 **e-STUDIO350/450**
 **e-STUDIO3511/4511**

FASTstart

User Guide

Basic Printing & Scanning Functions
Basic Fax Features

TOSHIBA
COPY • FAX • PRINT

□ BASIC PRINT AND SCANNING FUNCTIONS

- Turning Off the Power (Shutting Down)*
- How to Print a Document
- Duplexing & Stapling from the Print Driver
- Scan to File
- Scan to E-Mail
- Job Status Screen

□ 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



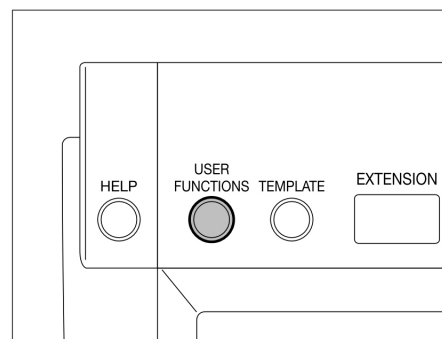
□ Turning Off the Power (Shutting Down)

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.

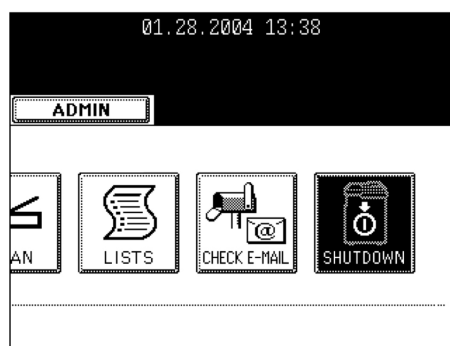
Before turning off the power, be sure that the following three conditions are satisfied:

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

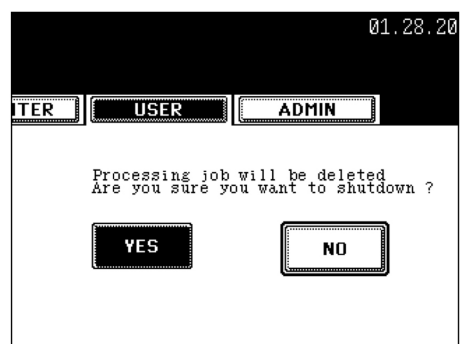
1. Press the **USER FUNCTIONS** button on the control panel.



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



3. “**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.)

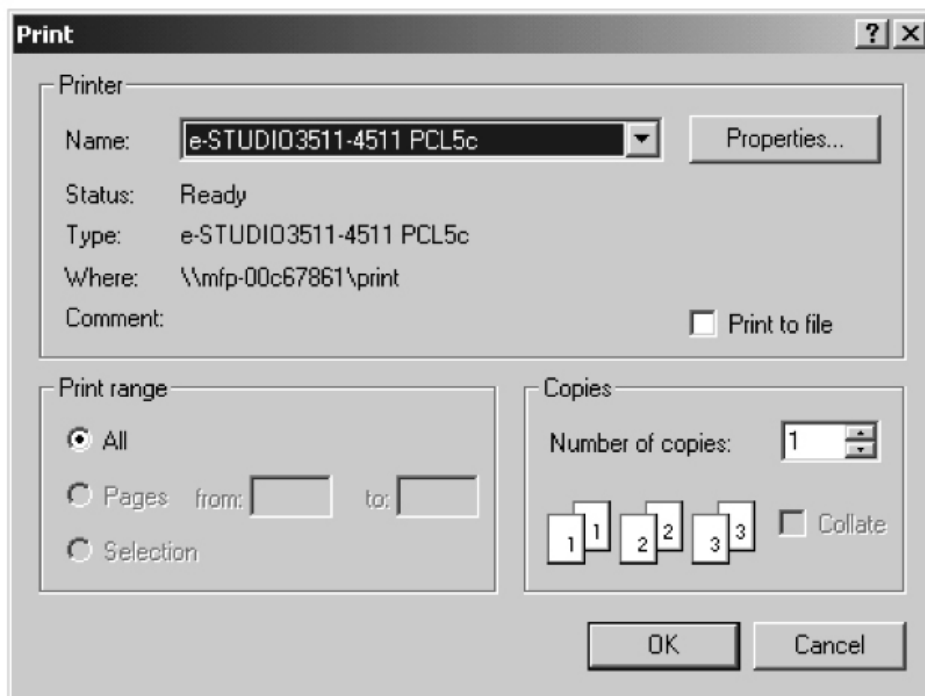


4. “**Shutdown in progress**” appears on the screen, and then the equipment is shut down. The power switch automatically returns to the OFF position.



