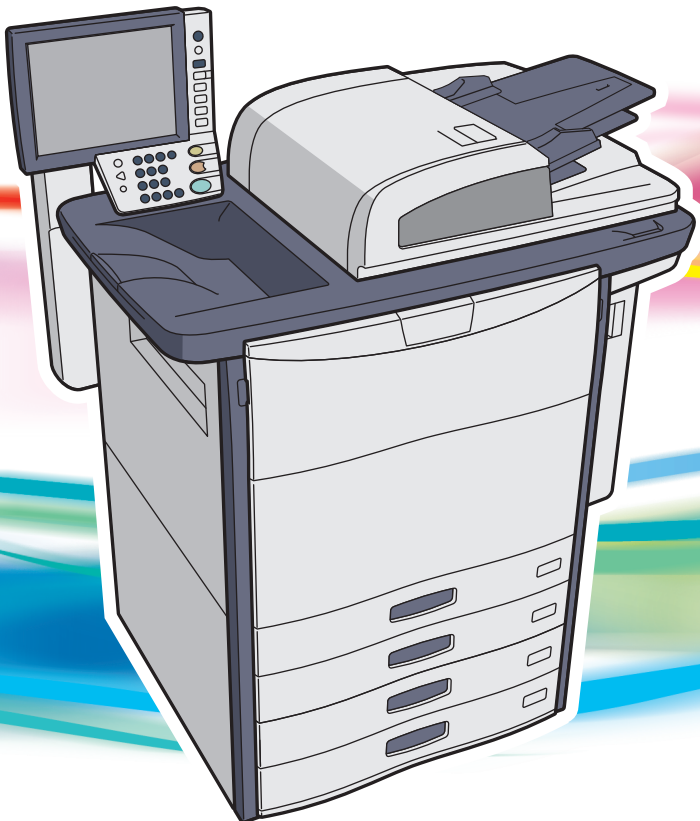# TOSHIBA
Leading Innovation >>>

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS

Quick Start Guide

e·STUDIO5560c
e·STUDIO6560c
e·STUDIO6570c

Lineup of Our Manuals

Some of these manuals are printouts and others are PDF files recorded in the Client Utilities/User Documentation DVD. In the printouts, precautions and basic operations are described. Be sure to read "Safety Information" before using the equipment. In the PDF files, detailed copying functions and other settings are described. Select and read those best suited to your needs.

Printouts
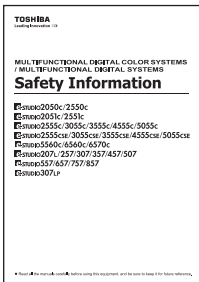
Safety Information
This Safety Information describes the necessary precautions for use. For your added security, be sure to read this booklet first.
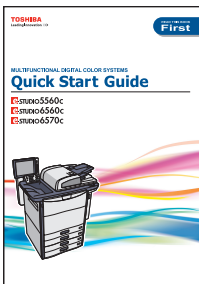
Quick Start Guide (This manual)
This Quick Start Guide describes the preparations, basic and advanced usage, maintenance and regular cleaning of the equipment.

How to use the Client Utilities/User Documentation DVD

Windows:

1. Set the Client Utilities/User Documentation DVD in the DVD-ROM drive on your computer.
   Software Installer starts automatically.

   > **Note**
   > If Software Installer does not launch, use the explorer to open the [e-STUDIO] folder in the Client Utilities/User Documentation DVD and double-click "Setup.exe".

2. Select [I agree to the terms of the License Agreement.] and click [Next].

3. Click the Open User's Manual link in Software Installer.
   The browser starts automatically and the menu is displayed.

   > **Note**
   > If the menu is not displayed, use the explorer to open the [Manuals] folder in the Client Utilities/User Documentation DVD and double-click "index.html".

4. Click the title of the operator's manual to be viewed from the menu. Its PDF file is displayed.

Macintosh:

1. Set the Client Utilities/User Documentation DVD in the DVD-ROM drive on your computer.

2. Open the [Manuals] folder in the Client Utilities/User Documentation DVD and open the desired language folder.

3. Double-click the file of the operator's manual to be viewed. Its PDF file is displayed.

PDF files

Copying Guide
This Copying Guide describes the operations and settings enabled with the [COPY] button on the control panel.

Scanning Guide
This Scanning Guide describes the operations and settings enabled with the [SCAN] button on the control panel and those of Internet Fax.

e-Filing Guide
This e-Filing Guide describes the operations and settings enabled with the [e-FILING] button on the control panel and the e-Filing web utility.
This e-Filing web utility enables you to operate e-Filing using the browser on your computer.

MFP Management Guide
This MFP Management Guide describes the operations and settings enabled with the [USER FUNCTIONS] button and the [COUNTER] button on the control panel.

Software Installation Guide
This Software Installation Guide describes the installation procedures for printer drivers and utilities.

Printing Guide
This Printing Guide describes the settings of printer drivers required for printing and the various procedures.

TopAccess Guide
This TopAccess Guide describes procedures for remote setup and management from a web-based utility, "TopAccess".
This "TopAccess" web utility enables you to manage the equipment using the browser on your computer.

Troubleshooting Guide
This Troubleshooting Guide describes how to deal with problems, such as paper jams, as well as how to react to messages displayed on the touch panel.

Network Fax Guide
This Network Fax Guide describes the operations of the N/W-Fax Driver.
The N/W-Fax driver enables you to send electronic documents as faxes or Internet faxes from your computer.

High Security Mode Management Guide
This High Security Mode Management Guide describes the conditions and settings to use the equipment in the high security mode. To use the equipment complying with IEEE Std 2600.1™-2009, be sure to refer to the "High Security Mode Management Guide".

Help menu for client software
To run the following client software, refer to the Help menu of each:
- AddressBook Viewer
- e-Filing Backup/Restore Utility
- TWAIN Driver / File Downloader

Operator's manuals of options
In the following options sold separately, the corresponding operator's manuals are co-packed.
- GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit
- GN-1060 Operator's Manual for Wireless LAN Module
- GP-1070 Operator's Manual for Data Overwrite Enabler
- KP-2004 Operator's Manual for e-BRIDGE ID Gate
- KP-2005 Operator's Manual for e-BRIDGE ID Gate
- GP-1190 Operator's Manual for Hardcopy Security Kit

To read manuals in PDF (Portable Document Format) files
Viewing and printing manuals in PDF files require that you install Adobe Reader or Adobe Acrobat Reader on your PC. If Adobe Reader or Adobe Acrobat Reader is not installed on your PC, download and install it from the website of Adobe Systems Incorporated.

How to Read This Manual

Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

⚠ **WARNING**   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.

⚠ **CAUTION**   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.

Note   Indicates information to which you should pay attention when operating the equipment.

Read the following description as required.

Tip   Describes handy information that is useful to know when operating the equipment.

📖   Indicates the pages describing items related to what you are currently doing.

Description of original/paper direction

Paper or originals of A4 or B5 / LT size can be placed either in a portrait direction or in a landscape direction. In this manual, "-R" is added to this paper size when this size of paper or original is placed in a landscape direction.

Example: A4 / LT size original on the original glass
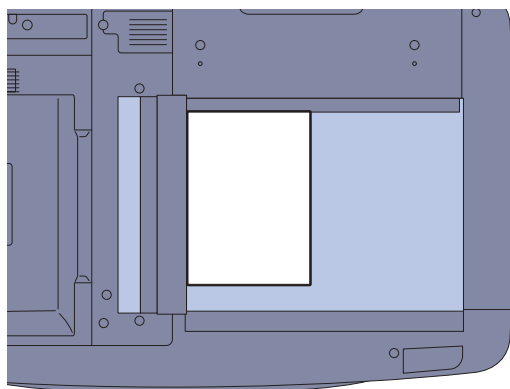
    Placed in a portrait direction: A4 / LT   **Placed in a landscape direction: A4-R / LT-R**
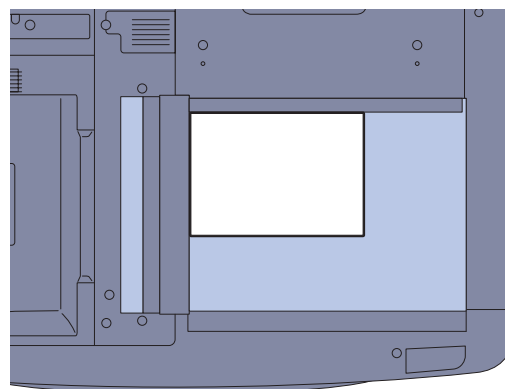
Paper or originals of A3 or B4 / LD or LG size can only be placed in a landscape direction, therefore "-R" is not added to these sizes.

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.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

CONTENTS

Chapter **1** PREPARATIONS

Chapter **2** BASIC OPERATION

Chapter **3** MAINTENANCE

Chapter **4** TROUBLESHOOTING

Chapter **5** ADVANCED FUNCTIONS

Chapter **6** INFORMATION ABOUT EQUIPMENT

Recommended toner cartridges

To assure optimal printing performance, we recommend that you use only genuine TOSHIBA toner cartridges. If you use a TOSHIBA-recommended toner cartridge, you can utilize the following two functions of this equipment:

- **Cartridge detecting function:**
  This function checks if the toner cartridge is correctly installed and notifies you if it is not.

- **Toner remaining check function:**
  This function notifies you when there is little toner remaining in the cartridge, as well as notifying it to your authorized service representative automatically by the remote service.

If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. Therefore, even if the toner cartridge is correctly installed, the error message "TONER NOT RECOGNIZED" appears on the touch panel and printing may not be performed. You may also not be able to utilize the toner remaining check function and the remote service function notifying your authorized service representative automatically.

If you are using a toner cartridge other than the one we recommend, toner is not recognized. If this is a problem for you, please contact your service representative. Remember you will not be able to utilize the cartridge check function as we mentioned.

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 8 is Microsoft Windows 8 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.
- The official name of Windows Server 2012 is Microsoft Windows Server 2012 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.
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- Adobe, Acrobat, Reader, and PostScript 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.
- IBM, AT and AIX are trademarks of International Business Machines Corporation.
- NOVELL, NetWare and NDS are trademarks of Novell, Inc. in the US.
- 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.
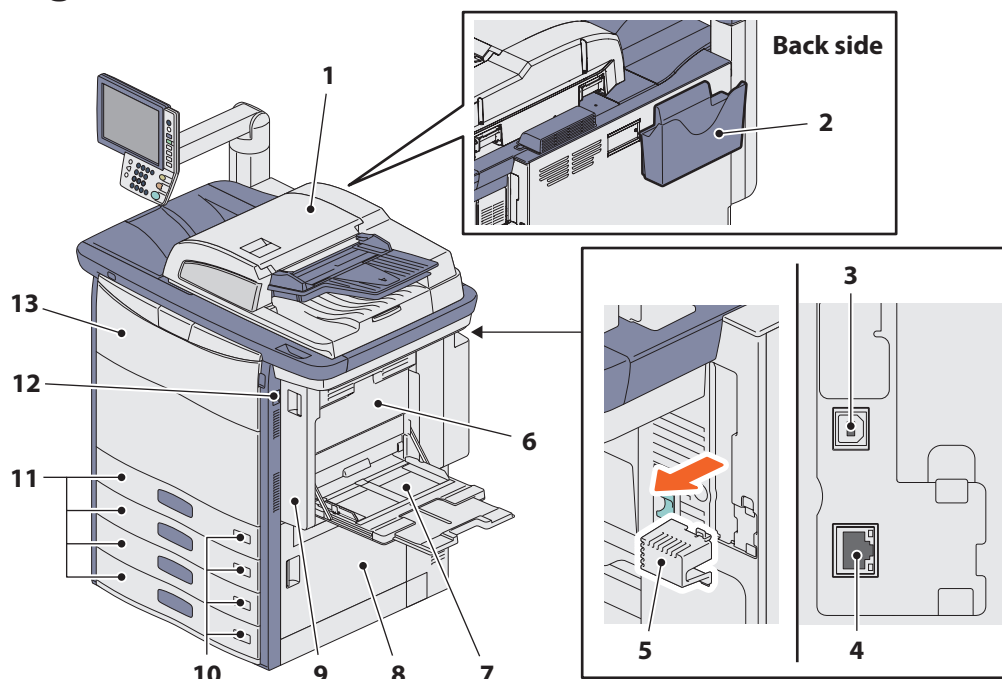
Chapter **1**
PREPARATIONS

Description of Each Component

This section describes the names and operations of the equipment, control panel and touch panel.

Front / Right side

Back side

1. **Reversing Automatic Document Feeder**
    The stack of originals is scanned one sheet at a time. Both sides of the originals can be scanned. A maximum of 100 originals (80 g/m² or 20 lb. Bond) (or stack height 16 mm or 0.62") can be placed in one go. (The maximum number of sheets that can be set may vary depending on the media type of the originals.)

2. **Operator's Manual Pocket (back side, optional, KK-8560)**
    Keep the manual in this pocket.

3. **USB terminal (4-pin)**
    Use this terminal when connecting this equipment to a PC with a commercially available USB cable.

4. **Network interface connector**
    Use this connector when connecting this equipment to a network.

5. **Network interface connector cover**

6. **Duplexing unit cover**
    Open it when paper jams occur in the duplexing unit.

7. **Bypass tray**
    Use this to perform printing on special media types such as OHP film, waterproof paper, etc.
    📖 P.23 "Bypass copying" in this manual

8. **Paper feed cover**
    Open this cover when releasing paper misfed in the drawer feeding area.

9. **Duplexing unit**
    Use this unit for printing on both sides of the paper. Open it when paper jams occur.

10. **Paper size indicator**
    The size of the paper set in the drawer can be checked.

11. **Drawer**
    A maximum of 540 sheets (80 g/m² or 20 lb. Bond) or 500 sheets (105 g/m² or 28 lb. Bond) of plain paper can be placed in one go.
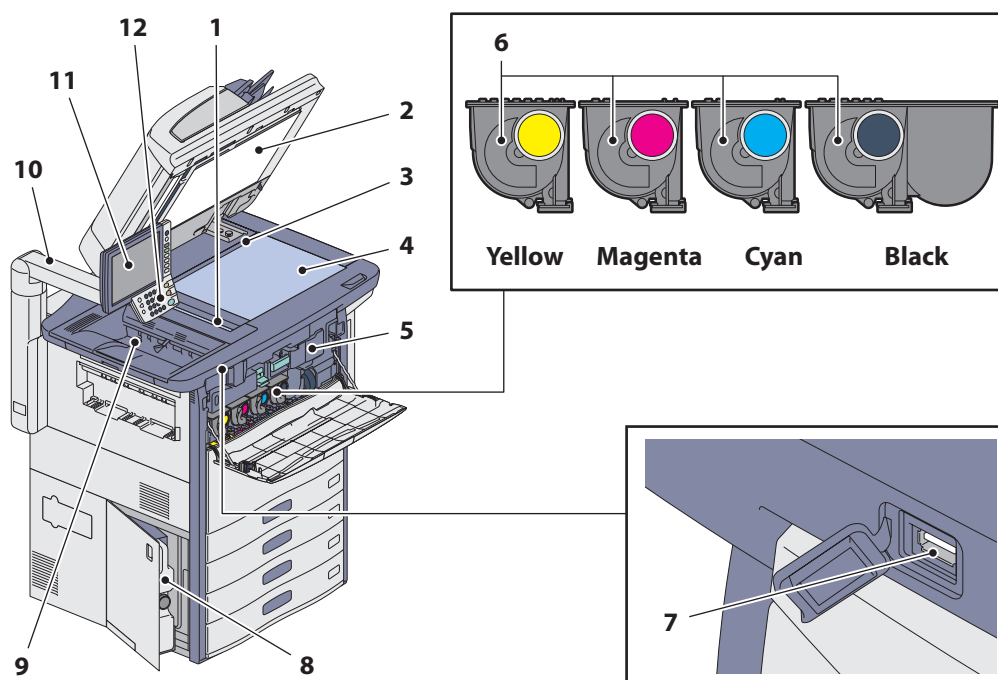
12. **Main power switch**
    Use this switch to turn the power of the equipment ON or OFF.
    📖 P.12 "Turning Power ON/OFF" in this manual

13. **Front cover**
    Open this cover when replacing the toner cartridge or releasing paper misfed in the Bridge Unit.

Left / Inner side

Yellow   Magenta   Cyan   Black

1.   Scanning area

The data of originals transported from the Reversing Automatic Document Feeder are scanned here.
 P.40 "Regular Cleaning" in this manual

2.   Platen sheet

Use this to hold the original on the original glass to scan it.
 P.40 "Regular Cleaning" in this manual

3.   Original scale

Use this to check the size of an original placed on the original glass.

4.   Original glass

Use this to copy three-dimensional originals, book-type originals and special paper such as OHP film or tracing paper, as well as plain paper.

5.   Bridge unit

Open it when paper jams occur.

6.   Toner cartridge

When toner runs out, the message appears on the touch panel. Replace the cartridge following the procedure below.
 P.36 "Replacing Toner Cartridge" in this manual

7.   USB port

Use this port when printing files stored in a USB device or storing scanned data into the USB device.

8.   Waste toner box

When "Dispose of used toner" appears on the touch panel, replace the waste toner box according to the following procedures.
 P.37 "Replacing Waste Toner Box" in this manual

9.   Receiving tray

Printed paper exits into this tray. The loading capacity is approx. 100 sheets (80g/m^2 or 20 lb. Bond). This may vary depending on the paper conditions such as the degree of paper curling.

10.   Control panel arm

Use this to adjust the height of the control panel.
 P.9 "Adjustment of the height and angle of the control panel" in this manual

11.   Touch panel

Use this to set and operate various types of functions such as copying, scanning and fax. This also displays messages, such as when paper runs out or paper jams occur.
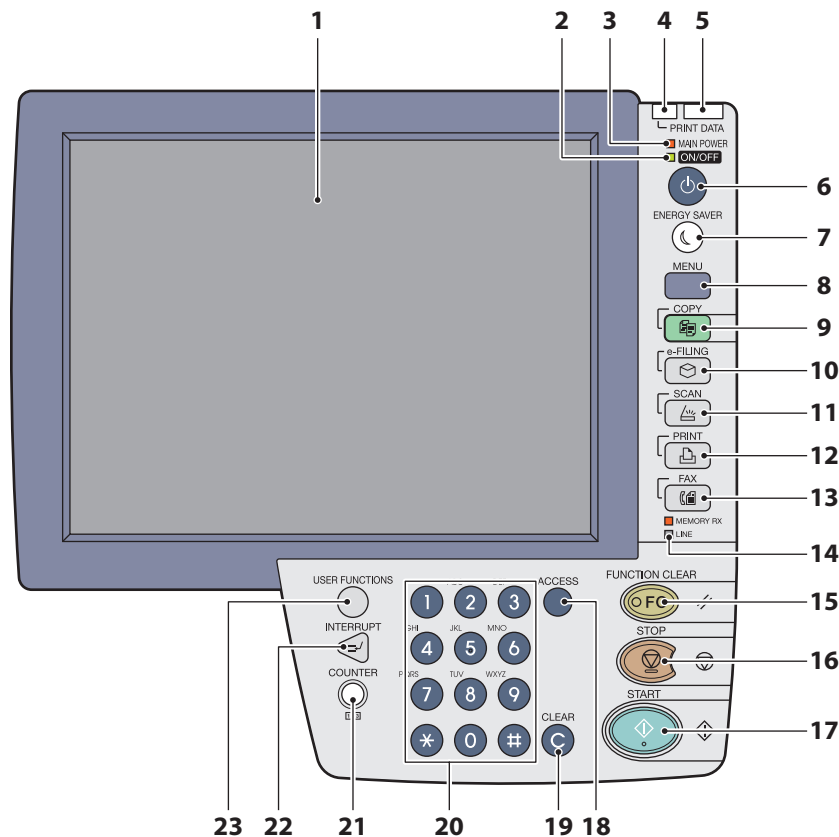 P.10 "Touch panel" in this manual

12.   Control panel

Use this to set and operate various types of functions such as copying and fax.
 P.8 "Control panel" in this manual

Control panel

Use the buttons on the control panel for various operations and settings in the equipment.

1. **Touch panel**
   Use this panel for the various settings of the copying, scanning and Fax functions. This also displays messages, such as when paper runs out or paper jams occur.

2. **ON/OFF lamp**
   This green lamp lights when the [POWER] button is ON.

3. **MAIN POWER lamp**
   This red lamp lights when the main power switch is ON.

4. **PRINT DATA lamp**
   This green lamp lights during reception of data such as print data.

5. **Alarm lamp**
   This red lamp lights when an error occurs and some action needs to be taken.

6. **[POWER] button**
   Use this button to turn the power of the equipment ON or OFF (shutdown).

7. **[ENERGY SAVER] button**
   Use this button for the equipment to enter the energy saving mode.

8. **[MENU] button**
   Use this button to display frequently used templates.

9. **[COPY] button**
   Use this button to access the copying function.

10. **[e-FILING] button**
    Use this button to access stored image data.

11. **[SCAN] button**
    Use this button to access the scanning function.

12. **[PRINT] button**
    Use this button to access the printing functions such as private printing, in this equipment.

13. **[FAX] button**
    Use this button to access the Fax / Internet Fax function.

14. **MEMORY RX / LINE lamps**
    These lamps light in the status of the fax data reception and fax communication. The equipment can be operated even while these lamps are lighting.

15. **[FUNCTION CLEAR] button**
    When this button is pressed, all selected functions are cleared and returned to the default settings. If the default setting is changed on the control panel, and then copying, scanning, Fax or similar is performed, this button blinks.

16. **[STOP] button**
    Use this button to stop any scanning and copying operations in progress.

17. **[START] button**
    Use this button to start copying, scanning and Fax operations.

18. [ACCESS] button

Use this button when the department code or user information has been set. If this button is pressed after copying, etc., the next user needs to enter the department code or user information.
🕮 P.66 "Logging in" in this manual

19. [CLEAR] button

Use this button to correct the numbers keyed in, such as the number of copy sets.

20. Digital keys

Use these keys to enter any numbers such as the number of copies, telephone numbers or passwords.

21. [COUNTER] button

Use this button to display the counter.
🕮 *MFP Management Guide* (PDF): "Chapter 3: MANAGING COUNTERS (COUNTER MENU)"

22. [INTERRUPT] button

Use this button to interrupt print processing and perform a copy job. The interrupted job is resumed through your pressing this button again.

