

# **TOSHIBA**

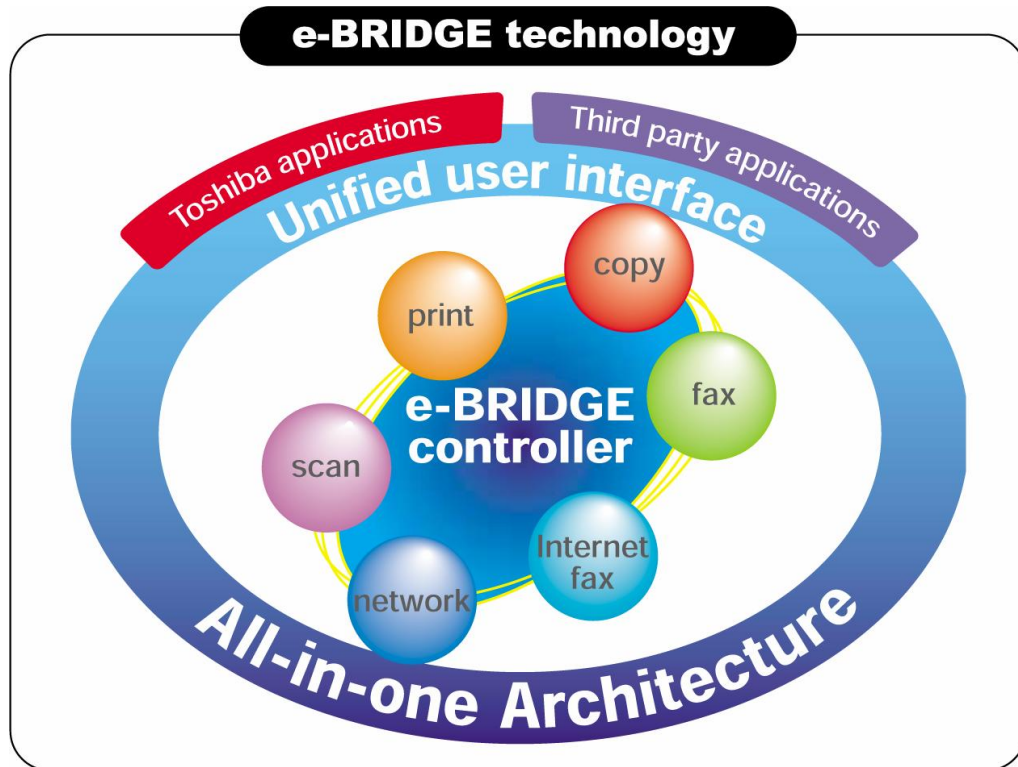
**COPY ■ FAX ■ PRINT**  
**& SCAN**

## **A Handy Guide**



**Prepared for**

**WORCESTER STATE COLLEGE**



**The Toshiba eStudio 352 & eStudio 452, eStudio 353 - multifunctional devices are designed to serve Worcester State College(WSC) in many ways. The information contained in this guide provides some simple instructions to perform a few of the powerful functions that the Toshiba multifunctional provides. The guide was formulated with direction from WSC for your convenience.**

## The Toshiba Solution....

The Toshiba eStudio 352/452/353 multifunctional device provides a solution to handle your busy WSC office needs.

This booklet was designed to highlight specific features of the new Toshiba eStudio 352/452/353 available to WSC from the desktop, and at the device:

- Walk up Copying
- Printing
- Scanning
- Scan to Email
- Scan to File
- View your Toshiba device through the “Top Access Utility” to know what is happening with your Toshiba eStudio.

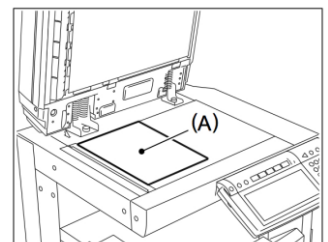
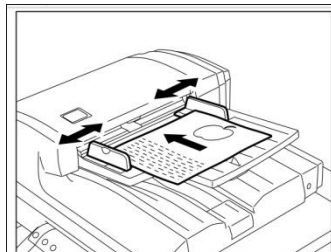
You may also find interactive training on the web- available 24/7 to see the additional power of Toshiba’s eStudio technology at

<http://copiers.toshiba.com/usa/support/training/index.html> .

