

**TOSHIBA**

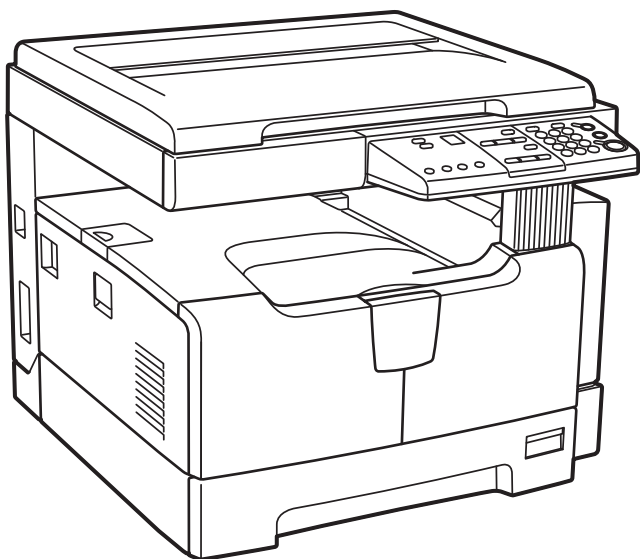
Leading Innovation >>>

MULTIFUNCTIONAL DIGITAL SYSTEMS

# Operator's Manual for Copying Functions

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**e-STUDIO181**





## Preface

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Thank you for purchasing the TOSHIBA multifunctional digital systems.  
We have provided you with this manual for the operation of this equipment.

This operator's manual describes the following:

- How to use this equipment
- How to inspect and carry out maintenance on this equipment
- How to remedy mechanical and copying problems

Be sure to read this manual before using this equipment. Keep this manual handy and retain it for future reference.

# Notice to Users

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## **FCC NOTICE**

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

## **WARNING**

Changes or modification made to this equipment, not expressly approved by TOSHIBA TEC or parties authorized by TOSHIBA TEC, could void the user's authority to operate the equipment.

This Class A digital apparatus complies with Canadian ICES-003.  
Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

## **User Safety**

This TOSHIBA multifunctional digital systems does not produce laser radiation hazardous to the user. It is certified as a Class 1 laser product under the U.S Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control Health and Safety Act of 1968 including amendments.

Protective housing and external covers completely confine the laser beam light emitted inside the multifunctional digital systems. The laser beam cannot escape from the machine during any phase of user operation.

Regulations implemented on August 2, 1976 by the Bureau of Radiological Health (BRH) of the U.S Food and Drug Administration apply to laser products manufactured from August 1, 1976. Laser products marketed in the United States must comply with these regulations.

## **CAUTION**

Using controls or adjustments or performing procedures, other than those specified herein may result in hazardous radiation exposure.

The unit is classified as Class 1 Laser Product according to IEC60825-1:1993, IEC60825-1:2007 including amendments.  
The unit uses laser diode of output Max. 7 mW, wave length 785 nm, continuous pulse.

## **Regulatory Information**

TOSHIBA is dedicated to preserving the environment by sponsoring Call2Recycle, a program of the Rechargeable Battery Recycling Corporation. For more information and for drop-off locations, visit [www.rbc.org](http://www.rbc.org) or call 1-800-822-8837.

Notice regarding CR coin cell batteries, applicable to California, U.S.A. only: Perchlorate Material - special handling may apply.

See <http://www.dtsc.ca.gov/hazardouswaste/perchlorate/>

# Before Reading This Manual

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## To read manuals in the PDF file format

This manual is stored in PDF (Portable Document Format) in the co-packed User Documentation CD-ROM. The operator's manual in the PDF can be displayed/printed using Adobe Reader or Adobe Acrobat Reader. If neither is installed in your computer, download one of them. This can be done via the website of Adobe Systems Incorporated.

## How to read this manual

### Symbols in this manual

To ensure correct and safe use of this equipment, this operator's manual describes safety precautions according to the three levels shown below.

You should fully understand the meaning and importance of these items before reading this manual.

#### Warning

Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.

#### Caution

Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.

#### Note

Indicates information to which you should pay attention when operating the equipment.

Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

#### Tip

Describes handy information that is useful to know when operating the equipment.



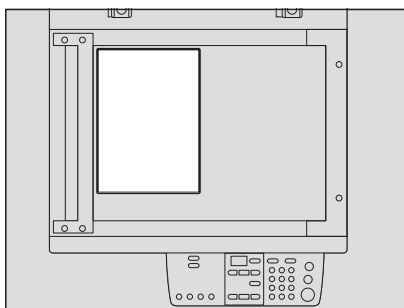
Pages describing items related to what you are currently doing. See these pages as required.

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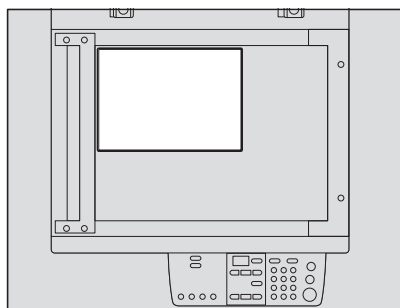
## Description of original/paper direction

Paper or originals of LT size can be placed either in a portrait direction or in a landscape direction. In this manual, “-R” is added to this paper size when this size of paper or original is placed in a landscape direction.

e.g.) LT size original on the original glass



Placed in a portrait direction: LT



Placed in a landscape direction: LT-R

Paper or originals of LD or LG size can only be placed in a landscape direction, therefore “-R” is not added to these sizes.

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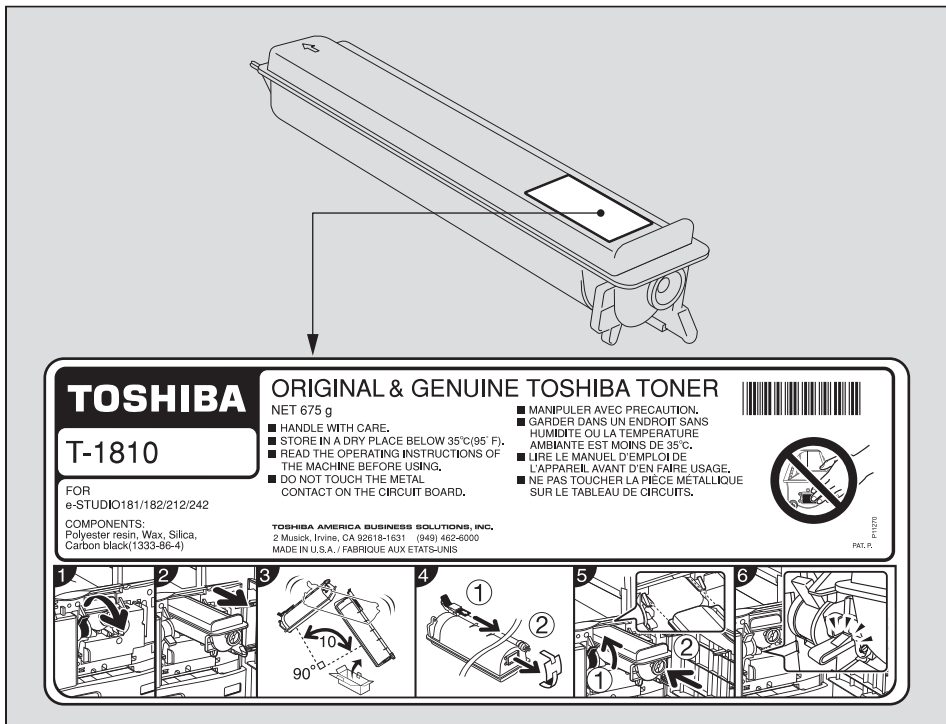
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# TOSHIBA Quality Is Second to None

## Recommended toner cartridges

To assure optimal printing performance, we recommend that you use only genuine TOSHIBA toner cartridges.



If you use a TOSHIBA-recommended toner cartridge, you can utilize the following three functions of this equipment:

### Cartridge detecting function:

This function checks if the toner cartridge is correctly installed and notifies you if it is not.

### Toner remaining check function:

This function notifies you when there is little toner remaining in the cartridge.

### Image quality optimization function:

This function controls image quality according to the characteristics of the toner to be used and enables you to print images of an optimal quality.

If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. Therefore, even if the toner cartridge is correctly installed, the toner lamp lights or blinks and printing may not be performed. You may also not be able to utilize the image quality optimization and the toner remaining check functions.

If you are using a toner cartridge other than the one we recommend, toner is not recognized. If this is a problem for you, please contact your service representative. Remember you will not be able to utilize the Toner remaining check function and Image quality optimization function as we mentioned.

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## Supplies / Parts

### **Dependability**

Genuine TOSHIBA supplies are subjected to the strictest of inspections so that every supply you receive will perform at optimal levels.

### **High Productivity**

Genuine TOSHIBA supplies are created to meet the demands of our competitive world and provide high-speed reliable copies when you need them.

### **Stable Image Quality**

Genuine TOSHIBA supplies are designed to provide consistently stable image output.

### **Copier Friendly Supplies**

Genuine TOSHIBA supplies are designed to help to keep the equipment and all its parts in trouble-free working order. Reduction of machine wear is due to TOSHIBA's intimate knowledge of the equipment's characteristics ensuring the highest standard of care.

### **Perfectly Suited Supplies**

From the beginning TOSHIBA supplies and machines were made for each other. Whenever TOSHIBA designs a new machine, it also designs a new toner that is made just for that machine. By using genuine TOSHIBA supplies with TOSHIBA equipment, you are guaranteed optimum performance.

## Toner

### **Optimum Image Quality**

TOSHIBA toner is manufactured using ultra-fine quality materials under precisely controlled conditions to ensure that your TOSHIBA equipment will continually generate sharp high-quality images.

### **Cost Advantage**

Genuine TOSHIBA toner provides value. Only the proper amount of toner is used during the reproduction process, thereby enabling the machine to continue to operate until all the toner has been used. In this way you get the full value from each cartridge used.

### **Environmental Harmony**

Genuine TOSHIBA toner is manufactured with the environment in mind. We use embossed or plastic labels for our toner cartridges making them fully recyclable. In addition, dust and ozone levels have been reduced to improve the working environment.

### **User Friendly**

Before approving our toners for sale, we test them to be sure that they pass the strictest of health standards. This takes all the worry out of handling the toner.

## General

### **Service and Support Benefits**

TOSHIBA's Service technicians are certified to keep your equipment performing at optimum levels. To ensure continuous image quality, utilize an authorized TOSHIBA Service provider to care for and perform periodical maintenance on your equipment.

# General Precautions

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## When installing or moving

### Warning

- This equipment requires 115 V, 12 A, 50/60 Hz electric power.  
Do not use a power supply with a voltage other than that specified.  
Avoid multiple connections in the same outlet. This could cause a fire or give you an electric shock. If you are considering increasing the number of outlets, contact an electrician.
- Always connect this equipment to an outlet with a ground connection to avoid the danger of fire or electric shock in case of short-circuiting. Contact your service representative for the details. Be sure to use a 3-conductor, grounded wall outlet.  
In areas, except the U.S. and Canada, where a 2-pin plug is used, the equipment must be grounded for safety. Never ground it to a gas pipe, a water pipe, or any other object not suitable for grounding.
- Plug the power cable securely into the outlet. If it is not plugged in properly, it could heat up and cause a fire or give you an electric shock.
- Do not damage, break or attempt to repair the power cable.  
The following things should not be done to the power cable.
  - Twisting it
  - Bending it
  - Pulling it
  - Placing anything on it
  - Making it hot
  - Situating it near radiators or other heat sourcesThis could cause a fire or give you an electric shock. If the power cable is damaged, contact your service representative.
- Do not install the equipment by yourself or try to move it once it has been installed. This could result in an injury or damage to the device. Contact your service representative if the equipment needs to be installed or moved.
- Pull the plug out from the outlet more than once a year to clean around the prongs. Accumulating dust and dirt could cause a fire due to the heat released by electric leakage.

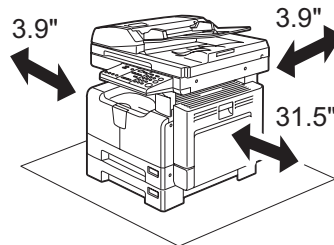
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## Caution

- Avoid placing the equipment in a place unsuitable for its weight and also make sure the surface is level.  
Remember that if the equipment falls over, serious injuries could result.  
Weight of the equipment: approx. 70.1 lb.
- When removing the plug from the outlet, do not pull the power cable. Always hold the plug when removing it from the outlet. If the power cable is pulled, the wires may become broken and this could cause a fire or give you an electric shock.
- Make sure that the ventilation holes are not blocked up.  
If the temperature within the equipment becomes too high, a fire could result.

## Other points

- The socket outlet shall be installed near the equipment and shall be easily accessible.
- Make sure that there is enough space around the system to facilitate changing of parts, maintenance and clearing paper jams.  
If there is insufficient space, some operations, such as bypass feeding, will become difficult and the equipment could even break down.  
To insure optimal operation, allow clearances of at least 31.5" on the right, and 3.9" on the left and behind.



- Be sure to fix the power cable securely so that no one trips over it.
- Adverse environmental conditions may affect the safe operation and performance of the equipment, and the equipment could break down.
  - Avoid locations near windows or with exposure to direct sunlight.
  - Avoid locations with drastic temperature fluctuations.
  - Avoid too much dust.
  - Avoid locations that suffer from vibration.
- Make sure that the air is able to flow freely and that there is sufficient ventilation.  
With inadequate ventilation, the unpleasant odor released by the ozone will begin to dominate the atmosphere.

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## When using the equipment

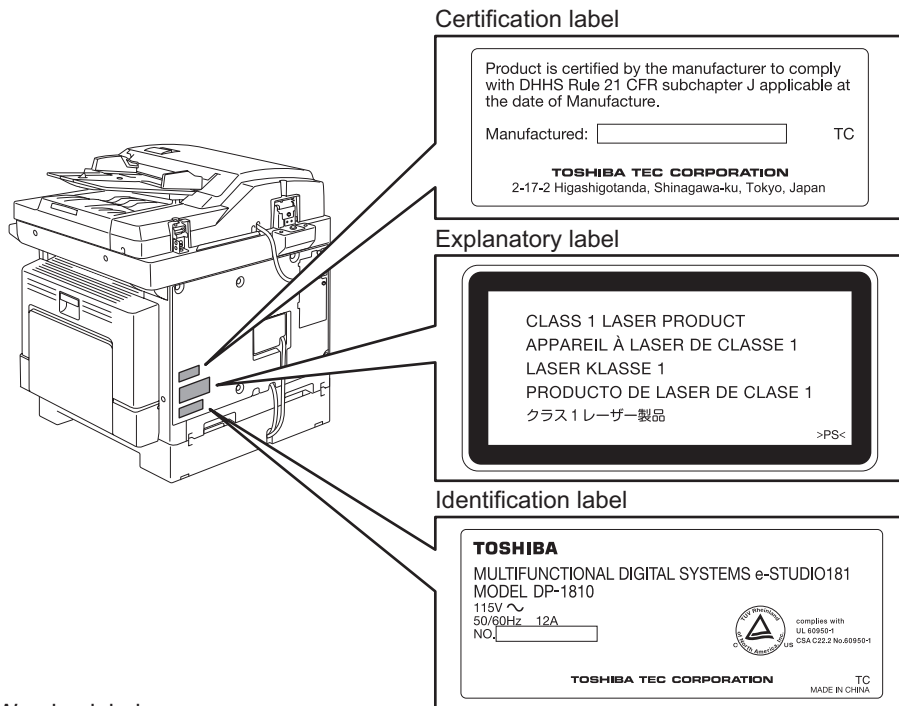
### Warning

- Do not take off the cover of the equipment; otherwise you could be injured or get an electric shock.
- Do not remove or connect the plug with wet hands, as this could give you an electric shock.
- Do not place any container with liquid (flower vases, coffee cups, etc.) on or near the equipment. This could cause a fire or give you an electric shock.
- Keep paper clips and staples away from the air vent. If not, a fire could result or you could get an electric shock.
- If the equipment becomes excessively hot, smoke comes out of it or there is an odd smell or noise, proceed as follows.  
Turn the power OFF and remove the plug from the outlet, then contact your service representative.
- If the equipment will not be used for more than one month, remove the plug from the outlet for safety purposes during that time.  
If an insulation failure occurs, this could cause a fire or give you an electric shock.

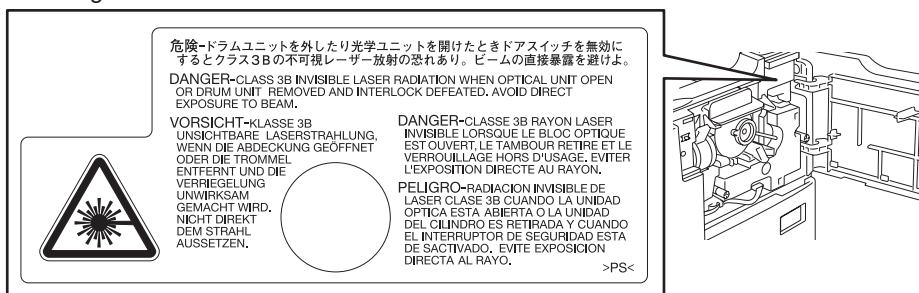
### Caution

- Do not place heavy objects (9 lb. or more) on the original glass and do not press on it with force. Breaking the glass could cause personal injury.
- Do not place heavy objects (9 lb. or more) on the equipment. If the objects fall off, this could cause injury.
- Be careful not to let your fingers be caught when closing the drawer. This could injure you.
- Do not touch the fuser unit or the metal area around it. Since they are very hot, you could be burned or the shock could cause you to get your hand injured in the machine.
- Be careful not to let your fingers be caught between the equipment and the side cover. This could injure you.
- Do not touch the hinge (= a connecting part) on the rear side of the Automatic Document Feeder (optional). This could catch and injure your fingers when you open or close the Automatic Document Feeder (optional).

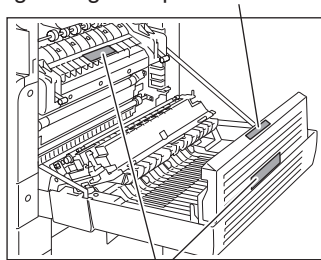
## Position of Certification label, etc.



