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You can read the recommendations in the user guide, the technical guide or the installation guide for TOSHIBA E-STUDIO 161. You'll find the answers to all your questions on the TOSHIBA E-STUDIO 161 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual TOSHIBA E-STUDIO 161
User guide TOSHIBA E-STUDIO 161
Operating instructions TOSHIBA E-STUDIO 161
Instructions for use TOSHIBA E-STUDIO 161
Instruction manual TOSHIBA E-STUDIO 161

TOSHIBA

MULTIFUNCTIONAL DIGITAL SYSTEMS

Operator's Manual for Basic Function

e-STUDIO161



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. 64 2 CAUTIONS Follow the cautions below when using this machine. CAUTIONS ON USING Warning: · The fusing area is hot. Exercise care in this area

when removing misfed paper. · Do not look directly at the light source. Doing so may damage your eyes. · All other trademarks and copyrights are the property of their respective owners. ENVIRONMENTAL INFORMATION As an ENERGY STAR® Partner, TOSHIBA TEC CORPORATION has determined that this product meets the ENERGY STAR® guidelines for energy efficiency. 4 USING THE MANUAL This machine has been designed to provide convenient copying features in a minimum amount of office space and with maximum operational ease. To get full use of all machine features; The accompanying printer driver can be installed to enable use of the machine as a printer.

(See the accompanying Printer Driver Setup Guide.) Environment and people friendly design · Preheat and auto power shut-off modes are provided to reduce power consumption when the machine is not in use. · A universal design has been implemented in the product whereby the height of the operation panel and shape of the keys are designed to be usable by as many people as possible. 7 1 Chapter 1 BEFORE USING THE MACHINE This chapter contains basic information that should be read before using the machine. PART NAMES AND FUNCTIONS Document feeder cover (when the ADF is installed) /document cover Open to make copies from the document glass. (p.18) Document glass Place an original that you wish to copy face down here. (p.18) Handles Use to move the machine. Power switch Press to turn the machine power on and off.

(p.12) Operation panel Contains operation keys and indicator lights. (p.10) Paper output tray Copies and prints are deposited to this tray. Front cover Open to remove paper misfeeds and perform machine maintenance, as well as change of the toner cartridge.

(p.49, p.54) Paper trays Each tray holds 250 sheets of paper. (p.14) Side cover Open to remove paper misfeeds and perform machine maintenance.

(p.48, p.56) Side cover handle Pull to open the side cover. (p.48) Bypass tray guides Adjust to the width of the paper. (p.15) Bypass tray Paper including special paper (such as transparency film) can be fed from the bypass tray. (p.15, p.26) Bypass tray extension Pull out when feeding large paper such as B4 and A3 (LG and LD).

(p.15) Charger cleaner Use to clean the transfer charger. (p.57) USB 1.1 connector Connect to your computer to use the printer functions. (Printer Driver Setup Guide) 8 BEFORE USING THE MACHINE 1 Parallel connector Connect to your computer to use the printer function. (Printer Driver Setup Guide) Document feeder tray (when the ADF is installed) Place the original(s) that you wish to scan face up here. Holds up to 40 originals. Original guides (when the ADF is installed) Adjust to the size of the originals. Feeding roller cover (when the ADF is installed) Open to remove misfed originals.

(p.47) Right side cover (when the ADF is installed) Open to remove misfed originals. (p.47) Exit area (when the ADF is installed) Originals exit the machine here after copying. Toner cartridge lock release lever To replace the toner cartridge, pull out the toner cartridge while pushing on this lever.

Toner cartridge Contains toner. (p.54) Roller rotating knob Turn to remove misfed paper. (p.47, p.

48) Fusing unit release levers To remove a paper misfeed from the fusing unit, push down on these levers and remove the paper. (p.50) The fusing unit is hot. Do not touch the fusing unit when removing misfed paper. Doing so may cause a burn or injury. Photoconductive drum Copy images are formed on the photoconductive drum. Fusing unit paper guide Open to remove misfed paper. Note The model name can be seen on the machines front cover. 9 BEFORE USING THE MACHINE OPERATION PANEL AUDIT CLEAR key () Closes an open account. (p.

39) INTERRUPT key () / indicator Interrupts a copy run. (p.28) ORIGINAL SIZE ENTER key () / ORIGINAL SIZE indicators Use to enter the original size. (p.16) The selected original size will light up. AUTO PAPER SELECT indicator () Paper of the proper size will be automatically selected depending on the original size and selected copy ratio when this indicator is on. (p.20) PAPER SIZE ENTER key () Use to set the paper size in the paper trays. (p.16) Alarm indicators [] Maintenance indicator (p.

46) [] Toner cartridge replacement required indicator (p.46) [] Developer replacement required indicator (p.46) [] Paper required indicator (p.46) [] Misfeed indicator (p.46) ADF indicator (when the ADF is installed) Lights up when originals are set in the document feeder tray.

(p.19) XY-ZOOM key () / indicator Press to change the horizontal and vertical copy ratios independently. (p.24) DUAL PAGE COPY key () / indicator Use to make individual copies of the two pages of an open book or other two-page original. (p.

27) ZOOM indicator Lights up when a zoom ratio is set. (p.24) POWER SAVE indicator () Lights up when the machine is in a power save mode. (p.12) Display Shows the set number of copies, as well as the copy ratio, user program function or setting code, or an error code when an error occurs. Copy ratio display key () Hold down when the machine is not in use to display the copy ratio in the display. (p.24) Zoom keys (,) Use to select any reduction or enlargement copy ratio from 25% to 400% in increments of 1%. (p.24) Numeric keys Use to select the desired copy quantity or to make user program entries.



