

**e-STUDIO3511/4511**

**FASTstart**

# **User Guide**

Basic Printing & Scanning Functions  
Basic Fax Features

**TOSHIBA**  
COPY • FAX • PRINT



□ **BASIC PRINT AND SCANNING FUNCTIONS**

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- **Private Print**
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□ **BASIC FAX FEATURES**

- **Sending a Fax by Direct Dial**

\* 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



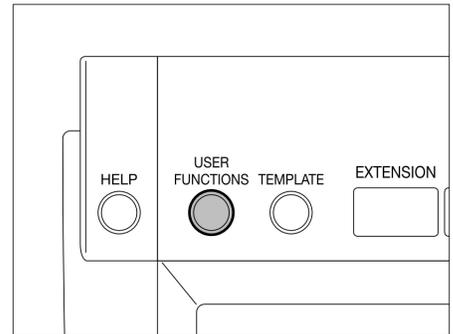
## □ Turning Off the Power (Shutting Down)

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.

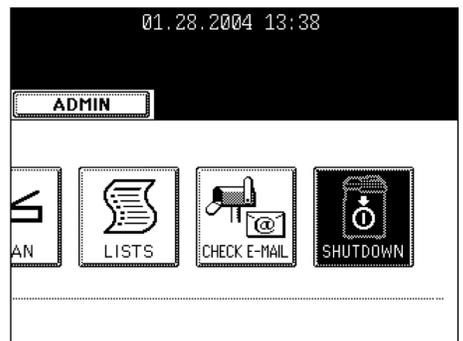
Before turning off the power, be sure that the following three conditions are satisfied:

- No jobs are left in the printing job list.
- The ERROR lamp is not blinking.
- No PCs access the equipment via network.

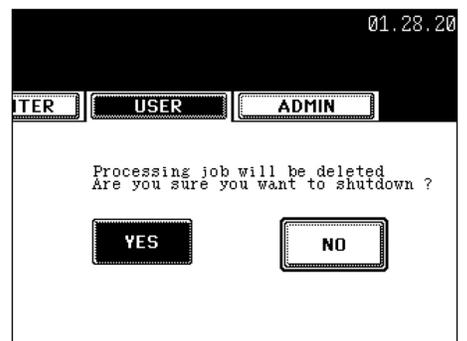
- Press the **USER FUNCTIONS** button on the control panel.



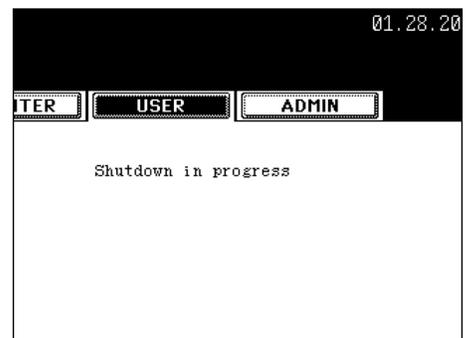
- Press the **USER** button to enter the **user setting** menu, and then press the **SHUTDOWN** button.



- “**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.)

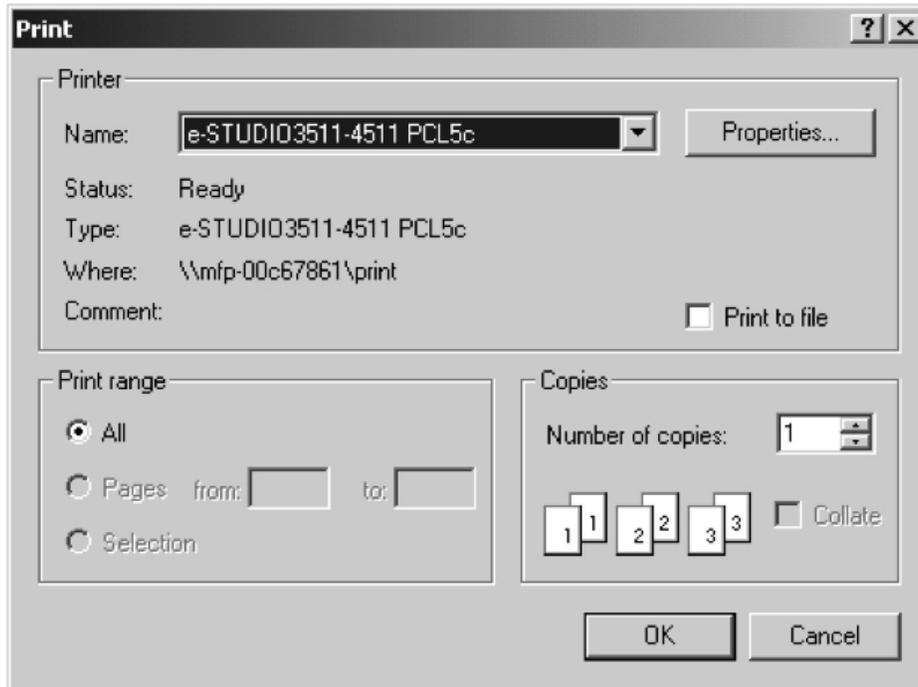


- “**Shutdown in progress**” appears on the screen, and then the equipment is shut down. The power switch automatically returns to the OFF position.



