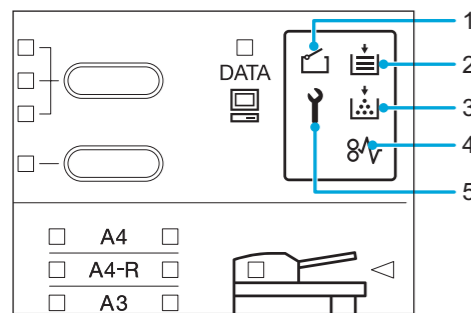


Quick Guide

Checking Machine Status

Copying Guide: Chapter 5



1. Cover open lamp
2. Paper empty lamp
3. Toner lamp
4. Paper jam lamp
5. Service call lamp

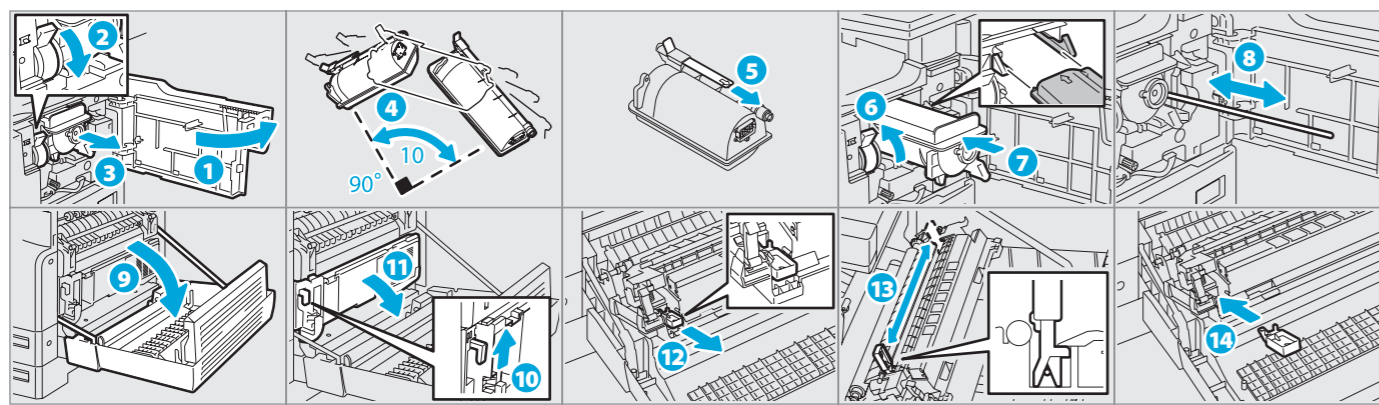
Toner lamp:
The toner lamp shows you the current status of the remaining toner (only when a TOSHIBA-recommended toner cartridge is used).

Lit: There is only a little toner left in the toner cartridge. (You do not have to replace the cartridge.)

Blinking: The toner in the toner cartridge has run out. (Replace the cartridge.)

Toner empty

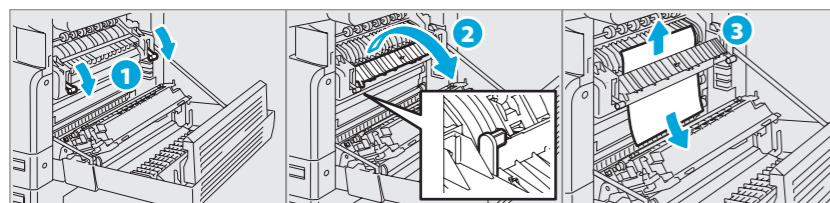
Copying Guide: Chapter 5



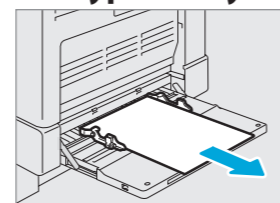
Paper jams

Copying Guide: Chapter 5

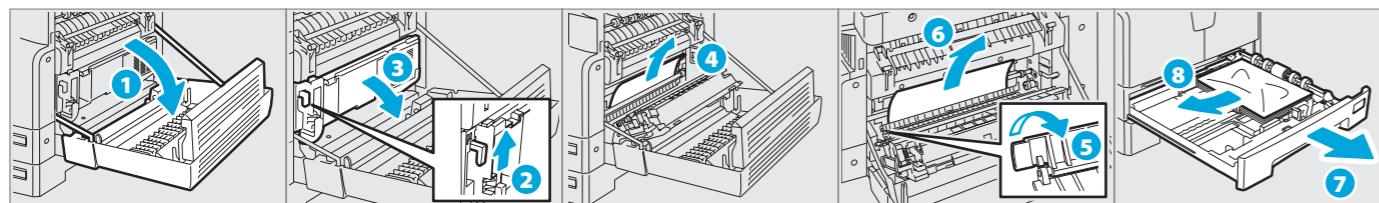
Within fuser unit



On bypass tray



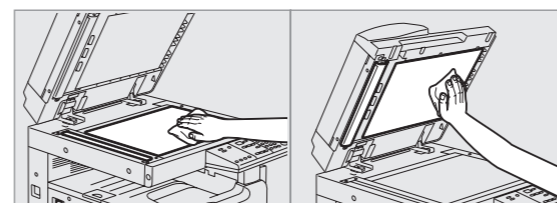
Behind transfer unit



Regular cleaning

Copying Guide: Chapter 6

Poor quality printing such as uneven and soiled images can be improved by simple cleaning. We recommend you to clean the equipment.



