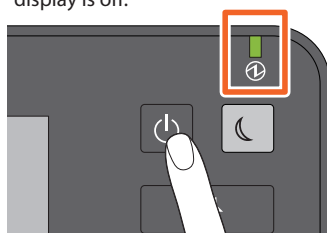


TURNING THE POWER ON/OFF

Turning ON

When the MAIN POWER lamp (green) on the control panel is ON and the touch panel display is off.



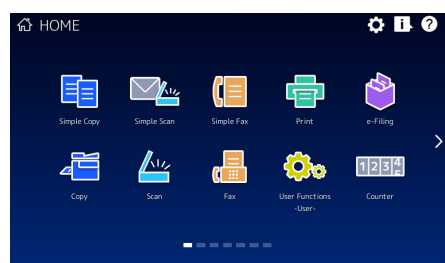
Press the [POWER] button to turn on system.

- The equipment starts warming up. The message is displayed to inform you that the equipment is warming up. This may take longer than normal depending on the status and condition of the system.

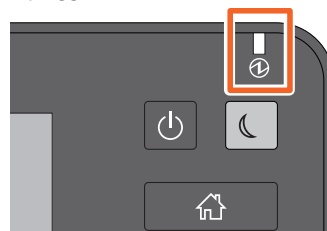
Tip

While the equipment is warming up, you can use the **Auto Job Start** function, to pre-program your first copy job. For details, see the following guide: **Copy Guide** (PDF) "Chapter 2: HOW TO MAKE COPIES" - "Basic Copying Procedure"

The home screen is displayed when ready.

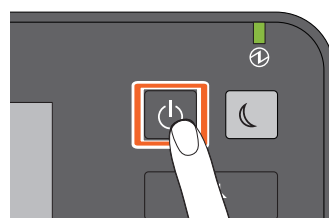


If the MAIN POWER lamp (green) on the control panel is OFF make sure that the system is plugged in.



Turning OFF

When turning OFF, you need to shut down by pressing the [POWER] button on the control panel. Do not simply unplug the system.



Press the [POWER] button until you hear a beep.

Next, select [Shut Down] on the touch panel to power down the system.

Check the following items before turning off the system.

- No jobs should be left in the print job list.
- The PRINT DATA lamp (blue) or the MEMORY RX lamp (green) should not be flashing. (If the equipment is shut down while any of the above lamps are flashing, jobs in progress such as FAX reception will be aborted.)
- No computer should access the equipment over a network, such as TopAccess.

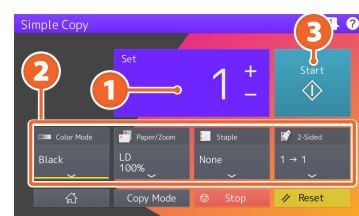
Notes

- When the [ENERGY SAVER] button (green) is ON or Flashing or if the touch panel is still ON, DO NOT unplug the system. Power it down as instructed above first. Stored data may be lost or the hard disk may be damaged.
- If you press the [POWER] button while a job is running, a message is displayed asking if you want to delete current job and turn off system.

BASIC COPYING

Using Simple Copy

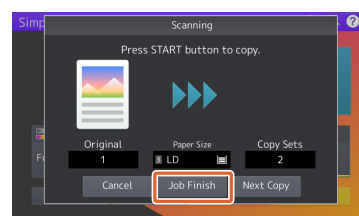
- Press [Simple Copy].
- Load the original document.
- Specify the 1 number of copies and 2 desired settings, then press 3 [Start].



Tip

Press [Stop] if you want to cancel an active copy job.

- If you have placed the original document on the original glass, press [Job Finish] to finish and begin copying.



SCAN ME

Simple Copy Settings

Sets

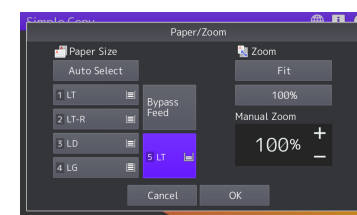
Specify the number of copies.