## □ How to Print a Document

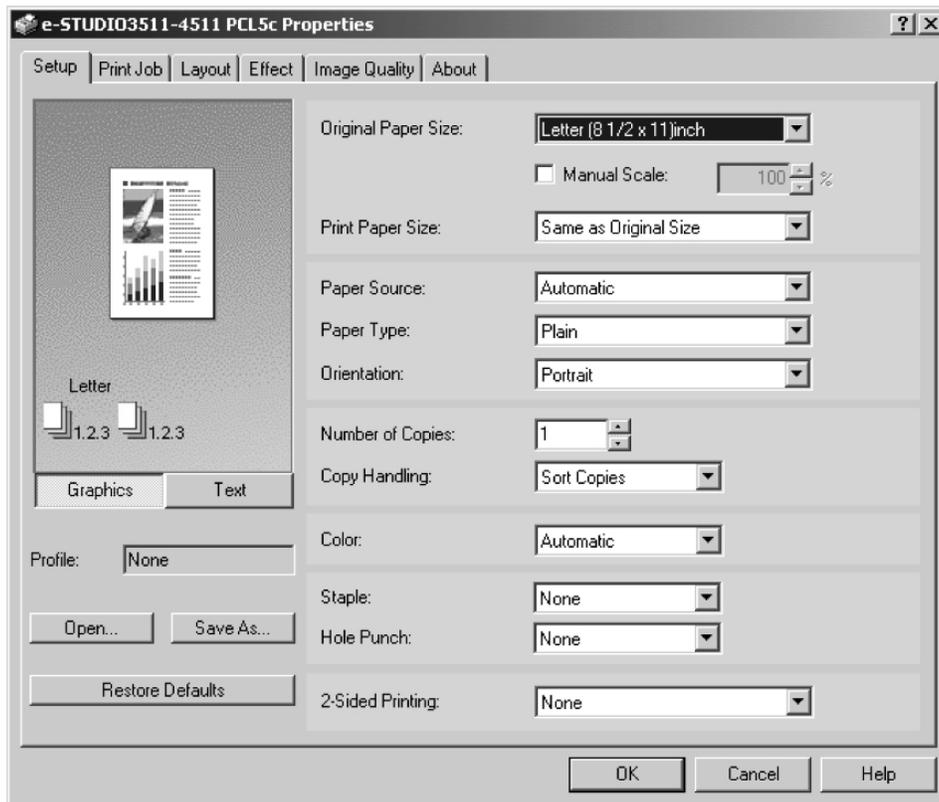
- Open a file and select **Print** from the **File** menu of the application. The **Print** dialog box appears.
- Select the e-STUDIO3511/4511 or e-STUDO350/450 printer driver to be used and click **Properties**. The printer properties dialog box appears.



- 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.

## □ 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-STUDIO350/450.
- 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-STUDIO350/450.

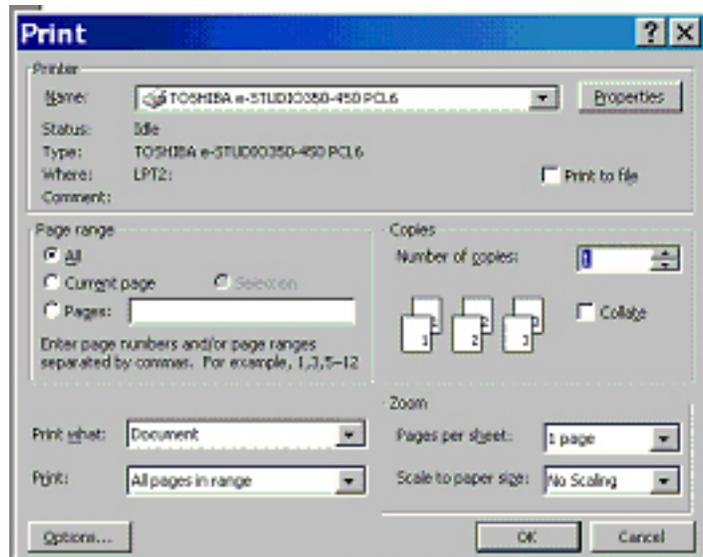


- Click **OK** to save the settings.
- Click **OK** or **Print** to print a document.

