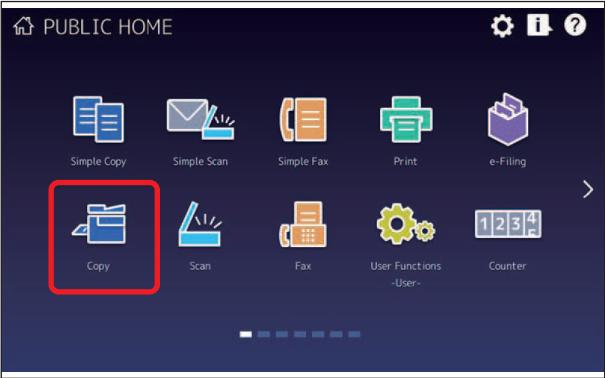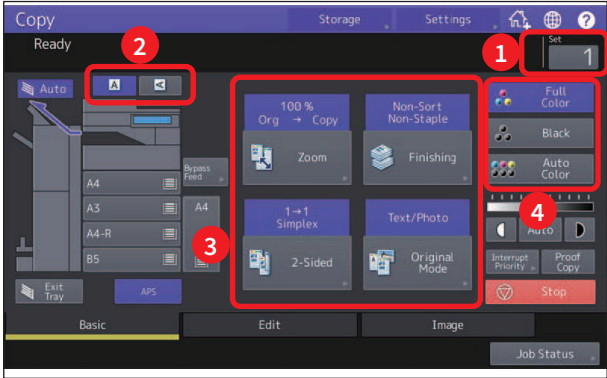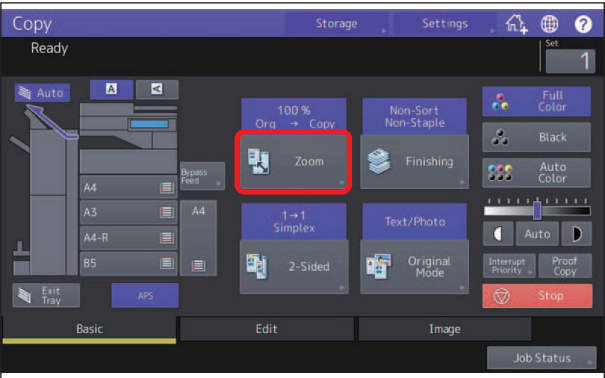# How to Guide - Copying

## Making Copies



1 | Press [Copy] on the home screen. Place the originals.



2 | Specify the number of copies (1), orientation (2), mode (3) and colour (4) as necessary. Press the [START] button to start copying.
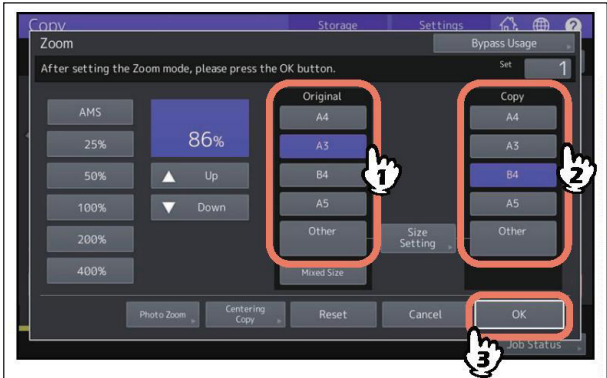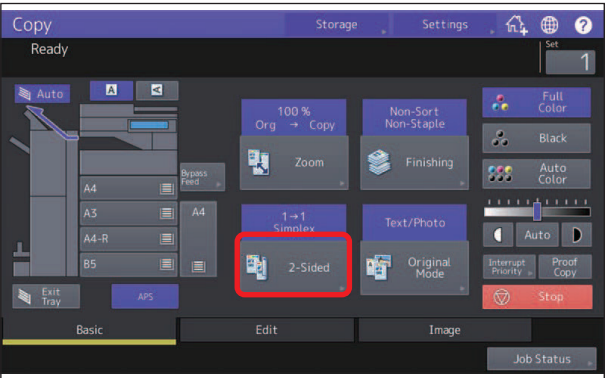
## Enlarging/Reducing



1 | Press [Zoom].