We hope you enjoy your new Toshiba eStudio experience.

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### Copying .....



1. Load 1 or 2 sided originals in the feed or on the glass.
2. Select a feature from the touch screen.



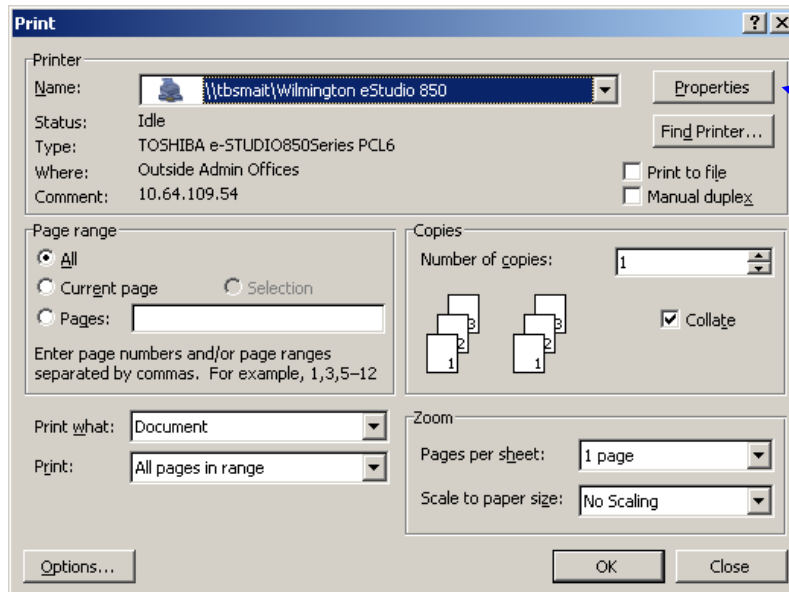
3. Press Start

Most copy jobs are programmed from this initial screen.

**WSC**

**Printing.....**

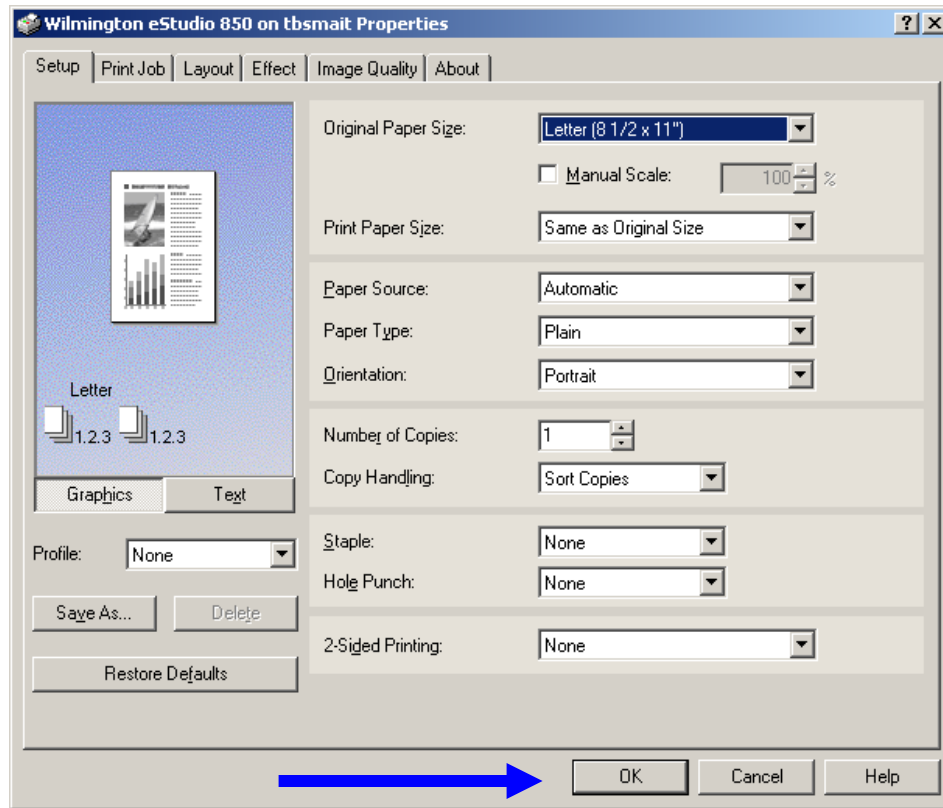
Select print in your application.



