

**MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /  
MULTIFUNCTIONAL DIGITAL SYSTEMS**

# **Information About Equipment**

---

**e-STUDIO2020AC/2520AC**

**e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC**

**e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A**



# Preface

---

Thank you for purchasing our product.  
This manual presents information about this equipment.

## ■ How to read this manual

### □ Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

 <b>WARNING</b>	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding objects.
 <b>CAUTION</b>	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.
<b>Note</b>	Indicates information to which you should pay attention when operating the equipment.
<b>Tip</b>	Describes handy information that is useful to know when operating the equipment.
	References describing items related to what you are currently doing. See these references as required.

### □ Target audience for this manual

This is a manual that is aimed at general users and administrators.

### □ Model and series names in this manual

In this manual, each model name is replaced with the series name as shown below.

Model name	Series name
e-STUDIO2020AC/2520AC	e-STUDIO6525AC Series
e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC	
e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A	e-STUDIO6528A Series

### □ Screens in this manual

The details on the screens may differ depending on your model and how the equipment is used, such as the status of the installed options, the OS version and the applications.

### □ Abbreviations in this manual

In this manual, “Dual Scan Document Feeder” (DSDF) and “Reversing Automatic Document Feeder” (RADF) are collectively referred to as “Automatic Document Feeder” (ADF).

### □ Trademarks

For trademarks, refer to the **Safety Information**.

---

## ■ Recommended Toner Cartridges

For optimal printing performance, we recommend that you use genuine Toshiba toner cartridges. If you use a Toshiba-recommended toner cartridge, the following functions are available.

**Cartridge detection:**

Notifies you if the toner cartridge is incorrectly installed.

**Toner remaining check:**

Notifies you when there is little toner remaining in the cartridge, and informs your authorized service representative automatically using a remote service.

**Image quality optimization:**

Controls image quality according to the characteristics of the toner and allows you to print images of an optimal quality.

Toshiba cartridges and containers are engineered to specifications designed to provide the best possible performance and image quality. Toshiba recommends that genuine Toshiba products are used to maintain peak performance and functionality.

If you are using a toner cartridge other than the one we recommend, the toner may not be recognized. If this occurs, contact your service representative. Toshiba Imaging Equipment does not prevent the use of Non-Manufacturer Cartridges and Containers.

# CONTENTS

---

<b>Preface</b> .....	<b>3</b>
How to read this manual .....	3
Recommended Toner Cartridges .....	4
<b>Chapter 1 Information About Equipment</b>	
<b>Description of Components</b> .....	<b>8</b>
e-STUDIO6525AC Series, e-STUDIO6528A Series .....	8
Control Panel .....	13
Motion Sensor .....	14
Names and Functions on the Home Screen .....	16
Using the Touch Panel.....	17
<b>Turning On/Off</b> .....	<b>19</b>
Turning on .....	19
Turning off.....	19
Saving energy when not in use – energy saving modes – .....	20
<b>Items Included with this Equipment</b> .....	<b>22</b>
<b>Advanced Applications</b> .....	<b>23</b>
Applications available for this equipment.....	23
Applications available for use in an iOS/Android mobile device.....	24
<b>Options</b> .....	<b>25</b>
e-STUDIO6525AC Series, e-STUDIO6528A Series .....	25
Using the Accessible Arm.....	27
Using the Accessory Tray.....	28
<b>Logging in</b> .....	<b>29</b>
Department management.....	29
User management .....	29
<b>Confirming Job Statuses of Printing/Copying/Scanning/Faxing</b> .....	<b>31</b>
Icons displayed on the job list.....	31
Confirming jobs in progress or ones in waiting.....	32
Confirming job history .....	37
Confirming the status of drawers.....	38
Confirming amount of toner remaining .....	39
<b>How to back up the data</b> .....	<b>40</b>
<b>INDEX</b> .....	<b>41</b>



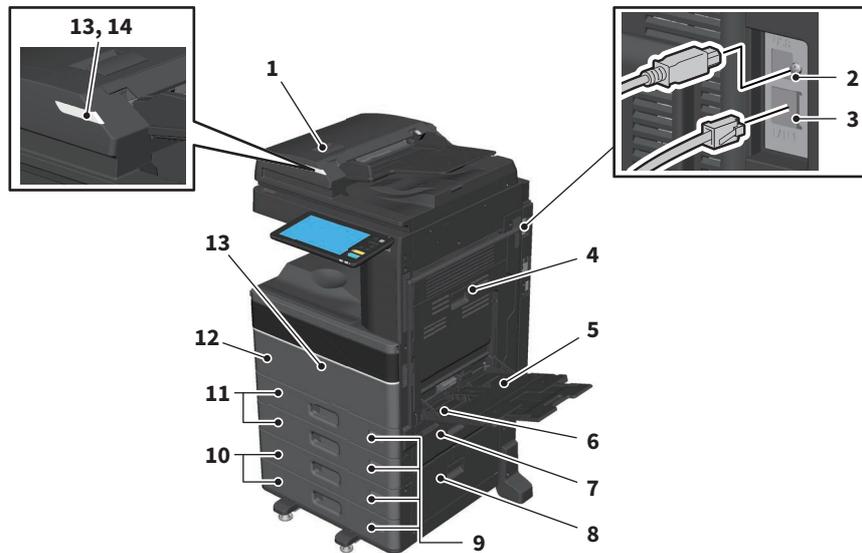
# 1

## **Information About Equipment**

## Description of Components

### ■ e-STUDIO6525AC Series, e-STUDIO6528A Series

#### □ Front / Right Sides



**1. Reversing Automatic Document Feeder or Dual Scan Document Feeder**

Scans both sides of the original one sheet at a time.

**Specifications - SPECIFICATIONS OF OPTIONS**

**2. USB terminal (4-pin)**

Connects to a computer with a commercially available USB cable.

**3. LAN port**

Connects to a network.

**4. Automatic duplexing unit**

Prints on both sides of the paper.

Open to clear misfed paper.

**5. Bypass tray**

For printing on special media types such as OHP film.

**6. Paper holding lever (e-STUDIO2020AC/2520AC, e-STUDIO2528A/3028A/3528A/4528A)**

Places paper on the bypass tray.

**7. Paper feed cover (on equipment)**

Open to clear misfed paper.

**8. Paper feed cover**

Open to clear misfed paper in the Paper Feed Pedestal or Large Capacity Feeder.

**9. Paper size indicator**

You can check the size of the paper set in the drawer.

**10. Paper Feed Pedestal and Additional Drawer Module or Large Capacity Feeder**

The Paper Feed Pedestal adds one drawer. The Additional Drawer Module can be installed. You can load A4 and LT size paper in the Large Capacity Feeder.

**Specifications - SPECIFICATIONS OF OPTIONS**

**11. Drawer**

Load paper in the drawer.

**Specifications - SPECIFICATIONS OF PAPER - Acceptable paper**

**12. Front cover**

Open when replacing the toner cartridge.

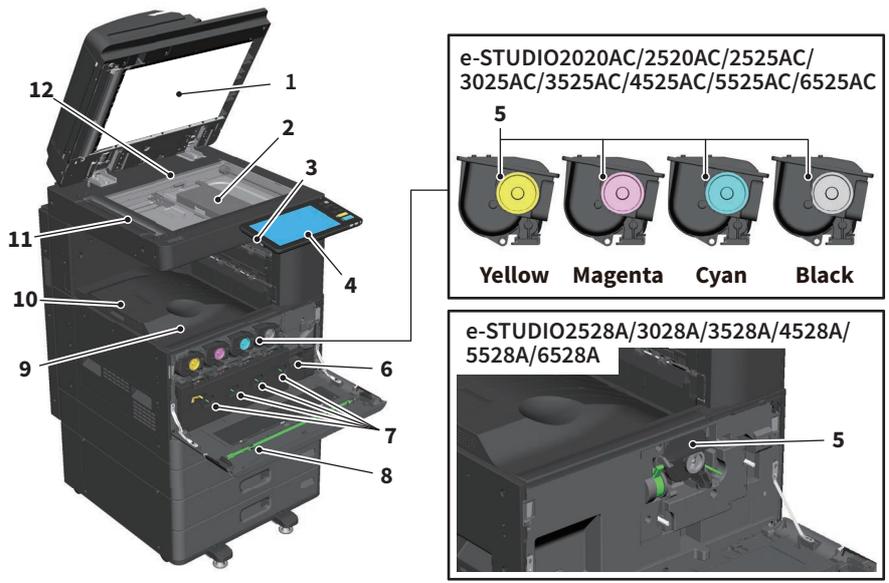
**13. Alarm lamp (Orange)**

Lights when a paper misfeed has occurred in the Reversing Automatic Document Feeder or Dual Scan Document Feeder.

**14. Document lamp (Blue)**

Lights when originals are placed in the Reversing Automatic Document Feeder or Dual Scan Document Feeder.

**❑ Left / Inner Sides**



**1. Platen sheet**

Stabilizes documents placed on the glass.

**Troubleshooting - REGULAR MAINTENANCE - Regular Maintenance**

**2. Original glass**

For copying book-type originals, and special paper such as OHP film, as well as plain paper.

**3. USB port**

For printing files stored in a USB storage device or saving scanned data to the USB storage device.

**4. Control panel**

Sets and operates various types of functions such as copying.