### Warning label



### Warning for high-temperature areas (ventilation holes)



### Warning for high-temperature areas (fuser unit)



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## Other points

- Do not turn the power OFF with jammed paper left inside the equipment. This could cause malfunctions when the main switch is turned ON next time.
- Be sure to turn the power OFF when leaving the office or if there is a power failure.
- Be careful because the paper exit area and paper just after exiting are hot.
- Do not place anything other than paper on the receiving tray. This could disturb a normal operation and cause malfunctions.
- Do not touch the photoconductive drum surface or the transfer charger. This could cause image problems.
- Do not open/close the covers and the bypass tray, or pull out the drawers during printing.

## During maintenance or inspection

### Warning

- Never attempt to repair, disassemble or modify the equipment by yourself. You could cause a fire or get an electric shock.  
Always contact your service representative for maintenance or repair of the internal parts of the equipment.
- Do not let liquids such as water and oil get into the system when cleaning the floor. This could cause a fire and give you an electric shock.

### Caution

- Always keep the plug and outlet clean. Prevent them from accumulating dust and dirt. This could cause a fire and give you an electric shock due to the heat released by electric leakage.

### Other points

- Do not use such solvents as thinner or alcohol when cleaning the surface of the equipment.
  - This could warp the shape of the surface or leave it discolored.
  - When using a chemical cleaning pad to clean it, pay attention to any cautionary points.

## When handling supplies

### Warning

- Never attempt to incinerate toner cartridges. Dispose of used toner cartridges in accordance with local regulations.

### Other points

- Read the operator's manual carefully to replace the toner cartridge using the correct procedure. An improper procedure could cause toner leakage or scattering.
- Do not open the toner cartridge forcibly. This could cause toner leakage or scattering.
- Keep the toner cartridge out of the reach of children.
- If toner is spilt on your clothes, wash it off with cold water. Your clothes will be stained with toner and it will not come out if you use warm water.
- If toner leaks from the toner cartridge, be careful not to inhale or touch it.

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**First-aid measures**

If you inhale or touch toner, etc; carry out the following treatment.

- Inhalation: Remove from exposure area to fresh air immediately. Contact a physician if there is any difficulty in breathing or other signs of distress.
- Skin Contact: Wash with soap and water. Wash clothing before reuse. If irritation occurs or is persistent, seek medical attention.
- Eye Contact: Immediately flush eyes with plenty of water for at least 15 minutes. If irritation persists, call a physician.
- Ingestion: Dilute stomach contents with several glasses of water.

## Disclaimer Notice

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The following notice sets out the exclusions and limitations of liability of TOSHIBA TEC CORPORATION (including its employees, agents and sub-contractors) to any purchaser or user ('User') of the e-STUDIO181, including its accessories, options and bundled software ('Product').

1. The exclusion and limitations of liability referred to in this notice shall be effective to the fullest extent permissible at law. For the avoidance of doubt, nothing in this notice shall be taken to exclude or limit TOSHIBA TEC CORPORATION's liability for death or personal injury caused by TOSHIBA TEC CORPORATION's negligence or TOSHIBA TEC CORPORATION's fraudulent misrepresentation.
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  - (b) any cause which prevents the Product from operating or functioning correctly which arises from or is attributable to either acts, omissions, events or accidents beyond the reasonable control of TOSHIBA TEC CORPORATION including without limitation acts of God, war, riot, civil commotion, malicious or deliberate damage, fire, flood, or storm, natural calamity, earthquakes, abnormal voltage or other disasters;
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  - (b) any special, incidental, consequential or indirect loss or damage, costs, expenses, financial loss or claims for consequential compensation;

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## Environmental Information

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### ENERGY STAR® Program

Toshiba Tec Corporation, as a member of the ENERGY STAR Program, attaches the ENERGY STAR logo to all products which meet the ENERGY STAR Program requirements.



The ENERGY STAR Program aims at the promotion of the development and wider usage of office equipment including energy-efficient computers in order to address environmental issues such as global warming. Manufacturers that participate in this program can attach the ENERGY STAR logo to products after confirming that they meet the energy saving standards of this program. Also, these standards and logo are commonly used within the U.S. Environmental Protection Agency (EPA) and participating countries.

Specified products, sales countries or regions may not be included.

To distinguish whether or not the product meets the ENERGY STAR Program requirements, check if the corresponding logo is on the product.

If you have any questions, contact your service representative.

### Energy saving features

Energy saving features are provided in this product in order to reduce power consumption when it is not being used.

#### Low power mode

The equipment automatically enters this mode when a specified period of time<sup>\*1</sup> has passed since the last use. "ALP" appears on the LED display in this mode.

#### Sleep mode / Super sleep mode

The equipment automatically enters this mode when a specified period of time<sup>\*2</sup> has passed since the last use.<sup>\*3</sup> In the sleep mode, "SLP" appears on the LED display. In the super sleep mode, the LED display is blank.

\*1 If you want to change the time until the low power mode is entered, contact your service technician.

\*2 You can change the time until the sleep mode / super sleep mode is entered.

P.70 "Changing of the Enabled Energy Saving Mode"

\*3 For the conditions needed to cancel the sleep mode / super sleep mode, see the following page:

P.28 "Canceling conditions for energy saving mode"

# 1

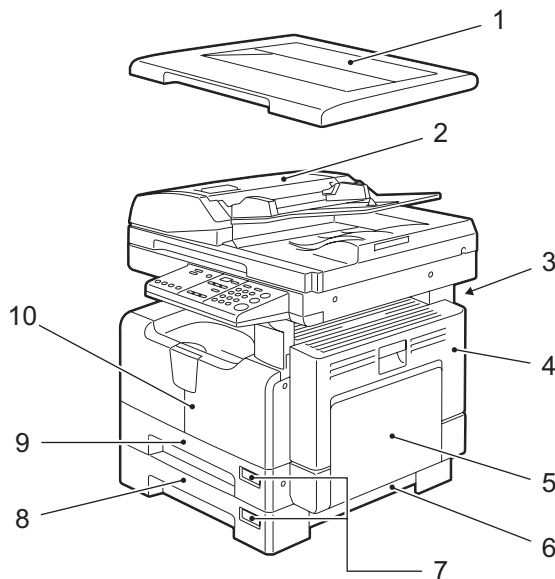
## PREPARATION

This chapter describes what you need to know before using this equipment, such as how to turn the power ON or how to set copy paper.

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## Description of Each Component

### Front / Right side



**1. Platen Cover (optional, KA-1650PC)**

Place an original on the original glass and start copying with this cover closed.

**2. Automatic Document Feeder (optional, MR-2020)**

A stack of originals placed on this are scanned one sheet after another. Maximum 100 sheets (or stack height 0.62") of originals can be placed in one go.

(The maximum number of sheets can be placed may vary depending on the media type of the originals.)

📖 P.44 "Placing originals on Automatic Document Feeder (optional)"

📖 P.75 "Paper Jams"

**3. Operator's Manual pocket (Back side)**

Keep the Operator's Manual in this.

**4. Side cover**

**5. Bypass tray**

Use this to make copies on special media types such as thick paper, overhead transparencies or tracing paper.

📖 P.48 "Using Bypass Tray"

📖 P.75 "Paper Jams"

**6. Paper feed cover (of the Paper Feed Unit (optional))**

**7. Paper size indicator**

**8. Paper Feed Unit (optional, MY-1027)**

Use this to add one more drawer to the equipment. A maximum of 250 sheets of plain paper can be placed in one go.

## 9. Drawer

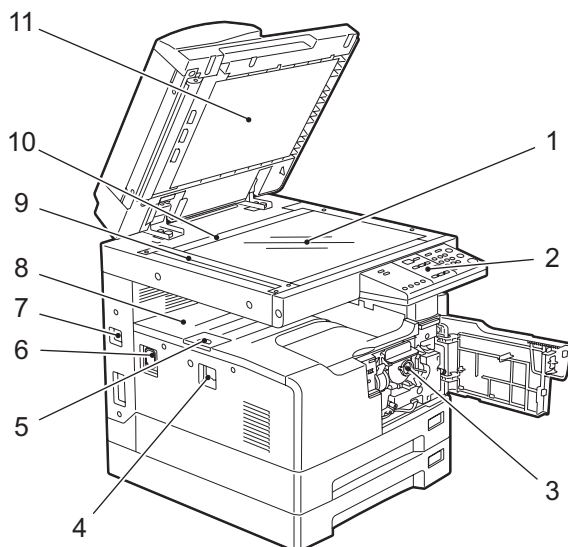
Maximum 250 sheets of plain paper can be placed in one go.

## 10. Front cover

Open this cover when you replace the toner cartridge.

📖 P.85 "Replacing Toner Cartridge"

## Left side / Inner side



### 1. Original glass

Use this to copy three-dimensional originals, book-type originals and special paper such as overhead transparencies or tracing paper, as well as plain paper.

📖 P.40 "Placing Originals"

### 2. Control panel

Use this to perform copying, key in the copy quantity, or set other functions.

📖 P.24 "Control panel"

### 3. Toner cartridge

📖 P.9 "Recommended toner cartridges"

📖 P.85 "Replacing Toner Cartridge"

### 4. Power switch

Turn the power of the equipment ON or OFF with this.

📖 P.27 "Preparation 1 - Turning Power ON"

### 5. Paper exit stopper

Use this to prevent the exiting paper from falling. Open this when you make a large amount of copies on a larger size of paper (e.g. LD, LG).

### 6. AC-IN terminal

Use this to connect the co-packed power cable and the equipment.

**7. USB terminal (4-pin)**


With this terminal, the equipment can be connected to your PC using a commercially available USB cable.

**Notes**

- Use a USB2.0 Hi-Speed certified cable: USB cable supporting the USB2.0 Hi-Speed mode (480 Mbps of transfer speed) certified by the USB Implementers Forum.
- Connect the equipment with a PC directly by the USB cable. When it is connected with a PC via a USB hub, the equipment may not be recognized.

**8. Receiving tray****9. Scanning area**

The data of originals transported from the Automatic Document Feeder (optional, MR-2020) are scanned here.

 P.96 "Daily Inspection"

**10. Original scale**

Use this to check the size of an original placed on the original glass.

**11. Platen sheet**

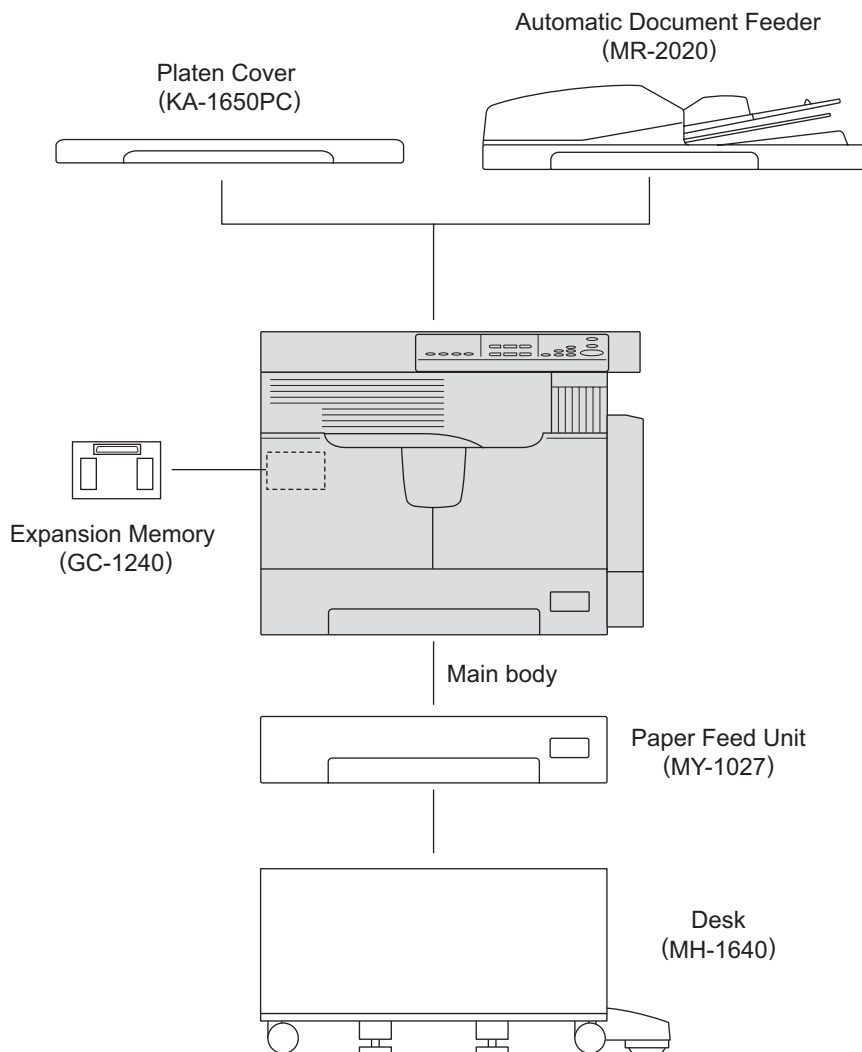
 P.96 "Daily Inspection"



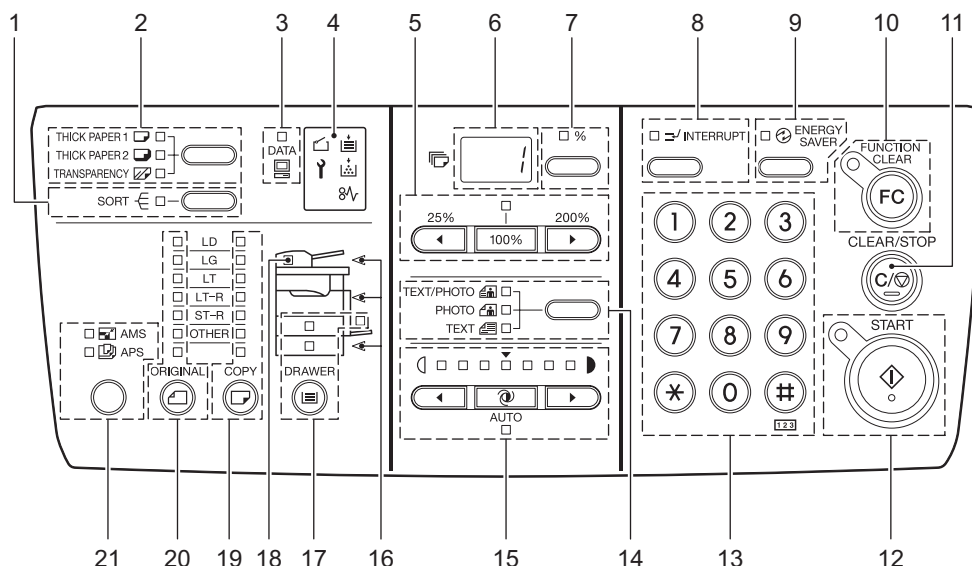
---

## Configuration of options

The options listed below are available. Contact your service technician or service representative for the details.



## Control panel



### 1. [SORT] button/lamp

Use this to use the sorting function.

📖 P.61 “Copying in Same Page Order as Originals - Sort Copying -”

### 2. Media type setting button/lamps

Use this button to switch the media type of paper placed on the bypass tray.

📖 P.48 “Using Bypass Tray”

### 3. [DATA] lamp

The lamp blinks when print data are being received from a PC connected to the equipment.

### 4. Message lamps

Each of five lamps shows you the current status of the equipment.

For the meaning of each lamp and countermeasure of each status, see the following page:

📖 P.72 “When Message Lamp is Lit/Blinking”

### 5. Zoom buttons/lamp

Use them to set reproduction ratio. The lamp above the  button is lit when the reproduction ratio is 100%.

For how to zoom in or out copy image, see the following page:

📖 P.56 “Zooming In/Out Copy Image”

### 6. LED display

Use this to display the number of copies set. The reproduction ratio appears here when the copy qty. / zoom display selecting button (7) is pressed.


### 7. Copy qty. / zoom display selecting button/lamp

The display of (6) is switched between copy quantity and reproduction ratio each time you press this button. The lamp beside the “%” mark is lit when the reproduction ratio appears.

---

**8. [INTERRUPT] button/lamp**


Use this to interrupt the copy job in process and perform another one (= interrupt copying).  
For the details of interrupt copying, see the following page:

 P.47 "Interrupting copying and making another copy - Interrupt copy -"

**9. [ENERGY SAVER] button/lamp**

Use this to let the equipment enter into the energy saving mode when the equipment is not used. The lamp is lit when the equipment is in the energy saving mode.

For the details of the energy saving mode, see the following page:

 P.28 "Saving energy when not in use - Energy saving mode -"

**10. [FUNCTION CLEAR] button/lamp**

This lamp blinks when copying is finished. Use this button to clear the set copy functions.


**11. [CLEAR/STOP] button**

Use this to stop the copy job in process or return the copy quantity keyed in to "1".

**12. [START] button/lamp**

Use this to start copying. Copies can be made when the lamp is lit. It blinks when the equipment is waiting for copying to be started.

For basic copy operations, see the following page:

 P.45 "Making Copies"


**13. Digital keys**

Use them to key in any number such as copy quantity.


**14. Original mode button/lamps**


Use this button to set the image quality of copy according to that of an original.

For the details of image quality, see the following page:

 P.65 "Selecting Image Mode"


**15. Density adjustment buttons/lamps**

Use this button to adjust the density of copy image. The [AUTO] lamp below the  (automatic copy density mode) button is lit when the density is being automatically adjusted.  
For the details of density adjustment, see the following page:

 P.66 "Adjusting Density Level"

**16. Paper jam position lamps**


The lamp blinks when an original or copy paper is jammed. The position where the lamp is blinking shows where the paper jam has occurred.

 P.75 "Paper Jams"

**17. [DRAWER] button/lamps**

Use this button to select a drawer or the bypass tray to be used as a paper source. The lamp of the paper source currently selected is lit. The lamp blinks when the selected drawer or tray is running out of paper.

When paper in the drawer or on the bypass tray has run out, see the following page to add paper:

 P.30 "Preparation 2 - Placing Copy Paper"

**18. Original setting lamp**

The lamp is lit when originals are placed on the Automatic Document Feeder (optional).

This lamp blinks in the following situations:


- When the original needs to be placed on the original glass (When the [START] button is pressed without the original cover being opened after copies are made)

- When the originals need to be placed on the Automatic Document Feeder (optional) (When a paper jam in the Automatic Document Feeder is released)
- When the Automatic Document Feeder (optional) on which the originals are placed is raised.