- Select your eStudio Model.
- Select Properties to see the features of your Toshiba.

### **Printing Properties....**

Now you may select a host of features such as: sorting, stapling, hole punch, and two sided printing from your desktop.



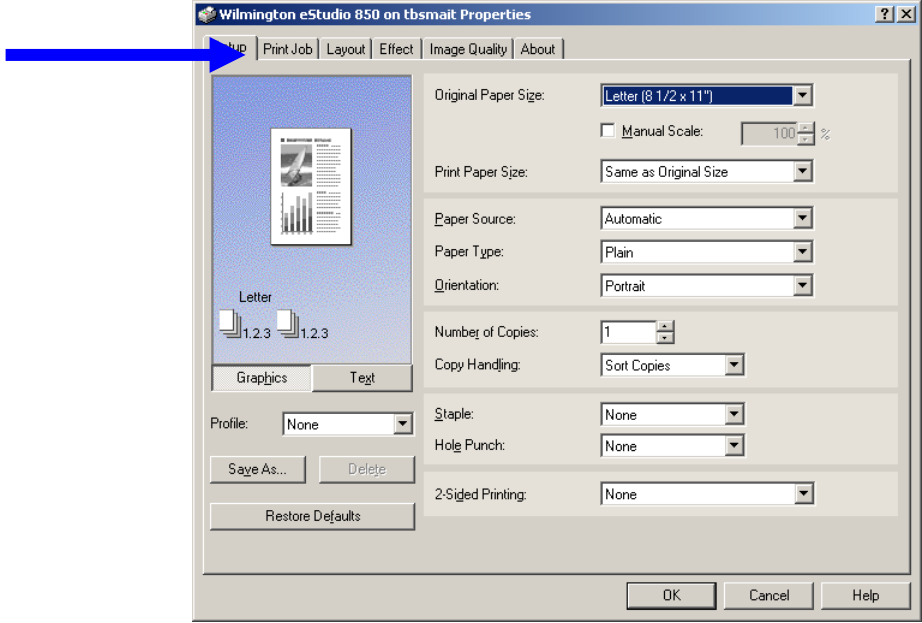
Press OK to confirm your desired feature(s) and then OK to print.

## WSC

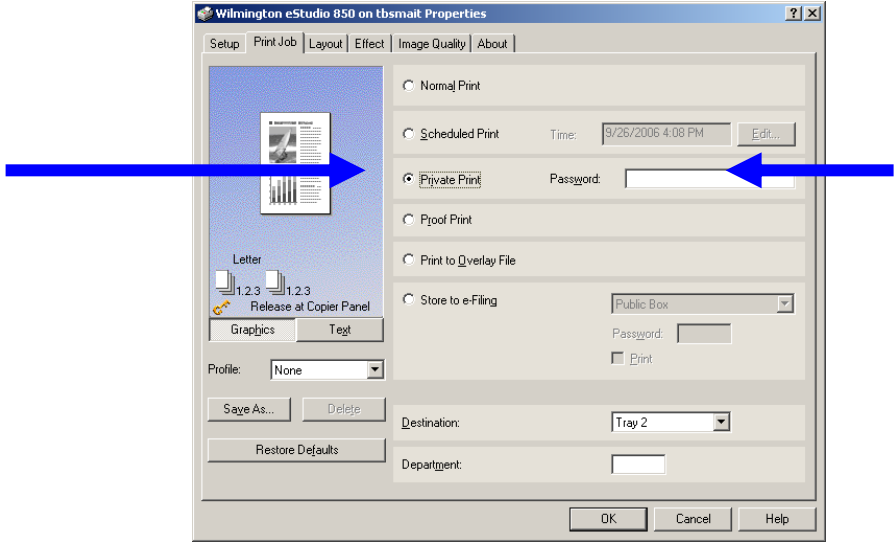
### Private Printing....

Your job is held in the print cue till you release it at the Toshiba device. Your confidential information is secure with Toshiba.