📖 P.13 “Control Panel”

**5. Toner cartridge**

When toner runs out, a message is displayed. Replace the cartridge.

**Troubleshooting - TROUBLESHOOTING FOR THE HARDWARE - Replacing a Toner Cartridge**

**6. Waste toner box**

Replace this when a message about waste toner box replacement is displayed.

**Troubleshooting - TROUBLESHOOTING FOR THE HARDWARE - Replacing the Waste Toner Box**

**7. Main charger cleaner**

When the print result is uneven, clean the main chargers.

**Troubleshooting - TROUBLESHOOTING FOR THE HARDWARE - Cleaning the Inside of the Equipment**

---

**8. Cleaner**

Cleans the LED print head or slit glass for color printers.

**Troubleshooting - TROUBLESHOOTING FOR THE HARDWARE - Cleaning the Inside of the Equipment**

**9. Exit tray**

Holds printouts.

**10. Paper exit stopper**

Prevents ejected paper from falling. Open when you print on a larger size of paper such as A3 and LD.

**11. Scanning area**

Reads documents fed through the Reversing Automatic Document Feeder or Dual Scan Document Feeder.

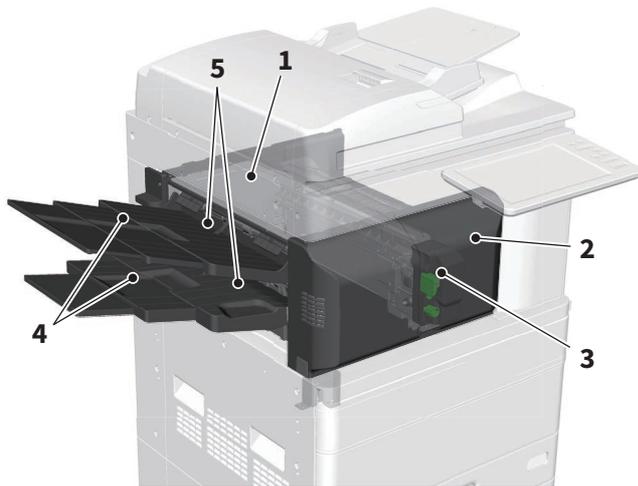
**Troubleshooting - REGULAR MAINTENANCE - Regular Maintenance**

**12. Original scale**

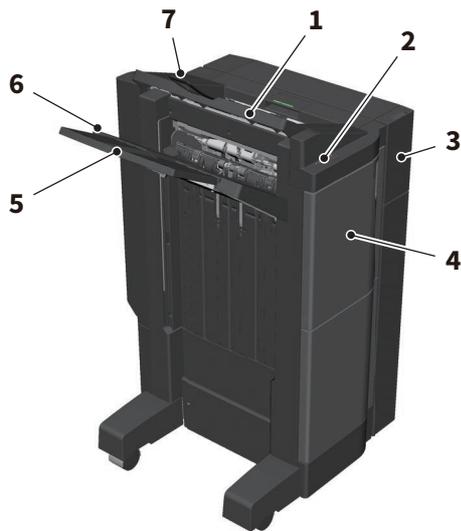
For checking the size of an original placed on the original glass.

**❑ Finisher / Job Separator**

**MJ-1048**



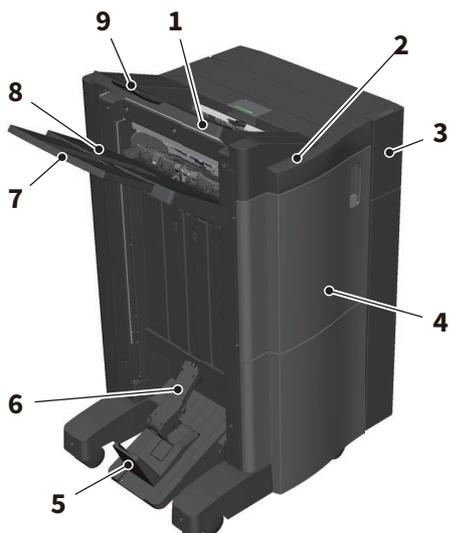
1. Top cover
2. Front cover
3. Hole Punch Unit MJ-6011E
4. Sub-tray
5. Receiving tray

**MJ-1113**

1. Upper receiving tray
2. Stapling control section
3. Hole Punch Unit MJ-6107E
4. Front cover
5. Sub-tray
6. Lower receiving tray
7. Tray holder

**Note**

- Open the tray holder when an attempt to output paper, which has a length longer than that of A3, is made or if the paper on the upper receiving tray does not align itself neatly. The output paper will be more likely to be aligned properly.
- Pull out the sub-tray when an attempt to output paper, which is longer than the lower receiving tray, is made. The output paper will be more likely to be aligned properly.

**MJ-1114**

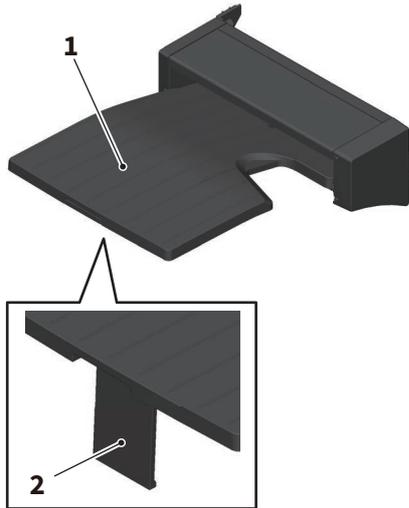
1. Upper receiving tray
2. Stapling control section
3. Hole Punch Unit MJ-6107E
4. Front cover
5. Stopper
6. Saddle stitch tray
7. Sub-tray

- 
8. Lower receiving tray
  9. Tray holder

**Note**

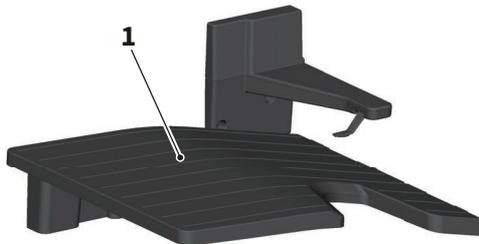
- Open the tray holder when an attempt to output paper, which has a length longer than that of A3, is made or if the paper on the upper receiving tray does not align itself neatly. The output paper will be more likely to be aligned properly.
- Pull out the sub-tray when an attempt to output paper, which is longer than the lower receiving tray, is made. The output paper will be more likely to be aligned properly.

**MJ-5014**



1. Tray
2. Paper stopper

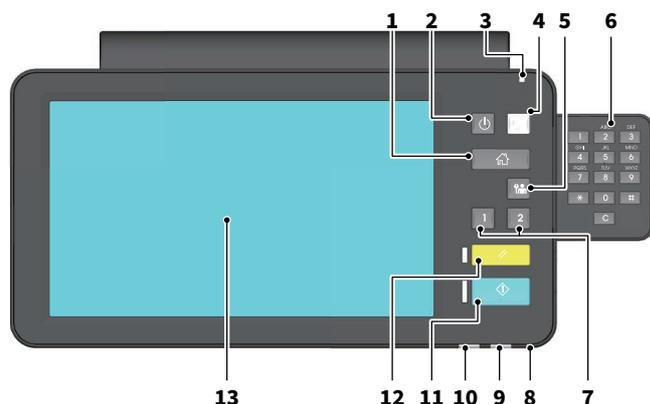
**MJ-5015**



1. Tray

## ■ Control Panel

Make for various operations and settings.



1. **[HOME] button**  
Displays the home screen.  
 P.16 “Names and Functions on the Home Screen”
2. **[POWER] button**  
Turns the power on or off.
3. **MAIN POWER lamp**  
Turns on when the power cable is connected.
4. **[ENERGY SAVER] button**  
Enter or recover from energy saving mode.
5. **[ACCESS] button**  
For when the department code or user information has been set.  
 P.29 “Logging in”
6. **Digital keys (Optional)**  
Use to enter numbers.
7. **[PROGRAMMABLE1] button / [PROGRAMMABLE2] button**  
Register frequently used functions to these buttons and press them for quick access.  
**User Functions - SETTING ITEMS (Admin) - General - Assigning the functions to the programmable button**
8. **MEMORY RX lamp**  
Turns on when receiving fax data and fax communications.
9. **Alarm lamp**  
Turns on when an error occurs and action needs to be taken.
10. **PRINT DATA lamp**  
Turns on when receiving data such as print data.
11. **[START] button**  
Starts operations such as copying. The blue lamp on the left of the button turns on when the equipment is ready.
12. **[FUNCTION CLEAR] button**  
Clears all selected functions and return to the default settings.
13. **Touch panel**  
Configure various functions such as copying.  
 P.17 “Using the Touch Panel”

**Tip**

Instead of the control panel, you can browse and operate it by means of a computer or a mobile terminal such as a tablet or a smartphone. For details, see the reference below:

**TopAccess - [Administration] - [Setup] Item List - Network settings - VNC Setting**

---

## ❑ Adjusting the angle of the control panel

You can adjust the angle of the control panel between 7 and 90 degrees from the horizontal position.



---

### ⚠ CAUTION

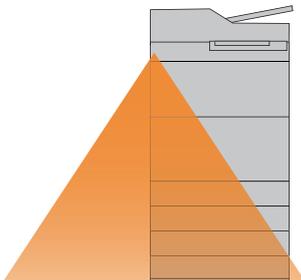
**Be careful not to catch your hands in the gap between the equipment and the control panel.**  
This could cause an injury.