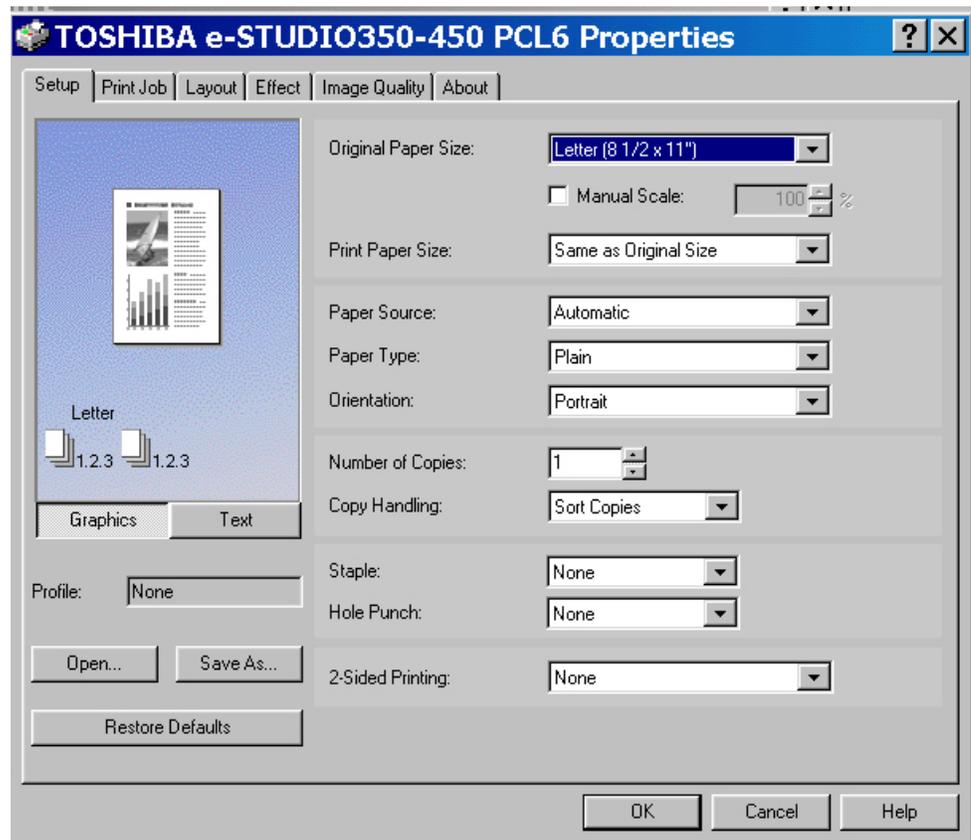
## □ Duplexing a Print Job

### Duplex Printing

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



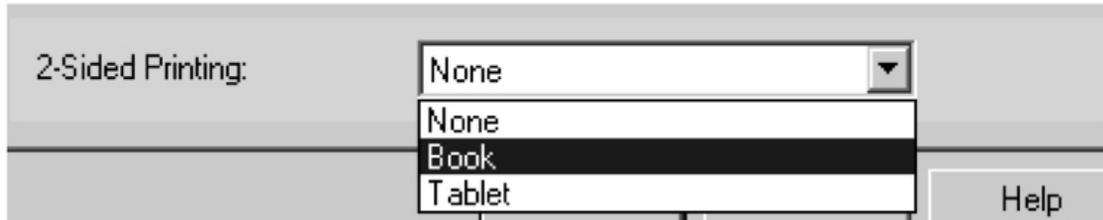
- Display the **Setup** tab.



## □ Duplexing a Print Job

### Duplex Printing (Cont'd.)

- Select the direction to be printed at the “**2-Sided Printing**” drop down box.



**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.

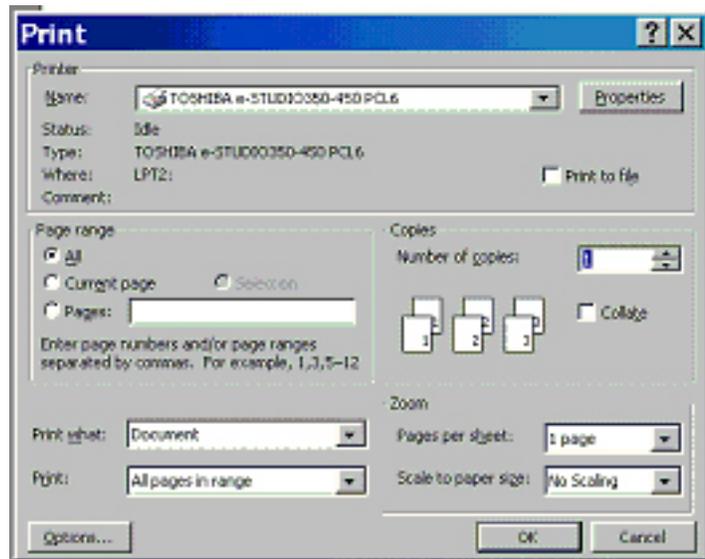
**Tablet** — Select this to print on both sides of the paper in a vertical reverse motion, so the pages can be bound and turned over up and down.

- 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.