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(p.22) To display the total number of pages output by the machine, hold the [0] key down. (p.55) 10 BEFORE USING THE MACHINE RESET key () Clears all selected settings and returns the machine to the initial settings. (p.12) ON LINE key () / indicator Press to toggle the machine between online and off-line. The indicator lights up when the machine is online, and goes off when the machine is off-line. The indicator blinks while the machine is receiving print data and while printing is paused. (p.29) PAPER SIZE indicators Light up to show the selected copy paper size.

(p.16) TRAY SELECT key () Use to manually select a paper tray. (p.21) Paper feed location / misfeed location indicators The selected paper feed location is shown by a lit indicator (). (p.

18) The general location of misfed paper is shown by a blinking red indicator (). (p.47) AUTO IMAGE key () / indicator Press for automatic copy ratio selection. (p.22) PRESET RATIO selector keys (,) / indicators Use to select preset reduction/enlargement copy ratios.

(p.23) AUTO/TEXT/PHOTO key (/ /) / indicators Use to select the exposure mode: "AUTO", "TEXT", or "PHOTO". (p.21) Light and Dark keys (,) / indicators Use to adjust the TEXT or PHOTO exposure level. (p.21) CLEAR key () Clears the copy quantity display or terminates a copy run. Use to check the total number of copies made. (p.55) START key () / indicator Press to make a copy (p.18).

Also press to exit "Auto power shut-off" mode and to set a user program. Copying is possible when the indicator is on. 1 11 POWER ON AND OFF The power switch is located on the left side of the machine. POWER ON Turn the power switch to the "ON" position. It will take about 45 seconds for the machine to warm up. While the machine is warming up, the POWER SAVE indicator () will blink. (The POWER SAVE indicator () will go off when the machine is ready to copy.) However, you can make desired settings and press the [START] key () during warm-up. Copying will start after warm-up. POWER OFF Make sure that the machine is not in operation and then turn the power switch to the "OFF" position.

If the power switch is turned off while the machine is in operation, a misfeed may occur and the job that was in progress will be cancelled. Check the following to make sure the machine is not in operation: · The START indicator is lit. (Initial state) · The POWER SAVE indicator () is lit. ("Preheat mode" or "Auto power shut-off" mode) Note · The machine reverts to the initial settings when it is first turned on, when the [RESET] key () is pressed, or when no keys are pressed for the preset "Auto clear" time following the end of a copy job. When the machine reverts to the initial settings, all settings and functions selected to that point are cancelled.

The "Auto clear" time can be changed in the user settings. (p.33) · The machine is initially set to automatically enter power save mode if not used for copying or printing, for a preset period of time. This setting can be changed in the user programs. (p.

33) Power Save Modes The machine has two power save modes to reduce overall power consumption thereby reducing the cost of operation. In addition, these modes conserve natural resources and help reduce environmental pollution. The two power save modes are "Preheat mode" and "Auto power shut-off mode". Preheat mode @@@@Normal operation automatically resumes when a key on the operation panel is pressed, an original is placed, or a print job is received. Auto power shut-off mode @@@@To resume normal operation, press the [START] key (). @@ Note · The preheat activation time and the "Auto power shut-off timer" can be changed using user programs. It is suggested that you set times that are appropriate for your usage of the machine. (p.33) Initial settings The machine assumes the initial settings when it is first turned on, when the [RESET] key () is pressed, and approximately one minute after the last copy is made in any mode. Copy ratio: 100%, Exposure: Automatic Copy quantity: 0, All special copier modes: Off Auto paper selection: On, Paper feed station: The tray selected in the "Default tray setting" in the user programs.

(p.33) 12 LOADING PAPER The paper required indicator () will light up when there is no copy paper in the selected paper feed tray, or when the selected paper tray is not installed or is improperly installed. PAPER For best results, use only TOSHIBA recommended paper. Paper tray type Paper tray Paper type Standard paper Recycled paper Size A5* A4 B4 A3 ST*1 LT 8-1/2" x 13" LD A6R to A3 (ST to LD) 1 Weight 56 g/m to 90 (15 lbs. to 24 lbs. *) 2 Capacity g/m2 *2 2 250 sheets (Load paper lower than the line on the tray) Bypass tray Standard paper Recycled paper Thick paper Transparency film Labels Envelopes 56 g/m2 to 80 g/m2 (15 lbs. to 20 lbs.) 100 sheets *3 Max. 200 g/m2 (54 lbs.) Load one sheet of these papers at a time to the bypass tray. International DL (110 mm x 220 mm) International C5 (162 mm x 229 mm) Commercial 9 (3-7/8" x 8-7/8") Commercial 10 (4-1/8" x 9-1/2") 5 sheets *1A5 (ST) can be used in the upper paper tray but cannot be used in the second tray. *2When making a large number of copies or prints using 90 g/m2 (24 lbs.) paper, remove the output from the paper output tray when about 100 pages have been printed. The output may not stack correctly if more than 100 pages are allowed to accumulate. *3The number of sheets of the paper which can be set changes with the weight of a paper.