## ■ Motion Sensor

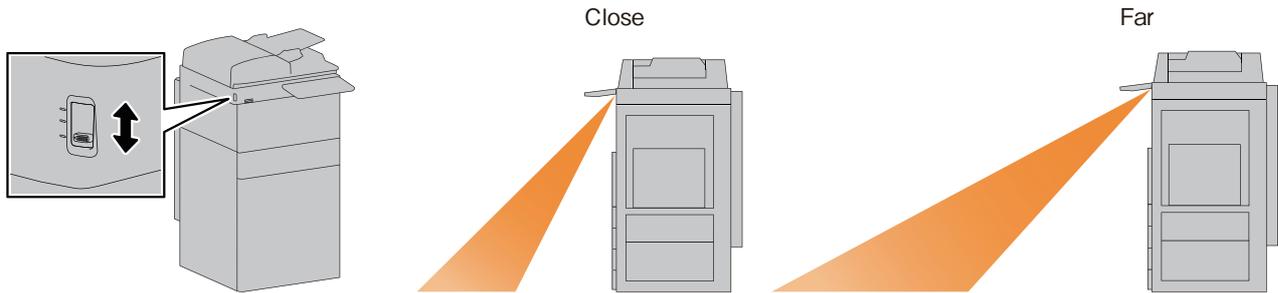
A motion sensor is equipped on the left front side of the equipment for the following models.

- e-STUDIO5525AC/6525AC

This equipment recovers from the sleep mode when a person is approaching, and thus can be used straightaway.  
The sensing range is 3 levels: close, normal and far.



The sensing range can be changed with the switch located on the left front side of the equipment. When the switch is shifted to the upwards, the sensing range is set to close. When the switch is shifted to the downwards, the sensing range is set to far.

**Note**

- Since temperature variation is detected, the sensing of the motion sensor may be lowered depending on the ambient temperature or installation environment.
- The sensing may fail even if a person is in the sensing range of the motion sensor. Moreover, when a person cuts across in front of this equipment, the sensing is carried out in a further away range.
- When the equipment does not automatically recover from the sleep mode even if a person is in front of the motion sensor, press the [ENERGY SAVER] button.
- Nothing is displayed on the touch panel depending on the setting mode of the motion sensor.

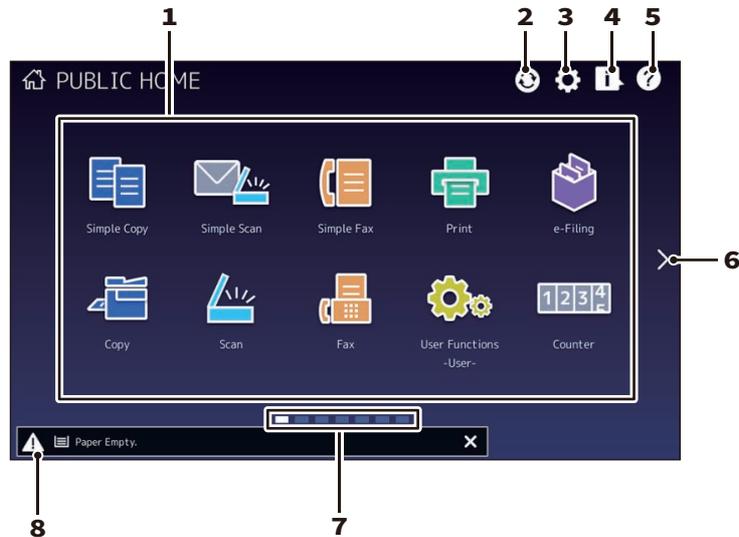
**Tip**

The settings related to the motion sensor can be changed from the touch panel. For details, see the reference below:

**User Functions - SETTING ITEMS (Admin) - General - Setting the energy saver modes**

## Names and Functions on the Home Screen

This screen appears when you turn the equipment on or press the [HOME] button. Buttons for various functions are displayed.



- 1. Recall button**  
Register functions, templates, URLs, etc. and recall them.
- 2. Home Data Sync button**  
Synchronize the data on the home screen. This button is displayed when the Public Home function is enabled.  
**TopAccess - [Administration] - [Setup] Item List - General settings - Home Setting**
- 3. Home Setting button**  
Modify the home screen settings.  
**User Functions - APPENDIX - Home Screen Settings**
- 4. Job Status button**  
Check the progress of jobs and the process history.  
P.31 “Confirming Job Statuses of Printing/Copying/Scanning/Faxing”
- 5. [?] (Help) button**  
Display information on each function.
- 6. Next button**  
Move to the next page.
- 7. Page Position indicator**  
Display the current page position.
- 8. Status area**  
Displayed when information is available.

### Tip

You can change the screen displayed when the equipment is turned on to another screen, such as the Copy function screen. For details, see the reference below:

**TopAccess - [Administration] - [Setup] Item List - General settings - Panel Setting**

## ■ Using the Touch Panel

The touch panel supports swipe and pinch operations.

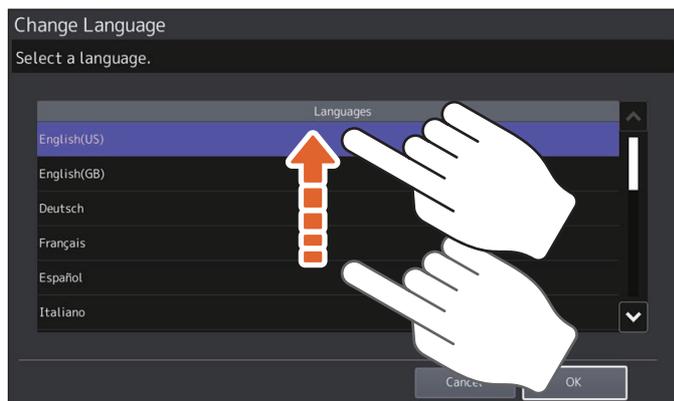
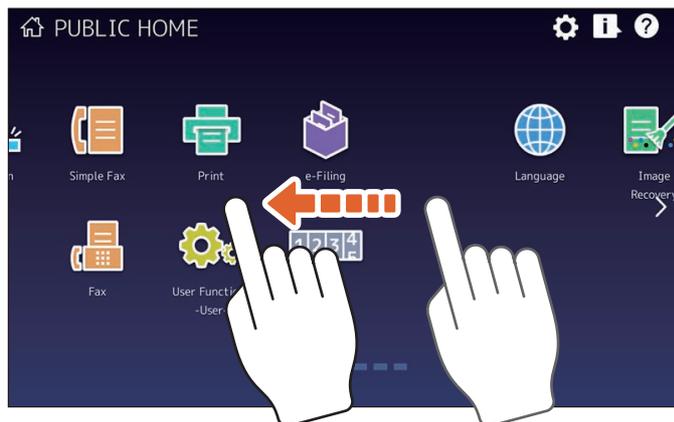
### □ Press (Tap)

Lightly press buttons on the screen with your finger and lift it immediately.



### □ Swipe

Press the screen with your finger and slide it in one direction. Turns pages on the home screen and scrolls up and down in a list.



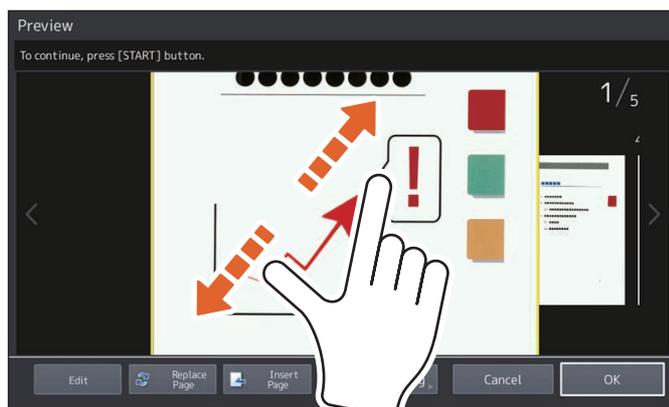
## ❑ Drag & Drop

You can replace the RECALL button on the home screen. Press the button with your finger, drag it to another place, and lift your finger.



## ❑ Pinch (pinch and spread)

Press the screen with two fingers, pinch them together or spread them apart on the screen. You can use this operation in the preview functions, etc.



## Turning On/Off

This section explains how to turn the power on and off as well as the energy saving mode.

### ■ Turning on



Press the [POWER] button.

- The equipment starts warming up. The message is displayed to inform you that the equipment is warming up. This may take longer than normal depending on the status and condition.
- While the equipment is warming up, you can use the auto job start function. For details, see the reference below:  
**Copy - HOW TO MAKE COPIES - Basic Copying Procedure - Scanning the next original during copying (auto job start)**

The home screen is displayed when ready.

When turning off, you also need to shut down by pressing the [POWER] button on the control panel. For details, see the reference below:

P.19 "Turning off"

#### Tip

Log in to the equipment if you are managing this equipment with the Department Management function or User Management function.

P.29 "Logging in"

### ■ Turning off

Follow the steps below. Check the following items before turning off the equipment.