23. [USER FUNCTIONS] button

Use this button for paper size or media type setting of drawers, and registration of the copy, scan and FAX settings including a default setting change.
🕮 *MFP Management Guide* (PDF): "Chapter 1: SETTING ITEMS (USER)"
🕮 *MFP Management Guide* (PDF): "Chapter 2: SETTING ITEMS (ADMIN)"

1

Adjustment of the height and angle of the control panel

Adjusting the height of the control panel

The height of the control panel is adjustable for your convenience.
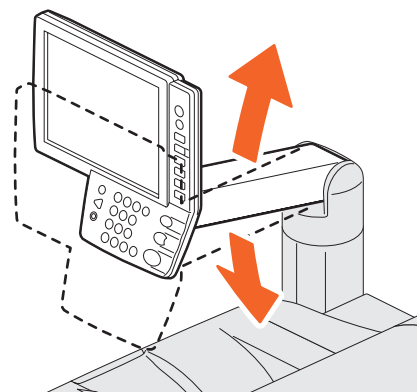
Adjustment of the angle of the control panel

The angle of the control panel is adjustable: right, left, up or down.
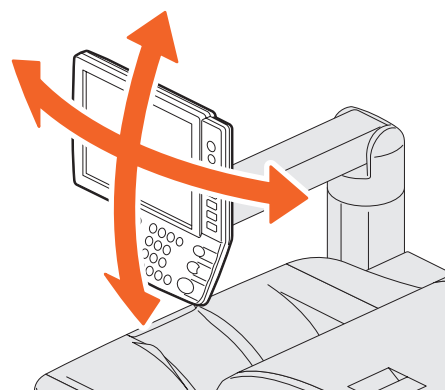
Touch panel

When the power is turned ON, the basic menu for copying functions is displayed on this touch panel. The status of the equipment is also displayed on the touch panel with messages and illustrations.
The menu shown at the time of turning the power ON can be changed to one for functions other than copying, for example, Fax function. Contact your service technician or representative for details.
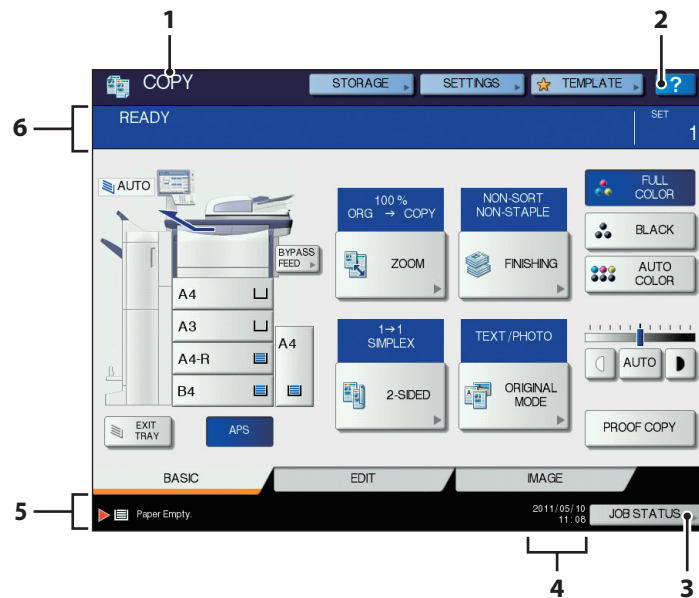
1. **Function display**

   The function being used, such as copying or fax, is displayed.

2. **[?] (HELP) button**

   Use this button to view the explanation of each function or the buttons on the touch panel.
    P.44 "Using the Help functions" in this manual

3. **[JOB STATUS] button**

   This indicates the processing status of copy, fax, scan or print jobs, and also allows you to view their performance history.

4. **Date and time**

   The present date and time are displayed.

5. **Alert message indication area**

   This shows alert messages such as when the toner cartridges must be replaced.

6. **Message indication area**

   The explanation of each operation or the current status is displayed in message form.

Message displayed

The following information appears on the touch panel:
- Equipment status
- Operational instructions
- Cautionary messages
- Reproduction ratios
- Number of copy sets
- Paper size and amount of paper remaining in a selected drawer
- Date and time

Touch-buttons

Press these buttons on the touch panel lightly to set various functions.

Adjusting the contrast of the touch panel

You can set the contrast of the touch panel in the USER FUNCTIONS menu entered by pressing the [USER FUNCTIONS] button on the control panel.
 MFP Management Guide (PDF): "Chapter 1: SETTING ITEMS (USER)" - "GENERAL"

Setting letters

The following menu is displayed when the entry of any letter is required for scanning or e-Filing, etc.
Use the buttons on the touch panel for letter entry.
After entering the letters, press [OK]. The menu will be changed.
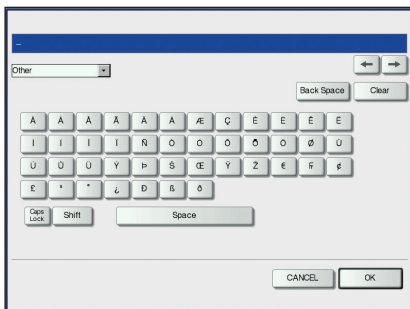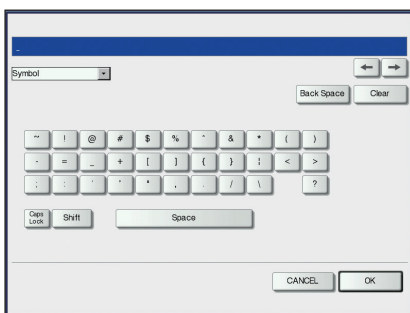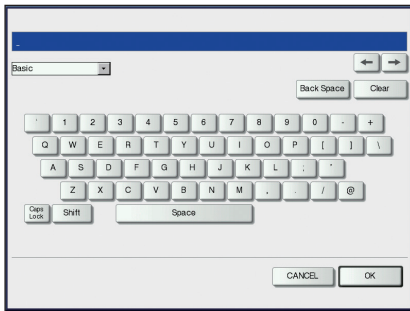
The following buttons are used for letter entry.

[Basic]:	Press this to access the basic keys.
[Symbol]:	Press this to access the symbol keys.
[Other]:	Press this to access the special keys.
[Caps Lock]:	Press this to switch capital letters and small letters.
[Shift]:	Press this to enter capital letters.
[Space]:	Press this to enter a space.
← → :	Press these to move the cursor.
[Back Space]:	Press this to delete the letter before the cursor.
[Clear]:	Press this to delete all letters entered.
[CANCEL]:	Press this to cancel the entry of letters.
[OK]:	Press this to fix all entered letters.

11

Turning Power ON/OFF

This section explains how to turn the power ON and OFF as well as the energy saving mode. How to turn the power ON differs between when the MAIN POWER lamp (red) on the control panel is lit and when it is not.

Turning the power ON

When the MAIN POWER lamp (red) on the control panel does not light:
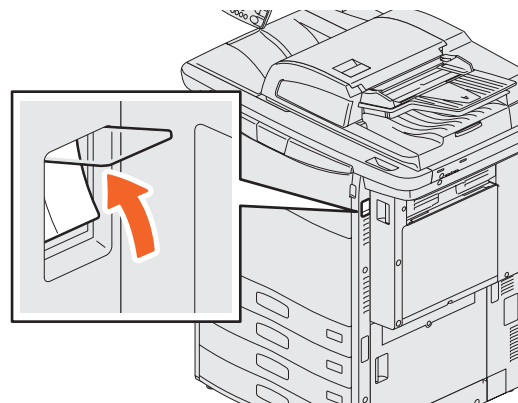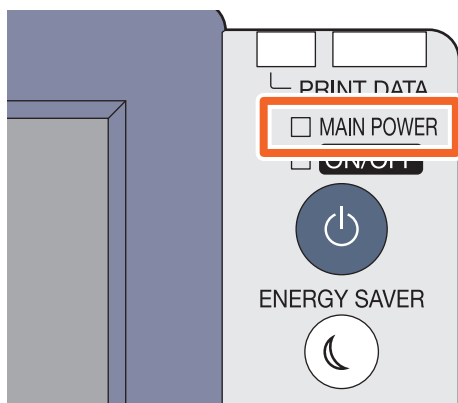
Open the main power switch cover and turn the power ON there.

When the MAIN POWER lamp (red) on the control panel lights:
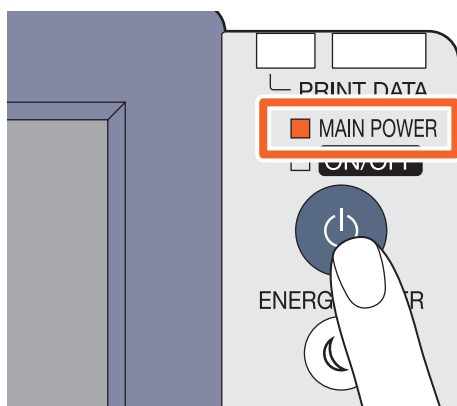
Press the [POWER] button.

- The equipment starts warming-up. "Wait Warming Up" appears during warming-up. This may take longer than normally depending on the status and condition.
- While the equipment is warming up, you can use the auto job start function. For details, refer to the following guide:
  📖 *Copying Guide* (PDF): "Chapter 2: HOW TO MAKE COPIES" - "Making Copies"

The equipment will be ready for copying after about 180 seconds and "READY" appears.
When you turn the power of the equipment OFF, be sure also to shut it down by pressing the [POWER] button on the control panel. Do not simply turn the main power switch OFF. For details, see the following page:
📖 P.13 "Turning the power OFF (Shutdown)" in this manual

When "ERASING DATA" appears

This message appears when the Data Overwrite Enabler (optional) has been installed. It appears immediately after the power is turned ON or after the equipment has been operated. You can operate the equipment even if it is displayed.

> ### Tip
> When the equipment is controlled under the department or user management function, enter the department code or user information first. For details, see the following page:
> 📖 P.66 "Logging in" in this manual

Turning the power OFF (Shutdown)

When turning the power of the equipment OFF, be sure to shut it down according to the procedure below. Check the following three points before shutdown.
• No jobs should be left in the print job list.
• None of the PRINT DATA lamp (green) or the MEMORY RX / LINE lamps (green) should be blinking.
  (If the equipment is shut down while any of the above lamps is blinking, jobs in progress such as FAX reception will be aborted.)
• No computer should access the equipment via the network, such as TopAccess.

Notes
• When the ON/OFF lamp (green) lights on the control panel, do not simply press the main power switch to turn the power OFF. The stored data may be lost or the hard disk may be damaged.
• If a job in process exists when the [POWER] button of the control panel is pressed, "Processing job will be deleted. Are you sure you want to shutdown?" appears. If you press [YES], the job in process will be deleted and the equipment will be shut down. If you do not want to shut down the equipment, press [NO].
• The power of this equipment is automatically turned ON when print data or fax data are received or when the time set for "Scheduled Print" has come during the Super Sleep mode.

1
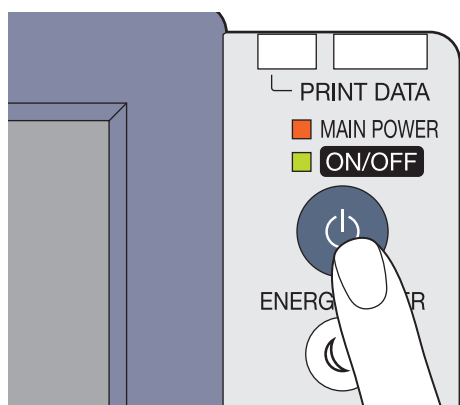
Press the [POWER] button until a "pip" sound is heard.

"Shutdown is in progress." appears for a while, and then the power is turned OFF.

When the equipment is not used for a long period of time:
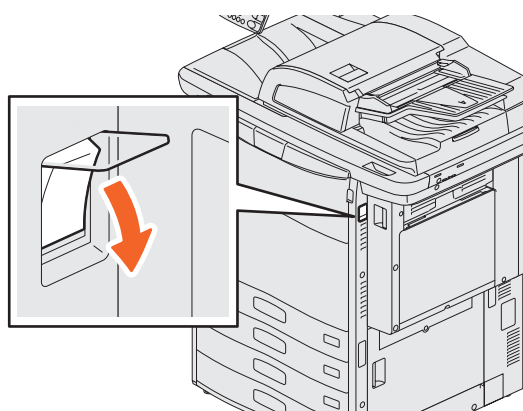
Press the [POWER] button on the control panel to shut down the equipment, check that the ON/OFF lamp (green) is not lit and then turn the power OFF with the main power switch.

When the power is turned OFF with the main power switch, the MAIN POWER lamp (red) will go out.

13

Saving energy when not in use – energy saving modes –

This equipment supports three energy saving modes; the Automatic Energy Save mode, Sleep mode and Super Sleep mode. The table below shows the procedures to switch modes manually and the conditions under which the equipment enters into or recovers from each mode.

Energy saving modes	Procedure to switch modes	Conditions to enter into the mode	Status of equipment	Conditions to recover from the mode
Automatic Energy Save mode	When a specified period of time *1 has passed since the last use of the equipment.	—	"Saving energy - press START button." appears on the touch panel.	When a button on the control panel *2 is pressed or when print data or fax data are received.
Sleep mode	When the [ENERGY SAVER] button *3 is pressed or when a specified period of time *4 has passed since the last use of the equipment.	When a particular option *5 is installed or when a particular protocol *6 is enabled.	The touch panel display goes off and the [ENERGY SAVER] button lights in green.	Same as the Automatic Energy Save mode.
Super Sleep mode	When the [ENERGY SAVER] button *3 or the [POWER] button *7 is pressed or when a specified period of time *4 has passed since the last use of the equipment.	When a particular option *5 is not installed and also when a particular protocol *6 is disabled.	Only the MAIN POWER lamp (red) lights.	When the [POWER] button is pressed, when print data*8 or fax data are received through a wired LAN or when the time set for Scheduled Print has come.

*1   The default value set at the factory shipment is 1 minute.
*2   Any of the [START], [ENERGY SAVER], [COPY], [e-FILING], [SCAN], [PRINT] and [FAX] buttons.
*3   [ENERGY SAVER] button on the control panel.
*4   The default value set at the factory shipment is 1 minute (The default value set at the factory shipment of the European version is 20 minutes).
*5   Any of the Wireless LAN Module and e-BRIDGE ID Gate.
*6   Any of IPX, AppleTalk and other protocols. When the IPsec function is enabled, the equipment enters into the Sleep mode. For details, refer to the following guide:
       📖 *TopAccess Guide* (PDF): "Chapter 8: [Administration] Tab Page" - "[Setup] Item list"
*7   Even if you press the [Power] button, the equipment may not enter into the Super Sleep mode and the power may be turned OFF, depending on the state of the equipment. For the conditions under which the equipment enters into the Super Sleep mode, refer to the following guide:
       📖 *TopAccess Guide* (PDF): "Chapter 8: [Administration] Tab Page" - "[Setup] Item list"
*8   When a paper exit option such as the Finisher is not installed, the equipment will return to the super sleep mode immediately after print data are output.

For changing the set period of time for entering into each mode, refer to the following guide:
📖 *MFP Management Guide* (PDF): "Chapter 2: SETTING ITEMS (ADMIN)" - "GENERAL"

> **Note**
> **For the European version**
> Contact your service representative to change the default settings noted above.

When the set period of time for switching to the Automatic Energy Save mode is the same as that for the Sleep mode or the Super Sleep mode, the equipment enters into the Sleep mode or the Super Sleep mode after the set period of time.

> **Note**
> If an original is placed on the original glass during the energy saving mode, its size will not be detected even when the equipment is recovered from this mode. After pressing the [START] or [POWER] button to recover from the mode, such as when "READY" is displayed on the basic copying function menu, place it on the glass again.
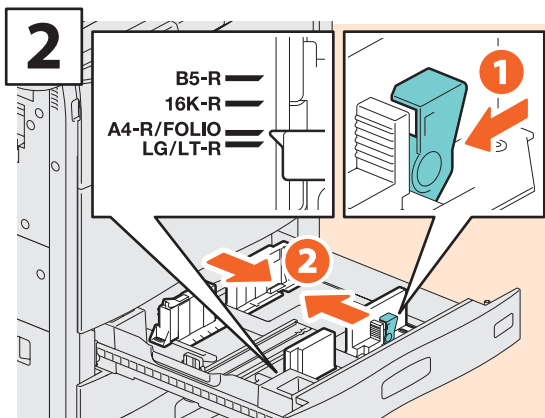
Placing Paper and Originals

This section explains how to set paper and originals. Incorrect setting causes image skews or paper jams. Follow the procedure below.
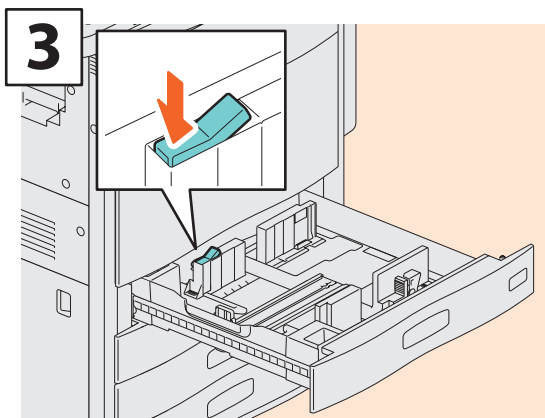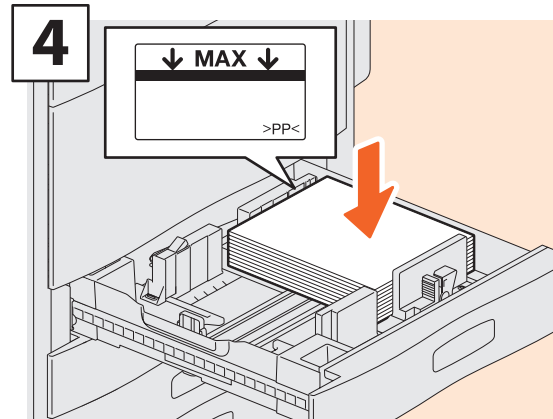
Placing paper

1
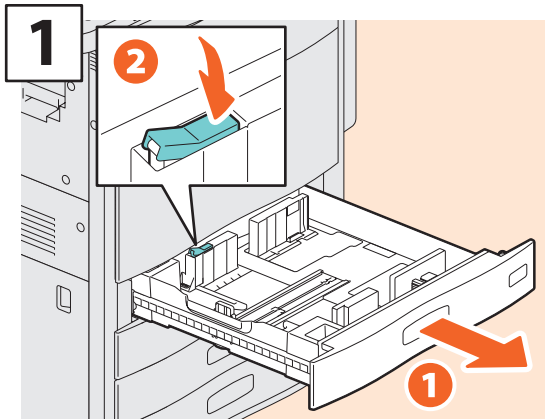
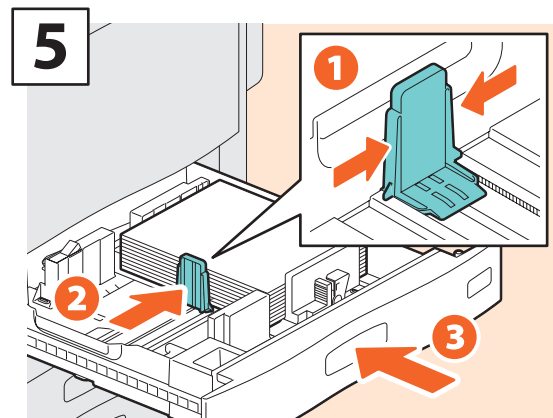Pull out the drawer and release the side guide's lock.

2

B5-R
16K-R
A4-R/FOLIO
LG/LT-R

Set the side guides so that they match the paper size.

3

Lock the side guides.

4

↓ MAX ↓

>PP<

Fan and jog the stack of paper and place it with its copy side up in the drawer.

5

Set the end guide so that it matches the paper size and then push in the drawer slowly.

⚠ **CAUTION**

Be careful not to catch your fingers when pushing the drawer back

This could injure you.

Note

Be sure that the height of the stacked paper does not exceed the MAX line indicated on the side guides.

Tips

For paper available for the equipment, see the following page:

15

Placing originals

Original glass

1
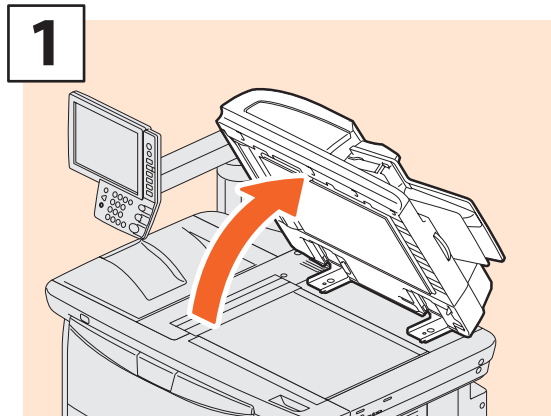
Raise the Reversing Automatic Document Feeder.

2
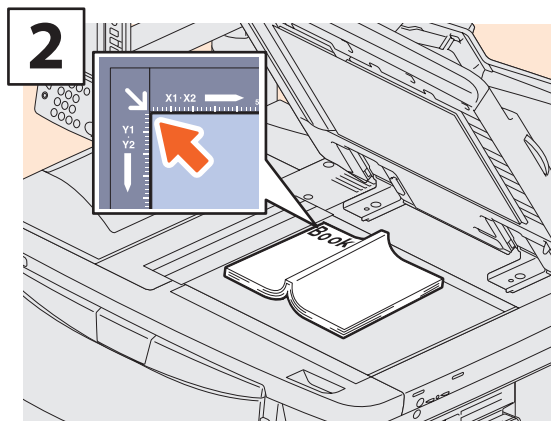
Place the original with its face down on the original glass and align it against the left rear corner.

3
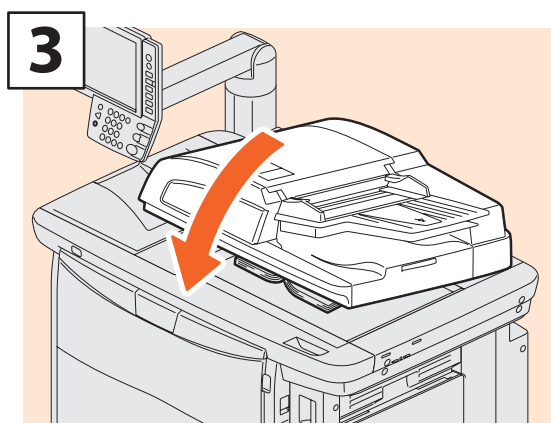
Lower the Reversing Automatic Document Feeder carefully.

⚠ **CAUTION**

Do not place any heavy objects (4 kg (9 lb.) or over) on the original glass and do not press on it with force.

Breaking the glass could injure you.

Reversing Automatic Document Feeder

1
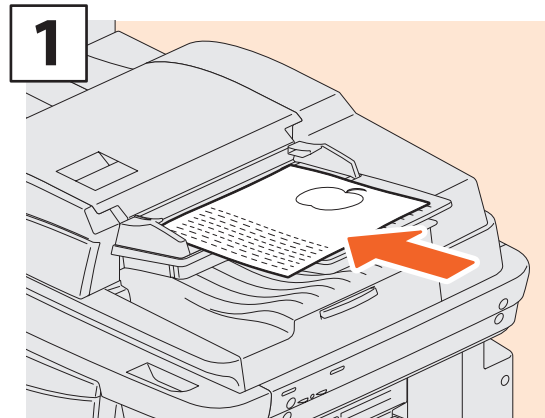
Place the originals face up on the original feeder tray.

2
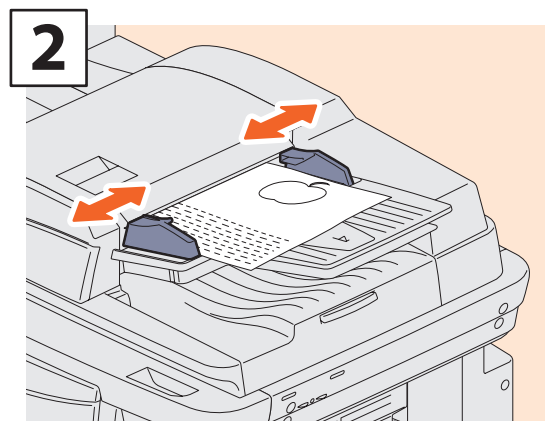
Align the side guides to the original length.