2a | Select the paper size (1), press [AMS] (2), then press [OK] (3).
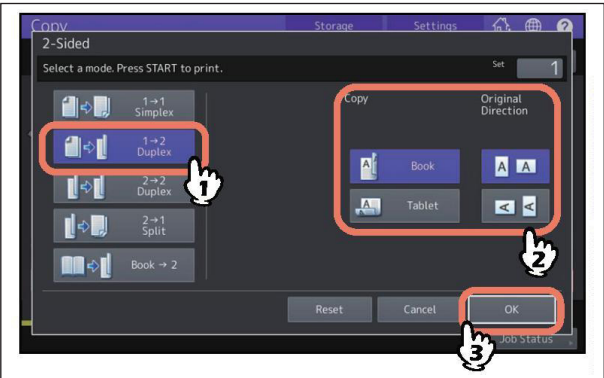


2b | Or, you can select the size for the original (1) and the desired size for the copy (2), then press [OK] (3).

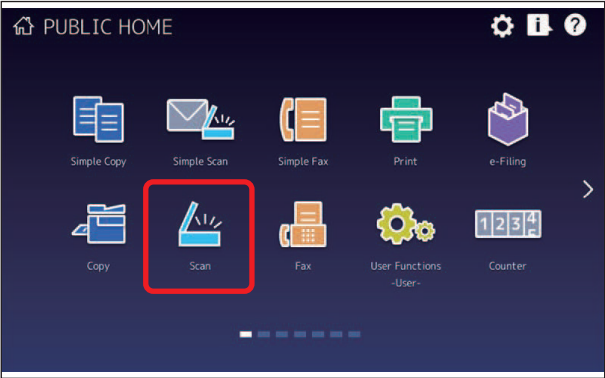## Setting Duplex Copy



1 | Press [2-Sided].



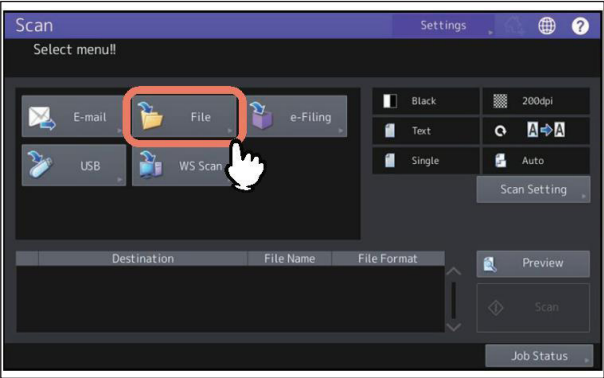2 | Select the duplex mode (1), book/tablet of the original and paper (2), then press [OK] (3).

**Note:**

[1->1 Simplex]: 1-sided original to 1-sided copy
[1->2 Duplex]: 1-sided original to 2-sided copy
[2->2 Duplex]: 2-sided original to 2-sided copy
[2->1 Split]: 2-sided original to 1-sided copy

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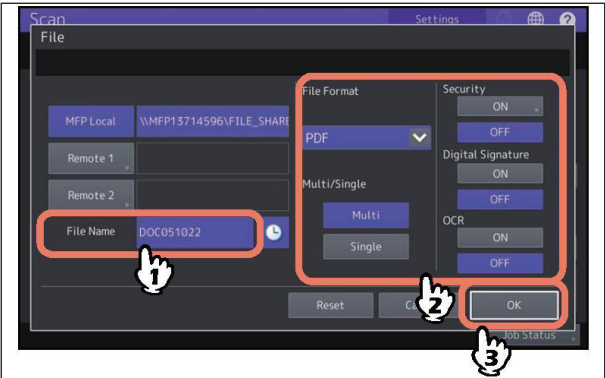
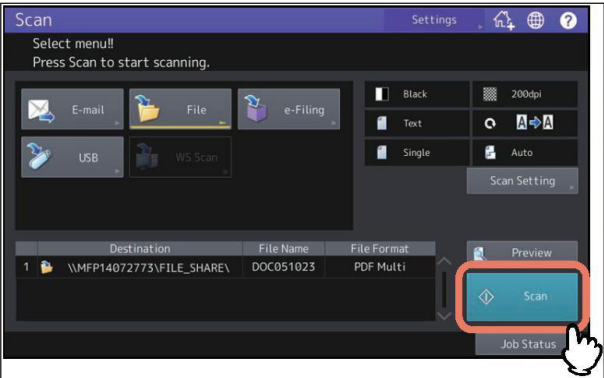TOSHIBA

