

# How to Guide - Copying

## Making Copies



- 1 | Load an original document into the document feeder or on the scanner glass.  
**Note:** Make sure that the original document and output have the same paper size to avoid any cropping.
- 2 | From the home screen, press [Copy], and then specify the number of copies. If necessary, adjust the copy settings.
- 3 | Copy the document.  
**Note:** To make a quick copy, from the home screen, press the green arrow icon.

### Copying on both sides of the paper

- 1 | Load an original document into the document feeder or on the scanner glass.
- 2 | From the home screen, press [Copy], [Settings], then [Sides].
- 3 | Press [1 sided to 2 sided] or [2 sided to 2 sided].
- 4 | Copy the document.

### Copying on letterhead

- 1 | Load an original document into the document feeder or on the scanner glass.
- 2 | From the home screen, press [Copy] then [Copy From], then select a the size of the document.  
**Note:** If you loaded the letterhead into the multipurpose feeder, then press [Copy To] then [Multipurpose Feeder], then select a paper size {Letterhead}.
- 3 | Copy the document.

### Collating copies

- 1 | Load an original document into the document feeder or on the scanner glass.
- 2 | From the home screen, press [Copy], [Collate], then [On [1,2,1,2,1,2]].
- 3 | Copy the document.

### Copying multiple pages onto a single sheet

- 1 | Load an original document into the document feeder or on the scanner glass.
- 2 | From the home screen, press [Copy], [Settings], then [Pages per Side].
- 3 | Enable the setting, then select the number per side and page orientation.
- 4 | Copy the document.

### Reducing or enlarging copies

- 1 | Load an original document into the document feeder or on the scanner glass.
- 2 | From the home screen, press [Copy], [Settings], [Scale], then select a scale value.  
**Note:** Changing the size of the original document or output after setting Scale restores the scale value to Auto.
- 3 | Copy the document.

### Placing separator sheets between copies

- 1 | Load an original document into the document feeder or on the scanner glass.
- 2 | From the home screen, press [Copy], [Settings], then [Separator Sheets], then adjust the settings.
- 3 | Copy the document.



# How to Guide - Scanning

## Scanning to a Network Folder



- 1 | Load the document into the document feeder or on the scanner glass.
- 2 | From the home screen, press [Scan Center].
- 3 | Select the destination.
- 4 | Scan the document.

## Scanning to a flash drive

- 1 | Load an original document into the document feeder or on the scanner glass.
- 2 | Insert the flash drive.
- 3 | Press [Scan to USB] and adjust the settings if necessary.
- 4 | Scan the document.

## Scanning to an e-mail

- 1 | Load an original document into the document feeder or on the scanner glass.
- 2 | From the home screen, press [E-mail] then press ★. If necessary, adjust the settings.
- 3 | Send the e-mail.

# How to Guide - Faxing

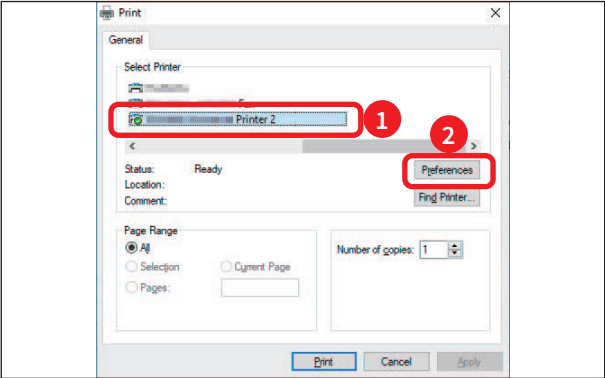
## Sending a Fax

- 1 | Load the document into the document feeder or on the scanner glass.
- 2 | From the home screen, press [Fax], then enter the required information. If necessary, adjust the settings.
- 3 | Send the fax.



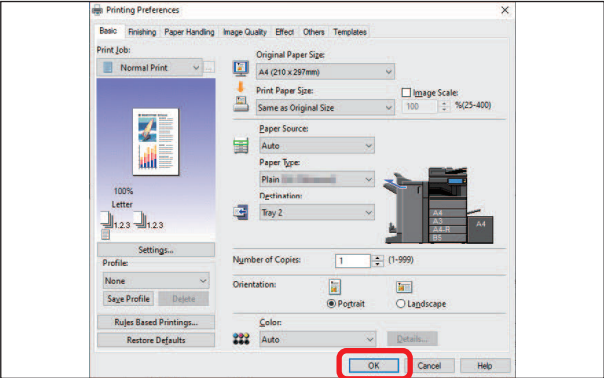
# How to Guide - Printing

## Printing from a Computer

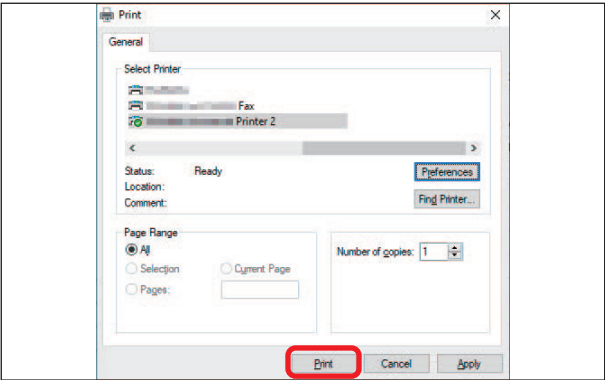


1 | From the document you wish to print, select [File], then [Print].

Select the printer driver (1) for your Toshiba device, then click [Preferences/Properties] (2).






2 | Adjust the print settings as necessary, then click [OK].




3 | Click [Print/OK] to send the file to print.

## Printing from a Mobile Device - using Wi-Fi Direct

- 1 | From your mobile device, launch a compatible application, or select a document from your file manager.
- 2 | Tap  or  or  then [Print].
- 3 | Select your Toshiba printer, then adjust the settings, if necessary.
- 4 | Print the document.

## Printing from a Mobile Device - using AirPrint

- 1 | From your mobile device, launch a compatible application, or select a document from your file manager.
- 2 | Tap  then [Print].
- 3 | Select your Toshiba printer, then adjust the settings, if necessary.
- 4 | Print the document.