Color Mode

Specify the color mode and exposure / density.

Paper/Zoom

Specify the size of the copy paper and zoom.

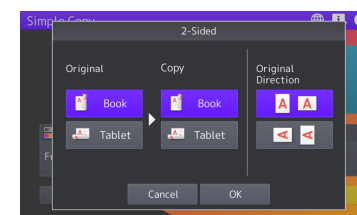
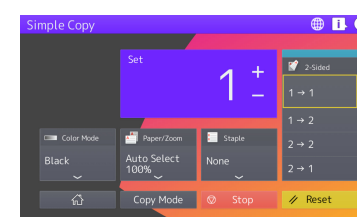


Staple

Specify staple location (requires optional finisher).

2-Sided

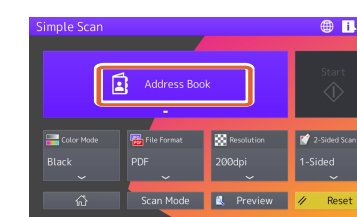
Specify the duplex setting for the original and copies.



BASIC SCANNING

Using Simple Scan

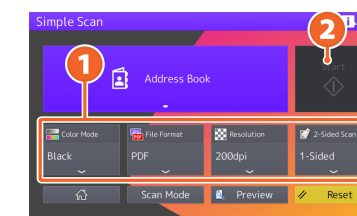
- Press [Simple Scan].
- Load the original document.
- Press [Address Book] and specify the recipient E-mail address.



Tip

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

- Specify the 1 color mode or other items, and press 2 [Start].



Tip

Select [Preview] to view on preview image of your scan file to check your settings prior to sending.

Simple Scan Settings

Color Mode

Specify color mode for scan (Black/Gray Scale/Color).

File Format

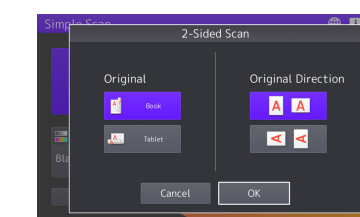
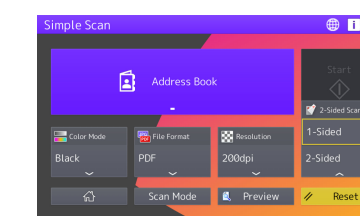
Specify the file format (PDF/JPEG/Secure PDF, etc).

Resolution

Specify the resolution (up to 600dpi).

2-Sided

Specify the 2-Sided scan setting for the original.



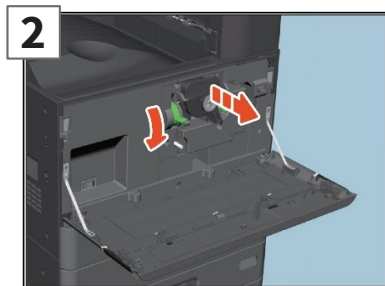
SCAN ME

REPLACING TONER CARTRIDGE

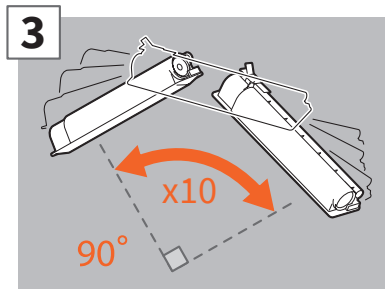
e-STUDIO2528A/3528A /4528A Models



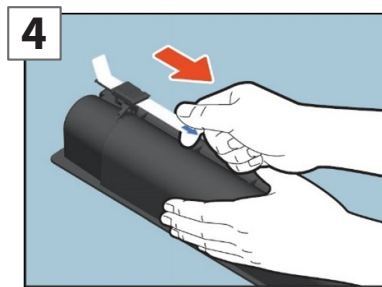
Open the front cover.



