Basic User Guide for Toshiba Multi-Function Devices







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This Guide has been produced to provide you with a quick reference on how to perform the very basic, most commonly used features. For more detailed information on these topics, please refer to the official Toshiba user manual provided with this machine.

To request further training on any of these topics, or on the more advanced functions, please call Arena Group Ltd on 0844 863 8000 (calls charged at local rates).

Printing to the Private Print Queue

1. With the document open on screen, select **File** then **Print**. The print dialogue screen will now be displayed:

Print	? 🔀
Printer Name: TOSHIBA MFD Status: Idle Type: TOSHIBA Universal Printer 2 Where: LPT1: Comment:	
Page range ● All ● Current page Selection ● Pages: Enter page numbers and/or page ranges separated by commas. For example, 1,3,5–12	Copies Number of <u>c</u> opies: 1
Print what: Document	Zoom Pages per s <u>h</u> eet: 1 page 💌 Scale to paper size: No Scaling 💌
Options	OK Close

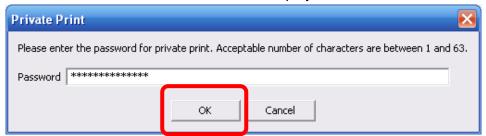
On this screen, ensure you have selected the Toshiba device you wish to print to and then select **Properties**.

2. The Printer properties screen will now be displayed:

🥩 TOSHIBA MFD Properties		? 🗙
Basic Finishing Paper Handling	Effect Others Templates	
Print Job: Private Print Normal Print Scheduled Print Private Print Private Print Private Print Print to Overlay File Store to e-Filing 100% A4 1.2.3 1.2.3	Original Paper Size: A4 (210 × 297mm) Print Paper Size: Same as Original Size Baper Source: Auto Paper Type: Plain (Auto) Destination: Tray 2	
Release at Copier Panel Settings Profile:	Number of Copies:	
None Save Profile Delete	Orientation:	
Restore De <u>f</u> aults	Colour: Auto	
	OK Cancel	Help

On this screen, use the drop down menu under **Print Job** and select **Private Print**. Then click on the small box to the right of the drop down menu (arrowed above).

3. The Private Print Password screen will now be displayed:



On this screen, create a unique password, to be used in order to release the private print job at the Toshiba device, then press **OK**.

(Passwords can be any combination of alpha-numeric characters from 1 to 63 digits in length).

4. You will now be taken back to the Print Properties screen

🗳 TOSHIBA MFD Properties		? 📐
Basic Finishing Paper Handling Ef	ffect Others Templates	
Print job: Private Print Image: International Action of the second sec	Original Paper Size: A4 (210 x 297mm) Print Paper Size: Same as Original Size Image Scale: Image Scale:	
Release at Copier Panel Settings Profile: None Save Profile Delete Restore Defaults	Number of Copies: 1 (1-999) Orientation: I Clandscape	
	Auto	Help

On this screen, select **OK**.

5. You will now be taken back to the **Print** dialogue screen:

Print			? 🔀
Printer <u>N</u> ame:	TOSHIBA MFD		Properties
Status: Type: Where: Comment:	Idle TOSHIBA Universal Printer 2 LPT1:		Fin <u>d</u> Printer
	page Selection umbers and/or page ranges y commas. For example, 1,3,5–12	Copies Number of <u>c</u> opies:	1 Collate
Print <u>w</u> hat: P <u>r</u> int:	Document All pages in range		page 💌
Options			OK Close

On this screen, select **OK**

Your document will now be sent to the Toshiba device and stored in the private print queue, pending release.

(See instructions on pages 9-10 of this guide on how to release prints from the private print queue).

Printing to the Hold Print Queue

1. With the document open on screen, select **File** then **Print**. The print dialogue screen will now be displayed:

Print	2 🔀
Printer Name: TOSHIBA MFD Status: Idle	
Type: TOSHIBA Universal Printer 2 Where: LPT1: Comment:	Print to file Manual duple <u>x</u>
Page range ● All ● Current page Selection ● Pages: Enter page numbers and/or page ranges separated by commas. For example, 1,3,5–12	Copies Number of copies: 1
Print what: Document Print: All pages in range	Zoom Pages per sheet: 1 page
Options	OK Close

On this screen, ensure you have selected the Toshiba device you wish to print to, then select **Properties**.