## Store Scanned Data in a Shared Folder



1 | Press [Scan] on the home screen. Place the originals.
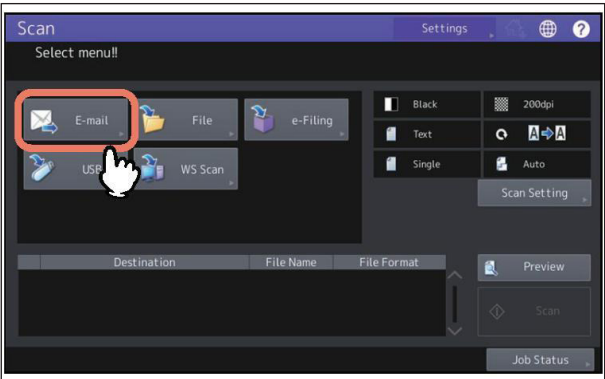


2 | Press [File].



3 | Set [File Name] (1), [File Format and other settings] (2), then press [OK] (3).
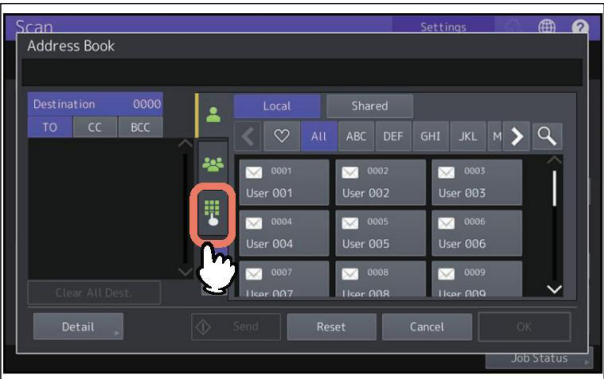


4 | Press [Scan].

Tip: When an original is set on the original glass, press [Job Finish] after all pages are scanned.
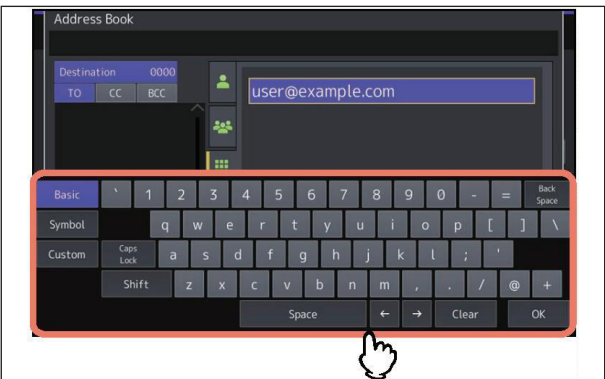
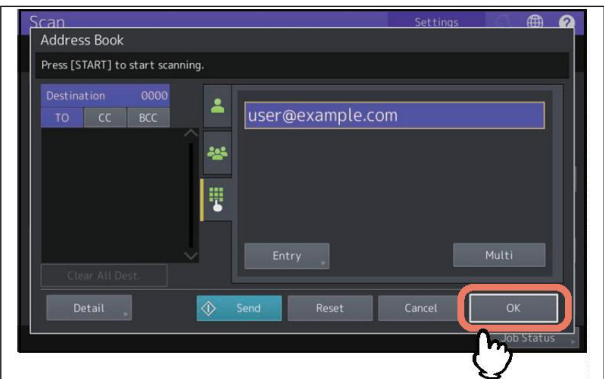## Sending Scanned Data to an E-mail Address



1 | Press [Scan] on the home screen. Place the originals, then press [E-mail] on the Scan menu.