- No jobs should be left in the print job list.
- The PRINT DATA lamp (blue) or the MEMORY RX lamp (green) should not be flashing. (If the equipment is shut down while any of the above lamps are flashing, jobs in progress such as FAX reception will be aborted.)
- No computer should access the equipment over a network, such as TopAccess.

#### Note

- When the [ENERGY SAVER] button (green) is on or flashing on the control panel, or the touch panel screen is still ON, do not disconnect the power cable. Stored data may be lost or the internal storage device may be damaged.
- If you press the [POWER] button while a job is running, a message is displayed asking if you want to delete the current job and turn off the equipment. Press [Yes] to delete the job in progress and to turn off the power. If you do not want to turn off the power, press [No].



Press the [POWER] button.

You can then select how to turn the equipment off.

If you press [Shutdown], the screen disappears and the equipment is turned off after a short while.

**Note**

When turning the equipment back on after turning it off, wait for approximately 30 seconds.

## ■ Saving energy when not in use – energy saving modes –

The following modes are available; Automatic Energy Save mode, Sleep mode, and Super Sleep mode. The table below shows the procedures to switch modes manually and conditions under which it enters into or recovers from each mode.

Energy saving modes	Procedure to switch modes	Conditions to enter into the mode	Status of equipment	Conditions to recover from the mode
Automatic Energy Save mode	When a specified period of time <sup>*1</sup> has passed since the last use of the equipment.	—	A message is displayed to indicate the energy saving status.	When you press a button on the control panel. When print or fax data are received. When the ADF or original cover is open. When an original is detected by the ADF.
Sleep mode	When a specified period of time <sup>*1</sup> has passed since the last use of the equipment or when you press the [ENERGY SAVER] button <sup>*2</sup> .	When a particular protocol <sup>*3</sup> is enabled.	The touch panel display turns off. The [ENERGY SAVER] button turns green.	Same as the Automatic Energy Save mode.
Super Sleep mode	When a condition to shift into the super sleep mode is satisfied <sup>*1 *4</sup> .	When particular protocol and setting <sup>*3</sup> are disabled.	The touch panel display turns off. The [ENERGY SAVER] button turns green.	When you press the [ENERGY SAVER] button on the control panel. When print or fax data are received through a wired LAN. When the time set for Scheduled Print has come. When the motion sensor <sup>*5</sup> detects the approaching of a person.

<sup>\*1</sup> The default value is 1 minute.

<sup>\*2</sup> The [ENERGY SAVER] button on the control panel.

<sup>\*3</sup> Any of IPX and other protocols. When the IPsec function is enabled, the equipment enters Sleep mode.  
For details, see the reference below:

**TopAccess - [Administration] - [Setup] Item List - General settings - Setting up Energy Save**

<sup>\*4</sup> Depending on the network environment, the time for switching to Super Sleep mode may take more than 10 minutes even if it is set to 10 minutes or less.

<sup>\*5</sup> The motion sensor can be used only for some models. For details, see the reference below:  
 P.14 "Motion Sensor"

To change the time for entering each mode, see the reference below:

**User Functions - SETTING ITEMS (Admin) - General - Setting the energy saver modes**

**Note****For the European version**

Contact your service representative to change the default settings.

When the set time for switching to the Automatic Energy Save mode is the same as the Sleep mode or Super Sleep mode, the equipment enters into the Sleep mode or Super Sleep mode.

**Note**

If an original is placed on the original glass during energy saving mode, the size is not detected even when the equipment recovers from this mode. After pressing the [START] button or the [POWER] button to recover from the mode, place it on the glass again.

## Items Included with this Equipment

---

The following items are included with the equipment. Check that you have them all. Contact your service technician or representative if any are missing or damaged.

### Items included with this equipment

<b>Safety Information</b>	Describes the necessary precautions for use. Read this booklet first.
<b>Quick Start Guide</b>	Describes the basic operations of the equipment.
<b>Client Utilities/User Documentation DVD</b>	Contains PDF files of the Operator's Manuals such as the Copying Guide. Contains client software such as the printer drivers and the utility software. For details, see the reference below: <b>Installation - OVERVIEW - About the Install Disc</b>

## Advanced Applications

Various applications are available to enhance the functionality of your equipment. The availability of applications varies by region. For details, contact your service technician or representative.

### ■ Applications available for this equipment

<b>e-BRIDGE Plus for Google Drive</b>	Through the use of Google Drive (the cloud service of Google), you can upload scan data from this equipment to Google Drive, and can download and print a file in Google Drive.
<b>e-BRIDGE Plus for Dropbox</b>	Through the use of Dropbox (the cloud service of Dropbox), you can upload scan data from this equipment to Dropbox, and can download and print a file in Dropbox.
<b>e-BRIDGE Plus for OneDrive</b>	Through the use of OneDrive (the cloud service of Microsoft), you can upload scan data from this equipment to OneDrive, and can download and print a file in OneDrive.
<b>e-BRIDGE Plus for Box</b>	Through the use of Box (the cloud service of Box), you can upload scan data from this equipment to Box, and can download and print a file in Box.
<b>e-BRIDGE Plus for USB Storage / e-BRIDGE Plus Auto Launcher</b>	You can store scan data in a USB storage device and can print a file in a USB storage device.
<b>e-BRIDGE Plus for Green Information</b>	You can check to what degree the reduction in paper use has been achieved, something which would contribute to environmental conservation, by collecting, tallying and storing the counter information from the equipment.
<b>e-BRIDGE Plus for Zone OCR</b>	You can scan characters and barcodes within the specified zones on originals scanned by the MFP with the OCR function and can save them in the shared folders on the network together with the recognized results. In addition, you can automatically give file names and create storage folders by using recognized results. Recognized results can be checked and edited using the attached tool.
<b>e-BRIDGE Plus for WebDAV</b>	Through the use of the WebDAV protocol, you can upload scan data from this equipment to a WebDAV server and can download and print a file in a WebDAV server.
<b>e-BRIDGE Plus for SharePoint Online</b>	Through the use of SharePoint Online (the cloud service Microsoft 365 of Microsoft), you can upload scan data from this equipment to SharePoint Online, and can download and print a file in SharePoint Online.
<b>e-BRIDGE Plus for Exchange Online</b>	Through the use of Exchange Online (the cloud service Microsoft 365 of Microsoft), you can send an e-mail by attaching originals scanned from this equipment and save it together with messages as a draft.
<b>e-BRIDGE Plus for OneDrive for Business</b>	Through the use of OneDrive for Business (the cloud service Microsoft 365 of Microsoft), you can upload scan data from this equipment to OneDrive for Business, and can download and print a file in OneDrive for Business.
<b>e-BRIDGE Plus for Google Workspace Google Drive</b>	Through the use of Google Workspace Google Drive (the cloud service of Google), you can upload scan data from this equipment to Google Drive, and can download and print a file in Google Drive.
<b>e-BRIDGE Plus for Gmail</b>	Through the use of Google Workspace Gmail (the cloud service of Google), you can send an e-mail by attaching originals scanned from this equipment and save it together with messages as a draft.
<b>e-BRIDGE Plus for ID Card</b>	You can deploy the front and back sides of a scanned ID into one sheet of paper and save it in a specified folder or send it by attaching it to an e-mail. Printing it is also available.
<b>e-BRIDGE Plus for Universal Print</b>	You can perform printing by using the universal print service providing by Microsoft.
<b>e-BRIDGE Plus for Voice Guidance</b>	Visually impaired persons can operate this equipment by means of the voice operation guidance and the operation instruction with their fingers.

---

## ■ Applications available for use in an iOS/Android mobile device

<b>e-BRIDGE Print and Capture</b>	Through an iOS or Android terminal, you can perform printing or scanning in this equipment.
-----------------------------------	---

## Options

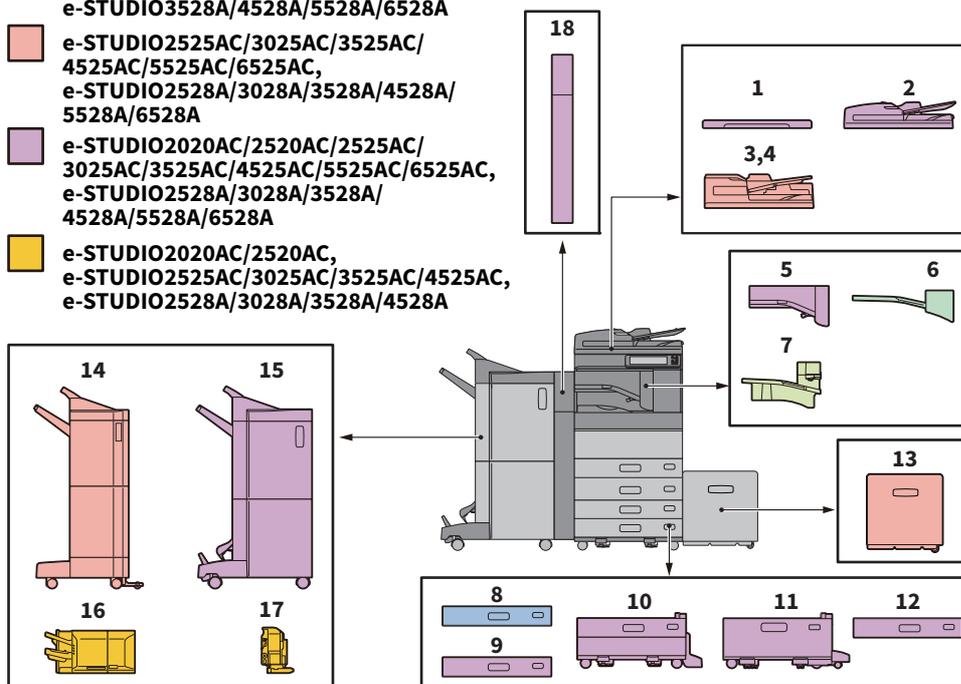
The following are sold separately, and upgrade the performance of the equipment. For details, contact your service technician or representative.

