

User Guide

Basic Printing & Scanning Functions Basic Fax Features



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BASIC FAX FEATURES

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* DO NOT turn off the power by switching off the power switch of the equipment as it can cause the failure of the hard disk.



BASIC PRINT AND SCANNING FUNCTIONS



D Turning Off the Power (Shutting Down)

When turning off the power of the equipment, perform the following shutdown procedure. DO NOT turn off the power by switching off the power switch of the equipment as it can cause the failure of the hard disk.

Before turning off the power, be sure that the following three conditions are satisfied:

- No jobs are left in the printing job list.
- The ERROR lamp is not blinking.
- No PCs access the equipment via network.
 - Press the USER FUNCTIONS button on the control panel.
 - Press the **USER** button to enter the **user setting** menu, and then press the **SHUTDOWN** button.

- "Processing job will be deleted. Are you sure you want to shutdown?" appears on the screen. Press the YES button. (To cancel the shutdown operation, press the NO button.)
- "Shutdown in progress" appears on the screen, and then the equipment is shut down. The power switch automatically returns to the OFF position.



D How to Print a Document

- Open a file and select **Print** from the **File** menu of the application. The **Print** dialog box appears.
- Select the e-STUDIO3511/4511 or e-STUDO350/450 printer driver to be used and click **Properties**. The printer properties dialog box appears.

Print		? ×
Printer		
Name:	e-STUDI03511-4511 PCL5c	Properties
Status:	Ready	
Type:	e-STUDI03511-4511 PCL5c	
Where:	\\mfp-00c67861\print	
Comment:		Print to file
Print range		Copies
• All		Number of copies: 1
C Pages	from: to:	
C Select	ion	
		OK Cancel

• Note: The procedures for displaying the properties dialog for the printer driver may be different depending on an application that you are using. See your application's manual about displaying the printer properties dialog box.



D How to Print a Document (Cont'd.)

- Set the Print Options for each tab according to how you want to print.
- Setting the print options varies depending on how you want to print a document. For more detailed information, see page 124 "Print Options" in the Printing Guide for the e-STUDIO3511/4511 and e-STUDO350/450.
- You can also set the print options using setting profiles. See page 122 "Setting Print Options Using Profiles" in the Printing Guide for the e-STUDIO3511/4511 and e-STUDO350/450.

🗳 e-STUDI03511-4511 PCL5c Properties			? X
Setup Print Job Layout Effect	Image Quality About		
I MARKAN PARA	Original Paper Size:	Letter (8 1/2 x 11)inch	
	Print Paper Size:	Same as Original Size	
	Paper Source:	Automatic	
	Paper Type:	Plain 💌	
Letter	Orientation:	Portrait	
-1.2.3 -1.2.3	Number of Copies:	1	
Graphics Text	Copy Handling:	Sort Copies 💌	
Profile: None	Color:	Automatic	
	Staple:	None	
Open Save As	Hole Punch:	None	
Restore Defaults	2-Sided Printing:	None	
,		OK Cancel H	elp

- Click **OK** to save the settings.
- Click **OK** or **Print** to print a document.

Duplexing a Print Job

Duplex Printing

• Select "File" "Print" in your application software and select the e-STUDIO printer driver.



• Display the Setup tab.

🏶 TOSHIBA e-STUE	DIO350-450 PC	L6 Properties	? ×
Setup Print Job Layout Effect	Image Quality About		
- Martine State	Original Paper Size:	Letter (8 1/2 x 11")	
	Print Paper Size:	Same as Original Size	
	Paper Source:	Automatic 🔹	
	Paper Type:	Plain 💌	
Letter	Orientation:	Portrait	
1.2.3 1.2.3	Number of Copies:	1	
Graphics Text	Copy Handling:	Sort Copies	
	Staple:	None	
Profile: INone	Hole Punch:	None	
Open Save As	2-Sided Printing:	None	
Restore Defaults			
		OK Cancel	Help

Duplexing a Print Job

Duplex Printing (Cont'd.)

• Select the direction to be printed at the "2-Sided Printing" drop down box.

