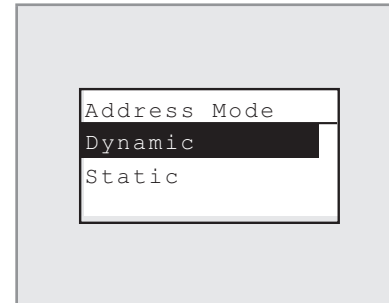
10. Use  and  to select [Network Settings] and press .






11. Use  and  to select [IPv4] and press .



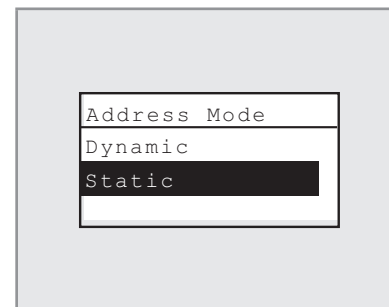
12. Use  and  to select [Address Mode] and press .






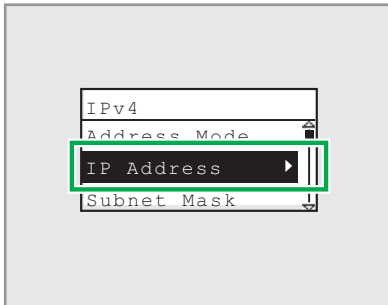
13. To acquire the IP address dynamically, select [Dynamic] using  and , and press  to complete the setting.

**Tip**

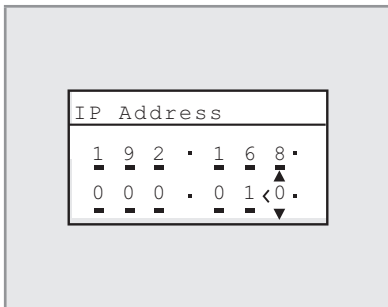
To configure the IP address manually, proceed to step 14.



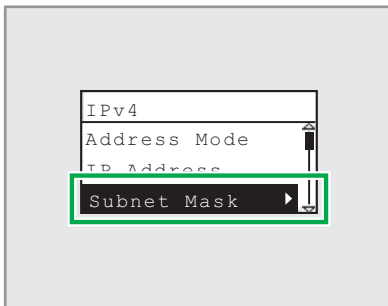
14. To specify the IP address manually, select [Static] using  and , and press .



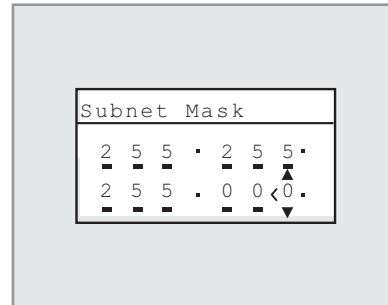
15. Use and to select [IP Address] and press .



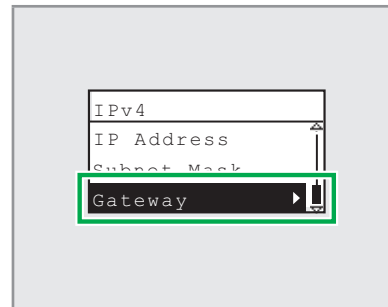
16. Use , , and to specify the IP address and press .



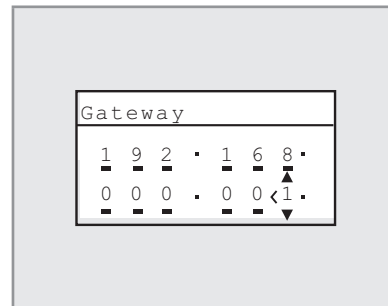
17. Use and to select [Subnet Mask] and press .



18. Use , , and to specify the subnet mask and press .



19. Use and to select [Gateway] and press .



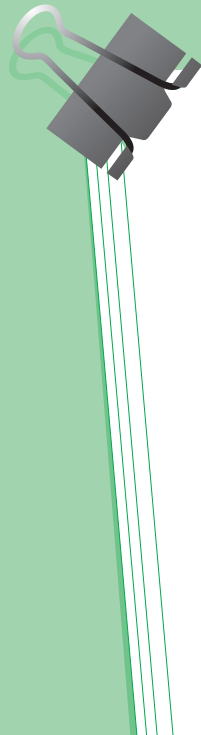
20. Use , , and to specify the gateway and press to complete the setting.