2 | Press the keypad icon



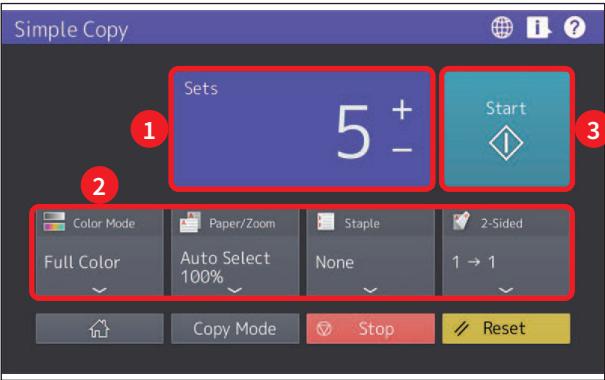3 | Enter an e-mail address, then press [OK].



4 | Press [OK].

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e-STUDIO2020AC/2520AC | e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC | e-STUDIO6526AC/6527AC/7527AC

**TOSHIBA**

# How to Guide - Simple Copy and Simple Scan

## Using Simple Copy



1 | Press [Simple Copy] on the home screen. Place the originals. Specify the number of copies/sets (1) and colour mode/other settings as required (2), then press [Start] (3).
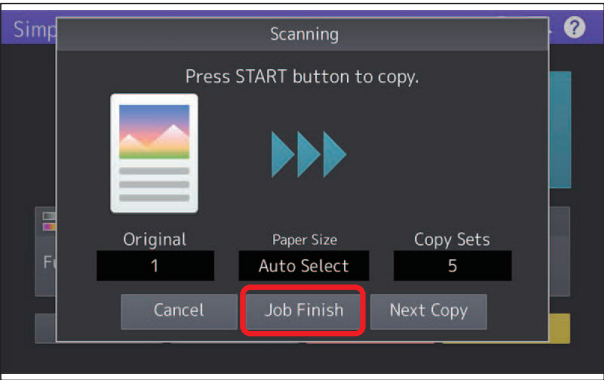


2 | If you have placed the original document on the original glass, press [Job Finish] to finish copying.
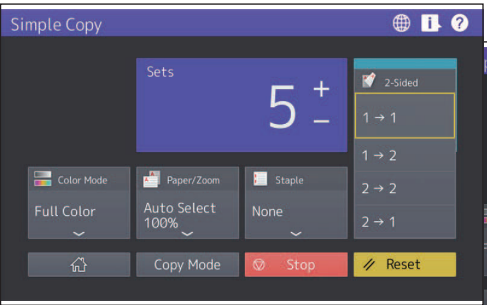
### Simple Copy Settings