### 19. [COPY] button/lamps


Use this button to select the size of paper to be used. The lamp of the paper size currently selected blinks when this size of paper is not placed in the drawer or on the bypass tray.

See the following page for details:

 P.54 "Manual paper selection"

### 20. [ORIGINAL] button/lamps

Use this button to specify the size of an original.


 P.58 "Specifying both the sizes of the original and the copy paper"

### 21. APS/AMS selecting button/lamps

Automatic paper selection (APS): The equipment detects the size of original and automatically selects the same size of copy paper.

 P.53 "Paper Selection"

Automatic magnification selection (AMS): Set the size of copy paper to be used in advance. The equipment then detects the size of original and automatically selects the most suitable reproduction ratio to the copy paper.

 P.56 "Automatic magnification selection (AMS)"

#### Note

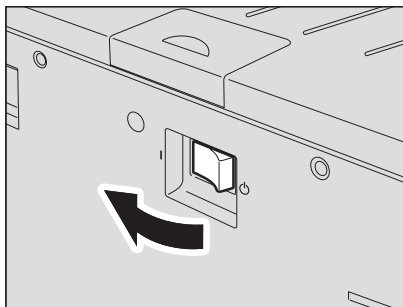
APS and AMS are available only when originals are placed on the Automatic Document Feeder (optional, MR-2020).

# Preparation 1 - Turning Power ON

---

## Turning power ON

- 1 Press the power switch to “ | ” (ON) side.



The equipment starts warming itself up. The warm-up time takes approx. 25 seconds. When the warm-up has finished, the [START] lamp is lit to show that the equipment is ready for copying.

### Tip

If you press the [START] button with an original placed while the warm-up is still continuing, copying automatically starts after it has finished. This is called auto job start. When the job is reserved, the [START] lamp blinks to show you the current status. However, this function cannot be accessed while “0” is blinking on the LED display (approx. 15 seconds).

- 2 Key in the access code if the equipment is managed under the access code function.

Key in the 3-digit access code, and then press the [START] button. Then the equipment is ready for copying.

### Tips

- If the access code function is enabled, press the [FUNCTION CLEAR] button after any operation has been finished to prevent unauthorized use of the equipment.
- For the details of the access code setting, ask your service technician.

## Turning power OFF

Press the power switch to “ ⏻ ” (OFF) side.

## Saving energy when not in use - Energy saving mode -

To reduce power consumption, the equipment automatically enters into the energy saving mode when a specified period of time has passed since its last use. You can also turn the equipment into this mode manually.

### Types of energy saving mode

There are two types of the energy saving mode as follows.

**Sleep mode:** The power consumption is 18 W. "SLP" appears on the LED display, and only the [ENERGY SAVER] lamp is lit.

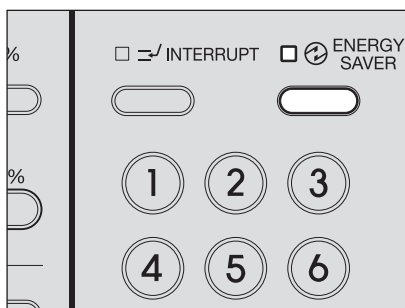
**Super sleep mode:** The power consumption is 4 W. The LED display is blank, and only the [ENERGY SAVER] lamp is lit.

#### Tips

- Either the sleep mode or the super sleep mode is enabled. The enabled mode and the time until the mode is entered (Auto sleep time) can be changed.  
📖 P.70 "Changing of the Enabled Energy Saving Mode"
- There is another one called the low power mode. Since the time until the low power mode is entered (Auto low power time) and the time until the energy saving mode is entered (Auto sleep time) work simultaneously, if auto sleep time is set shorter than auto low power time, the equipment enters into the energy saving mode, but not into the low power mode.  
📖 P.18 "Energy saving features"

### To turn the equipment into the energy saving mode manually

Check that the equipment is in the ready status, and press the [ENERGY SAVER] button.



The equipment is now in the energy saving mode. The [ENERGY SAVER] lamp is lit.

### Canceling conditions for energy saving mode

The energy saving mode is canceled under the following conditions. After the warm-up has been completed, the equipment goes into the ready status.

#### Sleep mode

- When any of the buttons on the control panel is pressed
- When this equipment is connected to a PC with a USB cable
- When printing is performed from a PC connected with this equipment
- When the Platen Cover (optional) or the Automatic Document Feeder (optional) is raised
- When originals are placed on the Automatic Document Feeder (optional)


---

### **Super sleep mode**

- When the [ENERGY SAVER] button on the control panel is pressed
- When the Platen Cover (optional) or the Automatic Document Feeder (optional) is raised

#### **Note**

If this equipment is connected to your PC with a USB cable, change the setting so that it does not enter the super sleep mode.

 P.70 “Changing of the Enabled Energy Saving Mode”

## Preparation 2 - Placing Copy Paper


Place copy paper in an appropriate paper source before you start copying.

### Acceptable media types

Standard size plain paper (17 to 20 lb. Bond) can be used for the drawers in the equipment and the Paper Feed Unit (optional). See the table below for the details.

Feeder	Media type	Paper size	Maximum sheet capacity <sup>*1</sup>
Drawers of the equipment and Paper Feed Unit (optional)	Plain paper (17 - 20 lb. Bond)	LT format: LD, LG, LT, LT-R, COMP, 13"LG A/B format: A3, A4, A4-R, B4, B5, B5-R, FOLIO	250 sheets (17 lb. Bond) 250 sheets (20 lb. Bond)
Bypass tray	Plain paper (17 - 20 lb. Bond) <sup>*2</sup>	LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO	100 sheets (17 lb. Bond) 100 sheets (20 lb. Bond)
	THICK PAPER 1 (21 - 28 lb. Bond)		1 sheet (21 - 28 lb. Bond)
	THICK PAPER 2 (29 lb. Bond - 90 lb. Index)		1 sheet (29 lb. Bond - 90 lb. Index)
	Tracing paper (20 lb.)		1 sheet
	Sticker labels		1 sheet
	Transparencies <sup>*3</sup>	LT only	1 sheet

\*1 "Maximum sheet capacity" refers to the maximum number of sheets when TOSHIBA-recommended paper is used. See the following page for the TOSHIBA-recommended paper:

 P.31 "Recommended paper"

\*2 13 to 16 lb. Bond paper can be used if it is set on the bypass tray sheet by sheet.

\*3 Be sure to use the overhead transparencies that TOSHIBA recommends. When transparencies other than the TOSHIBA-recommended ones are used, this could cause an equipment malfunction.

#### Note

You cannot mix various paper sizes in one drawer.

#### Tip

Abbreviations for LT format sizes:

LT: Letter, LD: Ledger, LG: Legal, ST: Statement, COMP: Computer



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## Recommended paper

To ensure the best copy performance, TOSHIBA recommends the paper types listed below. If you want to use paper other than that we recommend, contact your service technician.

Media type	Product name	
Plain paper	TIDAL / Hammermill	20 lb. Bond
THICK PAPER 1	Laser / Hammermill	24 lb. Bond
THICK PAPER 2	Laser / Hammermill	32 lb. Bond
	Exact Index / WAUSAU	90 lb. Index
Tracing paper	Tracing paper / Ostrich International	20 lb. Bond only
Sticker labels	5165 / Avery	
Transparencies *1	X-10.0 / Folex	

\*1 Be sure to use the overhead transparencies that TOSHIBA recommends. When transparencies other than the TOSHIBA-recommended ones are used, this could cause an equipment malfunction.

## Paper types not acceptable

Do not use the types of paper listed below since they may cause paper jams.

- Damp paper
- Creased paper
- Wrinkled paper or paper prone to be curled
- Paper whose surface is extremely smooth or rough

Do not use the types of paper listed below since they may cause an equipment malfunction.

- Paper whose surface is specially treated
- Paper once printed with other copiers or printers

## Storing paper

Observe the following cautions when storing copy paper:

- Wrap copy paper in its wrapping paper to prevent it from gathering dust.
- Do not expose copy paper to direct sunlight.
- Store copy paper in a damp-free place.
- Store copy paper on a flat surface to prevent it from being creased or bent.

## Placing paper in drawers

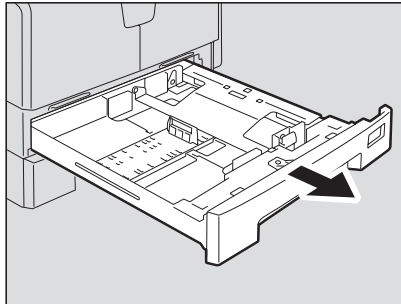
Follow the procedure below to place copy paper in the drawer.

For the acceptable paper, see the following page:

 P.30 "Acceptable media types"

**1 Turn the power of the equipment ON.**

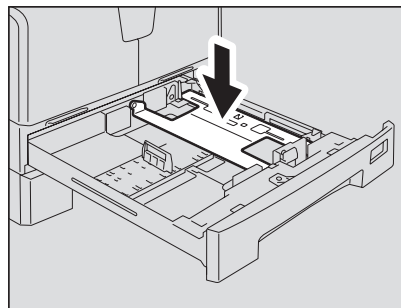
**2 Pull out the drawer carefully.**



**Note**

Pull out the drawer until it comes to a stop.

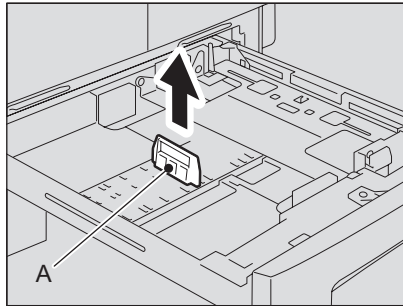
**3 Press down the paper plate.**



**Note**

Press it down until you hear a click sound and it is no longer lifted up.

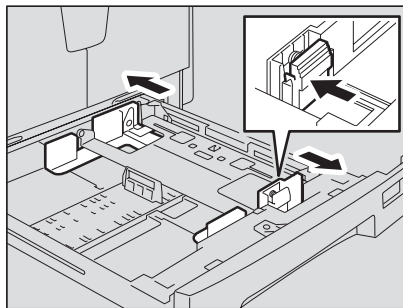
- 
- 4** Pull out the trailing guide (A), and then reinstall the guide at the position of the desired paper size.



**Tip**

The paper size is indicated on the bottom inner surface of the drawer.

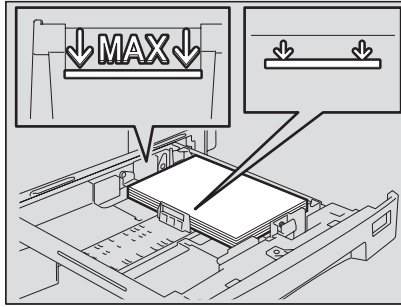
- 5** While pushing the green knob of the side guides fully, widen the gap between them.




**Note**

Widen the gap with both hands.

## 6 Place paper in the drawer.

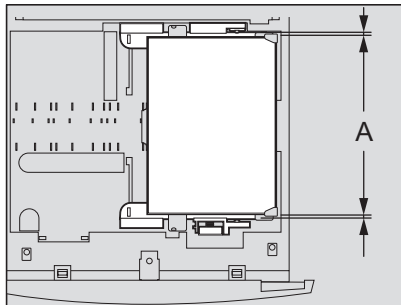


### Notes

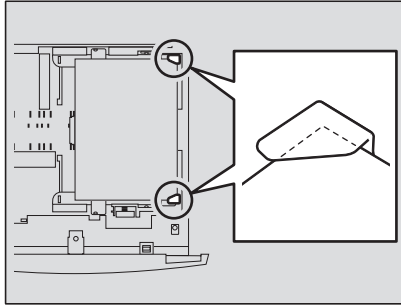
- The maximum number of sheets that can be placed at one time is 250 (17 to 20 lb. Bond). Be sure that the stack height of paper is not higher than the line indicated at the inner side of the side guide and trailing guide.  
 P.30 "Acceptable media types"
- Fan the paper well before placing it in the drawer, otherwise multiple feeding could occur. Be careful that the paper does not cut your fingers.
- Place the paper face up. You may tell its "face" by the note on its wrapping paper.

## 7 Adjust the side guides to the desired paper size.

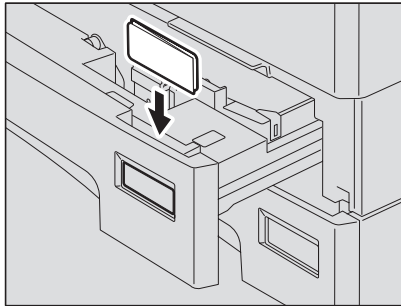
Be sure that a gap of approx. 0.02" (less than 0.04" in total) is left between the paper and each side guide (shown as "A" in the picture). If the gap is inappropriate, this could cause a paper misfeed.



- 
- 8** Be sure that the stack of paper fits completely under the latches of the side guides.



- 9** Change the paper size indicator to match the size of paper placed.



- 10** Push the drawer straight into the equipment slowly until it comes to a stop.


**Caution**

**Do not let your fingers be caught when closing the drawer.**  
This could cause injury.

**Register the paper size into the equipment.**

When you place paper, register the size of the paper into the equipment. Be sure that the size is registered correctly, or it could cause a paper jam.

For the registration of paper size, see the following page:

 P.36 "Preparation 3 - Registering Size of Paper Placed"

**Note**

Be sure to register the paper size when you have changed the paper size in the drawer, as well as when you place paper in the corresponding drawer for the first time.

## Preparation 3 - Registering Size of Paper Placed

When you place paper in a drawer for the first time or when you place paper whose size is different from that of the paper which has been placed in the drawer, the new paper size needs to be registered into the equipment.

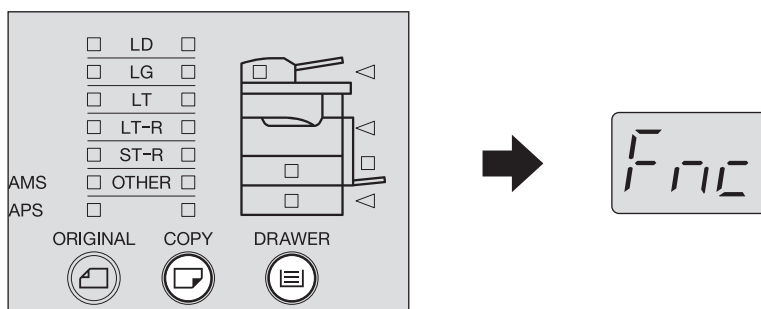
Registration of standard sizes (LD, LT, LT-R, LG, ST-R) differs from that of standard sizes other than these.

### Registering standard size (LD, LT, LT-R, LG, ST-R)

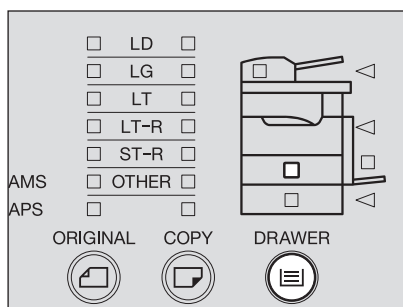
In this section, LT size is registered in the drawer of the equipment as an example.

- 1 Press and hold the [COPY] and [DRAWER] buttons simultaneously for more than two seconds.**

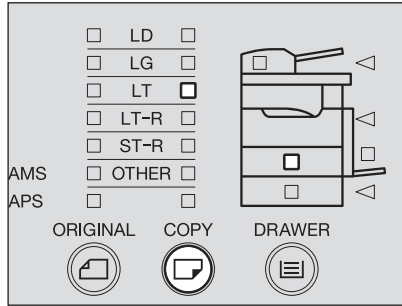
"Fnc" appears on the LED display.



- 2 Press the [DRAWER] button several times until the lamp of the drawer in which you placed paper is lit.**



- 3 Press the [COPY] button several times until the lamp of the paper size you placed in the drawer is lit.**



If the [FUNCTION CLEAR] button is pressed at this step, the size is not registered and the equipment will return to its normal status.

- 4 Press the [START] button.**  
The paper size has been registered.

## Registering other standard sizes

When standard size paper other than LD, LT, LT-R, LG or ST-R is placed, register this size as "OTHER" size. Key in the code number of the paper size to register it as "OTHER" size. See the table below for the code number of each size.

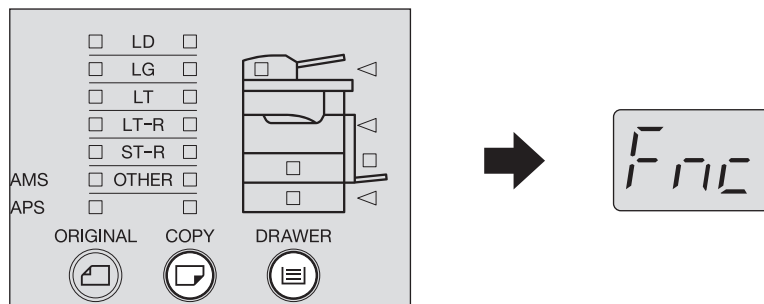
Paper size	Code No.	Paper size	Code No.
A3	01	B5-R	06
A4	02	A5-R *1	07
A4-R	03	FOLIO	13
B4	04	COMP	14
B5	05	13"LG	16

\*1 A5-R and ST-R can be placed only on the bypass tray.

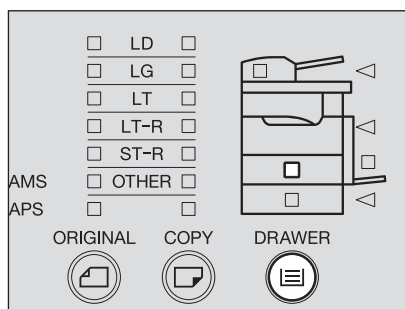
In this section, A4 size is registered in the drawer of the equipment as an example.

- 1 Press and hold the [COPY] and [DRAWER] buttons simultaneously for more than two seconds.**

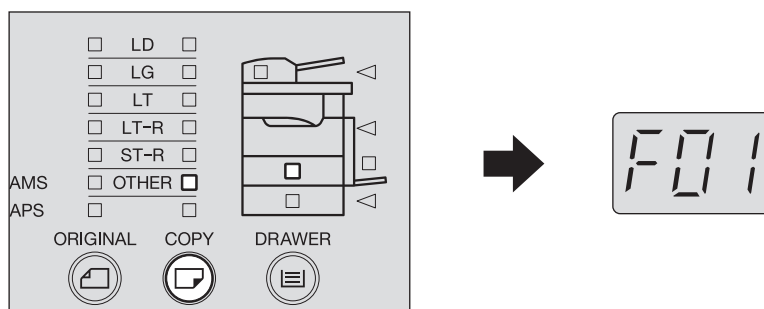
"Fnc" appears on the LED display.