2. The printer properties screen will now be displayed:

🗳 TOSHIBA MFD Properties		? 🔀
Basic Finishing Paper Handling	Effect Others Templates	
Print Job: Normal Print Scheduled Print Private Print Proof Print Print to Overlay File Store to e-Filing 100%	Original Paper Size: A4 (210 x 297mm) Print Paper Size: Same as Original Size Same as Original Size Baper Source: Auto Paper Type: Plain (Auto) Destination: Tray 2	
Release at Copier Panel Settings	Number of Copies:	_
None Save Profile Delete	Orientation:	
Restore Defaults	Colour: Auto	
	OK Cancel Hel	p

On this screen, use the drop down menu under **Print Job** and select **Hold Print**, then press **OK**.

3. You will now be returned to the **Print Dialogue** screen:

Print			? 赵
Printer <u>N</u> ame: Status: Type: Where: Comment:	TOSHIBA MFD Idle TOSHIBA Universal Printer 2 LPT1:		Find Printer
	age Selection wumbers and/or page ranges commas. For example, 1,3,5–12	Copies Number of <u>c</u> opies:	PCollate
Print <u>w</u> hat: P <u>r</u> int:	Document All pages in range	Zoom Pages per s <u>h</u> eet: Scale to paper siz	1 page
Options]		

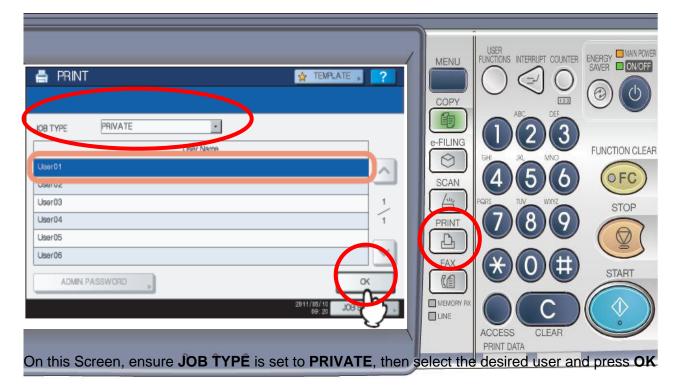
On this screen, select **OK**.

Your document will now be sent to the Toshiba device and stored in the hold print queue, pending release.

(See instructions on pages 11-12 of this guide on how to release prints from the hold print queue).

Releasing Private Prints

1. On the control panel, select the **PRINT** button. The **PRINT** screen will now be displayed:



I I <th>MENU COPY COPY COPY COPY COPY COPY COPY COPY</th>	MENU COPY COPY COPY COPY COPY COPY COPY COPY
---	--

On this screen, enter the password that you created when sending the document to print, and then press \mathbf{OK}

3. The private print screen will now be displayed:

🖶 PRINT		_	_	*	TEMPLA	TE 🖡	?		USER FUNCTIONS		ENERGY SAVER
DB TYPE	PRIVATE	٠						e-FILING	0		FUNCTIO
C	Document Name		Date,Time	Paper	Pages	Sets		\bigcirc	GH	JKL MNO	FUNCTIO
Document01.txt			10,09:03	A4	2	1		SCAN	(4)	(5)(6)	(0 F
Document02.txt			10,09:03	A4	2	1		14	PERS	TUVWXYZ	
Document03.txt			10,09:03	A4	2	1	~			00	STO
Document04.txt			10.09.02	A4	2	1	2	PRINT			6
Document05.txt			10,09.02	A4	2	1	\sim			00	()
▲ RETURN	DELETE ALL CLE	AR S	ELECT ALL	201	1/05/10 09:22	♦		FAX	ACCESS PRINT D		STAF

On this Screen, select the document you wish to release and press PRINT

<u>Note</u>: You can select individual documents, numerous documents or all documents to print at the same time. If the document is no longer needed, select the document and press **DELETE**

The machine will now print out the document(s) you have selected.

Releasing Hold Prints

1. On the control panel, select the **PRINT** button. The **PRINT** Screen will now be displayed

			0		
🚔 PRINT		🛧 TEMPLATE , 💙	,		WER
		l l l l l l l l l l l l l l l l l l l	MENU	FUNCTIONS INTERRUPT COUNTER ENERGY	Ð
JOB TYPE PRIVATE	8		COPY		
HOLD Uber 01 NVALD HOLD (FAX)	- Chy	^	e-FILING	123 FUNCTION CLE	FAR
User02	V	1	0		
User 0.4		1	SCAN		/
User05				STOP	
Ulsor 06		Y	PRINT		
ADMIN PASSWORD		OK	FAX		5
_		10:55 JOB BTATUS			
		03/04/2008 JOB STAT JS 5	MEMORY R		
	0 0 0			ACCESS CLEAR PRINT DATA	

On this Screen, use the **JOB TYPE** drop down menu to select **HOLD**.