2-Sided Printing:	None	
	None	
	Book	2
	Tablet	Help

Book — Select this to print on both sides of the paper in a vertical direction, so the pages can be bound and turned over right and left.

Tablet — Select this to print on both sides of the paper in a vertical reverse motion, so the pages can be bound and turned over up and down.

- Set other print options you require and click OK.
- Click **OK** or **Print** to send a print job. The print job is printed on both sides of paper in the specified direction.

D Stapling a Print Job

Stapling

• Select "File" "Print" in your application software and select the e-STUDIO printer driver.



• Display the Setup tab.

🐲 TOSHIBA e-STUD	010350-450 PC	L6 Properties	? ×
Setup Print Job Layout Effect	Image Quality About		
	Original Paper Size:	Letter (8 1/2 x 11")	
	Print Paper Size:	Same as Original Size	
	Paper Source:	Automatic 💌	
	Paper Type:	Plain 💌	
Letter	Orientation:	Portrait 🔹	
Graphics Text	Number of Copies: Copy Handling:	1 Sort Copies	
	Staple:	None	
Profile: None	Hole Punch:	None	
Open Save As	2-Sided Printing:	None	
Restore Defaults			
		OK Cancel	Help

□ Stapling a Print Job (Cont'd.)

Stapling (Cont'd.)

• Select how to staple at the "Staple" drop down box.

🗇 TOSHIBA e-STUDIO3511-4511	PSL3 Properties		?X
Setup Print Job Layout Effect Ima	age Quality About		
	Original Paper Si <u>z</u> e:	Letter (8 1/2 x 11")	
	Print Paper S <u>i</u> ze:	Same as Original Size	
	Paper Source:	Automatic	
	Paper Type:	Plain 💌	
Letter	<u>O</u> rientation:	Portrait	
	Numbe <u>r</u> of Copies:	1	
	Copy Hand <u>l</u> ing:	Sort Copies	
Grap <u>h</u> ics Te <u>x</u> t	<u>C</u> olor:	Automatic	
Profile: None	<u>S</u> taple:	Center Top	
Ope <u>n</u> Sa <u>v</u> e As	Hol <u>e</u> Punch:	None Upper Left Center Top	
Restore De <u>f</u> aults	2-Sided Printing:	Upper Right Middle Left	
		OK Cancel	Help

Upper Left — Select this to staple in the upper left and print.

Center Top — Select this to staple double in the upper side and print.

Upper Right — Select this to staple in the upper right and print.

Middle Left — Select this to staple double in the left and print.

- NOTES: The selectable options vary depending on the paper size.
 - "Upper Left" and "Upper Right" can be selected only when the Single-staple Finisher, Multi-staple Finisher, or Saddle-stitch Finisher is installed and configured on the Configuration tab.
 - "Center Top" and "Middle Left" can be selected only when the Multi-staple Finisher or Saddle-stitch Finisher is installed and configured on the Configuration tab.
- Set other print options you require and click **OK**.
- Click **OK** or **Print** to send a print job. The output is stapled for each copy.

Creating Private Print Jobs

Private print enables one to print the desired documents by entering a password, which has been defined in the application. This feature permits sensitive or confidential documents to be printed only in the presence of the person who sent the job.

• Select **"File**" "**Print**" in your application software and select the e-STUDIO printer driver.



• Display the **Print Job** tab and select "**Private Print**."

TOSHIDA e-STU	D10350-450 P	Lo Properues	<u>: ` ^</u>
Setup Print Job Layout Effect	Image Quality About		
	Normal Print		
	C Scheduled Print	Time: 1/7/2004 1:36 PM Edit	
	C Private Print	Document ID Number	
	 Proof Print 		
	C Print to Overlay File		
	C Store to e-Filing	Public Box	-
Graphics Text		Pessword:	
Profile: None		E Print	
,			
Open Save As	Destination:	Tray 2	
Restore Defaults	Department:		
		OK Cancel He	lp

• Enter a five-digit document identification number in the "**Document ID number**" field. NOTE: This number will be used to release the private job from the Touch Panel Display. If you forget this number, you can no longer print the private print job.

t ID Number: ****		Private Print
-------------------	--	---------------

- Set other print options you require and click OK.
- Click **OK** or **Print** to send a print job. The print job is stored in the **Private Job list** at the control panel of the device.