- 2 Press the [DRAWER] button several times until the lamp of the drawer in which you placed paper is lit.**



- 3 Press the [COPY] button several times until the [OTHER] lamp is lit.**  
“Fxx” appears in the LED display. (Two digits come at “xx”).



- 4 Key in the code number of the paper placed in the drawer.**  
e.g.) Placing A4 size (= code number “02”)



If the [FUNCTION CLEAR] button is pressed at this step, the size is not registered and the equipment will return to its normal status.

- 5 Press the [START] button.**  
The paper size has been registered as “OTHER” size.



# 2

## HOW TO MAKE COPIES

This chapter describes basic copy operations.

<b>Placing Originals.....</b>	<b>40</b>
Acceptable originals .....	40
Placing originals on the original glass .....	41
Placing booklet-type originals such as books or catalogs .....	42
Using Automatic Document Feeder (optional) .....	43
Placing originals on Automatic Document Feeder (optional) .....	44
<b>Making Copies.....</b>	<b>45</b>
Stopping/Resuming copying .....	46
Interrupting copying and making another copy - Interrupt copy - .....	47
<b>Using Bypass Tray .....</b>	<b>48</b>
Bypass copying .....	49

## Placing Originals

### Acceptable originals

Booklets, three-dimensional objects and some types of special media can be placed on the original glass, as well as plain paper. When the Automatic Document Feeder (optional) is used, a stack of plain paper originals can be automatically scanned one by one.

Setting position	Type of originals	Maximum size	Acceptable sizes for automatic size detection *1	Remarks
Original glass	Plain paper Special media types*2 Booklets 3-dimensional objects	11.69" x 17.01"	Not acceptable for automatic size detection	*3
Automatic Document Feeder (optional)	Plain paper		LD, LG, LT, LT-R, COMP, ST-R of standard sizes	*4, *5, *6

\*1 The automatic size detection function is not enabled for A/B format.

\*2 "Special media types" refers to special paper which is not acceptable for the Automatic Document Feeder (optional), such as overhead transparencies or tracing paper.

\*3 Do not place heavy objects (9 lb. or more) and do not press on it with force.

\*4 Its paper weight should be between 13.3 lb. and 33.8 lb.

\*5 Some media types may not be used.

\*6 ST size originals must be placed in a landscape direction.

### Maximum number of originals scanned in one go

Up to 250 original sheets can be scanned at one time. When the number of sheets to be scanned exceeds 250 or the built-in memory in the equipment becomes full during the scanning of the copy job, scanning stops, the [FUNCTION CLEAR] lamp blinks and the [START] lamp is lit.

To copy the data scanned so far, press the [START] button. To delete them, press the [FUNCTION CLEAR] button.

#### Note

When non-sort copying or sort copying for one set is performed, only the [FUNCTION CLEAR] lamp blinks. Thus only data deletion is possible. After doing this, perform copying again with the original divided.

---

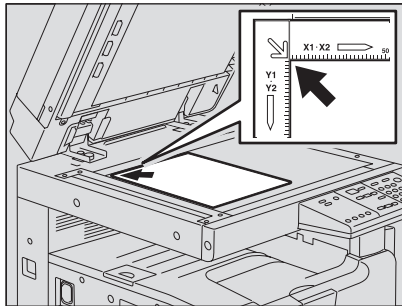
## Placing originals on the original glass

Plain paper or some special media types which are not acceptable for the Automatic Document Feeder (optional), such as overhead transparencies or tracing paper, should be placed on the original glass.

### Caution

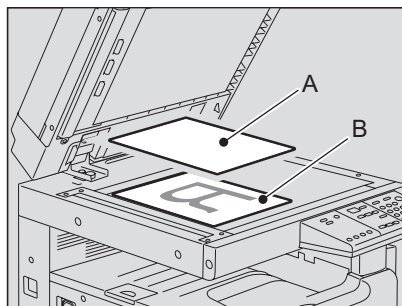
**Do not place heavy objects (9 lb. or more) and do not press on it with force.**  
Breaking the glass could injure you.

- 1 Raise the Platen Cover (optional) or the Automatic Document Feeder (optional).**
- 2 Place the original face down on the original glass and align it against the left rear corner of the glass.**



### When copying highly transparent originals

When copying highly transparent originals such as overhead transparencies or tracing paper, place a blank sheet of paper (A), the same size as the original or larger, over the original (B).



- 3 Lower the Platen Cover (optional) or the Automatic Document Feeder (optional) carefully.**

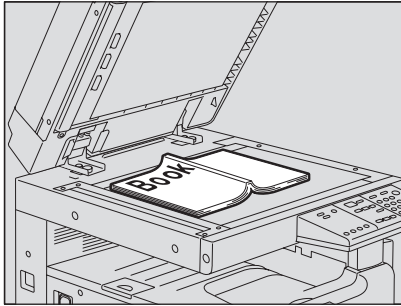
## Placing booklet-type originals such as books or catalogs

Place a book-type original on the original glass.

### Caution

**Do not place heavy objects (9 lb. or more) and do not press on it with force.**  
Breaking the glass could injure you.

- 1 Raise the Platen Cover (optional) or the Automatic Document Feeder (optional).**
- 2 Open the desired page of the original and place it face down. Align it against the left rear corner of the glass.**



- 3 Lower the Platen Cover (optional) or the Automatic Document Feeder (optional) carefully.**

### Notes

- Do not try to lower the Platen Cover (optional) or the Automatic Document Feeder (optional) forcibly when the original is very thick. There will be no problem in copying even if they are not fully lowered.
- Do not look fully at the original glass since intensive light may leak out during copying.

---

## Using Automatic Document Feeder (optional)

When a stack of originals are placed on the Automatic Document Feeder (optional), the originals are automatically scanned one by one. The following types of originals are available:

Media types	Maximum size	Maximum number of sheets acceptable	Paper weight
Plain paper	11.69" x 17.01"	100 sheets (or stack height 0.62")	13.3 - 33.8 lb.

### Notes

- Some media types may not be used.
- The maximum number of sheets acceptable varies depending on the media types of the originals.
- ST size originals must be placed in a landscape direction.
- Sizes which the Automatic Document Feeder (optional) can detect automatically are LD, LG, LT, LT-R, COMP and ST-R.

## Precautions for Automatic Document Feeder (optional)

Do not use the following types of original since such types may cause a paper jam or damage to the equipment:

- Extremely wrinkled, folded or curled ones
- Ones with carbon paper
- Taped, pasted or cut-out ones
- Clipped or stapled ones
- Ones with holes or tears
- Damp ones
- Overhead transparencies or tracing paper
- Coating paper (e.g. coated with wax)
- Ones with many holes punched (e.g. loose leaf paper)

The following types of originals are usable but need extra care:

- Ones which cannot be made to slide with the fingers or whose surface is specially treated (they may not be able to be separated from each other at feeding)
- Folded or curled ones (should be smoothed out before being used)

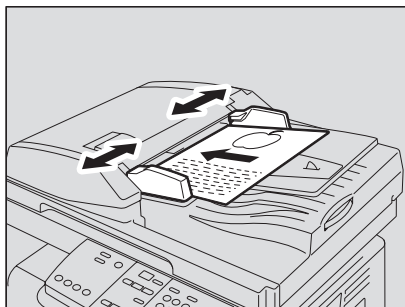
### When black streaks appear on the copied image

If the scanning area or the guide area is dirty, image problems such as black streaks on the copied image may occur. Weekly cleaning of these areas is recommended.

 P.96 "Daily Inspection"

## Placing originals on Automatic Document Feeder (optional)

- 1 Align all the originals.
- 2 Place them face up and align the side guides to the original length.

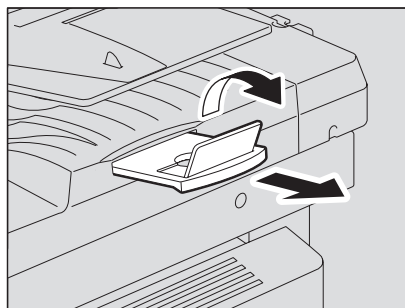


### Notes

- The top sheet of the originals will be scanned first.
- The total sheets of originals placed must not exceed 100 (13.3 to 20 lb.) or the stack height of the originals must not exceed 0.62" regardless of their sizes.

### When placing a large amount of originals with a long width

Pull out the original stopper so that the exiting originals will not fall. When replacing this stopper, lift it slightly and push it in.



# Making Copies

Follow the procedure below to make copies.

## Tip

The reproduction ratio or density of the copied image can be set. See the following page for the details:

📖 P.51 "COPYING FUNCTIONS"

### 1 Check if paper is placed in the drawer.

For the acceptable types and sizes of paper, see the following pages:

📖 P.30 "Acceptable media types"

📖 P.32 "Placing paper in drawers"

### 2 Place the original.

For acceptable originals or how to place originals, see the following pages:

📖 P.40 "Acceptable originals"

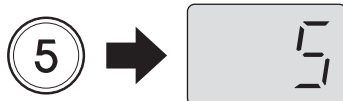
📖 P.44 "Placing originals on Automatic Document Feeder (optional)"

📖 P.41 "Placing originals on the original glass"

📖 P.42 "Placing booklet-type originals such as books or catalogs"

### 3 Key in the desired number of copies (= copy quantity) when you copy more than one set.

e.g.) 5 sets



## Tip

If you want to correct the copy quantity keyed in, press the [CLEAR/STOP] button, and then key in the correct number.

### 4 Select the copy modes as required.

📖 P.51 "COPYING FUNCTIONS"

### 5 Press the [START] button.

Copying starts. The paper will exit with its copied side down.

## Note

The paper exit area and exiting paper are hot immediately after the exit. Handle them with care.

### When the number of sheets exiting has exceeded 250

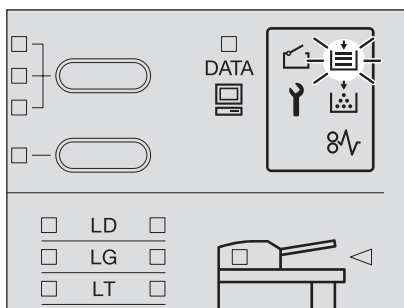
To prevent exiting paper from falling off the receiving tray, the equipment causes copying to pause when approx. 250 sheets of paper have continuously exited. At this time the [START] lamp is lit and the [FUNCTION CLEAR] lamp blinks on the control panel. Also the paper jam position lamp (◀) at the middle is lit.

Remove the paper from the receiving tray, and then press the [START] button. Copying resumes.

Press the [FUNCTION CLEAR] button to end the copy job.

### When the paper has run out

When the paper in the drawer has run out during copying, the copying stops and the paper empty lamp blinks.



The [DRAWER] lamp corresponding to the one whose paper has run out blinks. Add paper to the drawer and press the [START] button. Copying then resumes.

## Stopping/Resuming copying

Press the [CLEAR/STOP] button to stop scanning or copying.

### 1 Press the [CLEAR/STOP] button during scanning or copying.



Scanning or copying stops. Press the [CLEAR/STOP] button again to end the copy job.

### 2 Press the [START] button to resume the copy job.



---

## Interrupting copying and making another copy - Interrupt copy -

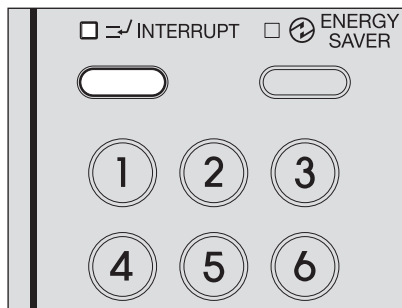
You can interrupt copying of one job and make another copy job (= interrupt copying). The copy quantity or functions applied to the interrupted job are stored in the memory of this equipment, so that you will not need to set them again when the interrupted job resumes.

### Note

Interrupt copying is available only when the originals are placed on the Automatic Document Feeder (optional) and the sort functions are used.

### 1 Press the [INTERRUPT] button.

The [INTERRUPT] lamp blinks, and the lamp will be fully lit after a while.



### Tip

When the [INTERRUPT] button is pressed during scanning, the [INTERRUPT] lamp blinks, and then the lamp will be fully lit after the scanning has finished.

### 2 Replace the original with a new one.

### 3 Select the copy modes as required, and then press the [START] button.

Interrupt copying starts.

### 4 After you have finished interrupt copying, press the [INTERRUPT] button.

The copying status returns to the one before the interruption.

### Tip

Even if you do not press the [INTERRUPT] button, a certain time after the interrupt copying has finished, the auto clear function will work and the interrupt mode will automatically be cleared.

### 5 Press the [START] button.

The job interrupted will resume.

## Using Bypass Tray


Place paper on the bypass tray when you use the following media types as copy paper:

- Thick paper (21 lb. Bond to 90 lb. Index)
- Special media types such as tracing paper, sticker labels or overhead transparencies
- Standard size paper which cannot be placed in a drawer (e.g. ST-R)

Using the bypass tray is recommended also for copying on standard-size paper other than those placed in the drawers. The following sizes are available for bypass copying:

Media type	Paper size	Maximum sheet capacity <sup>*1</sup>
Plain paper (17 - 20 lb. Bond) <sup>*2</sup>	LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG	100 sheets (17 lb. Bond) 100 sheets (20 lb. Bond)
THICK PAPER 1 (21 - 28 lb. Bond)	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO	1 sheet (21 - 28 lb. Bond)
THICK PAPER 2 (29 lb. Bond - 90 lb. Index)		1 sheet (29 lb. Bond - 90 lb. Index)
Tracing paper (20 lb.)		1 sheet
Sticker labels		1 sheet
Transparencies <sup>*3</sup>	LT only	1 sheet

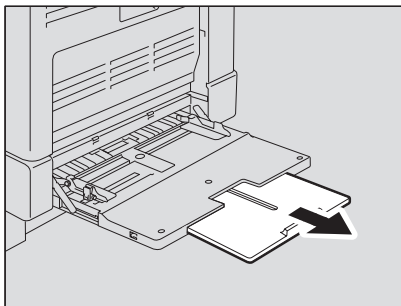
\*1 "Maximum sheet capacity" refers to the maximum number of sheets when TOSHIBA-recommended paper is used. See the following page for the TOSHIBA-recommended paper:

 P.31 "Recommended paper"

\*2 13 to 16 lb. Bond paper can be used if it is set on the bypass tray sheet by sheet.

\*3 Be sure to use the overhead transparencies that TOSHIBA recommends. When transparencies other than the TOSHIBA-recommended ones are used, this could cause an equipment malfunction.

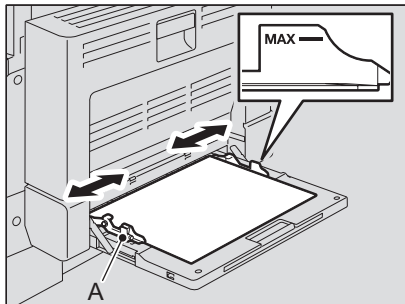
When you place paper of a larger size, pull out the paper holder before you start bypass copying.



## Bypass copying

This section describes the bypass copying procedure.

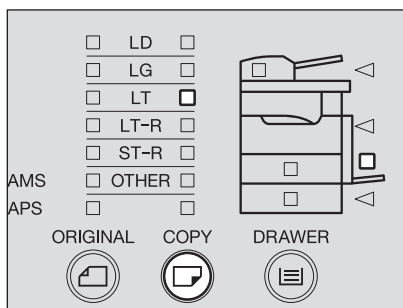
- 1 Place paper straight on the bypass tray face down. Then align the side guides to the paper length while holding (A).**



### Notes

- Be sure that the stack height of paper does not exceed the indicators of the side guides.
- Fan the stack of paper well before placing it on the bypass tray.
- Do not push the paper forcibly into the entrance of the bypass feeder. This could cause a paper misfeed.


- 2 Press the [COPY] button several times until the lamp of the paper size you placed on the bypass tray is lit.**



### Note

If you copy on standard size paper other than LD, LT, LT-R, LG or ST-R, select [OTHER] and key in the code number of the paper placed on the bypass tray.  
e.g.) Placing A4 size (= code number "02")

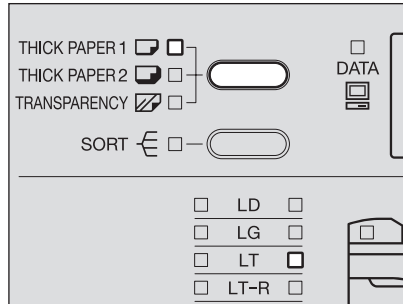


For the paper sizes to be registered as OTHER size, see the following page:  
 P.37 "Registering other standard sizes"

### 3 Press the [START] button.

The paper size has been registered.

### 4 Press the media type setting button until the lamp of the media type placed on the bypass tray is lit.



You can select the media type from the following three:

**THICK PAPER 1:** Thick paper (21 to 28 lb. Bond)

**THICK PAPER 2:** Thick paper (29 lb. Bond to 90 lb. Index), sticker labels

**TRANSPARENCY:** Overhead transparencies

#### Notes

- You do not need to select the media type when you use plain paper (17 to 20 lb. Bond) or tracing paper.
- If you select a different media type from the one you placed on the bypass tray, this could cause a paper jam or the quality of the copied image could be lowered.

### 5 Place the original.

### 6 Select the other copy modes as required, and then press the [START] button.

Copying starts.

#### Note

When you make copies on overhead transparencies using the bypass tray, pick up the transparencies which have exited onto the receiving tray one by one. If the transparencies pile up, they may become curled and not be good for projection.

#### Tips

- When the paper on the bypass tray has run out during copying, copying continues with the paper of the same size in the drawer as the one on the bypass tray. (If the size of the paper on the bypass tray has not been registered in advance, however, copying stops. In this case, add paper to the bypass tray and press the [START] button to resume copying.)
- When bypass copying has finished, the [FUNCTION CLEAR] lamp blinks. Press the [FUNCTION CLEAR] button so that the paper size setting for the bypass tray will be cleared. Press the [FUNCTION CLEAR] button again so that bypass copying will be switched to copying with drawer feeding.

# 3

## COPYING FUNCTIONS

This chapter describes various functions related to copy operations, such as how to make enlargement or reduction copies, or how to adjust the quality of copy images.