Tip

• You need to select the original size by yourself when placing the following originals whose sizes cannot be detected correctly:
- Highly transparent originals (e.g. overhead transparencies, tracing paper)
- Totally dark originals or originals with dark borders
- Non-standard size originals (e.g. newspapers, magazines)
📖 *Copying Guide* (PDF): "Chapter 3: BASIC COPY MODES"
- "Paper Selection"
• When placing mixed-size originals on the Reversing Automatic Document Feeder (optional), adjust its side guides to the widest original, and then align the originals against the guide on the front side.
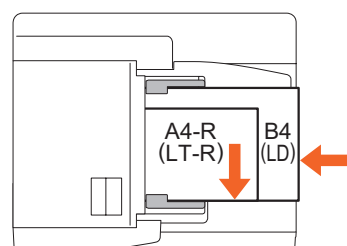
Installing Client Software

How to install the client software such as the printer driver from the Client Utilities/User Documentation DVD co-packed with the equipment is described as follows.

1

Recommended installation

The recommended client software such as the printer driver can be installed all in one go.

1 **Turn the power ON and confirm that "READY" appears on the touch panel.**
📖 **P.12 "Turning Power ON/OFF" in this manual**

2 **Insert the Client Utilities/User Documentation DVD in the DVD drive of a Windows computer.**

> **Tip**
>
> To install the client software, log onto Windows with a user account which enables the installation such as "Administrators".

3 **Select [I agree to the terms of the License Agreement.] and click [Next].**

4 **Click [Recommended].**

5 **Click [Install].**

6 **A list for the discovered printers is displayed. Then ❶ select this equipment on the list and ❷ click [OK].**

17
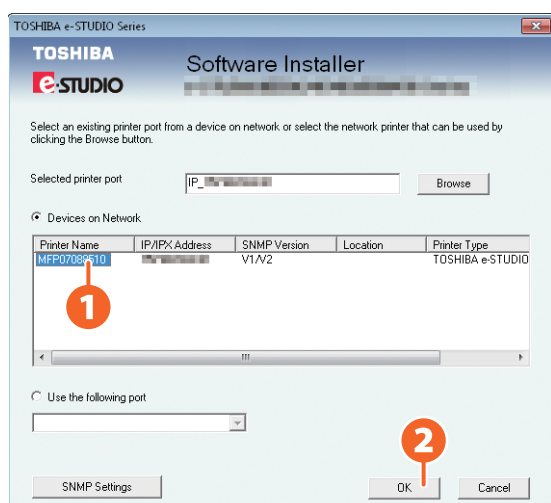
7 **When the installation is completed, click [Finish].**

Tips

- For details of the Client Utilities/User Documentation DVD, see the following page:
📖 P.61 "Client Utilities/User Documentation DVD" in this manual
- For details of the recommended installation, refer to the following guide:
📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION"

8 **Click [Exit] and then [Yes] to finish the installation.**

Setting the printer driver

Before using the printer driver, you must configure the options installed in the equipment.

1 **Select [Devices and Printers] in the [Start] menu.**

2 **Select TOSHIBA Universal Printer 2, right-click and then click [Printer Properties].**

3 **The configuration data of the options can be obtained automatically by opening the [Device Settings] tab menu.**
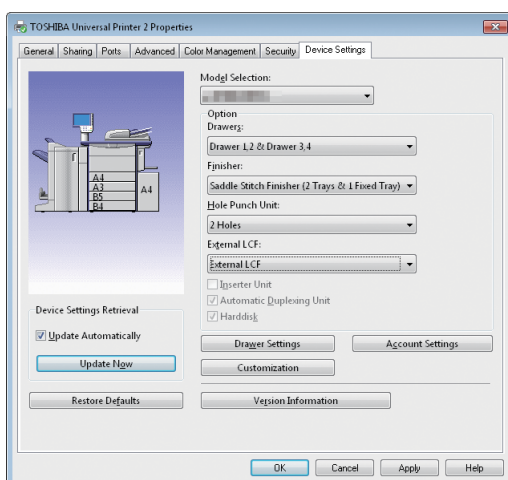
4 **Click [OK]. The setting is completed.**

Chapter 2

BASIC OPERATION

Basic Copying Operation

The basic copying procedures, such as enlargement/reduction copying and duplex copying as well as bypass copying, are as follows.

Making copies

1 **Press the [COPY] button on the control panel.**
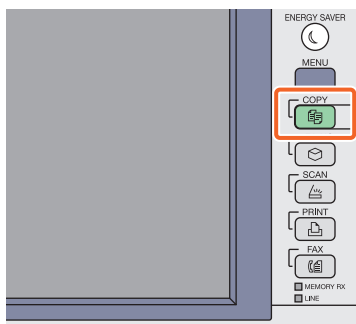
2 **Place the original(s).**
 P.16 "Placing originals" in this manual

3 **Select the copy modes as required.**
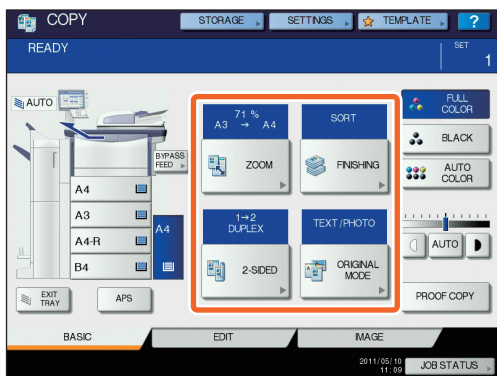
> **Tip**
>
> You can switch the color mode. There are 3 color modes as shown below.
> **FULL COLOR:**   All originals are copied in full color. (Default)
> **BLACK:**   All originals are copied in black and white.
> **AUTO COLOR:**   The equipment automatically judges the type of each color on originals. Colored originals are copied in full color and black-and-white originals are copied in black and white.

4 **❶ Key in the desired number of copies, and then ❷ press the [START] button on the control panel. Copying starts.**
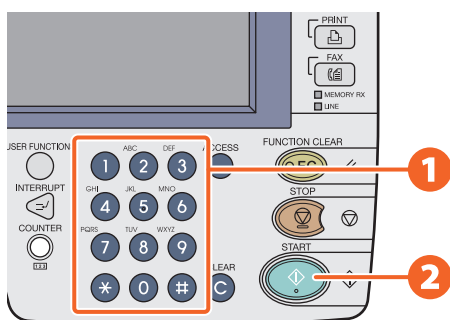
> **Tips**
>
> • To stop copying, press the [STOP] button on the control panel and then [MEMORY CLEAR] on the touch panel.
> • Printed paper exits to the exit tray of the equipment or the Finisher (optional). The tray to which the paper exits is indicated by the arrow on the touch panel.

Enlargement and reduction copying

1   **Press [ZOOM].**
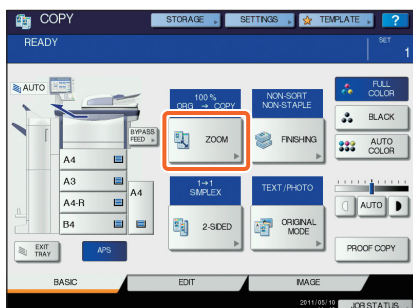
2   **①Select the desired paper size, ②press [AMS], and then ③ [OK].**
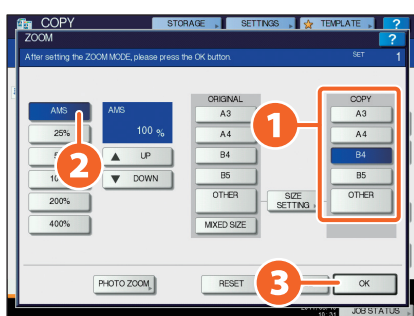
Tip

Align the originals according to the desired paper size and direction. The size of the originals will be automatically determined.
When copying a set of originals whose sizes and directions are different, press [MIXED SIZE].

Selecting finishing mode (sorting)

1   **Press [FINISHING].**
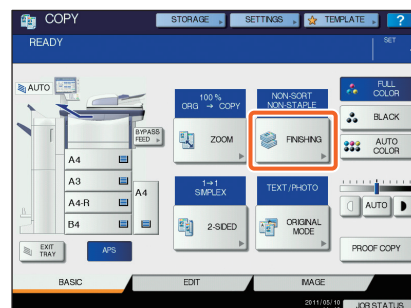
Tip

When you use the Reversing Automatic Document Feeder, the sorting mode is automatically set.

2   **①Press [SORT] and then ② [OK].**
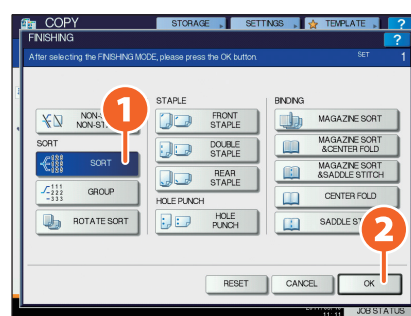
Tips

- To set the staple and the hole punch mode, the optional finishing devices are needed. For the necessary options, see the following page: 📖 P.64 "Options" in this manual
- For example, when "Original 1", "Original 2" and "Original 3" are copied in 2 sets, they can be made as follows.

Sort

Group

2
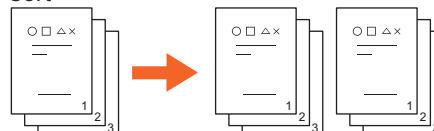
Setting duplex copy

1   Press [2-SIDED].
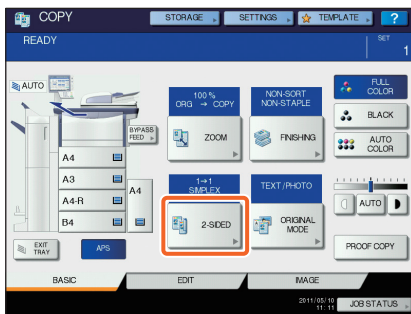
2   ❶ Select the desired duplex mode and then ❷ press [OK].
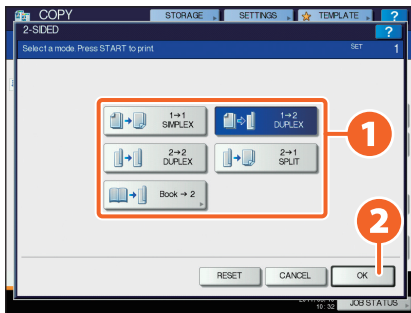
Tip

You can choose from 5 types.

For example, the following settings can be made.

1-sided original to 2-sided copy: 1→2 DUPLEX
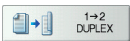
2-sided original to 2-sided copy: 2→2 DUPLEX

Setting original mode

1   Press [ORIGINAL MODE].
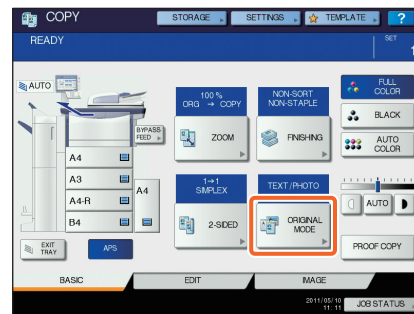
2   ❶ Select the desired original mode and then ❷ press [OK].
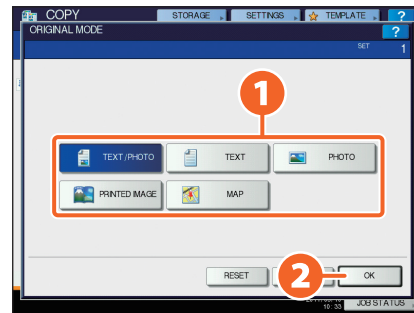
Tip

The selectable original mode differs depending on the color mode. In the full color mode, you can choose from 5 types.
For example, the following settings can be made.

Originals with text and photographs mixed: TEXT /PHOTO

22
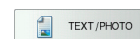
Density adjustment

You can manually adjust the density by pressing either ◖ or ◗.
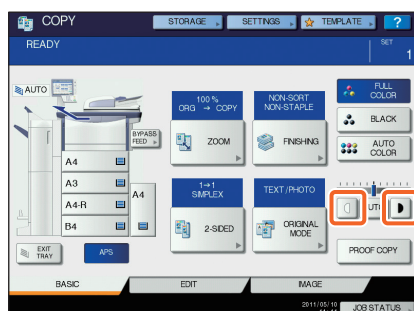
> ## Tip
>
> To lighten the density, press ◖, to darken it, press ◗.

Press [AUTO] to adjust the density automatically.
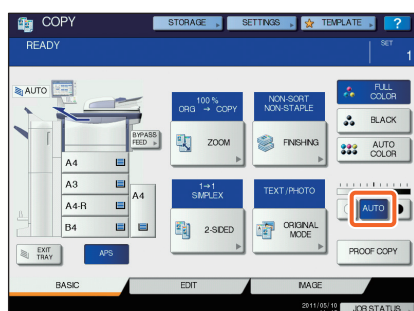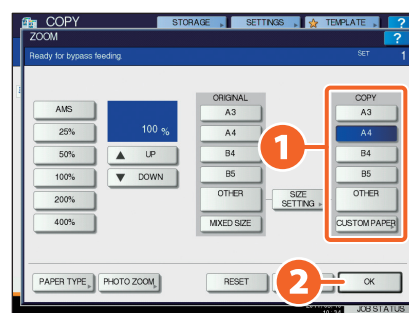

> ## Tip
>
> The automatic density adjustment is set by default.

Bypass copying
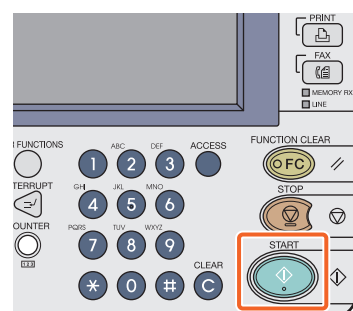
1 Place paper face down on the bypass tray.
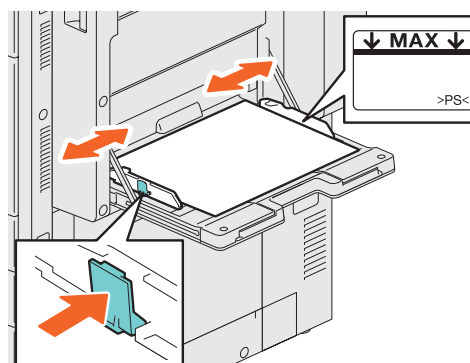
2 ❶ Press the button corresponding to the size of paper set on the bypass tray and then ❷ [OK].

> ## Tip
>
> Press [PAPER TYPE] if the type of the paper you placed on the bypass tray is other than plain paper.

3 Press the [START] button. Bypass copying starts.

Basic Fax Operation

The basic procedures for sending a fax (the FAX Unit is optional), such as specifying fax numbers in the address book or setting the transmission conditions, are as follows.

Sending a fax

1 **Press the [FAX] button on the control panel.**
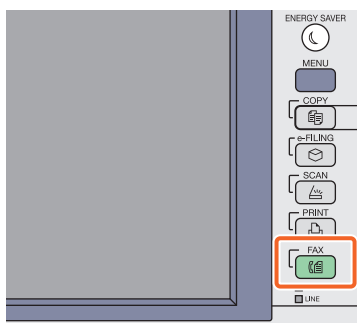
2 **Place the original(s).**
   📖 P.16 "Placing originals" in this manual

3 **Key in the fax number of the recipient by pressing [INPUT FAX No.] on the touch panel or the digital keys on the control panel.**

> **Tip**
>
> If you make a mistake when entering a fax number, press [BACK SPACE] on the touch panel to delete them one by one.
> Or press the [CLEAR] button on the control panel or [CLEAR] on the touch panel to delete all the numbers you entered.

4 **Press [SEND] on the touch panel. The fax starts being sent.**

> **Tip**
>
> Alternatively, you can press the [START] button on the control panel to send a fax.

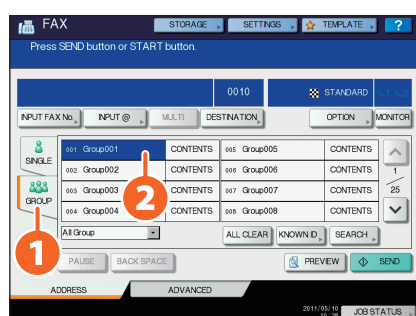# Specifying recipients in the address book

Specifying recipients one by one

❶ **Press the [SINGLE] tab to display the list of addresses, and then ❷ the recipient's fax icon.**

Specifying recipients in groups

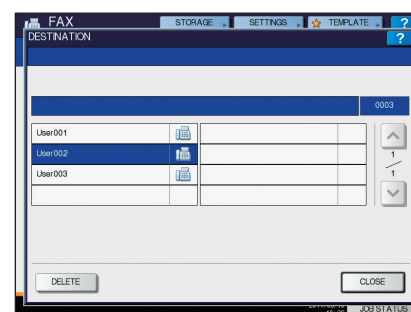**❶** **Press [GROUP] tab to display the list of the groups, and then ❷ the group name.**

Tips

• You can specify up to a total of 400 recipients (single and group).
• To cancel a selected recipient, press it again.

Confirming recipients

1 **Press [DESTINATION].**

2 **The recipient list screen is displayed.**

Tip

Select the recipient you want to delete, and then press [DELETE].

2

25

Setting the transmission conditions

1 Press [OPTION].

2 The transmission condition setting screen is displayed. Press ⌃ or ⌄ to switch the pages.
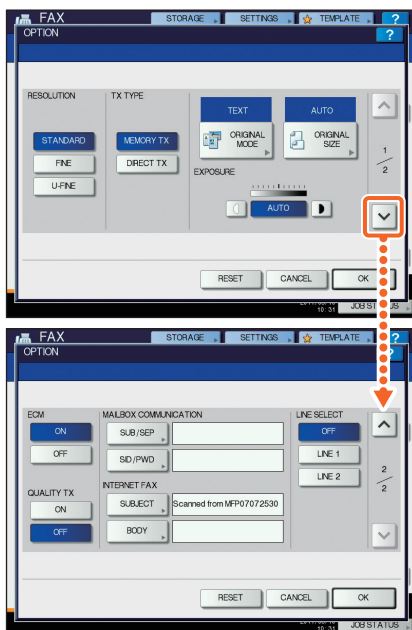
Tip

RESOLUTION: Set the resolution based on the fineness of the original.
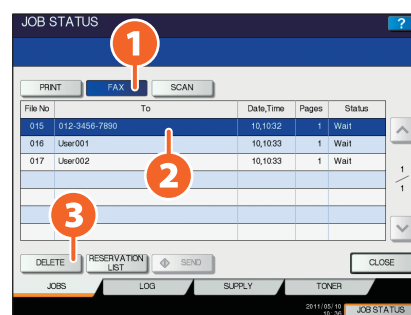**ORIGINAL SIZE:** Set the scan size of the original.

3 After each item is set, press [OK].
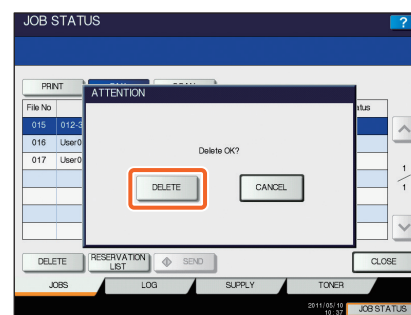
Canceling reserved transmissions

1 Press [JOB STATUS].

2 ❶ Press [FAX], ❷ select the reserved transmission you want to delete, and then ❸ press [DELETE].

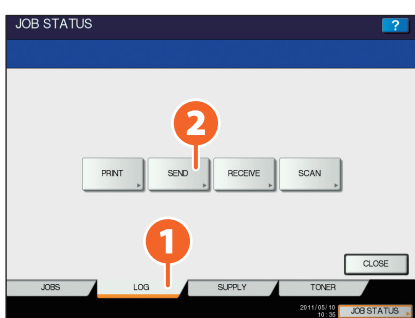**3** Press [DELETE] on the confirmation screen. The reserved transmission is deleted.

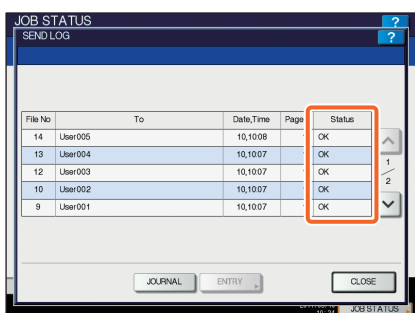# Checking communication status (log)

1 Press [JOB STATUS].

2 ❶ Select the [LOG] tab and then ❷ press [SEND].

Tip

Press [RECEIVE] to check the fax reception log.

3 The communication status list is displayed. If [OK] is indicated in the "Status", the transmission succeeded.
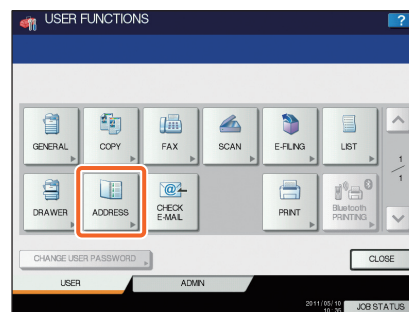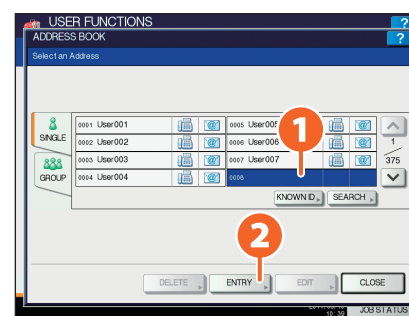

Tip

To register recipients in the address book from the send/receive log screen, select the record in the send or receive log, and then press [ENTRY].
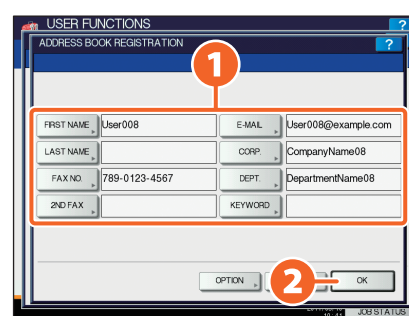
Registering recipients

1 Press the [USER FUNCTIONS] button on the control panel and then [ADDRESS] on the touch panel.

2 ❶ Press an open button to create a new recipient and then ❷ [ENTRY].

3 ❶ Press each button on the touch panel to enter the following recipient information, and then ❷ [OK] to register it.
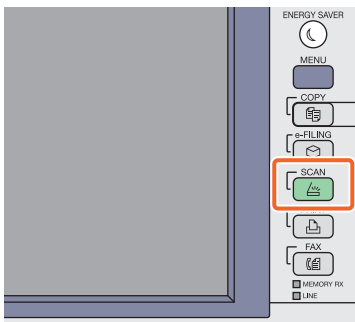

2

Basic Scanning Operation

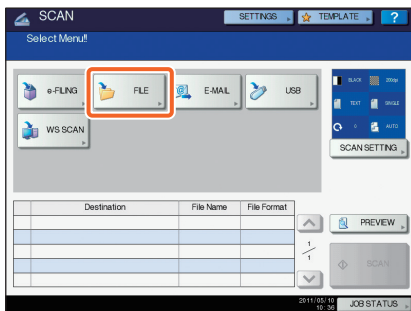How to store the scanned data in a shared folder and store these data in a Windows computer is described as follows.

