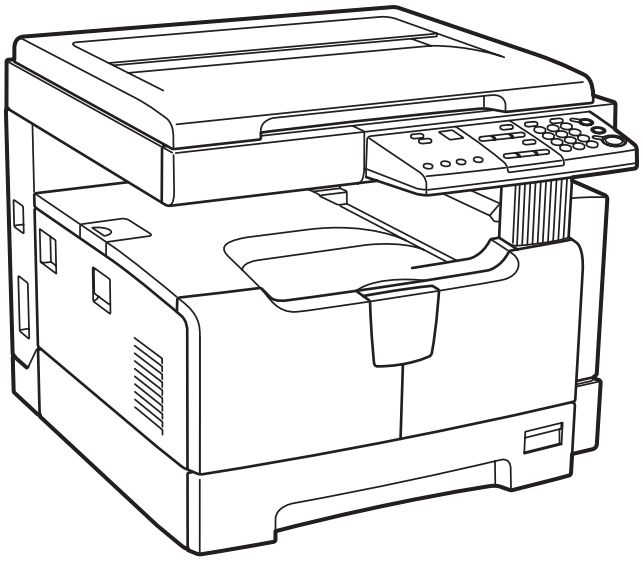
TOSHIBA

MULTIFUNCTIONAL DIGITAL SYSTEMS

Operator's Manual for Copying Functions

e-STUDIO166/206



Preface

Thank you for purchasing the TOSHIBA multifunctional digital systems e-STUDIO166/206. 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 the e-STUDIO166/206. Keep this manual handy and retain it for future reference.

Notice to Users

After a suitable place has been selected for the installation of the e-STUDIO166/206, please do not change it. Avoid excessive heat, dust, vibration and direct sunlight. Also, provide proper ventilation as the copier emits a small amount of ozone.

Warning:
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Working environment
From EMC (Electromagnetic Compatibility) point of view, the operation of this product is being restricted in following environments:

- Medical Environments: This product is not certified as a medical product according to the Medical Product Directive 93/42/EEC.
- Domestic environments (e.g. a private living room with TV / Radio sets in the nearby surrounding area) because this is a so called EMC class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures!

Any consequences resulting from the use of this product in restricted working environments are not the responsibility of TOSHIBA TEC.
The consequences of the use of this product in restricted working environments may be an electromagnetic interference with other devices or machines in the nearby surrounding area. This can result into malfunction including data loss / data error pertaining to this product or the other devices / machines involved in the electromagnetic interference.
Furthermore, for general safety reasons, the use of this product in environments with explosive atmospheres is not permitted.

CE compliance
This product is labelled with the CE mark in accordance with the provisions of the applicable European Directives, notably the Low Voltage Directive 73/23/EEC and the Electromagnetic Compatibility Directive 2004/108/EEC for this product and the electric accessories.
CE marking is the responsibility of TOSHIBA TEC GERMANY IMAGING SYSTEMS GmbH, Carl-Schurz-Str. 7, 41460 Neuss, Germany, phone +49-(0)-2131-1245-0.
For a copy of the related CE Declaration of Conformity please contact your dealer or TOSHIBA TEC.

For Germany only

Machine Noise Information
Ordinance 3. GPSGV: The maximum sound pressure level is equal or less than 70 dB(A) according to EN ISO 7779

Following information is for EU-member states only:

This product is marked according to the requirement in EU-Directive 2002/96/EC. (Directive on Waste electrical and electronic equipment - WEEE)

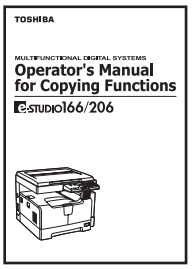
The use of the symbol indicates that this product may not be disposed as unsorted municipal waste and has to be collected separately. By ensuring this product is disposed of correctly, you will help prevent potential negative consequences for the environment and human health, which could otherwise be caused by inappropriate waste handling of this product.
For more detailed information about the take-back and recycling of this product please contact your supplier where you purchased the product.

Before Reading This Manual

Lineup of our manuals

These manuals are provided for the operation of the e-STUDIO166/206. Select and read the manual best suited to your needs. This manual is the ***Operator's Manual for Copying Functions***.

Operator's Manual for Copying Functions (Booklet, This manual)
This manual describes the basic operations, mainly copying functions, of this equipment. It also describes safety precautions to ensure correct and safe use of this equipment. Be sure to read this before you use the equipment.



Operator's Manual for TOSHIBA Viewer (PDF file)
This manual describes how to use the co-packed application software "TOSHIBA Viewer". Various functions such as printing, scanning and setup can be used with a computer connected to this equipment with a USB.

To read manuals in the PDF file format

The operator's manual in the PDF (Portable Document Format) 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

Signal 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.

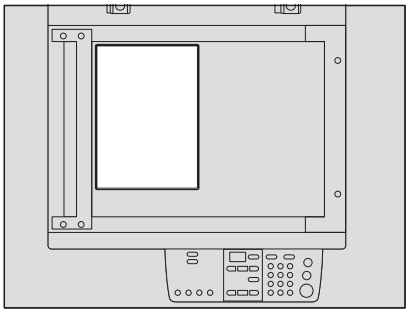
Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

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.

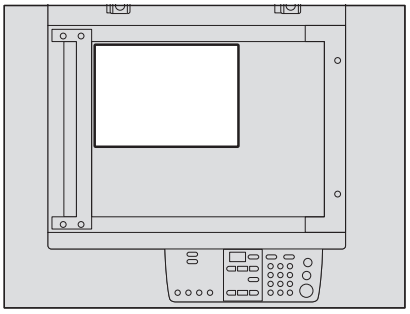
Description of original/paper direction

Paper or originals of A4 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.) A4 size original on the original glass



Placed in a portrait direction: A4



Placed in a landscape direction: A4-R

Paper or originals of A3 or B4 size can only be placed in a landscape direction, therefore "-R" is not added to these sizes.

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CONTENTS

Preface **1**

Notice to Users **2**

Before Reading This Manual **4**

TOSHIBA Quality Is Second to None **11**

Features of e-STUDIO166/206 ..... **13**

General Precautions **14**

Disclaimer Notice **19**

Environmental Information **20**

Chapter 1 PREPARATION

Description of Each Component **22**
- Front / Right side 22
- Left side / Inner side 23
- Configuration of options 25
- Control panel 26

Preparation 1 - Turning Power ON **29**
- Turning power ON 29
- Saving energy when not in use - Energy saving mode - 30

Preparation 2 - Placing Copy Paper **31**
- Acceptable media types 31
- Recommended paper 32
- Placing paper in drawers 33

Preparation 3 - Registering Size of Paper Placed **37**
- Registering standard size (A3, A4, A4-R, A5-R, B4) 37
- Registering other standard sizes 38

Chapter 2 HOW TO MAKE COPIES

Placing Originals **42**
- Acceptable originals 42
- Placing originals on the original glass 43
- Placing booklet-type originals such as books or catalogues 44
- Using Automatic Document Feeder (optional) 45
- Placing originals on Automatic Document Feeder (optional) 46

Making Copies **47**
- Stopping/Resuming copying 48
- Interrupting copying and making another copy - Interrupt copy - 49

Using Bypass Tray **50**
- Preparation - Registering paper size placed on bypass tray 51

Bypass copying on standard size paper 55

Chapter 3 COPYING FUNCTIONS

Default Settings 60

Paper Selection 61
Automatic paper selection (APS) 61
Manual paper selection 62

Zooming In/Out Copy Image 64
Automatic magnification selection (AMS) 64
Specifying both the sizes of the original and the copy paper 66
Specifying reproduction ratio manually 67

Copying in Same Page Order as Originals - Sort Copying - 69

Selecting Image Mode 70

Adjusting Density Level 71

Chapter 4 SETTINGS AND MANAGEMENT OF EQUIPMENT

Switching Operation Sound On/Off 74

Checking Total Number Copied 75

Chapter 5 TROUBLESHOOTING

When Message Lamp is Lit/Blinking 78

Paper Jams 81
Checking position of paper jams 81
Paper jams within Automatic Document Feeder (optional) 82
Paper jams on bypass tray 84
Paper jam behind transfer unit 85
Paper jams within fuser unit 86
Paper jams within Paper Feed Unit (optional) 88

Replacing Toner Cartridge 89

Before Calling Service Technician 94
General operation 94
Toner-related items 95
Original/Copy paper-related items 95
Image trouble 96

Chapter 6 MAINTENANCE AND INSPECTION

Daily Inspection 100

Cleaning charger 101
Cleaning transfer charger 102

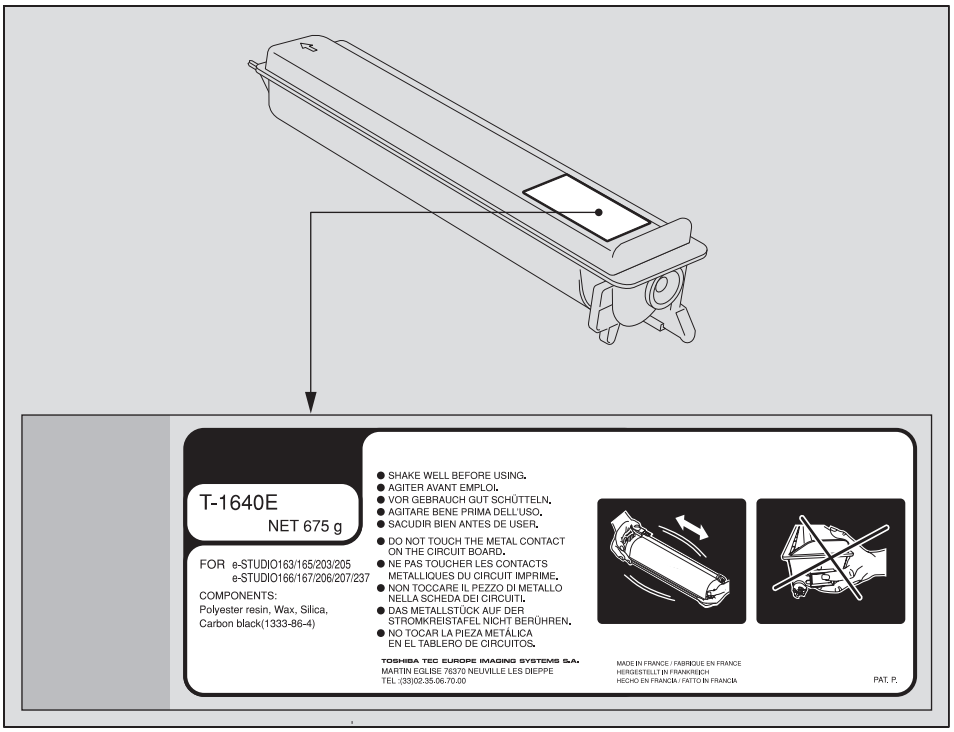
Chapter 7 SPECIFICATIONS AND OPTIONS

e-STUDIO166/206 Specifications 106
Continuous copying speed 107
Specifications of Options 108
Packing List 109

INDEX 111

Recommended toner cartridges

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



If you use a TOSHIBA-recommended toner cartridge, you can utilize the following two check 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.

Any copying or printing operation is available even if you are using a toner cartridge other than the one we recommend. In that case, however, the equipment cannot detect whether the toner cartridge is installed or not and therefore the toner lamp is lit even if the toner cartridge is correctly installed. You cannot utilize the toner remaining check function either.
If you are using a toner cartridge other than the one we recommend and you feel annoyed by this lighting lamp, contact your service representative. Your service technician will cancel the cartridge detecting function set by default. Remember once this function has been cancelled, you will not be able to utilize the two functions mentioned above even if you change the cartridge to the one we recommend.

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. To protect our planet for the benefit of future generations, we use embossed or plastic labels making our toner cartridges 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.

Features of e-STUDIO166/206

The e-STUDIO166/206 is a space-saving, black-and-white copier. The copying speed of the e-STUDIO166 is 16 copies per minute*1 and that of the e-STUDIO206 is 20 copies per minute*1. Both of them can be a printer when they are connected to your PC with a USB cable.*2

Lightweight and space-saving equipment with more emphasis on basic functions

- The receiving tray is relocated to the equipment's inner side, occupying as little space as possible.
- Its weight has been trimmed to approx. 33.7 kg.*3
- Operability of the control panel has been upgraded with larger buttons.
- A wide range of paper sizes from A3 to A5-R are acceptable.
- Copy images can be zoomed out or in between 25% and 200%.
- The automatic copy density mode is adopted to detect the density of the original and automatically adjust it to the most suitable one for the copy image.
- The bypass tray equipped as a standard unit makes copying on various media types such as overhead transparencies possible.
- Scanning data with a TWAIN driver is enabled as a standard function.

Functions extended by various options

- The Automatic Document Feeder (ADF) dramatically saves time when you need to copy massive amounts of originals.
- The Paper Feed Unit (PFU) adds one more drawer.
- Electronic sorting*4 is realized with the Expansion Memory.

Ecological energy-saving design

- The toner recycling system in which used toner is recovered and reused is adopted.
- Its warm-up time has become be approx. 25 seconds.*5
- The low power mode, which reduces unnecessary electric power by having the fuser unit temperature lowered while the equipment is left inactive, is adopted.
- The sleep mode, which maintains the smallest possible power consumption during the equipment's inactive period after it has not been used within a specified period of time, is adopted.

*1 These speeds are realized in the non-sort mode, when A4 originals placed in a portrait direction are continuously copied and the Automatic Document Feeder (optional) is not used.
*2 When this equipment is used as a printer, the co-packed software needs to be installed into your PC.
*3 This is the weight of the equipment itself (without any options).
*4 Electronic sorting is a function to have the copies exit and be sorted into the same page order as that of the originals in each set.
*5 This is the value when the room temperature is 20 °C or more at rated power input.