General Precautions

When using the equipment

⚠ WARNING

- Do not take off the cover of the equipment; otherwise you could be injured or get an electric shock.
- Do not remove or connect the plug with wet hands, as this could give you an electric shock.
- Do not place any container with liquid (flower vases, coffee cups, etc.) on or near the equipment. This could cause a fire or give you an electric shock.
- Keep paper clips and staples away from the air vent. If not, a fire could result or you could get an electric shock.
- If the equipment becomes excessively hot, smoke comes out of it or there is an odd smell or noise, proceed as follows. Turn the power OFF and remove the plug from the outlet, then contact your service representative.
- If the equipment will not be used for more than one month, remove the plug from the outlet for safety purposes during that time. If an insulation failure occurs, this could cause a fire or give you an electric shock.

⚠ CAUTION

- Do not place heavy objects (4 kg or more) on the original glass and do not press on it with force. Breaking the glass could cause personal injury.
- Do not place heavy objects (4 kg or more) on the equipment. If the objects fall off, this could cause injury.
- Be careful not to let your fingers be caught when closing the drawer. This could injure you.
- Do not touch the fuser unit or the metal area around it. Since they are very hot, you could be burned or the shock could cause you to get your hand injured in the machine.
- Be careful not to let your fingers be caught between the equipment and the side cover. This could injure you.
- Do not touch the hinge (= a connecting part) on the rear side of the Automatic Document Feeder (optional). This could catch and injure your fingers when you open or close the Automatic Document Feeder (optional).

Other points

- Do not turn the power OFF with jammed paper left inside the equipment. This could cause malfunctions when the main switch is turned ON next time.
- Be sure to turn the power OFF when leaving the office or if there is a power failure.
- Be careful because the paper exit area and paper just after exiting are hot.
- Do not place anything other than paper on the receiving tray. This could disturb a normal operation and cause malfunctions.
- Do not touch the photoconductive drum surface or the transfer charger. This could cause image problems.
- Do not open/close the covers and the bypass tray, or pull out the drawers during printing.

When handling supplies

⚠ WARNING

Never attempt to incinerate toner cartridges. This could cause an explosion. Do not dispose of used toner cartridges. Contact your service representative.

Other points

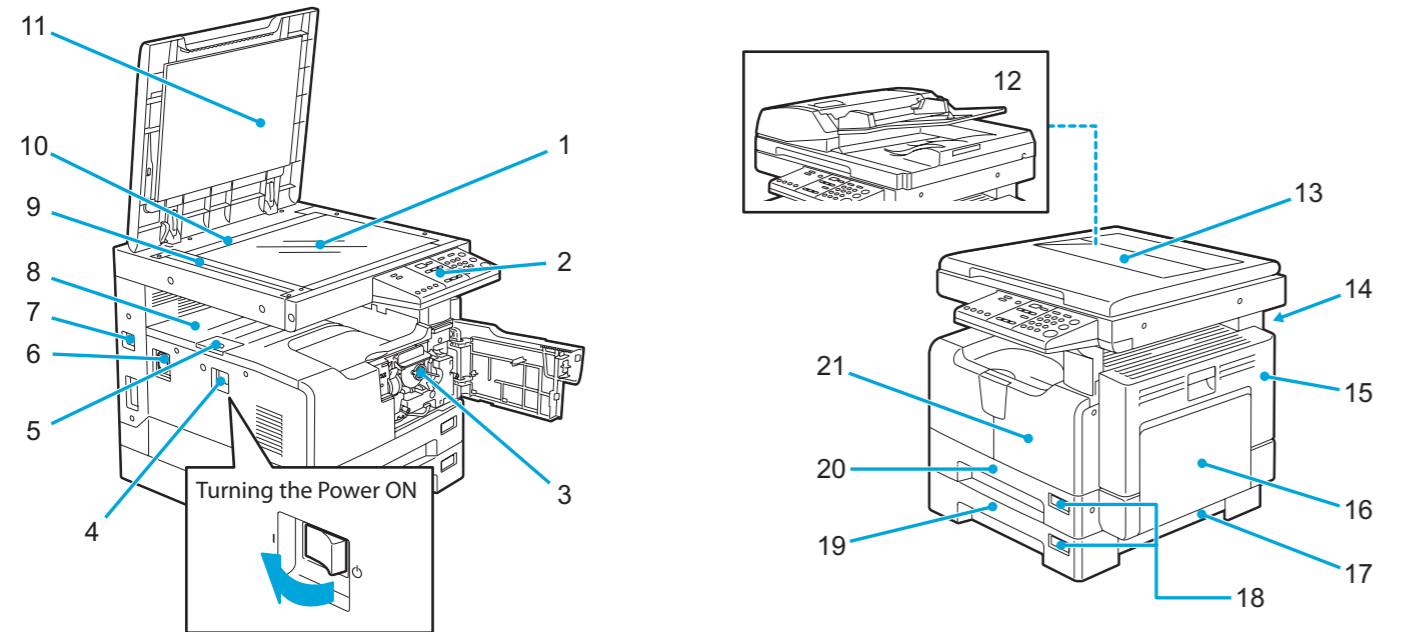
- Read the operator's manual carefully to replace the toner cartridge using the correct procedure. An improper procedure could cause toner leakage or scattering.
- Do not open the toner cartridge forcibly. This could cause toner leakage or scattering.
- Keep the toner cartridge out of the reach of children.
- If toner is spilt on your clothes, wash it off with cold water. Your clothes will be stained with toner and it will not come out if you use warm water.
- If toner leaks from the toner cartridge, be careful not to inhale or touch it.