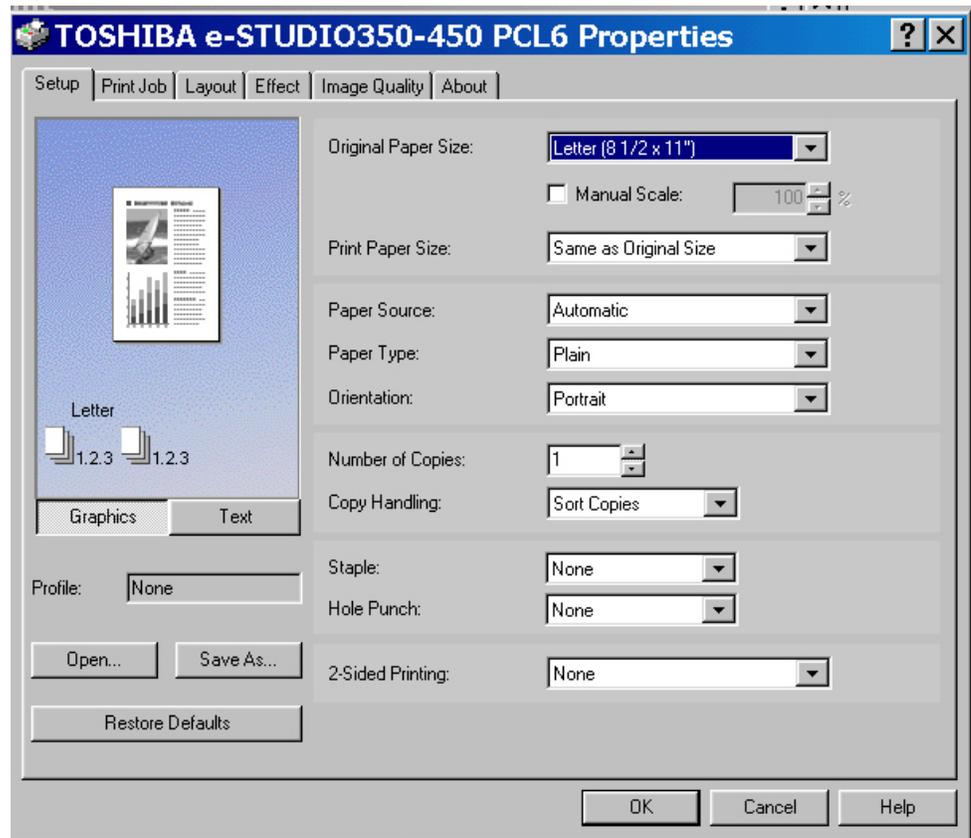
## □ Stapling a Print Job

### Stapling

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



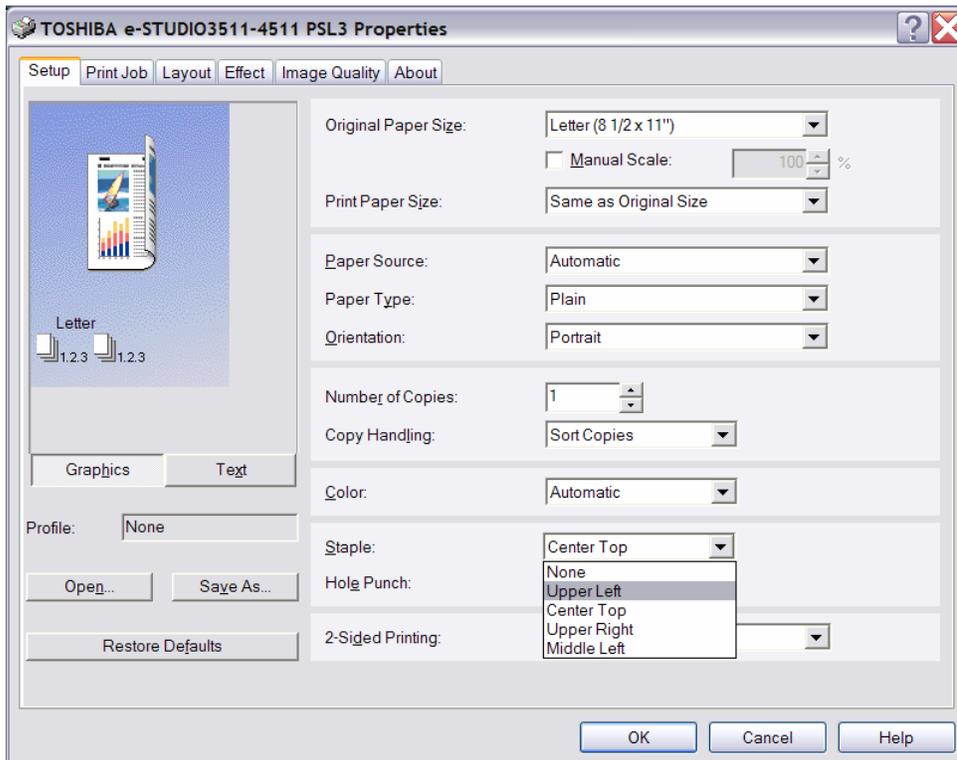
- Display the **Setup** tab.



## □ Stapling a Print Job (Cont'd.)

### Stapling (Cont'd.)

- Select how to staple at the “**Staple**” drop down box.



**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.

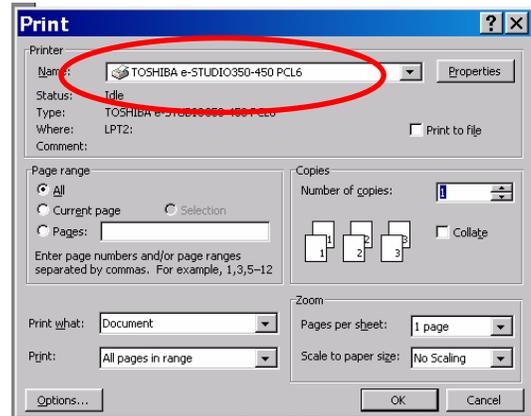
- “**Upper Left**” and “**Upper Right**” can be selected only when the Single-staple Finisher, Multi-staple Finisher, or Saddle-stitch Finisher is installed and configured on the Configuration tab.
- “**Center Top**” and “**Middle Left**” can be selected only when the Multi-staple Finisher or Saddle-stitch 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.

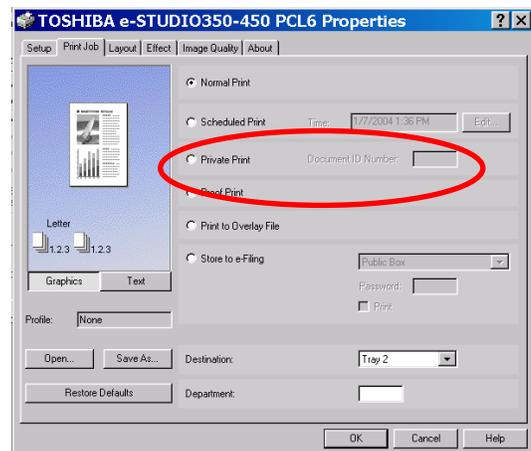
## □ Creating Private Print Jobs

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.

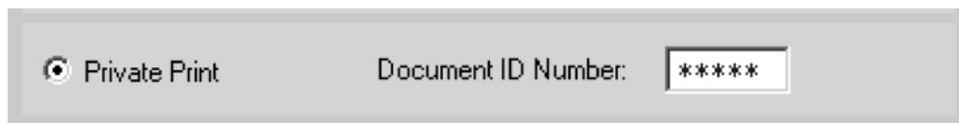
- Select **“File” “Print”** in your application software and select the e-STUDIO printer driver.



- Display the **Print Job** tab and select **“Private Print.”**



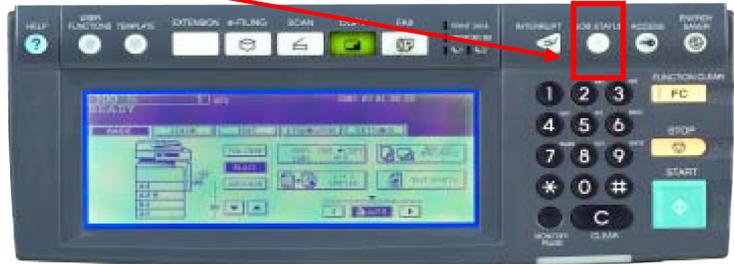
- Enter a five-digit document identification number in the **“Document ID number”** field. NOTE: This number will be used to release the private job from the Touch Panel Display. If you forget this number, you can no longer print the private print job.



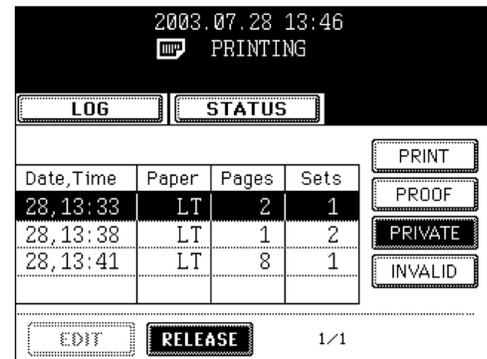
- Set other print options you require and click **OK**.
- Click **OK** or **Print** to send a print job. The print job is stored in the **Private Job** list at the control panel of the device.