**Sets**: Specify the number of copies (using the [+] or [-])
**Colour mode**: Specify the colour mode (Full Colour, Black or Auto Colour)
**Paper/Zoom**: Specify the copy paper and zoom (select [Fit] or adjust manually with the [+] or [-])
**Staple**: When the finisher option is installed, the stapling position can be specified
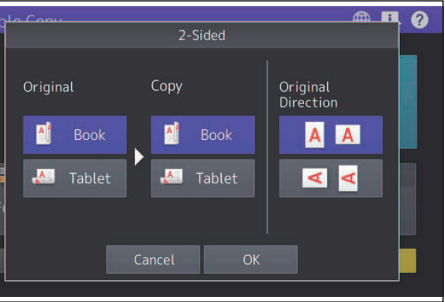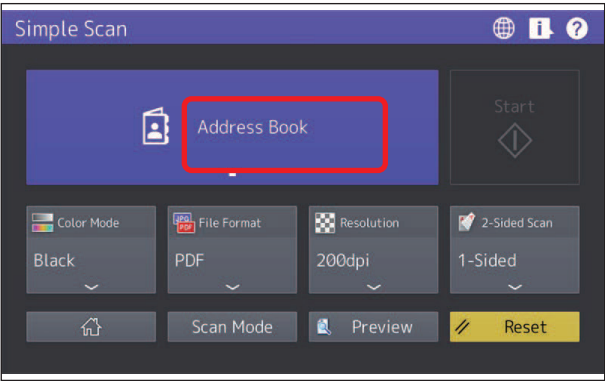**2-Sided Copy**: Specify the duplex setting for the original and copies
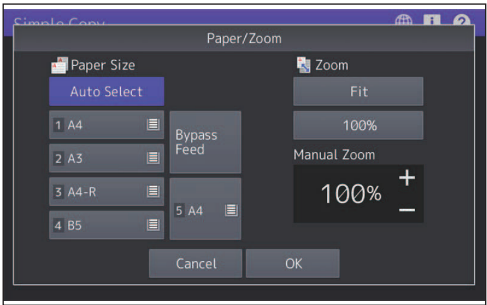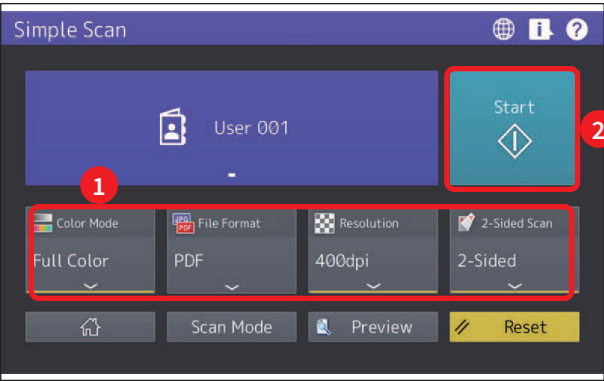


*Paper/Zoom*
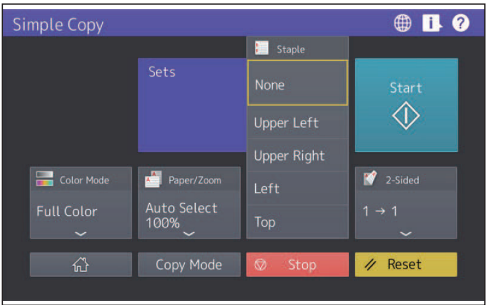


*Staple*



*2-Sided Copy*

## Using Simple Scan



1 | Press [Simple Scan] on the home screen. Place the originals. Press [Address Book] and select/enter the recipient e-mail address.



2 | Specify the colour mode and/or other settings (1), then press [Start] (2).

### Simple Scan Settings

**Colour mode**: Specify the colour mode (Black, Gray Scale, Full Colour or Auto Colour)
**File Format**: Specify the file format (PDF, JPG, PDF (OCR) or Secure PDF)
**Resolution:** The resolution can be specified
**2-Sided Scan**: Specify the 2-Sided Scan setting for the original
**Preview**: Click this to display the preview of an image scanned after pressing [Start]. When you press [Edit] on the preview screen, you can change the page order and edit the pages, such as rotating.
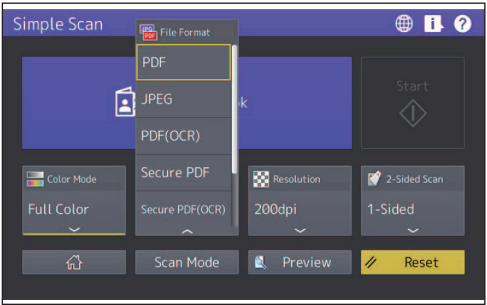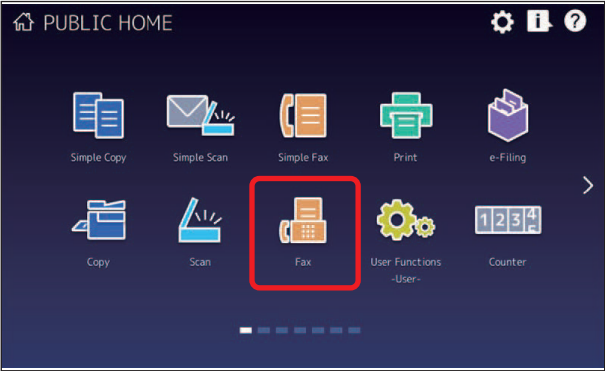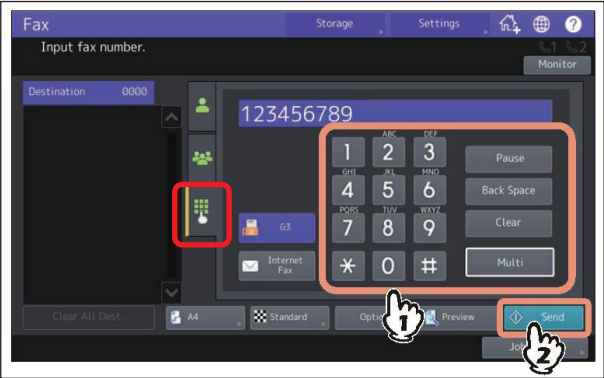