First-aid measures

- If you inhale or touch toner, etc; carry out the following treatment.
- Inhalation: Remove from exposure area to fresh air immediately. Contact a physician if there is any difficulty in breathing or other signs of distress.
 - Skin Contact: Wash with soap and water. Wash clothing before reuse. If irritation occurs or is persistent, seek medical attention.
 - Eye Contact: Immediately flush eyes with plenty of water for at least 15 minutes. If irritation persists, call a physician.
 - Ingestion: Dilute stomach contents with several glasses of water.

Component description

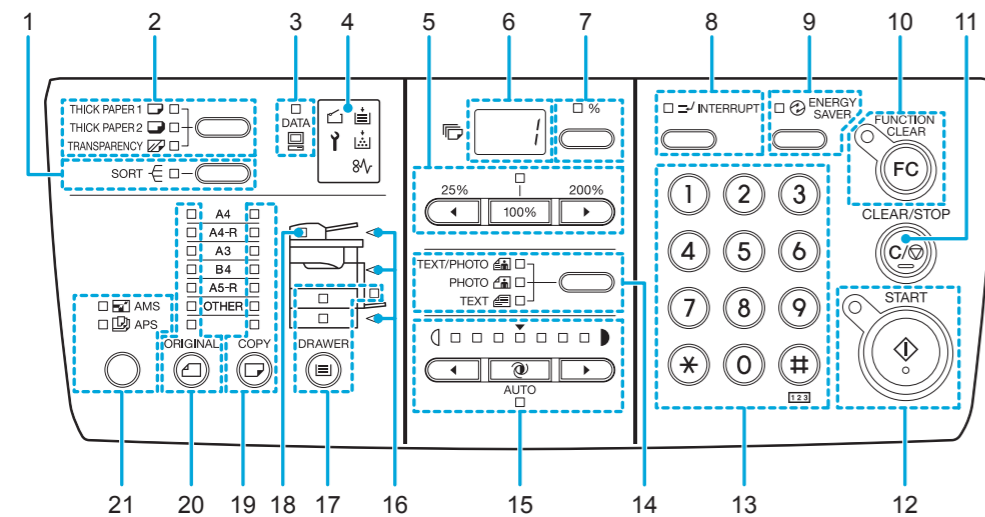
Copying Guide: Chapter 1



- | | | | |
|-------------------------|--------------------|---|--|
| 1. Original glass | 8. Receiving tray | 12. Automatic Document Feeder (optional, MR-2020) | 16. Bypass tray |
| 2. Control panel | 9. Scanning area | 13. Platen Cover | 17. Paper feed cover (of the Paper Feed Unit (optional)) |
| 3. Toner cartridge | 10. Original scale | 14. Operator's Manual pocket (Back side) | 18. Paper size indicator |
| 4. Power switch | 11. Platen sheet | 15. Side cover | 19. Paper Feed Unit (optional, MY-1038) |
| 5. Paper exit stopper | | | 20. Drawer |
| 6. AC-IN terminal | | | 21. Front cover |
| 7. USB terminal (4-pin) | | | |