1 Special papers Follow these guidelines when using special papers. Use TOSHIBA recommended transparency film and label sheets. Using other than TOSHIBA recommended paper may result in misfeeds or smudges on the output. If other than TOSHIBA recommended media must be used, feed each sheet one at a time using the bypass tray (do not attempt continuous copying or printing). There are many varieties of special paper available on the market, and some cannot be used with this machine.

Before using special paper, contact your authorized service representative. Before using other than TOSHIBA recommended paper, make a test copy to see if the paper is suitable. 13 BEFORE USING THE MACHINE LOADING PAPER Make sure that the machine is not copying or printing, and then follow these steps to load paper. Loading the paper tray 1 Gently lift and pull out the paper tray until it stops. 5 Gently push the paper tray into the machine. 2 Push the pressure plate down until it locks in place. Push the center of the pressure plate down until it locks into place. Note If you loaded a different size of paper than was loaded previously in the tray, go to "CHANGING A TRAY'S PAPER SIZE SETTING" (p.16). 3 Fan the paper.

If the paper is not fanned, double-feeds or misfeeds may occur.



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4 Load paper into the tray. Note · Do not load paper higher than the line on the tray (up to 250 sheets). · Make sure that the paper fits under the tabs on the right side of the tray. · Make sure the stack of paper is straight before loading it. When adding paper, take the remaining paper out and combine it into a single stack with the new paper. 14 BEFORE USING THE MACHINE Loading the bypass tray 1 Unfold the bypass tray. 3 Insert the paper (print face down) all the way into the bypass tray. To prevent a misfeed, verify once more that the paper guides are adjusted to the width of the paper. When feeding large paper such as B4 and A3 (LG and LD), pull out the bypass tray extension.

Note If you loaded paper in the bypass tray, press the [TRAY SELECT] key () to select the bypass tray. The bypass tray will not be selected automatically. 2 Set the paper guides to the copy paper width. 1 Important points when inserting paper in the bypass tray · Up to 100 sheets of standard copy paper can be set in the bypass tray. · Be sure to place A6, A5 or ST size paper or envelopes horizontally as shown in the following diagram ().

Available Not available · When loading envelopes, make sure that they are straight and flat and do not have loosely glued construction flaps (not the closure flap). · Special papers except TOSHIBA recommended transparency film, labels, and envelopes must be fed one sheet at a time through the bypass tray. · When adding paper, first remove any paper remaining in the tray, combine it with the paper to be added and then reload as a single stack. The paper to be added must be the same size and type as the paper already in the tray. · Do not use paper that is smaller than the original.

This may cause smudges or unclean images. · Do not use paper that has already been printed on by a laser printer or plain paper fax machine. This may cause smudges or unclean images. 15 BEFORE USING THE MACHINE Envelopes · · · · · Do not use the following envelopes, as misfeeds will occur. Envelopes with metal tabs, clasps, strings, holes, or windows. Envelopes with rough fibres, carbon paper, or glossy surfaces. Envelopes with two or more flaps. Envelopes with tape, film, or paper attached to the flap. Envelopes with a fold in the flap. Envelopes with glue on the flap to be moistened for sealing.

Envelopes with labels or stamps. Envelopes that are slightly inflated with air. Envelopes with glue protruding from the seal area. Envelopes with part of the seal area peeled off. CHANGING A TRAY'S PAPER SIZE SETTING Follow these steps to change a tray's paper size setting. Note · The paper size setting cannot be changed when the machine has stopped temporarily due to running out of paper or a misfeed, or during interrupt copying. · During printing (even in copy mode), the paper size setting cannot be changed. · A5 (ST) size paper can only be selected in upper paper tray. · Do not load paper that is a different size than the paper size setting. Copying will not be possible.

1 Hold down the [PAPER SIZE ENTER] key () for more than 5 seconds to set the selected paper size. The currently selected paper feed location indicator will blink and the corresponding paper size (which is currently set) indicator will light steadily. All other indicators will go out. 3 Use the [ORIGINAL SIZE ENTER] key () to select the paper size. The indicator of the selected paper size lights up.

2 If the machine has two paper trays, use the [TRAY SELECT] key () to select the paper tray for which you wish to change the paper size setting. Each time the [TRAY SELECT] key () is pressed, a paper tray will be indicated with a blinking paper feed location indicator. 16 BEFORE USING THE MACHINE 4 Squeeze the lock lever of the front guide and slide the front guide to match the width of the paper, and move the left guide to the appropriate slot as marked on the tray. Important points when using the printer mode · Make sure that the tray's paper size setting is the same as the tray's paper size setting in the printer driver. For example, if the tray's paper size setting is A4-R (LT-R), set "Setting Paper Size" to "A4-R".

For more information, see "CONFIGURING THE PRINTER DRIVER" (p.12) in the "Printer Driver Setup Guide". · The front guide is a slide-type guide. Grasp the locking knob on the guide and slide the guide to the indicator line of the paper to be loaded. · The left guide is an insert-type guide. Remove it and then insert it at the indicator line of the paper to be loaded. · When using LD sized paper store the left guide in the slot at the left front of the paper tray. 5 Press the [START] key () and then the [PAPER SIZE ENTER] key (). To change the paper size setting of another tray, repeat steps 2 to 5 after pressing the [START] key (). 1 Note Affix the paper size label for the paper size selected in step 3 to the label position on the right end of the tray.