- Select "Print Job"

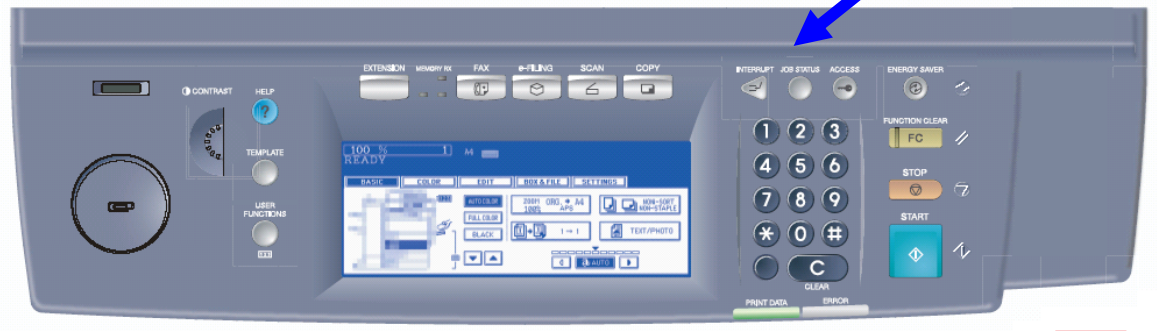


- Click the radial button- “Private Print”



- Input your password and remember it when you go to the Toshiba eStudio device.

**Releasing your Private Print jobs at the Toshiba device.**



- Select the Job Status button.
- Select “Private”
- Select your User name on the touch screen
- Press “password” and type in your password
- Select “enter”
- Select all or whichever print job(s) you would like to print.
- Select “release” and your print jobs will print

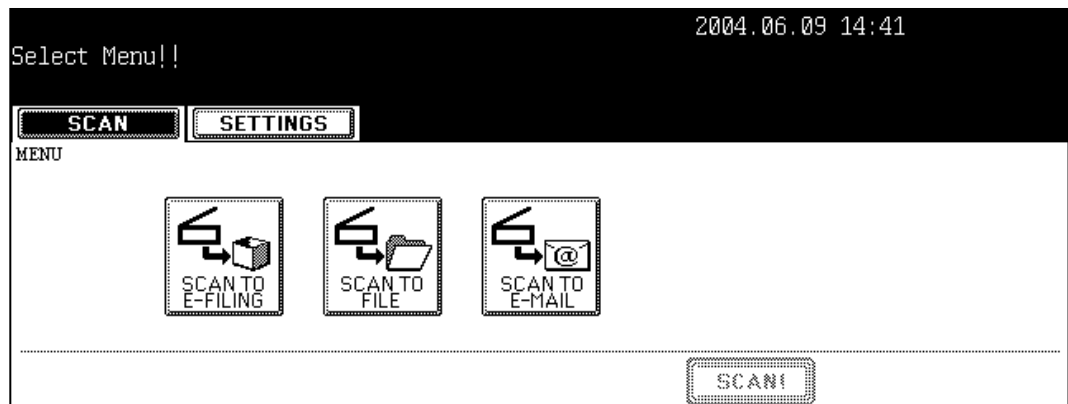
## **WSC**

### **Scanning.....**

Just place your originals in the automatic feed or on the glass.



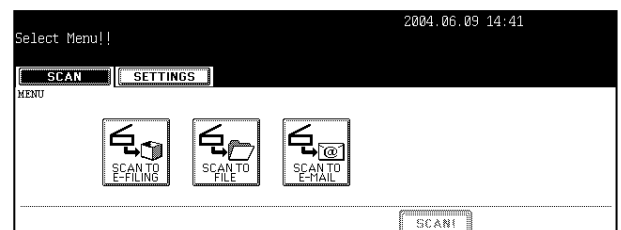
- Select “Scan”....Now you have a choice, **Scan to E-Mail, Scan to File, or Scan to E-filing.**



Scan to E-Mail is the most common form of scanning which cuts down on expensive faxing.

### Scanning to E-Mail....

- Select Scan to E-Mail



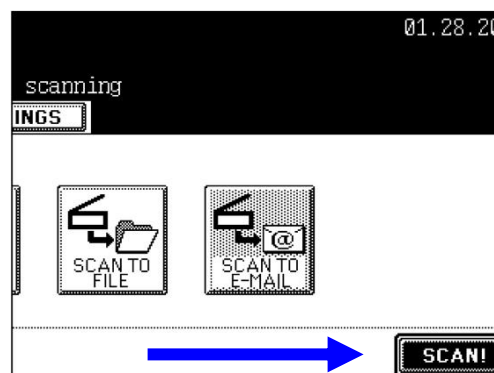


- Press the E-MAIL TO button and select the address.
- In the address book, select the address you want to send to.