Releasing Private Print Jobs at the Device

- Press the JOB STATUS key (see previous "JOB STATUS" job shop).
- At the control panel, select the **JOB STATUS** key. This will display all jobs in the device queue.



• Press the **PRIVATE** button to display the private print job list.

• Press the user name on the job you want to start

Next or Prev button to switch the screen.

with. If the relevant job is not displayed, press the

PRINTING STATUS LOG PRINT Date,Time Paper Pages Sets PROOF LT 28,13:33 2 1 PRIVATE 28,13:38 LT 1 8 2 28,13:41 LT 1 INVALID RELEASE EDIT 1/1

2003.07.28 13:46

- Press the **RELEASE** button.
- Key in the password.
- Press the **ENTER** button. The job is moved to the normal print job screen and will begin printing.



Deleting a Private Print Job at the Device

• At the control panel, select the **JOB STATUS** key. This will display all jobs in the device queue.



• Press the **PRIVATE** button to display the private print job list.

- Press the user name on the list you want to delete.
- Press the **DELETE** button.

• Key in the password.

• "Delete OK?" appears. Press the DELETE button to delete the job.



□ Scan to File

In this SCAN TO FILE function, the scanned original data can be sent and stored to the Share folder of the hard disc in the equipment or the specified PC. You can access the data stored in the Share folder directly from the client PC via network. The network administrator has to make settings for storing the original data to the PCs. It is recommended to back up the data stored in the Share folder of the hard disc with the client PC via network.

Note: To use the SCAN TO FILE function, 'optional Printer kit (GM-1010) and optional Scanner upgrade kit (GM3010)', or 'optional Printer/Scanner kit (GM-2010)' is required.

• Place the original(s). If there is not enough space in the hard disc, the number of originals that can be scanned may be restricted.

Tip: The reversing automatic document feeder (optional) enables consecutive scanning of more than one original.

• Press the SCAN button on the control panel to enter the scan menu.

	SCAN	COPY	FAX	□ PRINT DATA □ MEMORY RX □
Selec Press MENU	t Menu!! : Scan! t ::::::::::::::::::::::::::::::::::::	o start s	canning GS	
		SCAN TO E-FILING		



• Press the SCAN TO FILE button.

• Press the **FILE NAME** button to enter the file name of the scanned data. The letter entry menu is displayed. A file name can contain up to 45 letters. After entering the letters, be sure to press the **ENTER** button.

□ Scan to File (Cont'd.)

- Select the desired location.
 - MFP LOCAL: Select when the originals should be stored in the hard disc of the MFP system. The original data will be stored under the directory path shown on the screen.
 - **REMOTE 1**, **REMOTE 2**: Select where the originals should be stored on the hard disc of the network computer. The administrator has to make the settings to select **REMOTE 1** or **REMOTE 2** using TopAccess.

Tip: You can select 2 locations to store the data from MFP LOCAL, REMOTE 1 and REMOTE 2.

• Select the file format. The SCAN folder is automatically created, and the original data will be stored into this folder. If you select "TIFF (SINGLE)", an additional folder with the name you entered above is further created, and each page will be stored into this folder. You can access the original data with the client PC via network, by opening the FILE_SHARE folder in the equipment's hard disc.

28.01.2004 13:38
FILE FORMAT PDF TIFF(SINGLE) TIFF(MULTI)

28.01.20
INGS
FILE FORMAT
PDF
TIFF(SINGLE)
EDIT
CANCEL ENTER



• Press the **EDIT** button, set the original type and the scanning conditions, and press the **ENTER** button.

• Press the **Next** or **Prev** button to switch the screen and make necessary settings.

□ Scan to File (Cont'd.)

• Press the **ENTER** button.



• Press the SCAN! button.

Tip: If the SCAN TO E-FILING or SCAN TO E-MAIL button is pressed to make the setting before pressing the SCAN! button, two specified jobs can be performed simultaneously.

