

PC PRINT DRIVER INSTALLATION INSTRUCTIONS

Device Type: Toshiba e-Studio (Universal)

Computer Type: PCs

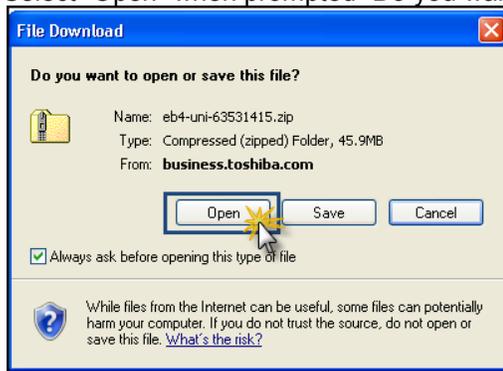
NOTE: This document assumes you have sufficient permissions to install software on this PC. If you do not have permissions please contact ITD.

Print Queue Installation Instructions

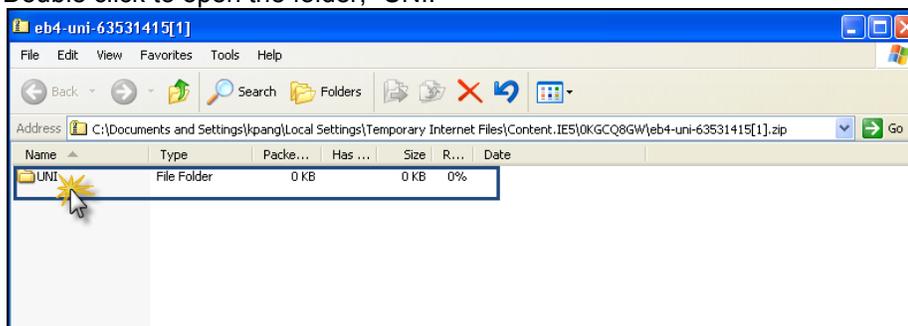
1. Download the e-Studio Universal driver to your desktop by clicking on the http web link below:

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

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

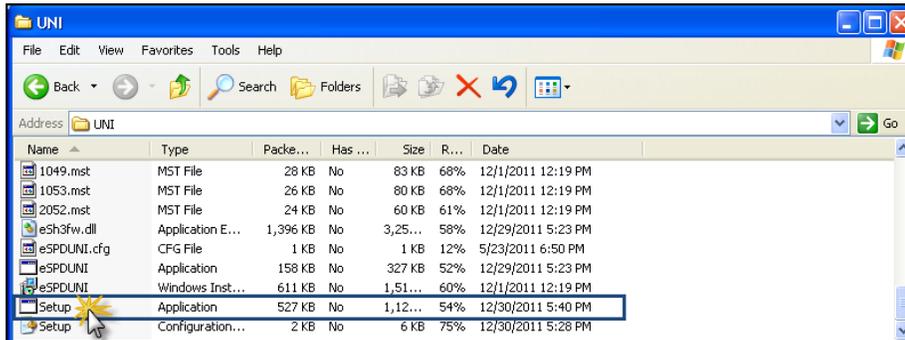


3. Double click to open the folder, “UNI.”

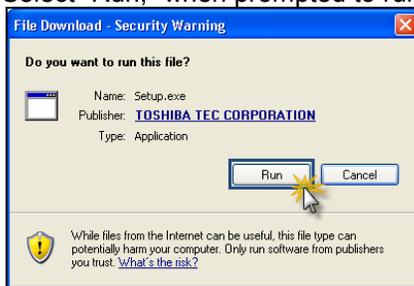


4. Select Setup.exe Application and double click file.

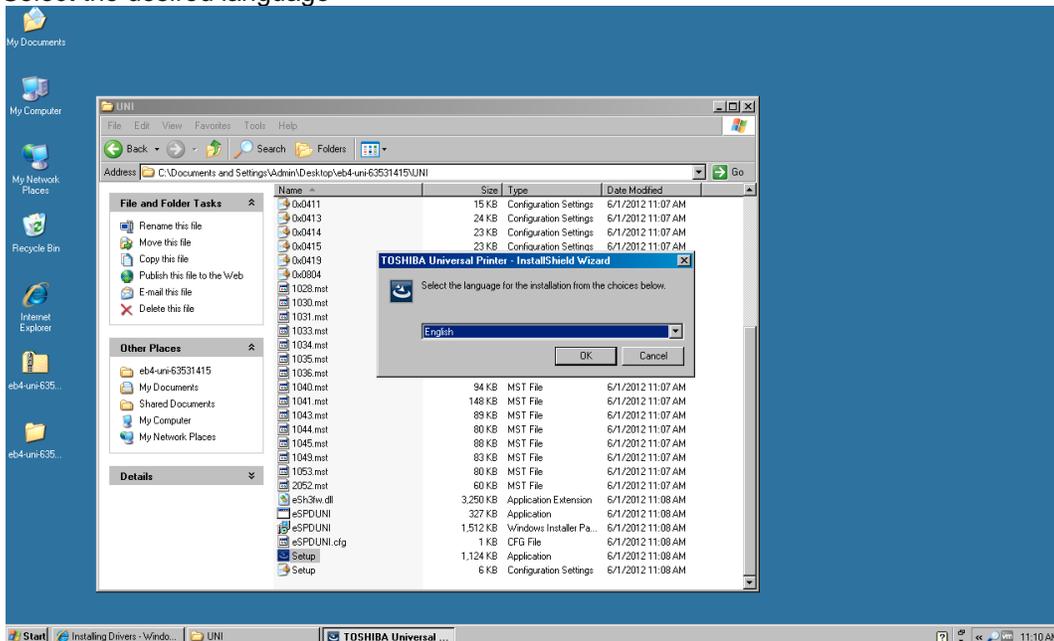
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5. Select "Run," when prompted to run setup.exe.