1

Information About Equipment

### ■ e-STUDIO6525AC Series, e-STUDIO6528A Series

- e-STUDIO2020AC/2520AC
- e-STUDIO2020AC/2520AC,  
e-STUDIO2528A/3028A
- e-STUDIO2525AC/3025AC/3525AC/  
4525AC/5525AC/6525AC,  
e-STUDIO3528A/4528A/5528A/6528A
- e-STUDIO2525AC/3025AC/3525AC/  
4525AC/5525AC/6525AC,  
e-STUDIO2528A/3028A/3528A/4528A/  
5528A/6528A
- e-STUDIO2020AC/2520AC/2525AC/  
3025AC/3525AC/4525AC/5525AC/6525AC,  
e-STUDIO2528A/3028A/3528A/  
4528A/5528A/6528A
- e-STUDIO2020AC/2520AC,  
e-STUDIO2525AC/3025AC/3525AC/4525AC,  
e-STUDIO2528A/3028A/3528A/4528A



- 1. Original Cover (KA-5005PC)**  
Holds an original.
- 2. Reversing Automatic Document Feeder (MR-3033)**  
Feeds a stack of originals one by one.
- 3. Dual Scan Document Feeder (MR-4010)**  
Feeds a stack of originals one by one.
- 4. Dual Scan Document Feeder (MR-4020)**  
Feeds a stack of originals one by one. The double feed detection function is available.
- 5. Bridge Unit (KN-5005)**  
Acts as a relay for the Finisher and the equipment.
- 6. Job Separator (MJ-5014)**  
Outputs faxes, copies and prints to separate paper trays.
- 7. Job Separator (MJ-5015)**  
Outputs faxes, copies and prints to separate paper trays.
- 8. Paper Feed Unit (MY-1051)**  
Adds one more drawer to the equipment.
- 9. Envelope Drawer (MY-1053)**  
Loads envelopes.
- 10. Paper Feed Pedestal (KD-1072)**  
Allows you to install the Additional Drawer Module. You can load paper in a total of 4 drawers.

---

**11. Large Capacity Feeder (KD-1073)**

Allows you to feed up to 2000 sheets (80 g/m<sup>2</sup> or 20 lb. Bond) of A4 or LT paper.

**12. Additional Drawer Module (MY-1052)**

This can be added to the Paper Feed Pedestal.

**13. External Large Capacity Feeder (2000 sheets) (MP-2002)**

Allows you to feed up to 2000 sheets (80 g/m<sup>2</sup> or 20 lb. Bond) of A4 or LT paper. The Paper Feed Pedestal or the Large Capacity Feeder is required for installation.

**14. Finisher (MJ-1113)**

Allows sort/group finishing and stapling. The Hole Punch Unit can be installed. The Bridge Unit is required for installation.

**15. Saddle Stitch Finisher (MJ-1114)**

Allows saddle stitching and center folding in addition to sort/group finishing and stapling. The Hole Punch Unit can be installed. The Bridge Unit is required for installation.

**16. Inner Finisher (MJ-1048)**

Allows sort/group finishing and stapling. The Hole Punch Unit can be installed.

**17. Hole Punch Unit (MJ-6011 Series)**

Allows you to punch holes on printed sheets. Install it in the Inner Finisher.

**18. Hole Punch Unit (MJ-6107 Series)**

Allows you to punch holes on printed sheets. Install it in the Finisher or the Saddle Stitch Finisher.

Other options available are as follows. For details, contact your service representative.

**Accessory Tray (GR-1330)**

A tray for placing accessories.

- Installed below the control panel.

**Work Table (KK-5005)**

A small table for placing originals while the equipment is being operated.

- Installed in the right-hand side of the equipment.
- You can place originals that weigh up to 3 kg (6.6 lb).

**Ten Key (GR-1340)**

Installed in the control panel.

**Desk (MH-5005)**

A desk for the equipment.

**Accessible Arm (KK-2560)**

Allows a user in a wheelchair to close the Reversing Automatic Document Feeder, Dual Scan Document Feeder, or the Original Cover.

 P.27 "Using the Accessible Arm"

**FAX Unit (GD-1370)**

Allows you to use the equipment as a Fax machine. You can use up to two phone lines by installing two FAX units.

- Installed inside the equipment.

**Wireless LAN/Bluetooth Module (GN-4030-A3)**

Allows you to print over wireless LAN and Bluetooth.

You can also use a Bluetooth keyboard.

- Installed inside the equipment.

**IPsec Enabler (GP-1080)**

Allows you to use the IPsec function.

**Hardcopy Security Kit (GP-1190)**

Allows Hardcopy Security Printing and you can track the security pattern information.

**Meta Scan Enabler (GS-1010)**

Allows you to use the Meta Scan function.

**External Interface Enabler (GS-1020)**

Allows you to use the EWB function.

**Unicode Font Enabler (GS-1007)**

Allows you to print from the SAP environment using Unicode font.

**Multi Station Print Enabler (GS-1090)**

Allows you to use the Multi Station Print function.

**USB Hub (GR-1420)**

Allows you to add a USB port to connect a USB storage device.

**FIPS Hard Disk Kit (GE-1260)**

You can use hard disks that comply with the Federal Information Processing Standard (FIPS140-2) of the U.S.A or JCMVP of Japan.

**SSD (GE-1280)**

Allows you to add an SSD with an encryption function.

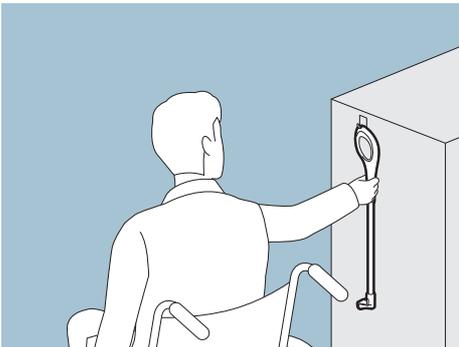
**Note**

- Depending on the model, options may already be installed and available.
- Some options may not be available in some regions.

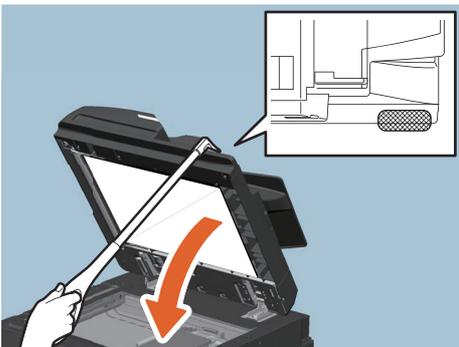
**■ Using the Accessible Arm**

A user in a wheelchair can close the Reversing Automatic Document Feeder, Dual Scan Document Feeder, or Original Cover using the Accessible Arm.

**1 Hold the Accessible Arm.**



**2 Hook the Accessible Arm over the top of the Reversing Automatic Document Feeder, Dual Scan Document Feeder, or Original Cover to close them.**



**Note**

- Store it near the equipment. When it is stored by putting it on the equipment, choose somewhere where there is no interference with the paper supply, paper misfeeding release or toner replacement.
- Do not use this for any purposes other than closing the device.

---

## ■ Using the Accessory Tray

- You can use an accessory that weighs up to 3 kg (6.6 lb.) with a width of up to 236 mm (9.29"), a depth of up to 125 mm (4.92"), and a height of up to 15 mm (0.59").
- Because the temperature inside the accessory tray can become hot, make sure the accessories placed on the tray can withstand the following conditions.  
Temperature: 10 to 60°C (50 to 140°F); Humidity: 20 to 85%
- Make sure accessories do not fall through the hole in the base of the Accessory Tray.
- Do not force the control panel to move on equipment on which the Accessory Tray is installed.
- Do not trap cables between the equipment's cover.
- The Extension Tray supplied is 306 mm (12.05") wide and 150 mm (5.9") high. When placing accessories on the Extension Tray, secure them using the attached hook and loop fastener. We recommend accessories that fit within the size of the Extension Tray.

## Logging in

When the equipment is controlled under department or user management, you can perform copying and other functions by following the procedure below to log in.

### ■ Department management

Restricts users or manage copy volumes allowed for an individual group or department in your company. When the equipment is controlled under the department code, turn the power on and enter the code.

When the power is turned on, the department code menu appears.

Key in a department code (max. 63 digits) previously registered and press [OK]. The menu switches and the equipment is ready for use.

If the department code keyed in is incorrect, the menu does not change. Enter the correct department code.

