Making Copies
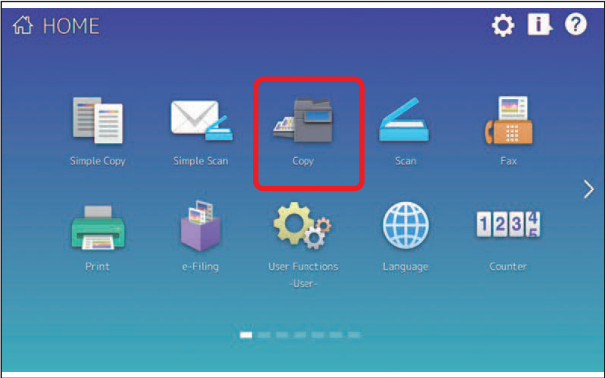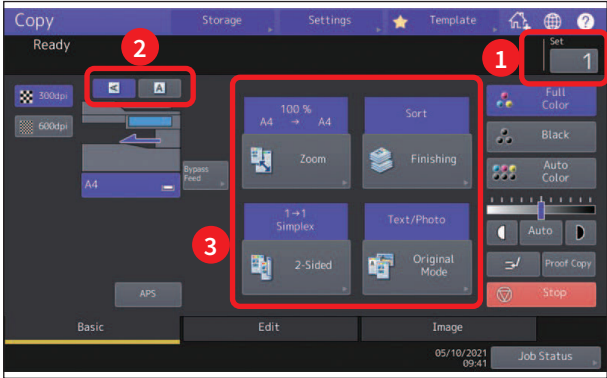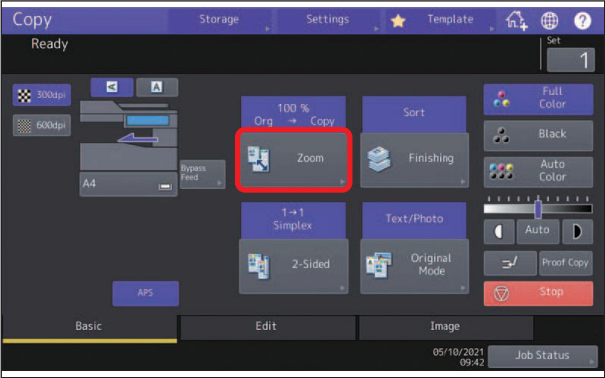

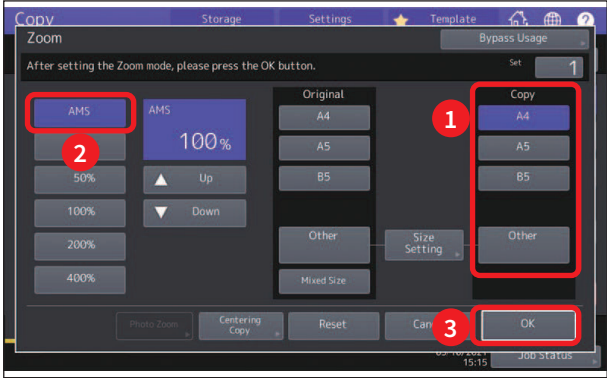1 | Press [Copy] on the home screen. Place the originals.

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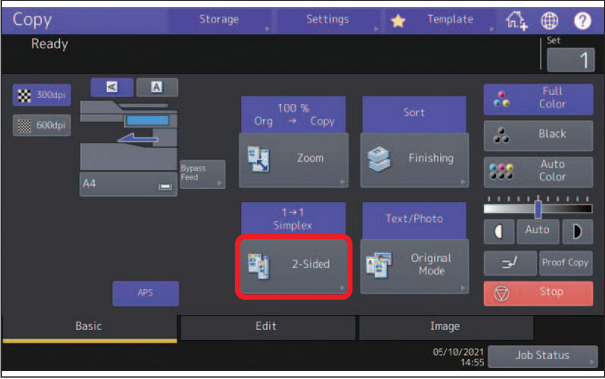
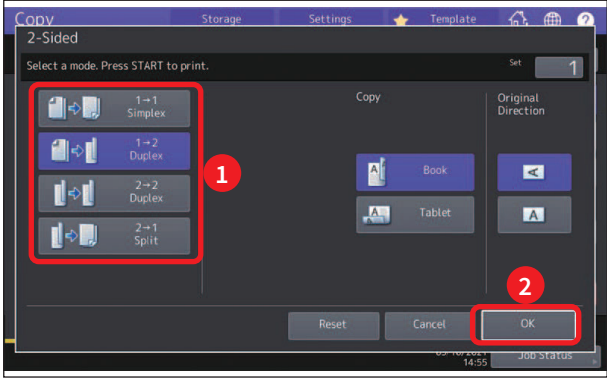## Enlarging/Reducing