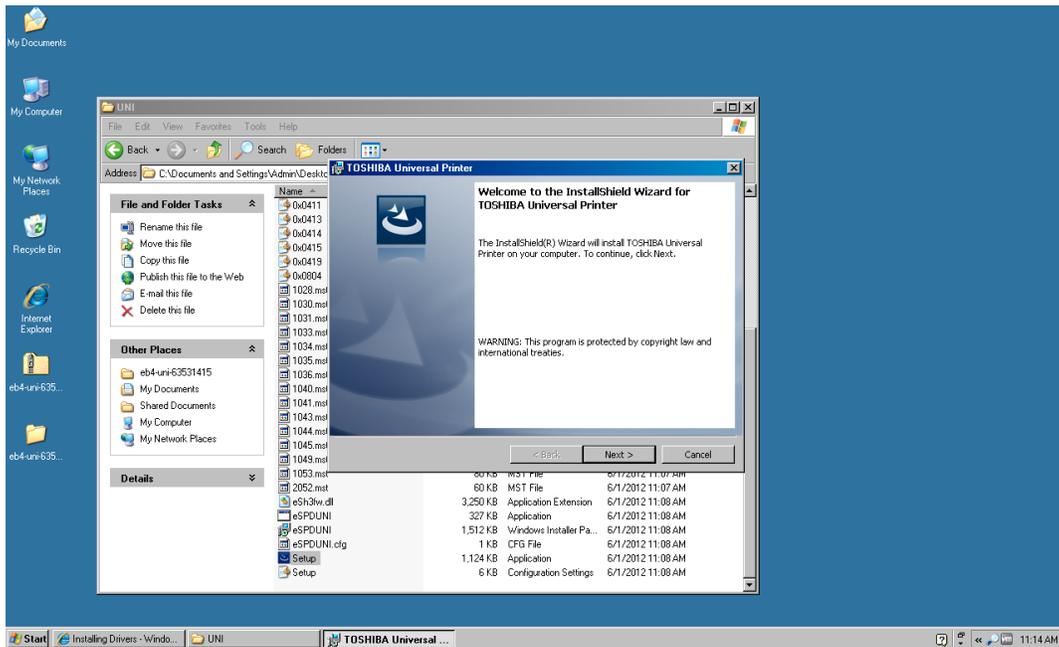


6. Select the desired language

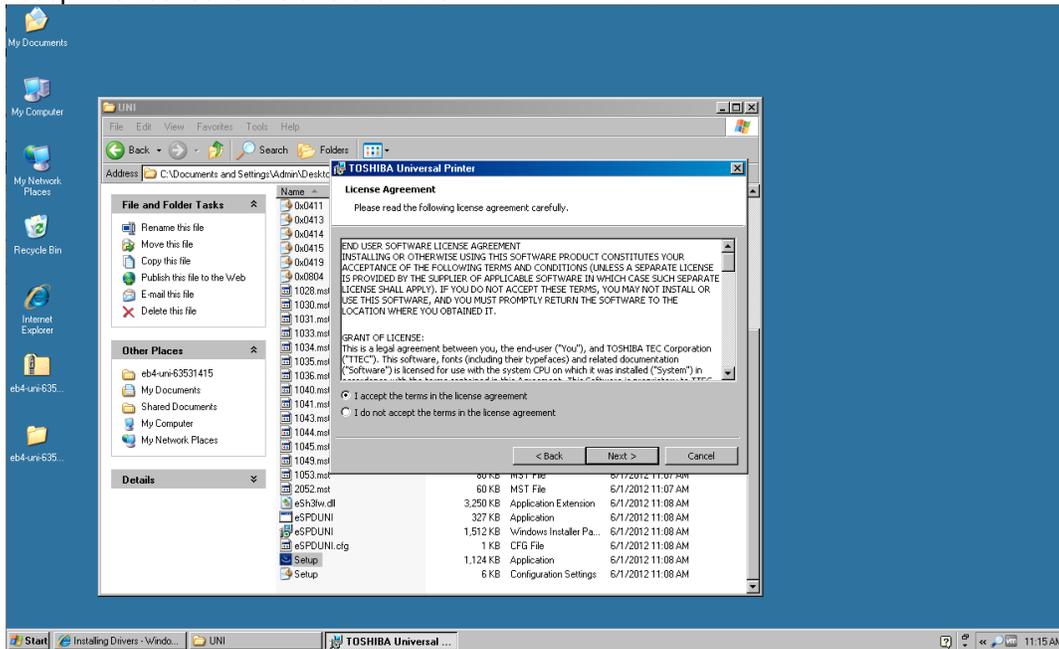


7. Click "Next" on the introduction screen.

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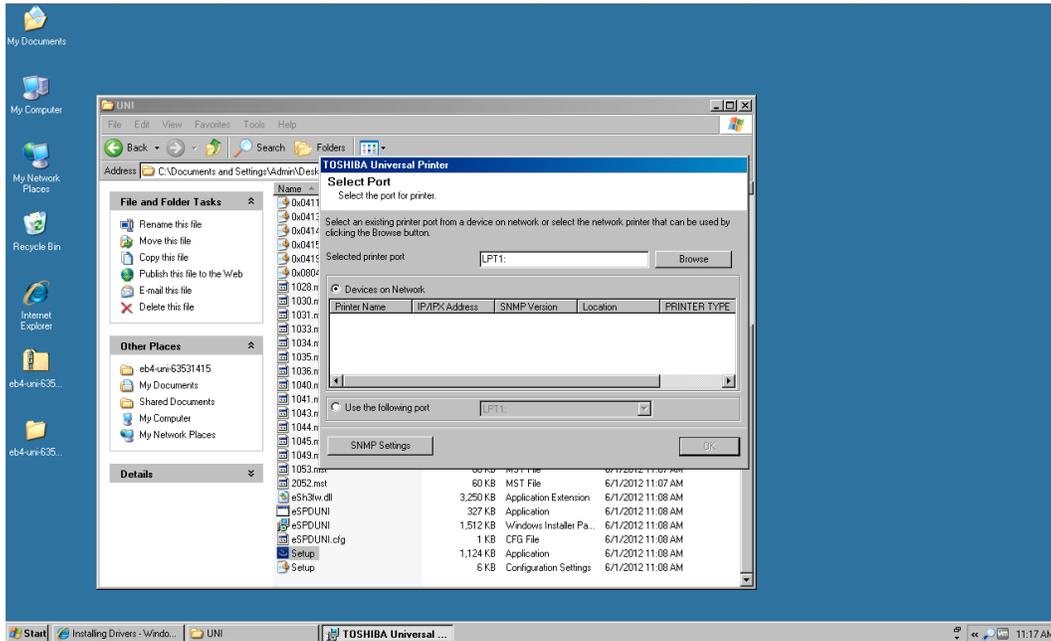
8. Accept the license terms and click “Next.”