Storing the scanned data in a shared folder

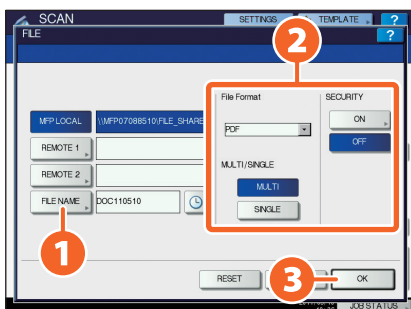**1** **Press the [SCAN] button on the control panel.**

2 **Place the original(s).**
📖 P.16 "Placing originals" in this manual
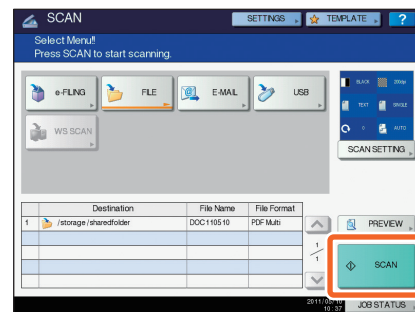
3 **Press [FILE] on the touch panel.**

4 ➊ **Set [FILE NAME],** ➋ **FILE FORMAT, etc. and then** ➌ **press [OK].**

5 **Change the scan settings as required.**

**6** **Press [SCAN] on the touch panel. Scanning starts.**

To store the scanned data of a shared folder in a Windows computer

1 Start up Windows Explorer.

2 Enter the name of the shared folder, in which the IP address of the equipment and the scanned data are stored, in the address bar with the following format, and then press the [Enter] button.

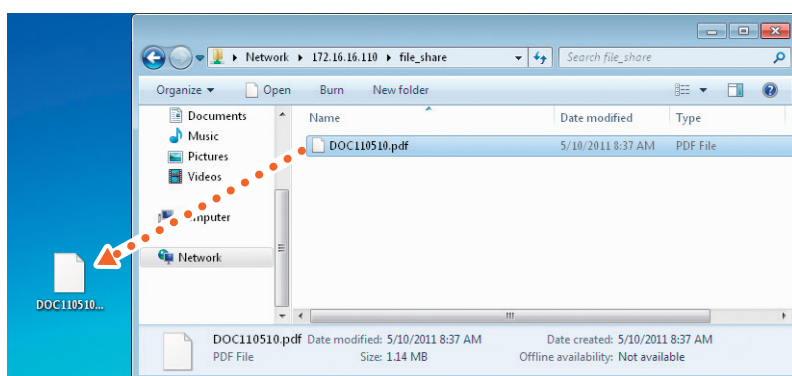**Format:** \\[IP address of the equipment] \file_share

e.g.) When the IP address of the equipment is 172.10.10.110, enter **\\172.10.10.110\file_share** in the address bar of Windows Explorer.
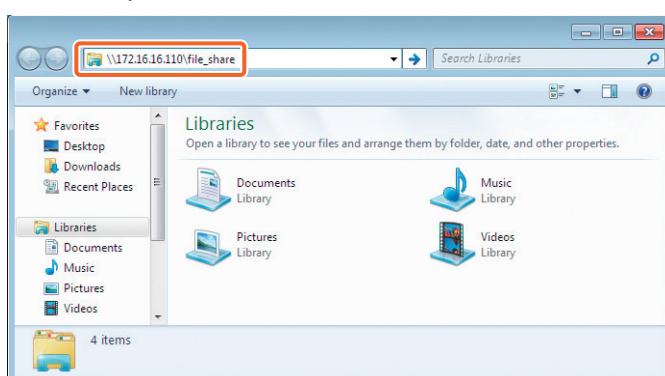
Tips

- For the IP address of the equipment, ask your network administrator.
- It is convenient to make a shortcut of the "file_share" folder, since step 2 can be omitted.

3 Store the scanned data in a Windows computer.

Note

The scanned data stored in the shared folder will be automatically deleted in 30 days by default. Be sure to store them in a Windows computer before that.
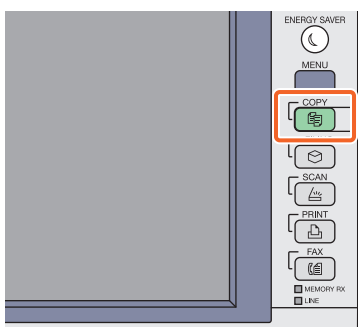
2

Basic e-Filing Operation

e-Filing is a function to store documents in the hard disk of the equipment, which can then be printed as required.
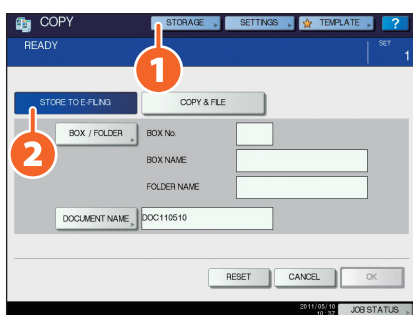
Storing documents

The originals are stored as e-Filing documents in the equipment.
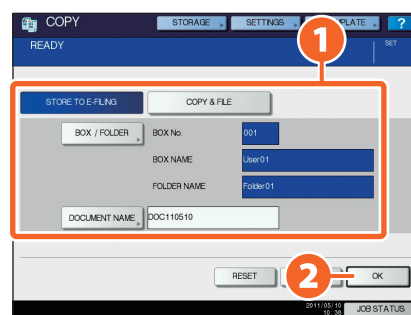
1 Press the [COPY] button on the control panel.

2 Place the original(s).
📖 P.16 "Placing originals" in this manual

3 ❶ Press [STORAGE] and then ❷ [STORE TO E-FILING] on the touch panel.

4 ❶ Specify the box to be stored and the document name, and then ❷ press [OK].

Tip

When "Print this document?" appears, press [YES] if you want to do this as well as store it.

5 Press the [START] button on the control panel to store the documents.

Tip

You can store documents not only by copying them but also by scanning them or using the printer driver. For details, refer to the following guides:
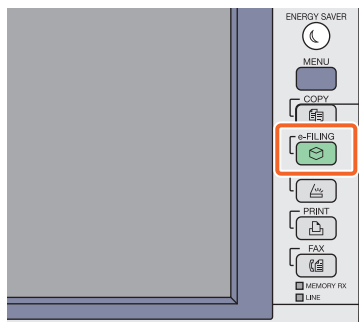📖 **Scanning Guide** (PDF): "Chapter 2: BASIC OPERATION" - "Scan to e-Filing"
📖 **Printing Guide** (PDF): "Chapter 2: PRINTING FROM WINDOWS" - "Printing with the Best Functions for Your Needs"
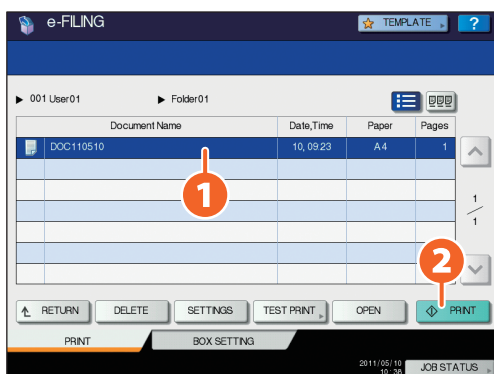
Printing Documents

The procedure for printing documents stored in e-Filing is as follows.

1 **Press the [e-FILING] button on the control panel.**

2 **Select the box on the touch panel that contains the document you want to print.**

3 **① Select the document you want to print, and then ② press [PRINT]. Printing starts.**

Tip

|	
	Selected documents can be previewed in thumbnailed form.
DELETE	Selected documents can be deleted from e-Filing.
SETTINGS	This enables you to make print settings, such as selecting the duplex printing mode or adding page numbers.
TEST PRINT	Specified pages of the document can be printed for confirmation.

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Basic Printing Operation

The basic operations of the printing function is as follows. This is for printing from a Windows computer with a Universal Printer 2 Driver, which needs to be installed in advance.

1 **Select [Print] in the [File] menu of the application.**

2 ❶ **Select the printer driver of the equipment, and then** ❷ **click [Preferences] ([Properties]).**
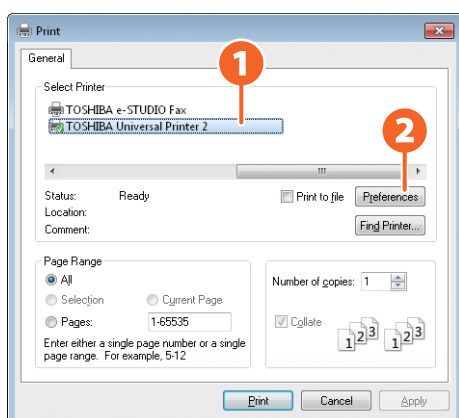
3 **Set the print options as required and click [OK].**
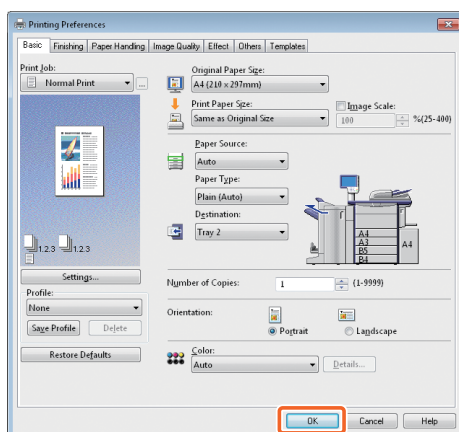
4 **Click [Print] ([OK]). Printing starts.**
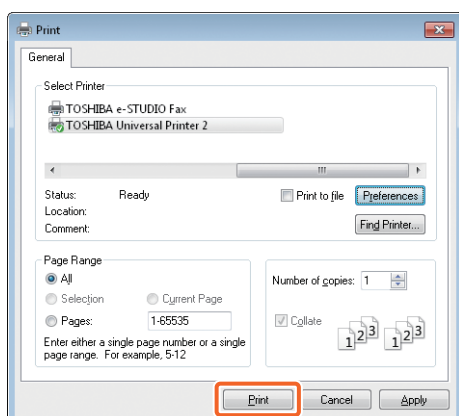
Tip

To install the printer driver in a Windows computer, refer to the following guide:
📖 P.17 "Installing Client Software" in this manual
📖 *Software Installation Guide* (PDF): "Chapter 3: INSTALLING PRINTER DRIVERS FOR WINDOWS"
To install the printer driver in a Macintosh computer, refer to the following guide:
📖 *Software Installation Guide* (PDF): "Chapter 4: INSTALLING PRINTER DRIVERS FOR MACINTOSH"

Setting Universal Printer 2 Driver

To specify paper size or number of copy sets

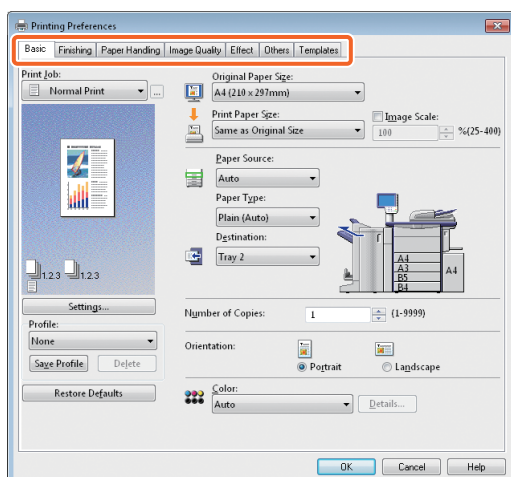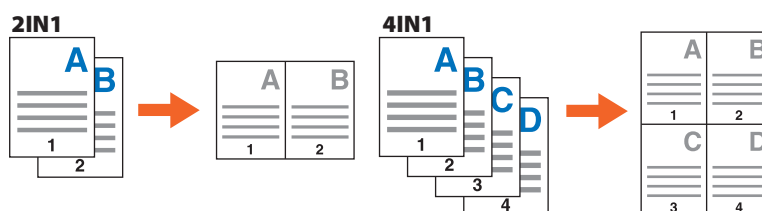Click the [Basic] tab in the property dialog box of the printer driver.

To specify 2-sided printing or N-up printing

Click the [Finishing] tab in the property dialog box of the printer driver. If the Finisher (optional) is installed, "Staple" or "Hole Punch" can be selected.

> ## Tip
>
> Select "NUMBER OF PAGES PER SHEET" to print several pages on one sheet. The pages are reduced to fit the selected paper size automatically and printed.
>
>

To specify Front cover printing

Click the [Paper Handling] tab in the property dialog box of the printer driver.

To adjust Image quality

Click the [Image Quality] tab in the property dialog box of the printer driver.

To print with character strings or graphics on the background of the paper

Click the [Effect] tab in the property dialog box of the printer driver.

To set not to print blank pages

Click the [Others] tab in the property dialog box of the printer driver.

To print with templates

Click the [Templates] tab in the property dialog box of the printer driver.

2

Basic Menu Operation

Press the [MENU] button on the control panel to use templates and check the print counter.

When the user management function is enabled, log in and press the [MENU] button on the control panel. The menu screen for a logged in user is displayed.
You can register frequently used templates, a group of templates or the shortcut of the External Interface Enabler (GS-1020, optional). Registration or deletion of the shortcut can also be enabled in the TopAccess mode. For details, refer to the following guide:
  📖 *TopAccess Guide* (PDF): "Chapter 9: [My Account] Tab Page"
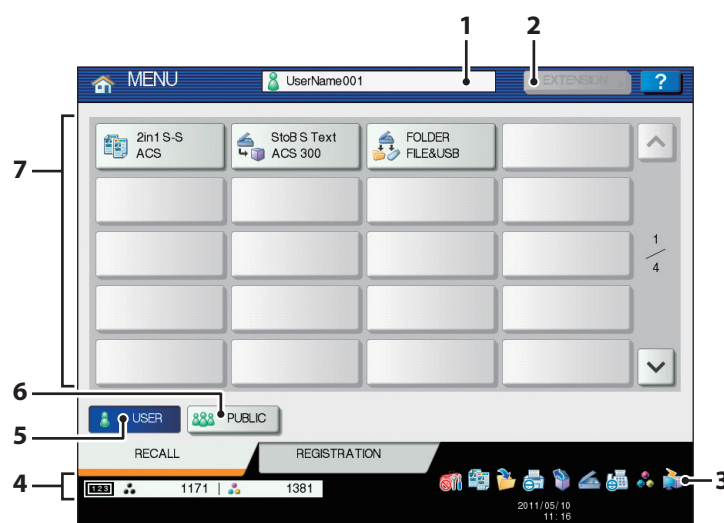
1. User name display area
The name of the user logging in is displayed.

2. [EXTENSION] button
This is enabled when the External Interface Enabler (GS-1020, optional) is installed. Contact your service technician or representative for details.

3. Role information displayed area
Available role information for a user who has logged in is displayed.

4. Total print counter
The total print counter of the user logging in is displayed. Available printing numbers are displayed depending on the settings of the equipment.

5. [USER] button
The shortcut which a user logging in can employ is displayed.

6. [PUBLIC] button
The shortcut which all users can employ is displayed.

7. Shortcut display area
The shortcut registered in the menu screen is displayed.

Note
According to the authority for each user, the mark ⊘ or ⊖ appears on the icons in the role information displayed area. The functions with the ⊘ mark cannot be used. Some of the functions with the ⊖ mark cannot be used.

Tips
• You can create a template with several functions that are frequently used so that they can be employed whenever you want, thus eliminating the need to perform complicated settings every time. Templates can be used in copying, scanning and sending a fax. For details, refer to the following guides:
  📖 *Copying Guide* (PDF): "Chapter 6: TEMPLATES"
  📖 *TopAccess Guide* (PDF): "Chapter 5: [Registration] Tab Page" - "[Registration] Tab Page Overview"
• When the user management functions is not used, the public template group and the total print counter are displayed.
• [USER] and [PUBLIC] are displayed when the user management function is enabled.
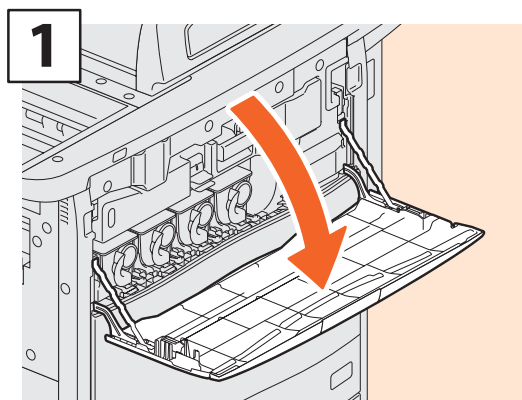
Chapter **3**
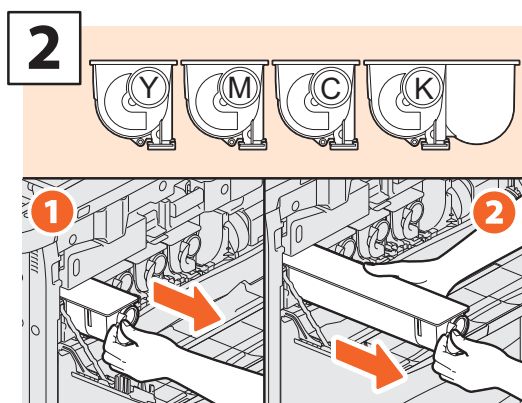## MAINTENANCE

Replacing Toner Cartridge

When "Install new *** toner cartridge" appears on the touch panel, replace the toner cartridge according to the following procedures.

1

Open the front cover.

2

Remove the color toner cartridge you want to replace.

3
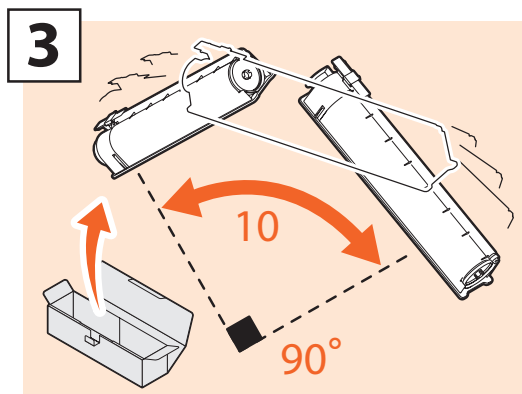
Shake the new toner cartridge strongly with the label surface down to loosen the toner inside.

4
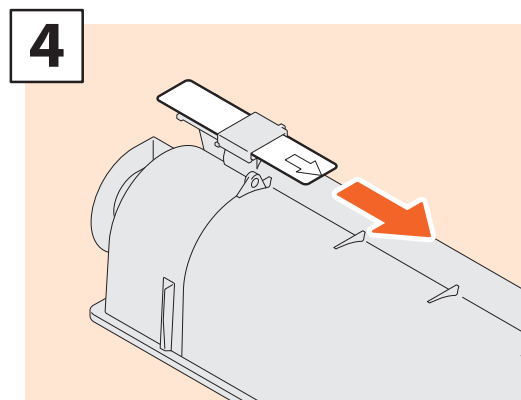
Pull out the seal along the cartridge in the direction of the arrow.

5
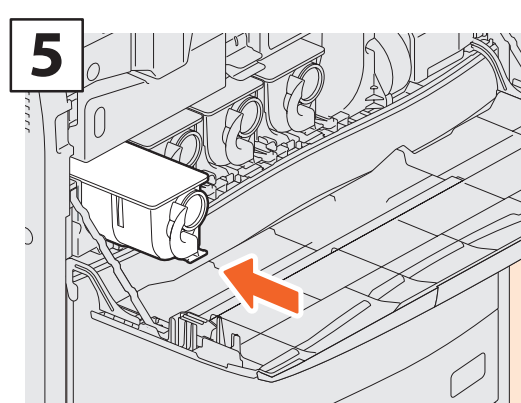
Install the new toner cartridge.

6
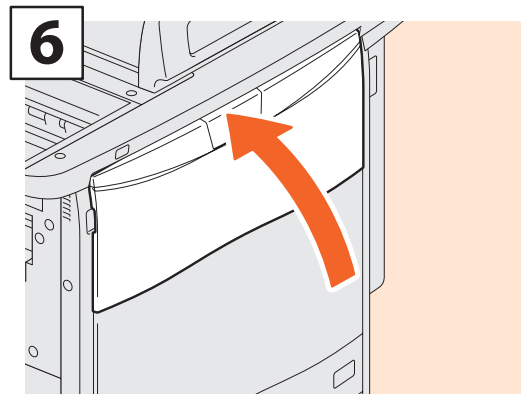
Close the front cover.

⚠ **WARNING**

Never attempt to incinerate toner cartridges.

Dispose of used toner cartridges and waste toner boxes in accordance with local regulations.

Replacing Waste Toner Box

When "Dispose of used toner" appears on the touch panel, replace the waste toner box according to the following procedures.

1
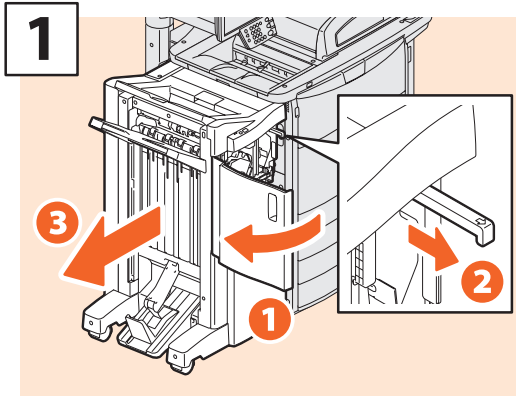
Open the front cover of the Finisher, pull the knob to unlock the Finisher, and then separate the Finisher.

2
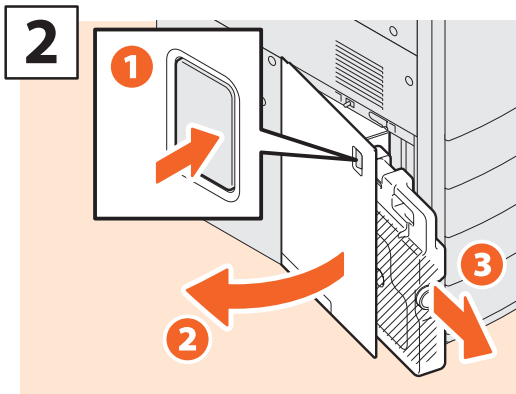
Open the waste toner box cover and remove the waste toner box.

3

Screw the lid on the opening of the waste toner box.

4
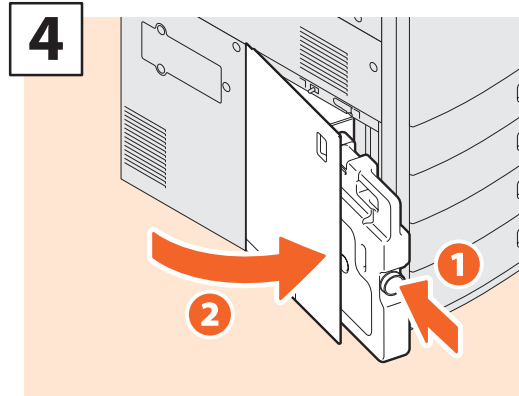
Set a new waste toner box and close its cover.