1 | Press [Zoom].

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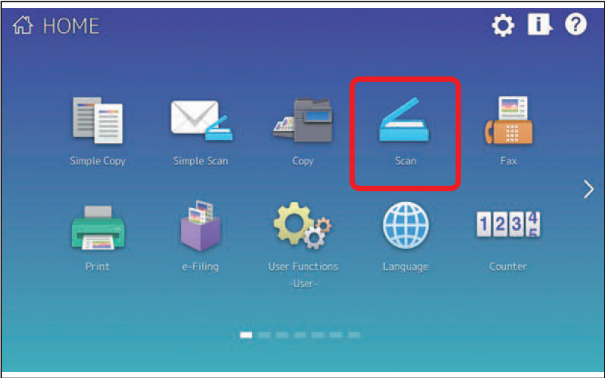
Setting Duplex Copy

1 | Press [2-Sided].

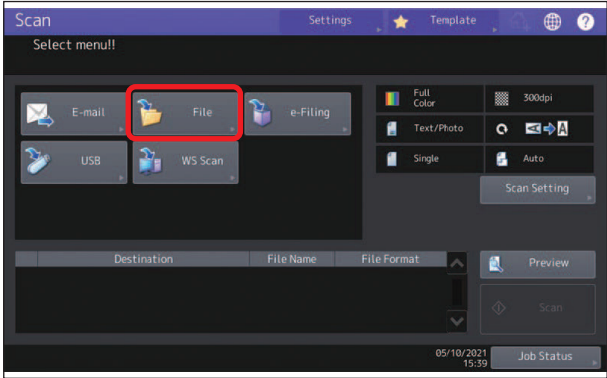2 | Select the duplex mode (1), then press [OK] (2). Specify the [Copy] and [Original Direction] as necessary.
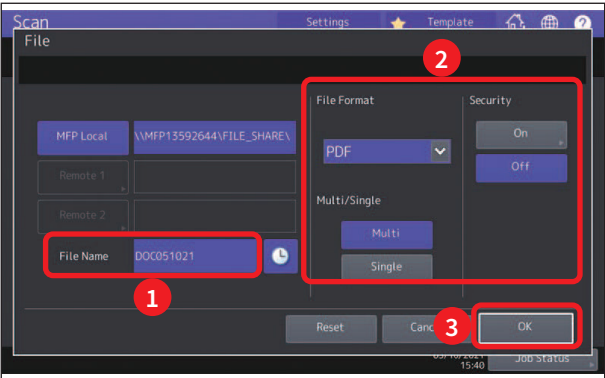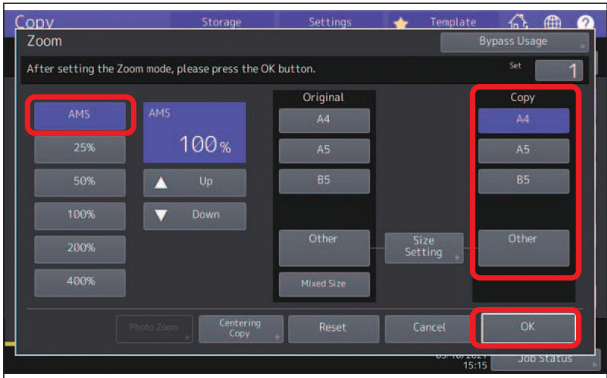
Store Scanned Data in a Shared Folder