□ How to Print a Document

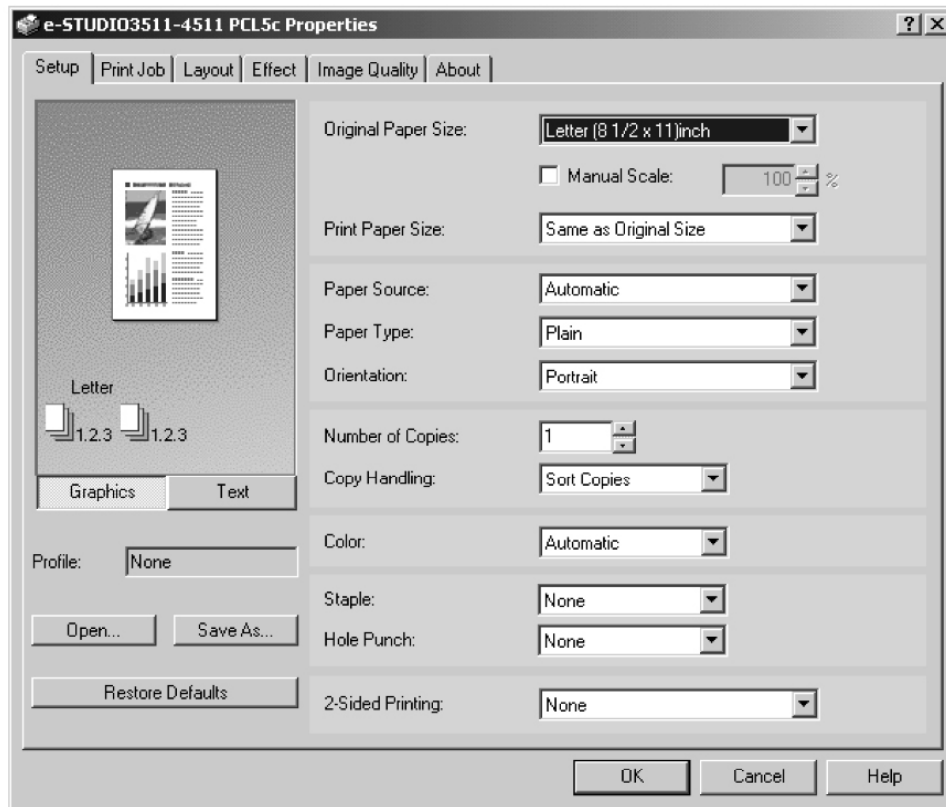
1. Open a file and select **Print** from the **File** menu of the application. The **Print** dialog box appears.
2. Select the e-STUDIO3511/4511 or e-STUDIO350/450 printer driver to be used and click **Properties**. The printer properties dialog box appears.



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.)

3. Set the Print Options for each tab according to how you want to print.
4. 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.
5. 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.

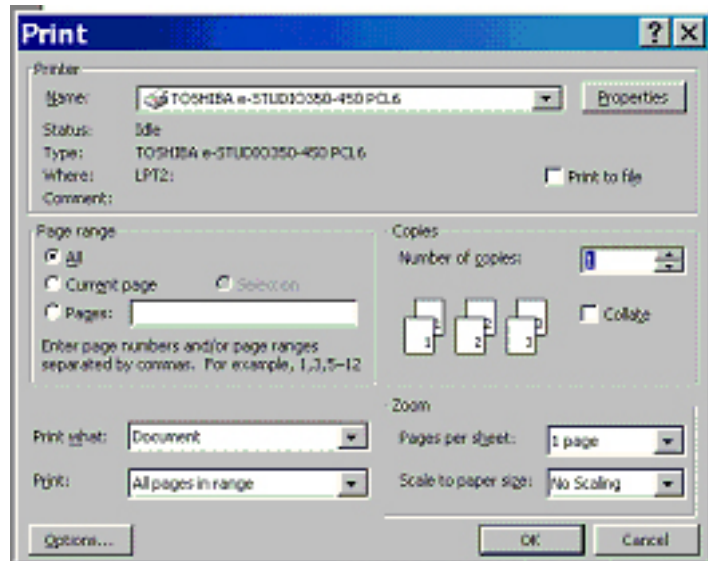


6. Click **OK** to save the settings.
7. Click **OK** or **Print** to print a document.

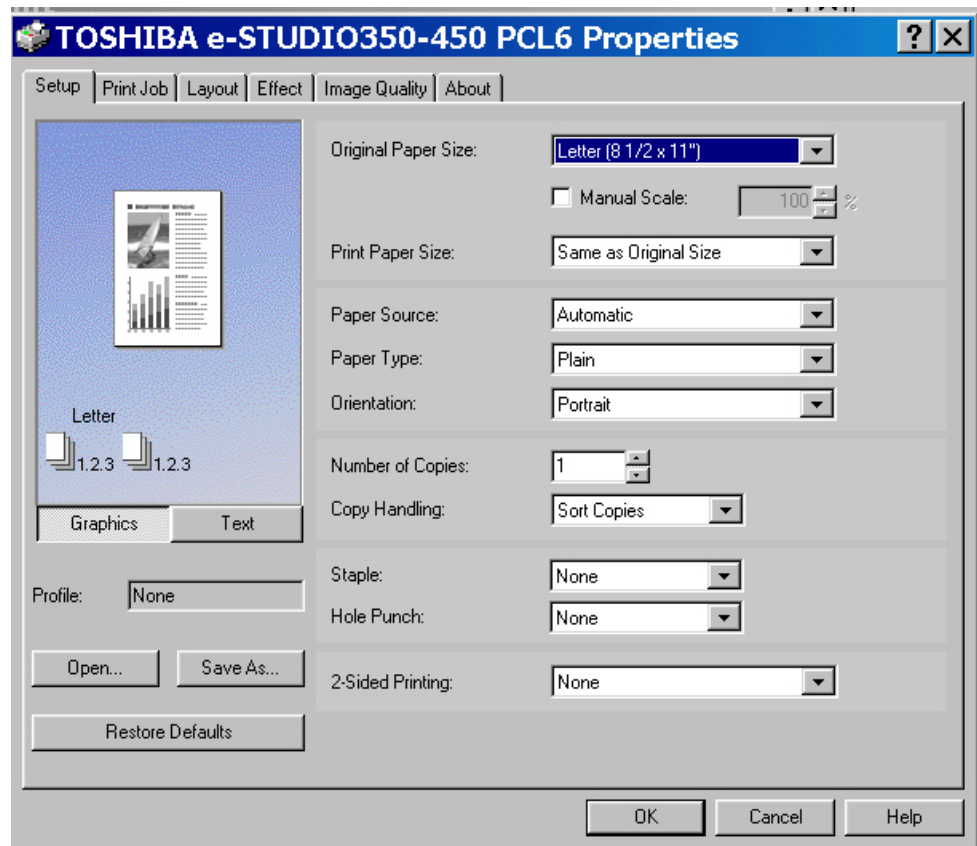
□ Duplexing & Stapling from the Print Driver