5
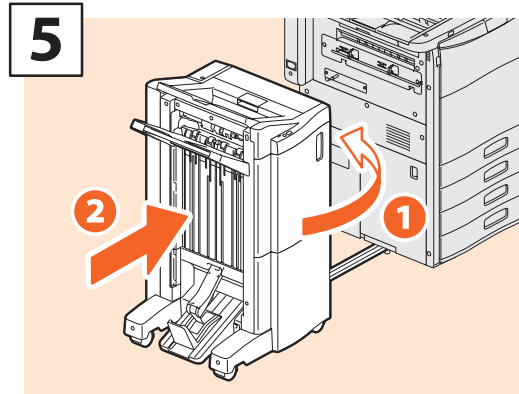
Close the front cover of the Finisher and connect the Finisher to the equipment.

Note

The knob of step 1 is inside the cover of the Hole Punch Unit when it is installed.

⚠ WARNING

Never attempt to incinerate waste toner boxes.
Dispose of used toner cartridges and waste toner boxes in accordance with local regulations.

3

Replacing Staple Cartridge

When "Check staple cartridge" appears on the touch panel, replace the staple cartridge according to the following procedures.

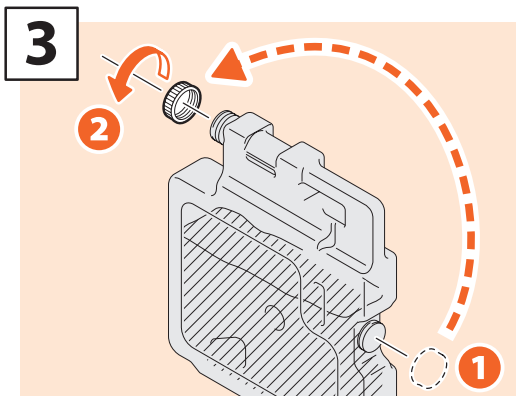## Stapler Unit of Finisher (MJ-1103/MJ-1104)

1

Open the front cover of the Finisher.

2
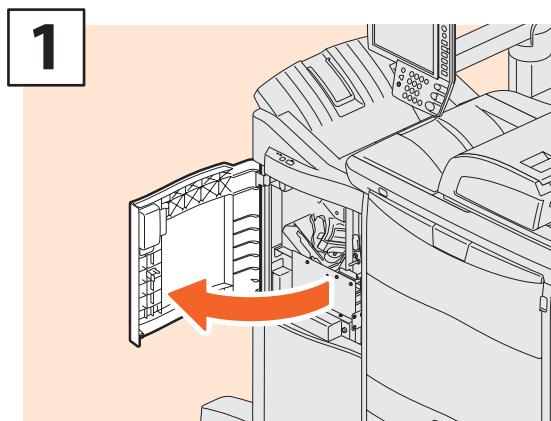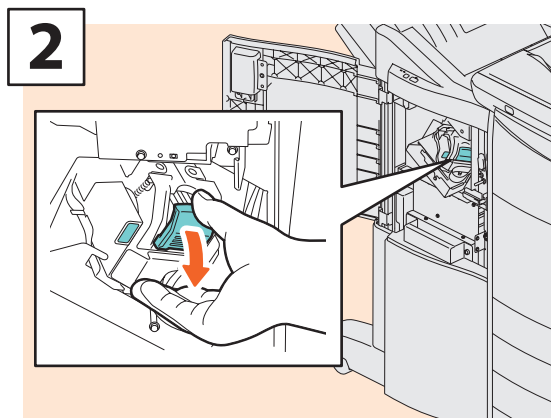
Take off the staple cartridge.
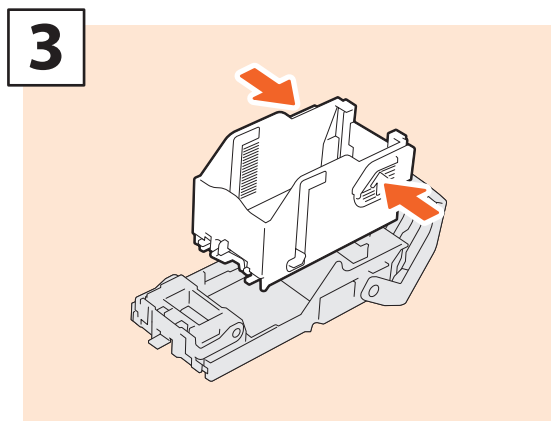
3

Take the empty staple case out of the staple cartridge.

4

Install a new staple case into the staple cartridge.

5
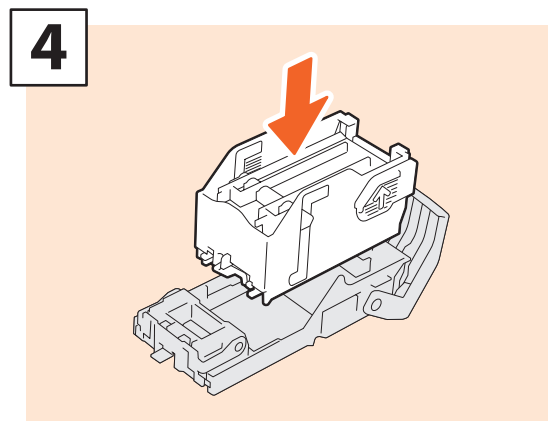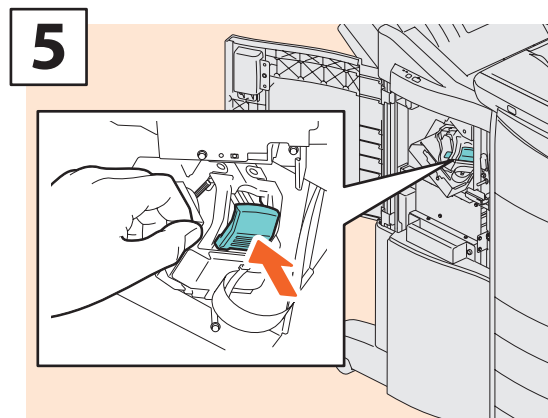
Install the staple cartridge.

6
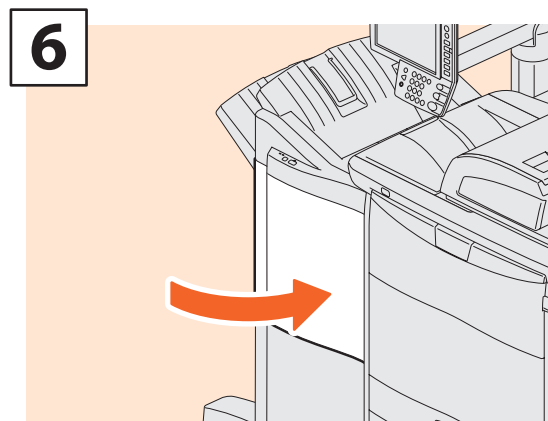
Close the front cover of the Finisher.

Saddle Stitch Unit of Saddle Stitch Finisher (MJ-1104)

1
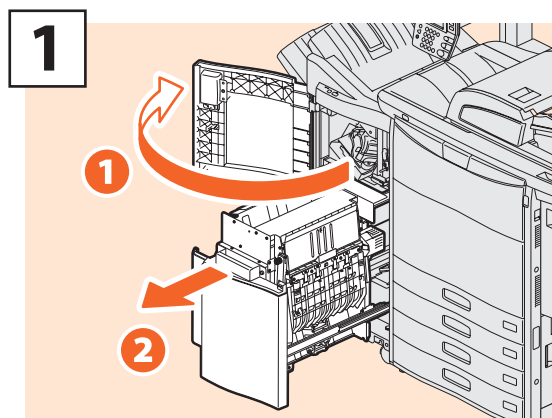
Open the front cover of the Finisher, and then pull out the saddle stitch unit.

2
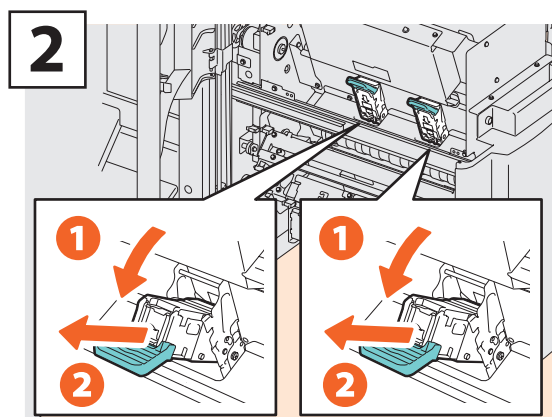
Take out two empty staple cartridges.
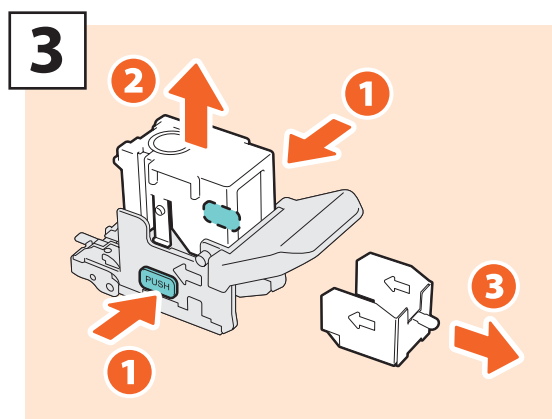
3

Take the empty staple case out of the staple cartridge.

4
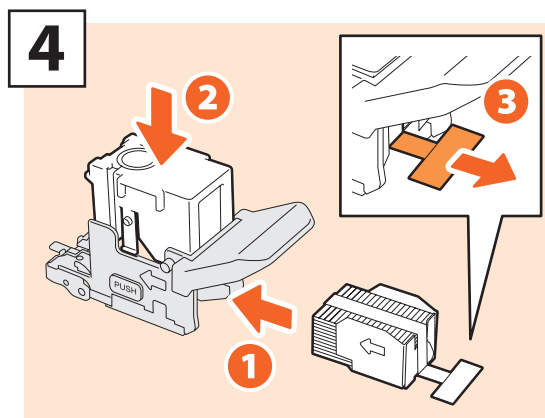
Install a new staple case into the staple cartridge and remove the seal bundling the staples.

5
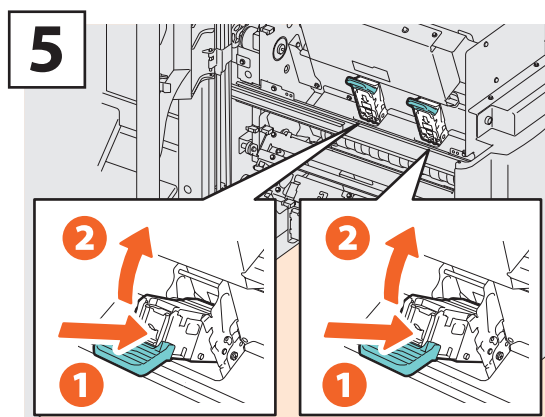
Install two new staple cartridges.

6
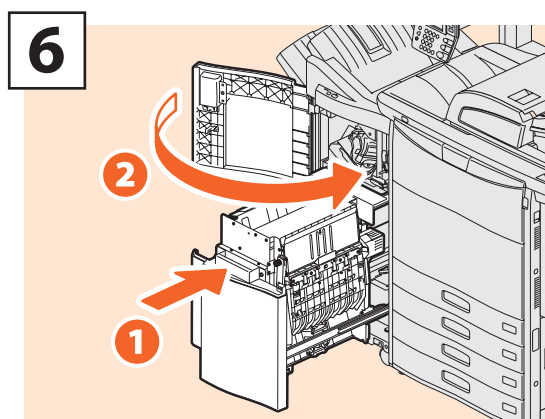
Insert the saddle stitch unit into the Finisher, and then close the front cover of the Finisher.

Regular Cleaning

Poor quality printing such as uneven and soiled images can be improved by simple cleaning. This section describes the cleaning methods for the equipment.

Cleaning for the scanning area, original glass, guide and platen sheet

We recommend you to clean the following items weekly, so that the originals can be scanned in unsoiled conditions. Be careful not to scratch the parts that you are cleaning.

Notes
- Be careful not to scratch the portions in cleaning.
- When cleaning the surface of the equipment, do not use such organic solvents as thinner or benzine.
  - This could warp the shape of the surface or leave it discolored.
- When using a chemical cleaning pad to clean it, follow the instruction.
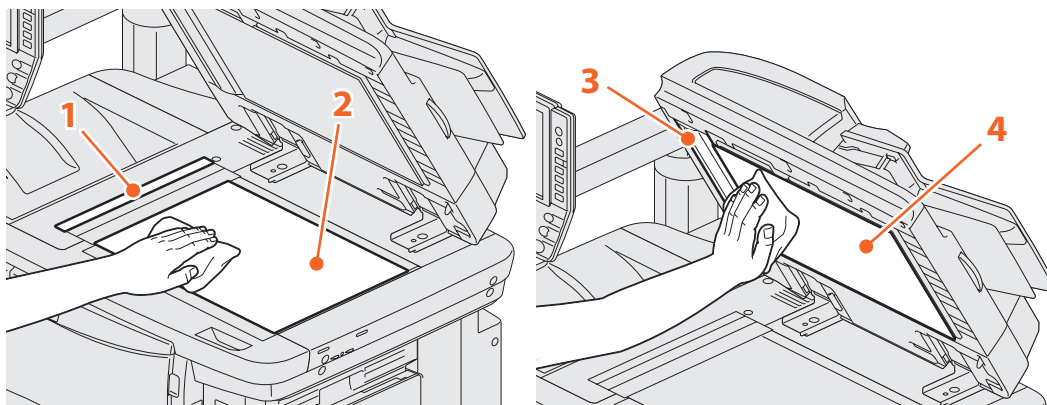
1.   Scanning area (surface of the long rectangular glass) / 2.   Original glass

Wipe it with the accessory cloth or a soft dry cloth. If there are still stains remaining, wipe clean with a piece of soft cloth which has been moistened with water and then squeezed well.
Do not use liquids other than water (such as alcohol, organic solvents or neutral detergent).

3.   Guide / 4.   Platen sheet

Clean the surface as follows depending on the staining.
- Clean it with a soft cloth.
- Clean it with a soft cloth lightly moistened with water.
- Clean it with a soft cloth lightly moistened with alcohol, and then wipe it with a dry cloth.
- Clean it with a soft cloth lightly moistened with watered-down neutral detergent, and then wipe it with a dry cloth.

Chapter **4**
TROUBLESHOOTING

Troubleshooting

When problems such as paper jams occur, see the following explanation or refer to the *Troubleshooting Guide* (PDF) according to 📖 P.41 "References to the Troubleshooting Guide" in this manual.

About Troubleshooting Guide

The *Troubleshooting Guide* (PDF) describes the causes and the troubleshooting of problems when you use the equipment.

References to the Troubleshooting Guide

Chapter	Title	Section
Chapter 1	TROUBLESHOOTING FOR THE HARDWARE	When This Screen Is Displayed
		Messages Displayed on the Touch Panel
		Clearing a Paper Jam
		Clearing a Staple Jam
		Replacing a Toner Cartridge
		Replacing the Waste Toner Box
		Refilling With Staples
		Cleaning the Hole Punch Dust Bin
Chapter 2	TROUBLESHOOTING FOR COPYING	Copying Problems
Chapter 3	TROUBLESHOOTING FOR PRINTING	Print Job Problems
		Printer Driver Problems
		Network Connection Problems
		Client Problems
		Hardware Problems
Chapter 4	TROUBLESHOOTING FOR SCANNING	Scanning Problems
Chapter 5	TROUBLESHOOTING FOR e-Filing	e-Filing Web Utility Problems
Chapter 6	TROUBLESHOOTING FOR NETWORK CONNECTIONS	Locating the Equipment in the Network
		LDAP Search and Authentication Problems
		Printing Problems (Network Related)
		Network Fax (N/W-Fax) Driver Problems
		Client Software Authentication Problems
Chapter 7	CHECKING THE EQUIPMENT STATUS WITH TopAccess	Hardware Status Icons on TopAccess [Device] Tab
		Error Messages
		Error Codes
Chapter 8	WHEN SOMETHING IS WRONG WITH THE EQUIPMENT	When You Think Something Is Wrong With the Equipment
		Regular Maintenance

Error codes

Press [JOB STATUS] and then the [LOG] tab on the touch panel; the LOG menu is displayed. The job history and error codes are displayed in the LOG menu.
For details of the error codes, refer to the following guide:
📖 *Troubleshooting Guide* (PDF): "Chapter 7: CHECKING THE EQUIPMENT STATUS WITH TopAccess" - "Error Codes"
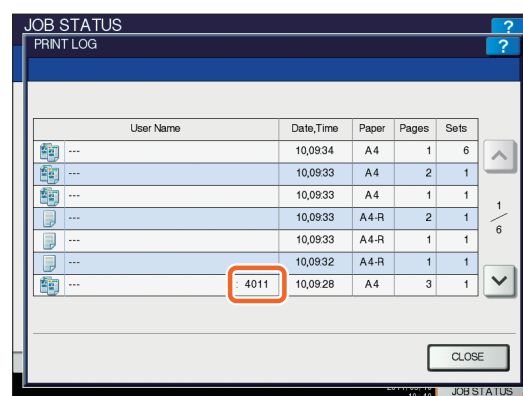
Symbols and messages appear on the touch panel

Symbols or messages of such as for paper jams occasionally appear on the touch panel.
For details of the paper jam symbols, refer to the following guide:
📖 *Troubleshooting Guide* (PDF): "Chapter 1: TROUBLESHOOTING FOR THE HARDWARE" - "Clearing a Paper Jam"

For details of the messages on the touch panel, refer to the following guide:
📖 *Troubleshooting Guide* (PDF): "Chapter 1: TROUBLESHOOTING FOR THE HARDWARE" - "Messages Displayed on the Touch Panel"
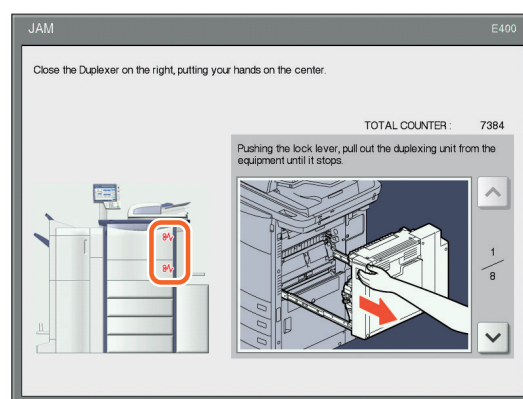
When paper jams occur

When paper jams occur, refer to the guidance displayed on the touch panel of the equipment or refer to the following guide:
📖 *Troubleshooting Guide* (PDF): "Chapter 1: TROUBLESHOOTING FOR THE HARDWARE" - "Clearing a Paper Jam"

Covers of the equipment

The covers of the equipment to be opened when paper jams occur are as indicated by the arrows in the following illustrations.

4
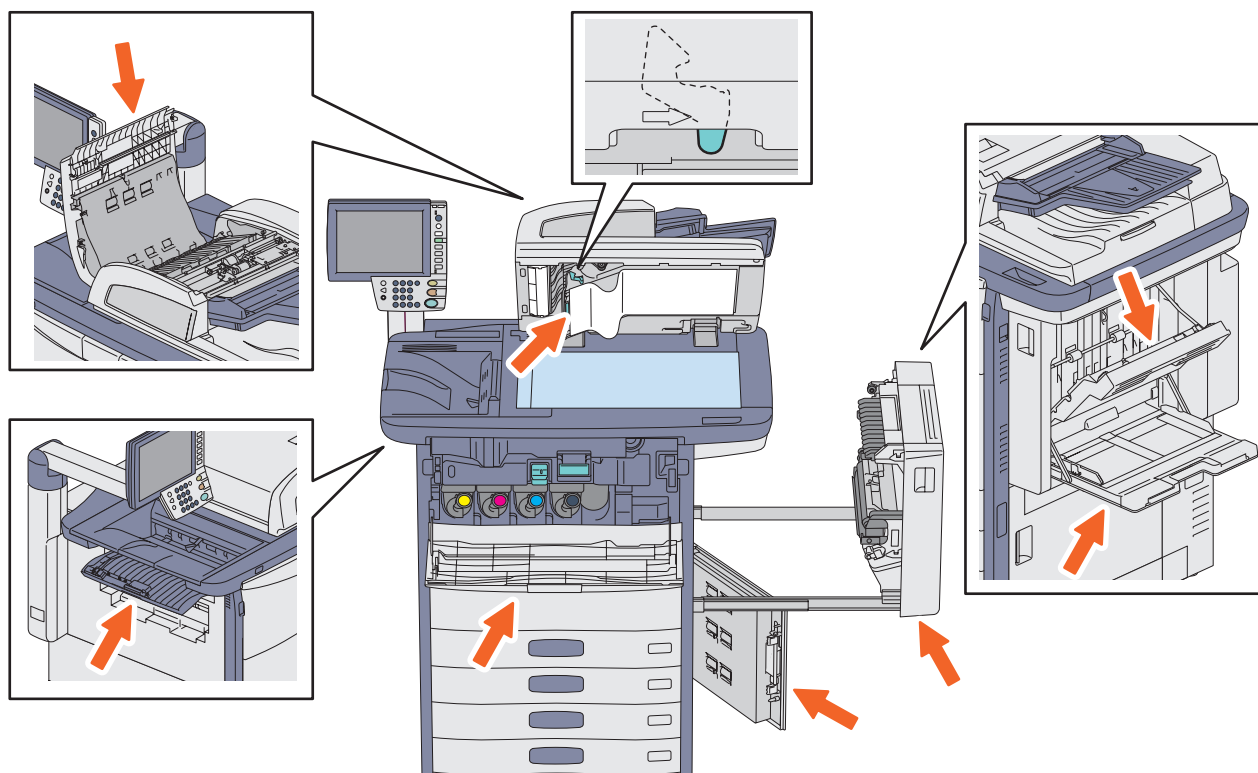
Covers of the options

The covers of the options to be opened when paper jams occur are as indicated by the arrows in the following illustrations.
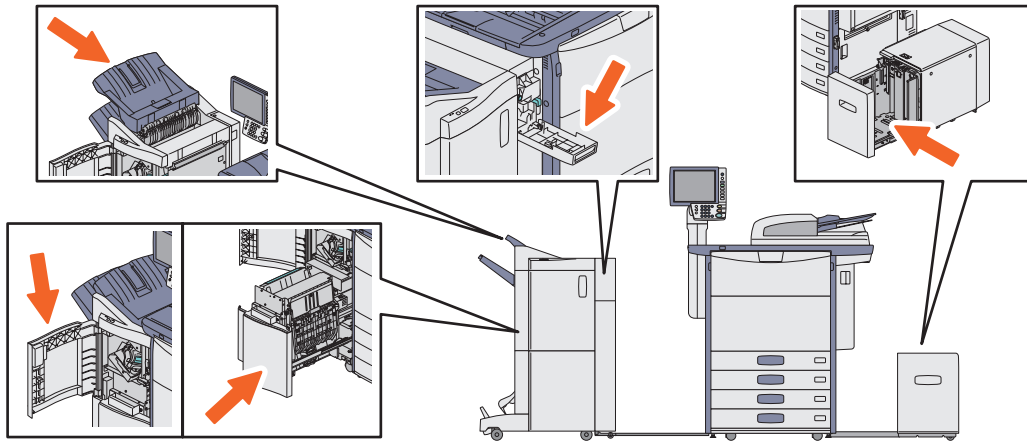
Using the Help functions

If you press ⬚? on the upper right of the touch panel, explanations of the functions and buttons on the screen are displayed.