General Precautions

When installing or moving

Warning

- This equipment requires 220 to 240 V AC, 8 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 an earth 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, 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 sources

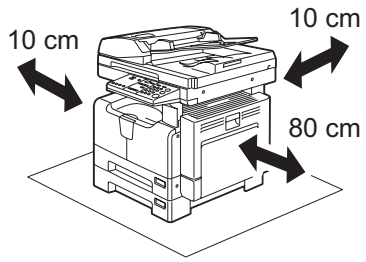
  This could cause a fire or give you an electric shock. If the power cable is damaged, contact your service representative.
- Do not install the equipment by yourself or try to move it once it has been installed. This could result in an injury or damage to the device. Contact your service representative 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.

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. 33.7 kg.
- 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 80 cm on the right, and 10 cm 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.
- Allow the air to flow freely and make sure of ventilation.
  With inadequate ventilation, the unpleasant odor released by the ozone will begin to dominate the atmosphere.

When using the equipment

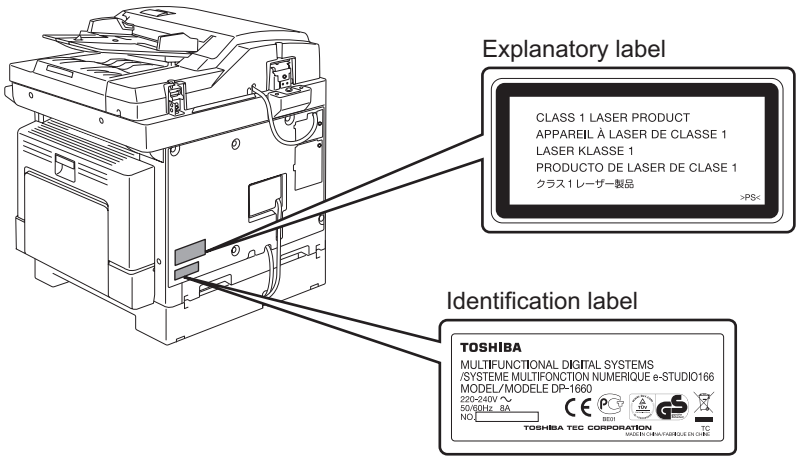
Warning

- 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.

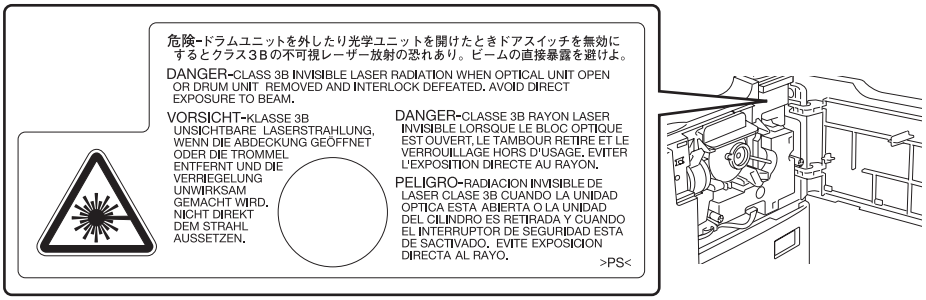
Caution

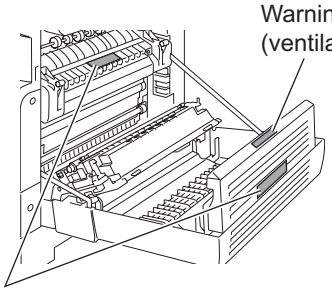
- Do not place heavy objects (4 kg or more) on the original glass and do not press on it with force. Breaking the glass could cause personal injury.
- Do not place heavy objects (4 kg or more) on the equipment. If the objects fall off, this could cause injury.
- Be careful not to let your fingers be 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





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.

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 discoloured.
  - 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. This could cause an explosion. Do not dispose of used toner cartridges. Contact your service representative.

Disclaimer Notice

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-STUDIO166/206, 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.

2. All warranties, conditions and other terms implied by law are, to the fullest extent permitted by law, excluded and no such implied warranties are given or apply in relation to the Products.

3. TOSHIBA TEC CORPORATION shall not be liable for any loss, cost, expense, claim or damage whatsoever caused by any of the following:
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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;
   (c) additions, modifications, disassembly, transportation, or repairs by any person other than service technicians authorized by TOSHIBA TEC CORPORATION; or
   (d) use of paper, supplies or parts other than those recommended by TOSHIBA TEC CORPORATION.

4. Subject to paragraph 1, TOSHIBA TEC CORPORATION shall not be liable to Customer for:
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   (b) any special, incidental, consequential or indirect loss or damage, costs, expenses, financial loss or claims for consequential compensation;

   whatsoever and howsoever caused which arise out of or in connection with the Product or the use or handling of the Product even if TOSHIBA TEC CORPORATION is advised of the possibility of such damages.

   TOSHIBA TEC CORPORATION shall not be liable for any loss, cost, expense, claim or damage caused by any inability to use (including, but not limited to failure, malfunction, hang-up, virus infection or other problems) which arises from use of the Product with hardware, goods or software which TOSHIBA TEC CORPORATION has not directly or indirectly supplied.

ENERGY STAR® programme

Toshiba Tec Corporation, as a member of the Energy Star Programme, confirms that this product meets the Energy Star Programme requirements.

The Energy Star Programme 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 Programme can attach the Energy Star logo to products after confirming that they meet the energy saving standards of this Programme. Also, these standards and logo are commonly used within the U.S. Environmental Protection Agency (EPA) and participating countries.

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.

Description of Each Component 22
Front / Right side 22
Left side / Inner side 23
Configuration of options 25
Control panel 26

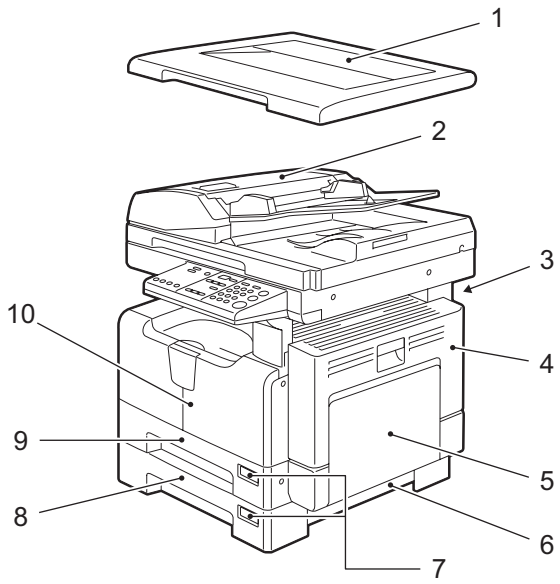
Preparation 1 - Turning Power ON 29
Turning power ON 29
Saving energy when not in use - Energy saving mode - 30

Preparation 2 - Placing Copy Paper 31
Acceptable media types 31
Recommended paper 32
Placing paper in drawers 33

Preparation 3 - Registering Size of Paper Placed 37
Registering standard size (A3, A4, A4-R, A5-R, B4) 37
Registering other standard sizes 38

Description of Each Component

Front / Right side



1. **Platen Cover**
   Place an original on the original glass and start copying with this cover closed.

2. **Automatic Document Feeder (optional, MR-2017)**
   A stack of originals placed on this are scanned one sheet after another. Maximum 100 sheets (or stack height 16 mm) 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.46 “Placing originals on Automatic Document Feeder (optional)”
   📖 P.82 “Paper jams within Automatic Document Feeder (optional)”

3. **Operator’s Manual pocket (Back side) (optional, KK-1660)**
   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.50 “Using Bypass Tray”
   📖 P.84 “Paper jams on bypass tray”

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

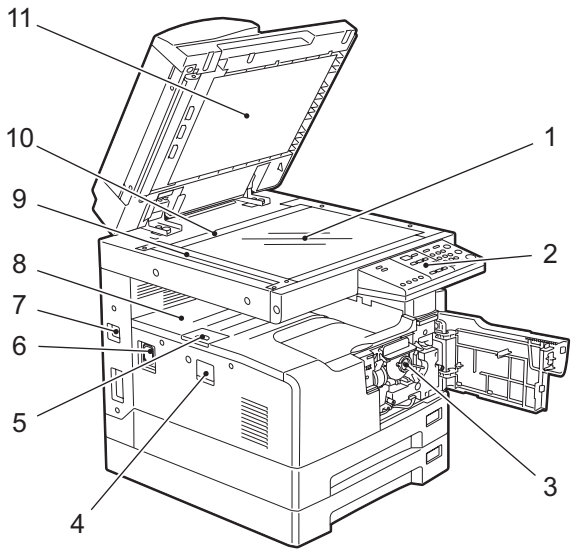
7. **Paper size indicator**

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.89 “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.42 “Placing Originals”

2. **Control panel**
   Use this to perform copying, key in the copy quantity, or set other functions.
   📖 P.26 “Control panel”

3. **Toner cartridge**
   📖 P.11 “Recommended toner cartridges”
   📖 P.89 “Replacing Toner Cartridge”

4. **Power switch**
   Turn the power of the equipment ON or OFF with this.
   📖 P.29 “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. A3, B4).

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**

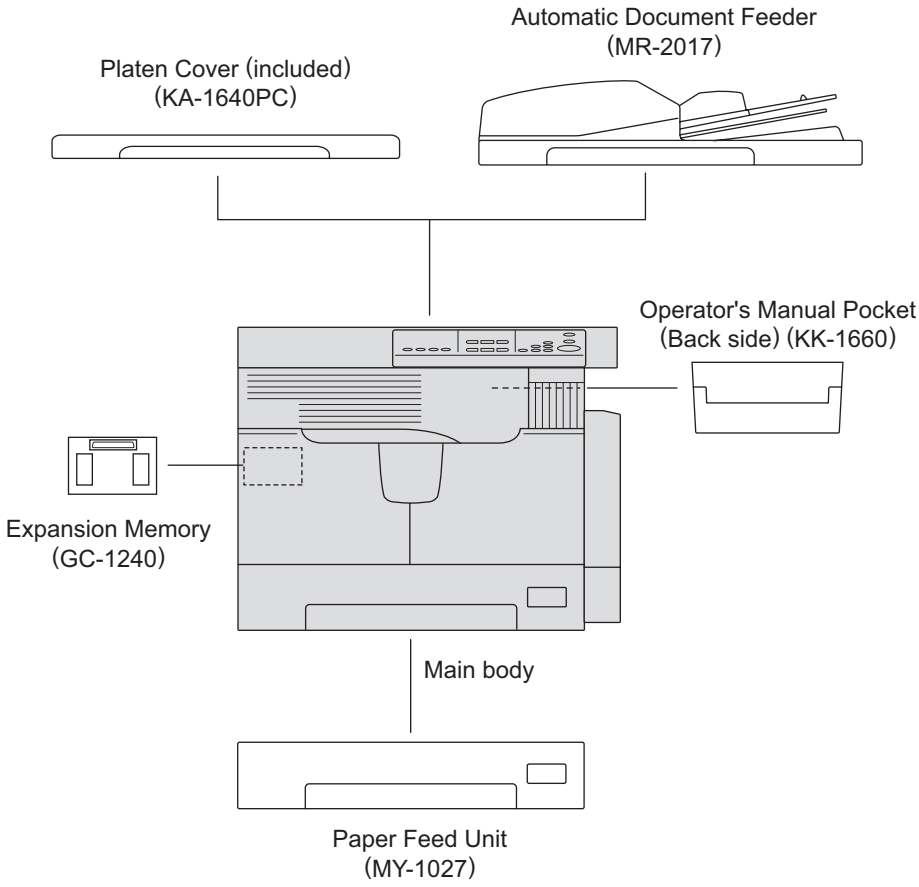
9. **Scanning area**
   The data of originals transported from the Automatic Document Feeder (optional, MR-2017) are scanned here.
   📖 P.100 “Daily Inspection”

10. **Original scale**
    Use this to check the size of an original placed on the original glass.

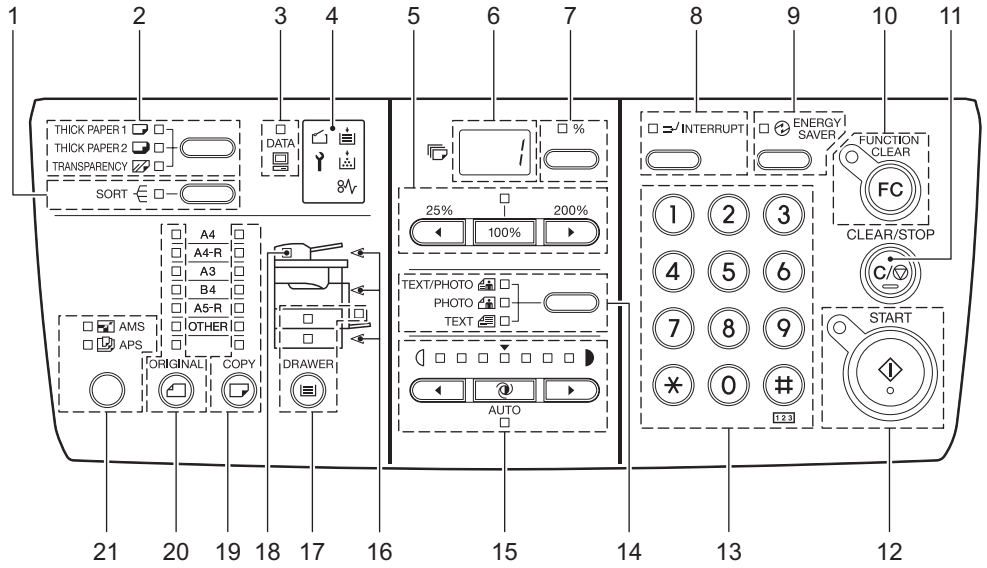
11. **Platen sheet**
    📖 P.100 “Daily Inspection”

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.69 “Copying in Same Page Order as Originals - Sort Copying -”

   Note

   The sorting functions are available only when originals are placed on the Automatic Document Feeder (optional, MR-2017). These functions also require the Expansion Memory (optional, GC-1240).