Duplex Copying

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



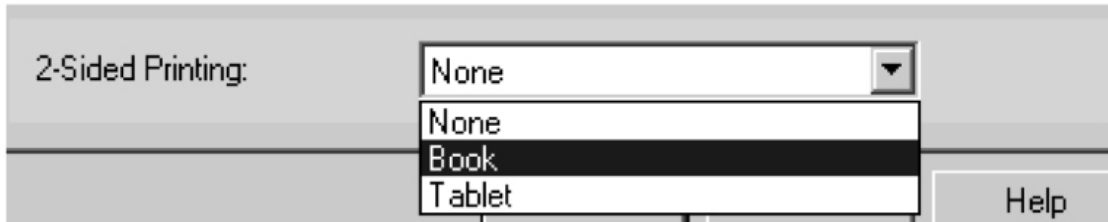
2. Display the **Setup** tab.



□ Duplexing & Stapling (Cont'd.)

Duplex Copying (Cont'd.)

3. 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.

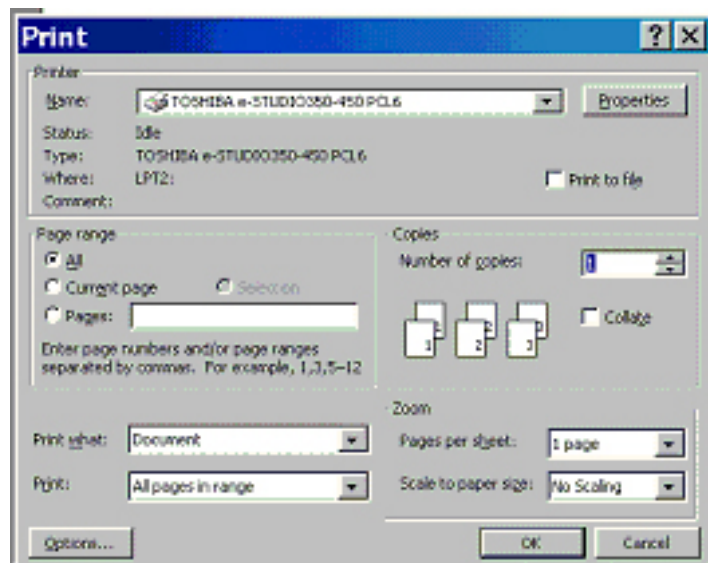
4. Set other print options you require and click **OK**.

5. Click **OK** or **Print** to send a print job. The print job is printed on both sides of paper in the specified direction.

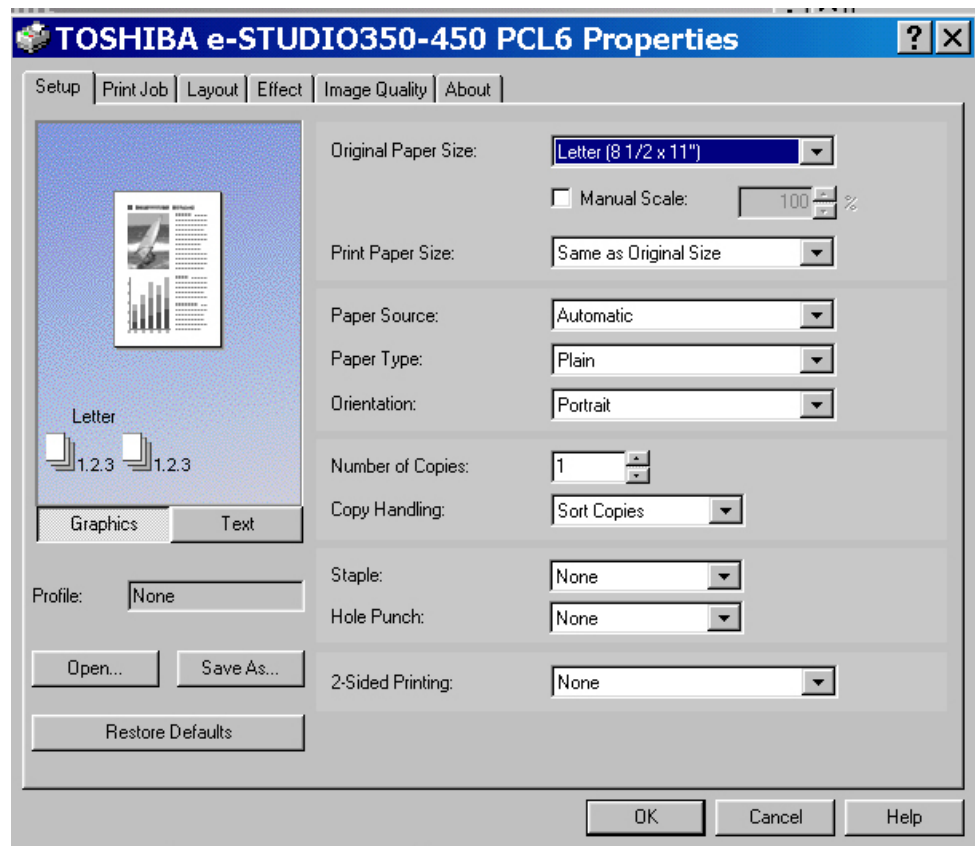
□ Duplexing & Stapling (Cont'd.)

