TOSHIBA

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS

Quick Start Guide

e-STUDIO2020AC
e-STUDIO2520AC
e-STUDIO2021AC
e-STUDIO2521AC
e-STUDIO2525AC
e-STUDIO3025AC
e-STUDIO3525AC
e-STUDIO4525AC
e-STUDIO5525AC
e-STUDIO6525AC
e-STUDIO2528A
e-STUDIO3028A
e-STUDIO3528A
e-STUDIO4528A
e-STUDIO5528A
e-STUDIO6528A

e-STUDIO6526AC
e-STUDIO6527AC
e-STUDIO7527AC
e-STUDIO6529A
e-STUDIO7529A
e-STUDIO9029A

Available Manuals

Some manuals are printouts and others are electronic forms, called e-manuals, on the Client Utilities/ User Documentation DVD.
Printouts describe precautions and basic operations. Read the Safety Information before using the equipment.
e-manuals describe detailed copying functions and other settings.

■ Printouts/e-manuals

Safety Information
Describes the necessary precautions for use. Read this booklet first.

Quick Start Guide (This guide)/Basic Operation
Describes the basic operations of the equipment.

■ How to use the Client Utilities/User Documentation DVD

❑ Windows:

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

    > Note

    If Software Installer does not launch, use the explorer to open 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 from the menu.

❑ macOS:

1. Set the Client Utilities/User Documentation DVD in the DVD drive on your computer.
2. Open the [Manuals] folder in the Client Utilities/User Documentation DVD and double-click "index.html".
3. Click the title of the operator's manual from the menu.

■ Trademarks

For trademarks, refer to the **Safety Information**.

■ e-manuals

Copy Describes how to use the Copy function. **Scan** Describes how to use the Scan function. **e-Filing** Describes how to use the e-Filing function. **User Functions** Describes how to use the User Functions menu and Counter menu. **Template** Describes how to use the Template function. **Fax** Describes how to use the Fax function (optional). **Preparation of Paper (e-STUDIO6525AC Series/ e-STUDIO6528A Series)** **Preparation of Paper (e-STUDIO7527AC Series/ e-STUDIO9029A Series)** Describes how to load paper. **Specifications** Describes the specifications of this equipment and information on optional devices. **Information About Equipment** Describes the handling of the equipment.	**Troubleshooting (e-STUDIO6525AC Series/ e-STUDIO6528A Series)** **Troubleshooting (e-STUDIO7527AC Series/ e-STUDIO9029A Series)** Describes causes and solutions for problems such as paper misfeeds and errors on the touch panel. **Frequently Asked Questions** Describes frequently asked questions and actions to be taken for them in the use of the equipment **Installation** Describes how to install client software such as the printer driver. **Print** Describes how to use the Print function. **TopAccess** Describes procedures for remote setup and management from a web-based utility, TopAccess. TopAccess is a web utility that allows you to manage the equipment from a browser. **High Security Mode** Describes the conditions and settings for the high security mode. In order to use the equipment by complying with CC Certification, read this necessarily.

❑ Operating conditions of the e-manuals

Operation checks have been performed in the following environment.
Windows: Microsoft Edge 89 or later, Firefox 86 or later, Chrome 89 or later
macOS: Safari 14.0 or later

■ 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.

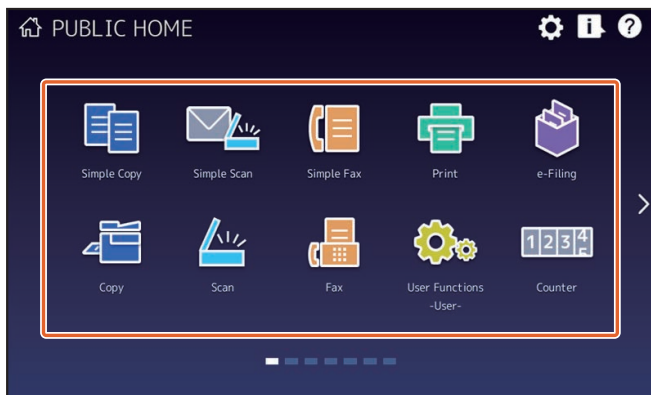|	
Note	Indicates information to which you should pay attention when operating the equipment.
Tip	Describes handy information that is useful to know when operating the equipment.