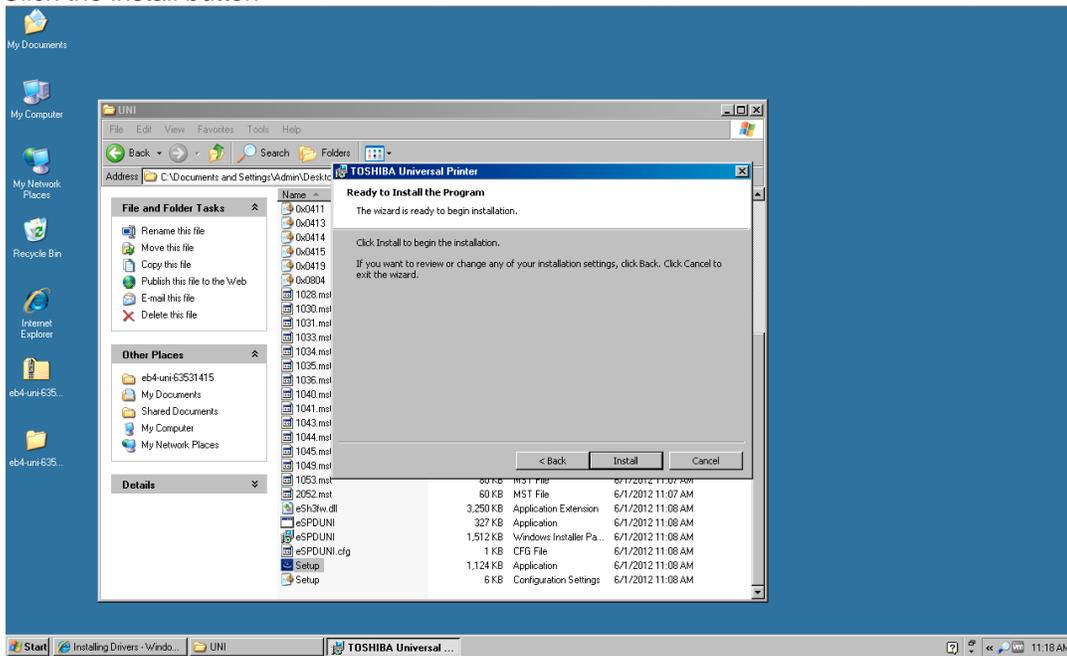
9. Select a Device from the “Devices on Network” box and click “OK.”

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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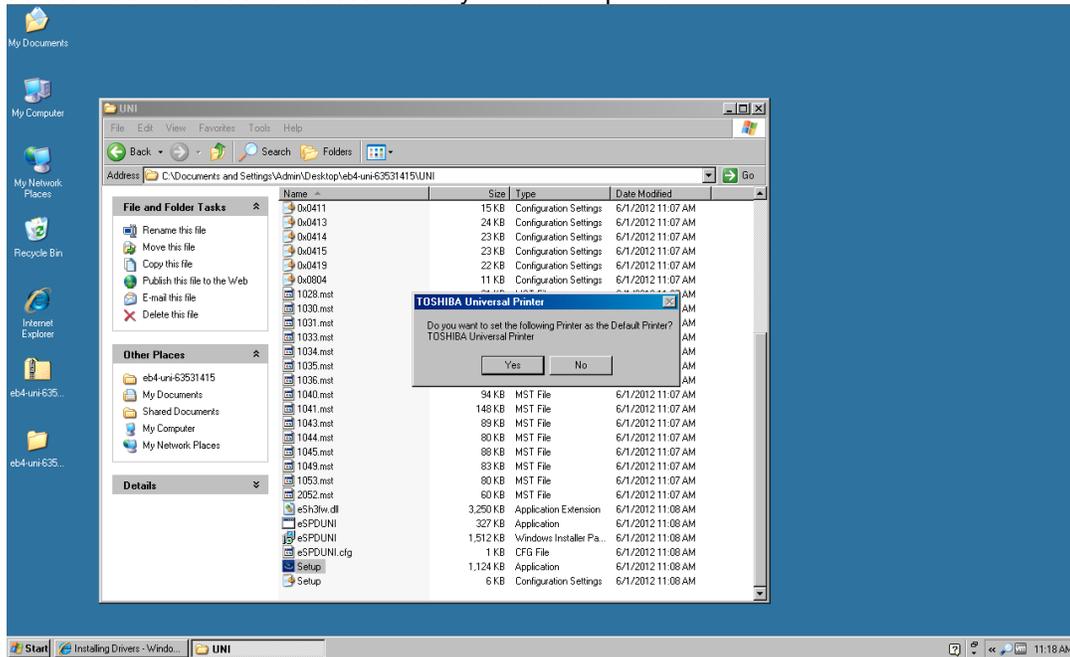