2. **Media type setting button/lamps**
   Use this button to switch the media type of paper placed on the bypass tray.
   P.50 “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.78 “When Message Lamp is Lit/Blinking”

5. **Zoom buttons/lamp**
   Use them to set reproduction ratio. The lamp above the [100%] button is lit when the reproduction ratio is 100%.
   For how to zoom in or out copy image, see the following page:
   P.64 “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.49 "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.30 "Saving energy when not in use - Energy saving mode -"

10. **[FUNCTION CLEAR] button/lamp**
    Use this to clear all setting changes.

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.47 "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.70 "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.71 "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.81 "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.31 “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.62 “Manual paper selection”

20. [ORIGINAL] button/lamps

Use this button to specify the size of an original.

📖 P.66 “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.61 “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.64 “Automatic magnification selection (AMS)”

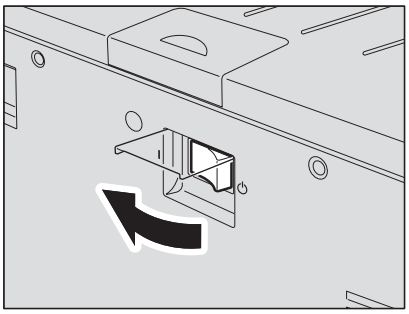
Note

APS and AMS are available only when originals are placed on the Automatic Document Feeder (optional, MR-2017).

Preparation 1 - Turning Power ON

Turning power ON

1 Open the power switch cover, and then 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 place an original and press the [START] button during the warm-up, copying automatically starts when the warm-up has finished (= auto job start). The [START] lamp keeps blinking from when you press the [START] button to when the warm-up finishes.

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

Open the power switch cover, and then press the power switch to " ⏻ " (OFF) side.

Saving energy when not in use - Energy saving mode -

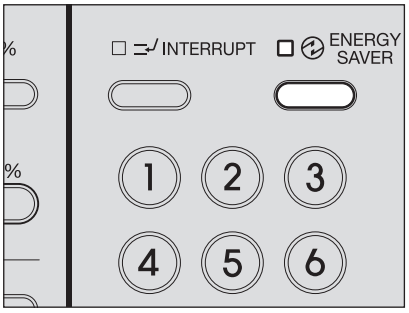
To reduce power consumption, the equipment automatically enters into the energy saving mode when a specified period of time has passed since its last use. You can also turn the equipment into this mode manually.

Tip

The period of time at which the equipment enters into this mode is set at 20 minutes at the shipment from the factory.

To turn the equipment into the energy saving mode manually

Press the [ENERGY SAVER] button on the control panel.



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

Cancelling the energy saving mode

Press the [ENERGY SAVER] button. The energy saving mode is canceled.

Tip

The energy saving mode can be cancelled also in the following cases:

- When the Platen Cover or the Automatic Document Feeder (optional) is raised
- When this equipment and a PC are connected with a USB cable
- When printing is performed from a PC connected with this equipment
- When TOSHIBA Viewer is operated with a PC connected with this equipment

Preparation 2 - Placing Copy Paper

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

Acceptable media types

Standard size plain paper (64 to 80 g/m^2) 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 *1
Drawers of the equipment and Paper Feed Unit (optional)	Plain paper (64 - 80 g/m^2)	A/B format: A3, A4, A4-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, COMP, 13"LG	250 sheets (64 g/m^2) 250 sheets (80 g/m^2)
Bypass tray	Plain paper (64 - 80 g/m^2)*2	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG	100 sheets (64 g/m^2) 100 sheets (80 g/m^2)
	THICK PAPER 1 (81 - 105 g/m^2)		1 sheet (81 - 105 g/m^2)
	THICK PAPER 2 (106 - 163 g/m^2)		1 sheet (106 - 163 g/m^2)
	Tracing paper (75 g/m^2)		1 sheet
	Sticker labels		1 sheet
	Transparencies*3	A4 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.32 “Recommended paper”

*2 50 to 63 g/m^2 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.

Notes

- You cannot mix various paper sizes in one drawer.
- “LT format” is the standard size for only use in North America.

Tip

Abbreviations for LT format sizes:
LT: Letter, LD: Ledger, LG: Legal, ST: Statement, COMP: Computer

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	TGIS Paper/Neusiedler	80 g/m^2
THICK PAPER 1	Colour Copy/Neusiedler	90 g/m^2
	Colour Copy/Neusiedler	100 g/m^2
THICK PAPER 2	Colour Copy/Neusiedler	120 g/m^2
	Colour Copy/Neusiedler	160 g/m^2
Tracing paper	75 g/m^2 tracing paper	
Sticker labels	3478/Zweckform-Avery	
Transparencies *1	PP2500/3M	

*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:

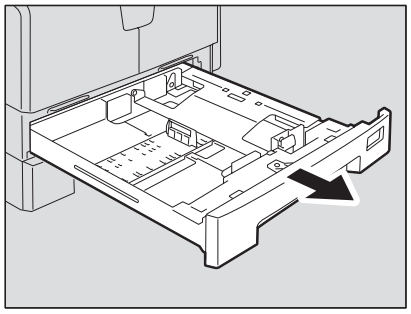
- Wrap copy paper in its wrapping paper to prevent it from gathering dust.
- Do not expose copy paper to direct sunlight.
- Store copy paper in a damp-free place.
- Store copy paper on a flat surface to prevent it from being creased or bent.

Placing paper in drawers

Follow the procedure below to place copy paper in the drawer.
For the acceptable paper, see the following page:
📖 P.31 “Acceptable media types”

1 Turn the power of the equipment ON.

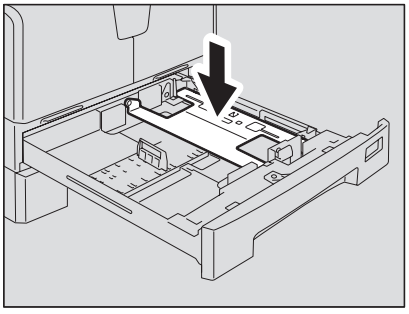
2 Pull out the drawer carefully.



Note

Pull out the drawer until it comes to a stop.

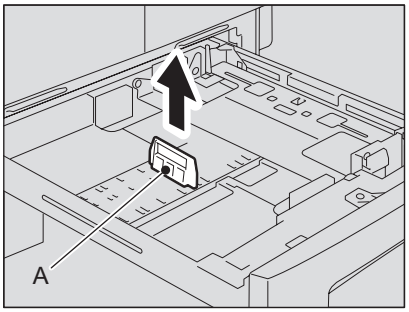
3 Press down the paper plate.



Note

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

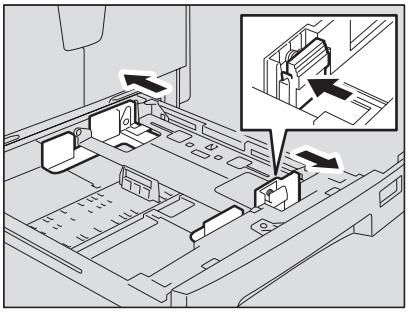
4 Pull out the trailing guide (A), and then reinstall the guide at the position of the desired paper size.



Tip

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

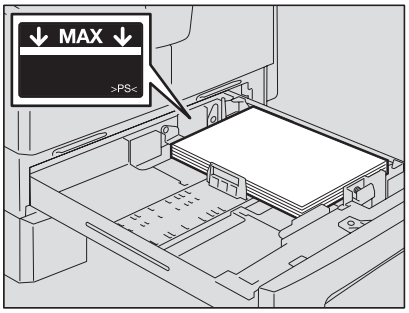
5 While pushing the green knob of the side guides fully, widen the gap between them.



Note

Widen the gap with both hands.

6 Place paper in the drawer.

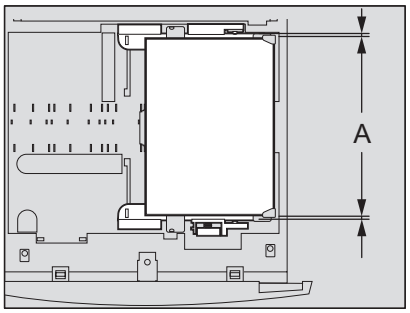


Notes

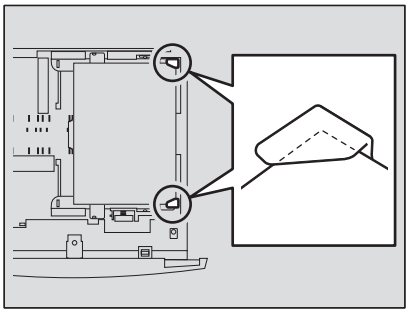
- The maximum number of sheets can be placed in one go is 250 (80 g/m^2). Be sure that the stack height of paper is not higher than the line indicated at the inner side of the guide.
  P.31 “Acceptable media types”
- Fan the paper well before placing it in the drawer, otherwise multiple feeding could occur.
- 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.

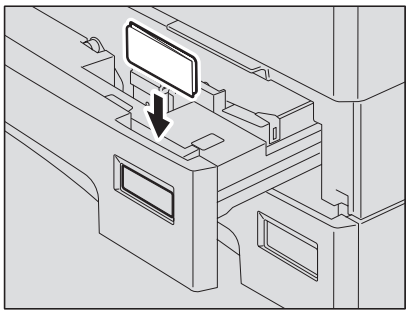
Be sure that a gap of approx. 0.5 mm (less than 1.0 mm in total) is left between the paper and each side guide (shown as “A” in the picture). If the gap is inappropriate, this could cause a paper misfeed.



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.37 “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

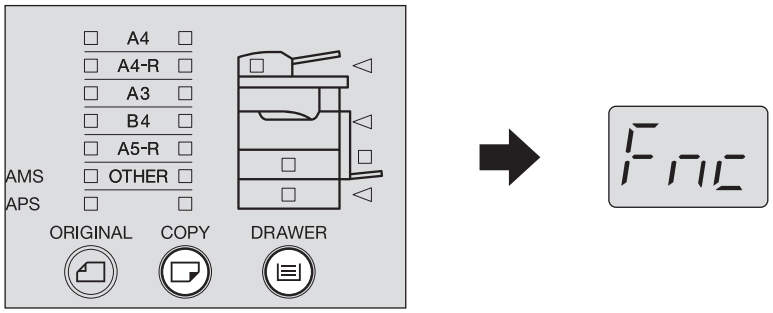
When you place paper in a drawer for the first time or when you place paper whose size is different from that of the paper which has been placed in the drawer, the new paper size needs to be registered into the equipment.
Registration of standard sizes (A3, A4, A4-R, A5-R, B4) differs from that of standard sizes other than these.

Registering standard size (A3, A4, A4-R, A5-R, B4)

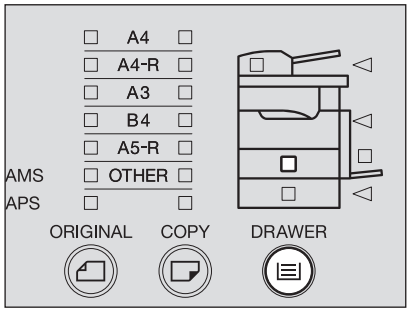
In this section, A4 size is registered in the drawer of the equipment as an example.

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

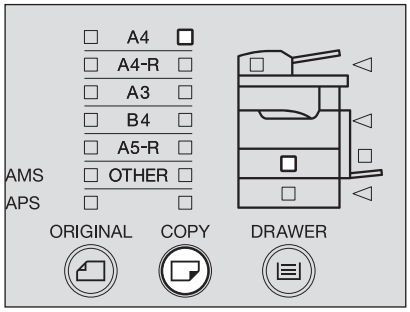
"Fnc" appears on the LED display.



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 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 A3, A4, A4-R, A5-R or B4 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.

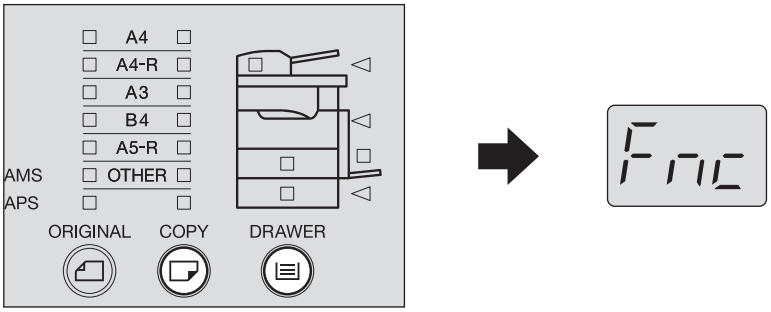
Paper size	Code No.	Paper size	Code No.
B5	05	LT-R	11
B5-R	06	ST-R*1	12
LD	08	FOLIO	13
LG	09	COMP	14
LT	10	13"LG	16

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

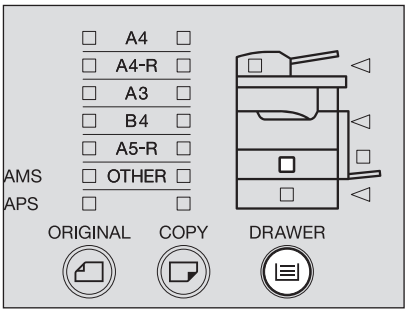
In this section, LT size is registered in the drawer of the equipment as an example.