#### Tip

- Automatic function clear returns all settings to default without the need to press the [FUNCTION CLEAR] button on the control panel. It works when a specified period of time has passed since the last paper eject or the last use of any button.  
When using department or user management, the display returns to the department code or user information input menu.  
When they are not being used, the display returns to the home screen.
- The period is set at 45 seconds by default at the time of installation.  
To change the setting, see the reference below:  
**User Functions - SETTING ITEMS (Admin) - General - Setting the auto clear function**
- When connecting to equipment with department or user management enabled using client software, you may need to log in. For details, ask your administrator.

#### After the operation

To prevent unauthorized use of the equipment, return the display to the department code input menu by following either of the procedures below.

- Press the [ACCESS] button on the control panel.
- Press the [FUNCTION CLEAR] button on the control panel twice.

### ■ User management

Restricts users or manage available functions and past records for each user. When the equipment is managed under this function, turn the power on and enter the information required (e.g. user name, password). Follow the procedure below.

#### Note

If you enter an invalid password several times, you cannot log in for a certain period as this is regarded as an unauthorized access. If a message is displayed to inform you that your account is locked, or the user name or password is incorrect, and logging in cannot be performed, contact your administrator.

#### Tip

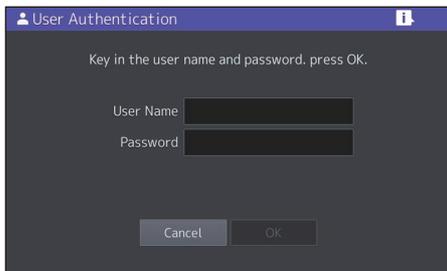
- If a guest user is enabled in the user management function, [Guest] is displayed on the touch panel.  
Press [Guest] to log in as a guest user. For the types of functions available, contact your administrator.
- Enter your PIN on the touch panel (up to 32 digits) when prompted. For details, contact your administrator.
- Select the project when prompted. For details, contact your administrator.
- You can check information on the user's counter by pressing the user name displayed at the top of the home screen during login. When using an internal authentication function, you can change your password.

## After the operation

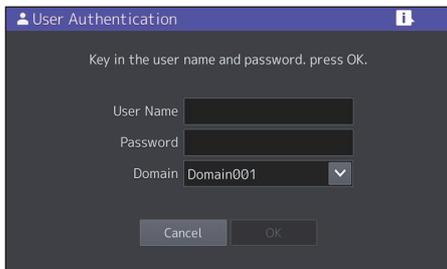
To prevent unauthorized use of the equipment, log out following the procedure below.

1. Perform either of the operations below.
  - Press the [ACCESS] button on the control panel.
  - Press the [FUNCTION CLEAR] button on the control panel twice.
2. On the confirmation screen, select [Yes].

## 1 The menu for user authentication appears. MFP local authentication



## Windows Domain authentication, LDAP authentication



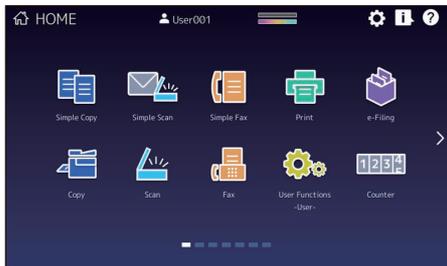
The domain name is displayed in [Domain]. For LDAP authentication, the LDAP server name is displayed in [LDAP] instead of [Domain].

### Tip

If the displayed domain name or LDAP server name is not yours, press  to select yours.

## 2 Enter the user name (up to 128 letters) and password (up to 64 letters), and then press [OK].

## 3 The equipment is available for use.



## Confirming Job Statuses of Printing/Copying/Scanning/Faxing

You can confirm print/copy/scan/fax jobs in progress or ones in waiting on the touch panel. Also, you can delete, pause or resume jobs in waiting, and change their order. You can also confirm the history of jobs performed, the status of drawers and the amount of toner remaining in the toner cartridges.

**Note**

- When this equipment is managed with the user management function or the department management function, you can only check jobs or the status of this equipment if you are not logging into this equipment.
- When this equipment is managed with the user management function, jobs in waiting only for a user who has logged in can be deleted, paused or their order changed, and the job history only for such a user is displayed on the print log list.  
However, if the user has an administrator privilege, all jobs in waiting can be deleted, paused or their order changed, and the entire job history is displayed on the print log list.

### ■ Icons displayed on the job list

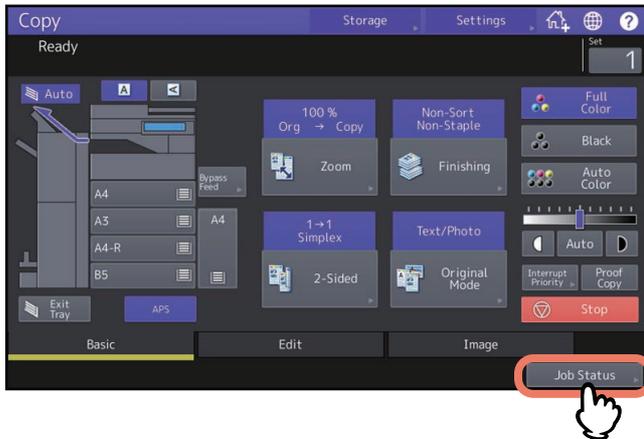
The type of the jobs are displayed by the icon on the print job list and the print log list.

Icon	Icon displayed situation
	Print jobs or print logs using the copying function
	Print jobs or print logs using the fax function
	Print jobs or print logs using the e-mail function
	Print jobs or print logs using the printing function
	Print jobs or print logs using the e-Filing function
	Print jobs or print logs of list or report printing

## ■ Confirming jobs in progress or ones in waiting

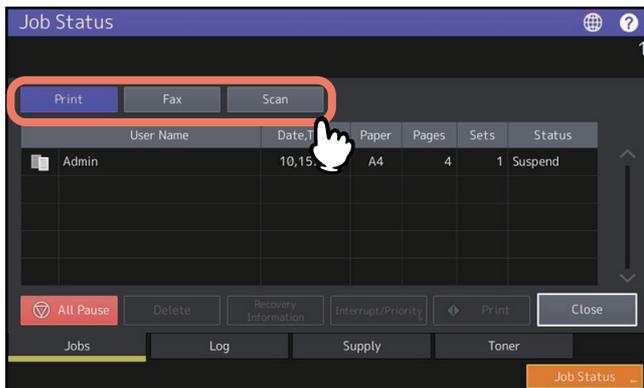
You can confirm the jobs in progress or the ones in waiting on the touch panel.

### 1 To view them, press [Job Status].



### 2 Press the job type you want to check on the [Jobs] tab.

The job list appears. Copy jobs appear on the print job list as well as print jobs.



- [Print] : The print job list appears. On the print job list, you can confirm the icon of the job type, the name of the user who sent the job, the date and time the job was sent, the paper size, the number of pages and copy/print sets and the processing status. In the [Status] column for the scheduled print job, "Scheduled" is displayed.
- [Fax] : The fax job list appears. In the list, you can view the file No., destination, date and time, number of pages and current status.
- [Scan] : The scan job list appears. In the list, you can view the destination/file name of each job, agent (scan function), date and time, number of pages, and current status.

You can view up to 1000 jobs. Press [Close]. The menu returns to the one shown before you pressed [Job Status].

#### Note

Depending on your login status or job setting, the list above may not display the jobs that require authentication, including private print or fax Secure Receive.

To view these jobs, go to the [Print Mode] screen.

For more instruction, see the references below:

**Print - PRINTING FROM WINDOWS APPLICATIONS - Outputting a Job Saved to the Equipment**

**Fax - USING THE FAX UNIT (USEFUL FUNCTIONS) - Printing Secure Receive fax jobs**

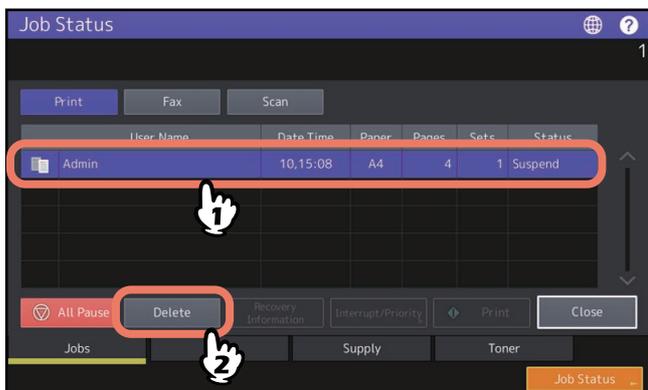
For job authentication setting, see the reference below:

**TopAccess - [Administration] - [Security] Item List - Authentication settings - Setting up User Authentication Setting**

## ❑ Deleting jobs

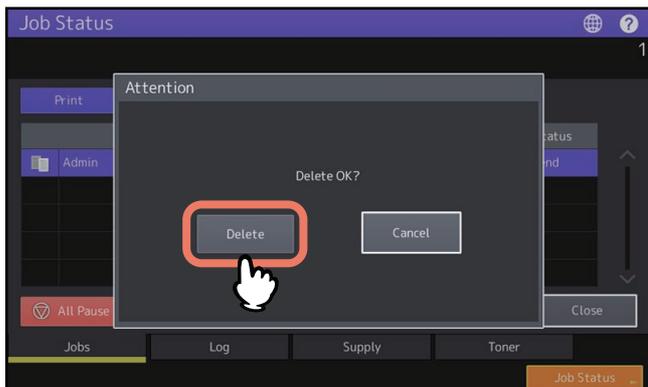
You can delete jobs that you no longer need.