			0	5). B.	
🖶 PRINT		😭 TENPLATE , 🤶	MENU		
JOB TYPE HOLD	User Name		e-FILING	ABC DEF	FUNCTION CLEAF
User02			SCAN	456	OFC
User04 User05		1	PRINT	789	STOP
User06			FAX		START
ADMIN PASSWORD		2011/05/10 08:40		ACCESS CLEAR	
	0 0 0			PRINT DATA	

3. The **HOLD** screen will now be displayed:

On this Screen, select the desired user, and then press OK

		_	_	_	_		
🚔 PRINT		_	<u>ہ</u>	TEMPLA	NTE 🔎	?	/
JOB TYPE	HOLD						
► User01	Document Name	Date,Time	Paper	Pages	Sets		
Document01.txt		10,09:38	A 4	2	1		
Document02txt		10.09:37	A 4	2	1		
Document03.txt		10,09:37	A4	2	1		
Documento4.txt		10,09.37	A4	2	_		
Document05.txt		10,09:37	A 4	2	1		
▲ RETURN	DELETE ALL CLEAR S	ELECT ALL	204	1/05/10	Ý.	PRINT	
	0 0	o	201	1/05/10 09:43	JOB ST.	ATUS ,	

4. A list of all documents you have sent to the **HOLD** queue will now be displayed:

On this screen, select the document you wish to release and press PRINT

The machine will now print out the document(s) you have selected.

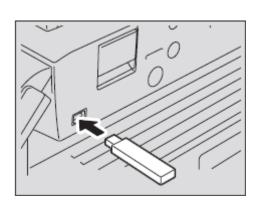
<u>Note</u>: You can select individual documents, numerous documents or all documents to print at the same time. If the document is no longer needed, select the document and press **DELETE**

Printing From a USB Device

This feature is not available on some older models of Toshiba MFDs. If in doubt, please refer to your Toshiba user manual.

USB direct printing can documents in the following (PDF, Encrypted PDF, XPS,

1. Insert your USB Device of the machine:



<u>ONLY</u> be used to print out file formats: JPEG, PRN, PS)

into the USB port on the side

After a short period, the message **Found USB Device** will be displayed in the lower left corner of the touch screen.

(<u>Note</u>: The location of the USB port may vary between different models of Toshiba MFDs. Please refer to your main user manual for details of its location)

2. On the Control Panel, select **PRINT.** The print screen will now be displayed:

🚔 PRINT	😭 TEMPLATE , ?	MENU	USER FUNCTIONS INTERRUPT COUNTER CONCEPTION
JOB TYPE PRIVATE PRIVATE PRIVATE PROOF User01 PROOF User02 USB User03 User04 User05 User06		e-FILING SCAN	ABC DEF 1 2 3 FUNCTION CLEAR 4 5 6 OFC 5 FC 5 FC 5 TOP 7 8 9 5 TOP 5 TOP
ADMIN PASSWORD	OK 2011/05/10 11:55 JOB STATUS	MEMORY RX	ACCESS CLEAR PRINT DATA

On this screen, use the **JOB TYPE** drop down menu and select **USB**.

3. The USB **PRINT** screen will now be displayed, showing all the compatible files and folders stored on your USB device:

PRINT 👷 TEMPLATE , ?	
JOB TYPE USB Document / Folder Name	e-FILING
FOLDER01 FOLDER02	
FOLDER03 001 File01pdf 001	
File02_PG File03ps	
ALL QLEAR SETTINGS , OPEN OPEN PRINT	MEMORY RX LINE ACCESS CLEAR
0 0 0	PRINT DATA

On this screen, select the document you wish to print and then select **PRINT**

If the document you wish to print is stored in a folder, select the folder where the document is located and press **OPEN**. Then select the document and press **PRINT**.

The machine will now print out the document you have selected.

Important: Whilst the machine is printing a document from a USB device, the message **USB Device in use. Do not remove USB Device** will appear in the lower left corner of the screen. Removing a USB device while this message is displayed could destroy the data held on your USB device, or cause a malfunction of your Toshiba MFD.

Arena Electronic Document Management Software



The management of documents has become a major and costly issue for many businesses over recent years. This is particularly felt within sectors that are governed by rules surrounding document processing, retention, safeguarding and security.

*m*store document management software allows you to store, share, reference, move, track and process documents quickly and efficiently in electronic format. This has multiple benefits which are explained below, all result in cost savings for your business.