1 | Press [Scan] on the home screen. Place the originals, then make the scan settings.
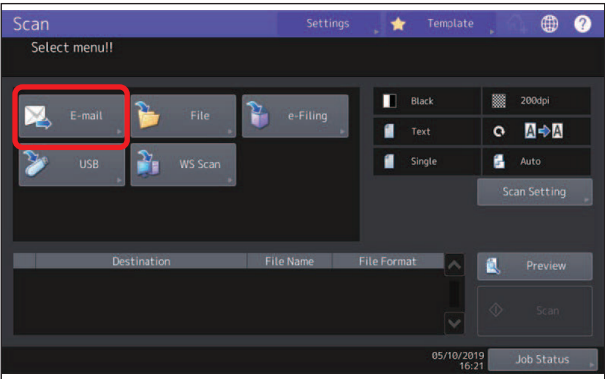

2 | Press [File].

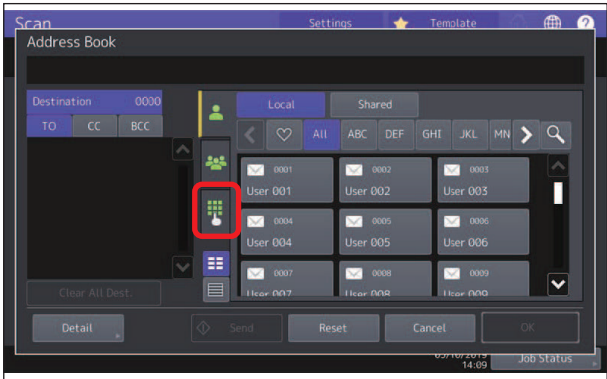3 | Set [File Name] (1), [File Format etc.] (2), then press [OK].

4 | Press [Scan].

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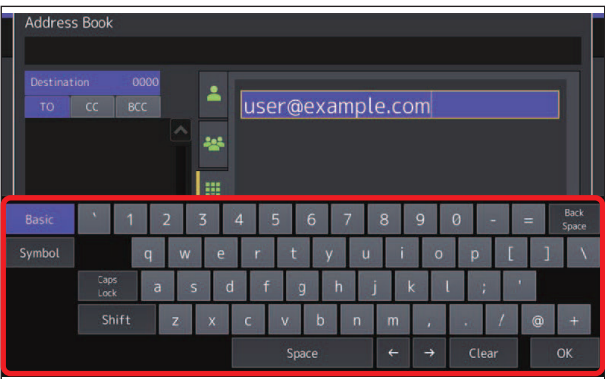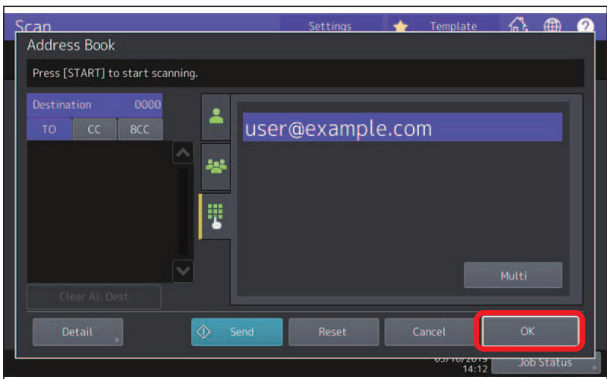
Sending Data to an E-mail Address

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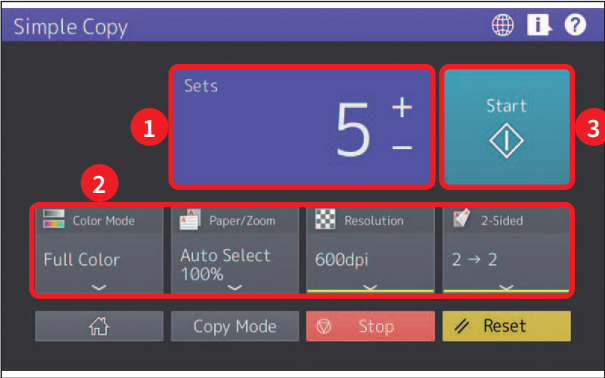

