



**Corporate Office:**  
Toshiba America Business Solutions, Inc.  
25530 Commercentre Drive  
Lake Forest, CA 92630

### TRAINING FOR YOUR TOSHIBA COPIERS

We would like to schedule training for your staff and teachers at your convenience. You may select to do training on an in-service day or before/after school is out for the day, to not impact instructional time. It will take us approximately 1-2 hours depending on the size of your staff and how you choose to set up the training. We would prefer to have several small groups so that everyone can see the copier's display panel during the training.

Training is also offered continuously; therefore, you can schedule follow up training at any time throughout the school year. Please contact Toshiba at the following email or phone number to schedule training:

[lausd.implementation@tbs.toshiba.com](mailto:lausd.implementation@tbs.toshiba.com)

(800) 260-6320

All equipment covered under the Optimized Print Program with Toshiba will have a label providing the customer service number, email address, ID number and bar code number as shown below. If the equipment does not have a label as shown below, the equipment is not covered under the program.



**\*\*Please note:** In order to receive Department Code Management Training, please schedule for Comprehensive Training\*\*