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

"Fnc" appears on the LED display.

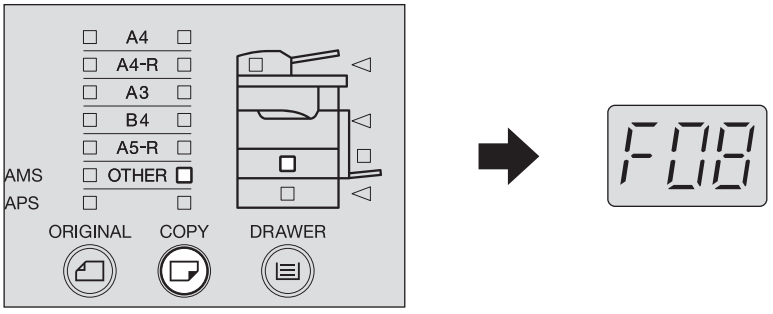


2 Press the [DRAWER] button several times until the lamp of the drawer in which you placed paper is lit.



3 Press the [COPY] button several times until the [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 LT size (= code number “10”)

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.

Placing Originals 42
Acceptable originals 42
Placing originals on the original glass 43
Placing booklet-type originals such as books or catalogues 44
Using Automatic Document Feeder (optional) 45
Placing originals on Automatic Document Feeder (optional) 46

Making Copies 47
Stopping/Resuming copying 48
Interrupting copying and making another copy - Interrupt copy - 49

Using Bypass Tray 50
Preparation - Registering paper size placed on bypass tray 51
Bypass copying on standard size paper 55

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	297 mm x 432 mm	Not acceptable for automatic size detection	*3
Automatic Document Feeder (optional)	Plain paper		A3, A4, A4-R, A5-R, B4, B5, B5-R of standard sizes	*4, *5, *6

*1 The automatic size detection function is not enabled for LT format. (LT format is a standard paper size for North America.)

*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 (4 kg or more) and do not press on it with force.

*4 Its paper weight should be between 50 g/m^2 and 127 g/m^2.

*5 Some media types may not be used.

*6 A5 size originals must be placed in a landscape direction.

When the built-in memory has become full during scanning

When the built-in memory in the equipment has become full during the scanning of the copy job, scanning stops even if the number of sheets scanned so far has not exceeded the maximum value. In this case, the [FUNCTION CLEAR] lamp blinks and the [START] lamp is lit.
Press the [START] button to copy and cause the data scanned so far to exit. Press the [FUNCTION CLEAR] button to delete all the data scanned so far.

Placing originals on the original glass

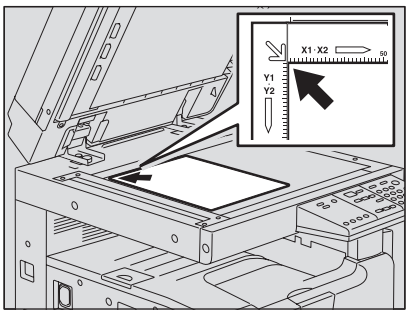
Plain paper or some special media types which are not acceptable for the Automatic Document Feeder (optional), such as overhead transparencies or tracing paper, should be placed on the original glass.

Caution

Do not place heavy objects (4 kg or more) and do not press on it with force.
Breaking the glass could injure you.

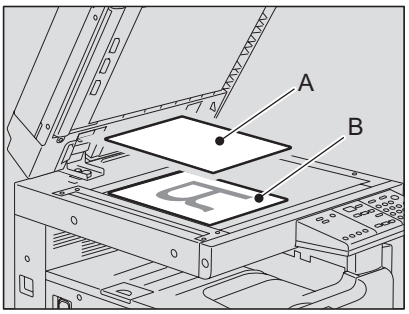
1 Raise the Platen Cover or the Automatic Document Feeder (optional).

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 or the Automatic Document Feeder (optional) carefully.

Placing booklet-type originals such as books or catalogues

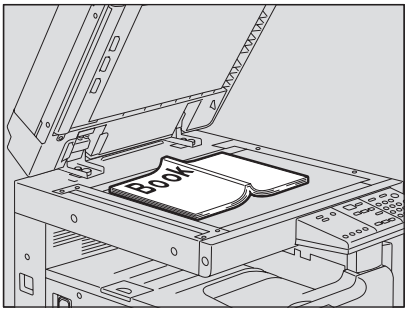
Place a book-type original on the original glass.

Caution

Do not place heavy objects (4 kg or more) and do not press on it with force.
Breaking the glass could injure you.

1 Raise the Platen Cover 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 or the Automatic Document Feeder (optional) carefully.

Notes

- Do not try to lower the Platen Cover 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	297 mm x 432 mm	100 sheets (or stack height 16 mm)	50 - 127 g/m^2

Notes

- Some media types may not be used.
- The maximum number of sheets acceptable varies depending on the media types of the originals.
- A5 size originals must be placed in a landscape direction.
- Sizes which the Automatic Document Feeder (optional) can detect automatically are A3, A4, A4-R, A5-R, B4, B5 and B5-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)

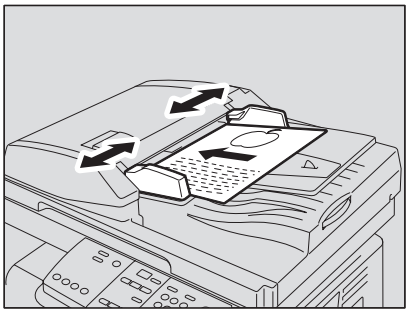
When black streaks appear on the copied image

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.100 “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.**

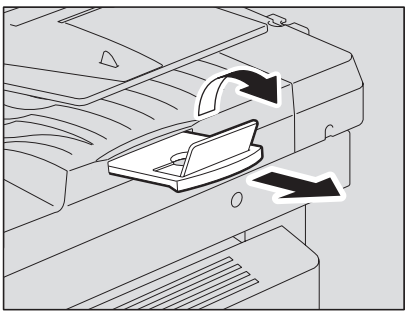


Notes

- The top sheet of the originals will be scanned first.
- The total sheets of originals placed must not exceed 100 (50 to 80 g/m^2) or the stack height of the originals must not exceed 16 mm 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.59 “COPYING FUNCTIONS”

1 Check if paper is placed in the drawer.

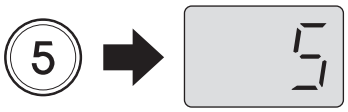
For the acceptable types and sizes of paper, see the following pages:
📖 P.31 “Acceptable media types”
📖 P.33 “Placing paper in drawers”

2 Place the original.

For acceptable originals or how to place originals, see the following pages:
📖 P.42 “Acceptable originals”
📖 P.46 “Placing originals on Automatic Document Feeder (optional)”
📖 P.43 “Placing originals on the original glass”
📖 P.44 “Placing booklet-type originals such as books or catalogues”

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.59 “COPYING FUNCTIONS”

5 Press the [START] button.

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

Note

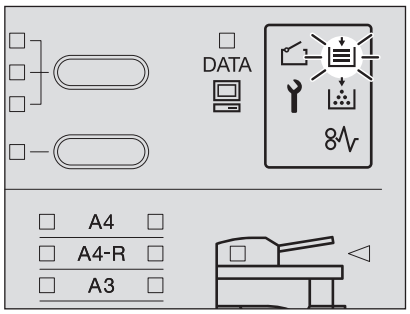
The paper exit area and exiting paper are hot immediately after the exit. Handle them with care.

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.

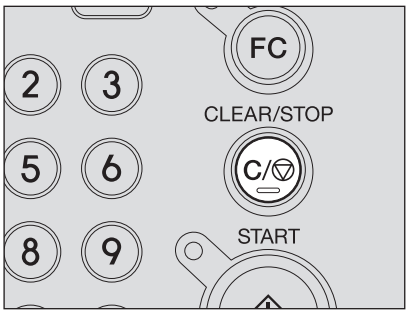


The [DRAWER] lamp corresponding to the one whose paper has run out blinks.
Add paper to the drawer and press the [START] button. Copying then resumes.

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 -

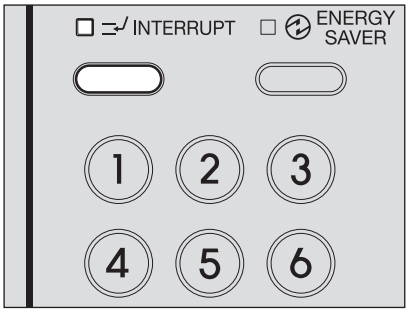
You can interrupt scanning or copying of one job and make another copy job (= interrupt copying). The copy quantity or functions applied to the interrupted job are stored in the memory of this equipment, so that you will not need to set them again when the interrupted job resumes.

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.

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 (81 to 163 g/m^2)
- Special media types such as tracing paper, sticker labels or overhead transparencies
- Standard size paper which cannot be placed in a drawer (e.g. A5-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 *1
Plain paper (64 - 80 g/m^2)*2	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG	100 sheets (64 g/m^2) 100 sheets (80 g/m^2)
THICK PAPER 1 (81 - 105 g/m^2)		1 sheet (81 - 105 g/m^2)
THICK PAPER 2 (106 - 163 g/m^2)		1 sheet (106 - 163 g/m^2)
Tracing paper (75 g/m^2)		1 sheet
Sticker labels		1 sheet
Transparencies*3	A4 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.32 “Recommended paper”

*2 50 to 63 g/m^2 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.

Preparation - Registering paper size placed on bypass tray

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

Note

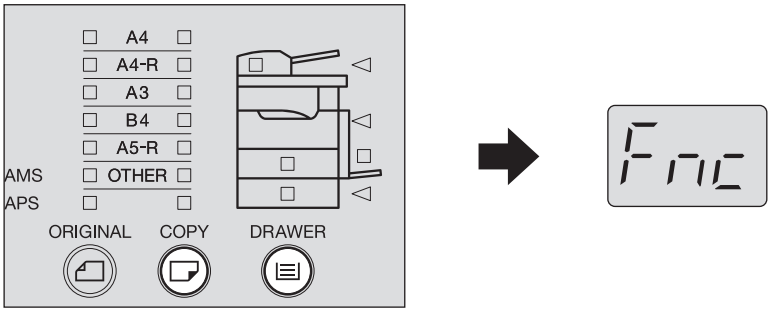
The registration procedure for other paper sizes is different from the standard sizes (A3, A4, A4-R, A5-R and B4).
📖 P.52 “Registering other standard sizes”

Registering standard size (A3, A4, A4-R, A5-R, B4)

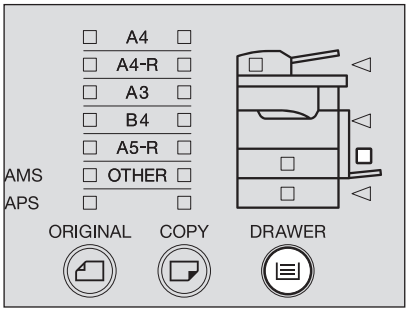
In this section, the registration procedure is described with A4 size paper placed on the bypass tray as an example.

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

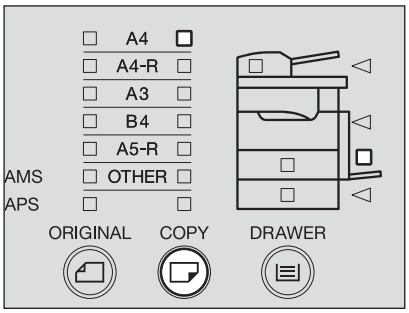
“Fnc” appears on the LED display.



2 Press the [DRAWER] button several times until the lamp of the bypass tray is lit.



3 **Press the [COPY] button several times until the lamp of the paper size you placed on the bypass tray 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

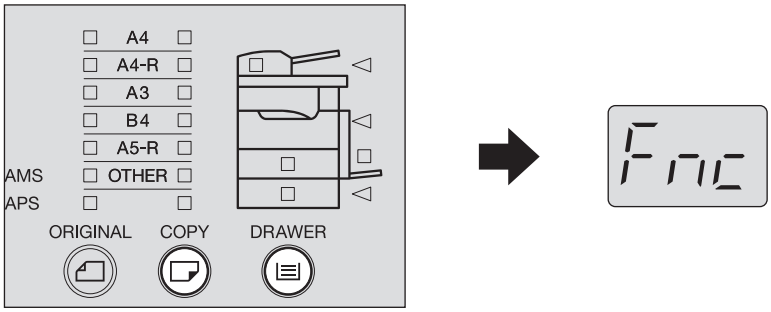
When standard size paper other than A3, A4, A4-R, A5-R or B4 is placed, register this size as “OTHER” size. Key in the code number of the paper size to register it as “OTHER” size.
See the table below for the code number of each size.

Paper size	Code No.	Paper size	Code No.
B5	05	LT-R	11
B5-R	06	ST-R	12
LD	08	FOLIO	13
LG	09	COMP	14
LT	10	13"LG	16

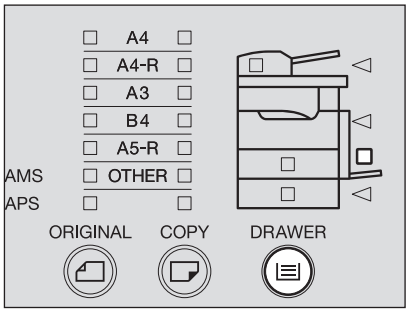
In this section, the registration procedure is described with LT size paper placed on the bypass tray as an example.