Control Panel

Copying Guide: Chapter 1



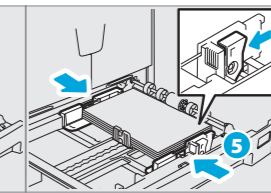
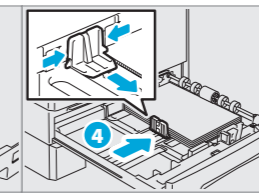
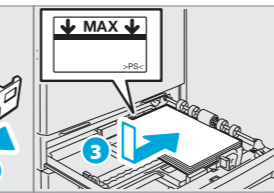
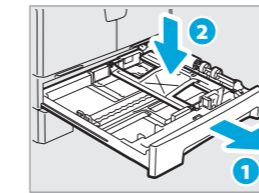
- | | | |
|------------------------------------|---|--------------------------------------|
| 1. [SORT] button/lamp | 7. Copy qty. / zoom display selecting button/lamp | 12. [START] button/lamp |
| 2. Media type setting button/lamps | 8. [INTERRUPT] button/lamp | 13. Digital keys |
| 3. [DATA] lamp | 9. [ENERGY SAVER] button/lamp | 14. Original mode button/lamps |
| 4. Message lamps | 10. [FUNCTION CLEAR] button/lamp | 15. Density adjustment buttons/lamps |
| 5. Zoom buttons/lamp | 11. [CLEAR/STOP] button | 16. Paper jam position lamps |
| 6. LED display | | 17. [DRAWER] button/lamps |
| | | 18. Original setting lamp |
| | | 19. [COPY] button/lamps |
| | | 20. [ORIGINAL] button/lamps |
| | | 21. APS/AMS selecting button/lamps |

- | | |
|------------------------------------|---|
| 1. [SORT] button/lamp | 7. Copy qty. / zoom display selecting button/lamp |
| 2. Media type setting button/lamps | 8. [INTERRUPT] button/lamp |
| 3. [DATA] lamp | 9. [ENERGY SAVER] button/lamp |
| 4. Message lamps | 10. [FUNCTION CLEAR] button/lamp |
| 5. Zoom buttons/lamp | 11. [CLEAR/STOP] button |
| 6. LED display | |

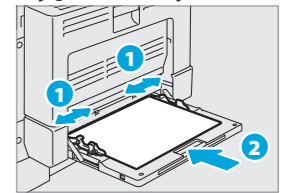
Loading paper

Copying Guide: Chapter 1

Drawer



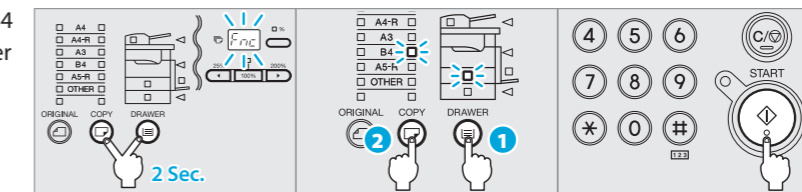
Bypass tray



Setting paper size

Copying Guide: Chapter 1

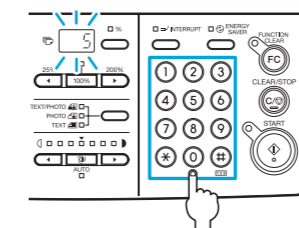
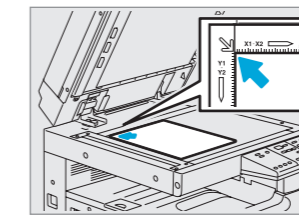
Example) Registering B4 size in the upper drawer



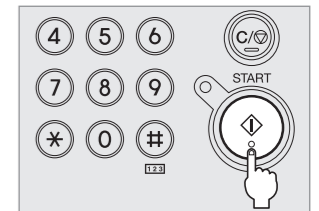
Copier

Copying Guide: Chapter 2

- Place the original with its face down on the original glass and align it against the left rear corner.
- Key in the desired number of copies.



- Select the copy modes as required.
- Press the [START] button.



Driver installation

TOSHIBA Viewer V2 Operator's Manual

Installing the driver requires the administrator authority.

Using Plug and Play

- Connect the equipment to the computer using a USB cable, and then start the computer.
 - Turn on the power of the equipment.
 - Follow the dialog of the operation system.
- Now printer and scanner functions are available.

Using installer in Windows 7

For Windows 7, please use the installer.

- Insert TOSHIBA Viewer V2 CD-ROM into the CD-ROM drive of the computer.
 - Double-click [Setup.exe] on the CD-ROM.
 - Follow the instructions of the installer.
- Now printer and scanner functions are available.

Note for installing from installer

- Do not connect the USB cable to the equipment until the instruction appears.
- Exit all running applications, if any.
- If the [User Account Control] window appears, click [Allow], [Continue] or [Yes] on Step 2.

Connecting computer

Use a type A (4 pin, male) to type B (4 pin, male) USB cable.