Stapling

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



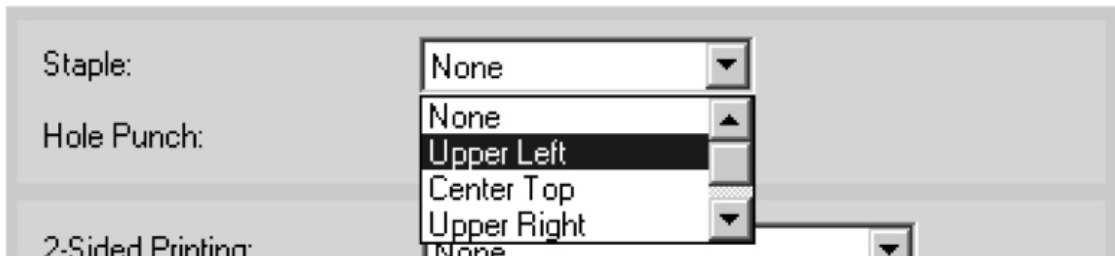
2. Display the **Setup** tab.



□ Duplexing & Stapling (Cont'd.)

Stapling (Cont'd.)

3. 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.

4. Set other print options you require and click **OK**.

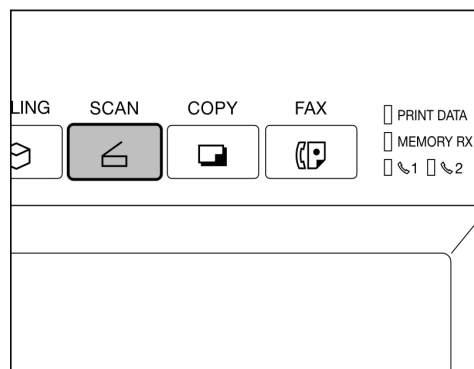
5. Click **OK** or **Print** to send a print job. The output is stapled for each copy.

□ Scan to File

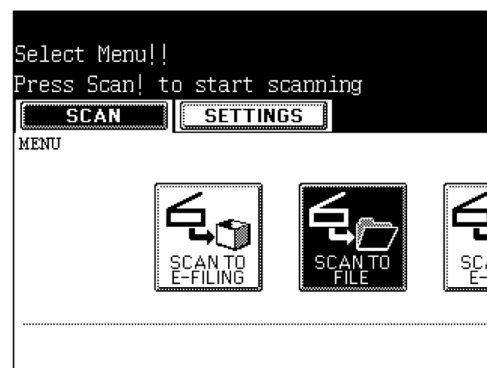
In the SCAN TO FILE function, the scanned data can be sent and stored to the Shared folder of the hard disc drive in the e-Studio device or a specified network folder. You can access the data stored in the Shared folder directly from the client PC via the network. The network administrator has to make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

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

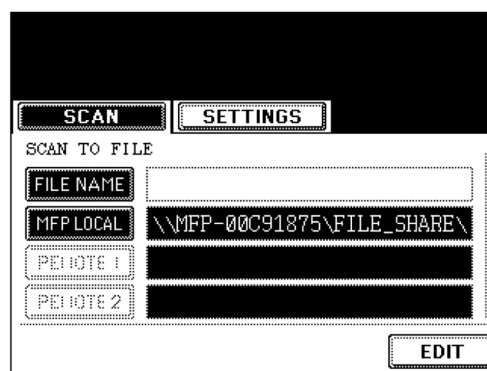
2. Press the **SCAN** button on the control panel to enter the scan menu.



3. Press the **SCAN TO FILE** button.



4. 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.



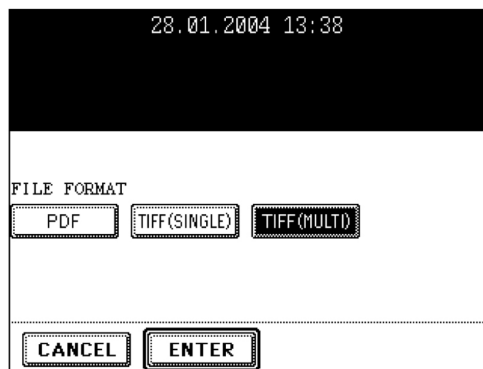
□ Scan to File (Cont'd.)

5. Select the desired location.

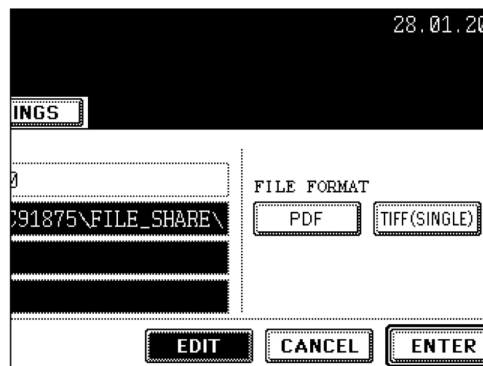
- **MFP LOCAL:** Originals are stored in the e-STUDIO's hard disc drive. The original data will be stored under the directory path shown on the screen.
- **REMOTE 1, REMOTE 2:** Select when the originals should be stored in a network file folder or the hard disc of the user's PC via server. The network administrator must define these settings prior to using **REMOTE 1** or **REMOTE 2**.

