



Device Type: Toshiba e-Studio (Universal) **Computer Type:** PCs

NOTE: This document assumes you have sufficient permissions to install software on this PC. If you do not have permissions please contact ITD.

Print Queue Installation Instructions

1. Download the e-Studio Universal driver to your desktop by clicking on the http web link below:

http://www.rowlandblogs.org/groups/specialeducation/wiki/b3f22/

2. Select "Open" when prompted "Do you want to open or save this file?"



3. Double click to open the folder, "UNI."

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4. Select Setup.exe Application and double click file.





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5. <u>Select "Run," when prompted to run</u> setup.exe.



6. Select the desired language

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7. Click "Next" on the introduction screen.



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8. Accept the license terms and click "Next."

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- 9. Select a Device from the "Devices on Network" box and click "OK."
- NOTE: You will only see devices on your network; if you need to print to a device on the Admin network and you are on the Instructional network, you will need to call ITD for help.



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10. Click the install button

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11. Select "Yes" when asked to set this as your default printer.

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- NOTE: If you are using SIS, you will need to contract ITD as SIS printer requires additional setup steps.
- 12. When the installation completes uncheck the "Show the readme file" and click finish.

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Your printer installation is now complete.





Confirming the Printer Is Setup Correctly.

1. Click on your start menu icon and click the "Printers and Faxes" menu.

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2. Select the "Toshiba Universal Printer" that was just created and right click and select "Properties"



3. In the popup dialog select "Print Test Page"





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- 4. Click OK to confirm the test page worked.
- 5. If the device is a color device you should select "Printing Preferences" and change the "Color" setting from "Auto" to "Black and White"

💩 TOSHIBA Universal Printer Print	ing Preferences	? ×
Basic Finishing Paper Handling E	ffect Others Templates	
Print Job: Normal Print	Original Paper Size: Letter (8 1/2 × 11") Pint Paper Size: Same as Original Size Same as Original Size Tool Intervention Paper Source: Auto Paper Type: Plain (Auto) Destination:	
Letter	Tray 2	
Settings	Number of Copies: 1 (1-999)	
None	Orientation:	
Restore Defaults	Color: Auto Color Black and White	
	OK Cancel Apply	Help





Contract Contrac

6. Optional department code setup. Click the Printer Properties button

Location:	A. Universal Printer				
Model: TOSHIB. Features Color: Yes Double-sided: Yes Staple: Yes Speed: 65 ppm Maximum resolution	A Universal Printer Paper available: Letter x: 600 dpi Printing Preferences	int Test Page			
		OK	Cancel	Apply	Help

7. Select the "Others" tab





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8. Enter a Department Code in the "Department Code" field

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None	Custom Settings File:	Import Export
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- 9. Click apply to save that department code.
- 10. Walk to the printer and determine if the test page was printed. If it was click OK to confirm the printer is correctly setup.
- 11. A confirmation dialog should appear in the bottom right hand corner of your start bar.
- 12. If there are any issues downloading the print driver, please contact Toshiba Help Desk at 800-260-6320. The phone number is located on the Toshiba UnifiedPrint asset tag affixed on your Toshiba Device. Please be prepared to provide your ID # that is on the Toshiba UnifiedPrint asset tag.

