

Copying / Printing / Scanning instructions

Toshiba E-Studio -- University College Room 4B

COPYING


PRINTING

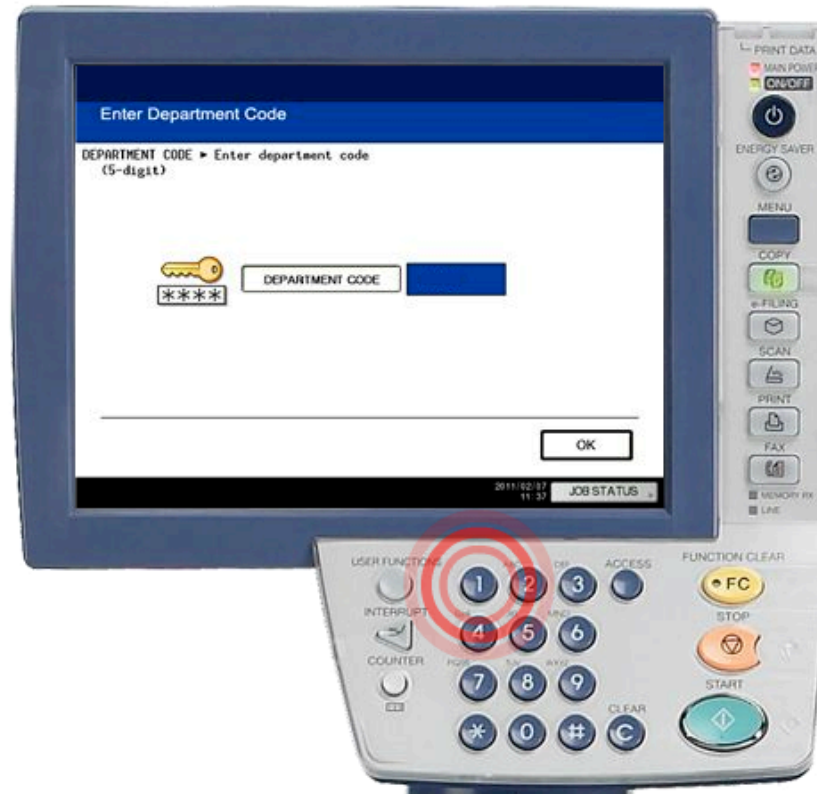
SCANNING

Always enter your access code (= department code) in order to start operating the photocopier:

Enter Code

Perform the following steps to log in to the system.

1. Enter your five-digit code (12345) using the numeric keypad. 
2. Press the OK button on the touch panel. The default copy function menu appears.



COPYING

1. Enter your access code
2. Place the originals on the screen
3. Press START



PRINTING

From the computers in the Graduate Students Lab (UC6) :
In the Lab

1. Perform the usual operations to print a file from a computer

2. Enter a private code for this specific printing job (can be anything, but make sure you will remember the combination at the photocopier)
3. Enter your access code

At the Photocopier

1. Enter your access code
2. Press the PRINT button on the control panel
3. Select the computer you are printing from
4. Select the document(s) you want to print
5. Press the PRINT button on the screen

From the USB stick:

***** NOTE : You can only print PDF, TIFF or JPEG files (Word, Excel, PowerPoint formats are not supported)**

1. Enter your access code
2. Press the PRINT button on the control panel
3. Select the Job Type drop-down menu
4. Press USB
5. In the list of files, select the file to print
6. Press SETTINGS button – Set the required print and finishing options
7. Press the PRINT button on the screen

SCANNING to USB stick

***** Please note that the feature SCAN TO E-MAIL is not available due to restrictions from ITS.**

1. Place the originals on the glass.

2. Press the SCAN button on the control panel.

3. Connect the USB storage device to the USB port on the system and wait a few seconds.

4. When the "FOUND USB DEVICE" message appears on the touch panel, press the USB button.

5. Define the settings for the file name and file format and press OK.

6. To preview the scan before saving, press the PREVIEW. Then press the OK button.

7. To complete the scan, press SCAN.

8. If you see the message "To continue, place document on glass. And press Scan!" you can place another original on the document glass and press SCAN to continue scanning. When you are finished scanning, press the JOB FINISH