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

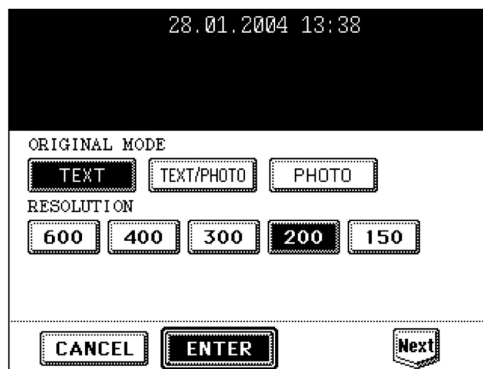
6. Select the file format. The **SCAN** folder is automatically created, and the original data will be stored into this folder. If you select "**TIFF (SINGLE)**", an additional folder with the name you entered above is further created, and each page will be stored into this folder. You can access the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



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

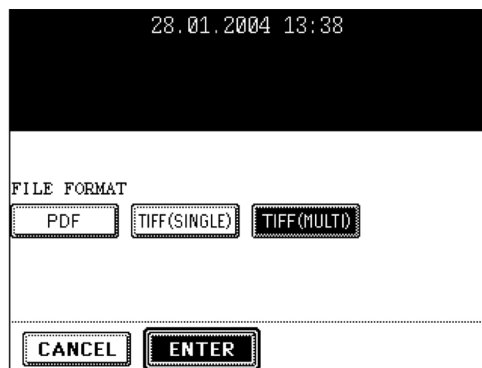


8. Press the **Next** or **Prev** button to switch the screen and make necessary settings.

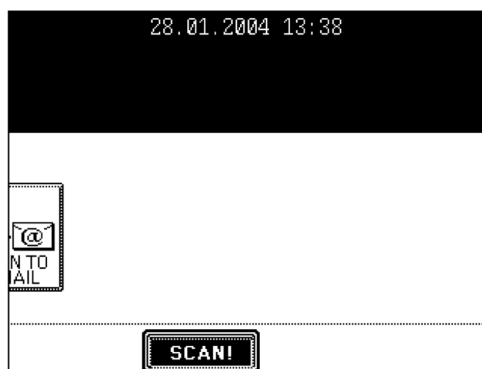


□ Scan to File (Cont'd.)

9. Press the **ENTER** button.

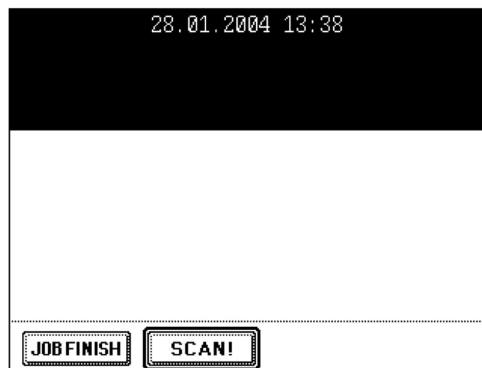


10. Press the **SCAN!** button.



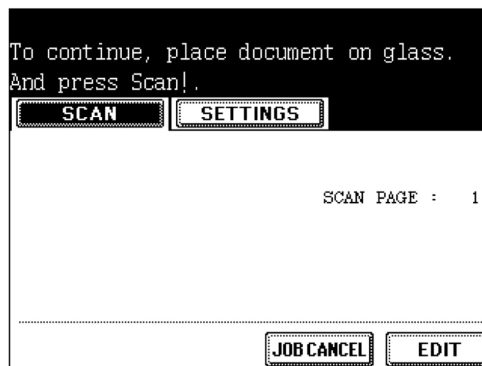
TIP: If the **SCAN TO E-FILING** or **SCAN TO E-MAIL** button is predefined with settings and selected before pressing the **SCAN!** button, two specified jobs can be performed simultaneously.

11. “**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.



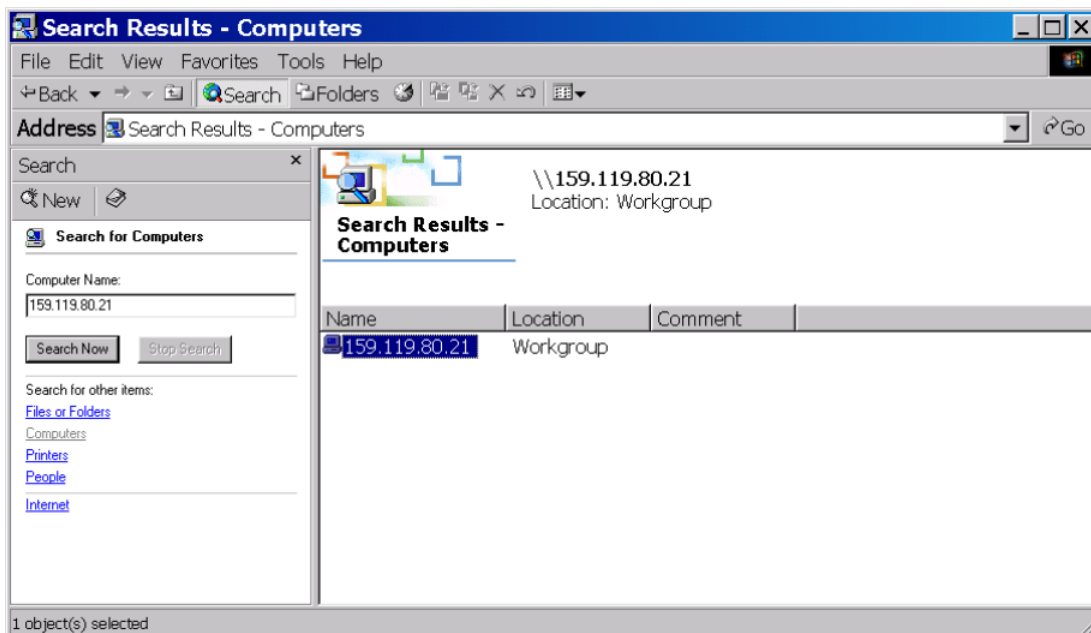
□ Scan to File (Cont'd.)

□ Retrieving Your Scanned File

The next section outlines how to retrieve a scanned document from the hard drive of the e-STUDIO device.