17 2 1 Chapter 2 COPY FUNCTIONS This chapter explains basic copying functions such as normal copying, reduction or enlargement, and exposure adjustment. NORMAL COPYING This section explains how to make a regular copy. If "Auditing mode" has been enabled (p.39), enter your 3-digit account number. Copying from the document glass Open the document cover/ADF, and place the original. 3 Press the [ORIGINAL SIZE ENTER] key () and select the original size. When the original size is selected, the tray with the same size of paper is automatically selected. (Two-tray model only) Place the original face down on the document glass. Align it with the original size scale. DO NOT place heavy objects on the original glass and do not press on it with force. Breaking the glass could cause personal injury. An original up to A3 (LD) can be placed on the document glass. Make sure that the PAPER SIZE indicator lights up. If the indicator is not lit, no tray has the same size of paper as the original. Load paper of the required size in a tray, or select the bypass tray with the [TRAY SELECT] key () and copy from the bypass tray.

The bypass tray must be manually selected. To copy on paper of a different size than the original, select the paper with the [TRAY SELECT] key (). If the ORIGINAL SIZE indicator is blinking, rotate the original so that it is in the same orientation as the blinking ORIGINAL SIZE indicator. Note 4 5 Set the number of copies. Press the [START] key () copying.

) to begin 2 Close the document cover/ADF. The copy is delivered to the paper output tray. Note · The paper output tray can hold up to 250 sheets of paper. · About one minute after copying ends, "Auto clear" activates and restores the copy settings to the initial settings.



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(p.12) The setting for "Auto clear" time can be changed in the user programs. (p.33) · Press the [CLEAR] key () to stop copying in the middle of a run. 18
COPY FUNCTIONS Copying from the ADF 1 2 Make sure that an original has not been left on the document glass. Close the ADF.

Adjust the original guides to the size of the original(s). 5 Press the [START] key () to begin copying. The copy is delivered to the paper output tray. Note 3 Set the original(s) face up in the document feeder tray. · The paper output tray can hold up to 250 sheets of paper. · About one minute after copying ends, "Auto clear" activates and restores the copy settings to the initial settings. (p.12) The setting for "Auto clear" time can be changed in the user programs. (p.33) · Press the [CLEAR] key () to stop copying in the middle of a run.

· If you find it difficult to remove the original from the document feeder tray, open the feeding roller cover first and then remove the original. If you remove the original without opening the feeding roller cover, the original may become dirty. 2 Insert the original into the document feeder tray as far as it will go.

When the original is set, the ADF indicator will light up. The ORIGINAL SIZE indicator corresponding to the size of the original lights up.

If the ORIGINAL SIZE indicator is blinking, rotate the original so that it is in the same orientation as the blinking ORIGINAL SIZE indicator. Make sure that the PAPER SIZE indicator is lit. If the indicator is not lit, no tray has the same size of paper as the original. Load paper of the required size in a tray, or select the bypass tray with the [TRAY SELECT] key () and copy from the bypass tray. The bypass tray must be manually selected.

To copy on paper of a different size than the original, select the paper with the [TRAY SELECT] key (). Note Do not place originals of different sizes together in the document feeder tray. This may cause misfeeds. 4 Set the number of copies. 19 COPY FUNCTIONS Auto paper select mode (Two-tray model only)

When the AUTO PAPER SELECT indicator () lights up, "Auto paper select mode" is enabled. This function automatically selects the paper that is the same size as the original A5, A4, A4R, B4, A3 (ST, LT, LTR, 8-1/2" x 13", LG and LD) paper. "Auto paper select mode" can be disabled in the user programs.

(p.33) · The sizes of paper that can be loaded vary by country and region. · If a zoom setting is selected after placing the original, the paper size that is appropriate for the zoom setting will be automatically selected.

· "Auto paper select mode" is cancelled if the automatic ratio selection is enabled (p.22) or if a tray is selected with the [TRAY SELECT] key (). Auto paper select resumes operation when the [RESET] key () is pressed or when "Auto clear time" activates. Removing the document cover To copy large originals like newspapers, remove the document cover. To remove the cover, lift straight up as shown. To replace the cover, do the reverse. The ADF cannot be removed.

Originals that can be used in the ADF Originals that are A5 to A3 (ST to LD) and 56 g/m² to 90 g/m² (15 lbs. to 24 lbs.) can be used.

A maximum of 40 pages can be placed at once. For originals that are B4 (LG) or larger (B4, A3 (LG, LD)), a maximum of 30 pages can be placed at once. Note Copying books or originals with folds or creases Press down on the document cover/ADF while copying as shown. If the document cover/ADF is not completely closed, shadows may appear on the copy or it may be fuzzy. Straighten originals with folds or creases well before placing.

· Make sure that there are no paper clips or staples on the original. · Straighten curled originals before placing them in the document feeder tray. Curled originals may cause misfeeds. Originals that cannot be used in the ADF The following originals cannot be used. These may cause misfeeds or smudging and unclear images.

· Transparencies, tracing paper, other transparent or translucent paper, and photographs. · Carbon paper, thermal paper. · Originals that are creased, folded, or torn. · Glued originals, cut-out originals. · Originals with binder holes. · Originals printed using an ink ribbon (thermal transfer printing), originals on thermal transfer paper. Stream feeding mode If "Stream feeding mode" is enabled in the user programs (p.33), the ADF indicator will blink for about 5 seconds after all originals are fed. If a new original is placed in the ADF during this time, the original will be automatically fed in and copying will begin. 20

COPY FUNCTIONS MAKING A COPY DARKER OR LIGHTER Automatic exposure adjustment is initially enabled.

