Troubleshooting

Toner empty

Paper misfeed

```
MISFEED      E130
OPEN SIDE COVER
```

On Bypass tray

In Side cover

In RADF

In PFU

TOSHIBA
Leading Innovation ⟫⟫⟫

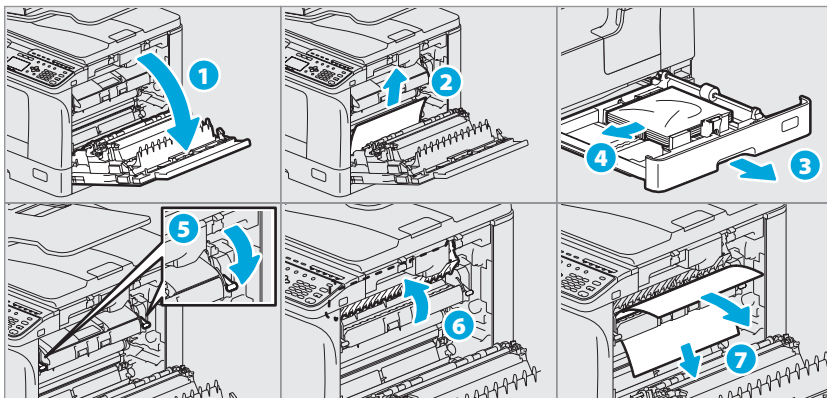MULTIFUNCTIONAL DIGITAL SYSTEMS

e-STUDIO2309A/2809A
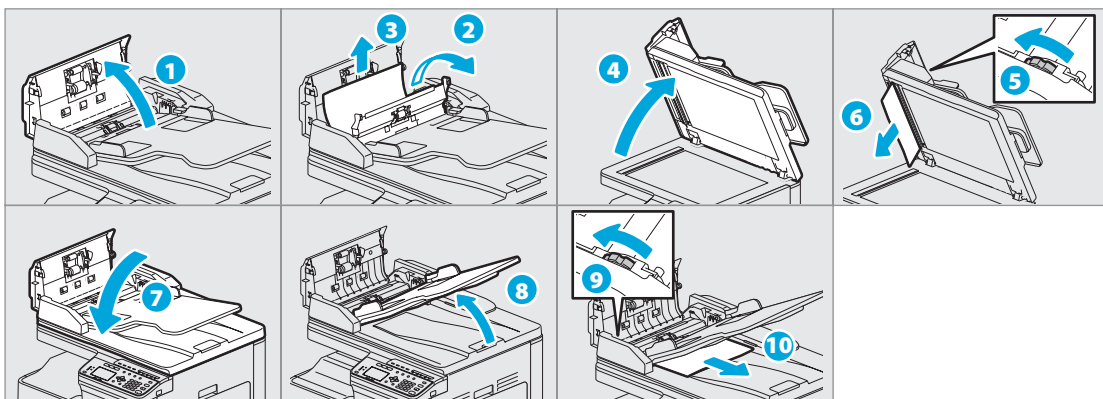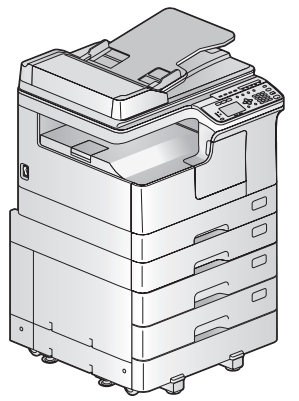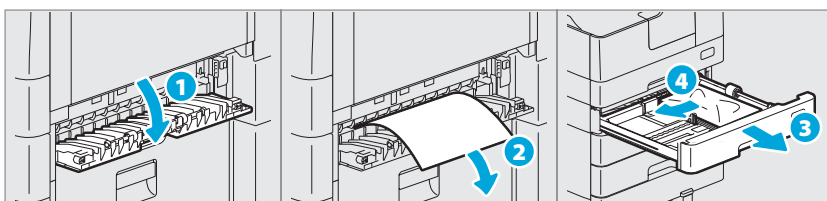
Quick Guide

This manual describes the components, preparations, basic operations, and troubleshooting for the equipment. **Before using the equipment, read the *Safety Information* (Printouts).** The DVD bundled with the equipment contains the manuals (PDF file).
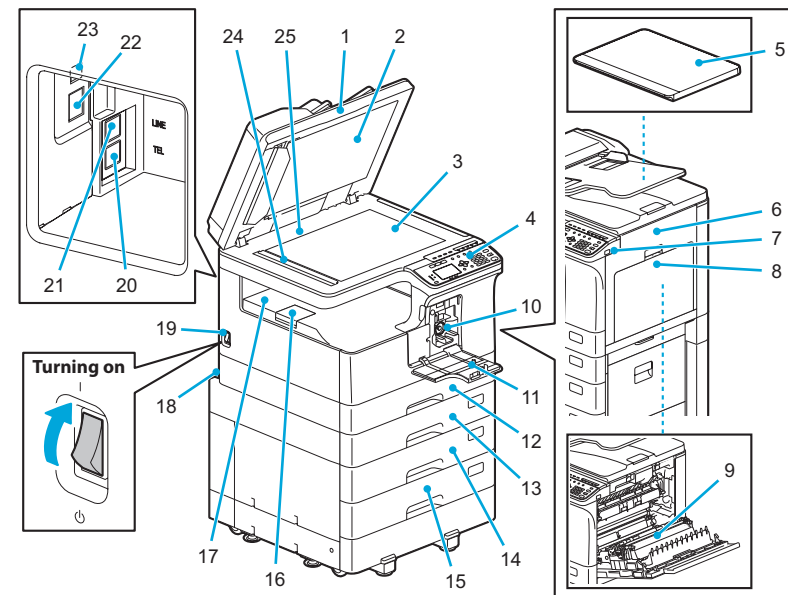
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Component Description