## □ Releasing Private Print Jobs at the Device

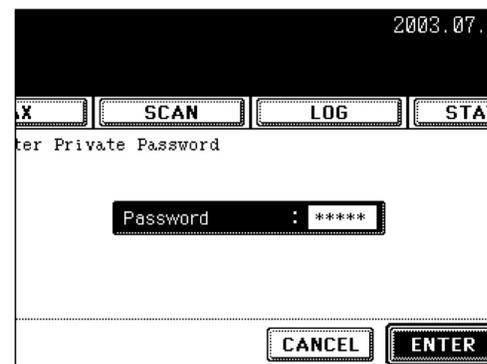
- Press the **JOB STATUS** key (see previous “JOB STATUS” job shop).
- At the control panel, select the **JOB STATUS** key. This will display all jobs in the device queue.



- Press the **PRIVATE** button to display the private print job list.
- Press the user name on the job you want to start with. If the relevant job is not displayed, press the **Next** or **Prev** button to switch the screen.



- 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.

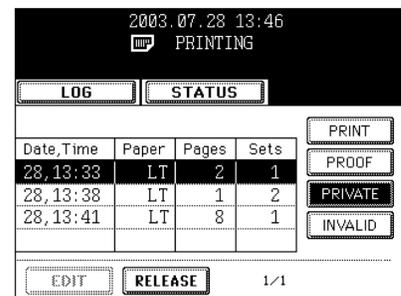


## □ Deleting a Private Print Job at the Device

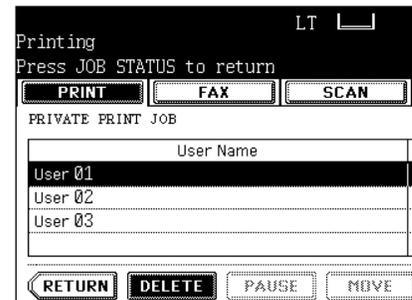
- At the control panel, select the **JOB STATUS** key. This will display all jobs in the device queue.



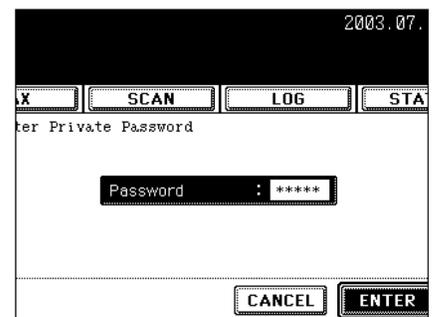
- Press the **PRIVATE** button to display the private print job list.



- 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.

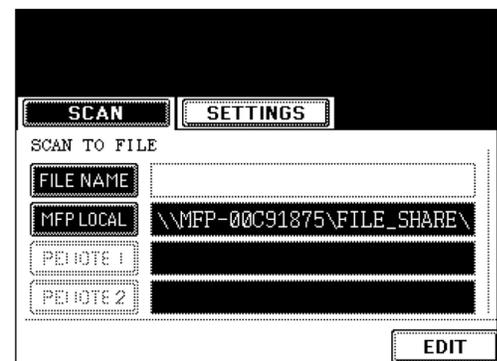
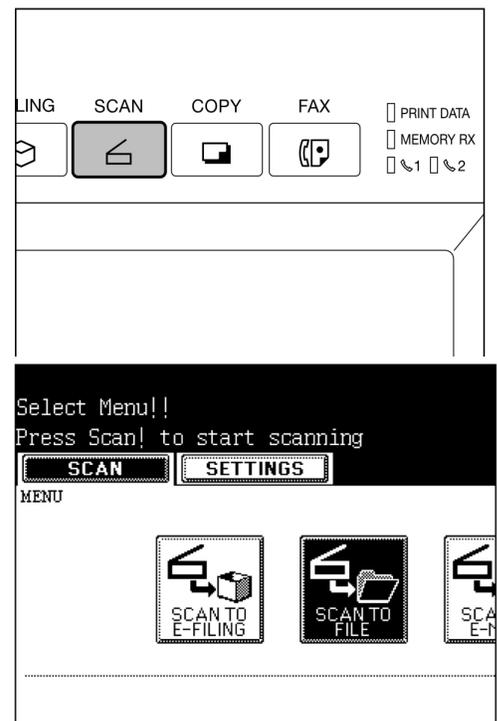
- Place the original(s). If there is not enough space in the hard disc, the number of originals that can be scanned may be restricted.

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.

- 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.

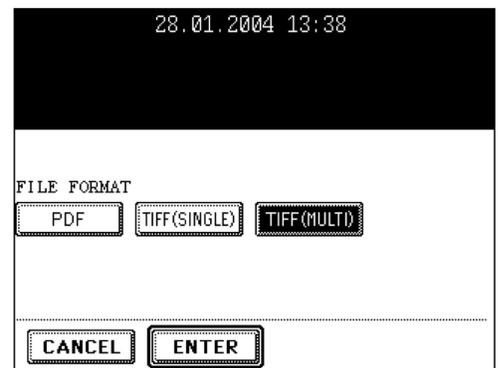


## □ Scan to File (Cont'd.)

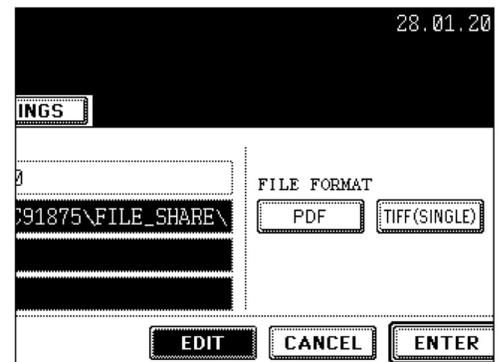
- Select the desired location.
  - **MFP LOCAL**: Select when the originals should be stored in the hard disc of the MFP system. The original data will be stored under the directory path shown on the screen.
  - **REMOTE 1, REMOTE 2**: Select where the originals should be stored on the hard disc of the 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**.