BASIC OPERATION

Home Screen

■ Recalling functions

1 **Press the [HOME] button of the control panel.**
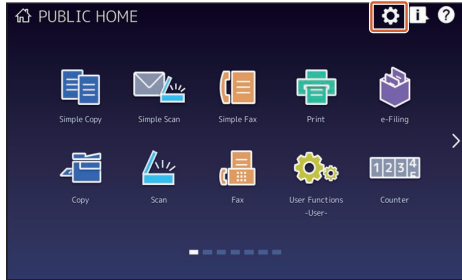

2 **Press the function you want.**

> Tip
>
> The following functions can be recalled as the default.
> - Simple Copy
> - Simple Scan
> - Simple Fax (Optional)
> - Print
> - e-Filing
> - Copy
> - Scan
> - Fax (Optional)
> - User Functions -User-
> - Language
> - Counter
> - Image Recovery

■ Registering functions

1 **Press the Home Setting button of the touch panel.**

2 **Enter the administrator password and then press [OK].**

3 **Press [Button Contents].**

4 **Press the Page Position indicator to display the page where you want to add the button.**

5 **Press a button that does not have a function assigned.**
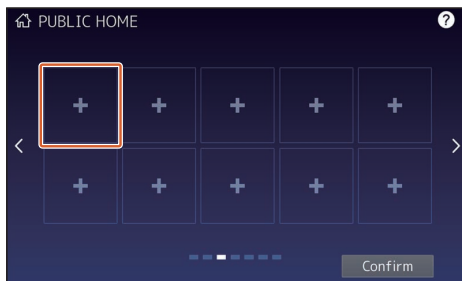
6 **Select the function you want and then press [Confirm].**

7 **Press [X] at the top right corner of the button registration menu screen.**
Example
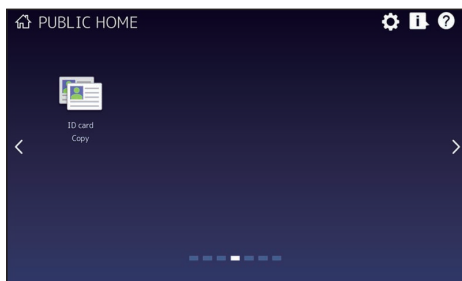
Tip

- You can register not only the functions but also the job settings, URL and applications in the Home screen. Moreover, you can remove the registered functions and customize the buttons (numbers and size), text (color and size) and background.
  Template - REGISTERING JOB SETTINGS ONTO THE HOME SCREEN
  User Functions - APPENDIX - Home Screen Settings
  TopAccess - [Administration] - [Registration] ([Administration]) Item List - Image/Icon Management
- Excluding the Home screen, you can customize so that only the necessary buttons are displayed on the touch panel.
  TopAccess - [Administration] - [Maintenance] Item List - Panel View

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Simple Copy

■ How to make a copy

1 **Press [Simple Copy].**

2 **Place the original.**
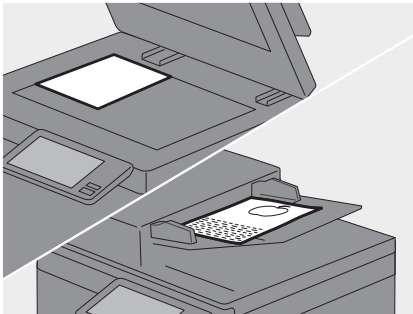
3 **Specify the ❶ number of copies and ❷ color mode and press ❸ [Start].**
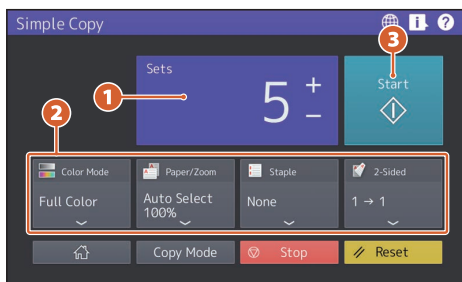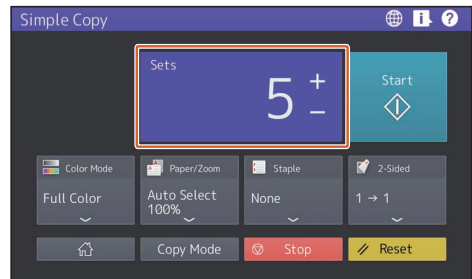

Tip

Press [Stop] if you want to cancel while copying.