- Press the Subject, Body, and/or File name buttons and enter the information about the E-mail if you desire otherwise the Toshiba will supply a naming convention.

SCAN	SETTINGS
SCAN TO E-MAIL	
E-MAIL TO	aaa@bbb.ccc
SUBJECT	Scanned from MFP-00C91875
BODY	xyz
FILE NAME	
EDIT	

- Press the Scan button



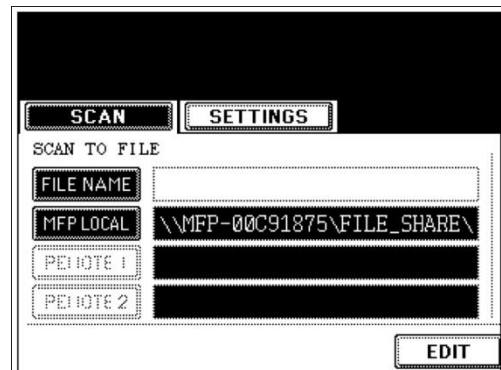
**Scan to File...**

In this SCAN TO FILE function, the scanned original data can be sent and stored to the Share folder of the hard disk in the equipment or to a Share folder on your network. It is recommended that the network administrator set up the shared folder for storing the original data.

- Select Scan to File

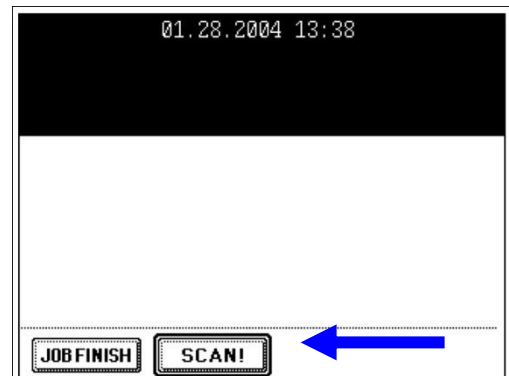


- Press the **FILE NAME** button to enter the file name of the scanned data. The letter entry menu is displayed. A file name can contain up to 45 letters. After entering the letters, be sure to press the **ENTER** button.



- Press **SCAN!**

- If scanning from the glass as opposed to through the feed. **You may continue placing documents on glass and pressing Scan!** If you want to finish scanning, press the **JOB FINISH** button.



**View your eStudio from your Desktop.**

**Device Information**

Status	ready
Name	MFP-04593346
Location	
Copier Model	TOSHIBA e-STUDIO451c
Save as file Space Available	9995 MB
Store to e-Filing Space Available	9949 MB
Work Space Available	99 %
Contact Information	
Phone Number	18002474264
Message	
Alerts	•