2 | Press the keypad icon

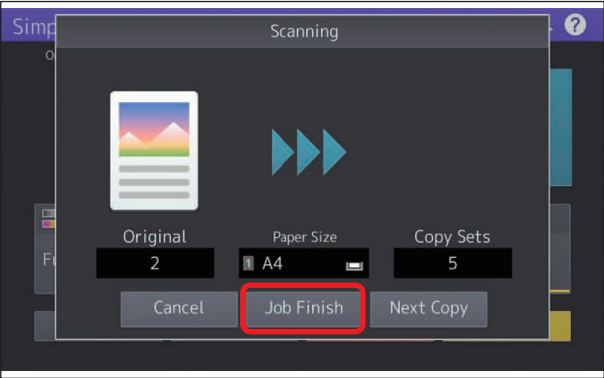3 | Enter an e-mail address, then press [Close].

4 | Press [OK].

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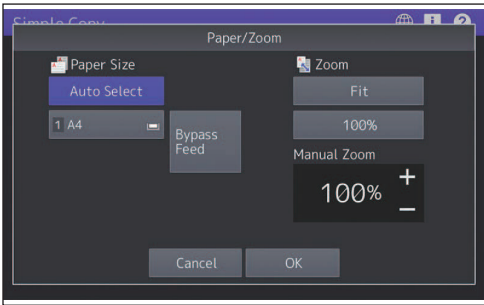# How to Guide - Simple Copy and Simple Scan

Using Simple Copy

1 | Press [Simple Copy] on the touch screen. Place the originals. Specify the number of copies (1) and colour mode (2), then press [Start] (3).
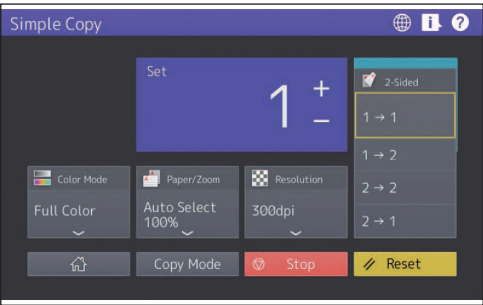

2 | If you have placed the original document on the original glass, press [Job Finish] to finish copying.
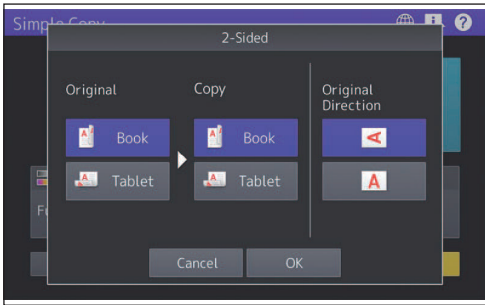
Simple Copy Settings

Sets: Specify the number of copies
Colour mode: Specify the colour mode and density
Paper/Zoom: Specify the copy paper and zoom
Resolution: Specify the resolution
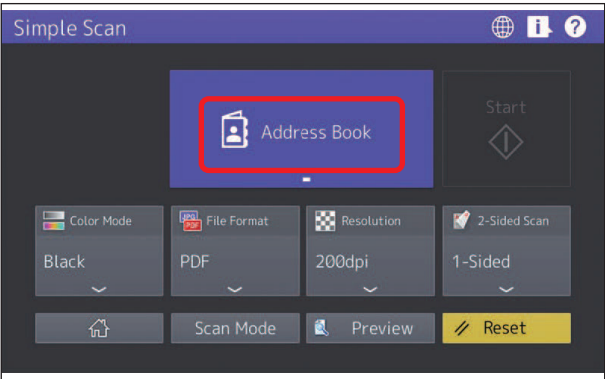**2-Sided Copy**: Specify the duplex setting for the original and copies
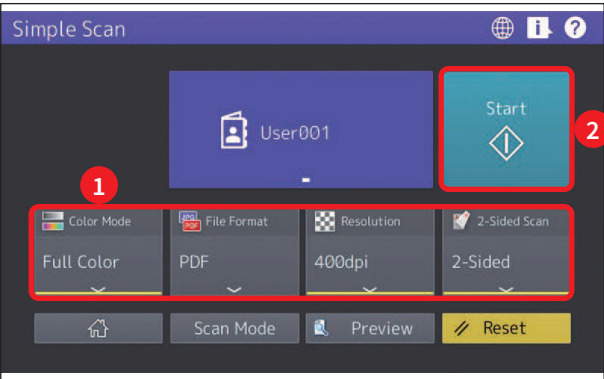