4 **When the original is placed on the original glass, press [Job Finish] to finish copying.**
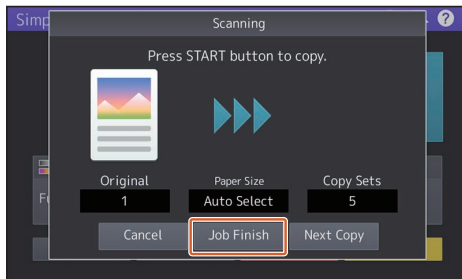
■ Sets

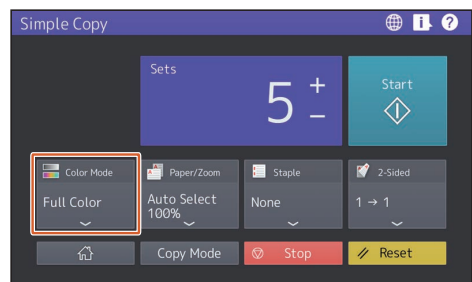The number of copies can be specified by pressing [+] or [-] of [Sets]. When you press the number indication, the value can be specified using the numeric keys.

Tip

When you press [+] or [-] for a few seconds, the value can be increased or decreased in increments of 10.

■ Color Mode

In color models, the color mode can be specified.

Tip

There are 3 color modes as shown below. You can also adjust the density.
Full Color: All originals are copied in full color. (Default)
Black: All originals are copied in black and white.
Auto Color: The type of each color on originals is judged automatically. Colored originals are copied in full color and black-and-white originals are copied in black and white.

■ Paper/Zoom

The size of the copy paper and the reproduction ratio can be specified. When you press [Fit] of [Zoom], the reproduction ratio corresponding to the paper size is specified.
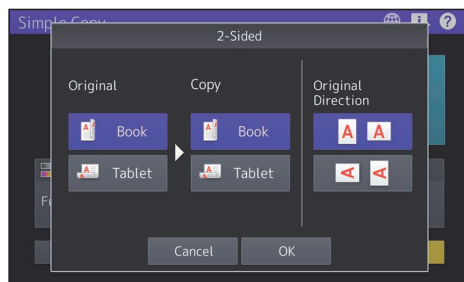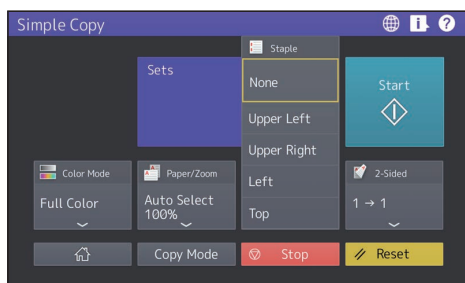

■ Staple

When the Finisher (option) is installed, the stapling position can be specified.
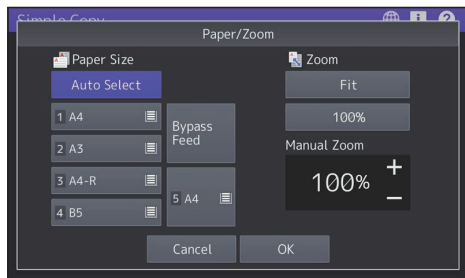
■ 2-Sided

The duplex setting for the original and copies can be specified.

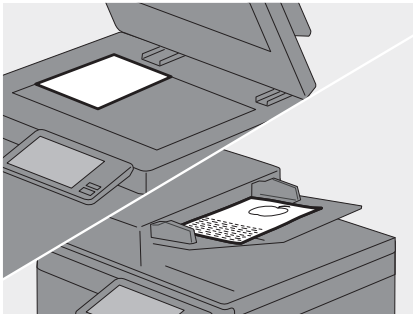Select the directions of originals or scanned images, if necessary.

Simple Scan

■ How to make scanning

1 **Press [Simple Scan].**

2 **Place the original.**

3 **Press [Address Book] and specify the recipient e-mail address.**
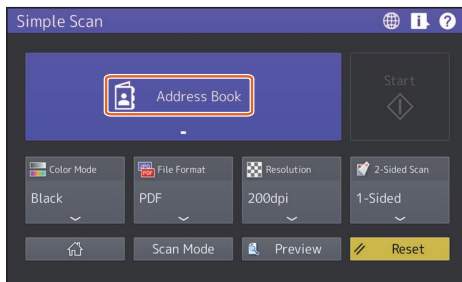
Tip

When you press [Address Book], you can select whether to use a registered e-mail address or enter an e-mail address directly.