10. Click the install button



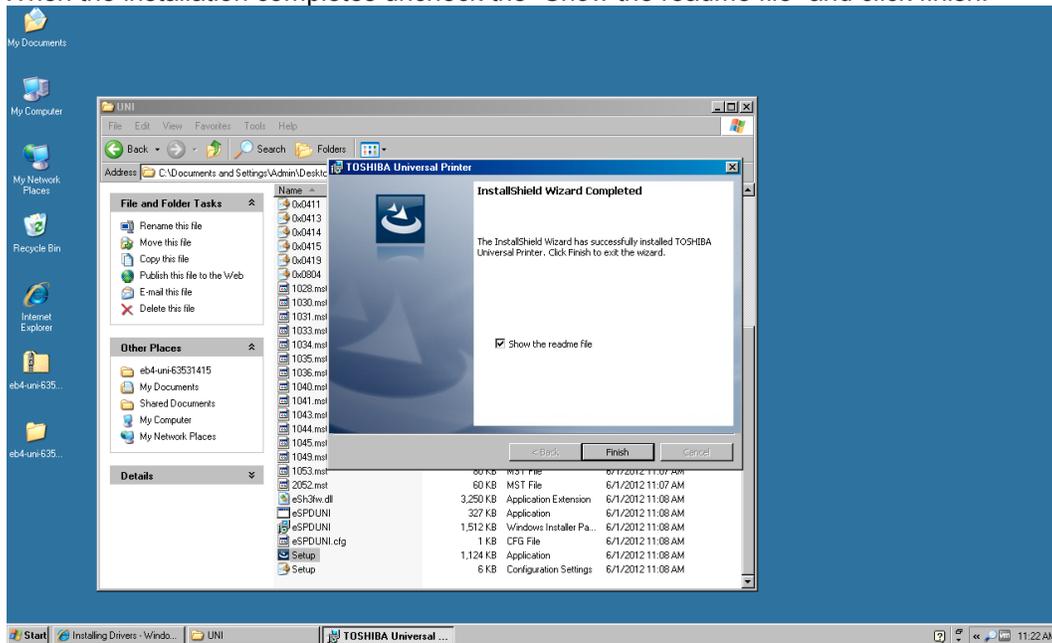
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11. Select “Yes” when asked to set this as your default printer.



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.

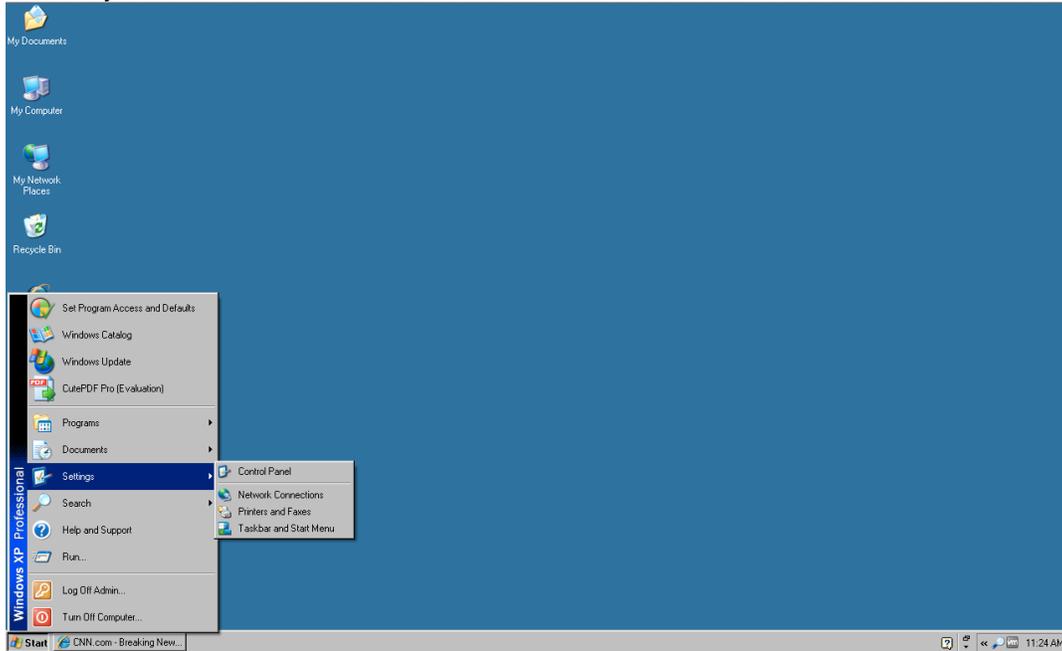


Your printer installation is now complete.