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## Default Settings

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Initial settings established when the equipment is powered on before any of the user functions are changed are called default settings. Each setting returns to its default when the power is turned ON, when the energy saving mode is canceled, and when the [FUNCTION CLEAR] button is pressed.

Each default setting of this equipment at the time of the installation is shown below.

Item	Contents	Default setting at installation
Reproduction ratio	25 - 200%	100%
Copy quantity	1 - 999	1
Paper selection	Automatic paper selection (APS) *1, Manual paper selection	Automatic paper selection (APS)
Density adjustment	Automatic copy density mode, Manual copy density mode	Automatic copy density mode
Image mode	TEXT/PHOTO, PHOTO, TEXT	TEXT/PHOTO
Sorting	Non-sort copying, sort copying	Non-sort copying

\*1 The automatic paper selection (APS) can be set only when the Automatic Document Feeder (optional) is used.

If you need to change the default settings listed above, contact your service representative.

# Paper Selection

---

You can select the size of copy paper in two ways; one is automatic paper selection in which the equipment automatically selects copy paper of the same size as the original, and the other is manual paper selection in which you can select the desired paper size manually.

## **Automatic paper selection (APS):**

The equipment detects the size of the original placed and automatically selects copy paper of the same size as the original. This function is enabled only when standard size originals (LD, LG, LT, LT-R, COMP, ST-R) are used and also the Automatic Document Feeder (optional) is used.

## **Manual paper selection:**

You can select the desired size of copy paper manually. This function can be used in a case the APS cannot be used, such as when originals are non-standard sizes or overhead transparencies, or when an original is placed on the original glass.

### **Tip**

Automatic paper selection (APS) can be used only when you place originals on the Automatic Document Feeder (optional).

## **Automatic paper selection (APS)**

When you place a standard size original on the Automatic Document Feeder (optional), the equipment detects its size and automatically selects copy paper of the same size as the original.


### **Tip**

The standard sizes the equipment can detect are as follows: LD, LG, LT, LT-R, COMP, ST-R

### **Note**

The equipment may not be able to correctly detect the size of the originals listed below. Use manual paper selection for the following originals:


- Highly transparent ones (e.g. overhead transparencies, tracing paper)
- Wholly dark ones or ones with dark borders
- Non-standard size ones (e.g. newspapers, magazines)

 P.54 "Manual paper selection"

## **1 Place paper in the drawer.**

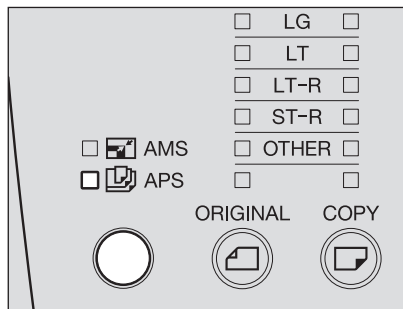
### **Note**

Register the size of the paper into the equipment in advance.

 P.36 "Preparation 3 - Registering Size of Paper Placed"

## **2 Place the original on the Automatic Document Feeder.**

### 3 Press the APS/AMS selecting button and select APS. (The APS lamp is lit.)



#### Note

When the Automatic Document Feeder (optional) is not installed, the APS/AMS selecting button is not enabled.

### 4 Select the other copy modes as required, and then press the [START] button.

## Manual paper selection

Select the paper size with this method when an original is placed on the original glass, and also when you use the following originals whose sizes may not be detected correctly with automatic paper selection:

- Highly transparent ones (e.g. overhead transparencies, tracing paper)
- Wholly dark ones or ones with dark borders
- Non-standard size (e.g. newspapers, magazines)

#### Tip

In this method, if the desired size of copy paper is not placed in the drawer, replace the paper already placed in the drawer with the desired one, or place the desired size of paper on the bypass tray.

📖 P.32 "Placing paper in drawers"

📖 P.48 "Using Bypass Tray"

### 1 Place paper in the drawer.

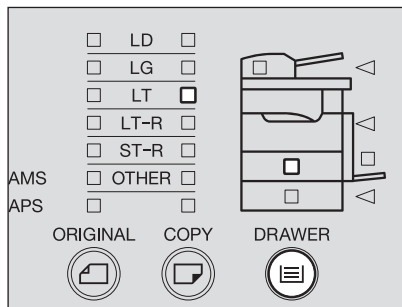
### 2 Place the original.



---

**3 Press the [DRAWER] button several times until the lamp of the desired drawer is lit.**

e.g.) Selecting the drawer of the equipment



**4 Select the other copy modes as required, and then press the [START] button.**

## Zooming In/Out Copy Image

You can set the reproduction ratio of the copy image in the following three ways:



### Automatic magnification selection (AMS):

Specify the size of the copy paper in advance. As the original is placed, the equipment then detects the size of the original and sets the reproduction ratio most suited to the size of copy paper automatically. This function is enabled only when standard size originals (LD, LG, LT, LT-R, COMP, ST-R) are used and also the Automatic Document Feeder (optional) is used.

### Specifying both the sizes of the original and the copy paper:

When you specify the sizes of both the original and the copy paper, the equipment automatically sets the reproduction ratio most suited to both of these sizes. This function can be used in case AMS cannot be, such as when the originals are overhead transparencies, or when an original is placed on the original glass.

### Specifying reproduction ratio manually:

Specify the reproduction ratio manually with the Zoom buttons (zooming out: , zooming in: ) from 25% to 200%.

## Automatic magnification selection (AMS)

Specify the copy paper size to be used in advance. The equipment then detects the size of the original and automatically sets the most suitable reproduction ratio for the size of copy paper, as the original is placed.

### Tips

- Automatic magnification selection (AMS) can be used only when you place originals on the Automatic Document Feeder (optional).
- The standard sizes the equipment can detect are as follows: LD, LG, LT, LT-R, COMP, ST-R

### Note

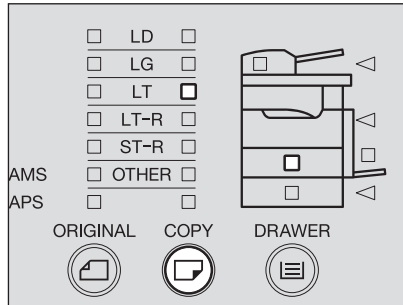
Automatic magnification selection (AMS) may not work correctly for the size of originals listed below. Use other methods to set the reproduction ratio for the following originals:

- Highly transparent ones (e.g. overhead transparencies, tracing paper)
- Wholly dark ones or ones with dark borders
- Non-standard size (e.g. newspapers, magazines)

**1 Place paper in the drawer.**

**2 Press the [COPY] button several times until the lamp of the desired paper size is lit.**

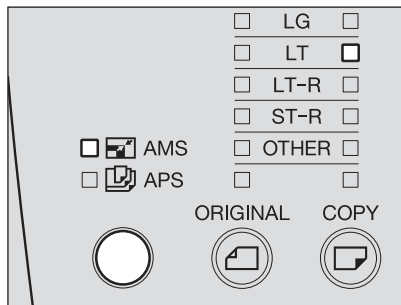
e.g.) Selecting LT size



**Tip**

You can select the desired paper size with the [DRAWER] button in the same procedure.

**3 Press the APS/AMS selecting button until the AMS lamp is lit.**



**4 Place the original on the Automatic Document Feeder (optional).**

**5 Select the other copy modes as required, and then press the [START] button.**

Copying is performed with the most suitable reproduction ratio for the specified paper size.

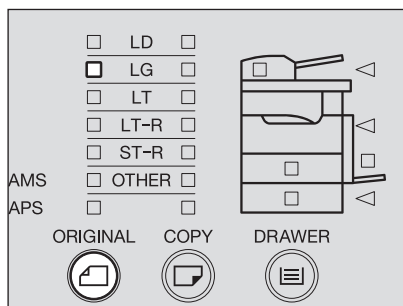
**If the [FUNCTION CLEAR] lamp is blinking and copying stops**

The direction of the original placed is not correct. Press the [FUNCTION CLEAR] button to exit the original. Then rotate the original by 90 degrees to place it in the correct direction.

## Specifying both the sizes of the original and the copy paper

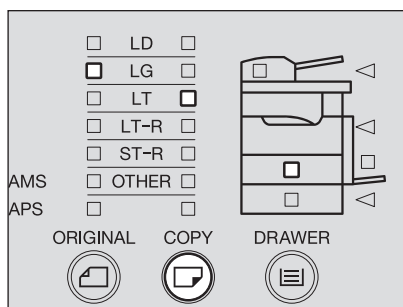
- 1 Place paper in the drawer.
- 2 Place the original.
- 3 Press the [ORIGINAL] button several times until the lamp of the desired original size is lit.

e.g.) Selecting LG for the original



- 4 Press the [COPY] button several times until the lamp of the desired paper size is lit.

e.g.) Selecting LT for copy paper



### Tips

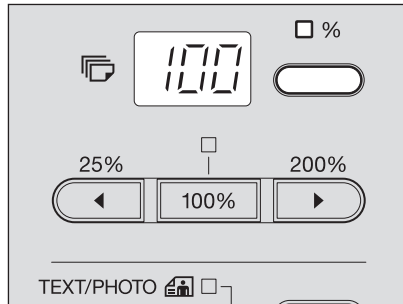
- You can select the desired paper size with the [DRAWER] button in the same procedure.
- When standard size paper other than LD, LT, LT-R, LG or ST-R is placed, register this size as "OTHER" size in advance.  
 📖 P.37 "Registering other standard sizes"

The most appropriate reproduction ratio for both the sizes of the original and the copy paper is set.

- 5 Select the other copy modes as required, and then press the [START] button.

## Specifying reproduction ratio manually

- 1 Place paper in the drawer.
- 2 Place the original.
- 3 Press the Copy qty. / zoom display selecting button.  
The reproduction ratio appears on the LED display.



- 4 Press the <sup>25%</sup> (zooming out) or <sup>200%</sup> (zooming in) button until the desired reproduction ratio appears.

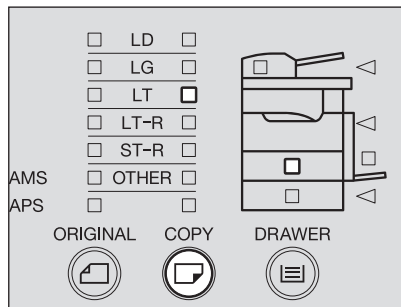
One press of each button increases or decreases the reproduction ratio by 1%. When you keep pressing either of them, the reproduction ratio also keeps changing. The reproduction ratio can be set from 25% to 200%.

### Tips

- Press the <sup>100%</sup> button to return it to 100%.
- Press the <sup>25%</sup> and <sup>100%</sup> buttons simultaneously to set it 25% (the minimum reproduction ratio).
- Press the <sup>200%</sup> and <sup>100%</sup> buttons simultaneously to set it 200% (the maximum reproduction ratio).

## 5 Press the [COPY] button several times until the lamp of the desired paper size is lit.

e.g.) Selecting LT for copy paper



### Tips

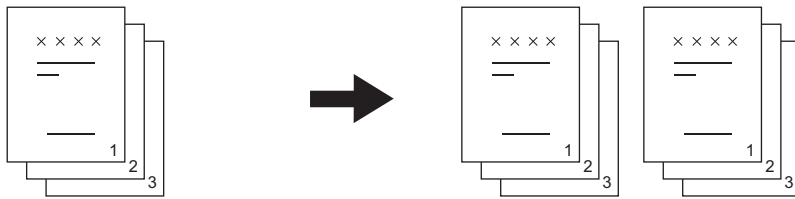
- You can select the desired paper size with the [DRAWER] button in the same procedure.
- When standard size paper other than LD, LT, LT-R, LG or ST-R is placed, register this size as "OTHER" size in advance.  
 📖 P.37 "Registering other standard sizes"

## 6 Select the other copy modes as required, and then press the [START] button.

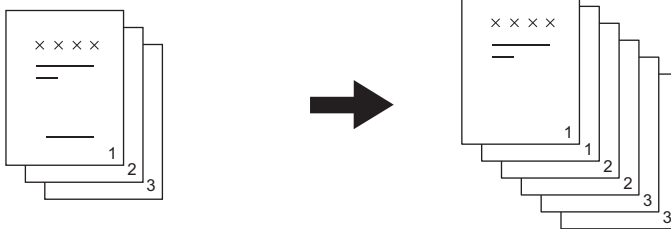
# Copying in Same Page Order as Originals - Sort Copying -

When you make several sets of copies, the copies can be made to exit in the same order as the originals in each set. This is called sort copying.

Copied and sorted in 2 sets



Copied in 2 sets without being sorted



**1** Place paper in the drawer.

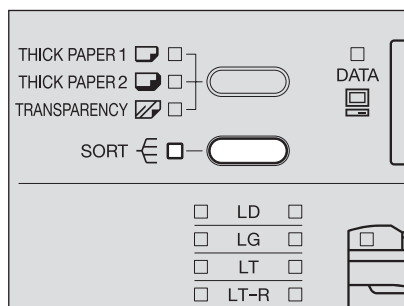
**2** Place the original.

**Tip**

When originals are placed on the Automatic Document Feeder (optional), this function is automatically set. In this case, proceed to step 4.

**3** Press the **[SORT]** button.

The **[SORT]** lamp is lit and sort copying is enabled.



---

**4 Set the copy quantity, select other copy modes as required, and then press the [START] button.**

When the original is placed on the Automatic Document Feeder (optional), copying starts.

When the original is placed on the original glass, it is scanned, the [SORT] lamp and the [FUNCTION CLEAR] lamp blink, the [START] lamp is lit and “set” appears on the LED display. Then proceed as follows.

**5 Place the next original on the original glass, and then press the [SORT] button.**

The original is scanned.

Repeat this until all originals have been scanned.

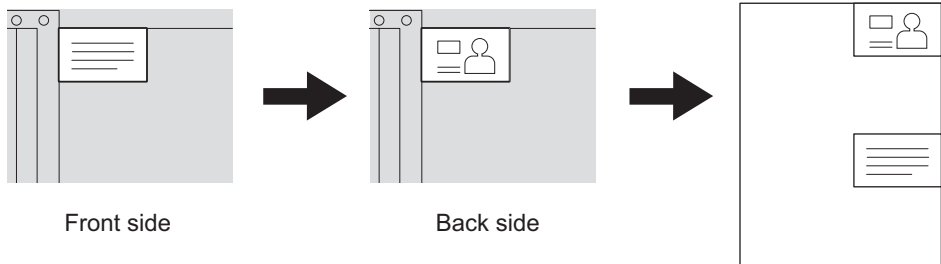
**6 After the scanning of the last original is finished, press the [START] button.**

Copying starts.



# Copying Both Sides of Card into 1 Page - ID CARD -

The both sides of a card-sized original can be copied into one side of LT paper. This function is useful when you need to copy massive amounts of 2-sided cards.



## 1 Place paper in the drawer.

### Note

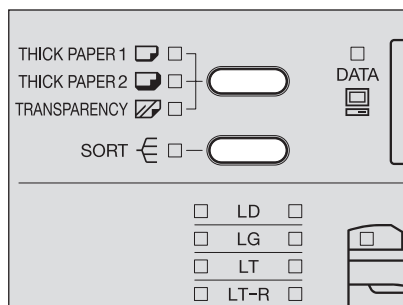
Place LT or LT-R size paper in the drawer or on the bypass tray.

## 2 Press and hold the media type setting button and [SORT] button simultaneously for more than two seconds.

The AMS selection lamp, the [SORT] lamp and the [FUNCTION CLEAR] lamp blink, and the ID card function is set.

### Tip

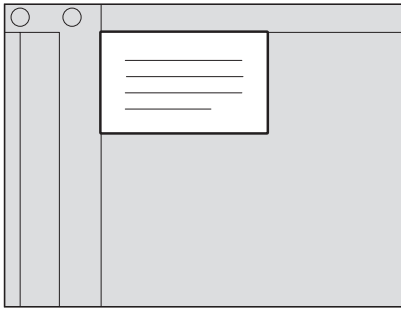
To clear the ID card function, press the [FUNCTION CLEAR] button.



## 3 Raise the Platen Cover (optional) or the Automatic Document Feeder (optional).

**4 Place a card original on the original glass.**

Place the card face down, aligning and pushing it to the left rear corner of the original glass.

**Note**

The portion of an original which is on the upper and left edges (width of approx. 0.08") of the original glass may not be copied. Place an original away from both edges, if you want to copy the whole of the original.

**5 Lower the Platen Cover (optional) or the Automatic Document Feeder (optional) carefully.****6 Select the other copy modes (copy quantity, density, image mode and media type) as required, and then press the [START] button.**

The scanning of its top side starts and "set" appears on the LED display.

**7 Raise the Platen Cover (optional) or the Automatic Document Feeder (optional).****8 Turn over the card and place it on the original glass again.**

Align and push it to the left rear corner of the original glass.

**Note**

The portion of an original which is on the upper and left edges (width of approx. 0.08") of the original glass may not be copied. Place an original away from both edges, if you want to copy the whole of the original.

**9 Lower the Platen Cover (optional) or the Automatic Document Feeder (optional) carefully.****10 Press the [START] button.**

The back side of the original is scanned and copying starts.

## Selecting Image Mode

---

You can select the most suitable quality of the copied image in the following three modes depending on the originals:

**TEXT/PHOTO:** Originals with text and photographs mixed

**PHOTO:** Originals with photographs

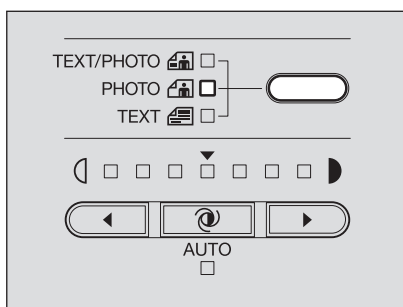
**TEXT:** Originals with text only or with text and fine illustrations only

**Tip**

“TEXT/PHOTO” is set by default at the installation of the equipment.