4 **Specify the 1 color mode or other items and press 2 [Start].**
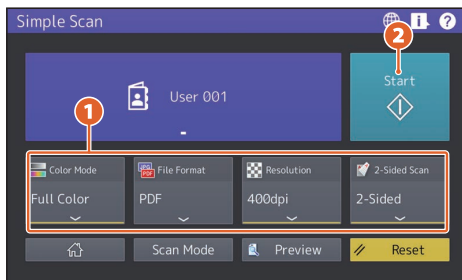
Note

Simple Scan sends the scanned data to an e-mail address. An administrator needs to set up the equipment in advance.

Tip

When the original is placed on the original glass, press [Job Finish] after all pages are scanned.

■ Preview

The preview of a scanned image is displayed after [Start] is pressed. When [Edit] on the preview screen is pressed, you can change the page order and edit the pages such as rotating.

■ Color Mode

The color mode can be specified.
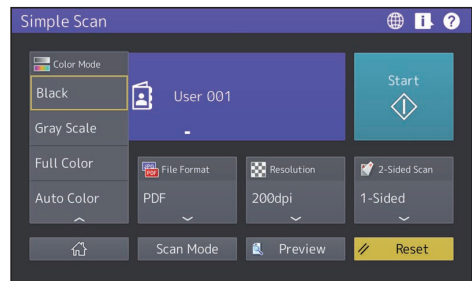
Tip

There are 4 color modes as shown below.
Black: All originals are scanned in black and white.
**Gray Scale**: Originals containing both text and photos are scanned while enhancing the quality of photos.
Full Color: All originals are scanned in full color.
Auto Color: Colored originals are scanned in full color and black-and-white originals are scanned in black and white by automatically detecting the color type of each original page.

■ File Format

The file format of the scanned data can be specified.
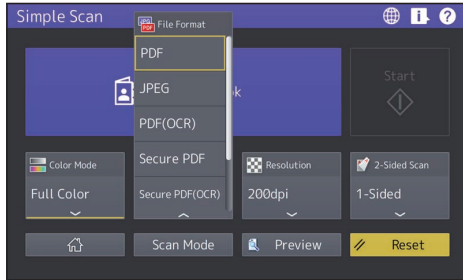
When [Secure PDF] is selected, perform the encryption setting on the PDF Security Settings screen.

- **[User Password]**
  A password can be set for the encrypted PDF file(s). This password is asked for when you open the file.
- **[Master Password]**
  A password can be set for changing the encryption level and authority settings.
- **[Encryption Level]**
  - **[256-bit AES]**: This is used to set to an encryption level compatible with Acrobat 9.0 (PDF Version 1.7).
  - **[128-bit AES]**: This is used to set to an encryption level compatible with Acrobat 7.0 (PDF Version 1.6).
  - **[128-bit RC4]**: This is used to set to an encryption level compatible with Acrobat 5.0 (PDF Version 1.4).
  - **[40-bit RC4]**: This is used to set to an encryption level compatible with Acrobat 3.0 (PDF Version 1.1).
- **Authority**
  - **[Print]**: This is used to authorize users to print PDF files.
  - **[Change]**: This is used to authorize users to edit and convert PDF files.
  - **[Extract]**: This is used to authorize users to copy and extract the contents of PDF files.
  - **[Accessibility]**: This is used to enable the accessibility feature.