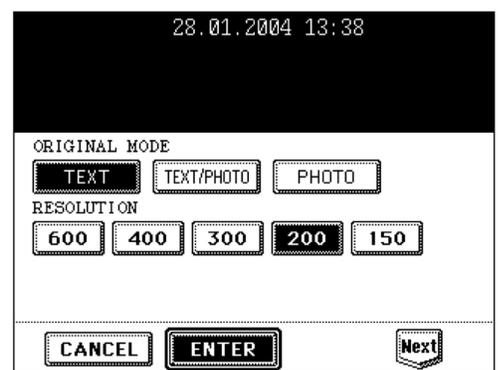
- Select the file format. The **SCAN** folder is automatically created, and the original data will be stored into this folder. If you select “**TIFF (SINGLE)**”, an additional folder with the name you entered above is further created, and each page will be stored into this folder. You can access the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



- 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.

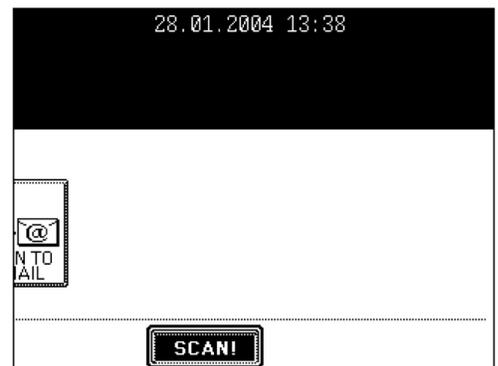


## □ Scan to File (Cont'd.)

- Press the **ENTER** button.



- Press the **SCAN!** button.



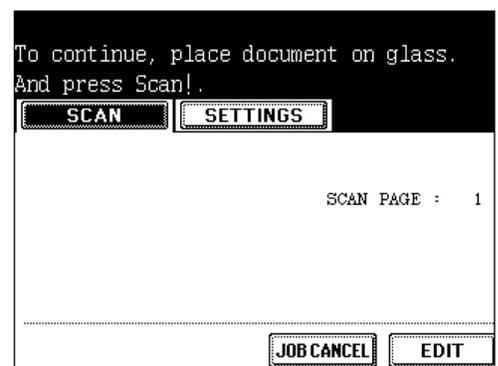
Tip: If the **SCAN TO E-FILING** or **SCAN TO E-MAIL** button is pressed to make the setting before pressing the **SCAN!** button, two specified jobs can be performed simultaneously.

- **“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.



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.