The following four screens simply show drilling down into the e-STUDIO hard disk drive where the documents are stored. This process will only need to be done once so a shortcut can be created on your desktop accessing the e-STUDIO device where your scanned documents are temporarily stored.

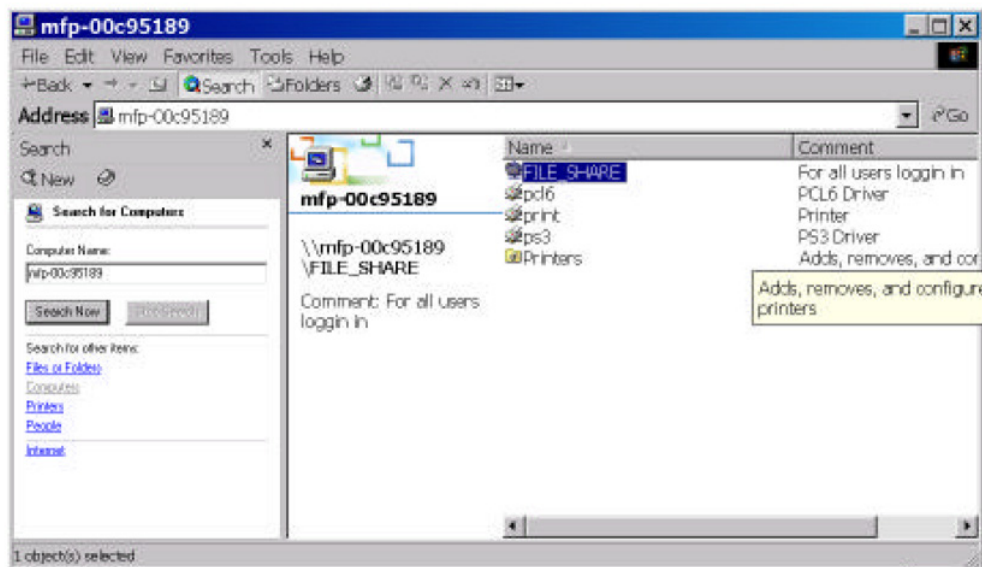
1. Go to the Windows **Start Menu**.
2. Select the **Search** option.
3. Select the **For File or Folders** option and/or the **For Computers** option. (This is dependent on which Microsoft Operating System you are running.)
4. Enter the name of the device or the IP address at the prompt and select **Search Now** (please ask your administrator or trainer for the name of the e-STUDIO device or the IP address).



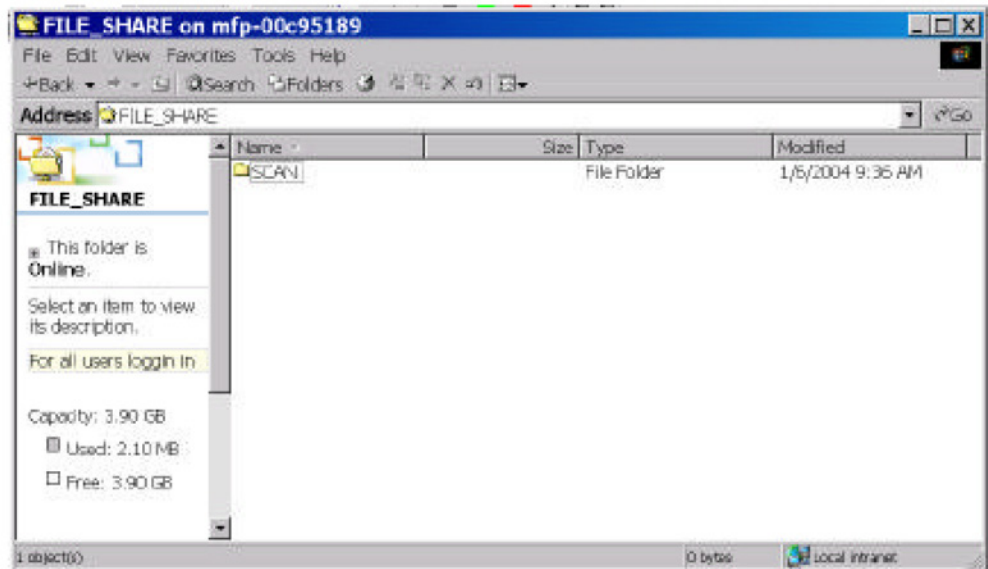
□ Scan to File (Cont'd.)

□ Retrieving Your Scanned File (Cont'd.)

5. This will locate the device on the network. Double click to select the device and then select the **FILE_SHARE** folder.



6. Select the **SCAN** folder. Right click on the folder to create a shortcut. Select **YES** at the prompt to send it to your Desktop.
7. Once the **SCAN** shortcut has been set up on your desktop, you will not need to go through Steps 1-6 again. In the future, simply click on the **SCAN** folder on your desktop to retrieve your scanned document.
8. Once the shortcut has been created, double click on the **SCAN** folder. The scanned document should be within that specified folder.