Tip

- There are 4 file formats as shown below.
  - JPEG
  - PDF
  - Secure PDF
  - Slim PDF
- [JPEG] is available only when [Full Color] or [Gray Scale] is selected for the color mode setting.
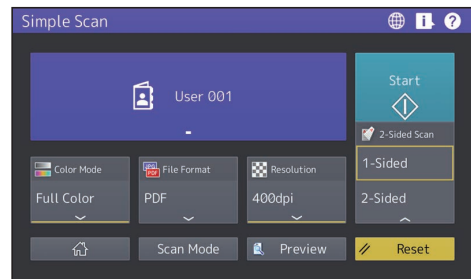
■ Resolution
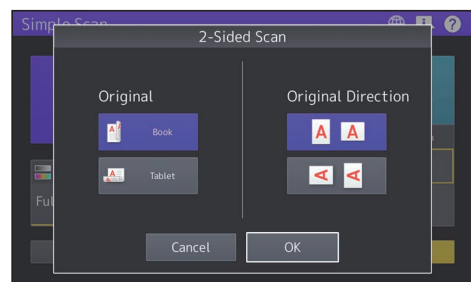
The resolution can be specified.
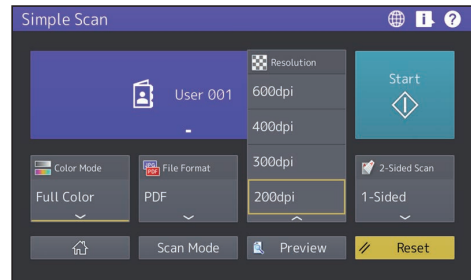
■ 2-Sided Scan

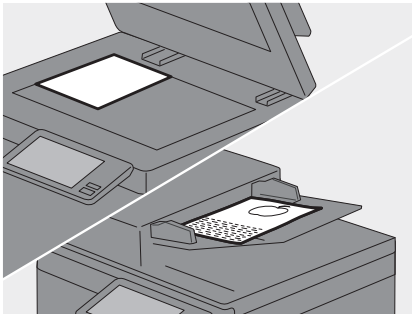The 2-sided scan setting for the original can be specified.

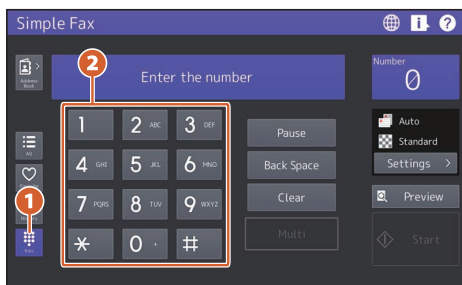Select the directions of originals or scanned images, if necessary.

Simple Fax

■ How to send a fax

1 **Press [Simple Fax].**

2 **Place the original.**

3 **Press ① [Keys] on the touch panel and enter the recipient fax number with the ② numeric keys.**

> Tip
>
> - When you send a fax to multiple recipients, press [Multi] after the fax number has been entered.
> - If an incorrect value is entered, press [Back Space] to delete numbers one by one.
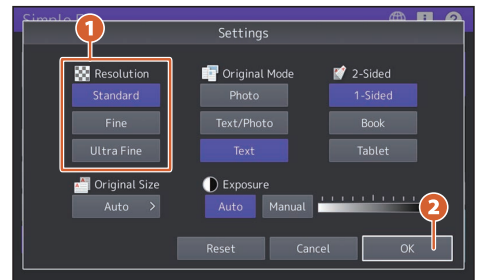> - All the entered numbers can be deleted by pressing [Clear].

4 **Press [Start].**

> Tip
>
> Press the [START] button on the control panel can also send a fax.

■ Preview

The preview of the scanned image to be sent is displayed after [Start] is pressed. When [Edit] on the preview screen is pressed, you can delete pages.

■ Resolution

1 **Press [Settings].**

2 **① Select the resolution and press ② [OK].**

[Resolution]
The resolution based on the fineness of the original can be specified.

- **Standard**: This is suitable for an original with regular size text.

- **Fine**: This is suitable for an original with small size text and fine illustrations.

- **Ultra Fine**: This is suitable for an original with ultra-fine illustrations.

■ Original Mode

1 Press [Settings].

2 ① Select the original mode and press ② [OK].
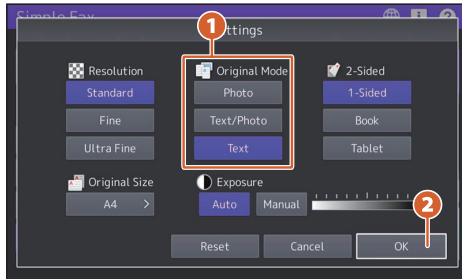
[Original Mode]
The scanning mode based on the type of the original can be specified.

- **Photo**: This is suitable for an original with photos.

- **Text/Photo**: This is suitable for an original with a mixture of text and photos.

- **Text**: This is suitable for an original with text and line drawings.