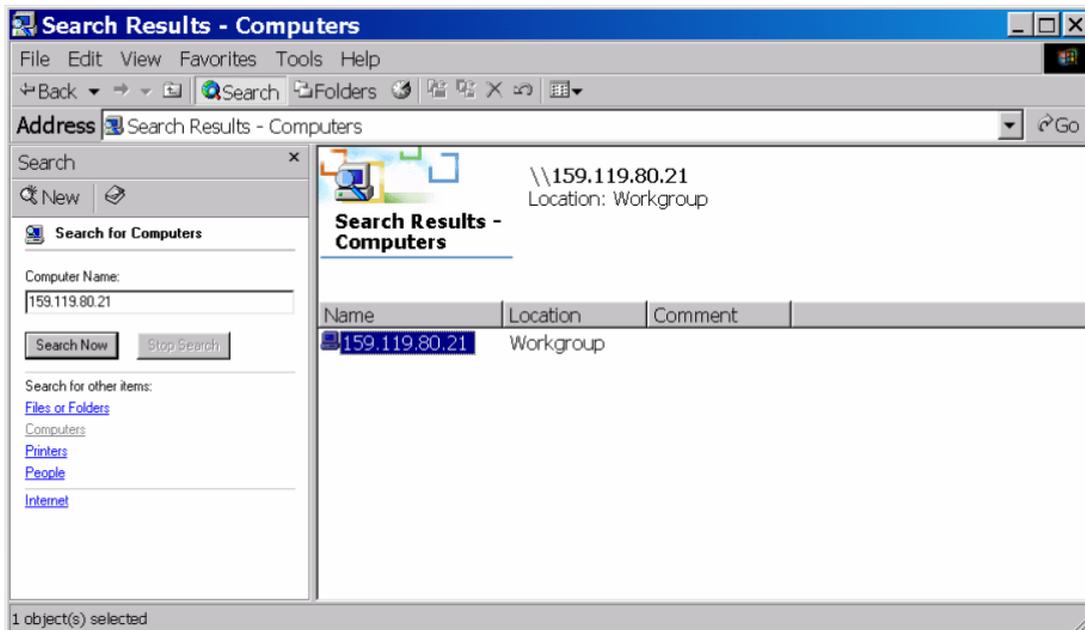


## □ Scan to File (Cont'd.)

### □ Retrieving Your Scanned File

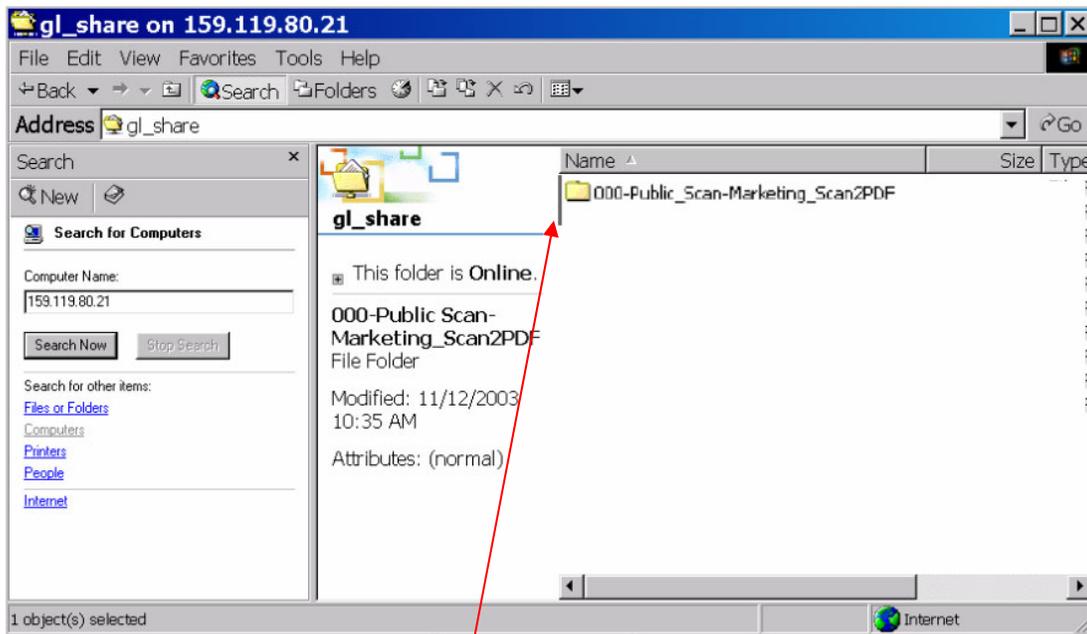
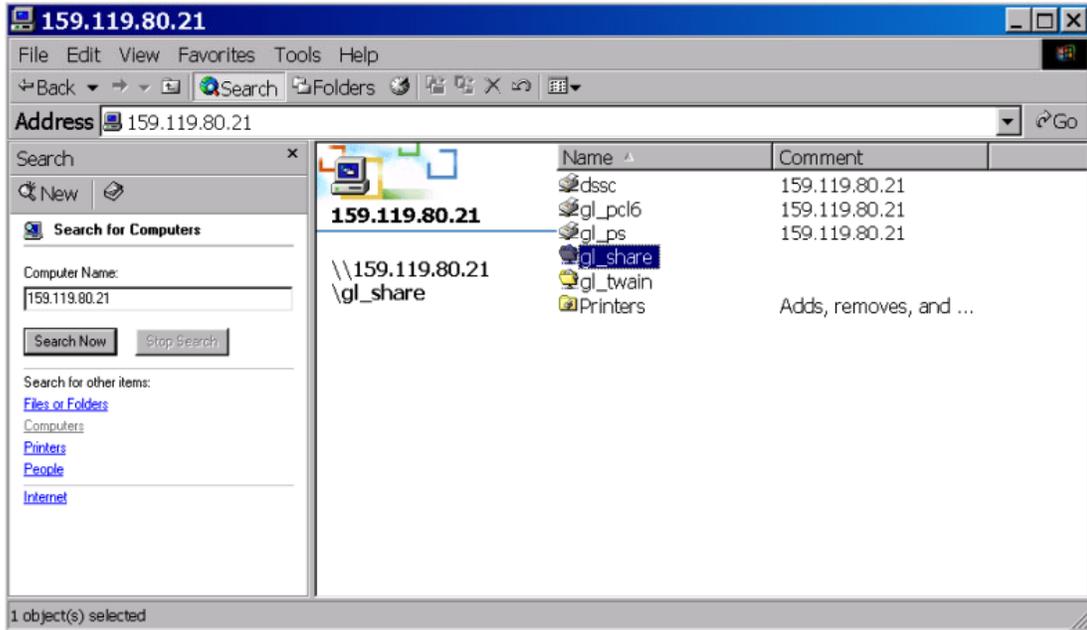
The next section outlines how to retrieve a scanned document from the hard drive of the e-STUDIO device. This is only applicable if you have used the File in Controller template or a pre-set scan-to-file template specifying the document to be scanned into the controller or a designated file server.

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.)

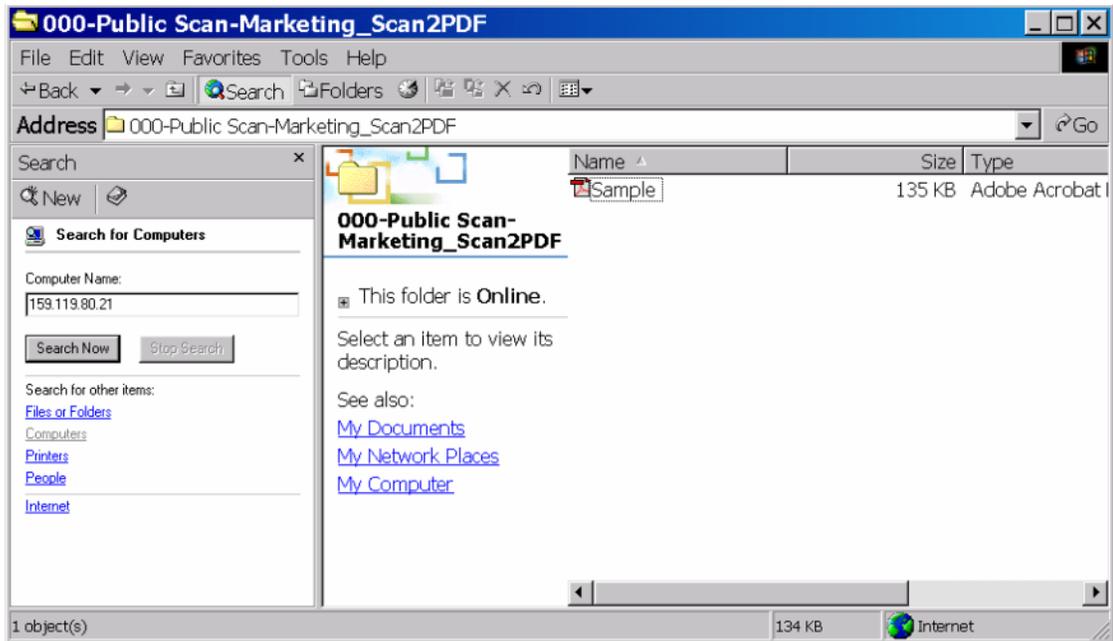


Right click on the folder and drag it to the desktop of your PC. Windows will give you the option to create a Shortcut.