- 1 Select the desired job on the job list, and then press [Delete].



You can select more than one job.

- 2 Press [Delete].



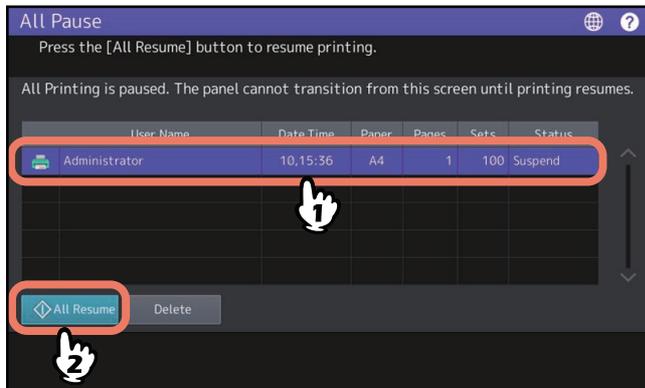
The job is now deleted.

## ❑ Pausing jobs

All print jobs can be held in the queue (Pausing).  
Press [All Pause] on the job list.

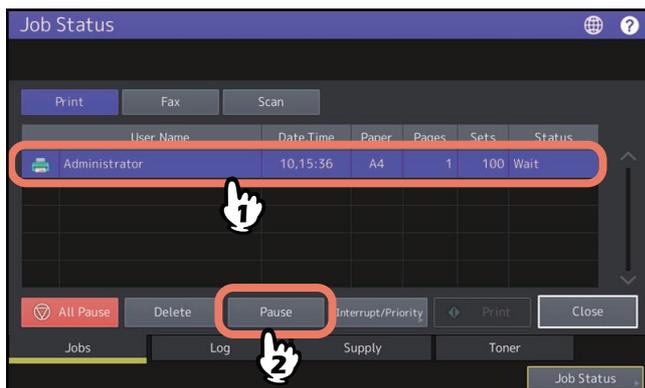
### Resuming the paused job

Press [All Resume].



#### Tip

Select a job whose status is "Wait" and press [Pause]. The selected job can be paused. To resume the paused job, press [Resume].



The job is now paused.

## ❑ Changing the job order

You can change the job order.

### Note

Jobs which are stopped or paused cannot have their order changed.

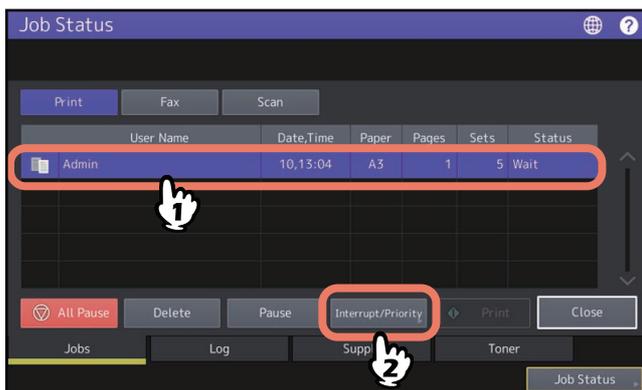
### Tip

Enabling and disabling can be switched for interrupting jobs. For details, see the references below:

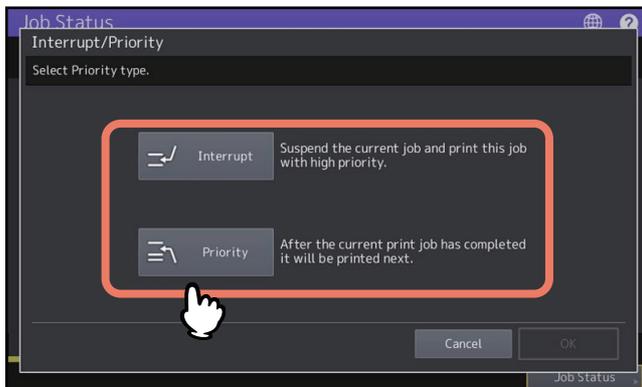
**User Functions - SETTING ITEMS (Admin) - General - Setting the job control**

**TopAccess - [Administration] - [Setup] Item List - General settings - Setting up Job Control**

## 1 Select the desired job on the job list, and then press [Interrupt/Priority].



## 2 Press [Interrupt] or [Priority].



### Tip

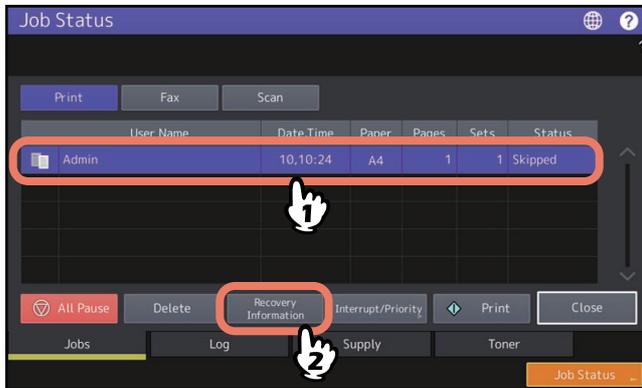
- **[Interrupt]**: The print job in progress is paused and the selected one is printed having been given top priority.
- **[Priority]**: The selected job is printed next to the one in progress. If there is a prior job already, the selected one is moved to after the end of it.

## ❑ Confirming the information of a skipped job

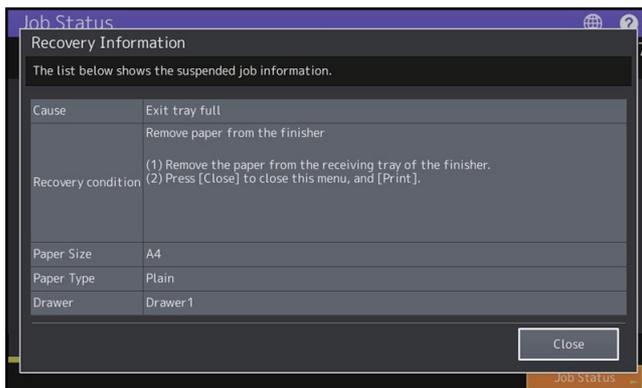
Jobs may not be performed for the reason including the shortage of specified paper or staples. These will be automatically skipped and the next job will be performed (Job Skip function). Check on the touch panel how you can recover the suspended jobs. For details of the setting, see the reference below:

**User Functions - SETTING ITEMS (Admin) - General - Setting the job control**

### 1 Select the skipped job in the job list, and press [Recovery Information].



### 2 Resolve the cause of the skip following the instructions on the screen.



#### Note

If multiple causes exist, the second cause is displayed after you resolve the first one. Resolve all causes accordingly.

#### Tip

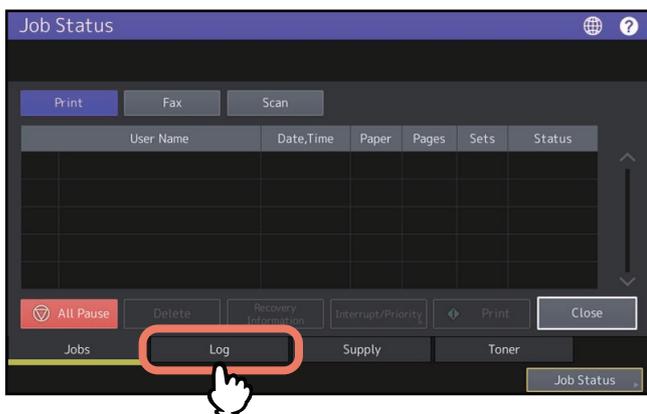
In addition to the Job Skip function, the equipment provides you with some settings to avoid frequent job suspends. For example, the Automatic Change of Paper Source function (Feeding the same size of paper from a different drawer even if the specified drawer from which paper is being fed is empty) makes printing continue even when paper runs out. Moreover, if staples run out or the punch waste tray becomes full, you can continue printing without stapling or hole punching. For details, see the reference below:

**User Functions - SETTING ITEMS (Admin) - Copy**

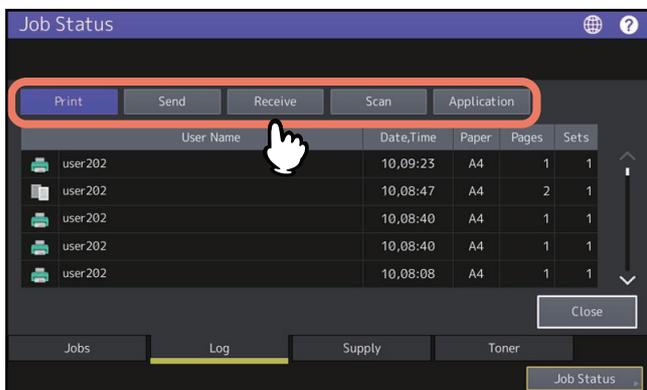
## ■ Confirming job history

You can confirm the history of jobs performed on the touch panel.