- 1 Place paper in the drawer.**
- 2 Place the original.**
- 3 Press the original mode button until the lamp of the desired mode is lit.**



e.g.) Original with photographs



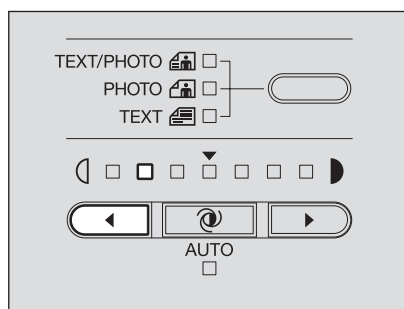
- 4 Select the other copy modes as required, and then press the [START] button.**

## Adjusting Density Level

The automatic copy density mode, which automatically selects the most suitable density level for the copied image by detecting that of the original, is set by default at the installation of the equipment. You can also adjust the density level as desired manually (=manual copy density mode) in the following procedure:

- 1 Place paper in the drawer.**
- 2 Place the original.**
- 3 Press the density adjustment buttons (  (light) or  (dark)) to adjust the density to the desired level.**

The density level can be set within 7 stages. One press of each button increases or decreases the density level by one stage. When you keep pressing either of them, the density level also keeps changing.



- 4 Select the other copy modes as required, and then press the [START] button.**

### To return it to the automatic copy density mode

Press the  (AUTO) button.

# 4



## SETTINGS AND MANAGEMENT OF EQUIPMENT

This chapter describes how to switch the operation sound ON or OFF, how to check the total number of sheets you have copied and how to switch the energy saving mode.

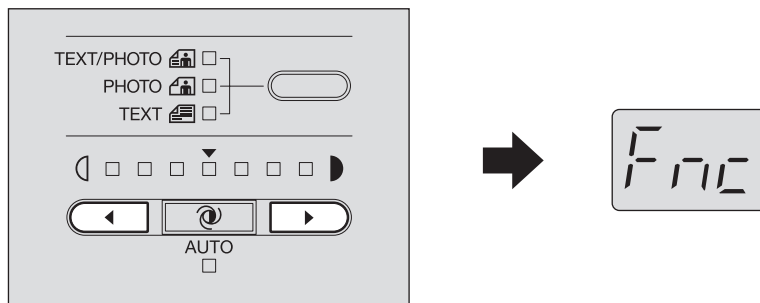
<b>Switching Operation Sound On/Off.....</b>	<b>68</b>
<b>Checking Total Number Copied.....</b>	<b>69</b>
<b>Changing of the Enabled Energy Saving Mode .....</b>	<b>70</b>

## Switching Operation Sound On/Off

You can switch the operation sound of the equipment on or off.

- 1 Press and hold the  (light) and  (dark) buttons simultaneously for more than two seconds.**

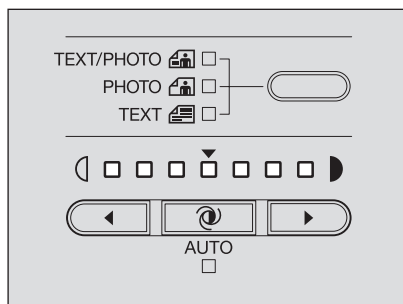
“Fnc” appears on the LED display.



The density adjustment lamps show the sound status as follows:

**All lamps on:** Sound on

**All lamps off:** Sound off



- 2 Press the  (AUTO) button to switch the sound on or off.**

- 3 Press the [START] button.**

The equipment returns to its normal status.

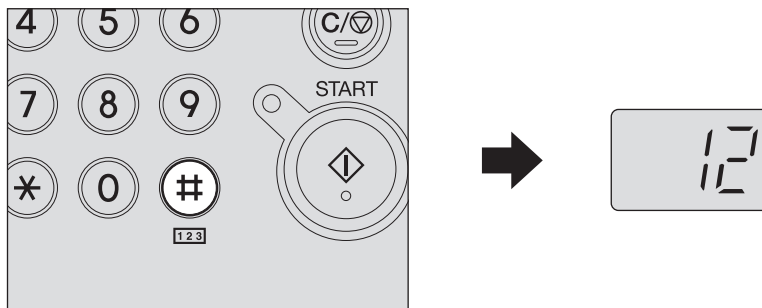
# Checking Total Number Copied

You can check the total number of sheets ever copied or printed. The total number of sheets appears on the LED display.



## 1 Press and hold the **#** button for more than two seconds.

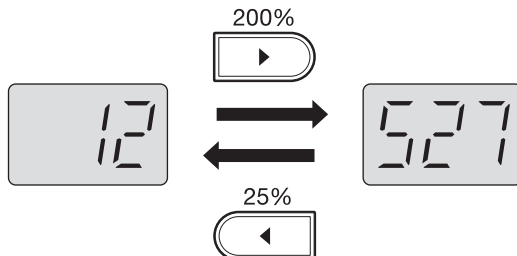
The upper digits of the total number appear on the LED display. The total number is shown blinking.

e.g.) The total number is 12,527



## 2 Switch the display to check the rest of the total number.

Press the  (zooming out) or  (zooming in) button to switch the display.



## 3 Press any button other than the or button when you have finished checking.

The equipment returns to its normal status.

### Tip

The total number of sheets cannot be reset.

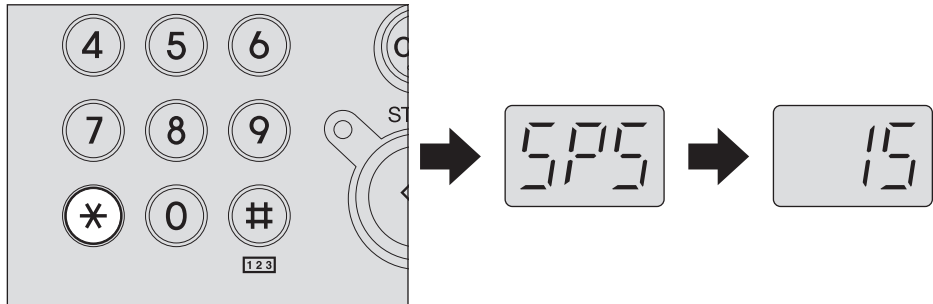
## Changing of the Enabled Energy Saving Mode

The settings of the enabled energy saving mode and auto sleep time (time until entering the mode) can be changed.

### 1 Press and hold the button for more than two seconds.

The present mode name (Sleep mode: SLP or Super sleep mode: SPS) is displayed in the LED display for approx. 2 seconds, and then the current auto sleep time is displayed.

e.g.) Auto sleep time: 15 minutes in the super sleep mode



### 2 Press the button to switch the enabled mode.

The mode is switched each time you press the button, and the selected mode name is displayed in the LED display for approx. 2 seconds.

### 3 Press the (zooming out) or (zooming in) button to change the auto sleep time.

The auto sleep time (1 to 240 minutes / 24 steps) is switched each time you press the button, and the specified time is displayed in the LED display.

### 4 Press the [START] button.

The LED display returns to the normal one.



# 5

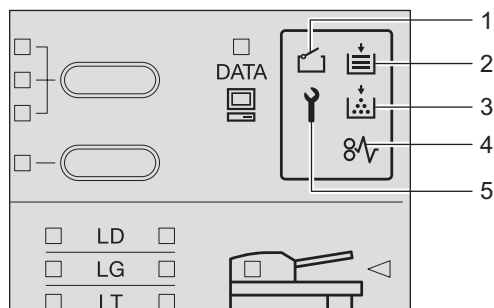
## TROUBLESHOOTING

This chapter describes how to release a paper jam, how to replace a toner cartridge and how to settle other trouble.

<b>When Message Lamp is Lit/Blinking</b> .....	<b>72</b>
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## When Message Lamp is Lit/Blinking

Message lamps on the control panel are lit or blink depending on the status of the equipment. Each lamp shows the following status:



### 1. Cover open lamp

This blinks when any cover of the equipment, such as the front cover, the side cover or the upper cover of the Automatic Document Feeder (optional), is not securely closed. Close it securely.

### 2. Paper empty lamp

This blinks when the paper in a drawer or on the bypass tray has run out. Add paper. For how to place paper, see the following pages for the details:

📖 P.32 “Placing paper in drawers”

📖 P.48 “Using Bypass Tray”

### 3. Toner lamp

This shows you the current status of the remaining toner (only when a TOSHIBA-recommended toner cartridge is used).

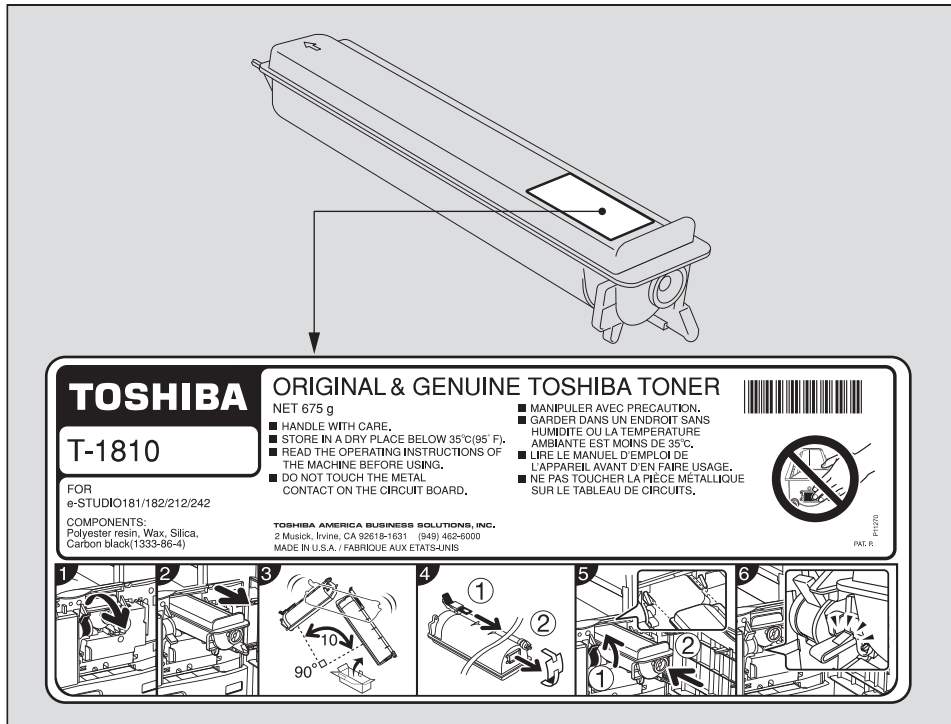
**Lit:** There is only a little toner left in the toner cartridge. (You do not have to replace the cartridge.)

**Blinking:** The toner in the toner cartridge has run out. (Replace the cartridge.)

#### Notes

- It occasionally happens that the toner lamp may not light because the toner remaining in the cartridge does not lie evenly.
- When the toner lamp starts being lit, it is advisable to purchase a new TOSHIBA-recommended cartridge to prepare for its replacement.
- When a toner cartridge other than the one we recommend is used, remaining toner cannot be checked. The toner lamp is lit or it blinks.

To assure an optimal printing performance, we recommend that you use only TOSHIBA toner cartridges.



#### Recommended toner cartridges

To assure optimal printing performance, we recommend that you use only genuine TOSHIBA toner cartridges. If you use a TOSHIBA-recommended toner cartridge, you can utilize the following three functions of this equipment:

**Cartridge detecting function:** This function checks if the toner cartridge is correctly installed and notifies you if it is not.

**Toner-remaining check function:** This function notifies you when there is little toner remaining in the cartridge.

**Image quality optimization function:** This function controls image quality according to the characteristics of the toner to be used and enables you to print images of an optimal quality.


If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. Therefore, even if the toner cartridge is correctly installed, the toner lamp lights or blinks and printing may not be performed. You may also not be able to utilize the image quality optimization function and the toner remaining check function.

If you are using a toner cartridge other than the one we recommend, toner is not recognized. If this is a problem for you, please contact your service representative. Remember you will not be able to utilize the Toner remaining check function and Image quality optimization function as we mentioned.

#### 4. Paper jam lamp

This blinks when an original or a sheet of copy paper is jammed.

For how to release paper jams, see the following page:

 P.75 "Paper Jams"

### 5. Service call lamp

This is lit or blinks when the support of your service technician is needed. Contact your service representative.

#### Tip

When the **8** key of the digital keys and the [CLEAR/STOP] button are pressed simultaneously, an error code (consisting of a letter of the alphabet and numbers) appears on the LED display. Contact your service representative with this code.

#### Warning

Never attempt to repair, disassemble or modify the equipment by yourself.

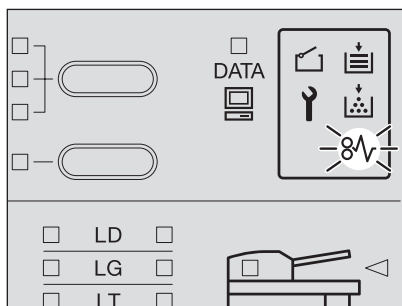
This could cause an electric shock, a fire or serious injury.

Contact your service representative when the equipment is in an abnormal condition or any malfunction is found.

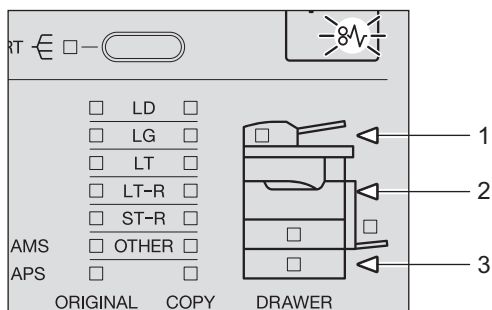
# Paper Jams

## Checking position of paper jams

When an original or a sheet of copy paper has jammed within the equipment, copying stops and the paper jam lamp blinks.



Additionally, the paper jam position lamp blinks to show you where the paper jam has occurred. Check the position and release the jammed paper.



1. **Automatic Document Feeder (optional)** (P.76, P.78)
2. **Bypass tray** (P.80) / **Transfer unit** (P.81) / **Fuser unit** (P.82)
3. **Paper Feed Unit (optional)** (P.84)

Release the jammed paper, and then press the [START] button. Copying resumes.

## When paper jams occur frequently

When paper jams occur frequently, they may be due to one of the causes listed below. Check the following items when they occur frequently:

- Originals which are not acceptable for the Automatic Document Feeder (optional) are placed.  
P.43 "Precautions for Automatic Document Feeder (optional)"
- Paper which is not acceptable for the equipment is used.  
P.31 "Paper types not acceptable"
- The sizes of paper placed in the drawer or on the bypass tray are not registered into the equipment properly.  
P.36 "Preparation 3 - Registering Size of Paper Placed"  
P.49 "Bypass copying"
- More jammed paper is still remaining after the release of a paper jam.
- There is no gap between the side guides and the paper in the drawer, or the gap is too wide.
- The stack height of the paper is exceeding the indicators in the drawer.

## When releasing jammed paper

Observe the following precautions when you release jammed paper:

### Do not tear jammed paper.

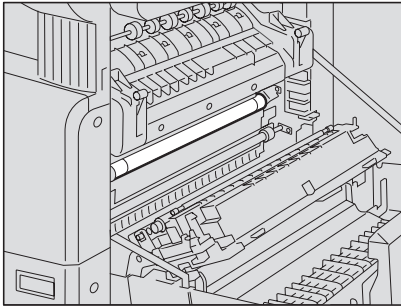
Pull out jammed paper carefully with both hands, trying not to tear it. If you release it forcibly, the jammed paper will be torn and it will make the release difficult. If it is torn, be sure that the torn part is not left inside the equipment.

### **Caution** Do not touch the fuser unit or the metal part around the unit.

When you release paper jammed within the fuser unit, do not touch the fuser unit or the metal part around the unit. This could cause burns, or injury to your hands if you touch the inside of the equipment.

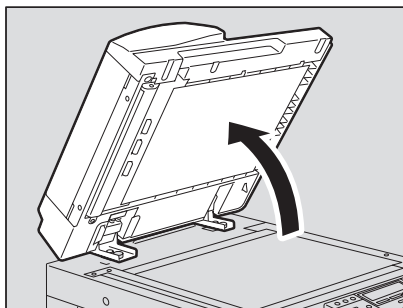
### Do not touch the photoconductive drum.

When you release the paper jammed within the transfer unit or the fuser unit, be careful not to touch the photoconductive drum. This could stain the copy images.



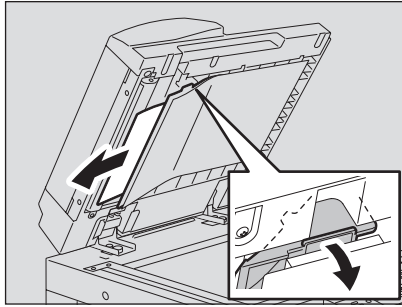
## Paper jams within Automatic Document Feeder (optional) (Lower)

### 1 Open the Automatic Document Feeder.

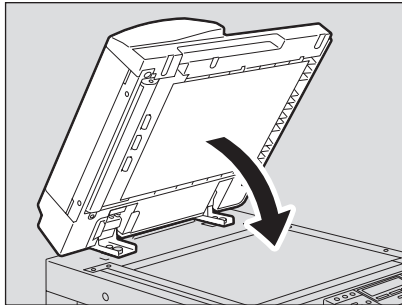


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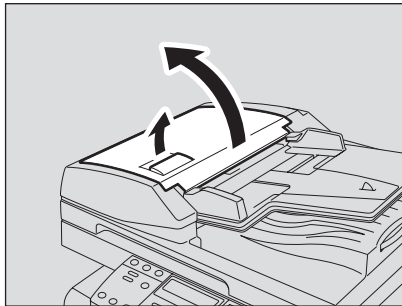
**2** Open the reverse cover, and remove the original.



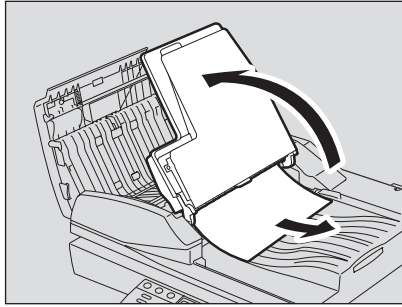
**3** Close the Automatic Document Feeder.



**4** Raise the lever, and open the upper cover.

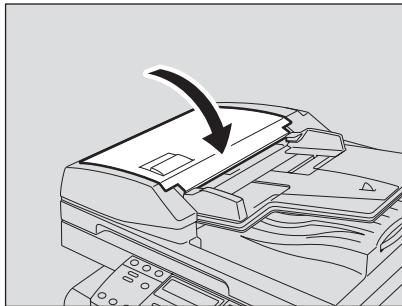


- 5 Raise the original feeder tray, and remove the original under the tray.