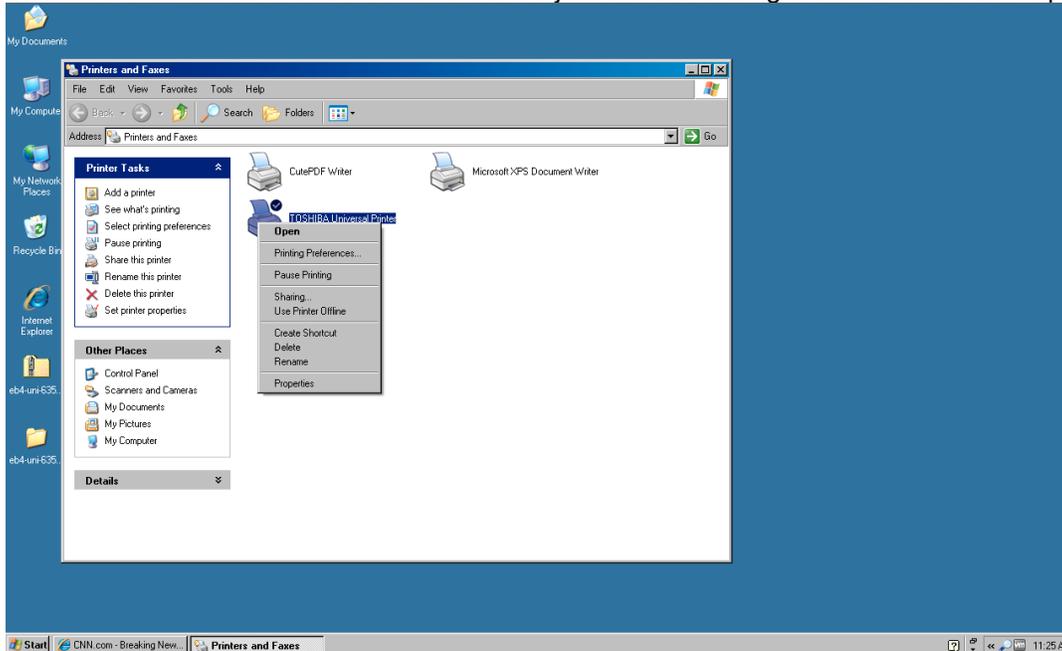
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Confirming the Printer Is Setup Correctly.