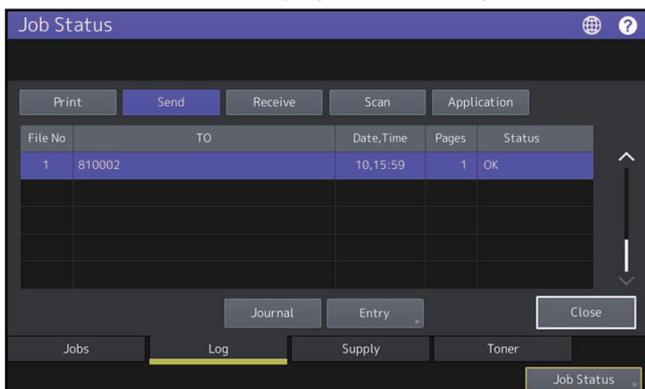
### 1 Press [Job Status] > the [Log] tab.



### 2 Select the type of job you want to confirm.



The log list appears. Copy jobs appear on the print log list as well as print jobs. Concerning fax and internet fax, Send and Receive are displayed individually.



On the log list, you can confirm the icon of the job type, the name of the user who performed the job, the date and time the job was printed, the paper size and the number of pages or copy/print sets. To print the history displayed on [Send Log] or [Receive Log], press [Journal].

To add the information to the address book including the phone number or E-mail address displayed on [Send Log], [Receive Log] or [Scan Log], press [Entry]. For more instruction, see the reference below:

**User Functions - SETTING ITEMS (User) - Address - Managing contacts in address book - Creating new contacts**

On the application log list, a message from the application and the log recorded date are displayed.

When you finish the confirmation, press [Close] so that the menu returns to the one in step 2, and then press [Close]. The menu returns to the one shown before you pressed [Job Status].

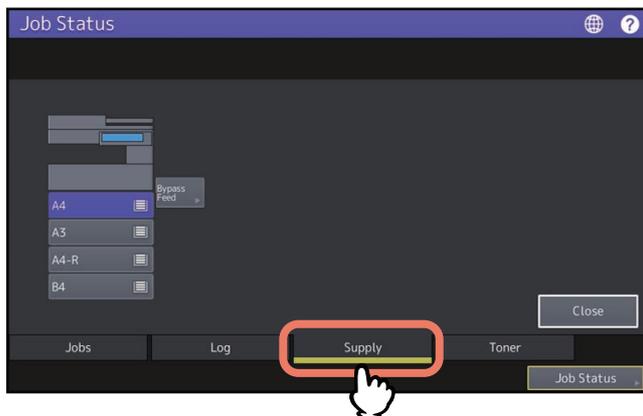
**Tip**

- For details on the job history displayed on the log screen, see the reference below:  
**TopAccess - [Logs] - [Logs] Overview - [View Logs] Item list**
- For details on the error codes displayed in [Status], see the reference below:  
**Frequently Asked Questions - QUESTIONS FOR ERROR CODES**
- You can export the job history. For details, see the reference below:  
**TopAccess - [Logs] - [Logs] Overview - [Export Logs] Item list <access policy mode>**

## ■ Confirming the status of drawers

You can confirm the size and type-setting of the paper or the amount remaining in the drawers. During printing you can confirm which drawer is feeding paper.

### 1 Press [Job Status] > the [Supply] tab.

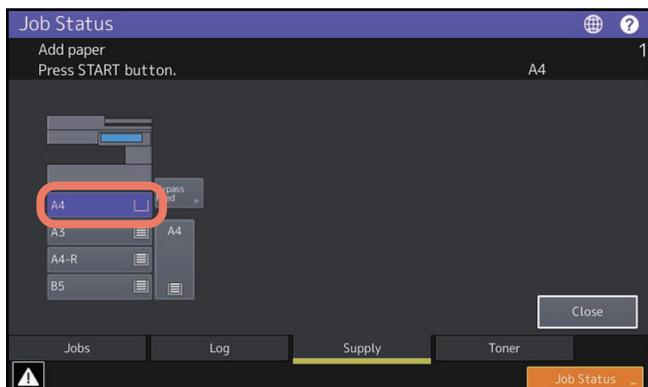


During printing, the button for the drawer from which the paper is fed is highlighted.

When you have finished checking, press [Close]. The menu returns to the one shown before you pressed [Job Status].

### When [Job Status] blinks

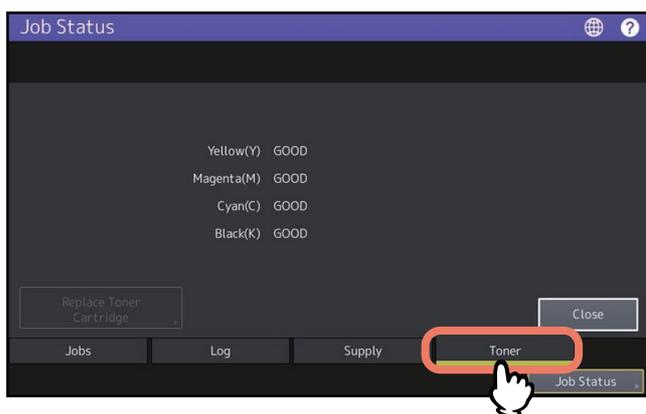
When the paper in the drawer has run out during printing, [Job Status] on the touch panel blinks. In this case, press [Job Status] so that the menu for displaying the printing status will appear and the button for the drawer whose paper has run out will blink on this menu. Printing resumes when you add paper to this drawer.



### ■ Confirming amount of toner remaining

You can confirm the approximate amount of toner remaining in the toner cartridge.

#### 1 Press [Job Status] > the [Toner] tab.



When you have finished checking, press [Close]. The menu returns to the one shown before you pressed [Job Status].

## How to back up the data

---

The data shown below are stored in the internal storage device in the equipment.

- MFP Setting
- User Management (User, Group, Role, Quota, Department Code, Address Book, Project Code, Home Setting)
- Mailbox
- Application (Including License)
- e-Filing
- Data in a shared folder

It is recommended to periodically back up the data by yourself by referring to the following manuals as security against possible contingencies just in case. These data can be backed up into a USB storage device or an external server connected via a network. The backed-up data can be restored by means of an operation from the control panel. If any points are unclear, or you need further information, contact your service technician or representative.

	<b>Item name</b>	<b>Reference to</b>
1	Setting the data backup function	<b>TopAccess - [Administration] - [Maintenance] Item List - Data Backup</b>
2	Backing up or restoring the data from the control panel	<b>User Functions - SETTING ITEMS (Admin) - General - Setting the data backup and restore</b>
3	Backing up the data in a shared folder *1	<b>Scan - SCANNING (BASIC OPERATION) - Using Saved Scan Data - Using scan data saved as files</b>

\*1 The data stored in the internal storage device other than the one installed in the equipment (a storage device specified by the user) are not included.

# INDEX

---

<b>A</b>	
[ACCESS] button.....	13
Additional Drawer Module.....	8
Alarm lamp .....	9, 13
Applications.....	23
Automatic duplexing unit.....	8
<b>B</b>	
Backing up the data .....	40
Bypass tray .....	8
<b>C</b>	
Client Utilities/User Documentation DVD.....	22
Confirming job history .....	37
Control panel.....	9, 13, 14
<b>D</b>	
Department management.....	29
Drawer .....	8
Dual Scan Document Feeder.....	8
<b>E</b>	
[ENERGY SAVER] button.....	13
Energy saving modes .....	20
<b>F</b>	
FAX Unit .....	26
Finisher .....	10
Front cover .....	9
[FUNCTION CLEAR] button .....	13
<b>H</b>	
Home Data Sync button .....	16
Home Screen .....	16
Home Setting button .....	16
<b>I</b>	
Icons displayed on the job list.....	31
Items Included with this Equipment.....	22
<b>J</b>	
Job history.....	37
Job Separator.....	10
Job Status button .....	16
Job Statuses	
changing.....	35
confirming.....	32
deleting .....	33
pausing.....	34
skipped.....	36
<b>L</b>	
LAN port.....	8
Large Capacity Feeder .....	8
Log .....	37
log in .....	29
<b>M</b>	
MAIN POWER lamp.....	13
MEMORY RX lamp .....	13
Motion Sensor .....	14
<b>O</b>	
Options .....	25
Original glass .....	9
Original scale .....	10
<b>P</b>	
Paper feed cover.....	8
Paper Feed Pedestal .....	8
Paper size indicator.....	8
Platen sheet .....	9
[POWER] button.....	13
PRINT DATA lamp .....	13
[PROGRAMMABLE1] button .....	13
[PROGRAMMABLE2] button .....	13
<b>R</b>	
Recall button .....	16
Recovery Information .....	36
Reversing Automatic Document Feeder .....	8
<b>S</b>	
Scanning area .....	10
[START] button .....	13
<b>T</b>	
Toner cartridge.....	9
Toner remaining amount.....	39
Touch panel .....	13, 17
Turning off .....	19
Turning on .....	19
<b>U</b>	
USB port.....	9
USB terminal.....	8
User management.....	29





**MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /  
MULTIFUNCTIONAL DIGITAL SYSTEMS**

**Information About Equipment**

**e-STUDIO2020AC/2520AC**

**e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC**

**e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A**

**Toshiba Tec Corporation**

1-11-1, OSAKI, SHINAGAWA-KU, TOKYO, 141-8562, JAPAN

© 2021 Toshiba Tec Corporation All rights reserved  
Patent; <http://www.toshibatec.com/en/patent/>



OME21001600  
R210220X5200-TTEC  
Ver00 F1 Issued in Dec. 2021