*File Format*



*2-Sided Scan*

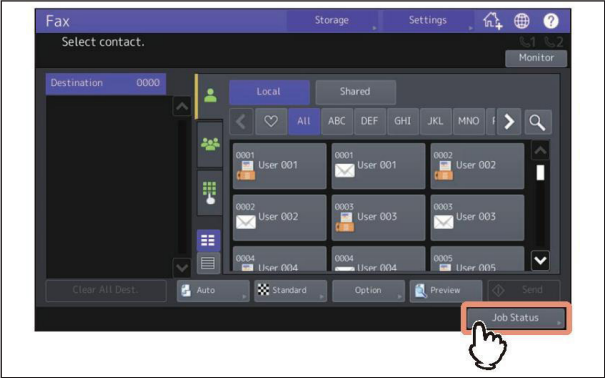**TOSHIBA**
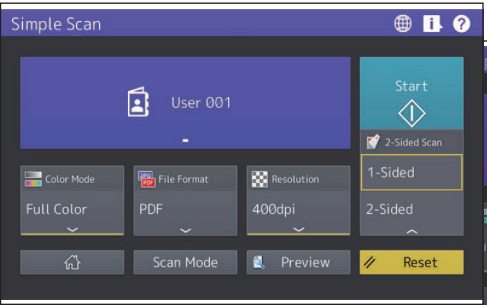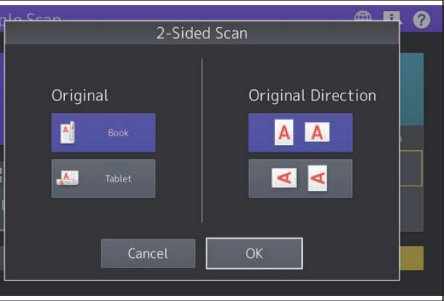
## Sending a Fax



1 | Press [Fax] on the home screen. Place the originals.



2 | Press the keypad icon on the touch screen and enter the recipient fax number with the numeric keys (1), then press [Send] (2).

**Tip**: If you make a mistake when entering the fax number, press [Back Space] to delete one by one, or press [Clear] to delete all the numbers.
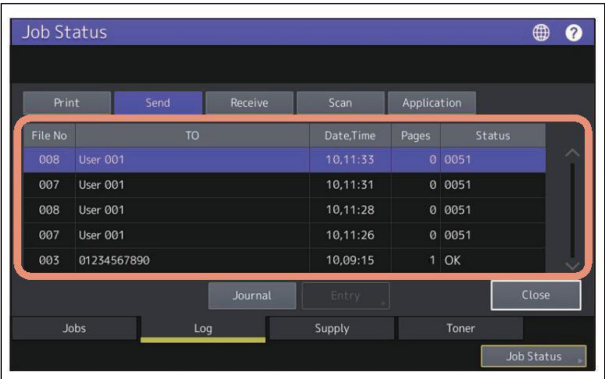
## Checking the Communication Log