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

"Fnc" appears on the LED display.

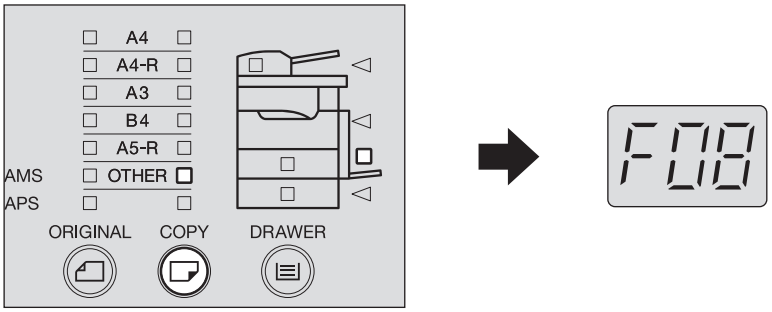


2 Press the [DRAWER] button several times until the lamp of the bypass tray is lit.



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 on the bypass tray.**

e.g.) Placing LT size (= code number “10”)

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.

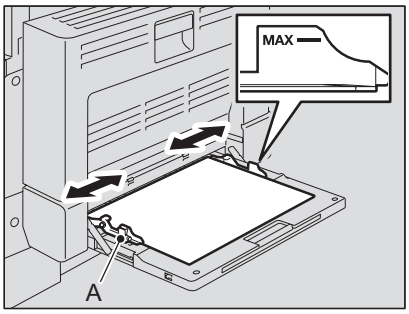
Bypass copying on standard size paper

Standard size paper can be used for bypass copying. In this section, the procedure is described with A4 size thick paper (90 g/m^2) placed on the bypass tray as an example.

Note

Register the size of the paper into the equipment in advance.
📖 P.51 “Preparation - Registering paper size placed on bypass tray”

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

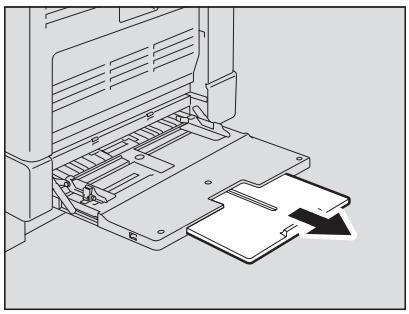


Notes

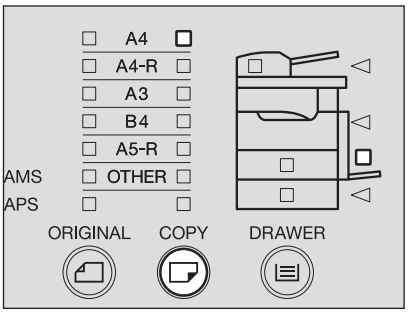
- Be sure that the stack height of paper does not exceed the indicators of the side guides.
- Fan the stack of paper well before placing it on the bypass tray.
- Do not push the paper forcibly into the entrance of the bypass feeder. This could cause a paper misfeed.

Tip

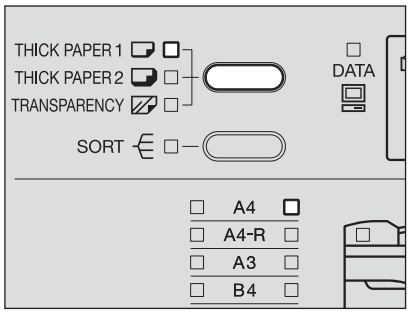
When you place paper of a larger size, pull out the paper holder before you start bypass copying.



2 Check if the lamp of the paper size placed on bypass tray is lit. If not, press the [COPY] button several times until the lamp of the desired paper size is lit.



3 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 (81 to 105 g/m^2)

THICK PAPER 2: Thick paper (106 to 163 g/m^2), sticker labels

TRANSPARENCY: Overhead transparencies

Notes

- You do not need to select the media type when you use plain paper (64 to 80 g/m^2) 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.

4 Place the original.

5 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.

Default Settings....60

Paper Selection....61

Automatic paper selection (APS)....61

Manual paper selection....62

Zooming In/Out Copy Image....64

Automatic magnification selection (AMS)....64

Specifying both the sizes of the original and the copy paper....66

Specifying reproduction ratio manually....67

Copying in Same Page Order as Originals - Sort Copying -....69

Selecting Image Mode....70

Adjusting Density Level....71

Default Settings

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 cancelled, 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*2	Non-sort copying

*1 The automatic paper selection (APS) can be set only when the Automatic Document Feeder (optional) is used.
*2 Sort copying can be set only when the Expansion Memory (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 (A3, A4, A4-R, A5-R, B4, B5, B5-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: A3, A4, A4-R, A5-R, B4, B5, B5-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.62 “Manual paper selection”

1 Place paper in the drawer.

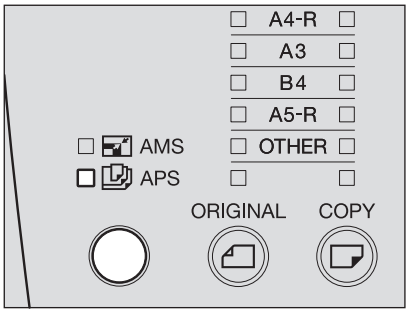
Note

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

📖 P.37 “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.

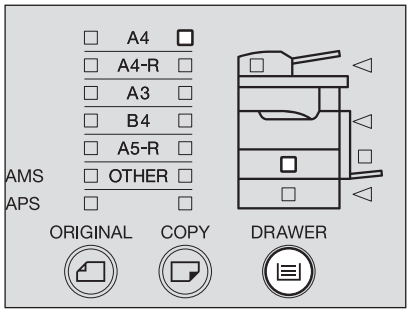
📖 P.33 “Placing paper in drawers”
📖 P.50 “Using Bypass Tray”

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 (A3, A4, A4-R, A5-R, B4, B5, B5-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: 25% ◀, zooming in: 200% ▶) 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: A3, A4, A4-R, A5-R, B4, B5, B5-R

Note

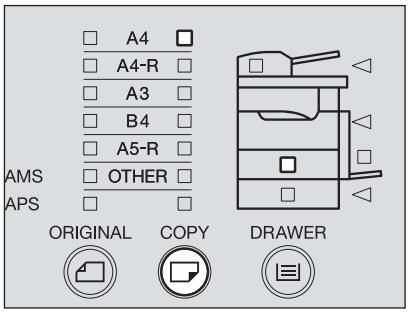
Automatic magnification selection (AMS) may not work correctly for the size of originals listed below. Use other methods to set the reproduction ratio for the following originals:

- 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.**

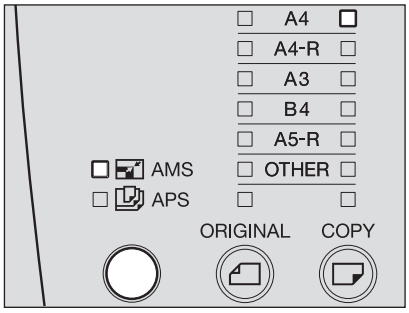
e.g.) Selecting A4 size



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).**

The equipment detects the size of the original, and then the most suitable reproduction ratio to the copy paper size is set.

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

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.

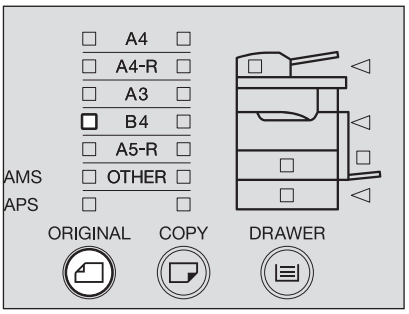
Specifying both the sizes of the original and the copy paper

1 **Place paper in the drawer.**

2 **Place the original.**

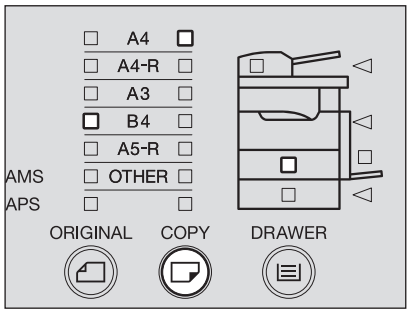
3 **Press the [ORIGINAL] button several times until the lamp of the desired original size is lit.**

e.g.) Selecting B4 for the original



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

e.g.) Selecting A4 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 A3, A4, A4-R, A5-R or B4 is placed, register this size as “OTHER” size in advance.
  P.38 “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.**

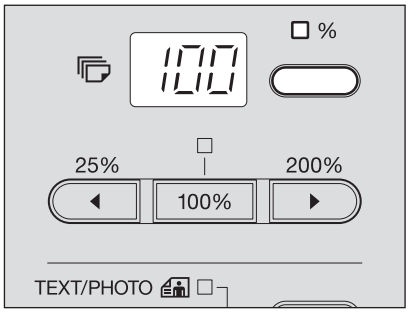
Specifying reproduction ratio manually

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 25% (zooming out) or 200% (zooming in) button until the desired reproduction ratio appears.**

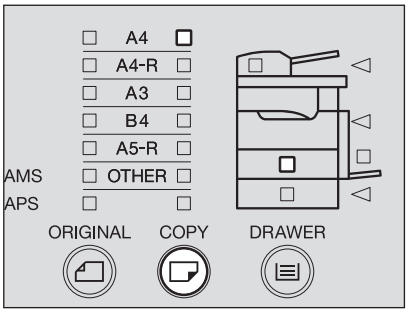
One press of each button increases or decreases the reproduction ratio by 1%. When you keep pressing either of them, the reproduction ratio also keeps changing. The reproduction ratio can be set from 25% to 200%.

Tips

- Press the 100% button to return it to 100%.
- Press the 25% and 100% buttons simultaneously to set it 25% (the minimum reproduction ratio).
- Press the 200% and 100% 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 A4 for copy paper



Tips

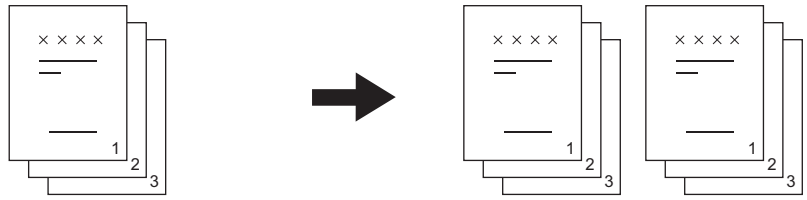
- You can select the desired paper size with the [DRAWER] button in the same procedure.
- When standard size paper other than A3, A4, A4-R, A5-R or B4 is placed, register this size as “OTHER” size in advance.
  📖 P.38 “Registering other standard sizes”

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

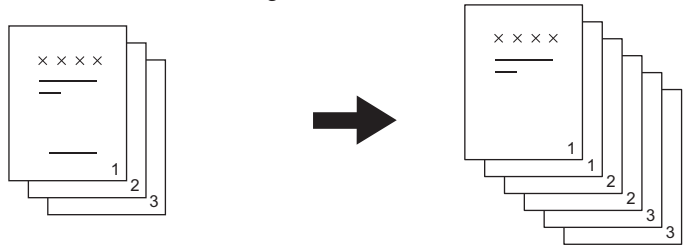
Copying in Same Page Order as Originals - Sort Copying -

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. You can use this function only when the originals are placed on the Automatic Document Feeder (optional).

Copied and sorted in 2 sets



Copied in 2 sets without being sorted



Note

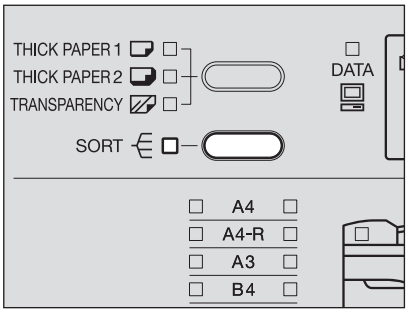
The Automatic Document Feeder and Expansion Memory (both optional) are required for sort copying.

1 Place paper in the drawer.

2 Place the original.

3 Press the [SORT] button.

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



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

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

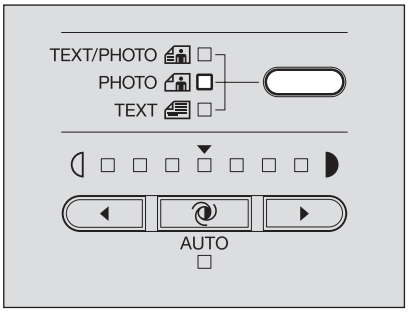
“TEXT/PHOTO” is set by default at the installation of the equipment.

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

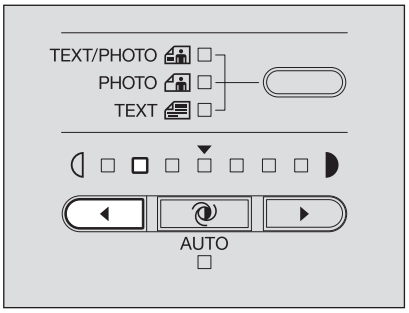
The automatic copy density mode, which automatically selects the most suitable density level for the copied image by detecting that of the original, is set by default at the installation of the equipment. You can also adjust the density level as desired manually (=manual copy density mode) in the following 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 ON or OFF the operation sound and how to check the total number of sheets you have copied with this equipment.