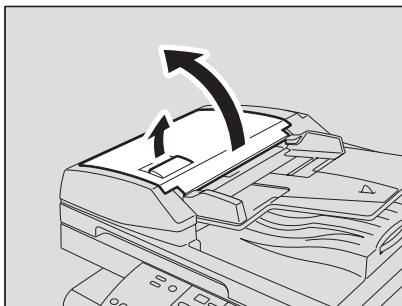
- 6 Lower the original feeder tray.

- 7 Close the upper cover.



### Paper jams within Automatic Document Feeder (optional) (Upper)

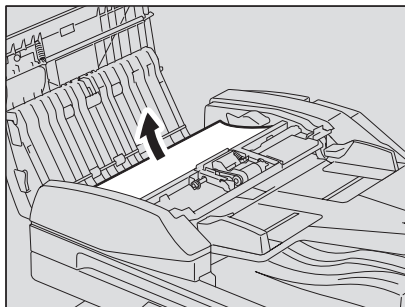
- 1 Raise the lever and open the upper cover.



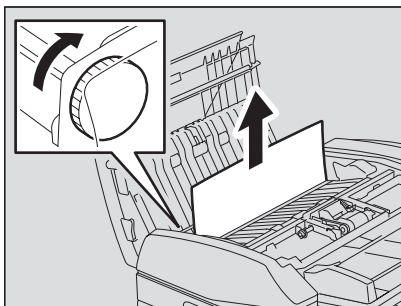


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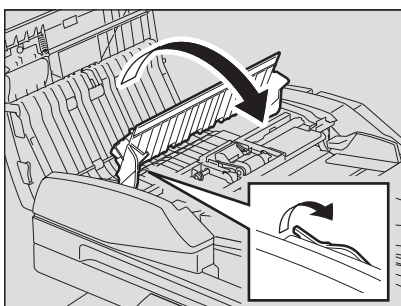
**2 Remove the original.**



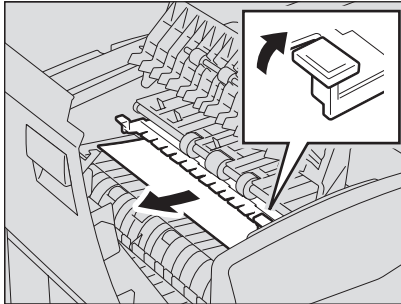
**3 Turn the dial to remove the original.**



**4 Open the transport guide.**

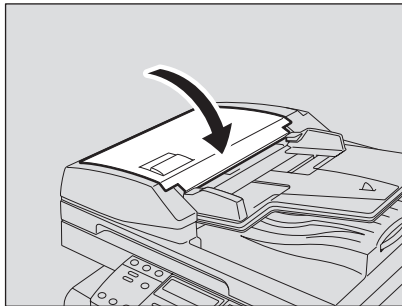


- 5** Raise the guide plate under the transport guide, and remove the original under the guide plate.



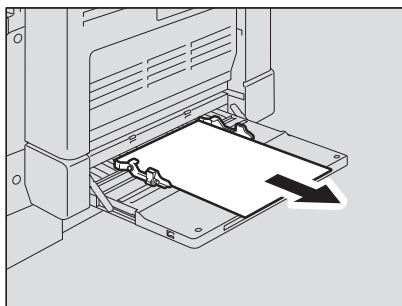
- 6** Close the transport guide.

- 7** Close the upper cover.




## Paper jams on bypass tray

- 1** Pull out the paper jammed on the bypass tray.



- 2** Check beneath the transport guide in the paper feeding area.

Check if any paper is jammed under the transport guide behind the transfer unit.

 P.81 "Paper jam behind transfer unit"

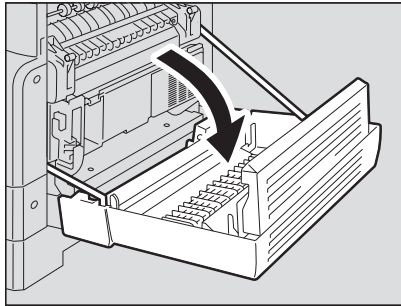
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## Paper jam behind transfer unit

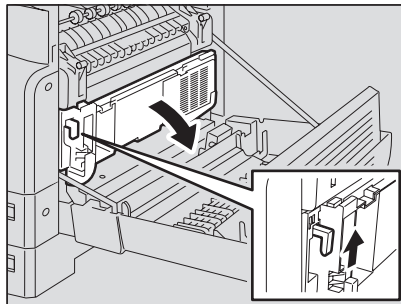
**Caution**

Be careful not to let your fingers be caught between the equipment and the side cover. This could injure you.

**1** Open the side cover.



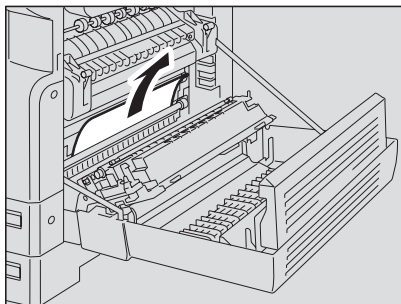
**2** Pull the transfer unit toward you carefully to lay it down while holding up the green lever.



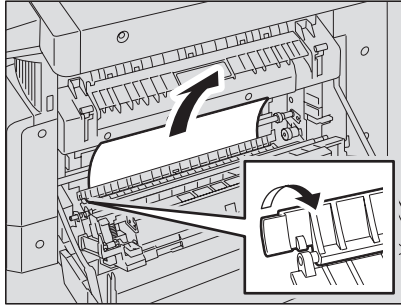
**3** Release the jammed paper.

**Caution**

Be sure not to touch the photoconductive drum when releasing the jammed paper.



- 4 Open the transport guide of the paper feeding area and check if any paper is jammed under this guide. Clear the paper if there is any.



- 5 Close the transfer unit and the side cover.

## Paper jams within fuser unit

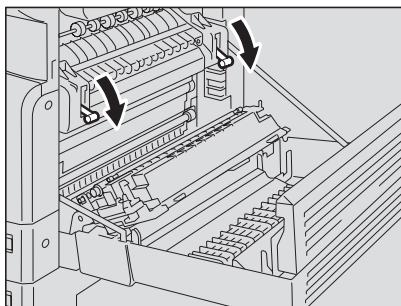
### Caution

- **Be careful not to let your fingers be caught between the equipment and the side cover.** This could injure you.
- **Do not touch the fuser unit or the metal part around the unit.** This could cause burns, or injury to your hands if you touch the inside of the equipment.

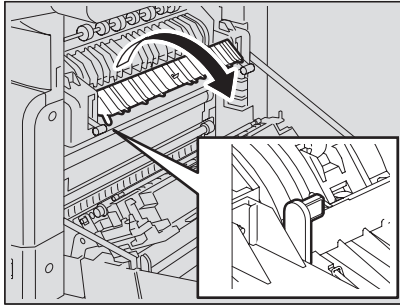
- 1 Open the side cover, and then lay down the transfer unit. Then press down the two fuser pressure release levers (green) until they come to a stop.

### Note

Press down the levers fully until they stop.



**2** Open the transport guide while holding the knob.



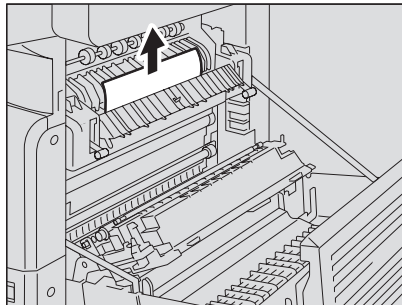
**3** Release the jammed paper.

Pull the jammed paper up or down as shown below depending on the position of the paper.

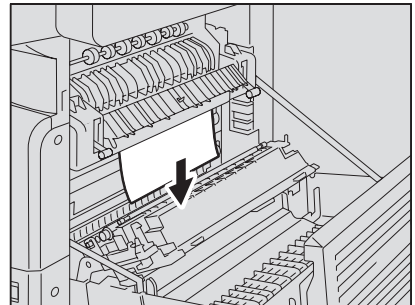
**Caution**

Be sure not to touch the photoconductive drum when releasing the jammed paper.

Pulling it up




Pulling it down



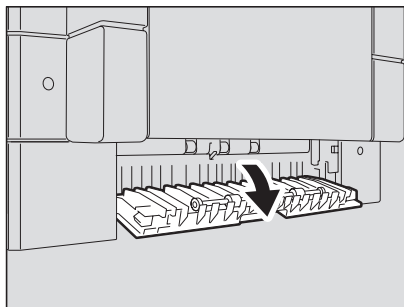
**4** Return the transport guide to its original position, and then close the transfer unit and the side cover.

## Paper jams within Paper Feed Unit (optional)

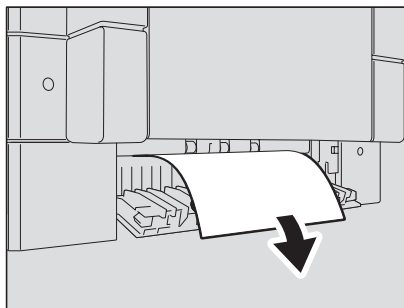
- 1** Open the side cover and check if any paper is jammed behind the transfer unit.

 P.81 "Paper jam behind transfer unit"

- 2** Open the paper feed cover of the unit.



- 3** Release the jammed paper.



- 4** Close the paper feed cover of the unit.

- 5** Close the side cover.

# Replacing Toner Cartridge

When the toner in the toner cartridge has run out, replace the toner cartridge following the procedure below.

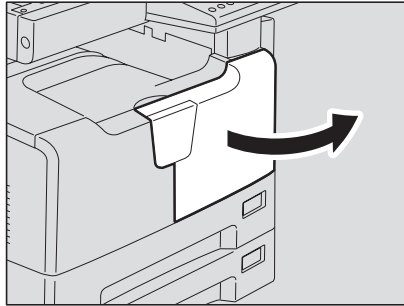
## Notes

- Before inserting a new toner cartridge, check the product name of the cartridge. If you can see "T-1810", this cartridge is usable.
- Dispose of used toner cartridges in accordance with local regulations.
- Do not touch the parts on the circuit board mounted on the toner cartridge because they may be damaged.

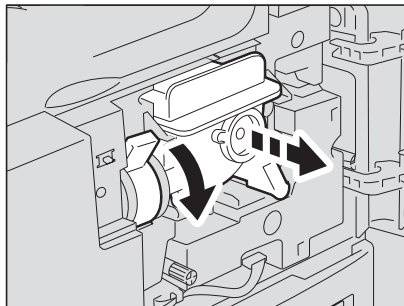
## Warning

**Never attempt to incinerate toner cartridges.**

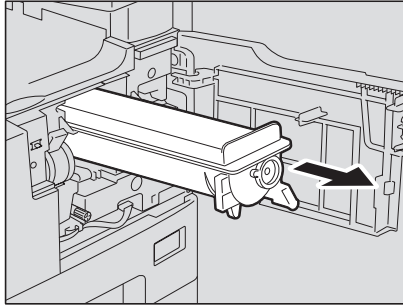
### 1 Open the front cover.



### 2 Hold down the green lever. The toner cartridge is slightly pushed out.



### 3 Pull out the toner cartridge.



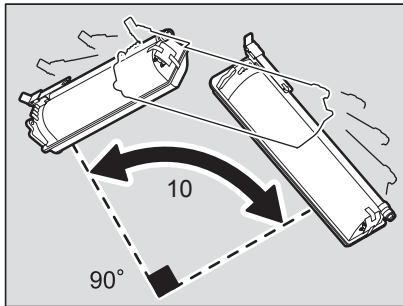
#### Warning

Never attempt to incinerate toner cartridges.

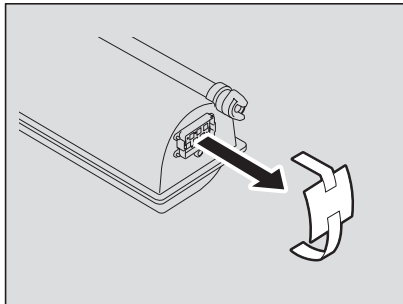
#### Note

Dispose of used toner cartridges in accordance with local regulations.

### 4 Shake the new toner cartridge strongly with the label surface down to loosen the toner inside.

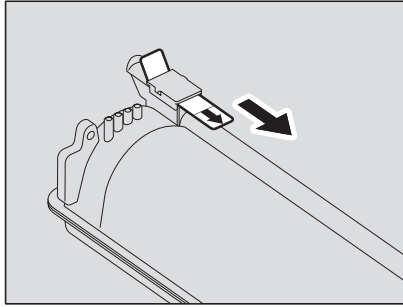


### 5 Remove the protective sheet from the end of the cartridge.

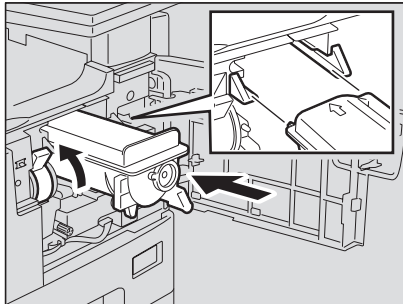




## 6 Pull out the seal in the direction of the arrow.



## 7 Insert the toner cartridge along the rail.

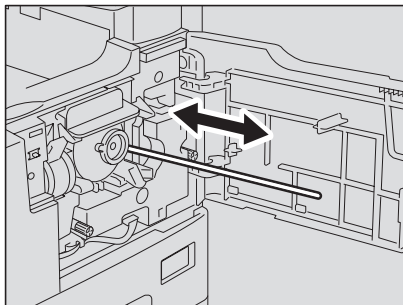


### Notes

- Before inserting the toner cartridge, check if the green lever is raised and raise it if not.
- Insert the toner cartridge until you hear a click sound.

## 8 Clean the charger.

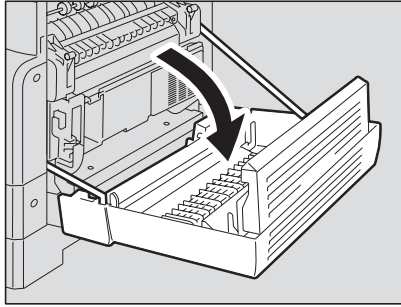
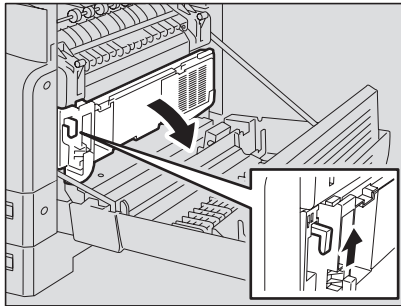
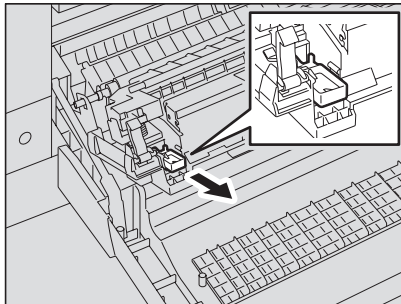
Hold the cleaning knob of the charger and pull it out toward you carefully until it comes to a stop. Then reinsert it in its original position carefully. Repeat this procedure two or three times.



### Note

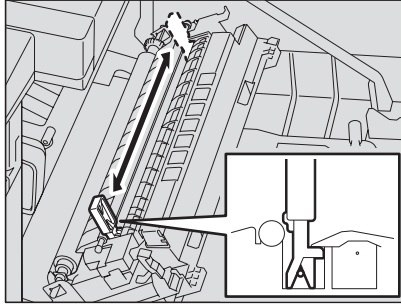
Check if the cleaning knob is fully inserted after cleaning.

After the toner cartridge has been replaced, be sure to clean the transfer charger wire following the procedure below in order to prevent uneven density of images.

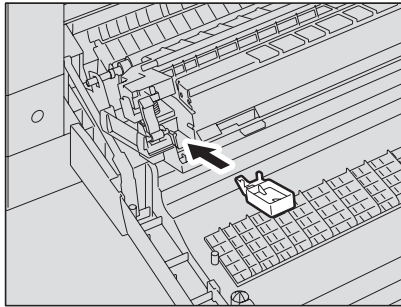
**9** Open the side cover.**10** Pull the transfer unit toward you carefully to lay it down while holding up the green lever.**11** Remove the transfer charger cleaner from the front pocket of the transfer unit.

## 12 Wipe the transfer charger wire with the transfer charger cleaner.

- (1) Insert the transfer charger cleaner into the front end of the transfer charger.
- (2) Push the cleaner onto the front wall, and then check if the cleaner pad has contacted with the transfer charger wire.
- (3) Clean the wire from its front end to the other end in two reciprocating motions.
- (4) Remove the cleaner from the front end of the transfer charger after cleaning.



## 13 Return the transfer charger cleaner into the cleaner pocket, and then close the transfer unit.



## 14 Close the side cover.

## 15 Close the front cover.

The equipment starts supplying toner.

## Before Calling Service Technician

When you encounter trouble using this equipment, check the items listed below.

### General operation

Phenomenon	Usual cause	Countermeasure
The equipment does not operate at all.	The power of the equipment is not turned ON.	Turn ON the power of the equipment.
	The power cable is not plugged in securely.	Plug in the power cable securely.
The button does not respond to my operation.	It has been a short time since the power was turned ON.	Wait for the completion of warm-up and then try again.
One or more of the message lamps is lit or blinking.	The equipment has detected an error status.	Check which lamp is lit or blinking and take any countermeasure accordingly. 📖 P.72 "When Message Lamp is Lit/ Blinking"
"--" appears on the LED display.	The access code needs to be keyed in (when the equipment is managed under the access code function).	Key in the 3-digit access code. (For the details of the access code setting, ask your service technician.)
"ALP" appears on the LED display.	The equipment is in the low power mode.	The equipment enters into the low power mode after a specified time has passed since its last use. Copying is enabled.
"SLP" appears on the LED display.	The equipment is in the sleep mode.	The equipment enters into the sleep mode after a specified time has passed since its last use. For how to cancel this mode, see the following page. 📖 P.28 "Saving energy when not in use - Energy saving mode -"
Nothing appears on the LED display.	The equipment is in the super sleep mode.	The equipment enters into the super sleep mode after a specified time has passed since its last use. For how to cancel this mode, see the following page. 📖 P.28 "Saving energy when not in use - Energy saving mode -"
Scanning stops before it is finished. (The [START] lamp is lit and the [FUNCTION CLEAR] lamp is blinking.)	The number of sheets to be scanned exceeds the maximum or the built-in memory in the equipment becomes full.	To copy the data scanned so far, press the [START] button. To delete them, press the [FUNCTION CLEAR] button. (When only the [FUNCTION CLEAR] lamp blinks, only data deletion is possible.)
Copying stops before it is finished. (The [START] lamp and the middle paper jam position lamp (◁) are lit and the [FUNCTION CLEAR] lamp is blinking.)	Approx. 250 sheets of paper have continuously exited and the equipment stops copying to prevent the copied paper from overflowing from the tray.	Remove the paper from the receiving tray, and then press the [START] button. Copying resumes. Press the [FUNCTION CLEAR] button to end the copy job.
Printing stops before it is finished. (The [START] lamp and the middle paper jam position lamp (◁) are lit and the "Out of paper" error dialog box is displayed in the TOSHIBA Viewer V2.)	Approx. 250 sheets of paper have continuously exited and the equipment stops printing to prevent printed paper from overflowing from the tray.	Remove the paper from the receiving tray, press the [START] button, and then click the [OK] button in the "Out of paper" error dialog box in the TOSHIBA Viewer. Printing resumes.