ΤO

• "To continue, place document on glass. Press Scan!" appears. If you want to finish scanning, press the JOB FINISH button. If you want to continue scanning, press the SCAN! button. When the original is set on the reversing automatic document feeder (optional) to be scanned in the Continuous Feed mode, this screen is not displayed.



SCAN!

Tip: You can change the original size, type and scanning conditions by pressing the **EDIT** button for the next scanning.

Tip: If you want to cancel the storage of the scanned data, press the **JOB CANCEL** button.

To continue, place document on glass.
And press Scan!.
SCAN
COM DACE - 1
SCAN PAGE - I
JOB CANCEL EDIT

□ Scan to File (Cont'd.)

D Retrieving Your Scanned File

The next section outlines how to retrieve a scanned document from the hard drive of the e-STUDIO device. This is only applicable if you have used the File in Controller template or a pre-set scan-to-file template specifying the document to be scanned into the controller or a designated file server.

The following four screens simply show drilling down into the GL-1010 folder where templates – and the documents within – are stored. This process will only need to be done once so you can create a shortcut on your desktop to the location on the GL-1010 where your scanned documents are temporarily stored.



□ Scan to File (Cont'd.)

□ Retrieving Your Scanned File (Cont'd.)





Right click on the folder and drag it to the desktop of your PC. Windows will give you the option to create a Shortcut.

Copy Here
Move Here
Create Shortcut(s) Here
Cancel



□ Scan to File (Cont'd.)

□ Retrieving Your Scanned File (Cont'd.)

🔤 000-Public Scan-Marketing_Scan2PDF 📃 🖂 🛛					
File Edit View Favorites Tool	s Help				
⇔Back ▼ ⇒ → 🖻 🔕Search 🖻	Folders 🧭 🕾 🗙 🗠 🛙	₩▼			
Address 🗅 000-Public Scan-Marke	eting_Scan2PDF			▼ 🗟 Go	
Search × C New Ø Search for Computers	000-Public Scan- Marketing_Scan2PDF	Name A		Size Type 135 KB Adobe Acrobat I	
Computer Name: 159.119.80.21 Search Now Stop Search Search for other items: Files or Folders Computers Printers People Internet	■ This folder is Online. Select an item to view its description. See also: My Documents My Network Places My Computer	•			
1 object(s)	, 		134 KB	🚱 Internet 🛛 🖊	

Your documents will be inside the folder accessible through the shortcut. After opening the folder, you may want to drag the documents to your desktop.

Job Status

The JOB STATUS key on the control panel:

- Displays a list of print, Internet Fax and scan jobs currently in the waiting status;
- Displays a print, transmission, reception, and scan log;
- Allows users to perform the execution, pause, deletion and movement of current jobs;
- Allows users to print the send and receive logs.

Four jobs are listed on each screen (page). The jobs for 250 pages (1,000 jobs) are available to display. Press the **Next** button to display the 5th job or later, and press the **Prev** button to display the previous page.

Note: Jobs concerning Fax are available when the 'optional Fax board (GD-1150)' is installed. Jobs concerning scan, Internet Fax, or E-mail are available when the 'optional Printer kit (GM-1010) and optional Scanner upgrade kit (GM-3010)', or 'optional Printer/Scanner kit (GM-2010)' is installed. Print jobs received from the client PC via the network are available when the 'optional Printer kit (GM-1010)', or 'optional Printer/Scanner kit (GM-2010)' is installed.

	01.28.2004 13:38					
NT FAX	SCAN		.06	ST	ATUS	
OB User Name	Date,Time	Paper	Pages	Sets	Status	PRINT
						PRIVATE INVALID

Explanation of Items shown on the screen above:

- User Name Name of registered user
- Date, Time Date and time the job was received
- Paper Paper size to be printed
- Pages Number of pages to be printed
- Sets Number of sets to be printed
- Status Status of jobs or specified time for Delayed TX Reservation

Explanation of Buttons shown on the screen above:

- (A) Buttons select the type of print jobs to view
- (B) Buttons are changed by selecting a job from the list

□ Job Status (Cont'd.)