1 | Press [Fax] on the home screen. Press [Job Status].
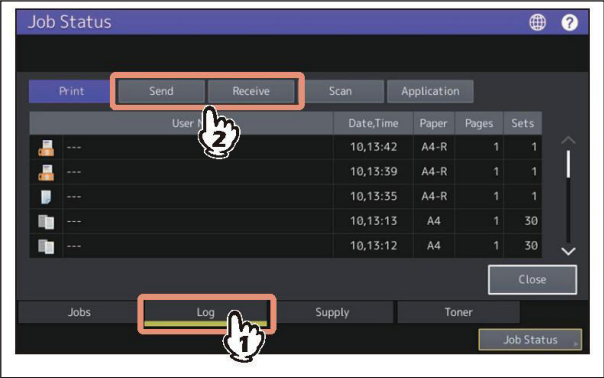


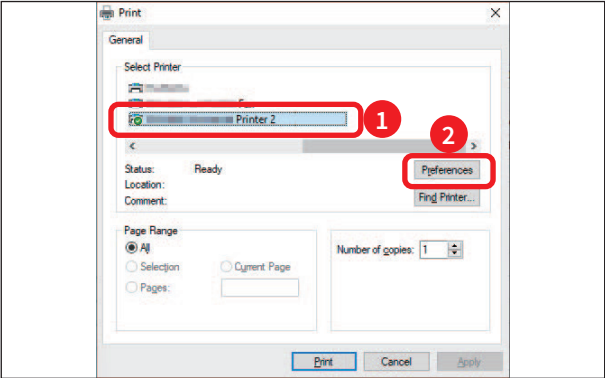2 | Select the [Log] tab (1), then press [Send] or [Receive].



3 | The list of communication status is displayed. If [OK] is indicated as the Status, the transmission was successful. If a [4-digit] code is displayed, the transmission or reception has failed.
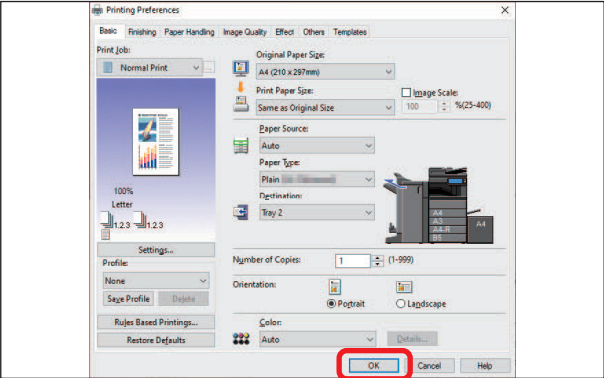
**Tip**: To register recipients in the address book from the send/receive log screen, select the record in the send or receive log, then press [Entry].

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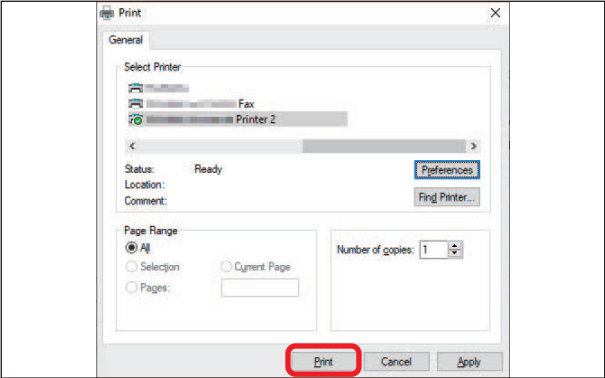
TOSHIBA

**Sending a File to Print**



1 | Select [Print] in the [File] menu of the application.
Select the printer driver (1) for your Toshiba device,
then click [Preferences/Properties] (2).



2 | Set the print options, then click [OK].



3 | Click [Print/OK].

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**e-STUDIO2020AC/2520AC** | **e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC** | **e-STUDIO6526AC/6527AC/7527AC**

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