Phenomenon	Usual cause	Countermeasure
Even when the equipment is connected with a PC by a USB cable, the equipment is not recognized.	This cable is not certified according to the USB2.0 Hi-Speed.	Use a USB2.0 Hi-Speed certified cable.
	The equipment is connected with a PC via a USB hub.	When the equipment is connected with a PC via a USB hub, the equipment may not be recognized. Connect it with a PC directly by a USB cable.
Printing, scanning or device setup cannot be performed from a PC connected with a USB cable.	The operation on the left is performed in the super sleep mode.	Turn the power of the equipment OFF and then back ON, and perform it again. If this equipment is connected to your PC with a USB cable, change the setting so that it does not enter the super sleep mode. 📖 P.70 "Changing of the Enabled Energy Saving Mode"

## Toner-related items

Phenomenon	Usual cause	Countermeasure
The toner lamp is lit.	There is only a little toners remaining in the toner cartridge.	There is still some toner in the toner cartridge. Do not replace the toner cartridge until the toner lamp starts blinking.
	The toner cartridge is not installed. Or it is not installed correctly.	Install the toner cartridge correctly.
	A toner cartridge not recommended by TOSHIBA is being used.	If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. 📖 P.9 "Recommended toner cartridges"
The toner lamp is blinking.	The toner in the toner cartridge has run out.	Replace the toner cartridge with a new one.
	A toner cartridge not recommended by TOSHIBA is being used.	If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. 📖 P.9 "Recommended toner cartridges"
The toner lamp does not light even when the toner has almost run out.	A toner cartridge not recommended by TOSHIBA is being used.	📖 P.9 "Recommended toner cartridges"
The equipment does not become ready for copying after the toner cartridge is inserted.	The toner cartridge inserted is not usable for this equipment.	Check the product name of the toner cartridge. If you can see "T-1810", this cartridge is usable.







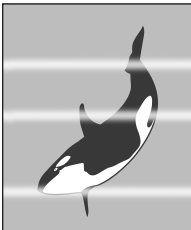

## Original/Copy paper-related items

Phenomenon	Usual cause	Countermeasure
An original jams.	An original not acceptable for the equipment is being used.	Check if the original is acceptable for the equipment. 📖 P.43 "Precautions for Automatic Document Feeder (optional)"

Phenomenon	Usual cause	Countermeasure
Copy paper jams.	Copy paper not acceptable for the equipment is being used.	Check if the copy paper is acceptable for the equipment. 📖 P.31 "Paper types not acceptable"
	The size of the copy paper in the drawer or on the bypass tray is not registered properly in the equipment.	Register the size of the placed copy paper properly. 📖 P.36 "Preparation 3 - Registering Size of Paper Placed" 📖 P.49 "Bypass copying"
	Jammed paper is located in a place you cannot see easily.	Use the paper jam position lamp to recheck the position where the paper jam has occurred. 📖 P.75 "Paper Jams"
	There is no gap between the side guides and paper in the drawer. Or the gap is too wide.	Adjust the gap between the side guides and the paper properly. 📖 P.32 "Placing paper in drawers"
Multiple feeding occurs.	Paper is clinging to each other.	Fan the paper well and place it again.

## Image trouble

Phenomenon	Usual cause	Countermeasure
The density of the copy image is light.	Toner has run out.	The toner lamp blinks when toner has run out. Replace the toner cartridge if it is blinking. 📖 P.85 "Replacing Toner Cartridge"
	The copy density is set lighter.	Make the density darker if you use the manual copy density mode. Or use the automatic copy density mode.
	The transfer charger wire is dirty.	Clean the transfer charger wire. 📖 P.98 "Cleaning transfer charger"
The density of the copy image is dark.	The copy density is set darker.	Make the density lighter if you use the manual copy density mode. Or use the automatic copy density mode.
The copied image is stained.	The Automatic Document Feeder (optional) or the Platen Cover (optional) is not lowered fully.	Lower them fully to block outside light.
	The original glass, platen sheet, scanning area or guides are dirty.	Clean them. 📖 P.96 "Daily Inspection"
	The copy density is set darker.	Make the density lighter if you use the manual copy density mode. Or use the automatic copy density mode.
	Highly transparent originals such as OHP films or tracing paper are used.	Place a blank sheet of paper, the same size as the original or larger, over the original.

Phenomenon	Usual cause	Countermeasure
<p>The copy image is fogged.</p> 	<p>There is a slight gap between the original glass and the original.</p> <p>The copy paper is damp.</p>	<p>Lower the Platen Cover (optional) or the Automatic Document Feeder (optional) fully so that the original will contact with the original glass.</p> <p>Replace with dry copy paper.</p>
<p>The density level of the copy image is uneven in a horizontal direction.</p> 	<p>The transfer charger wire is dirty.</p>	<p>Clean the transfer charger wire.   P.98 "Cleaning transfer charger"</p>
<p>The copy image is partially missing.</p>	<p>The size or direction of the copy paper and the original, or the reproduction ratio is not set properly.</p>	<p>Use copy paper of the same size as the original or set the reproduction ratio suitable to the copy paper size.</p>
<p>The copy image has black streaks in a horizontal direction.</p> 	<p>The scanning area or guides are stained.</p> <p>The charger is dirty.</p>	<p>Clean them.   P.96 "Daily Inspection"</p> <p>Clean the charger.   P.97 "Cleaning charger"</p>
<p>The copy image has white streaks in a horizontal direction.</p> 	<p>The transfer charger wire is dirty.</p>	<p>Clean the transfer charger wire.   P.98 "Cleaning transfer charger"</p>





# 6

## MAINTENANCE AND INSPECTION

This chapter describes how to clean this equipment to ensure you get the best possible copy performance.

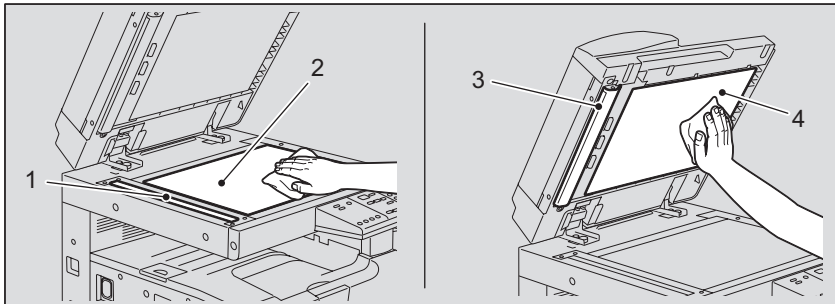
<b>Daily Inspection .....</b>	<b>96</b>
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## Daily Inspection

We recommend a weekly cleaning of the following items to assure you the best scanning performance:

### Notes

- Be sure not to scratch the parts to be cleaned.
- Do not use solvent such as thinner or benzene to clean machinery. This could cause deformation or tarnishing.
- When using chemical cleaning pads, observe the precautions pertaining to the product.



#### 1. Scanning area

Wipe with a sheet of soft dry cloth or soft cloth dampened in water and squeezed tightly. Do not use alcohol or solvent.

#### 2. Original glass

#### 3. Guides

#### 4. Platen sheet

Clean in the following procedure according to the level of staining:

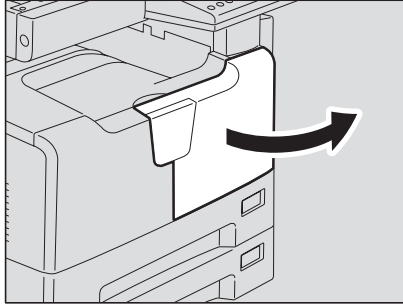
- Wipe with a soft dry cloth.
- Wipe with a soft cloth dampened in water and squeezed tightly.
- Wipe with a soft cloth dampened in alcohol and squeezed tightly, and then wipe with a soft dry cloth.
- Wipe with a soft cloth dampened in diluted mild detergent and squeezed tightly. Then wipe with a soft cloth dampened in water and squeezed tightly. Then wipe with a soft dry cloth.

---

## Cleaning charger

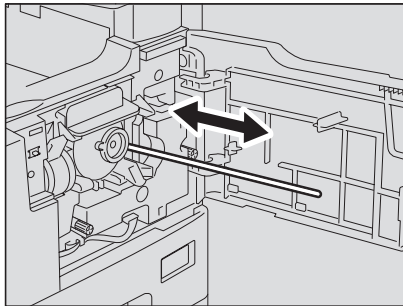
If the inside of the charger is dirty, staining may appear on the copied image. Clean the charger following the procedure below.

### 1 Open the front cover.



### 2 Clean the charger.

Hold the cleaning knob of the charger and pull it out toward you carefully until it comes to a stop. Then reinsert it in its original position carefully. Repeat this procedure two or three times.



#### Note

Check if the cleaning knob is fully inserted after cleaning.

### 3 Close the front cover.

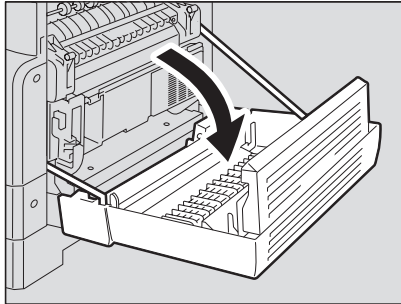
## Cleaning transfer charger

When the transfer charger wire is dirty, white steaks or unevenness of the density may appear on copied images, or the density of the whole image may be lowered. Clean the transfer charger wire following the procedure below.

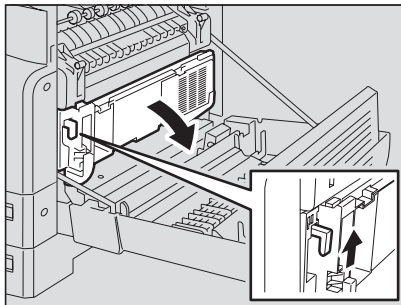
### Caution

**Be careful not to let your fingers be caught between the equipment and the side cover.** This could injure you.

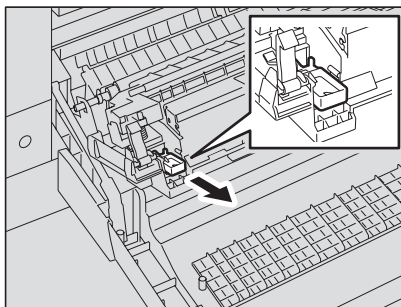
### 1 Open the side cover.



### 2 Pull the transfer unit toward you carefully to lay it down while holding up the green lever.



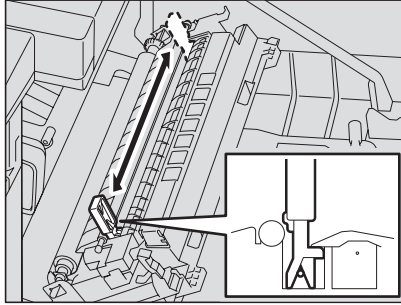
### 3 Remove the transfer charger cleaner from the front pocket of the transfer unit.



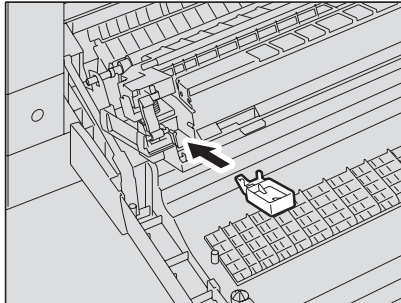
---

#### **4 Wipe the transfer charger wire with the transfer charger cleaner.**

- (1) Insert the transfer charger cleaner into the front end of the transfer charger.
- (2) Push the cleaner onto the front wall, and then check if the cleaner pad has contacted with the transfer charger wire.
- (3) Clean the wire from its front end to the other end in two reciprocating motions.
- (4) Remove the cleaner from the front end of the transfer charger after cleaning.



#### **5 Return the transfer charger cleaner into the cleaner pocket, and then close the transfer unit.**



#### **6 Close the side cover.**




# 7

## SPECIFICATIONS AND OPTIONS

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## e-STUDIO181 Specifications

Model name		DP-1810
Type		Desktop type
Original glass		Fixed
Printing (copying) system		Indirect electrophotographic method
Developing system		2-component magnetic brush developing
Fusing method		2 halogen lamps
Photosensor type		OPC
Original scanning system		Flat surface scanning system (When the Automatic Document Feeder is installed: Fixed scanning system by feeding the original)
Original scanning sensor		Linear CIS sensor
Scanning light source		LED
Resolution	Scanning	600 dpi x 600 dpi
	Writing	2400 dpi x 600 dpi (Smoothing process)
Acceptable originals		Sheets, books and 3-dimensional objects
Acceptable original size		Max. LD
Acceptable copy paper size	Drawer	LD, LG, LT, LT-R, COMP, 13" LG, A3, A4, A4-R, B4, B5, B5-R, FOLIO
	Bypass	LD, LG, LT, LT-R, ST-R, COMP, 13" LG, A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO
Acceptable copy paper weight	Drawer	17 - 20 lb. Bond
	Bypass	17 - 20 lb. Bond (for continuous feed) 13 lb. Bond - 90 lb. Index (for single feed)
Warm-up time		Approx. 25 seconds
First copy time (LT portrait)		Approx. 7.7 seconds
Continuous copy speed		See  P.103 "Continuous copying speed"
Multiple copying		Up to 999 copies (digital key entry)
Excluded image width	Copy	Leading edge: 0.12"±0.08", Trailing edge: 0.08"±0.08", Both edges: 0.08"±0.08"
	Printer	Leading edge: 0.20"±0.08", Trailing edge: 0.20"±0.08", Both edges: 0.20"±0.08"
Reproduction ratio	Actual size	100±0.5%
	Zoom	25 - 200% (in 1% increments)
Storage capacity		Max. 250 sheets or until the memory is full (TOSHIBA's own chart)
Paper supply	Drawer	250 sheets (20 lb. Bond)
	Bypass	100 sheets (20 lb. Bond)
Loading capacity for the receiving tray		Approx. 250 sheets (17 lb. Bond)
Toner density adjustment		Magnetic auto-toner system
Exposure control		Automatic plus manual selection from 7 exposure steps
Memory		Page memory: 32 MB (Max. 96 MB)
USB interface		USB2.0 (Hi-Speed)
Environment (for normal use)		Temperature: 10 ° - 30 °C (50 ° - 86 °F), Humidity: 20 - 85% (No condensation)
Power requirements		115 V±10%, 12 A (50/60 Hz)
Power consumption		1.5 kW or less (including options), Performance value: Approx. 1.2 kW
Dimensions (equipment only)		23.62" (W) x 25.31" (D) x 18.21" (H)
Weight (equipment including drum)		Approx. 70.1 lb.
Space occupied (equipment only)		37.32" (W) x 25.31" (D)

- These specifications vary depending on the copying conditions and the environment.
- Specifications and appearance are subject to change without notice in the interest of product improvement.



## Continuous copying speed

sheets/min.

Paper size	Feeder	Continuous copying speed
LT, A4, B5	Drawer of the equipment	18
	Drawer of the Paper Feed Unit (optional)	16
	Bypass tray	16
LT-R, A4-R, B5-R	Drawer	15.5
	Bypass tray	15.5
ST-R, A5-R	Drawer	_ *1
	Bypass tray	16
LG, COMP, 13"LG, B4, FOLIO	Drawer	13
	Bypass tray	13
LD, A3	Drawer	11
	Bypass tray	11

\*1 ST-R and A5-R can be placed only on the bypass tray.

- The values above are measured when originals are set on the original glass, 100% and non-sort multiple copies are made.
- TOSHIBA-recommended paper is used for the values of the specifications above.
- The bypass copying speed is as listed above when specifying the paper size.
- This specification varies depending on the copying conditions and the environment.

## Packing list

Packing list	Operator's Manual
	Power cable
	Operator's Manual pocket
	Set-up report
	Warranty sheet
	CD-ROM (2 pcs.) (TOSHIBA Viewer V2 / User Documentation)

## Specifications of Options

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### Automatic Document Feeder

Model name	MR-2020
Copy sides	1-side
Number of originals (LT)	100 originals (13.3 - 20 lb. Bond) or 0.63" or less in height (more than 20 lb. Bond)
Feeding speed	1.79" - 7.17"
Acceptable originals	LD, LG, LT, LT-R, ST-R, COMP, A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO (ST and A5 size are not acceptable.)
Paper weight	13.3 - 33.8 lb.
Power source	Power supplied from the equipment
Dimensions	22.6" (W) x 20.8" (D) x 5.3" (H)
Weight	Approx. 24.3 lb.
Power consumption	30 W max.

### Paper Feed Unit

Model name	MY-1027
Acceptable paper size	LD, LG, LT, LT-R, COMP, 13"LG, A3, A4, A4-R, B4, B5, B5-R, FOLIO (Non-standard sizes are not acceptable.)
Paper weight	17 - 20 lb. Bond
Maximum capacity	250 sheets (20 lb.)
Dimensions	20.9" (W) x 22.7" (D) x 4.9" (H)
Weight	Approx. 11.0 lb.

TOSHIBA-recommended paper is used for the values above. Specifications and appearance are subject to change without notice in the interest of product improvement.

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**MULTIFUNCTIONAL DIGITAL SYSTEMS**  
**Operator's Manual for Copying Functions**

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**e-STUDIO181**

**TOSHIBA TEC CORPORATION**

2-17-2, HIGASHIGOTANDA, SHINAGAWA-KU, TOKYO, 141-8664, JAPAN



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