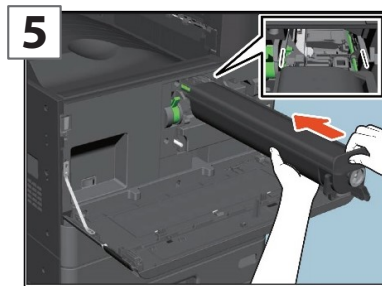
Hold down green lever and Remove cartridge.



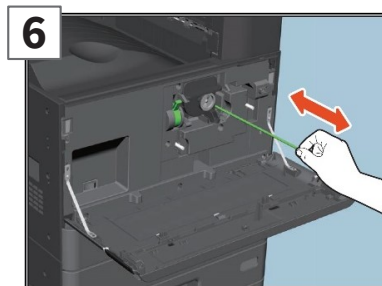
Shake the new toner cartridge well to loosen the toner inside.



Pull off the seal.



Align the new toner cartridge to the guide. Insert it up to the black line.



Pull out the cleaner until the mark appears and return it. Repeat this 3 times. Close the front cover when done.

WARNING

Never attempt to incinerate waste toner boxes. Dispose of used toner cartridges and waste toner boxes in accordance with local regulations.



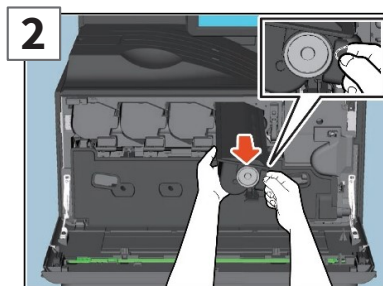
SCAN ME

REPLACING TONER CARTRIDGE

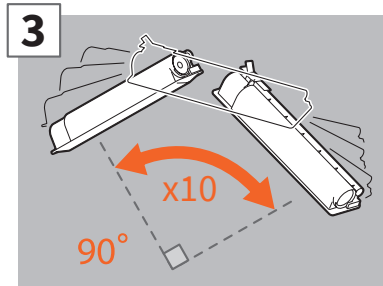
e-STUDIO5528A/6528A Models



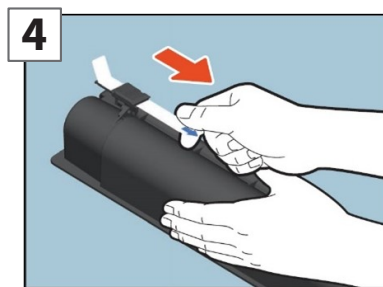
Open the front cover.



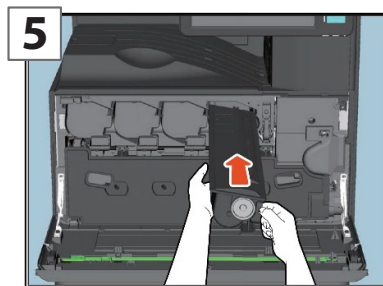
Insert hand into recessed area and Remove toner cartridge.



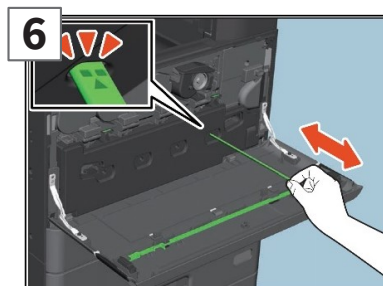
Shake the new toner cartridge well to loosen the toner inside.



Pull off the seal.



Align the new toner cartridge to the guide. Insert it up to the black line.



Pull out the cleaner until the mark appears and return it. Repeat this 3 times. Close the front cover when done.

WARNING

Never attempt to incinerate waste toner boxes. Dispose of used toner cartridges and waste toner boxes in accordance with local regulations.



SCAN ME

ONLINE TRAINING

e-STUDIO6528A Interactive Training Manual

This self-paced, online tutorial will provide you with step-by-step, simulated hand-on training activities on the most common Copy, Print, Scan, Fax, E-Filing, Mobile Print/Scan features and Maintenance (Change Toner, Clear Misfeeds, etc) of Toshiba e-STUDIO MFPs.



SCAN ME