## □ Scan to File (Cont'd.)

### □ Retrieving Your Scanned File (Cont'd.)



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.

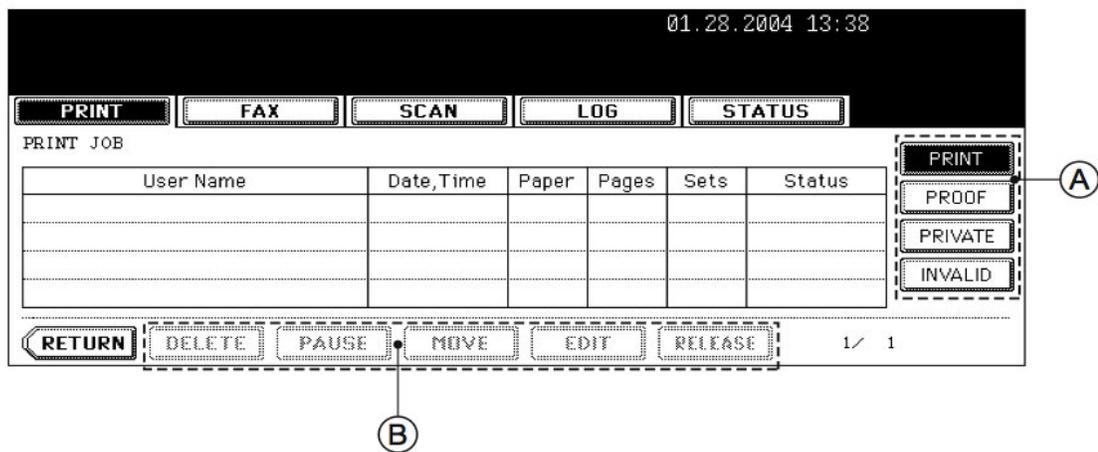
## □ Job Status

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.



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

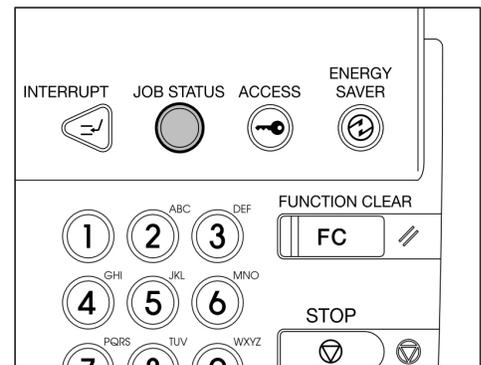
## □ Job Status (Cont'd.)

### □ Print Job Tab

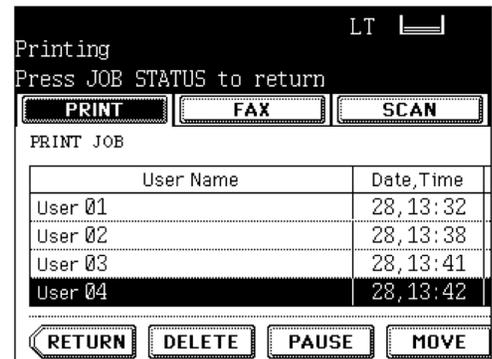
The Print Job tab displays the status of copy jobs and print jobs transmitted between the equipment and network controller, and performs the deletion, pause, movement and printing of the waiting jobs. Press the **Next** button to display the 5th job or later, and press the **Prev** button to display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



## □ 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.

#### MOVING A PRINT JOB

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

- Press the **MOVE** button.

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

- Result:

User Name	Date,Time
User 01	28,13:32
User 04	28,13:42
User 02	28,13:38
User 03	28,13:41

Date,Time	Paper	Pages	Sets
28,13:32	LT	1	1
28,13:38	LT	2	2
28,13:41	LT	1	2
28,13:42	LT	2	1

User Name	Date,Time
User 01	28,13:32
User 02	28,13:38
User 03	28,13:41
User 04	28,13:42

User Name	Date,Time
User 01	28,13:32
User 02	28,13:38
User 03	28,13:41
User 04	28,13:42

User Name	Date,Time
User 01	28,13:32
User 02	28,13:38
User 03	28,13:41
User 04	28,13:42

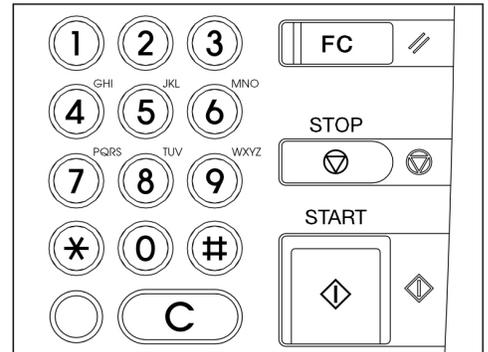
## BASIC FAX FEATURES



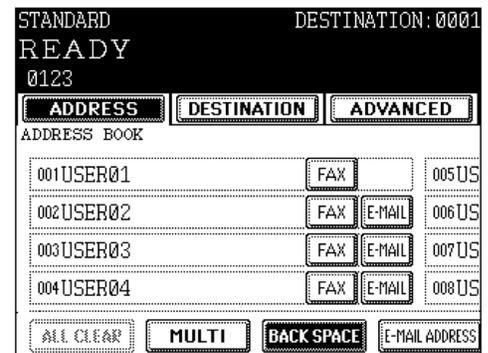
## □ Sending a Fax by Direct Dial

### □ 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.



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 three-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.