This function automatically adjusts the copy image according to the original being copied. If you wish to select the exposure level yourself, follow the steps below. (Select from two original types and five exposure levels for each original type.) The exposure level used in automatic exposure adjustment can also be changed. ("ADJUSTING THE AUTOMATIC EXPOSURE LEVEL" (p.31)) Original types AUTO

Automatic exposure adjustment is enabled and the exposure is automatically adjusted according to the original being copied. The exposure is lowered for colored areas and background shadows. TEXT ...

... The exposure is raised for light areas and lowered for dark backgrounds to make text easier to read. PHOTO .

· Half-tones in the photo are reproduced with greater clarity. 1 Press the [AUTO/TEXT/PHOTO] key (/ /) to select the original type. To adjust the exposure of a text original manually, press until the TEXT indicator () lights. To copy a photo, press until the PHOTO indicator () lights. To return to automatic adjustment, press until the AUTO indicator () lights. 2 Press the [Light] key () or [Dark] key () to adjust the exposure. For a darker image, press the [Dark] key (). For a lighter image, press the [Light] key (). If exposure level 2 or 4 is selected, the two indicators will light simultaneously.

2 Note Note Exposure value guidelines 1 2 Dark originals like newspapers 3 Normal originals 4 5 Colored text or text written in pencil SELECTING THE TRAY If you wish to use a tray other than the automatically selected tray (for example you wish to enlarge or reduce the copy or use the bypass tray), press the [TRAY SELECT] key () to select the desired tray. Note · If the desired PAPER SIZE indicator does not light up, change the paper in the tray to the desired paper size. (p.16) · Automatic ratio selection (p.22) does not operate when the bypass tray or a tray set for a special paper size is selected. Auto tray switching (Two-tray model only) If the tray runs out of paper during copying and there is another tray with the same size of paper and the same feeding orientation (horizontal or vertical), the other tray is automatically selected and copying continues.



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"Auto tray switching" can be disabled in the user programs (p.33). 21 COPY FUNCTIONS SETTING THE NUMBER OF COPIES Press the numeric keys to set the number of copies. Important note when making a large number of copies The maximum number of copies can be changed in the user programs. (p.34) When the maximum number of pages (about 250 pages) that can be held in the paper output tray are output, copying will temporarily stop. When this happens, promptly remove the copies and press the [START] key () to resume copying. Copying will also stop after about 500 pages and 750 pages. Remove the pages and resume copying in the same way.

The set number of copies appears in the display. A maximum of 999 copies (factory default setting) can be set. If you wish to make only a single copy, copying is possible with the display showing "0". Note If you enter the wrong number, press the [CLEAR] key () and enter the correct number.

REDUCTION/ENLARGEMENT/ZOOM The zoom function enables precise copy ratio selection from 25% to 400% in increments of 1%.

There are three ways to enlarge and reduce copies, as explained below. · Reduction and enlargement ratios can be selected automatically with the [AUTO IMAGE] key (). "AUTOMATIC RATIO SELECTION" (below) · Reduction and enlargement ratios can be selected manually with the [PRESET RATIO] selector keys (,) and/or the [ZOOM] keys (,). "MANUAL RATIO SELECTION" (p.23) · Separate settings can be selected for the vertical and horizontal ratios. "SELECTING THE VERTICAL AND HORIZONTAL COPY RATIOS SEPARATELY (X-Y ZOOM)" (p.24) Ratios that can be selected will vary depending on whether the original is placed on the document glass or in the ADF. Original position Document glass ADF Selectable ratios 25% 400% 50% 200% AUTOMATIC RATIO SELECTION 1 2 Place the original(s) in the document feeder tray or on the document glass. If the original is placed on the document glass, select the original size. (p.

18) Note Automatic ratio selection can be used when the original size is A5, A4, A4R, B4, A3 (ST, LT, LT-R, 8.5" x 13", LG or LD). The sizes of paper that can be loaded vary by country and region. It cannot be used for other sizes. 3 Use the [TRAY SELECT] key () to select the paper tray with the desired paper size. This feature will not work when using copy paper of non-standard size or when using the bypass tray. 22 COPY FUNCTIONS 4 Press the [AUTO IMAGE] key (). 5 The AUTO IMAGE indicator () lights up and the appropriate ratio for the original size and paper size is selected. (The indicator of the selected ratio will light up.) Set the number of copies and other copy settings, and then press the [START] key ().

The copy will be delivered to the paper output tray. Note To cancel automatic ratio selection, press the [AUTO IMAGE] key () again. Note · If the ORIGINAL SIZE indicator blinks, change the orientation of the placed original. · If the copy is made when a PRESET RATIO selector indicator is blinking, the copied image may run off the page. MANUAL RATIO SELECTION Copies can be reduced down to 25% or enlarged up to 400%.

The [PRESET RATIO] selector keys (can be pressed to quickly select a ratio from among eight preset ratios. In addition, the [Zoom] keys (pressed to select the ratio in increments of 1%. , ,) can be When a [Zoom] key (or) is pressed, the ZOOM indicator will light up and the zoom ratio will appear in the display for about two seconds. 2 1 2 3 Place the original(s) in the document feeder tray or on the document glass. If the original is placed on the document glass, select the original size.