# Datasheet

This chapter describes specifications and supplemental information of this equipment.



Specifications.....	106
Consumables .....	107

## Specifications

<b>Model</b>	KH-1020/KH-1021
<b>Type</b>	Console type
<b>Erasure method</b>	Twin heat roller duplex heating method
<b>Erasure heat source</b>	Halogen lamp
<b>Scanning method</b>	Fixed scanner with moving document (both sides are scanned simultaneously)
<b>Scan sensor</b>	CCD line sensor
<b>Scan light source</b>	LED
<b>Scan resolution</b>	100, 150, 200, 300 dpi
<b>Loadable pages</b>	125 pages (64 g/m <sup>2</sup> , 17 lb. Bond) or stack height up to 15 mm <sup>*1</sup>
<b>Processing speed</b>	Erasure, scan, and sort: approximately 15 pages/min (A4, LT) <sup>*2</sup> Erasure and sort: approximately 15 pages/min (A4, LT) Scan only: approximately 15 pages/min (A4, LT) <sup>*2</sup> Erasure only: approximately 30 pages/min (A4, LT) <sup>*3,*4</sup>
<b>Paper size</b>	A4, A5, B5 (North America: LT, ST)
<b>Paper weight</b>	64 - 80 g/m <sup>2</sup> , 17 - 20 lb. Bond

<b>Drawer capacity</b>	Upper drawer: Stack height up to 41.8 mm (1.6") <sup>*5</sup> Lower drawer: Stack height up to 10 mm (0.4") <sup>*5</sup>
<b>Warming up time</b>	Approximately 40 seconds <sup>*6</sup>
<b>Interface</b>	USB 2.0 (Hi-Speed) Ethernet (1000Base-T, 100Base-TX, 10Base-T)
<b>Operating environment (normal use)</b>	Temperature: 10 - 30 °C (50 - 86 °F), Humidity: 20 - 85% (No Condensation)
<b>Power requirements and Power consumption</b>	AC 220-240 V±10%, 8 A (50/60 Hz): 2.0 kW or less AC 120 V±10%, 12 A (50/60 Hz): 1.5 kW or less
<b>Dimensions</b>	W 470 mm (18.5") x D 470 mm (18.5") x H 825 mm (32.5")
<b>Weight</b>	Approximately 45 kg (99.2 lb.)
<b>Space occupied</b>	W 470 mm (18.5") x D 470 mm (18.5")

\*1 For paper printed once and erased for the first time.

\*2 The processing speed when the scanned data are saved to USB media is as follows:  
300 dpi approximately 5 pages/min  
200 dpi approximately 8 pages/min

\*3 15 pages/min (A4, LT) for the first minute.

\*4 15 pages/min (A4, LT) if the temperature falls below about 17 °C (62.6 °F) when a job starts.

\*5 For A5 and ST size paper, the drawers are treated as full after each job regardless of the actual height of the stacked paper.

\*6 Where the temperature is 20 °C (68 °F) or higher.

Contact your service representative to order consumables (sold separately).

## Consumables

### • Ink Cartridge ("C6602R (red)" by Hewlett Packard Company)

Allows you to use the reuse counter function.

Reuse counter is a function that prints a red reuse counter mark on paper identified as reusable and automatically rejects when it has been reused for a certain number of times (6 by default).

The reuse counter marks are printed on the lower left corner of paper placed on the Paper feed tray. When erasing, place the paper in such a way as to make the reuse counter marks in the lower left corner visible and aligned for reading at a glance.



To use the reuse counter function, you need to enable the function in TopAccess after installing the ink cartridge.