Equipment

Turning on

1. Reversing Automatic Document Feeder (RADF)*
2. Platen sheet
3. Original glass
4. Control panel
5. Platen Cover*
6. Side cover
7. USB port
8. Bypass tray
9. Automatic Duplexing Unit
10. Toner cartridge
11. Front cover
12. Drawer
13. Paper Feed Unit (PFU)*
14. Paper Feed Pedestal*
15. Drawer Module*
16. Paper exit stopper
17. Receiving tray
18. AC-IN terminal (rear)
19. Power switch
20. TEL*
21. LINE*
22. Network interface connector
23. USB terminal (4-pin)
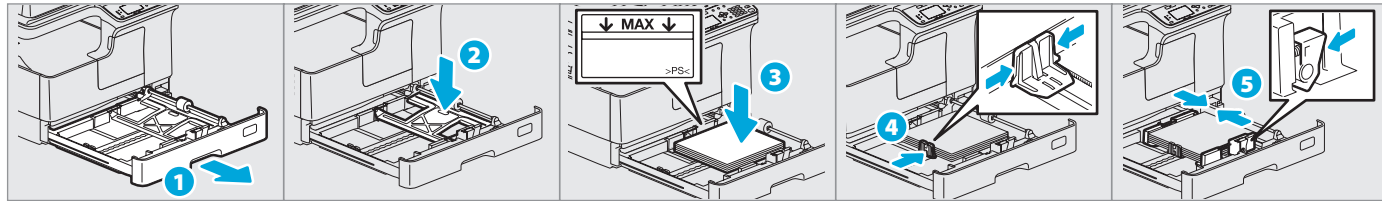24. Scanning area
25. Original scale

Control panel
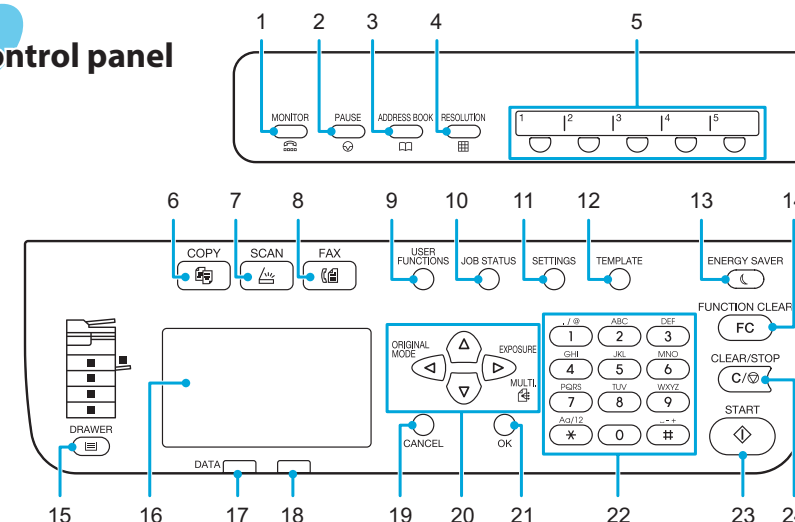
1. MONITOR*
2. PAUSE*
3. ADDRESS BOOK*
4. RESOLUTION*
5. One Touch*
6. COPY
7. SCAN
8. FAX
9. USER FUNCTIONS
10. JOB STATUS
11. SETTINGS
12. TEMPLATE
13. ENERGY SAVER
14. FUNCTION CLEAR
15. DRAWER
16. LCD screen
17. DATA
18. Alert lamp
19. CANCEL
20. △▽◁▷
21. OK
22. Digital keys
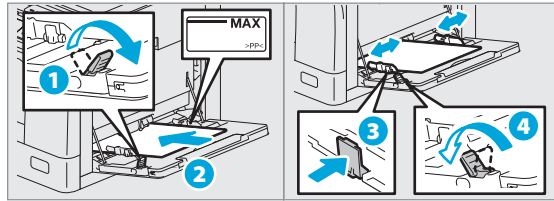23. START
24. CLEAR/STOP

* optional

Before Use

Loading paper

Drawer

Bypass tray

To set paper size of Drawer
When you load paper in the drawer, a pop-up window appears. Follow the instructions and set the paper size. (When the "POP UP" function is set to "ENABLE".)