Greater efficiency and productivity

"By far the biggest improvement is in customer service, exactly where we wanted results."

Susan Horn, Senior Business Analyst, Leeds Building Society

"We are constantly amazed at how we managed without mstore. I was sceptical about how electronic document management could help my business but I am now a complete convert."

Glyn Brown, Managing Director, Archerdale Ltd



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Reduced time spent filing documents

mstore stores a mixture of digital file types such as scanned documents in various formats, images, emails, PDFs and SMS in one central place for easy retrieval. Batch import tools allow quick filing of multiple documents which can be indexed manually or automatically using optical character recognition (OCR), barcodes or links to your computer system.

• Faster customer service response and audit preparation

A powerful search engine puts files at your fingertips such as when dealing with customer queries and preparing for audits or legal cases. This can significantly reduce time spent searching for files and speeds up your response time.

Reduced document loss and filing errors

Once a document is indexed in **m**store it can be shared and processed electronically, never leaving the system at risk of loss or damage. Version control tools in the software let you retain original documents alongside amended and updated versions, giving you a full audit trail.

• Streamlined processing for accounts, payroll and other functions Workflow tools enable requests and automatic alerts to prompt actions associated with particular documents. Reporting functionality lets you track the progress of selected tasks and workflows.

Simplified compliance, security and disaster recovery

- Simplified compliance and security
- **m**store assists compliance with regulations and guidelines related to the auditing, safeguarding, security and archiving of documents. In particular, obligations under the Freedom of Information Act 2000, Data Protection Act 1998 and Public Records Acts 1958 and 1967. **m**store can also aid in adopting best practice standards such as BS10008.



"Without mstore we would need to employ around 30 people worldwide to collate all the correct documents for every product we ship."

Owen Clarke, IS Manager, MRC Transmark



- Access and activity on individual documents and files can be monitored and controlled using reporting, audit trails and user logins. This lets you evidence that only authorised staff are accessing your confidential files.
- Easy records management and archiving

mstore lets you set retention rules for your documents, enabling you to review and destroy files when they reach the end of their retention period. This removes the time and cost associated with archiving and destroying paper documents.

Protection from crises such as fire, flood and theft

Storing documents electronically with back up to secure or external servers protects them from fire, flood, theft and other risks.

Reduce costs and boost your "green" credentials

• Create a "less paper office" and release storage space

mstore helps you to reduce the amount of paper you need to store, process, copy and print. This can help you to save costs associated with external storage and to liberate office space taken up by filing cabinets.

Reduce your print and copy costs

Working with mstore instead of paper driven processes delivers obvious financial savings in terms of efficiency and productivity. It also reduces the need for print, copy and related consumables such as paper and toner to produce a major impact on your budget.

Enable secure remote access to your documents

Our Hosted Service

Our Hosted Service allows you to upload documents to a secure online repository for access 24/7 from anywhere with an internet connection.

This provides all the benefits of **m**store without any installation on your servers or investment in new hardware or upgrades. The added benefit is that you only pay for the storage space you use.

Why Arena?

Our business has been built on customer service, we invest heavily in training and have won numerous national awards – **98% of our customers would recommend us.**

We work with hundreds of educational establishments including schools, academies, colleges and universities. Our aim is always to reduce costs and build efficiencies, we can also help you to be more energy efficient and meet your low carbon targets.

At Arena we believe in giving back to our community, many of our charitable and voluntary activities focus on helping children and young people.



Our Managed Print Service (MPS)

Research carried out by Arena shows that print is an unrecognised and often uncontrolled cost in many organisations. Do you know much you spend on print and copy?

Regular findings from our free print audits:

- Over **90%** of organisations have no idea how much they spend on print
- A business with over 25 different brands among their 93 printers
- A housing association was dealing with **10** different suppliers for printers and consumables
- A school had stockpiled toners worth almost £7,000 'in case they ran out'
- An independent school thought they had **39** printers. In fact they had **89** printers
- Many organisations store toner for **obsolete printers**.

What is our Managed Print Service (MPS)?

- The right mix of printers and copiers to meet your demands and minimise costs MPS could reduce your print and copy costs by upto 30%.
- Software automatically monitors toners, despatched as you need them
- Remote monitoring engineers on site often before you know there is a problem
- Print, copy and imaging consolidated into one monthly cost
- Single monthly invoice no surprise bills
- Arena can take away old printers and recycle them.

For more information, visit:

http://www.arenagroup.net/page/print-the-hidden-costs