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

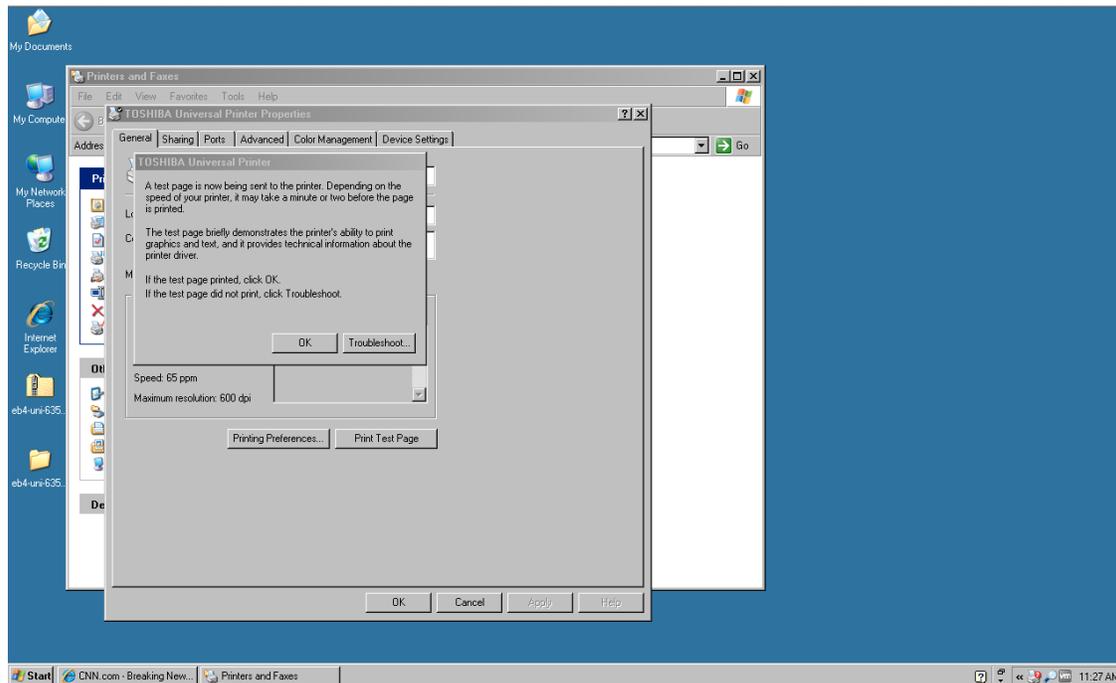


2. Select the “Toshiba Universal Printer” that was just created and right click and select “Properties”

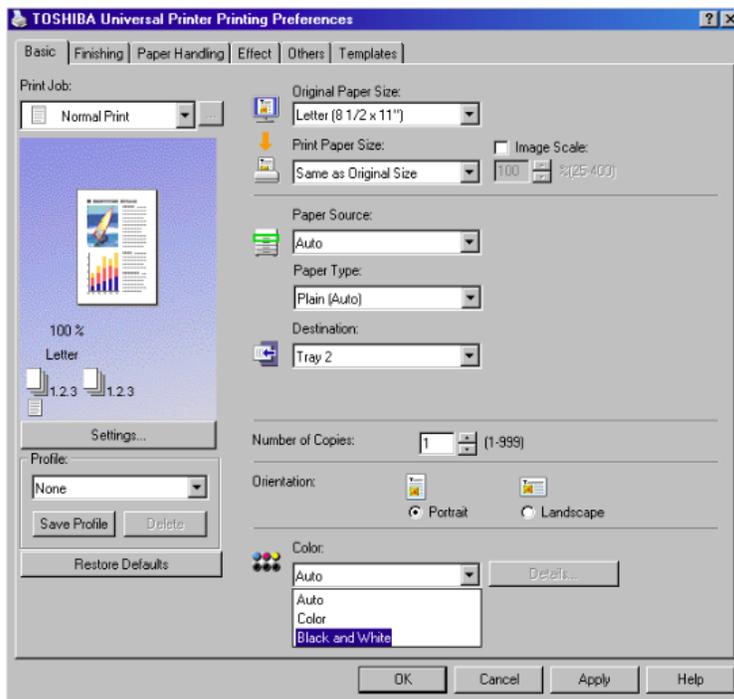


3. In the popup dialog select “Print Test Page”

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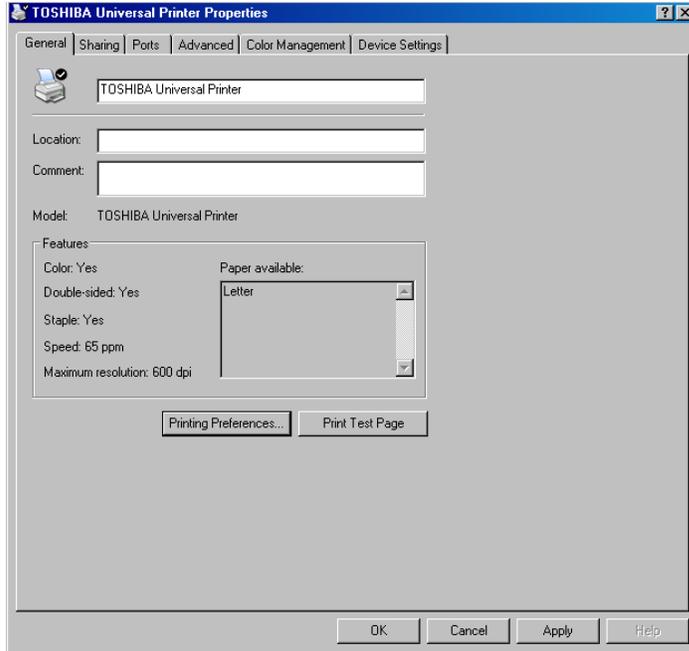