Driver installation

Installing the driver requires the administrator authority. For Windows 7, Windows 8.1, Windows Server 2008 R2, Windows Server 2012 , or Windows Server 2016, use the installer.

Note when installing from installer
• Close all running applications.
• If the installer does not automatically start, double-click "Setup.exe" in the DVD.

Connecting computer
Before installing the drivers, connect the equipment and the computer with a USB cable or Network interface cable.
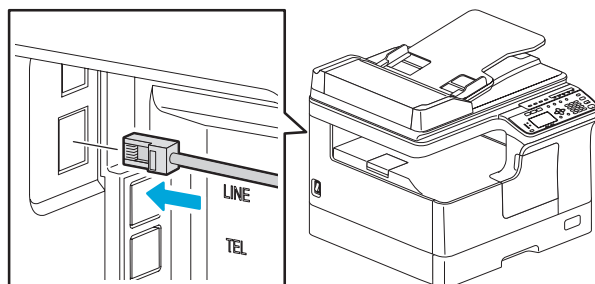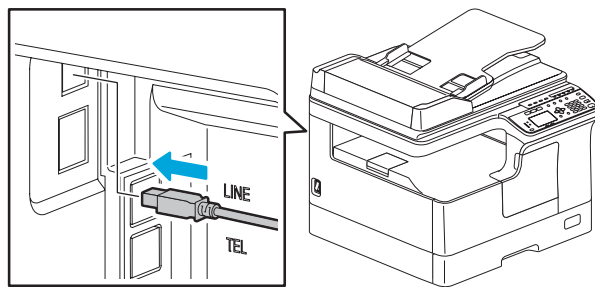
Using installer
1. Close all running applications.
2. Make sure that the equipment is turned on.
3. Insert the DVD into the computer.
4. Double-click "Setup.exe".
5. Follow the on-screen instructions.
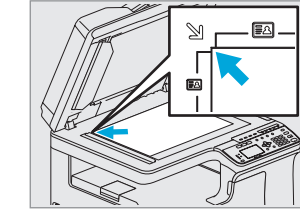
Printer and scanner functions are available.
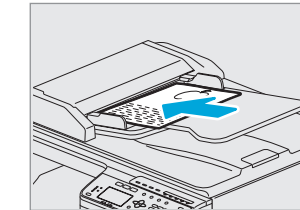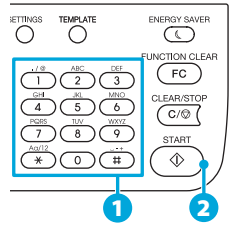
Basic Operations

Copier

1. Place the original(s).

Original glass

RADF

2. Press [COPY] and make the copy settings.

```
📄 READY
🔲 100% 📄 A4        1
AUTO EXPOSURE    ▲
TEXT/PHOTO       ▼
```

3. Enter the number of copies with the digital keys ❶, and then press [START] ❷ to copy.

To stop copying
Press [CLEAR/STOP]

To reset settings and LCD screen after copying
Press [FUNCTION CLEAR]

Shortcut keys
Press ◁ : "ORIGINAL MODE"
Press ▷ : Europe and Americas "EXPOSURE", Except Europe and Americas "ID CARD"

Printer

1. Select [Print] from the application's [File] menu.
2. Select your printer ❶, and then click [Preferences] ❷.
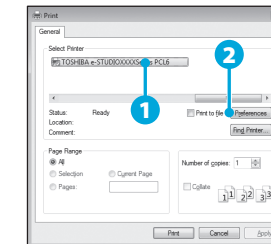
3. Make print option settings, and then click [OK].
4. Click [Print] ([OK]).

Scanner

Scan to USB Memory
1. Place the original(s).
2. Press [SCAN].
3. Connect the USB storage device to the equipment and wait a few seconds.
4. Press ▽ or △ to select "USB", and then press [OK].
5. Press ▷ to make the scan settings as required.
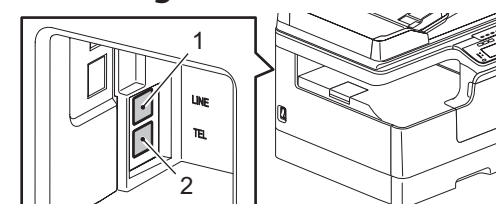6. Press [START] to scan your documents.

TWAIN Scan
1. Place the original(s).
2. Launch a TWAIN-compliant application.
3. Select the device from the application's [File] menu.
4. Select the menu to scan from the application's [File] menu.
5. Make the scan settings, and then click [Scan].

Fax

Connecting Cables

1. LINE   Connect a telephone line.
2. TEL   Connect an external telephone.

Sending a Fax
1. Place the original(s).
2. Press [FAX].
3. Make settings for transmission conditions.
4. Specify the destination.
5. Press [START].

Registering an Address Book
1. Press [USER FUNCTIONS].
2. Select "ADDRESS BOOK" → "PHONE BOOK".
3. Make settings for "SPEED DIAL", "GROUP DIAL", and "ONE TOUCH", and then press [OK].