#### » **TopAccess Guide : "Chapter 7: [Administration] Tab Page" - "[Setup] Item List"**

You can use the reuse counter function under the following conditions:

- With templates including the erase and sort functions
- With paper size A4 (LT for North America) only

### Notes

- The reuse counter mark cannot be erased.
- Depending on the condition of the paper, the reuse count may not be increased correctly. Use the reuse counter mark as a measure of the number of times the paper has been reused.
- If printing by e-STUDIO306LP/307LP overlaps with the reuse counter mark, not only the readability may be affected, but it can also stain the paper as the ink does not dry well. For this reason, be sure to specify a left and right margin of at least 10 mm (0.4") when printing with e-STUDIO306LP/307LP.
- When the reuse counter function is used, paper with stains within 15 mm (0.6") from the left and right edges of the paper cannot be rejected. For this reason, when using the reuse counter function, do not make notes within 15 mm (0.6") from the left and right edges of the paper even using FriXion pens.

## Disclaimer Notice

The following notice sets out the exclusions and limitations of liability of TOSHIBA TEC CORPORATION (including its employees, agents and sub-contractors) to any purchaser or user ('User') of the e-STUDIO RD30/RD301, including its accessories, options and bundled software ('Product').

1. The exclusion and limitations of liability referred to in this notice shall be effective to the fullest extent permissible at law. For the avoidance of doubt, nothing in this notice shall be taken to exclude or limit TOSHIBA TEC CORPORATION's liability for death or personal injury caused by TOSHIBA TEC CORPORATION's negligence or TOSHIBA TEC CORPORATION's fraudulent misrepresentation.
2. All warranties, conditions and other terms implied by law are, to the fullest extent permitted by law, excluded and no such implied warranties are given or apply in relation to the Products.
3. TOSHIBA TEC CORPORATION shall not be liable for any loss, cost, expense, claim or damage whatsoever caused by any of the following:
  - (a) use or handling of the Product otherwise than in accordance with the manuals, including but not limited to Operator's Manual, User's Guide, and/or incorrect or careless handling or use of the Product;
  - (b) any cause which prevents the Product from operating or functioning correctly which arises from or is attributable to either acts, omissions, events or accidents beyond the reasonable control of TOSHIBA TEC CORPORATION including without

limitation acts of God, war, riot, civil commotion, malicious or deliberate damage, fire, flood, or storm, natural calamity, earthquakes, abnormal voltage or other disasters;

- (c) additions, modifications, disassembly, transportation, or repairs by any person other than service technicians authorized by TOSHIBA TEC CORPORATION; or
- (d) use of paper, supplies or parts other than those recommended by TOSHIBA TEC CORPORATION.

4. Subject to paragraph 1, TOSHIBA TEC CORPORATION shall not be liable to Customer for:

- (a) loss of profits; loss of sales or turnover; loss of or damage to reputation; loss of production; loss of anticipated savings; loss of goodwill or business opportunities; loss of customers; loss of, or loss of use of, any software or data; loss under or in relation to any contract;

or

- (b) any special, incidental, consequential or indirect loss or damage, costs, expenses, financial loss or claims for consequential compensation;

whatsoever and howsoever caused which arise out of or in connection with the Product or the use or handling of the Product even if TOSHIBA TEC CORPORATION is advised of the possibility of such damages.

TOSHIBA TEC CORPORATION shall not be liable for any loss, cost, expense, claim or damage caused by any inability to use (including, but not limited to failure, malfunction, hang-up, virus infection or other problems) which arises from use of the Product with hardware, goods or software which TOSHIBA TEC CORPORATION has not directly or indirectly supplied

## Trademarks

- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- The official name of Windows 7 is Microsoft Windows 7 Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
- The official name of Windows Server 2008 is Microsoft Windows Server 2008 Operating System.
- Microsoft, Windows, Windows NT, and the brand names and product names of other Microsoft products are trademarks of Microsoft Corporation in the US and other countries.
- Apple, AppleTalk, Macintosh, Mac, Mac OS, Safari, and TrueType are trademarks of Apple Inc. in the US and other countries.
- Adobe, Acrobat, and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.
- Mozilla, Firefox and the Firefox logo are trademarks or registered trademarks of Mozilla Foundation in the U.S. and other countries.
- FRIXION is a trademark of PILOT CORPORATION.
- TopAccess is a trademark of Toshiba Tec Corporation.
- Other company and product names given in this manual or displayed in this software may be the trademarks of their respective companies.