4. Click OK to confirm the test page worked.
5. If the device is a color device you should select “Printing Preferences” and change the “Color” setting from “Auto” to “Black and White”



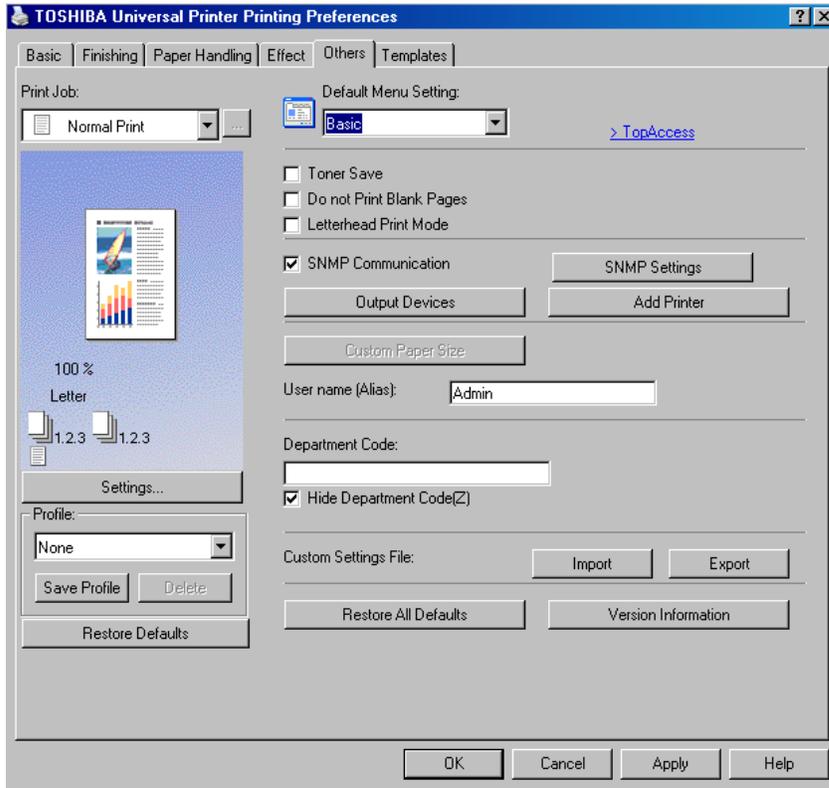
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- Optional department code setup. Click the Printer Properties button

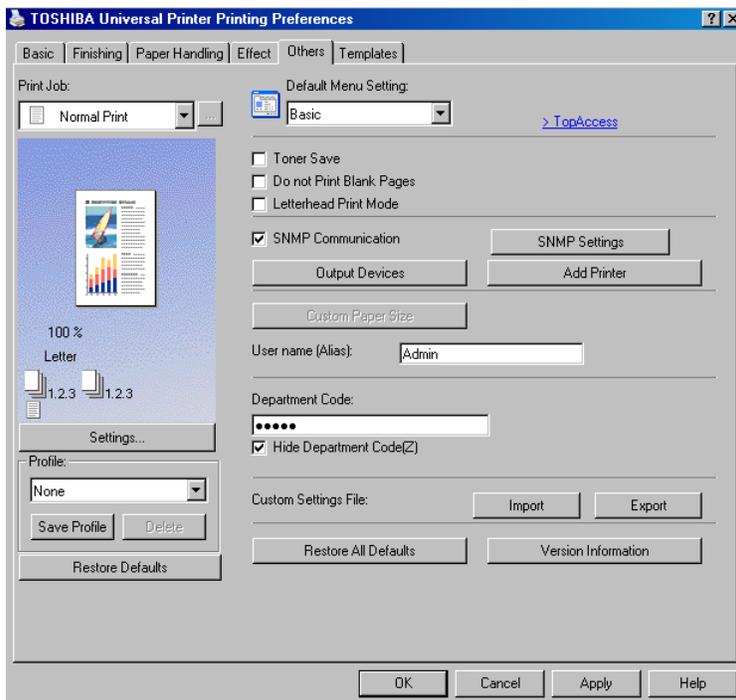


- Select the "Others" tab

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8. Enter a Department Code in the “Department Code” field



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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.