■ 2-Sided Scan

1 Press [Settings].

2 ① Select the 2-sided scan mode and press ② [OK].
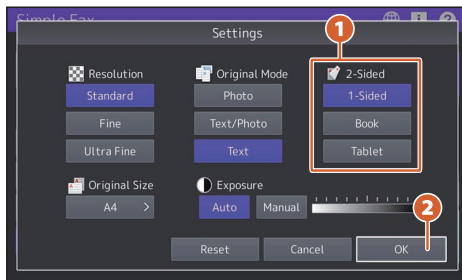
[2-Sided Scan]
The type of the original (1-sided or 2-sided) to be scanned can be specified.

- **1 Side**: This is used for scanning a 1-sided original.

- **Booklet**: This is used for scanning a 2-sided right-to-left (book-type) original.

- **Tablet**: This is used for scanning a 2-sided top-to-bottom (tablet-type) original.

■ Original Size

1 Press [Settings].

2 ① Select the original size and press ② [OK].
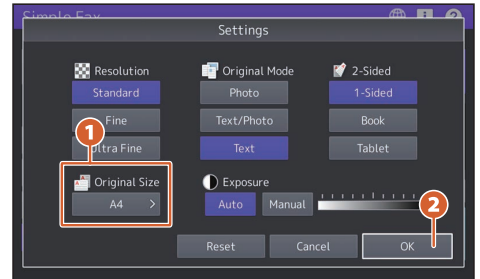
[Original Size]
The scan size of the original can be specified.

- **Auto**: The size of the original is automatically determined before it is scanned.

- **Different Width**: This is used when originals with different width are loaded on the ADF.

- **Specified size**: This is used when originals are scanned at the preset size regardless of the actual one.

■ Exposure

1 Press [Settings].

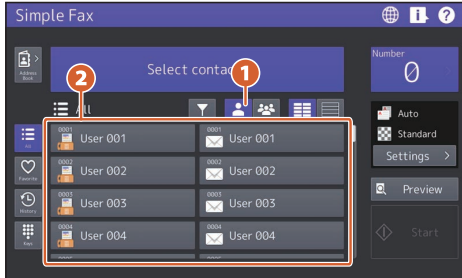**2** ① Specify the density and press ② [OK].
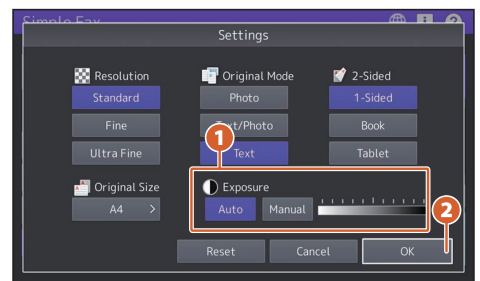
[Exposure]
The scan density of the original can be specified.

- **Auto**: The contrast of the original is automatically detected and it is scanned with the optimum density.

- **Manual**: The desired density can be specified.

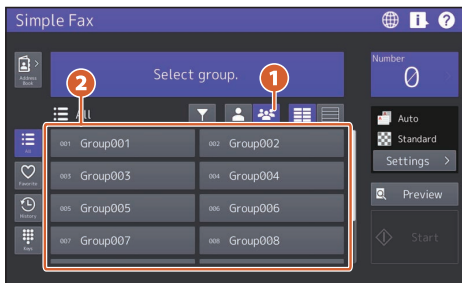## ■ Specifying recipients in the address book

❑ Specifying recipients one by one

Press **1** 👤 and **2** select the recipient.

❑ Specifying recipients in groups

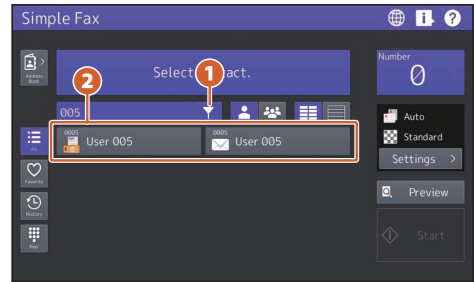Press **1** 👥 and **2** select the recipient.

Tip

- When ▤ is pressed, the address book is displayed in the list.

- When ♡ is pressed, the recipients registered in the favorites are displayed.