Switching Operation Sound On/Off.....74

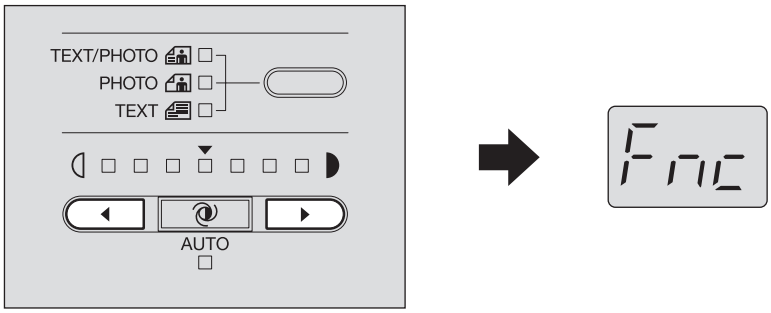
Checking Total Number Copied.....75

Switching Operation Sound On/Off

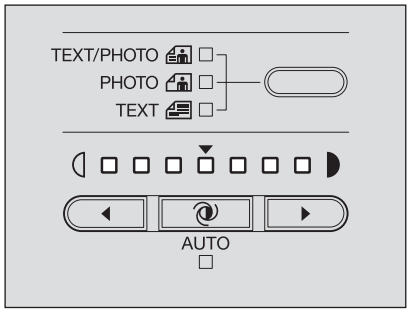
You can switch the operation sound of the equipment on or off.

1 Press 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.

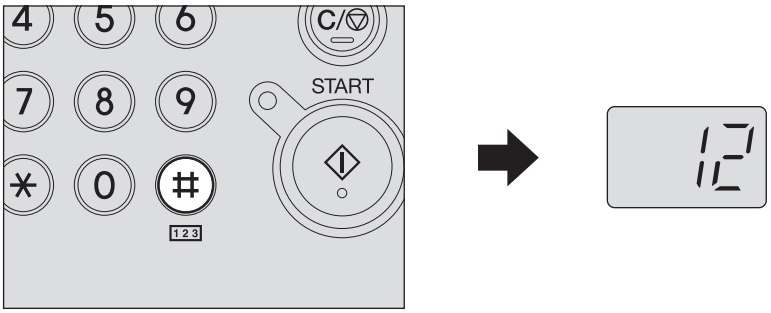
Checking Total Number Copied

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

1 **Press the (#) button for more than two seconds.**

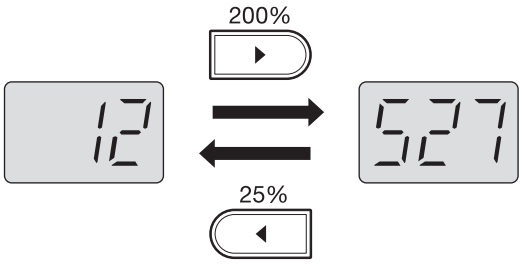
The upper digits of the total number appear on the LED display. The total number is shown blinking.

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



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

Press the 25% (zooming out) or 200% (zooming in) button to switch the display.



3 **Press any button other than the 25% or 200% button when you have finished checking.**

The equipment returns to its normal status.

Tip

The total number of sheets cannot be reset.

5

TROUBLESHOOTING

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

When Message Lamp is Lit/Blinking 78

Paper Jams 81

Checking position of paper jams 81
Paper jams within Automatic Document Feeder (optional) 82
Paper jams on bypass tray 84
Paper jam behind transfer unit 85
Paper jams within fuser unit 86
Paper jams within Paper Feed Unit (optional) 88

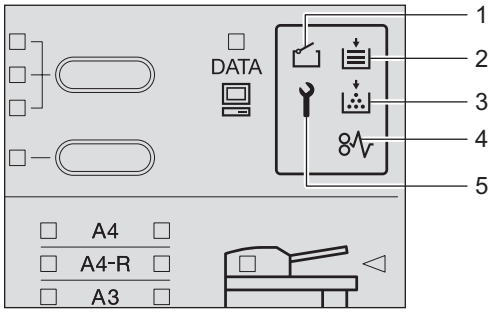
Replacing Toner Cartridge 89

Before Calling Service Technician 94

General operation 94
Toner-related items 95
Original/Copy paper-related items 95
Image trouble 96

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.33 “Placing paper in drawers”
   📖 P.50 “Using Bypass Tray”

3. **Toner lamp**
   This shows you the current status of the toner cartridge by means of the cartridge detecting function and the toner remaining check function (only when a TOSHIBA-recommended toner cartridge is used) as follows:

   Lit: There is now little toner left in the toner cartridge, or the toner cartridge is not installed correctly.
   Blinking: The toner in the toner cartridge has run out.

   Notes

   - When the toner lamp is lit, there is still a little toner remaining in the toner cartridge. Do not replace the toner cartridge until the toner lamp starts blinking.
   - 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 is lit, it is advisable to purchase a new TOSHIBA-recommended cartridge to prepare for its replacement.
   - When the toner lamp is blinking and the toner in the toner cartridge has run out, replace the toner cartridge with a new one.
     📖 P.89 “Replacing Toner Cartridge”

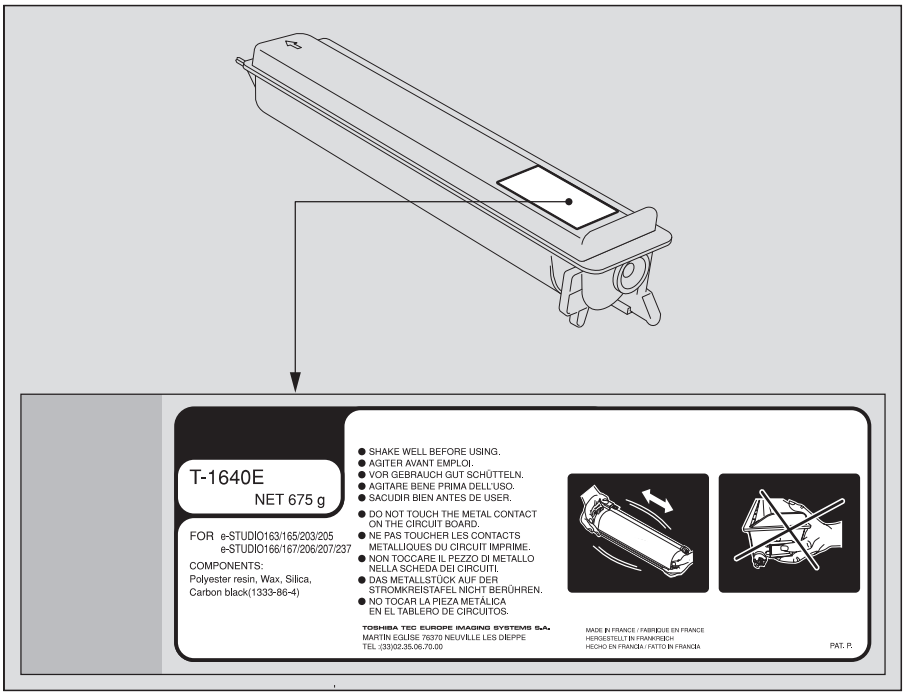
Tip

When a toner cartridge other than the one we recommend is used, neither the cartridge detecting function nor the toner remaining check function can be utilized. In this case, the toner lamp blinks even if the toner cartridge is installed in the equipment.

See the following for the difference between when using a TOSHIBA-recommended toner cartridge and another type:

Recommended toner cartridges

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



If you use a TOSHIBA-recommended toner cartridge, you can utilize the following two check 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.

Any copying or printing operation is available even if you are using a toner cartridge other than the one we recommend. In that case, however, the equipment cannot detect whether the toner cartridge is installed or not and therefore the toner lamp is lit even if the toner cartridge is correctly installed. You cannot utilize the toner remaining check function either.
If you are using a toner cartridge other than the one we recommend and you feel annoyed by this lighting lamp, contact your service representative. Your service technician will cancel the cartridge detecting function set by default. Remember once this function has been cancelled, you will not be able to utilize the two functions mentioned above even if you change the cartridge to the one we recommend.

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.81 “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.

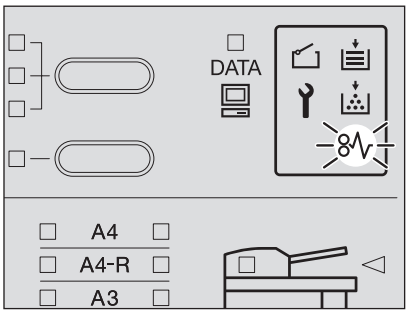
Warning

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.

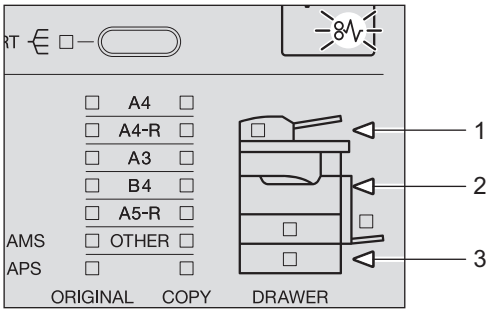
Paper Jams

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.82)**
2. **Bypass tray (P.84) / Transfer unit (P.85) / Fuser unit (P.86)**
3. **Paper Feed Unit (optional) (P.88)**

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.45 “Precautions for Automatic Document Feeder (optional)”
- Paper which is not acceptable for the equipment is used.
  P.32 “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.37 “Preparation 3 - Registering Size of Paper Placed”
  P.51 “Preparation - Registering paper size placed on bypass tray”
- 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.

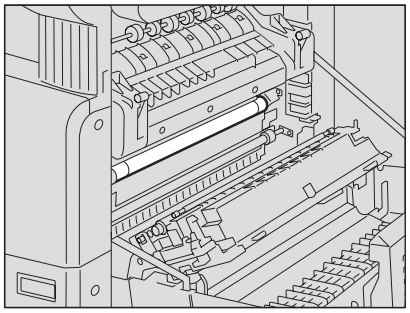
Pull out jammed paper carefully with both hands, trying not to tear it. If you release it forcibly, the jammed paper will be torn and it will make the release difficult. If it is torn, be sure that the torn part is not left inside the equipment.

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.

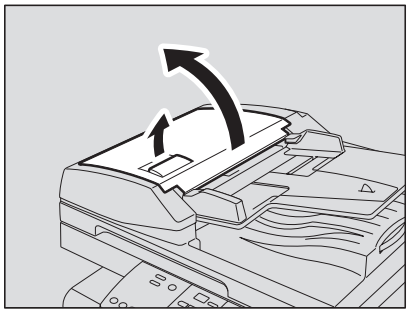
Do not touch the photoconductive drum.

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.

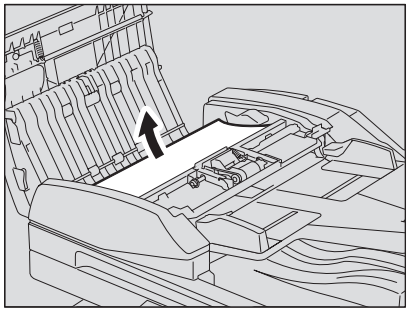


Paper jams within Automatic Document Feeder (optional)

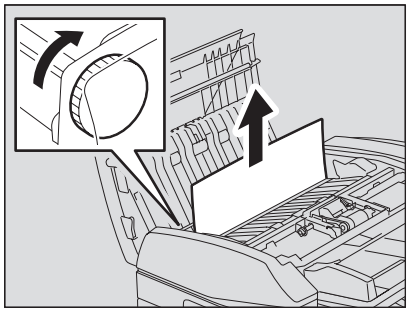
1 Raise the lever, and then open the upper cover.



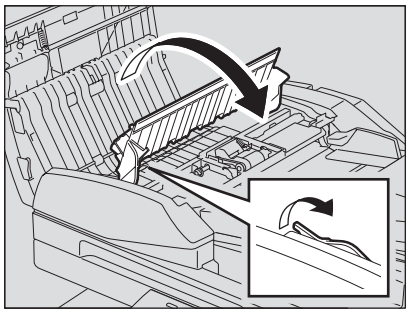
2 **Release the jammed original.**



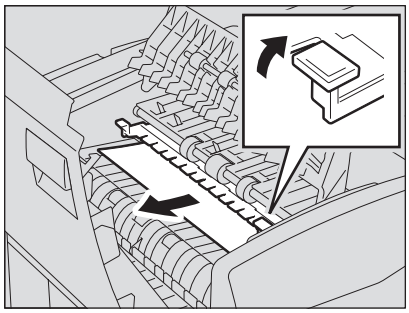
3 **Turn the dial to release the jammed original.**



4 **Open the transport guide.**



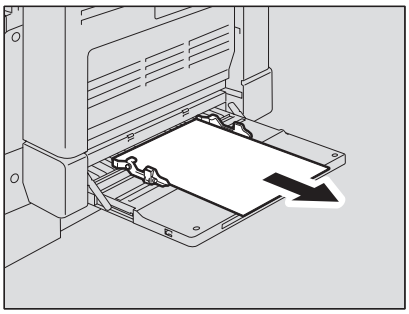
5 **Raise the guide plate under the transport guide, and then release the original jammed under the guide plate.**



6 **Close the transport guide, and then close the upper cover.**

Paper jams on bypass tray

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



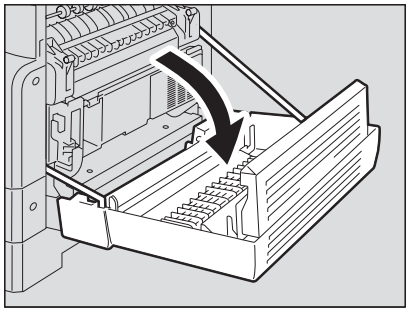
Check the lower part of the transport guide in the paper feeding area.
Paper may be jammed under the transport guide behind the transfer unit. Check if any paper is jammed.
📖 P.85 “Paper jam behind transfer unit”

Paper jam behind transfer unit

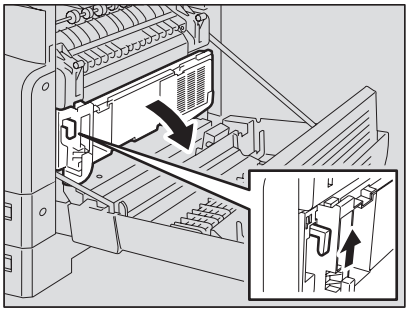
Caution

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.