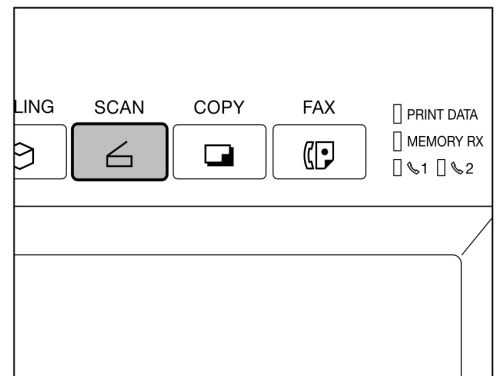


□ Scan to E-Mail

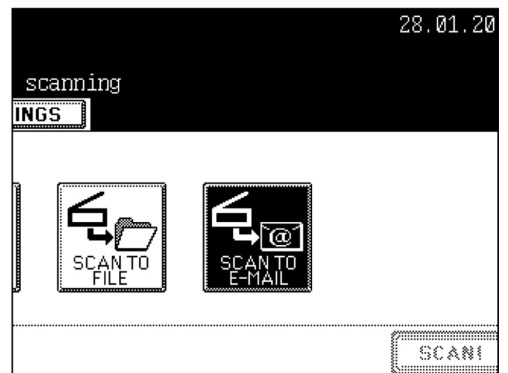
In this function, the scanned data can be sent to the specified E-mail address as an attached file. After finishing the setting for the E-mail transmission, the settings for SCAN TO E-FILING or SCAN TO FILE can be made and the data can be scanned simultaneously. To use SCAN TO E-MAIL, the configuration of the equipment needs to be set by the network administrator.

1. Place the original(s) in the RADF.

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



3. Press the **SCAN TO E-MAIL** button.



□ Scan to E-mail (Cont'd.)

4. Press the **E-MAIL TO** button and select the address.

- Direct Entry: Press the **E-MAIL ADDRESS** button when you want to enter the address directly with the soft keyboard or select the address you want to send to from the address book.

SUPPLEMENT: Addresses may also be selected in all the manners listed below:

- Searching by ID Number: Select the address you want to send to after pressing the **KNOWN ID** button.
- Searching by Address: Select the address you want to send to after pressing the **SEARCH ADDRESS** button.
- Searching Address Using LDAP Server: Select the address registered in the LDAP (Lightweight Directory Access Protocol) server without using the address book in this equipment, after pressing the **SEARCH ADDRESS** button. (To enable this function, it is required to register the directory search name using TopAccess via network beforehand.
- In the address book, you can select two or more addresses. Also, you can combine the address book and group entry to select the address you want to send to.

5. To return the **SCAN TO E-MAIL** menu from the address book, press the **RETURN** button.

6. Press the **SUBJECT** button and enter the subject of the E-mail. A subject can contain up to 128 letters.

7. Press the **BODY** button and add any additional comments into the body of the email; the body can contain up to 1,000 letters.

The screenshot shows the 'SCAN TO E-MAIL' menu with two tabs: 'SCAN' and 'SETTINGS'. Below the tabs, there are four input fields: 'E-MAIL TO', 'SUBJECT', 'BODY', and 'FILE NAME'. All fields are currently empty. An 'EDIT' button is located at the bottom right of the menu.

This screenshot shows the 'SCAN TO E-MAIL' menu after the 'E-MAIL TO' field has been populated with the text 'aaa@bbb.ccc'. The other fields ('SUBJECT', 'BODY', 'FILE NAME') remain empty. The 'EDIT' button is still visible at the bottom right.

This screenshot shows the 'SCAN TO E-MAIL' menu after both the 'E-MAIL TO' and 'SUBJECT' fields have been populated. 'E-MAIL TO' contains 'aaa@bbb.ccc' and 'SUBJECT' contains 'Scanned from MFP-00C91875'. The 'BODY' and 'FILE NAME' fields are still empty. The 'EDIT' button is at the bottom right.

□ Scan to E-mail (Cont'd.)

8. Press the **FILE NAME** button and name the scanned data. A file name can contain up to 45 letters.

SCAN TO E-MAIL

SCAN **SETTINGS**

E-MAIL TO: aaa@bbb.ccc

SUBJECT: Scanned from MFP-00C91875

BODY: xyz

FILE NAME:

EDIT

9. Select the file format.

28.01.2004 13:38

FILE FORMAT

PDF TIFF(UNGLO) TIFF(MULTI)

CANCEL **ENTER** **Next**

10. Press the **EDIT** button and set the original size and type. Then, press the **NEXT** button.

28.01.20

SETTINGS

E-MAIL TO: aaa@bbb.ccc

SUBJECT: Scanned from MFP-00C91875

BODY: xyz

FILE NAME:

FILE FORMAT

PDF TIFF(UNGLO)

EDIT **CANCEL** **ENTER**

28.01.2004 13:38

ORIGINAL MODE

TEXT TEXT/PHOTO PHOTO

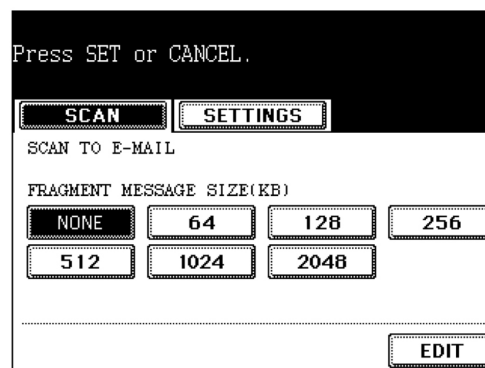
RESOLUTION

600 400 300 **200** 150

CANCEL **ENTER** **Next**

□ Scan to E-mail (Cont'd.)

11. Set the size of the attached data. Image data are divided into some small blocks to be sent.
FRAGMENT MESSAGE SIZE (KB): NONE, 64 KB, 128 KB, 256 KB, 512 KB, 1024 KB, 2048 KB. Press the **Next** or **Prev** button to switch the screen and make necessary settings.