(p.18) Use the [PRESET RATIO] selector keys (,) and [Zoom] keys (,) to select the desired copy ratio. Selecting a preset ratio Press the [PRESET RATIO] selector key () to move up through the preset ratios. Press the [PRESET RATIO] selector key () to move down through the preset ratios. Fine adjustment of the ratio Any ratio from 25% to 400% can be set in increments of 1%. Note · To verify a zoom setting without changing the zoom ratio, Hold down the [Copy ratio display] key (). When the key is released, the display will return to the number of copies display. · If the copy is made when a PRESET RATIO selector indicator or the ZOOM indicator is blinking, the copied image may run off the page. To ensure that the image fits on the page, lower the copy ratio until the indicator stops blinking and lights steadily. · If the PAPER SIZE indicator is not lit, there is no appropriate paper.

Load appropriate paper in a paper tray. (p.14) % 4 Set the number of copies and other copy settings, and then press the [START] key (). The copy will be delivered to the paper output tray. Note To return the ratio to 100%, press the [PRESET RATIO] selector key (or) until the 100% indicator lights up. Press a [PRESET RATIO] selector key (or) to set the approximate ratio, then press the [Zoom] keys (or) to increase or decrease the ratio. To decrease or increase the zoom ratio rapidly, hold down the [Zoom] keys (or). 23 COPY FUNCTIONS SELECTING THE VERTICAL AND HORIZONTAL COPY RATIOS SEPARATELY The XY ZOOM feature allows the horizontal and vertical copy ratios to be changed independently. Example: Reduction only in the horizontal direction. (XY ZOOM copying) Original Copy Note · To use the XY ZOOM feature with the DUAL PAGE COPY feature, set the DUAL PAGE COPY feature first and then the XY ZOOM feature.

· The XY ZOOM feature cannot be used in combination with the AUTO IMAGE function. Ratios that can be selected will vary depending on the position of the original. Original position Document glass ADF Selectable ratios 25% 400% 50% 200% 1 2 3 Place the original(s) in the document feeder tray or on the document glass. If the original is placed on the document glass, select the original size. (p.

18) Press the [XY-ZOOM] key (). 4 Use the [PRESET RATIO] selector keys (,) and [Zoom] keys (,) to change the copy ratio in the vertical direction. Press the [PRESET RATIO] selector keys (,) to select a ratio close to the desired ratio, and then press the [Zoom] keys (,) to adjust the ratio in increments of 1%. The ratio appears in the display. XY-ZOOM Indicator () lights up.

The current value for the vertical direction will appear in the display. 5 Press the [Copy ratio display] key (). The selected ratio for the vertical direction will be entered. 24 COPY FUNCTIONS 6 Use the [PRESET RATIO] selector keys (,) and [Zoom] keys (,) to change the copy ratio in the horizontal direction. Press the [PRESET RATIO] selector keys (,) to select a ratio close to the desired ratio, and then press the [Zoom] keys (,) to adjust the ratio in increments of 1%. The ratio appears in the display. 7 Press the [Copy ratio display] key ().



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The selected ratio for the horizontal direction will be entered and the display will change to the number of copies display. 8 Set the number of copies and other copy settings, and then press the [START] key (). The copy will be delivered to the paper output tray.

2 Note · To verify the copy ratios, press and hold down the [Copy ratio display] key (). The vertical and horizontal ratios will be alternately displayed. · If you need to change the ratios, press the [PRESET RATIO] selector keys (,) and the [Zoom] keys (,) to reset the ratios, beginning with the vertical ratio. (step 4) · To cancel XY ZOOM copy, press the [XYZOOM] key (). The XY-ZOOM indicator () will go off, indicating that the function is cancelled. % 25 TWO-SIDED COPYING USING THE BYPASS TRAY To perform manual two-sided copying, follow these steps. Example: Copying originals A and B onto each side of one sheet of paper Original A Original B Copy 1 Copy original A. 3 Turn the copy of original A over, and without changing the position of the edge closest to you, insert it in the bypass tray. Insert the paper all the way in. Copied original A Original A Original B Copied original A Copied original A Original A Original B Copied original A 2 Place original B as shown below.

Vertically-oriented original: If the original is oriented vertically, place it in the same orientation as original A. Original B Note Horizontally-oriented original: If the original is oriented horizontally, place it with the top and bottom and left and right sides reversed with respect to the placement of original A. · Copies made on the back side of paper should always be made one sheet at a time using the bypass tray. · Straighten curled or wavy paper before using it. Curled paper may cause misfeeds, creases, or a poor-quality image.

Original B 4 Select the bypass tray with the [TRAY SELECT] key (), and then press the [START] key (). The copy is delivered to the paper output tray. 26 DUAL PAGE COPYING A dual page original can be automatically separated into two pages during copying. This feature is convenient for making copies of books and other dual page originals on individual sheets of paper. Note A4 (LT) paper is used for dual page copying.

When used in combination with XY ZOOM copying, enlargement is not possible. Dual page copying cannot be used in combination with the enlargement copying. Automatic ratio selection cannot be used when dual page copying is used. Dual page copying cannot be selected when an original is placed in the ADF. 2 1 Place the original on the document glass, aligning the division between the pages with the size marker (A4 1/). Close the document cover/ (82 ADF. Copying will begin from the page to the right of the size marker. 4 5 Make sure that a paper tray with A4 (LT) size paper is selected. Set the number of copies and other copy settings, and press the [START] key (). The copy will be delivered to the paper output tray.