Paper/Zoom

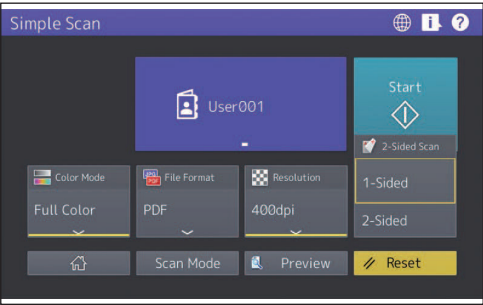*2-Sided Copy*

Using Simple Scan

1 | Press [Simple Scan] on the touch screen. Place the originals. Press [Address Book] and specify the recipient e-mail address.
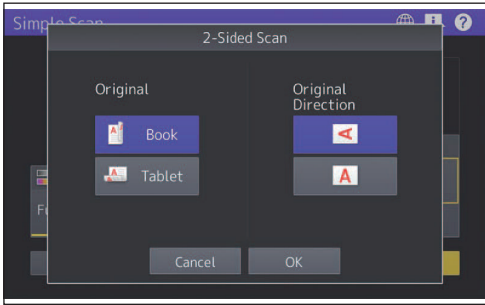

2 | Specify the colour mode (1) or other settings and press [Start] (2).

Simple Scan Settings

Colour mode: Specify the colour mode
File Format: Specify the file format
R the resolution
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.
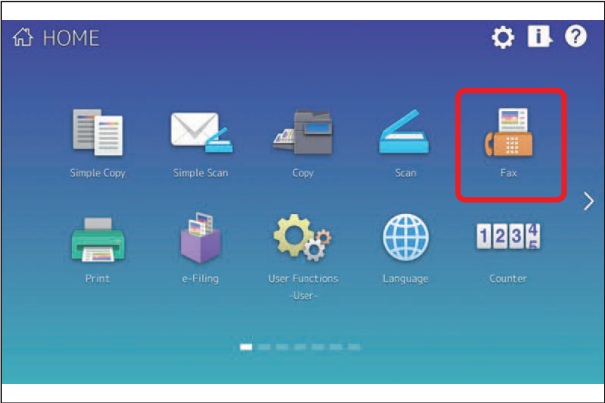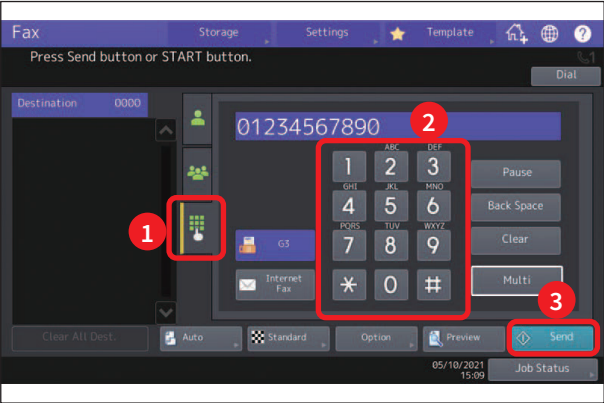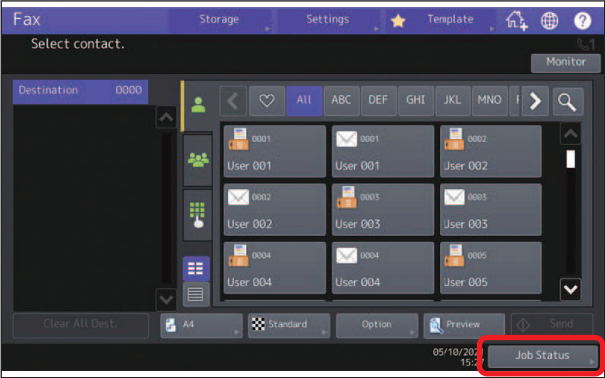