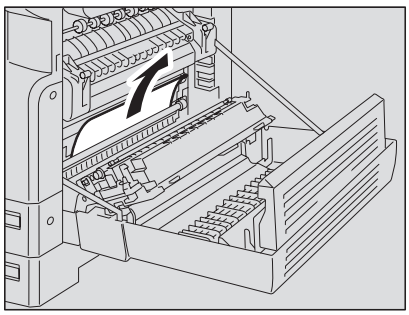
2 Pull the transfer unit toward you carefully to lay it down while holding up the green lever.



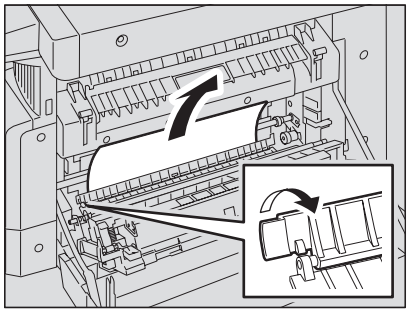
3 Release the jammed paper.

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

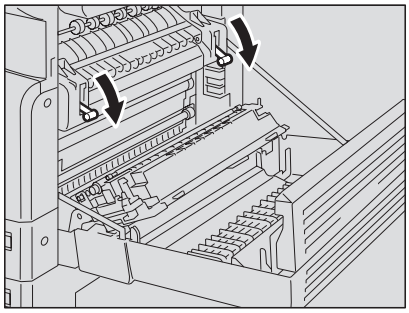
Caution

- **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.

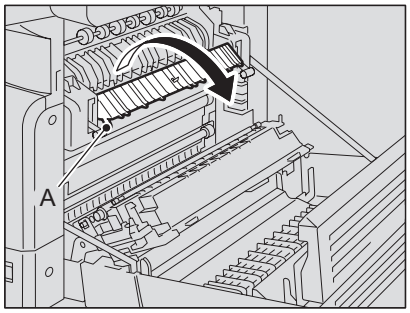
1 **Open the side cover, and then lay down the transfer unit. Then press down the two fuser pressure release levers (green) until they come to a stop.**

Note

Press down the levers fully until they stop.



2 Open the transport guide while holding the knob (A).



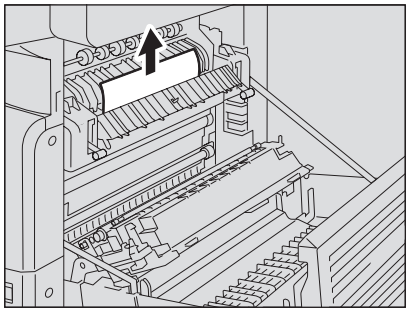
3 Release the jammed paper.

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

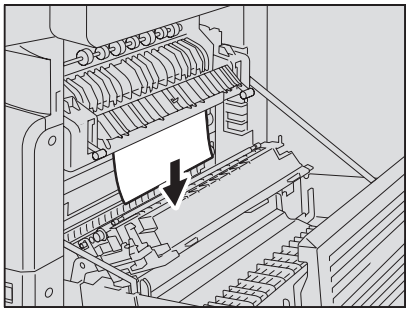
Caution

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

Pulling it up



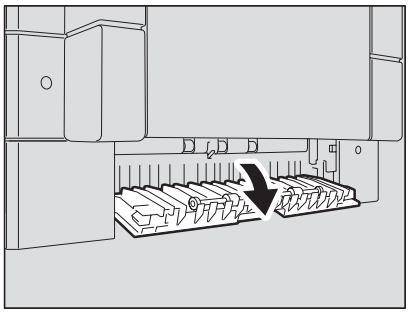
Pulling it down



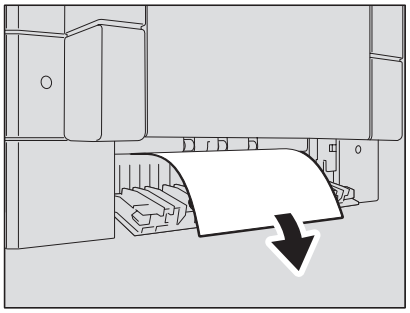
4 Return the transport guide to its original position, and then close the transfer unit and the side cover.

Paper jams within Paper Feed Unit (optional)

1 **Open the paper feed cover of the unit.**



2 **Release the jammed paper.**



3 **Close the paper feed cover of the unit.**

Replacing Toner Cartridge

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

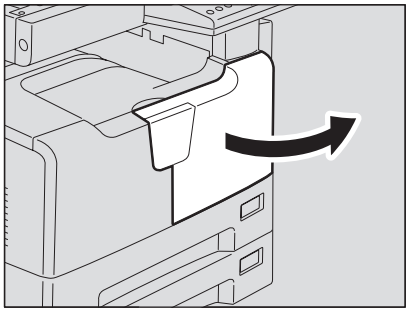
Notes

- Before inserting a new toner cartridge, check the product name of the cartridge. If you can see “T-1640”, this cartridge is usable.
- Do not dispose of used toner cartridges. Contact your service representative.
- Do not touch the parts on the circuit board mounted on the toner cartridge because they may be damaged.

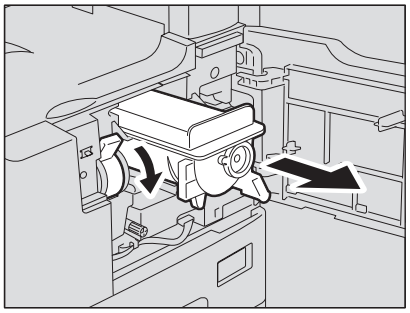
Warning

Never attempt to incinerate toner cartridges. This could cause an explosion.

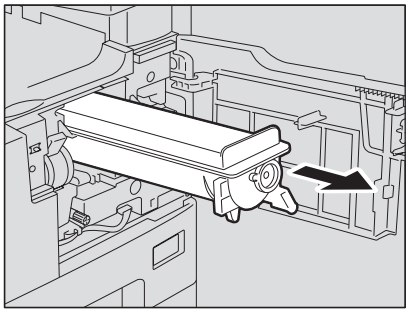
1 Open the front cover.



2 Hold down the green lever.



3 Pull out the toner cartridge.



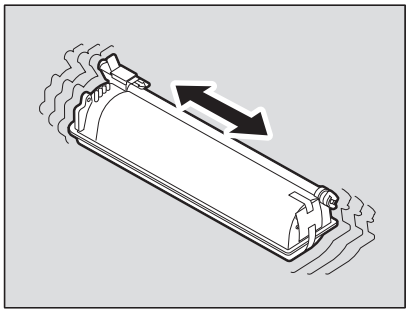
Warning

Never attempt to incinerate toner cartridges. This could cause an explosion.

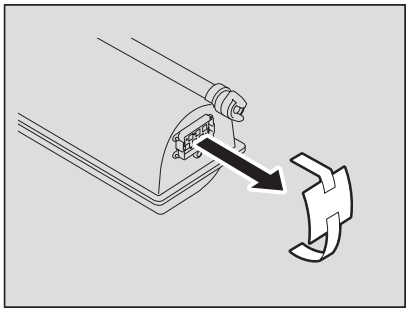
Note

Do not dispose of used toner cartridges. Contact your service representative.

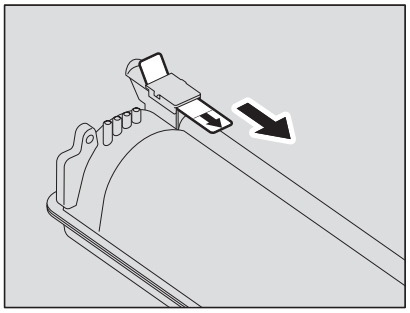
4 Shake the new toner cartridge well to loosen the toner inside.



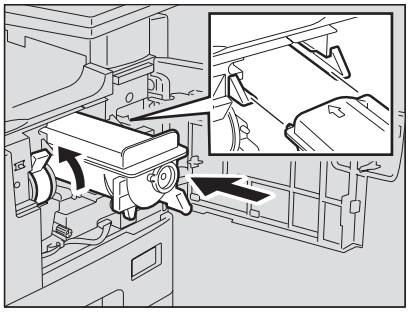
5 Remove the protective sheet from the end of the cartridge.



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



7 Insert the toner cartridge along the rail.

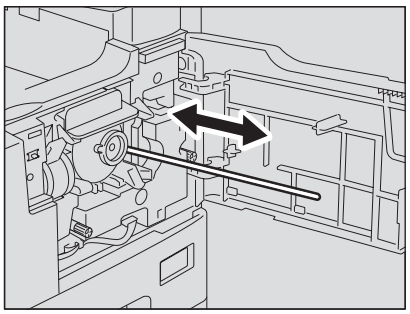


Notes

- 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.

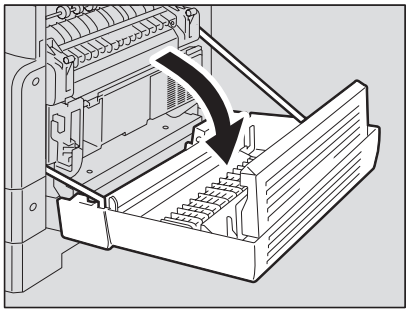
Hold the cleaning knob of the charger and pull it out toward you carefully until it comes to a stop. Then reinsert it in its original position carefully. Repeat this procedure two or three times.



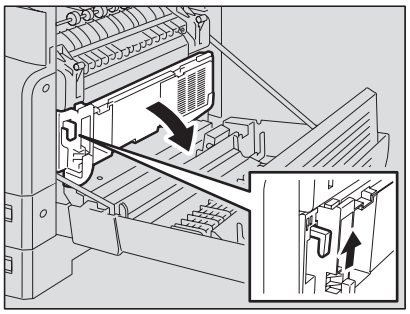
Note

Check if the cleaning knob is fully inserted after cleaning.

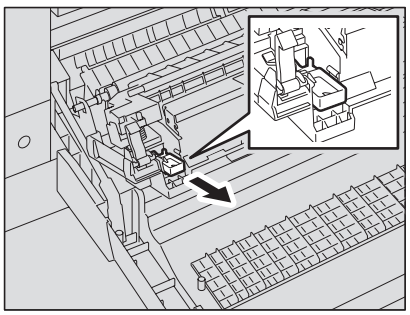
9 **Open the side cover.**



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

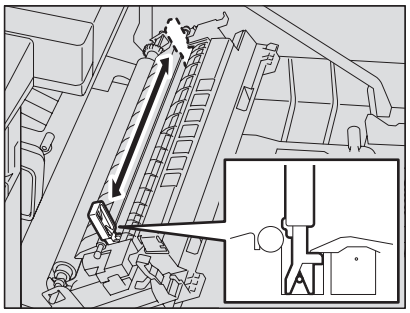


11 **Remove the transfer charger cleaner from the front pocket of the transfer unit.**

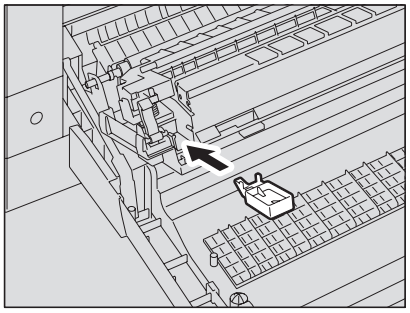


12 Wipe the transfer charger wire with the transfer charger cleaner.

(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 cable is not plugged in securely.	Plug in the power cable securely.
The equipment does not operate even when you press any of the buttons.	One or more of the message lamps is lit or blinking.	Check which lamp is lit or blinking and take any countermeasure accordingly. 📖 P.78 “When Message Lamp is Lit/ Blinking”
	The equipment is in the energy saving mode.	Press the [ENERGY SAVER] button to cancel this mode. 📖 P.30 “Saving energy when not in use - Energy saving mode -”
	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.)
	It has been a short time since the power was turned ON.	Wait for the completion of warm-up and then try again.
Scanning stops before it is finished. (The [START] lamp is lit and the [FUNCTION CLEAR] lamp is blinking.)	The built-in memory of the equipment has become full.	Press the [START] button to copy the data scanned so far. Press the [FUNCTION CLEAR] button to delete the data scanned so far.
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.)	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.
“ALP” appears on the LED display.	The equipment is in the low power mode.	The equipment automatically enters into this mode when a specified period of 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 automatically enters into this mode when a specified period of time has passed since its last use. Warm-up starts either when print data are received or when any button on the control panel is pressed. Copying is enabled when the warm-up has finished.
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.