If you press ⬚ℹ on the lower left of the Help menu, supplementary information about the functions appears.
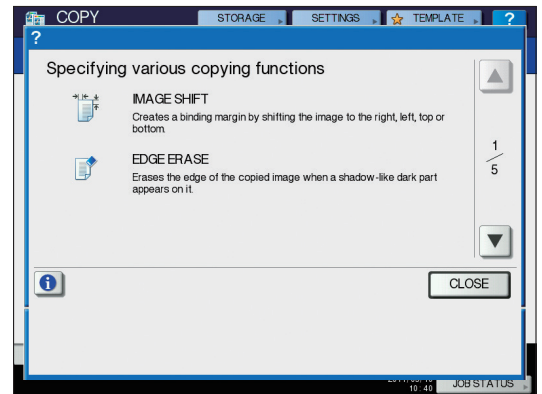
FAQs

This section introduces FAQs from our customers. If you have a problem, please read this section first.

About copying

Can I copy originals in different sizes in one go?

Yes. By using the Reversing Automatic Document Feeder, you can copy more than one original in different sizes such as A4 or B4 in one go.

Original sizes that can be copied in one go are as follows:

North America: LD, LG, LT, LT-R, COMP

Other than North America: A3, A4, A4-R, B4, B5, FOLIO

1. Place paper in the drawer. If you want to copy on paper of the same size as the originals, place paper of the corresponding size in the different drawers.
2. Adjust the side guides to the widest original. Then place the originals aligning them against the guide on the front side.
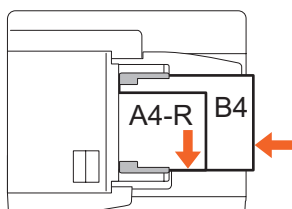
3. Press [ZOOM] on the touch panel.
4. Press [MIXED SIZE] on the touch panel.
5. If you want to copy all the originals on paper in the same size, press [AMS].
6. Press [OK] on the touch panel to return the menu to the basic menu for the copying functions.
7. \<To copy all on paper of the same size>
   Press an icon on the touch panel that indicates the drawer in which paper of the desired size is placed.

   \<To copy on paper of the same size as the original>
   Press [APS] on the touch panel.
8. Press the [START] button on the control panel to start copying.

 📖 **Copying Guide** (PDF): "Chapter 3: BASIC COPY MODES" - "Paper Selection", "Copying mixed-size originals in one operation"

Can I copy an A5 original with the Reversing Automatic Document Feeder?

Yes. Place an A5 original on the Reversing Automatic Document Feeder in a landscape direction.
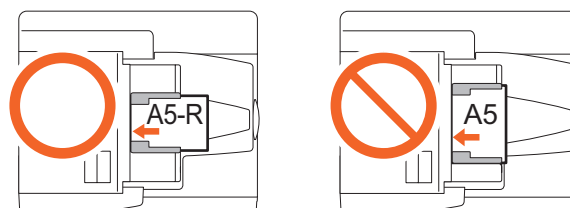
For how to place originals on the Reversing Automatic Document Feeder or the available types and sizes of originals refer to the following guide:

 📖 **Copying Guide (PDF)**: "Chapter 2: HOW TO MAKE COPIES" - "Placing Originals", "Using the RADF (Reversing Automatic Document Feeder)"

Black streaks appear on the copied image.

If the scanning area, meaning the surface of the long rectangular glass, is dirty, black streaks may appear on the copied image or faxes made with the Reversing Automatic Document Feeder.

In this case, clean the scanning area. For how to clean it, see the following page or refer to the following guide:
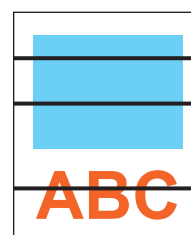
 📖 P.40 "Regular Cleaning" in this manual

 📖 **Troubleshooting Guide** (PDF): "Chapter 2: TROUBLESHOOTING FOR COPYING" - "Copying Problems"

4

About fax

Can I forward a received fax?

Yes. You can forward a received fax to another facsimile as it is, or as an Internet Fax job.

To forward a fax, the previous settings are needed for this equipment. For how to do this setting, refer to the following guide:

 📖 *Operator's Manual for FAX Unit GD-1250/GD-1260/GD-1270*: "Chapter 4: ADVANCED FUNCTIONS" - "Mailbox Transmission"

Also, you can forward it to a shared folder in this equipment, an e-Filing box or an e-mail address other than a fax number or an internet fax number, by setting it on the TopAccess menu. For how to do so, refer to the following guide:

 📖 *TopAccess Guide* (PDF): "Chapter 5: [Registration] Tab Page" - "[Registration] How to Set and How to Operate", - "Managing mailboxes"

How can I register or change a sender's name or fax number?

You can register or change a sender's name or fax number as follows on the touch panel of this equipment:

USER FUNCTIONS menu > ADMIN > FAX > TERMINAL ID

 📖 *Operator's Manual for FAX Unit GD-1250/GD-1260/GD-1270*: "Chapter 6: SETTING ITEMS" - "Administrator Settings", "Registering the terminal ID"

How can I prevent mistakes in sending faxes?

To prevent mistakes, confirm that you set the correct recipient before you send a fax. For how to confirm, see the following page:

 📖 P.25 "Confirming recipients" in this manual

Also, you can prevent mistakes in a procedure below. For details, contact your service technician or representative.

- Disable the direct input of fax numbers and limit the destination setting to selection from the address book.
- Specify the destination twice and compare them. If they are the same, send the fax.

Can I send a fax from a computer?

Yes. You can send a fax or an Internet Fax from a computer in which the N/W-Fax Driver is installed. In this method, you do not need to print the original fax.

1. Select [Print] in the [File] menu of the application.
2. Select [TOSHIBA e-STUDIO Fax], and then click [Preferences] ([Properties]).
3. Specify the destination on the [Send] tab of the printer driver, and then click [OK].
4. Click [Print] ([OK]). The sending of a fax or an internet fax starts.

 📖 *Network Fax Guide* (PDF): "Chapter 2: SENDING A FAX" - "Basic Procedure"

 📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION"

About scanning

How can I scan an image in the JPEG format?

Select [FULL COLOR] or [GRAY SCALE] for color modes in the scan setting, and then select [JPEG] for the file format.

 📖 *Scanning Guide* (PDF): "Chapter 2: BASIC OPERATION" - "Scan to File", "Scan to E-mail" or "Scan to USB"

Where is the scanned file stored?

If you have specified [Scan to File] for the storage directory for the scanned data, the data are stored in a shared folder "file_share" in the HDD of this equipment. For how to download the data, see the following page:

 📖 P.29 "To store the scanned data of a shared folder in a Windows computer" in this manual

I cannot forward the scanned data to a folder on the network.

Check the following:
- Is the specified folder shared? The setting procedure for the shared folder may differ depending on the equipment or OS you use.
- Is the network path for the folder entered correctly?
- Is the login user name or password entered correctly?
- Is your antivirus software blocking the writing to the network folder?

[Remote 1] (or [Remote 2]) cannot be selected in [Save as File].

Confirm the shared folder setting on the TopAccess menu following the procedure below.

1. Select as follows: [Administration] tab > [Setup] > [Save as file].
2. Confirm that [Use Network Folder Destination] is selected on [Destination].
3. Confirm that [Remote 1] (or [Remote 2]) of [Remote 1 and Remote 2 Settings] is checked.

 📖 *TopAccess Guide* (PDF): "Chapter 8: [Administration] Tab Page" - "[Setup] Item List" - "Save as File settings"

Can I print on non-standard size paper?

Yes. You can print on non-standard size paper by registering a custom paper size on the printer driver.

* Log into Windows using an account that enables installation, such as for administrators.

Place all non-standard size paper on the bypass tray. Paper sizes that can be set in the printer driver of this equipment are as follows:

    Length: 100 mm to 313.4 mm (3.9" to 12.34")
    Width: 148 mm to 1200 mm (5.8" to 47.24")

 📖 *Printing Guide* (PDF): "Chapter 2: PRINTING FROM WINDOWS" - "Setting Up Print Options", "Print options"

About printing

I have installed a printer driver but cannot print.

Confirm if the port setting of the printer driver is correct following the procedure below.

* Log into Windows using an account that allows installation, such as for administrators.

1. Select [Devices and Printers] in the [Start] menu.
2. Select and right-click [TOSHIBA Universal Printer 2], and then click [Printer properties].
3. Select the port of this equipment in the [Print to the following port(s)] list on the [Ports] tab of the printer driver. Then click [Configure Port].
4. Confirm if the IP address of this equipment is set correctly in the [Printer Name or IP Address] box of the [Configure Standard TCP/IP Port Monitor] dialog box.
5. Confirm if [Raw] is selected in [Protocol] of the [Configure Standard TCP/IP Port Monitor] dialog box and also "9100" is entered in the [Port Number] box of [Raw Settings].

If the problem still occurs after the confirmation above, refer to the following guide or contact your administrator:

 📖 *Troubleshooting Guide* (PDF): "Chapter 3: TROUBLESHOOTING FOR PRINTING" or "Chapter 6: TROUBLESHOOTING FOR NETWORK CONNECTIONS"

Can I print on envelopes?

No. This equipment does not support printing on envelopes. Do not try to print on envelopes, because this could cause paper jams or wrinkling.

About client software

"Devices are not discovered in your network." appears during the installation of the printer driver.

If this equipment is not discovered on the network during the installation of the printer driver, the message below appears. In this case, refer to the following guide:

 📖 *Software Installation Guide* (PDF): "Chapter 3: INSTALLING PRINTER DRIVERS FOR WINDOWS" ? "If your TOSHIBA MFP is not found"

Printer driver or other software cannot be installed.

Perform the following and then reattempt the installation.
• Uninstall any existing printer driver.
• Quit resident software such as antivirus software.
• Log into Windows using an account that enables installation, such as for administrators.

Can I register data in CSV file to the address book?

Yes. You can register them from the AddressBook Viewer or the TopAccess. For how to register, refer to the following guide:

 📖 Help menu of AddressBook Viewer
 📖 *TopAccess Guide* (PDF): "Chapter 8: [Administration] Tab Page" - "[Maintenance] How to Set and How to Operate", "Importing and exporting"

4

I cannot print from my computer.

Check the following:
- Is the power of this equipment turned ON?
- Is the power cable plugged in? If it is not, turn the MAIN POWER switch OFF, and then plug the power cable into an outlet.
- Is the network cable disconnected? If it is disconnected, connect it to the network interface connector of this equipment.
- Has toner or paper run out?
- Does the set number of pages exceed the maximum allowed for the specific department or user?

If the problem still occurs after making the confirmations above, refer to the following guide or contact your administrator:

📖 *Troubleshooting Guide* (PDF): "Chapter 3: TROUBLESHOOTING FOR PRINTING" or "Chapter 6: TROUBLESHOOTING FOR NETWORK CONNECTIONS"

Other questions

How can I confirm or change the IP address of this equipment?

You can confirm or change the IP address from the touch panel of this equipment as follows:

USER FUNCTIONS menu > ADMIN > NETWORK > IPv4

📖 *MFP Management Guide* (PDF): "Chapter 2: SETTING ITEMS (ADMIN)" - "NETWORK"

The equipment does not recognize the inserted USB media.

Confirm that the USB media is securely inserted to the USB port of this equipment.

USB media for this equipment shall meet the conditions below.
- Formatted in FAT16 or FAT32
- Having only one partition
* Some USB media may not be recognized by this equipment even they meet the conditions above. In this case, try to use USB media of other manufacturers that meet the conditions above.

📖 *Scanning Guide* (PDF): "Chapter 2: BASIC OPERATION" - "Scan to USB"

📖 *Printing Guide* (PDF): "Chapter 5 : MANAGING PRINT JOBS FROM THE CONTROL PANEL" - "Monitoring the Print Job Status", "Printing files from USB media (USB Direct Printing)"

How can I check the remaining amount of toner in a toner cartridge?

You can check the remaining amount of toner in a toner cartridge following the procedure below.
1. Press [JOB STATUS] on the touch panel.
2. Press the [TONER] tab. The remaining amount of toner in a toner cartridge appears.
3. When the checking is finished, press [CLOSE] and then press [JOB STATUS].

When "Toner near Empty" appears on the touch panel, prepare a new toner cartridge. The equipment still can print about 2000 pages after this message has appeared.

Replace the toner cartridge after "Install New *** (color name) cartridge" appears on the touch panel.

📖 *Copying Guide* (PDF): "Chapter 7: CONFIRMING JOB STATUS"

The paper jam symbol does not disappear even after the paper jam in the Reversing Automatic Document Feeder has been released.

Open the cover beneath the Reversing Automatic Document Feeder, and then remove the original.

📖 P.43 "When paper jams occur" in this manual

📖 *Troubleshooting Guide* (PDF): "Chapter 1: TROUBLESHOOTING FOR THE HARDWARE"

Some functions written in the Operator's Manuals cannot be used.

Some functions cannot be used depending on the settings of this equipment or the access privilege given to the user, even though they are written in the Operator's Manuals. For details, contact your administrator.

Chapter 5

ADVANCED FUNCTIONS

Advanced Functions

In Chapter 2 in this manual, the basic functions are described. This section describes the advanced functions to help you get the best out of your equipment.

Examples of the advanced functions describing in this section

Copying different-sized originals and stapling copies

A 4 (LT) **+** A 3 (LD) ➔ A 4 (LT) A 3 (LD)

📖 P.51 in this manual

Copying or scanning originals without blank sheets

📖 P.52 in this manual

Storing data in a shared folder as well as sending a fax

FAX

📖 P.53 in this manual

Registering frequently used scan settings in templates

📖 P.54 in this manual

Attaching the scanned data to an E-mail

📖 P.55 in this manual

Adding date and time to document files

YYYY.MM.DD 11:11

📖 P.56 in this manual

Printing a PDF file stored in the USB device

PDF
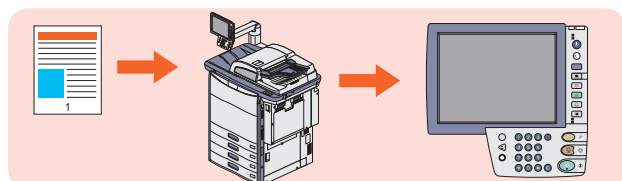
📖 P.57 in this manual

Printing only allowed data set on the control panel

📖 P.58 in this manual

COPY	FAX	SCAN	e-FILING	PRINT

Copying different-sized originals and stapling copies

A 4 (LT) ＋ A 3 (LD) → A 4 (LT) A 3 (LD)
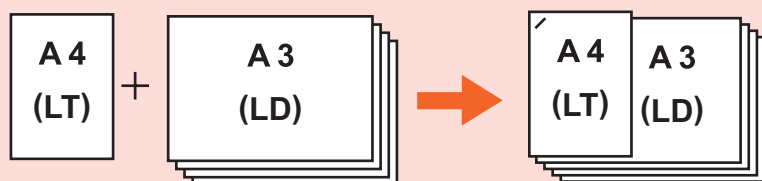
The procedure of how to copy 5 sets of different-sized originals (A4 or LT: 1 sheet, A3 or LD: 4 sheets) and staple the copies is as follows. The Finisher (optional) is required.

1 **Place the originals on the Reversing Automatic Document Feeder.**
📖 P.16 "Placing originals" in this manual

Note

If you want to copy different-sized originals and staple the copies, select only those having the same width.

2 **Press [ZOOM] on the touch panel.**

3 ❶ **Press [MIXED SIZE] and then** ❷ **[OK] on the touch panel.**
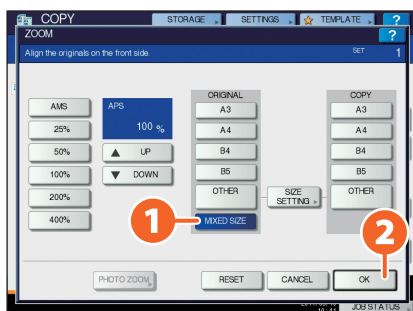
4 **Press [FINISHING] on the touch panel.**

5 ❶ **Press [FRONT STAPLE] and then** ❷ **[OK] on the touch panel.**
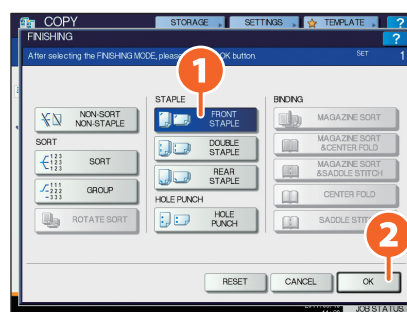
6 **Key in 5 for the number of copy sets, and then press the [START] button on the control panel. Copying starts.**

5

COPY   FAX   SCAN   e-FILING   PRINT

Copying or scanning originals without blank sheets
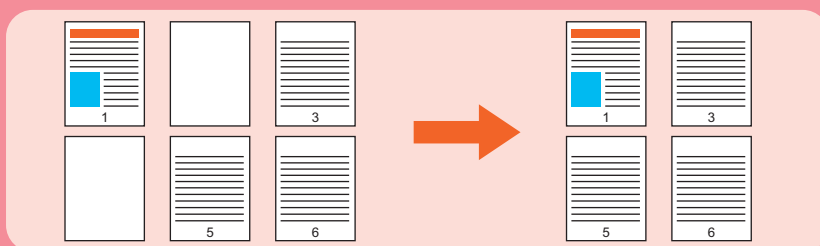
You can copy or scan originals omitting blank sheets while maintaining the original page sequence.

When copying

1 **Place the originals.**
📖 P.16 "Placing originals" in this manual

2 **Press the [EDIT] tab, and then ⌄ in the basic menu for the copying functions.**

3 **Press [OMIT BLANK PAGE] and then [OK].**
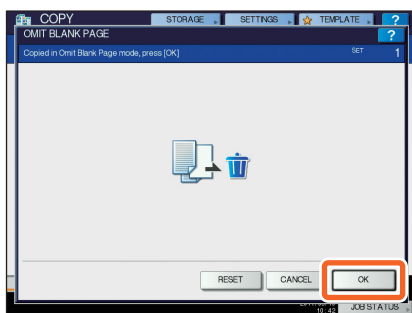
4 **Press the [START] button on the control panel. Copying starts.**

When scanning

1 **Place the originals.**
📖 P.16 "Placing originals" in this manual

2 **Press [SCAN SETTING], and then ⌄ in the basic menu for the scanning functions.**

3 **Press ❶ [ON] in the "OMIT BLANK PAGE" setting and then ❷ [OK].**
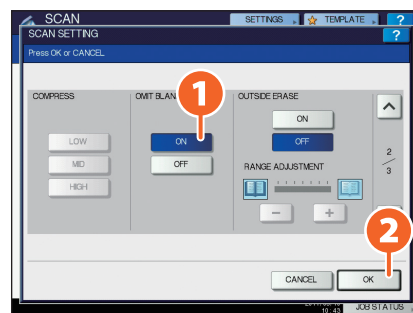
4 **In the basic menu for the scanning functions, specify details such as the destination for saving the data.**

5 **Press [SCAN] on the touch panel. Scanning starts.**

COPY **FAX** SCAN e-FILING PRINT

Storing data in a shared folder as well as sending a fax

FAX
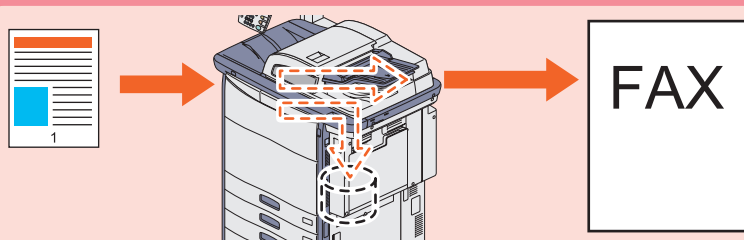
You can store documents in a shared folder in the equipment or in a computer connected to the network as well as sending a fax.

1 Place the original(s).
 📖 P.16 "Placing originals" in this manual

2 Press [STORAGE] on the touch panel.

3 ❶ Specify details such as the file name, shared folder and file format and then ❷ press [OK].
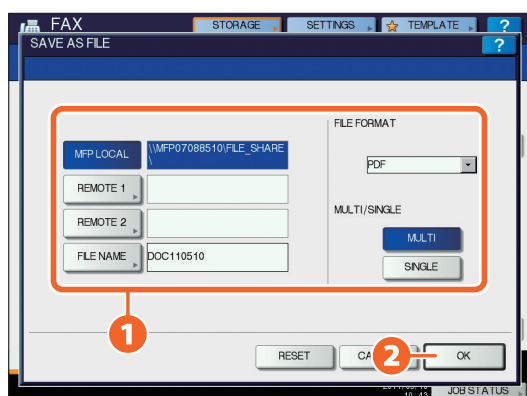
4 Specify the recipient and press [SEND]. Sending a fax starts.

5

COPY   **FAX**   **SCAN**   **e-FILING**   **PRINT**

Registering frequently used scan settings in templates
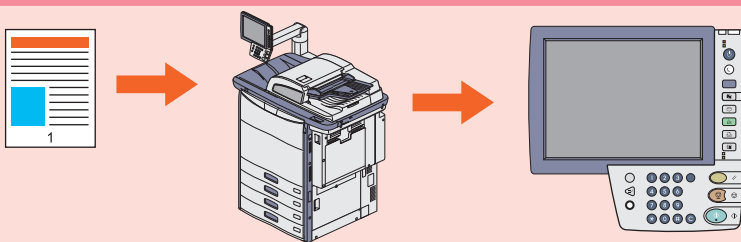
If you register frequently used scan settings in templates, you can easily perform scan operations only by recalling the templates. How to register scan settings (scan data are stored in PDF format in a shared folder) in templates (PUBLIC TEMPLATE GROUP) is described here.

1 Press [FILE] on the touch panel.

2 ❶ Select "PDF" in the file format, and then ❷ press [OK].
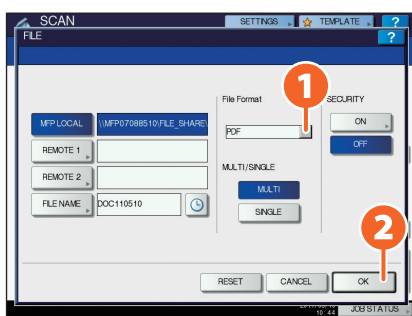
3 Change the scan setting as required.

4 Press [TEMPLATE] on the touch panel, and then [REGISTRATION] tab.

5 ❶ Press [PUBLIC TEMPLATE GROUP] on the touch panel, and then ❷ [OPEN].
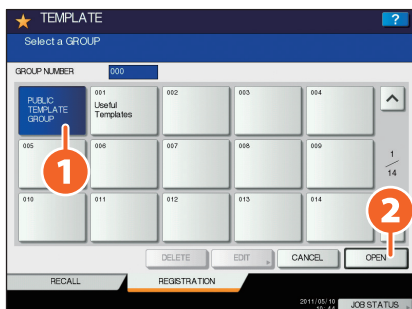
6 Press [PASSWORD], enter the administrator password and press [OK].