2-Sided Scan

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Sending a Fax

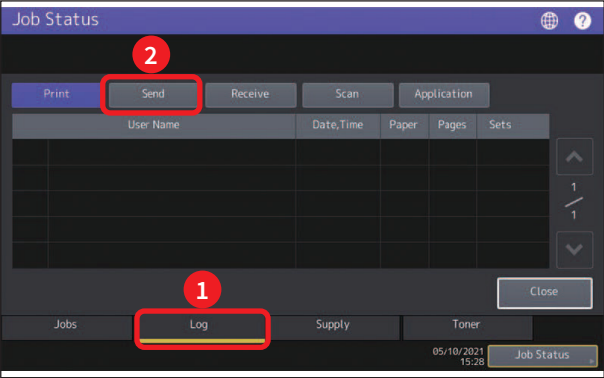1 | Press [Fax] on the home screen. Place the originals.

2 | Press the keypad icon (1) on the touch screen and enter the recipient fax number with the numeric keys (2), then press [Send] (3).

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.
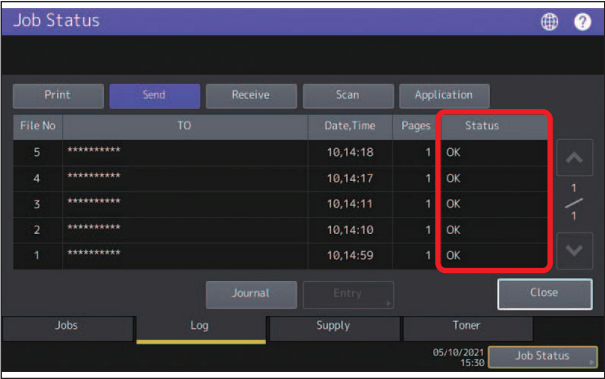
Checking the Communication Status (Log)

1 | Press [Job Status].

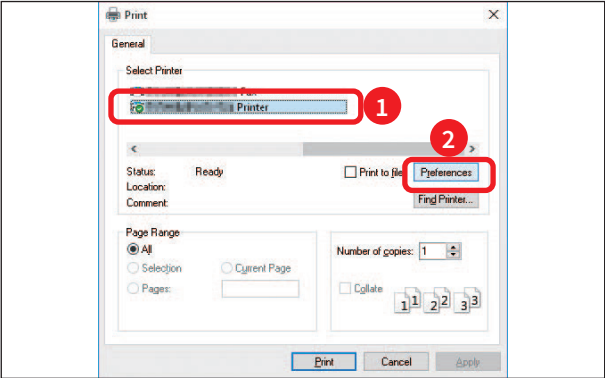2 | Select the [Log] tab (1), then press [Send].

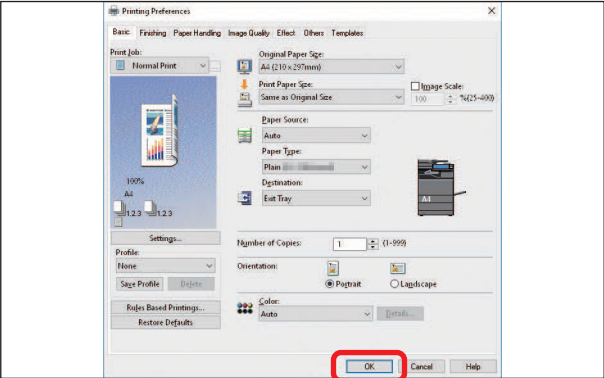3 | If [OK] is indicated as the Status, the transmission was successful.

Tip: To register recipients in the address book from the send/receive log screen, select the record, then press [Entry].
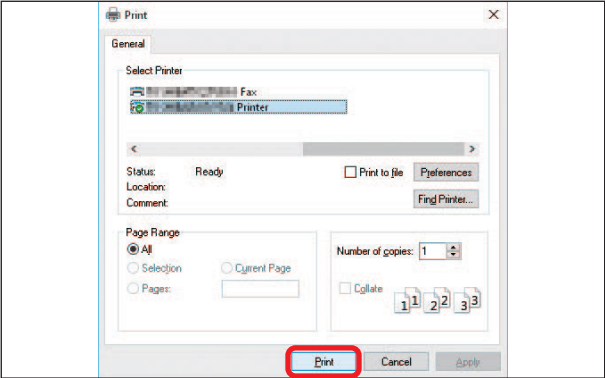
How to Guide - Printing

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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