12. Press the **FROM ADDRESS** button to enter the sender's address, and then press the **ENTER** button.

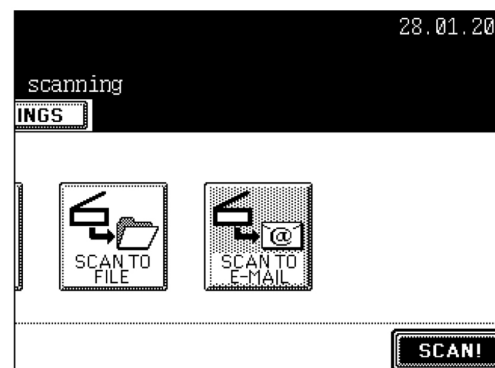


13. Press the **FROM NAME** button to enter the sender's name, and then press the **ENTER** button.

14. After all settings are entered, press the **ENTER** button.

15. Press the **SCAN!** button.

TIP: If the **SCAN TO E-FILING** or the **SCAN TO FILE** button is predefined with settings and selected before pressing the **SCAN!** button, the specified two jobs can be performed simultaneously.



□ 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

PRINT **FAX** **SCAN** **LOG** **STATUS**

PRINT JOB

User Name	Date,Time	Paper	Pages	Sets	Status

PRINT **PROOF** **PRIVATE** **INVALID** (A)

RETURN **DELETE** **PAUSE** **MUVE** **EDIT** **RELEASE** (B) 1/ 1

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

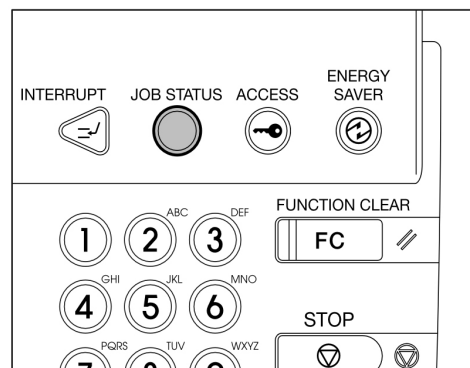
□ Job Status (Cont'd.)

□ Print Job Tab

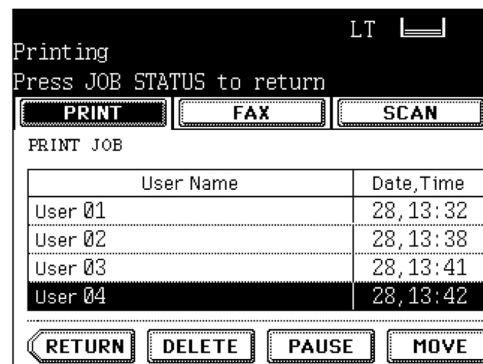
The Print Job tab displays the status of copy jobs and print jobs transmitted between the equipment and network controller, and performs the deletion, pause, movement and printing of the waiting jobs. Press the **Next** button to display the 5th job or later, and press the **Prev** button to display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

DELETING A JOB

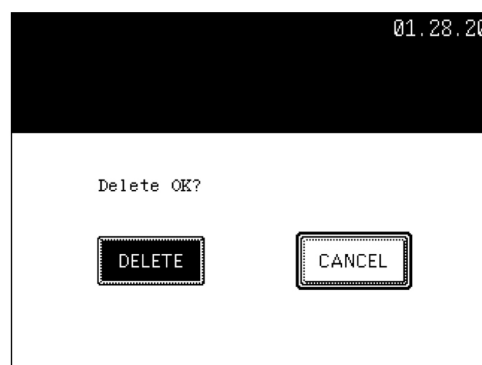
1. Press the **JOB STATUS** button on the control panel to display the **JOB STATUS** screen. The **Print Job** screen is displayed.



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



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



□ Job Status (Cont'd.)

□ Print Job Tab (Cont'd.)

PAUSE/RESUME

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

LT

01.28.20
PRI

return

X **SCAN** **LOG** **STA**

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

PAUSE **MOVE** **EDIT** **RELEASE**

MOVING A PRINT JOB

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

LT

Printing
Press JOB STATUS to return

PRINT **FAX** **SCAN**

PRINT JOB

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

RETURN **DELETE** **PAUSE** **MOVE**

2. Press the **MOVE** button.

LT

Printing
Press JOB STATUS to return

PRINT **FAX** **SCAN**

PRINT JOB

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

RETURN **DELETE** **PAUSE** **MOVE**

3. 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 01	28,13:32
User 02	28,13:38
User 03	28,13:41
User 04	28,13:42

RETURN **DELETE** **PAUSE** **MOVE**

4. Result:

LT

Printing
Press JOB STATUS to return

PRINT **FAX** **SCAN**

PRINT JOB

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

RETURN **DELETE** **PAUSE** **MOVE**

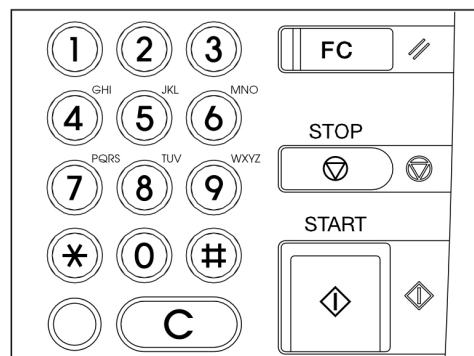
BASIC FAX FEATURES



□ Sending a Fax by Direct Dial

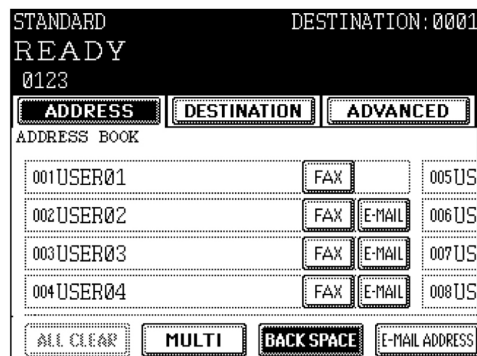
□ Direct Entry with Digital Keys

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



4. 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.)

5. Press the **START** button.

Notes

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal black lines across its entire width, providing a template for writing or drawing. The margins are consistent on all sides.