7 ❶ Select an empty template button, and then ❷ press [SAVE].
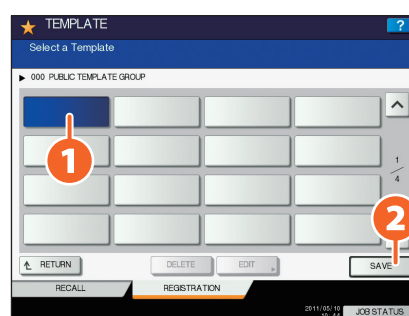
8 ❶ Make the settings such as the template name, and then ❷ press [SAVE] to complete the registration.
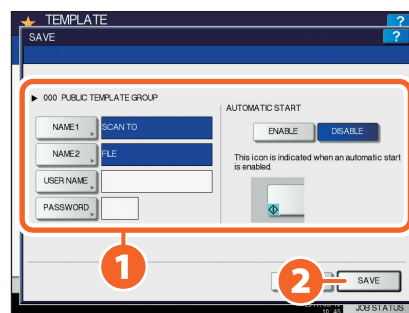
COPY   FAX   **SCAN**   e-FILING   PRINT

Attaching the scanned data to an E-mail
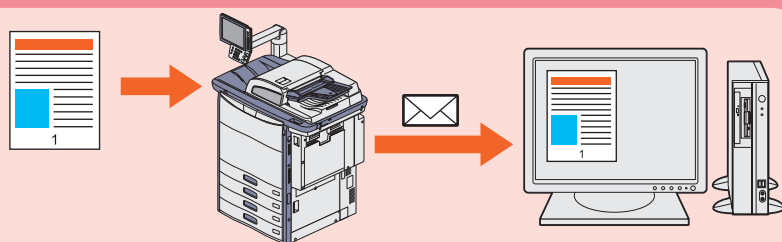
The procedure for attaching the scanned data to an E-mail and sending it to the specified E-mail address is as follows.

1   **Place the original(s).**
📖 P.16 "Placing originals" in this manual

2   **Press [E-MAIL] and then [TO] on the touch panel.**

3   ❶ **Specify the E-mail address and then** ❷ **press [OK].**
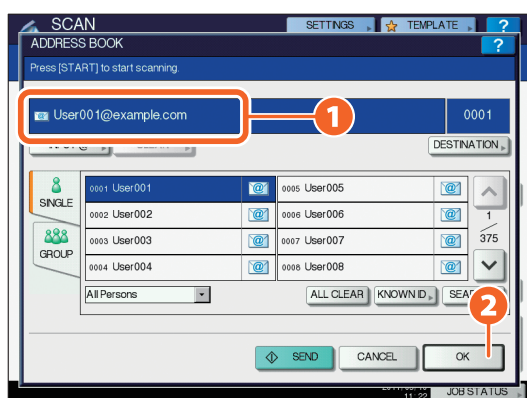
4   **Define the settings for the file as required and then press [OK].**

5   **Press [SCAN] on the touch panel. Scanning starts.**

5
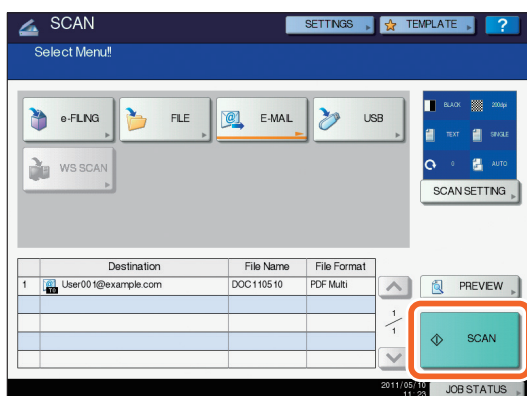
COPY   FAX   SCAN   **e-FILING**   PRINT

Adding date and time to document files
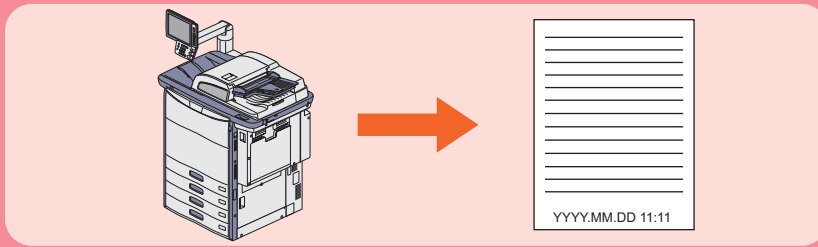
The procedure for printing a document file stored in e-Filing with the date and time added at its bottom is as follows.

YYYY.MM.DD 11:11

1   **Select the box in which the desired document is stored.**

2   ❶ **Select the document and then** ❷ **press [SETTINGS].**

e-FILING   TEMPLATE   ?

▶ 001 User01   ▶ Folder01

Document Name	Date,Time	Paper	Pages
DOC110510	10, 09.23	A 4	1

1／1

RETURN   DELETE   SETTINGS   TEST PRINT   OPEN   PRINT
PRINT   BOX SETTING
2011/05/10
10 : 45   JOB STATUS

3   **Press [TIME STAMP].**

4   ❶ **Press [LOWER] and then** ❷ **[OK].**

e-FILING   TEMPLATE   ?
TIME STAMP   ?
Select the print position.   SET   1

POSITION

UPPER

LOWER ❶

❷

CANCEL   OK

10 : 46   JOB STATUS
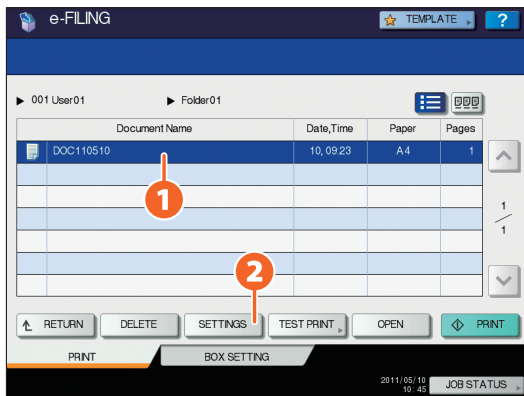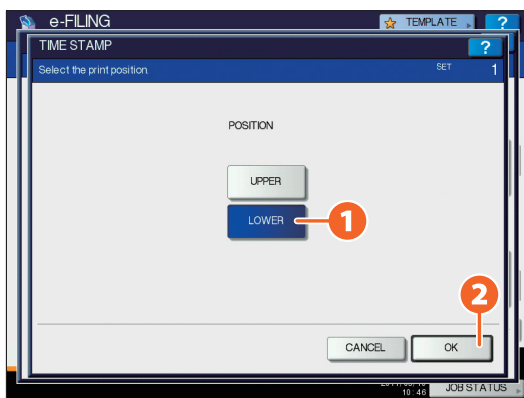
5   **Press [PRINT] on the touch panel. Printing starts.**

COPY	FAX	SCAN	e-FILING	**PRINT**

Printing a PDF file stored in the USB device
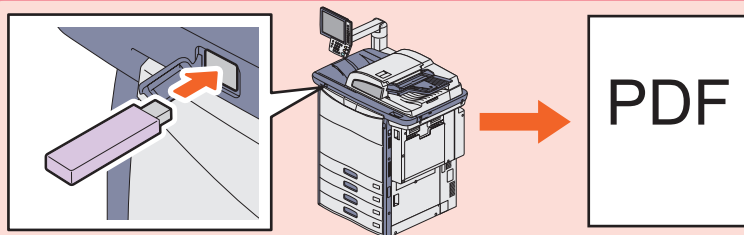
The procedure for printing 1 set of a PDF file stored in the USB device is as follows.

PDF

1 **Connect the USB device to the USB port.**
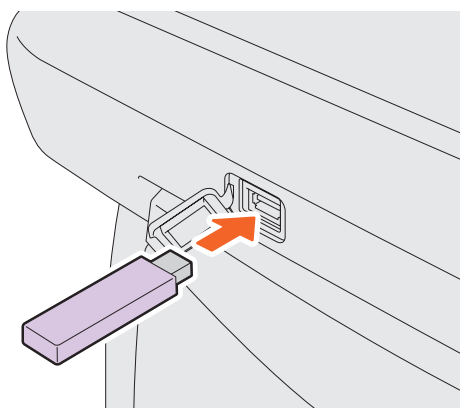
2 **Press the [PRINT] button on the control panel.**

3 **Click the pull-down menu, and then select [USB].**

4 **❶ Select a PDF file to be printed and ❷ press [PRINT]. Printing starts.**

PRINT   ☆ TEMPLATE   ?

JOB TYPE   USB

Document / Folder Name

📄 Document01.pdf

❶

001
001

❷

ALL CLEAR   SETTINGS   OPEN   ◇ PRINT

Found USB DEVICE.   2011/05/10 10:46   JOB STATUS

5
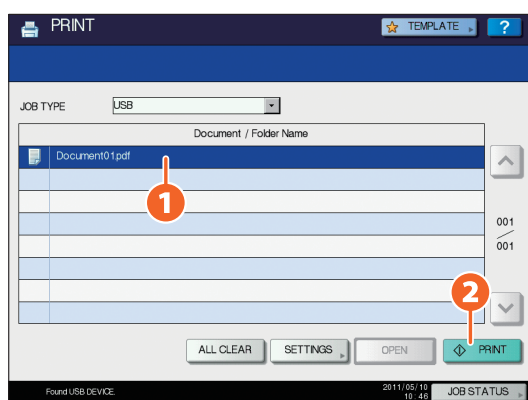
Tips

• Press [SETTINGS], then you can set such as duplex printing and stapling.
• The following types of files are also available for printing:
 - JPEG file
 - PRN file
 - PS file
 - XPS file

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COPY   FAX   SCAN   e-FILING   **PRINT**

Printing only allowed data set on the control panel
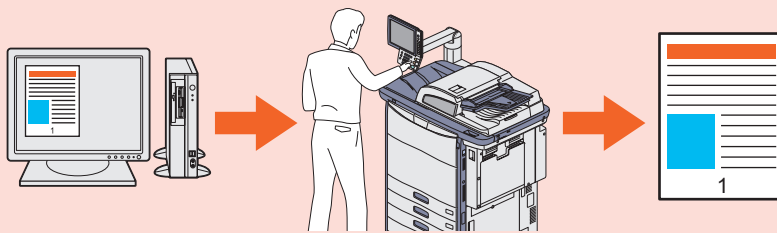
The procedure for printing only allowed data set on the control panel is as follows. This will stop you from forgetting to remove printed sheets.

1 Open a file to be printed on a Windows computer, and then select [Print] from the file menu of the application.

2 Select the printer driver of the equipment, and then click [Preferences] ([Properties]).

3 Select "Hold Print" for the job type in the [Basic] tab menu.
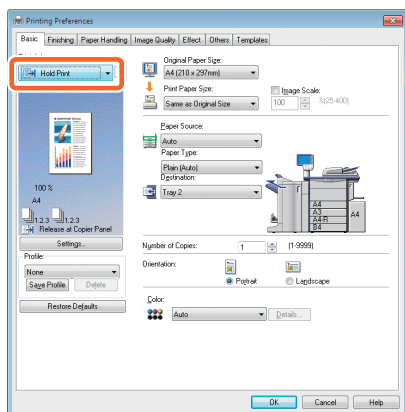
4 Click [OK] to return to the print dialog box and click [Print] ([OK]).

5 Press the [PRINT] button on the control panel of the equipment.

6 Click the pull-down menu, and then select [HOLD].

7 Select the user name, and then press [OK].

8 ❶ Select the file to be printed and ❷ press [PRINT]. Printing starts.
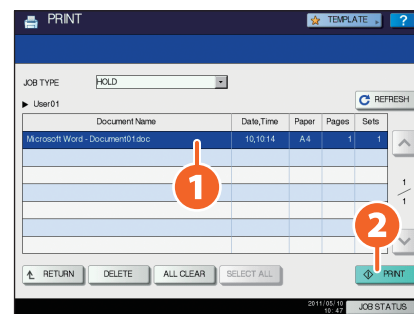
Chapter **6**
INFORMATION ABOUT EQUIPMENT

Items Included in This Product

The following items are co-packed with the equipment. Check that you have them all. Contact your service technician or representative if any are missing or damaged.

Items included in this product

Safety Information	The Safety Information describes the necessary precautions for use. For your added security, be sure to read this booklet first.
Quick Start Guide (This manual)	The Quick Start Guide describes the preparations, basic and advanced usage, maintenance and regular cleaning of the equipment.
Client Utilities/User Documentation DVD	The Client Utilities/User Documentation DVD contains the client software such as the printer drivers and the utility software. Also, it contains pdf files of the Operator's Manuals such as the Copying Guide and the Troubleshooting Guide. For details, see the following page: 📖 P.61 "Client Utilities/User Documentation DVD" in this manual
Cleaning cloth	Use this cloth to clean the scanning section and the original glass. For details, see the following page: 📖 P. 40 "Regular cleaning" in this manual

Client Utilities/User Documentation DVD

The Client Utilities/User Documentation DVD contains the following client software such as the printer drivers and the utility software.

Client software

For Windows	Client Software Installer
	Universal Printer 2 Driver
	Universal PS3 printer driver
	Universal XPS printer driver
	TWAIN driver
	File downloader
	N/W-Fax driver
	AddressBook Viewer
	Remote Scan driver
	WIA driver
	e-Filing Backup/Restore Utility
For Macintosh	The PPD file and plug-ins used for Macintosh on the Mac OS X 10.4.x to Mac OS X 10.6.x The PPD file and plug-ins used for Macintosh on the Mac OS X 10.7 or later
For UNIX/Linux	UNIX/Linux filter (Solaris, HP-U, AIX, Linux, SCO)
	CUPS

Tips

For installing the client software, refer to the following guide:
📖 **Software Installation Guide** (PDF): "Chapter 1: OVERVIEW"

For details of the client software, see the following page:
📖 P.62 "Client Software" in this manual

Client Software

This section describes the outlines of the client software of the equipment. It is necessary to install software except e-Filing Web utility and TopAccess in the computer before it is used.

Client software for the printing functions

Universal Printer 2 Driver	This Universal Printer 2 Driver is installed with the Recommended Installation. This driver is generally used. For details, refer to the following guides: 📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 3: INSTALLING PRINTER DRIVERS FOR WINDOWS" 📖 P.32 "Basic Printing Operation" in this manual 📖 *Printing Guide* (PDF): "Chapter 2: PRINTING FROM WINDOWS"
Universal PS3 printer driver	This driver enables you to print documents in the high quality mode with applications such as Adobe Systems Incorporated. For details, refer to the following guides: 📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 3: INSTALLING PRINTER DRIVERS FOR WINDOWS" 📖 *Printing Guide* (PDF): "Chapter 2: PRINTING FROM WINDOWS"
Universal XPS printer driver	This printer driver enables you to print documents from the WPF applications created for Windows Vista, Windows 7, or Windows 8. For details, refer to the following guides: 📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 3: INSTALLING PRINTER DRIVERS FOR WINDOWS" 📖 *Printing Guide* (PDF): "Chapter 2: PRINTING FROM WINDOWS"
PPD file for Macintosh	This printer driver enables you to print documents from Macintosh computers (Mac OS X 10.4.x to Mac OS X 10.8.x). For details, refer to the following guides: 📖 *Software Installation Guide* (PDF): "Chapter 4: INSTALLING PRINTER DRIVERS FOR MACINTOSH" 📖 *Printing Guide* (PDF): "Chapter 3: PRINTING FROM MACINTOSH"
UNIX/Linux filter	UNIX/Linux filter enables you to print documents from the UNIX/Linux workstation. For details, refer to the following guides: 📖 *Software Installation Guide* (PDF): "Chapter 5: INSTALLING PRINTER DRIVERS FOR UNIX/Linux" 📖 *Printing Guide* (PDF): "Chapter 4: PRINTING FROM UNIX/Linux"
CUPS	CUPS file enables you to set up the CUPS print system from UNIX/Linux workstation. For details, refer to the following guide: 📖 *Software Installation Guide* (PDF): "Chapter 5: INSTALLING PRINTER DRIVERS FOR UNIX/Linux"

Client software for the scanning functions

Remote Scan driver	This driver enables you to scan documents remotely and obtain scanned data as an image in the applications supporting TWAIN on Windows computers. For details, refer to the following guide: 📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 6: INSTALLING SCAN DRIVER AND UTILITIES"
WIA driver	This driver enables you to scan documents remotely and obtain scanned data as an image in the applications supporting WIA (Windows Imaging Acquisition) on Windows computers. For details, refer to the following guides: 📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 6: INSTALLING SCAN DRIVER AND UTILITIES" 📖 *Scanning Guide* (PDF): "Chapter 5: OTHER SCANNING METHODS"

Client software for the e-Filing functions

TWAIN driver	This driver enables you to obtain documents stored in e-Filing as an image in application supporting TWAIN on Windows computers. For details, refer to the following guide: 📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 6: INSTALLING SCAN DRIVER AND UTILITIES"
File downloader	File downloader enables you to obtain documents stored in e-Filing as an image in your Windows computer. For details, refer to the following guide: 📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 6: INSTALLING SCAN DRIVER AND UTILITIES"
e-Filing Web utility	This utility enables you to operate or make settings for e-Filing using a browser on your computer. Since this utility has been already installed to the equipment, enter the IP address of the equipment into a browser and turn on the power. For details, refer to the following guide: 📖 *e-Filing Guide* (PDF): "Chapter 3: OVERVIEW ON e-Filing WEB UTILITY"
e-Filing Backup/Restore Utility	This utility enables you to back up and restore the data stored in e-Filing. For details, refer to the following guide: 📖 *Software Installation Guide* (PDF): "Chapter 8: INSTALLING e-Filing BACKUP/RESTORE UTILITIES"

Client software for the network management functions

TopAccess	TopAccess enables you to view the device information, display logs, create templates and an address book, and manage the equipment using a browser. Since TopAccess has been already installed to the equipment, enter the IP address of the equipment into a browser and turn on the power. For details, refer to the following guide: 📖 *TopAccess Guide* (PDF): "Chapter 1: OVERVIEW"

Client software for the network fax functions

N/W-Fax driver	This driver enables you to send faxes or Internet faxes from your computer. For details, refer to the following guides: 📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 7: INSTALLING NETWORK FAX UTILITIES" 📖 *Network Fax Guide* (PDF): "Chapter 1: OVERVIEW"
AddressBook Viewer	This viewer enables you to manage the address book (such as fax numbers and E-mail addresses) and upload the address book from your computer to the equipment. For details, refer to the following guide: 📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 7: INSTALLING NETWORK FAX UTILITIES"

6

Options

The following options are sold separately, and upgrade the performance of the equipment if installed. For details, contact your service technician or representative.
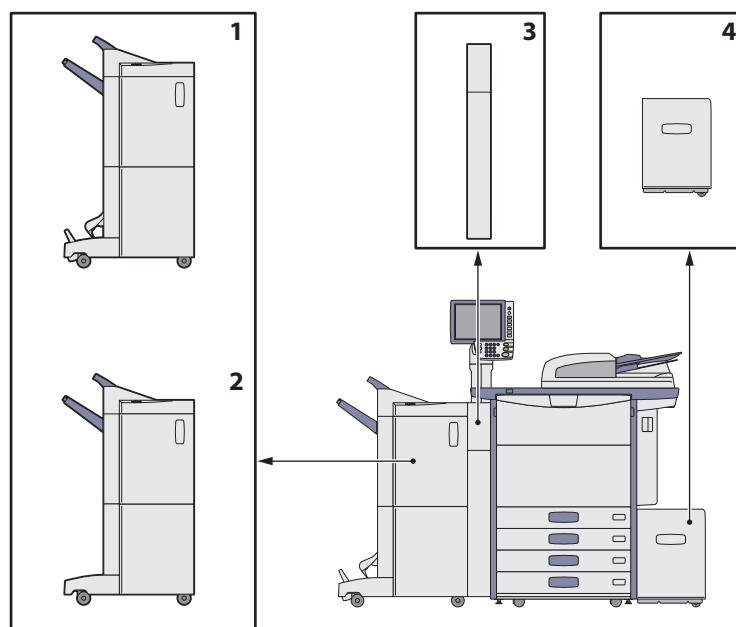
1. **Saddle Stitch Finisher (MJ-1104)**

This Finisher enables saddle stitching, in addition to sort/group finishing and stapling. The Hole Punch Unit (optional, MJ-6102) can be installed in this Finisher.

2. **Finisher (MJ-1103)**

This Finisher enables sort/group finishing and stapling. The Hole Punch Unit (optional, MJ-6102) can be installed in this Finisher.

3. **Hole Punch Unit (MJ-6102)**

This unit enables you to punch holes on printed sheets.

4. **External Large Capacity Feeder (MP-2501)**

This feeder enables you to feed up to 2500 sheets (80 g/m^2 or 20 lb. Bond) of A4 or LT paper.

Other options available are as follows. Contact your service technician or representative for details.

FAX Unit (GD-1270)
This is a unit for using the equipment as a Fax machine.
Installed inside of the equipment.

2nd Line for FAX Unit (GD-1260)
This unit enables you to add a line to the Fax, making a 2nd line available.
• Installed inside of the equipment.
• The FAX Unit (optional, GD-1270) is required.

Operator's Manual Pocket (KK-8560)
Keep the manual in this pocket.

Wireless LAN Module (GN-1060)
This module enables the equipment to be used in a wireless LAN environment.
• Installed inside of the equipment.
• The Antenna (optional, GN-3010) is required.
• The equipment cannot be connected to the wireless and wired LAN at the same time.

Antenna (GN-3010)
This is used when the Wireless LAN Module is installed.

e-BRIDGE ID Gate (KP-2004, KP-2005)
You can log in and use the equipment simply by holding the IC card over the e-BRIDGE ID Gate.
• Installed on the right-hand side of the equipment.

Data Overwrite Enabler (GP-1070)
This is an enabler to erase the data stored temporarily when copying, printing, scanning, Fax, Internet Fax or network Fax is performed. It overwrites temporarily stored data with random data.

IPsec Enabler (GP-1080)
This enables the IPsec function in this equipment.

Meta Scan Enabler (GS-1010)
This enables the Meta Scan function in this equipment.

External Interface Enabler (GS-1020)
This enables the EWB function in this equipment.

Finisher Guide Rail (KN-1103)
This unit is used when the equipment is installed on soft surface flooring. This allows you to separate/install an optional finisher from/to the equipment easily.

Side Receiving Tray (KA-6550-ET)
Printed paper exits on this tray.
• Installed on the left side of the equipment.

Unicode Font Enabler (GS-1007)
This enables printing from the SAP environment using Unicode font with this equipment.

FIPS Hard Disk Kit (GE-1230)
You can use the hard disk which complies with the Federal Information Processing Standard (FIPS140) of the U.S.A.

Note

Depending on the model, options have been already installed and the functions can be used.

6

Logging in

When the equipment is controlled under department or user management, copying and other functions can be performed if you log in according to the following procedure.

Department management

You can restrict users or manage copy volumes made by an individual group or department in your company using the department codes. When the equipment is controlled under the department code, turn the power on and enter the code.

When the power of the equipment is turned ON, the following menu appears.
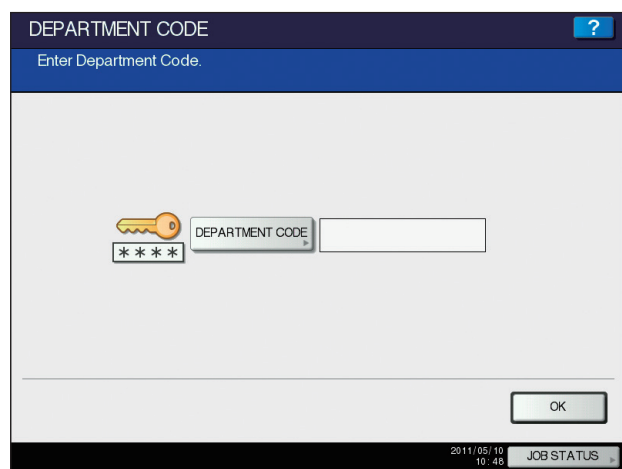
Tips

Automatic function clear:
- This function returns all settings to default without the need to press the [FUNCTION CLEAR] button on the control panel. It works when a specified period of time has passed since the last paper exit or the last entry of any button. When department or user management is being used, the display returns to the department code or user information input menu. When they are not being used, the display returns to the basic menu for the copying function.