■ Searching recipients

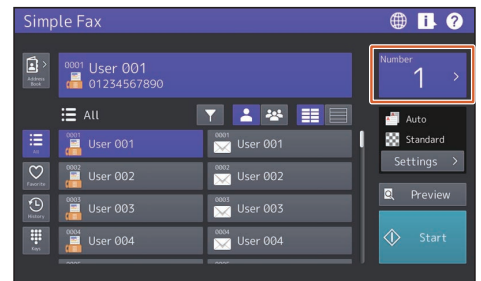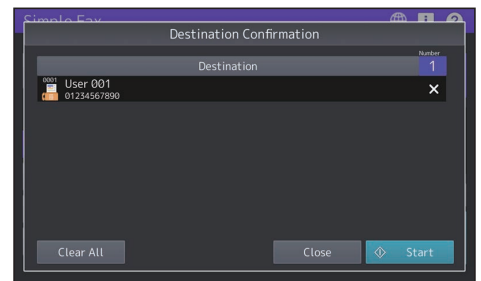Press **1** ▼ and enter **2** the keyword. Recipients including the keyword are displayed.

Tip

Searching using multiple keywords can be carried out by dividing them with a space.

■ Confirming recipients

1 Press the destination number indication area.

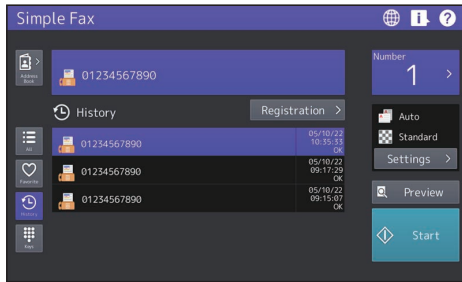**2** Check the recipient addresses on the displayed screen.

Tip

Press [X] at the right to delete the recipients one by one. Press [Clear All] to deleted all the recipients.

■ Confirming the transmission history and sending a fax

1 Press .

2 The list of the transmission history is displayed. Select the recipient to send a fax and then press [Start].
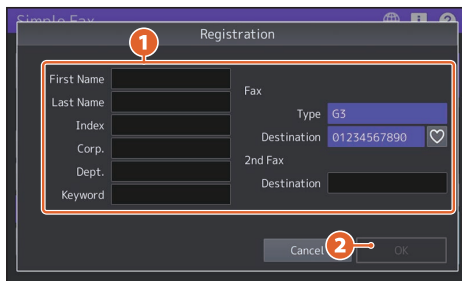

Tip

Up to 40 jobs of the transmission history are viewed.

■ Registering the recipient's address

1 Select the recipient to be registered in the address book from the transmission history list and then press [Registration].

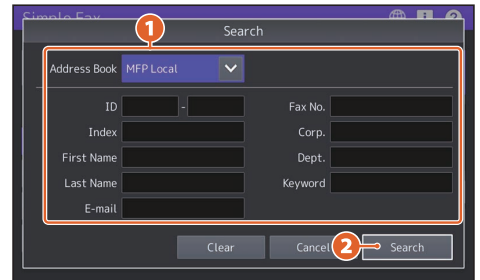**2** ① Enter the recipient information. ② After the necessary information is entered, press [OK].

Tip

When is pressed, the recipient can be registered in the favorites.

## ■ Searching in the address book

1 Press .

2 Press on the address book screen.

3 ① Enter the item for searching and ② press [Search].

Tip

• The address book can be switched and refined on the address book screen.

|	
👤	Switches to the address book with recipients registered individually.
👥	Switches to the address book with recipients registered as a group.
♡	Refines the recipients registered in the favorites.
ABC	Refines the recipients beginning with the letter displayed on the button.
▦	Displays the address book in the button style.
▤	Displays the address book in the list style.