Note To keep the copies in the correct page order when performing dual page copying over multiple pages, make sure that the original is always placed on the document glass with the lower page number to the right. To cancel dual page copying, press the [DUAL PAGE COPY] key (). The DUAL PAGE COPY indicator () will go off, indicating that the function is cancelled. Note 2 3 Set the original size to A3 (LD). Press the [DUAL PAGE COPY] key () and make sure that the DUAL PAGE COPY indicator () is lit. 27 INTERRUPTING A COPY RUN (Interrupt copying) A copy run can be temporarily interrupted to allow another copy job to be performed. When the other job is finished, the copy run will resume using the original copy settings. Note Interrupt copying is not possible when the user programs are being configured. 1 Press the [INTERRUPT] key (interrupt the copy run.) to 4 The INTERRUPT indicator will light up and the machine will revert to the initial settings.

(p.12)The INTERRUPT indicator will blink until the current copy run stops. When the copy job is finished, press the [INTERRUPT] key () and remove the original(s). The INTERRUPT indicator will go off, indicating that the interrupt function is no longer operating. The copy settings will automatically revert to the settings selected for the copy run before the run was interrupted.

Note · If the ADF is being used, the copy run will not stop until the set number of copies is completed. · If "Auditing mode" is enabled: "- - -" will appear in the number of copies display. Enter your 3-digit account number. Copying will not be possible unless a correct account number is entered. (p. 39) 5 Replace the previous original(s) and press the [START] key (). The interrupted copy run will resume. 2 3 Remove the previous original(s) and place the original(s) of the interrupt copy job. Set the number of copies and other copy settings and then press the [START] key (). 28 3 Note Note Chapter 3 PRINTER FUNCTIONS The machine includes a USB 1.1 connector and a parallel connector as standard equipment. A computer can be connected to these connectors to use the machine as a printer. To use the machine as a printer, the printer driver must first be installed as explained in the "Printer Driver Setup Guide". · If a problem occurs in printer mode, see "TROUBLESHOOTING" (p.40).

· When interrupt copying is being performed, printing is not possible. USING THE PRINTER MODE The procedure for loading paper is the same as for loading copy paper. See "LOADING PAPER" (p.13). · Print jobs received while the machine is copying will be stored in memory. When the copy job is finished, the print jobs will begin printing. · Printing is not possible when the front or side cover is opened for machine maintenance, or when a misfeed occurs or the machine runs out of paper or toner, or when the drum cartridge reaches its replacement time. · If an original misfeed occurs in the ADF, printing will not be possible until the misfed original is removed and the ADF is restored to a usable state. BASIC PROCEDURE FOR PRINTING The basic procedure for printing is explained below. To use convenient printer functions, see the "Online Manual" or the printer driver help file.

1 Make sure that paper is loaded in the tray. The procedure for loading paper is the same as for copying. See "LOADING PAPER" (p.13) and make sure the paper that you wish to use is loaded. 3 4 Open the file that you wish to print and select "Print" from the File menu.

Make sure that the printer driver for the machine is selected, and select print settings in the printer driver. For information on the settings in the printer driver, see the "Online Manual", the "Printer Driver Setup Guide", or the printer driver help file.



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Note Make sure that the paper size setting on the machine is the same as the paper size set in the printer driver. 2 Make sure that the ON LINE indicator () on the operation panel is lit. If the ON LINE indicator () is not lit, press the [ON LINE] key ().

When the indicator is not lit, the machine is off-line and cannot print. When the indicator is blinking, a print job is transferred to the machine. 5 Click the "Print" button or the "OK" button to begin printing. The print job will be delivered to the paper output tray. Important points when setting the paper size · Make sure that the tray's paper size setting is the same as the tray's paper size setting in the printer driver. For example, if the tray's paper size setting is A4R, set "Setting Paper Size" to "A4-R". For more information, see "CONFIGURING THE PRINTER DRIVER" (p.9) in the "Printer Driver Setup Guide". 29 PRINTER FUNCTIONS Pausing a print job To pause a print job during printing, press the [ON LINE] key () on the operation panel to switch the machine offline. Printing will be paused and the ON LINE indicator () will blink.

@@@@@@@@@@@@@@@@@@@@) stops blinking and lights Note After adjusting the automatic exposure level, it is recommended that you make a test copy to check the new level. 31 TONER SAVE MODE AND HIGH IMAGE QUALITY MODE Toner save mode can be enabled to reduce toner consumption by about 10%. The high image quality mode improves copy image quality in the automatic and manual exposure modes by increasing copy density with a slight increase of toner consumption. To switch between toner save mode and high image quality mode, follow the steps below. Note In Europe, high image quality mode is initially selected. In regions other than Europe, toner save mode is initially selected. 1 2 Press the [AUTO/TEXT/PHOTO] key (/) to select "TEXT" (). @@@@ @@@@3: 20 sec. 4: 60 sec. 5: 90 sec.

6: 120 sec. 1: 1 min. 2: 5 min. 3: 30 min. 4: 60 min.

5: 120 min. 6: 240 min. @@2: 30 min. 3: 60 min. 4: 120 min.

@@This program is used to select the period of time. "Auto clear time" can also be disabled. @@@@ @@@@To resume normal operation, press the [START] key (). @@@@Use this setting to enable or disable auto power shut-off. @@@@The function can be disabled. @@@@Scanning is slower when high-quality mode is used. @@@@3: 1.0 sec. 4: 1.5 sec.