Print Job Tab

The Print Job tab displays the status of copy jobs and print jobs transmitted between the equipment and network controller, and performs the deletion, pause, movement and printing of the waiting jobs. Press the **Next** button to display the 5th job or later, and press the **Prev** button to display the previous page.

DELETING A JOB

• Press the **JOB STATUS** button on the control panel to display the **JOB STATUS** screen. The **Print Job** screen is displayed.

• Select the job on the list you want to delete. Press the **DELETE** button.

• "Delete OK?" appears. Press the DELETE button to delete the job.



.		LT 🔲
Printing		
Press JOB STA	TUS to return	
PRINT	FAX	SCAN
PRINT JOB		
Use	r Name	Date,Time
User Ø1		28,13:32
User Ø2		28,13:38
User Ø3		28,13:41
User Ø4		28,13:42
		SE MOVE



□ Job Status (Cont'd.)

Print Job Tab

PAUSE/RESUME

- Press the user name on the job you want to interrupt.
- Press the **PAUSE** button.
- To resume the job, press the **RELEASE** button.

	lt 🔲			01.28. I PI	20 RII
return X	SCAN	L	06] <u>S</u>	A
	Date,Time	Paper	Pages	Sets	
	28,13:32	LT	1	1	P:
	28,13:38	LT	2	2	Wa
	28,13:41	LT	1	2	S
	28,13:42	LT	2	1	S
PAUS	E MOVE] (E0	97) (RELEAS	£

Printing	LT
Press JOB STATUS to return	
PRINT FAX	SCAN
PRINT JOB	
User Name	Date,Time
User 01	28,13:32
User Ø2	28,13:38
User Ø3	28,13:41
User Ø4	28,13:42
(RETURN DELETE PAUSE	MOVE

		LT
Printing		
Press JOB STAT	TUS to return	
PRINT	FAX	SCAN
PRINT JOB		
Use	r Name	Date,Time
User Ø1		28,13:32
User Ø2		28,13:38
User Ø3		28,13:41
User Ø4		28,13:42
RETURN D	ELETE PAUS	E MOVE

Printing	lt 🖿	_
Press JOB STATUS to return		
PRINT FAX	SCAN	
PRINT JOB		
User Name	Date,Ti	ime
User Ø1	28,13	:32
User Ø2	28,13	: 38
User Ø3	28,13	:41
User Ø4	28,13	:42
RETURN DELETE PAUSE	M)VE

• Press the user name on the job you want to move.

MOVING A PRINT JOB

• Press the **MOVE** button.

• Specify the position of the order. Example: Press the 1st user name to move the target job to the 2nd.

	LT
Printing	
Press JOB STATUS to return	
PRINT FAX	SCAN
PRINT JOB	
User Name	Date,Time
User Ø1	28,13:32
User Ø4	28,13:42
User Ø2	28,13:38
User Ø3	28,13:41
RETURN DELETE PAUSE	MOVE

C:studio3511/4511

• Result:



BASIC FAX FEATURES



D Sending a Fax by Direct Dial

Direct Entry with Digital Keys

- Place the original(s).
- Press the **FAX** button on the control panel.
- Key in the remote Fax number.



- If you make a mistake, press the **CLEAR** button on the control panel or the **BACK SPACE** button in the address menu and correct the mistake.
 - CLEAR button: Press this button to clear all values you have entered.
 - **BACK SPACE** button: Press this button to delete each value you have.

STANDARD	DE	STINATION: (0001
READY			
0123			
ADDRESS	DESTINATION	ADVANCE	D
ADDRESS BOOK			
001USERØ1	[AX 0	05US
002USERØ2		FAX E-MAIL 0	06US
003USERØ3		FAX E-MAIL 0	07US
004USER04		FAX E-MAIL 0	08US
(ALL CLEAR)	MULTI BACKS	PACE E-MAIL AD	DRESS

Tip: When you are dialing to an outside line via a PBX, there may be a pause before the connection is made, causing a transmission error. To avoid this error, press the **MONITOR/PAUSE** button after the number that designates an outside line to enter a pause. This automatically enters a thee-second pause before the remote Fax number is dialed, which reduces transmission errors. (The mark "-" is displayed as a "pause" on the screen.)

• Press the **START** button.

Notes	