# Index

- A**
- Accessories ..... 89
  - Administrator PIN code ..... 55, 100
  - ALARM lamp ..... 26
  - Arrow Buttons ..... 26
- B**
- Background ..... 50
- C**
- [CANCEL] button ..... 26
  - Carbon dioxide ..... 3
  - Card authentication ..... 61
  - Change Language ..... 57
  - Cleaning ..... 82
  - Clock ..... 58
  - Cloning ..... 59
  - Color Mode ..... 42
  - Compression Ratio ..... 44
  - Contrast ..... 49
  - Control panel ..... 25
- D**
- Destination ..... 39
  - Display Setting ..... 57
  - Document scanning area ..... 82
- E**
- Energy save mode ..... 57, 99
  - Energy Saver ..... 57
  - ENERGY SAVER lamp ..... 26
  - Erase ..... 2, 30, 32, 75
  - ERASE lamp ..... 27
  - Eraser Setting ..... 52
  - Error Codes ..... 64
  - Exposure ..... 48
- F**
- Factory Default ..... 58
  - File Format ..... 42
  - FriXion ..... 21, 107
- H**
- [HOME] button ..... 26
  - Home icon ..... 27
  - Home screen ..... 27
- I**
- Ink cartridge ..... 84
- L**
- LCD (Liquid Crystal Display) ..... 27
  - Log In ..... 61
- Lower drawer ..... 25, 71
- Lower left cover ..... 24, 70
- Lower right cover ..... 25, 71
- M**
- MAIN POWER lamp ..... 26
  - Main power switch ..... 25
  - [MENU/OFF] button ..... 26
  - Menu screen ..... 55
  - Middle left cover ..... 24, 70
- N**
- Network interface connector ..... 24
  - Network Settings ..... 57, 58
- O**
- [OK] button ..... 26
  - Omit Blank Page ..... 47
  - Outside Erase ..... 51
- P**
- Paper feed roller ..... 83
  - Paper feed tray ..... 24
  - Paper Misfeed ..... 67
  - Paper misfeed location lamp ..... 27
  - Paper Reusable Device ..... 2, 21

Paper reuse .....	2, 20
Paper Size .....	36
PIN code .....	62
Power supply inlet .....	24
Private template .....	37
Public template.....	30, 34, 37

## **R**

Reject .....	2, 21, 78, 107
Reuse .....	2, 21, 28

## **S**

Scan.....	30, 75
SCAN lamp.....	27
Scanning 2 Sides.....	45
Scan Settings.....	38
Settings.....	100
Shut Down.....	57, 97
Side guide .....	25
Sort.....	30, 75
Sorting Method .....	53
SORT lamp .....	27
Specifications.....	106
[START/WAKE UP] button .....	26

Status Display.....	57
[STOP/LOGOUT] button .....	26

## **T**

Template .....	30, 36
Template display area .....	27
Top cover .....	24, 69
Turn off.....	97
Turn on.....	96

## **U**

Upper drawer.....	25, 71
Upper left cover.....	24, 69
Upper right cover .....	25, 74
USB port .....	24, 25









Printed in Malaysia  
KH-1020  
KH-1021  
OME120263C0

PAPER REUSABLE DEVICE **e-STUDIO RD30**  
**User's Guide e-STUDIO RD301**

## **TOSHIBA TEC CORPORATION**

1-11-1, OSAKI, SHINAGAWA-KU, TOKYO, 141-8562, JAPAN

©2013 - 2015 TOSHIBA TEC CORPORATION All rights reserved.

Under the copyright laws, this manual cannot be reproduced in any form without prior written permission of TTEC.

Patent; <http://www.toshibatec.co.jp/en/patent/>



6LK35272000  
R120820M6103-TTEC  
2015-09

Ver03 F