Toner-related items

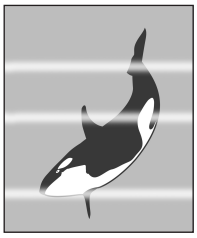
Phenomenon	Usual cause	Countermeasure
The toner lamp is lit.	There is only a little toners remaining in the toner cartridge.	This is not an equipment malfunction. (There is still some toner in the toner cartridge. Do not replace the toner cartridge until the toner lamp starts blinking.)
	The toner cartridge is not installed. Or it is not installed correctly.	Install the toner cartridge correctly.
	A toner cartridge not recommended by TOSHIBA is being used.	Use a TOSHIBA-recommended toner cartridge. If you use a toner cartridge other than the one we recommend and you feel annoyed by this lighting lamp, contact your service representative. 📖 P.11 “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.
The toner lamp does not light even when the toner has almost run out.	The toner-remaining check function has been disabled since the purchase of the equipment.	Contact your service representative.
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-1640”, 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.45 “Precautions for Automatic Document Feeder (optional)”
Copy paper jams.	Copy paper not acceptable for the equipment is being used.	Check if the copy paper is acceptable for the equipment. 📖 P.32 “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.37 “Preparation 3 - Registering Size of Paper Placed” 📖 P.51 “Preparation - Registering paper size placed on bypass tray”
	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.81 “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.33 “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.89 “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.102 “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 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.100 “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.
The copy image is fogged. 	There is a slight gap between the original glass and the original.	Lower the Platen Cover or the Automatic Document Feeder (optional) fully so that the original will contact with the original glass.
	The copy paper is damp.	Replace with dry copy paper.
The density level of the copy image is uneven in a horizontal direction. 	The transfer charger wire is dirty.	Clean the transfer charger wire. 📖 P.102 “Cleaning transfer charger”
The copy image is partially missing.	The size or direction of the copy paper and the original, or the reproduction ratio is not set properly.	Use copy paper of the same size as the original or set the reproduction ratio suitable to the copy paper size.

Phenomenon	Usual cause	Countermeasure
The copy image has black streaks in a horizontal direction. 	The scanning area or guides are stained.	Clean them. 📖 P.100 “Daily Inspection”
	The charger is dirty.	Clean the charger. 📖 P.101 “Cleaning charger”
The copy image has white streaks in a horizontal direction. 	The transfer charger wire is dirty.	Clean the transfer charger wire. 📖 P.102 “Cleaning transfer charger”

6

MAINTENANCE AND INSPECTION

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

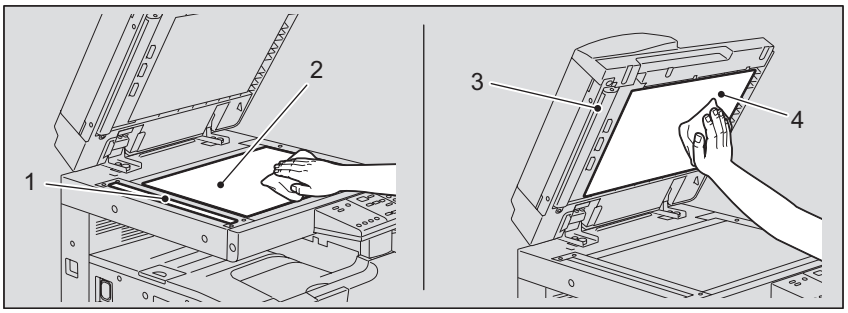
Daily Inspection 100
Cleaning charger.....101
Cleaning transfer charger.....102

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**

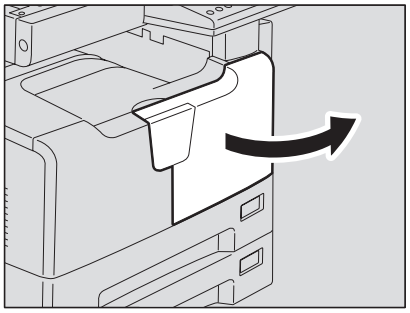
3. **Guides**

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

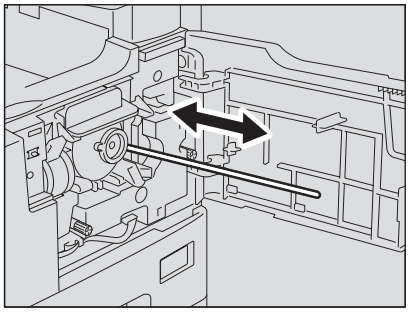
If the inside of the charger is dirty, staining may appear on the copied image. Clean the charger following the procedure below.

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.

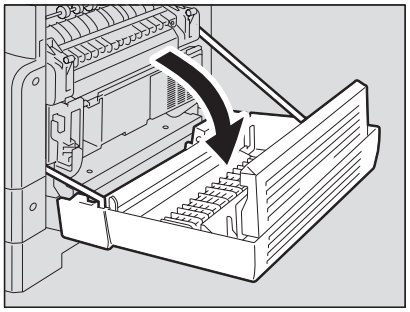
Cleaning transfer charger

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.

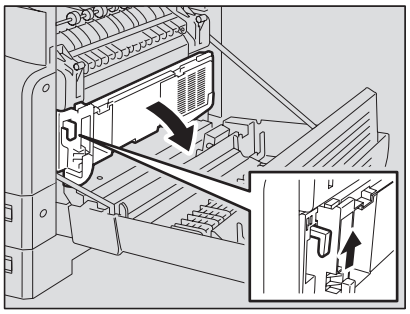
Caution

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

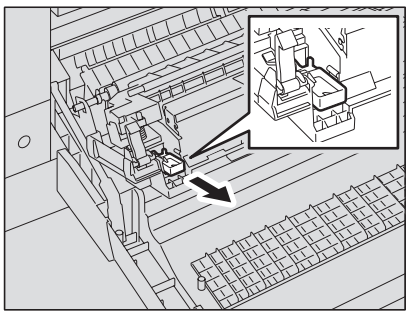
1 Open the side cover.



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

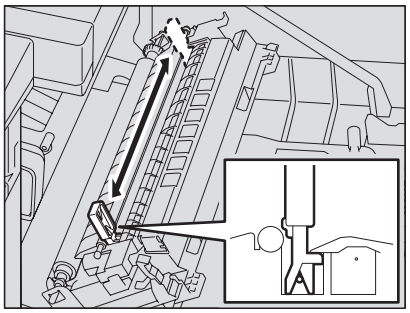


3 Remove the transfer charger cleaner from the front pocket of the transfer unit.

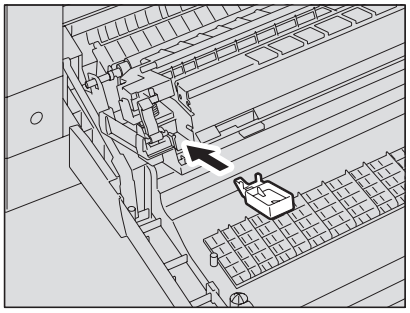


4 Wipe the transfer charger wire with the transfer charger cleaner.

(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

e-STUDIO166/206 Specifications.....106
Specifications of Options.....108
Packing List.....109

e-STUDIO166/206 Specifications

Model name		DP-1660/2060
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. A3
Acceptable copy paper size	Drawer	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 13"LG
	Bypass	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13" LG
Acceptable copy paper weight	Drawer	64 - 80 g/m^2
	Bypass	64 - 80 g/m^2 (for continuous feed) 50 - 163 g/m^2 (for single feed)
Warm-up time		Approx. 25 seconds
First copy time (A4 portrait)		Approx. 7.6 seconds
Continuous copy speed		See 📖 P.107 “Continuous copying speed”
Multiple copying		Up to 999 copies (digital key entry)
Excluded image width	Copy	Leading edge: 3.0±2.0 mm, Trailing edge: 2.0±2.0 mm, Both edges: 2.0±2.0 mm
	Printer	Leading edge: 5.0±2.0 mm, Trailing edge: 5.0±2.0 mm, Both edges: 5.0±2.0 mm
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 (80 g/m^2)
	Bypass	100 sheets (80 g/m^2)
Loading capacity for the receiving tray		Approx. 250 sheets (64 g/m^2)
Toner density adjustment		Magnetic auto-toner system
Exposure control		Automatic plus manual selection from 7 exposure steps
USB interface		USB2.0 (Hi-Speed)
Environment (for normal use)		Temperature: 10 º - 30 ºC, Humidity: 20 - 85% (No condensation)
Power requirements		220 - 240 V±10%, 8 A (50/60 Hz)
Power consumption		1.6 kW or less (including optional equipments)
Dimensions (equipment only)		600 mm (W) x 643 mm (D) x 462.5 mm (H)
Weight		Approx. 33.7 kg (equipment including drum)
Space occupied (equipment only)		948 mm (W) x 643 mm (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	e-STUDIO166	e-STUDIO206
A4, A5-R*1, B5, LT, ST-R*1	Drawer	16	20
	Bypass tray	16	20
A4-R, B5-R, LT-R	Drawer	15.5	15.5
	Bypass tray	15.5	15.5
B4, FOLIO, LG, COMP, 13"LG	Drawer	13	13
	Bypass tray	13	13
A3, LD	Drawer	11	11
	Bypass tray	11	11

*1 A5-R and ST-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.

Specifications of Options

Automatic Document Feeder

Model name	MR-2017
Copy sides	1-side
Number of originals (A4)	100 originals (50 - 80 g/m^2) or 16 mm or less in height (more than 80 g/m^2)
Feeding speed	45.5 - 182 mm/s
Acceptable originals	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5 and ST size are not acceptable.)
Paper weight	50 - 127 g/m^2
Power source	Power supplied from the equipment
Dimensions	600 mm (W) x 513 mm (D) x 135 mm (H)
Weight	Approx. 11.0 kg
Power consumption	30 W max.

Paper Feed Unit

Model name	MY-1027
Acceptable paper size	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 13"LG (Non-standard sizes are not acceptable.)
Paper weight	64 - 80 g/m^2
Maximum capacity	250 sheets (80 g/m^2)
Dimensions	530 mm (W) x 577 mm (D) x 125 mm (H)
Weight	Approx. 5.0 kg

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

Packing List

Packing list	Operator's Manual
	Power cable
	Photoconductive drum
	Set-up report
	CD-ROM (2 pcs.)

INDEX

A

Acceptable originals 42
Access code 29
AC-IN terminal 23
AMS 64
APS 61
APS/AMS selecting button/lamps 28, 62, 65
Automatic copy density mode 71
Automatic Document Feeder 22, 45
Automatic magnification selection (AMS) 64
Automatic paper selection (APS) 61

B

Before calling service technician 94
Bypass copying 50
Bypass copying (standard size paper) 55
Bypass tray 22, 50

C

Cartridge detecting function 11
Certification label 17
Charger 101
Cleaning 100
Cleaning (charger) 101
Cleaning (transfer charger) 102
CLEAR/STOP button 27
Configuration of options 25
Continuous copying speed 107
Control panel 23, 26
COPY button/lamps 28
Copy qty. / zoom display selecting button/lamp 27
Copy quantity 47
Cover open lamp 78

D

Daily inspection 100
DATA lamp 26
Default settings 60
Density adjustment buttons/lamps 27
Density level 71
Description of each component 22
Digital keys 27
Disclaimer notice 19
Drawer 23
DRAWER button/lamps 28

E

ENERGY SAVER button/lamp 27, 30
Energy saving mode 30

F

Features 13
Front cover 23
FUNCTION CLEAR button/lamp 27
Fuser unit 86

G

General precautions 14

I

Image mode 70
Inspection 100
INTERRUPT button/lamp 27, 49
Interrupt copy 49

L

LED display 27

M

Making copies 47
Manual paper selection 62
Media type 31, 45, 50, 56
Media type setting button/lamps 26
Message lamps 26, 78

O

Operation sound 74
Operator's Manual pocket 22
ORIGINAL button/lamps 28
Original glass 23, 43
Original mode button/lamps 27
Original scale 24
Original setting lamp 28
Original stopper 46
Out of paper 48

P

Packing list 109
Paper 31, 32, 33
Paper empty lamp 78
Paper exit stopper 23
Paper feed cover 22
Paper Feed Unit 22
Paper jam 81
Paper jam (Automatic Document Feeder) 82
Paper jam (bypass tray) 84
Paper jam (fuser unit) 86
Paper jam (Paper Feed Unit) 88
Paper jam (transfer unit) 85
Paper jam lamp 80
Paper jam position lamps 27, 81
Paper selection 61
Paper size indicator 22
Paper types not acceptable 32
Placing copy paper 31
Placing originals 42, 46
Placing paper in drawers 33
Platen Cover 22
Platen sheet 24
Power switch 23, 29

Precautions for Automatic Document Feeder 45

R

Receiving tray 24
Recommended paper 32
Recommended toner cartridge 11, 79
Registering paper size placed on bypass tray 51
Registering size of paper placed 37
Replacing toner cartridge 89
Reproduction ratio 64
Resuming copying 48

S

Scanning area 24
Service call lamp 80
Side cover 22
SORT button/lamp 26
Sort copying 69
Sound 74
Specifications 106, 108
Specifications of options 108
START button/lamp 27
Sticker labels 31
Stopping copying 48
Storing paper 32

T

Thick paper 31, 50
Toner cartridge 11, 23, 79, 89
Toner lamp 78
Toner remaining check function 11
Total number copied 75
Tracing paper 31
Transfer charger 102
Transfer unit 85
Transparencies 31, 50
Troubleshooting 94
Turning power on/off 29

U

USB terminal 24

Z

Zoom buttons/lamp 26
Zooming in/out copy image 64

MULTIFUNCTIONAL DIGITAL SYSTEMS
Operator's Manual for Copying Functions

e-STUDIO166/206

TOSHIBA TEC CORPORATION
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