**Options**

Finisher	Finisher
Hole Punch Unit	None
Fax	Installed

**Paper**

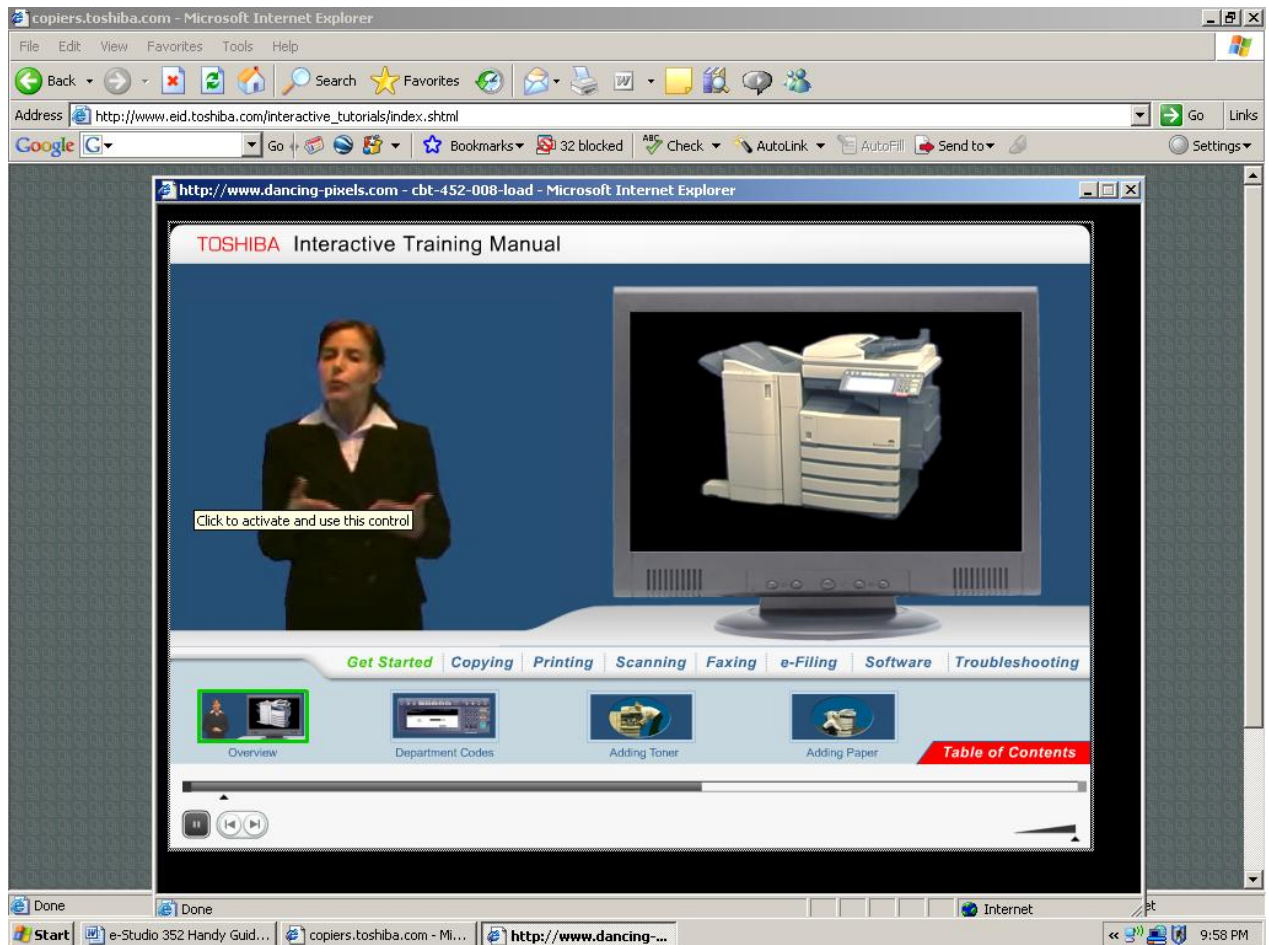
Drawer	Size	Type	Capacity	Status
Drawer 1	LG	Plain	550	Near Empty
Drawer 2	LD	Plain	550	Paper Available
Large Capacity Feeder	LT	Plain	2500	Near Empty

The new eStudio Top Access Utility lets you see what is going on with your Toshiba device from your desktop web browser. (Hint- type in the device IP address into your web browser) Because your Toshiba is being shared by others you can use this utility to plan your printing, see the status of print, scan, copy, or fax jobs. What type, quantity, and size of paper are available? All this information is just a click away.

**WSC**

## Interactive Online Support

<http://copiers.toshiba.com/usa/support/training/index.html>



Interactive online training is available 24/7.

These tutorials will help you learn how to perform common user functions at your e-STUDIO device, including:

- Toner and Paper Replacement
- Copy Functions
- Print Functions
- Scan Functions
- Faxing
- e-Filing
- Understanding Software and Top Access
- Troubleshooting

We have enjoyed a very good long standing Partnership with WSC and look forward to making your eStudio experience a pleasant one.

**If you have any questions about your eStudio please contact Ralph Ricci x8570 or rricci@worchester.edu**

Thank you for your continued support!

Worcester State College's Partner Toshiba

The Toshiba logo is displayed within a white rectangular box. It features the word "TOSHIBA" in a bold, red, sans-serif font. Below it, the words "COPY • PRINT • FAX • SCAN" are written in a smaller, black, sans-serif font, with small red squares separating the words.

**TOSHIBA**  
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