• A searched destination in an LDAP server can be registered in the address book by selecting it on the search result screen and pressing [Entry].
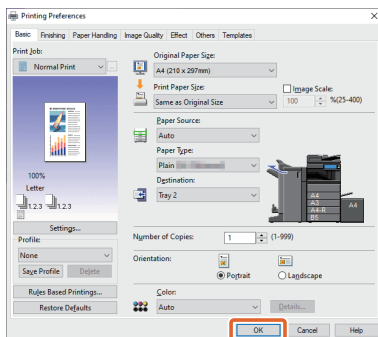
Print

This is for printing from a Windows computer with a Universal Printer 2 driver which needs to be installed in advance.
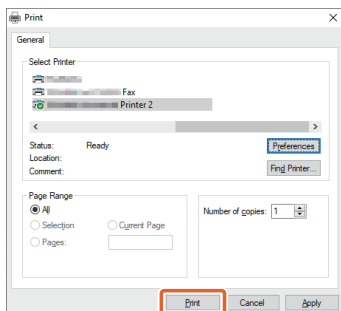
■ How to make printing

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]).
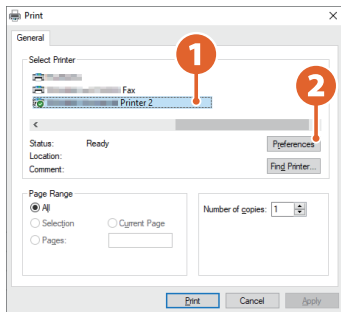
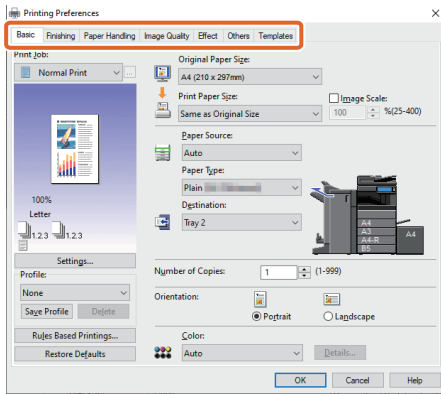**3** Set the print options and click [OK].

4 Click [Print] ([OK]).

Tip

To install the printer driver in a Windows computer, see the reference below.
Installation - INSTALLING PRINTER DRIVERS FOR WINDOWS
To install the printer driver in a Mac computer, see the reference below.
Installation - INSTALLING PRINTER DRIVERS FOR macOS

■ Setting Universal Printer 2 driver

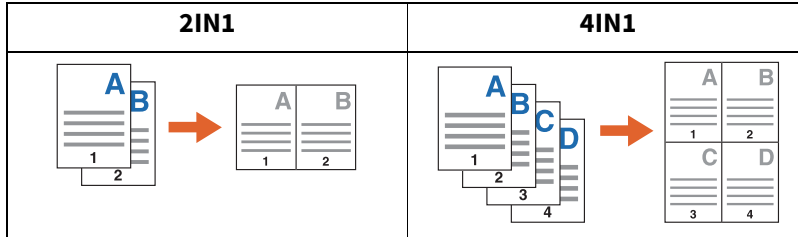### ❏ To specify paper size or number of copy sets

Click the [Basic] tab.

❏ To specify 2-sided printing or N-up printing

Click the [Finishing] tab. If the Finisher and the Hole Punch Unit are installed, "Staple" and "Hole Punch" are available.

> Tip

Select "Number of pages per Sheet" to print several pages on one sheet. Pages are reduced to fit the selected paper size and printed.

2IN1	4IN1

❏ To specify Front cover printing

Click the [Paper Handling] tab.

❏ To adjust Image quality

Click the [Image Quality] tab.

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

Click the [Effect] tab.

❏ To skip blank pages

Click the [Others] tab.

❑ To print with templates

Click the [Templates] tab.

❑ Printing documents using the bypass tray

The following explains how to print documents from a computer using the bypass tray.

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

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

3 **Select the [Basic] tab menu.**

4 **Select the document size in [Original Paper Size].**

5 **Select the paper size in [Print Paper Size].**
If you do not want to enable enlarged or reduced printing, select [Same as Original Size].

6 **Select [Bypass Tray] in [Paper Source].**

7 **Select the paper type to be fed from the bypass tray in [Paper Type].**
- When printing documents is attempted with thick paper and so on (other than plain paper), click [Paper Type] to specify the paper type.

- For more information about the paper type, see the reference below.
  Specifications - SPECIFICATIONS OF PAPER - Acceptable paper

8 **Set other printing functions as needed and then click [OK].**

9 **Click [Print] ([OK]) of the application.**

10 **Place paper face down on the bypass tray of the equipment.**

11 **Press [Job Status] on the Home screen.**

12 **When "Select the drawer or bypass tray." is displayed on the touch panel, press [Bypass Feed].**

13 **Press the [START] button on the control panel.**

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