- The period is set at 45 seconds by default at the time of installation of the equipment. To change the setting, refer to the following guide:
  📖 *MFP Management Guide* (PDF): "Chapter 1: SETTING ITEMS (USER)" - "GENERAL"

- When connecting to equipment with department or user management enabled using client software, you may need to log in. For details, ask your administrator.

Key in a department code (max. 63 digits) previously registered and press [OK] on the touch panel. The menu will switch and the equipment will be ready for use.
If the department code keyed in is incorrect, the menu does not change. Key in the correct one.

After the operation
To prevent unauthorized use of the equipment, return the display to the department code input menu by following either of the procedures below after you finish all operations.
- Press the [ACCESS] button on the control panel.
- Press the [FUNCTION CLEAR] button on the control panel twice.

User management

You can restrict users or manage available functions and past records by means of user management. When the equipment is managed under this function, turn the power ON and enter the information required (e.g. user name, password). Enter the information according to the procedure below.

Note

If you enter an invalid password several times, you may not log in for a certain period since it will be regarded as an unauthorized access.
When "User account is locked" or "User Name and Password are not recognized." appears and logging in cannot be performed, ask your administrator.

Tip

- If a guest user is enabled in the user management function, [GUEST] is displayed on the touch panel. Press [GUEST] to log in as a guest user. For the types of functions available, consult the administrator.
- When prompted for a PIN code, enter it (up to 32 digits) using the digital keys on the control panel. For details, ask your administrator.

After the operation
To prevent unauthorized use of the equipment, return the display to the user authentication input menu by logging off with the procedure below after you finish all the operations.

1. Perform either of the operations below.
   - Press the [ACCESS] button on the control panel.
   - Press the [FUNCTION CLEAR] button on the control panel twice.

2. When "Would you like to log out?" appears on the touch panel, select [YES].

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1 The menu for user authentication appears.

MFP local authentication

Windows Domain authentication, LDAP authentication

The domain name previously set by the network administrator is displayed in [DOMAIN]. For LDAP authentication, the LDAP server name is displayed in [LDAP] instead of [DOMAIN].

> **Tip**
>
> If the displayed domain name or LDAP server name is not yours, press ▼ to select one belonging to you.

2 Press [USER NAME].

3 Enter the user name (maximum 128 letters) and then press [OK].

4 Press [PASSWORD].

5 Enter the password (maximum 64 letters) and then press [OK].

6 Press [OK].

7 The equipment becomes being ready to perform copying and other functions.

Specifications of Equipment

This section describes the types of acceptable paper, sheet capacity of each feeder and the specifications of the equipment.

Acceptable paper

Feeder	Media type		Weight	Maximum sheet capacity	Paper size
Drawers *1	PLAIN	PLAIN1	64 - 80 g/m² 17 - 23 lb. Bond	Approx. 600 sheets (64 g/m², 17 lb. Bond) Approx. 540 sheets (80 g/m², 20 lb. Bond)	AB format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, 305 mm x 457 mm, 320 mm x 450 mm *8, 320 mm x 460 mm *8 LT format: LD, LG, LT, LT-R, ST-R, COMP, 13" LG, 8.5" SQ, 12"x18" K format: 8K, 16K, 16K-R
		PLAIN2	81 - 105 g/m² 24 - 28 lb. Bond	Approx. 500 sheets	
	RECYCLED PAPER		64 - 105 g/m² 17 - 28 lb. Bond	Approx. 600 sheets (64 g/m², 17 lb. Bond) Approx. 540 sheets (80 g/m², 20 lb. Bond) Approx. 500 sheets (81 - 105 g/m², 24 - 28 lb. Bond)	
	THICK1		106 - 163 g/m² - 90 lb. Index	Approx. 300 sheets	
	THICK2		164 - 209 g/m² - 110 lb. Index	Approx. 250 sheets	
	THICK3		210 - 256 g/m² - 140 lb. Index	Approx. 200 sheets	
Tandem Large Capacity Feeder	PLAIN	PLAIN1	64 - 80 g/m² 17 - 23 lb. Bond	Approx. 2500 sheets (64 g/m², 17 lb. Bond) Approx. 2360 sheets (80 g/m², 20 lb. Bond)	A4, LT
		PLAIN2	81 - 105 g/m² 24 - 28 lb. Bond	Approx. 2000 sheets	
	RECYCLED PAPER		64 - 105 g/m²	Approx. 2500 sheets (64 g/m², 17 lb. Bond) Approx. 2360 sheets (80 g/m², 20 lb. Bond) Approx. 2000 sheets (81 - 105 g/m², 24 - 28 lb. Bond)	
	THICK1		106 - 163 g/m² - 90 lb. Index	Approx. 1400 sheets	
	THICK2		164 - 209 g/m² - 110 lb. Index	Approx. 1000 sheets	
	THICK3		210 - 256 g/m² - 140 lb. Index	Approx. 800 sheets	
External Large Capacity Feeder (optional)	PLAIN	PLAIN1	64 - 80 g/m² 17 - 23 lb. Bond	Approx. 3000 sheets (64 g/m², 17 lb. Bond) Approx. 2500 sheets (80 g/m², 20 lb. Bond)	A4, LT
		PLAIN2	81 - 105 g/m² 24 - 28 lb. Bond	Approx. 2200 sheets	
	RECYCLED PAPER		64 - 105 g/m²	Approx. 3000 sheets (64 g/m², 17 lb. Bond) Approx. 2500 sheets (80 g/m², 20 lb. Bond) Approx. 2200 sheets (81 - 105 g/m², 24 - 28 lb. Bond)	
	THICK1		106 - 163 g/m² - 90 lb. Index	Approx. 1500 sheets	
	THICK2		164 - 209 g/m² - 110 lb. Index	Approx. 1200 sheets	
	THICK3		210 - 256 g/m² - 140 lb. Index	Approx. 1000 sheets	
Bypass tray	PLAIN	PLAIN1	64 - 80 g/m² 17 - 23 lb. Bond	Approx. 100 sheets (64 g/m², 17 lb. Bond) Approx. 80 sheets (80 g/m², 20 lb. Bond)	AB format: A3, A4, A4-R, A5-R, A6-R *5, B4, B5, B5-R, FOLIO, 305 mm x 457 mm, 320 mm x 450 mm *8, 320 mm x 460 mm *8, 330 mm x 483 mm *8, *9 LT format: LD, LG, LT, LT-R, ST-R, COMP, 13" LG, 8.5" SQ, 12"x18", 13"x19" *8, *9 K format: 8K, 16K, 16K-R Non-Standard size (Copy): Length: 100 - 297 mm (3.9 - 11.7"), Width: 148 - 432 mm (5.8 - 17") Non-Standard size (Print): Length: 100 - 313.4 mm (3.9 - 12.34"), Width: 148 - 1200 mm (5.8 - 47.24") *10
		PLAIN2	81 - 105 g/m² 24 - 28 lb. Bond	Approx. 80 sheets	
	RECYCLED PAPER		64 - 105 g/m²	Approx. 100 sheets (64 g/m², 17 lb. Bond) Approx. 80 sheets (80 g/m², 20 lb. Bond) Approx. 80 sheets (81 - 105 g/m², 24 - 28 lb. Bond)	
	THICK1		106 - 163 g/m² - 90 lb. Index	Approx. 40 sheets	
	THICK2 *2		164 - 209 g/m² - 110 lb. Index	Approx. 30 sheets	
	THICK3		210 - 256 g/m² - 140 lb. Index	Approx. 30 sheets	
	THICK4 *3		257 - 300 g/m² - 110lb. Cover	Approx. 30 sheets *5	
	SPECIAL1, SPECIAL2 *4		230 g/m²	Approx. 30 sheets *6, *7	
	TRANSPARENCY		—	Approx. 30 sheets *5	A4, LT

*1 Use the bypass tray when you want to make a copy on the back side of copied Thick 1, Thick 2 or Thick 3 paper.
*2 For printing the sticker labels, select "THICK2" as the media type.
*3 When duplex copying is performed on THICK4, black streaks may appear on the copied image. They are highly visible on an image with high or uneven density.
*4 SPECIAL1 and SPECIAL2 represent "Waterproof paper".
*5 Automatic duplex copying is not available.
*6 For duplex copying, use paper available for duplex copying.
*7 To copy on the back side of copied SPECIAL1 paper, place the sheets one by one on the bypass tray.
*8 If an optional finisher has been installed, the receiving tray of the equipment, the upper receiving tray of the Finisher (MJ-1103) and the upper receiving tray of the Saddle Stitch Finisher (MJ-1104) are all available.
*9 Note that black streaks may appear on the edge of the printed paper.
*10 Paper can exit only on the receiving tray of the equipment.

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Paper only acceptable for printing functions

Feeder	Media type	Weight	Maximum sheet capacity	Paper size
Bypass tray	PLAIN	90 - 105 g/m^2 24 - 28 lb. Bond	1sheet [*1, *2]	313.4 mm x 1200 mm (12.34" x 47.24")
	THICK1	106 - 163 g/m^2 - 90 lb. Index		

*1   Place the sheets one by one on the bypass tray.
*2   Paper can exit only on the receiving tray of the equipment.

Recommended paper for each media type

Media type	Toshiba recommendations/Manufacturer		Weight
PLAIN1	A/B format:	TGIS Paper/mondi	80 g/m^2
	LT format:	TIDAL MP/Hammermill	20 lb. Bond
PLAIN2	A/B format:	ColorCopy/mondi	90 g/m^2, 100 g/m^2
	LT format:	Laser Print/Hammermill	24 lb. Bond
		Color Copy Paper/Hammermill	28 lb. Bond
THICK1	A/B format:	ColorCopy/mondi	120 g/m^2, 160 g/m^2
	LT format:	Color Copy Paper/Hammermill	32 lb. Bond
			60 lb. Cover
THICK2	A/B format:	ColorCopy/mondi	200 g/m^2
		3478 (label)/ZWECK-AVERY [*2, *4]	—
	LT format:	5165 (label)/AVERY [*2, *4]	
THICK3	A/B format:	ColorCopy/mondi	220 g/m^2, 250 g/m^2
	LT format:	Color Copy Cover/Hammermill	80 lb. Cover
THICK4	A/B format:	ColorCopy/mondi	280 g/m^2, 300 g/m^2
	LT format:	Color Copy Cover/Hammermill	100 lb. Cover
SPECIAL1 [*1]	A/B format:	Water Proof Paper Duplex/TOMOEGAWA PAPER	—
	LT format:	Premium Speciality Paper (Glossy.Two-sided Weather Resistance Paper)/TOMOEGAWA PAPER	
SPECIAL2	LT format:	AquaAce/Verbatim	
TRANSPARENCY [*3]	A/B format:	BG72/FOLEX	—
	LT format:	CG3700/3M	

*1   When paper is exiting, remove it every time about 10 sheets have accumulated on the receiving tray or the tray of the Finisher (optional).
*2   Automatic duplex copying is not available.
*3   Only Toshiba-recommended transparency should be used. Using any other one may cause a malfunction.
*4   Only Toshiba-recommended sticker labels should be used.

e-STUDIO5560C/6560C/6570C

Model name		FC-5560C / FC-6560C / FC-6570C
Type		Console type
Original glass		Fixed
Printing (copying) system		Indirect electro photographic method
Developing system		2-component magnetic brush developing
Fixing method		External heating STF fusing system
Photosensor type		OPC
Original scanning system		Flat surface scanning system (When the Reversing Automatic Document Feeder is installed: Fixed scanning system through feeding the original)
Original scanning sensor		Linear CCD sensor
Scanning light source		Xenon lamp
Resolution	**Scanning**	600 dpi x 600 dpi
	Writing	Black-and-white: 2400 dpi x 600 dpi
		Color, image smoothing: 600 dpi x 600 dpi, 8 bit
Acceptable originals		Sheets, books and 3-dimensional objects
Acceptable original size		Max. A3 or LD
Acceptable copy paper size	**Drawer**	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, 305 mm x 457 mm, 320 mm x 450 mm, 320 mm x 460 mm, LD, LG, LT, LT-R, ST-R, COMP, 13" LG, 8.5" SQ, 12" x 18", 8K, 16K, 16K-R
	Bypass	Paper size within 100 - 330 mm (5 1/2" - 12.99") (Length), 148 - 483 mm (8 1/2"-19.02") (Width) (For printing functions, within 466 mm - 1200 mm (18.35"-47.24") (width)[*1]
Acceptable copy paper weight	**Drawer**	64 - 256 g/m^2 (17 - 80 lb. Cover (140 lb. Index))
	Bypass	64 - 300 g/m^2 (17 -110 lb. Cover)
Warm-up time		180 seconds or less
First copy time (A4 or LT portrait)	**Black-and-white**	e-STUDIO5560C/6560C: 5.3 seconds e-STUDIO6570C: 4.6 seconds
	Color	6.5 seconds
Continuous copy speed		Refer to the Copying Guide.
Multiple copying		Up to 9999 sheets (digital key entry)
Excluded image width	**Black-and-white**	Leading edge: 4.2 mm + 2.8 mm - 1.2 mm (0.17" +0.11" -0.05"), Trailing edge: 3.0±2.0 mm (0.12"±0.08"), Both edge: 2.0±2.0 mm (0.08"±0.08")
	Color	Leading edge: 5.0±2.0 mm (0.20"±0.08"), Trailing edge: 3.0±2.0 mm (0.12"±0.08"), Both edge: 2.0±2.0 mm (0.08"±0.08")
	Printer (Black- and-white/Color)	Leading edge: 4.2 mm +2.8 mm - 1.2 mm (0.17" +0.11" - 0.05"), Trailing edge: 4.2 mm +1.2 mm -2.8 mm (0.17" +0.05" -0.11"), Both edge: 4.2±2.0 mm (0.08"±0.08")
Reproduction ratio	**Actual size**	100±0.5%
	Zoom	25 - 400% (in 1% increments)
		For the Reversing Automatic Document Feeder 25 - 200% (in 1% increments)
Paper Supply	**Drawer**	Approx 540 sheets (80 g/m^2, 20 lb. Bond)
	Bypass Tray	Approx 100 sheets (80 g/m^2, 20 lb. Bond)
Receiving tray loading capacity		Approx 100 sheets (64 - 90g/m^2, 17 - 24 lb. bond)
Toner density adjustment		Magnetic auto-toner system and Pixel counter control
Exposure control		Automatic plus manual selection from 11 exposure step
USB interface		USB2.0 (Hi-Speed)
Environment (for normal use)		Temperature: 10 - 30 °C (50 - 86 °F), Humidity: 20 - 85% (No Condensation)
Power requirements and Power consumption (including optional equipments)		Europe AC 220 - 240 V±10%, 13 A (50/60Hz), 3.2 kW or less North America e-STUDIO5560C: AC 115 V±10%, 16 A (50/60Hz), 2.0 kW or less e-STUDIO6560C: AC 115 V±10%, 18.5 A (50/60Hz), 2.2 kW or less e-STUDIO6570C: AC 115 V±10%, 18.5 A (50/60Hz), 2.2 kW or less Other AC 220 - 240 V±10%, 10 A (50/60Hz), 2.4 kW or less * Including Saudi Arabia 200 V

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Dimensions (equipment only)	1109 mm (43.66") (W) x 698 mm (27.48") (D) x 1540 mm (60.63") (H)
Weight	3-drawer model: Approx. 243 kg (535.7 lb) (equipment including drum)
	4-drawer model: Approx. 244 kg (537.9 lb) (equipment including drum)
Space occupied (equipment only)	1534 mm (60.39") (W) x 778 mm (30.63") (D)
Storage capacity	Max. 1000 sheets or until the memory is full (Toshiba's own chart)

• This specification varies depending on the printing conditions, environment and status of the installed options.
• Specifications and appearance are subject to change without notice in the interest of product improvement.
*1   Sheets of paper longer than 461 mm (18.15") are printed in 300 dpi resolution.

Reversing Automatic Document Feeder

Copy sides	1-side, Duplex
Number of originals	100 originals (80 g/m^2, 20 lb. Bond) or 16 mm/0.63" or less in height (more than 80 g/m^2, 20 lb. Bond)
Feeding speed	60 sheets/min. (600 dpi)
Acceptable originals	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5 and ST size are not acceptable)
Paper weight	1-sided original: 35 - 209 g/m^2, 9.3 - 110 lb. Index 2-sided original: 50 - 157 g/m^2, 13 - 40 lb. Bond
Power source	Supplied from the equipment

Specifications of Options

This section describes the specifications of the options sold separately. For details other than the specifications, see 📖 P.64 "Options" in this manual.

External Large Capacity Feeder

Model name	MP-2501
Acceptable paper size	A4 or LT
Paper weight	64 - 256 g/m², 17 - 140 lb. Index
Maximum capacity	2500 sheets (80 g/m², 20 lb. Bond)(Height: Approx. 290 mm or 11.42")
Power source	Supplied from the equipment
Dimensions	326 mm (12.83") (W) x 610.5 mm (24.04") (D) x 464.5 mm (18.29") (H) (when installed to the equipment)
Weight	Approx. 28.5 kg (62.8 lb.) (including installing unit)

Finisher

Model name	MJ-1103		MJ-1104	
Type	Floor type (Console type)			
Acceptable paper size	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, 305 mm x 457 mm, 320 mm x 450 mm, 320 mm x 460 mm, 330 mm x 483 mm, LD, LG, LT, LT-R, ST-R, COMP, 8.5"SQ, 13"LG, 12" x 18", 13" x 19", 8K, 16K, 16K-R			
Acceptable paper weight	64 - 300 g/m² (17-110 lb. Cover)			
Number of sheets stapled at a time (including 2 covers (64 - 256 g/m², 17 lb. Bond to 140 lb. Index)	Paper size	80 g/m² 20 lb. Bond	90 g/m² 24 lb. Bond	105 g/m² 28 lb. Bond
	A4, B5, LT, 8.5"SQ, 16K	50 sheets	50 sheets	30 sheets
	A3, A4-R, B4, FOLIO, LD, LG, LT-R, COMP, 13"LG, 8K	30 sheets	30 sheets	15 sheets
Stapling position	Front, Rear, Double			
Saddle stitching	Not available		Available	
Number of sheets saddle stitched at a time			A3, B4, A4-R, LD, LG, LT-R, 8K	
			80 g/m² 20 lb. Bond	90 g/m² 24 lb. Bond	105 g/m² 28 lb. Bond
			15 sheets	15 sheets	10 sheets
Center folding	Not available		Available	
Number of sheets center-folded at a time			A3, B4, A4-R, LD, LG, LT-R, 8K	
			80 g/m² 20 lb. Bond	90 g/m² 24 lb. Bond	105 g/m² 28 lb. Bond
			5 sheets	5 sheets	5 sheets
Power source	Supplied from the equipment			
Dimensions	617 mm (24.29") (W) x 603 mm (23.74") (D) x 1085 mm (42.72") (H)			
Weight	Approx. 40 kg (88.18 lb.)		Approx. 70 kg (154.3 lb.)	
Power consumption	100 W max.			

Tray loading capacity of Finisher

Unit: mm (with allowable error of ±7mm or 0.28")
Values in parentheses: Number of sheets (80g/m² or 20 lb. Bond)

Upper Tray

With mixed paper not loaded	
Mode	Non-Sort
A4, A5-R, B5, LT, ST-R, 8.5"SQ, 16K	36.75 mm (250)
A3, A4-R, B4, B5-R, FOLIO, 305 mm x 457 mm, LD, LG, LT-R, COMP, 13"LG, 12"x18", 8K, 16K-R	18.4 mm (125)

Lower Tray

With mixed paper not loaded				
Mode	Non-sort	Sort/Group	Front/Rear Single Position Stapling	Two Positions Stapling
A4, B5, LT, 8.5"SQ, 16K	350 mm (3000)	350 mm (3000)	Whichever of 100 sets or 2000 sheets is reached first	Whichever of 150 sets or 2000 sheets is reached first
A3, A4-R, B4, FOLIO, LD, LG, LT-R, COMP, 13"LG, 8K	175 mm (1500)	175 mm (1500)	Whichever of 50 sets or 1000 sheets is reached first	Whichever of 75 sets or 1000 sheets is reached first

- When mixed-size paper is loaded, the tray loading capacity should follow the specifications for larger paper sizes in the above tables.
- For the loading capacity of the saddle stitch tray, refer to the following guide:
  📖 *Copying Guide* (PDF): "Chapter 3: BASIC COPY MODES" - "Selecting Finishing Mode"

Hole Punch Unit

Model name	MJ-6102 Series
Acceptable paper size	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R
Acceptable paper weight	64 - 256 g/m², 17 lb. Bond - 140 lb. Index (Transparencies or specially-treated paper are not available)
Dimensions	112 mm (4.41") (W) x 573 mm (22.56") (D) x 323 mm (12.72") (H) (excl. Lower cover)
Weight	Approx. 7 kg (15.4 lb.)

	Numbers of punching holes and hole diameter	Available paper size
Japan and most of Europe (MJ-6102E)	2 holes (6.5 mm or 0.26" dia.)	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R
North America (MJ-6102N)	2/3 holes switchable (8.0 mm or 0.32" dia.)	2 holes: A4, B4, B5, B5-R, FOLIO, LT, LG, 13"LG, COMP, 8.5"SQ, 16K 3 holes: A3, A4, LD, LT, 8K, 16K
France (MJ-6102F)	4 holes (6.5 mm or 0.26" dia.; 80 mm or 3.15" pitch)	A3, A4-R, LT-R, LD, 8K, 16K
Sweden (MJ-6102S)	4 holes (6.5 mm or 0.26" dia.; 70 mm and 21 mm or 2.76 and 0.83" pitch)	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R

FAX Unit

Model Name	GD-1270
Size of Original	A3, A4, A4-R, A5, A5-R, B4, B5, B5-R, FOLIO, LD, LT-R, LG, ST, ST-R, COMP
Recording Paper Size	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP
Compatibility Communication Modes	Exclusive Mode, ECM, G3
Communication Resolution	Horizontal: 8 dots/mm, 16 dots/mm, 300 dots/inch Vertical: 3.85 lines/mm, 7.7 lines/mm, 15.4 lines/mm, 300 dots/inch
Transmission Rate	33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400 bps
Encoding Systems	JBIG/MMR/MR/MH
Printing Method	Laser electronic printing
Memory Capacity	Transmission/Reception: 1 GB (HDD) [*1]
Unit Type	Desktop type, transmitting/receiving dual type
Applicable Network	Public Switched Telephone Network (PSTN)

*1 For hard drives, MB means 1 million bytes. (Total HDD accessible capacity may vary depending on operating environment.)

For details of the FAX Unit (GD-1270), refer to the following guide:
📖 *GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit*: "Chapter 1: BEFORE USING FAX"

Toshiba-recommended paper is used for the values above. Specifications and appearance are subject to change without notice in the interest of product improvement.

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Quick Start Guide

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TOSHIBA TEC CORPORATION

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

QS
QUALITY SERVICE