5: 2.0 sec. @@@@ (p.35) · Use this to sound a beep when a base setting 30 Use close paper size 31 Default tray setting is selected. (p.35) · Use this setting to select 99 or 999 for the maximum number of copies. · When this function is enabled, printing in printer mode will automatically continue using a different size of paper if the specified size of paper runs out in all trays. This feature does not function in copy mode. · Use this program to select a default tray. This tray is automatically selected each time the power is turned on or each time the machine reverts to the initial settings.

· Use this program to set "AUTO", "TEXT", or 32 Default exposure mode "PHOTO" as the default exposure mode. *3 e-STUDIO161 is as follows: 1: Paper tray (factory default). 5: Bypass tray 34 USER SETTINGS SELECTING A SETTING FOR A USER PROGRAM 1 Hold down the [Light] key (the alarm indicators (, , blink. ,) until ,) 4 Enter the desired setting code by pressing a numeric key. · For the setting codes, The display shows "- -" with the left hyphen blinking.

see "USER PROGRAMS" (p.33 to p.34) · The selected setting code blinks. · For example, to select 90 seconds, press the [5] key. 2 Enter the program number with the numeric keys.

· See "USER Note If you enter the wrong number, press the [CLEAR] key () and return to step 2. PROGRAMS" (p.33 to p.34) for the program numbers. · The selected program number blinks. · For example, to select "Auto clear timer", press the [1] key. 5 Press the [START] key (). The selected setting code stops blinking and lights steadily. Note If you enter the wrong number, press the [CLEAR] key () and then enter the correct number. 4 Note To select a setting for another user program, press the [CLEAR] key () and then return to step 2.

3 Press the [START] key (). · The selected program number stops blinking and lights steadily. · The currently selected setting code blinks on the right side of the display. 6 Press the [Light] key (complete the settings.) to The alarm indicators (, , ,) go off and the display returns to the number of copies display. Audible signals (key entry beep, invalid key beep, base setting beep) The machine sounds three different types of beep signals: a key entry beep that sounds when a valid key is pressed, an invalid key beep that sounds when an invalid key is pressed, and a base setting beep that sounds when a setting is the same as the base setting (base settings are explained below). The base setting beep is initially disabled. If you wish to enable the base setting beep, see "Base setting beep signal" on page 34. If you wish to change the volume of the beep signals or disable them, see "Audible signals volume" on page 34. The beep patterns of each type of beep signal are as follows: Key entry beep .

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.... One beep Base setting beep

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Three beeps Invalid key beep

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..Two beeps Base settings The base settings are preset standard selections for each copy setting. The base settings are as follows: Copy ratio ..

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... 100% Light and Dark indicator.....

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.. 3 Paper feed location ...

.... Upper paper tray ORIGINAL SIZE.....

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... A4 (LT) AUTO/TEXT/PHOTO (/ /)

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AUTO 35 SETTINGS FOR AUDITING MODE AUDITING MODE When "Auditing mode" is enabled, a count is kept of the number of copies made by each account (up to 20 accounts can be established), and the counts can be displayed and totalled as necessary. In "Auditing mode", the display shows "- - -", and this indicates that a 3-digit account number must be entered in order to use the machine for copying. Note The administrator of the machine should complete the following settings: · Enable "Auditing mode" (p.38) · Account number entry (p.38) AUDITING MODE SETTINGS Program number 10 11 12 13 Program name Auditing mode Account number entry Account number changeNone Account number deletion Number of copies per account Resetting account Setting codes (factory default setting appears in bold) 0: OFF 1: ON None None Explanation Use to enable or disable "Auditing mode". "Auditing mode" is initially disabled. Use to set up account numbers. Up to 20 accounts can be established. Use to change an account number. 14 15 Use to delete an account number.

@@This displays the number of copies made by each account.



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None The maximum count is 49,999. If this number is exceeded, the count will start over from 0. Use to reset the copy count of an account to 0. @@@@. The selected program number blinks. @@@@Enter a different number. @@@@If no account numbers have been established, the error code "14E" will appear in the display. 2 Press the [CLEAR] key (). 1 Select the account number with the [Copy ratio display] key (). 2 Hold down the [0] key. The copy count of the selected account will appear in the display while you hold down the [0] key. The count is displayed sequentially as shown below. Example: 12,345 copies Account number change (program No.12) Use this procedure to change an account number. If no account numbers have been established, the error code "12E" will appear in the display.

1 Press the [Copy ratio display] key () to select the account number that you wish to change, and then press the [START] key (). The display will show 3 blinking hyphens "- - -". Note 2 Press the numeric keys to enter a new account number (any 3-digit number except "000"), and then press the [START] key (). Note · If you enter "000" or a number that has already been stored, the number will blink in the display. Enter a different number. · To change another account number, repeat steps 1 and 2. · Each A3 (LD) size page is counted as two pages. · To view the copy count of another account, repeat steps 1 and 2. 3 When finished, press the [CLEAR] key (). 3 When finished, press the [CLEAR] key (). 38 USER SETTINGS Resetting account (program No.15) The copy count of a single account or all accounts can be reset to 0. If no account numbers have been established, the error code "15E" will appear in the display. Copying when "Auditing mode" is enabled When "Auditing mode" is enabled, "- - -" appears in the display. [Resetting all accounts] Press the [1] key and then press the [START] key ().

The copy counts of all accounts will be deleted. [Resetting a single account] 1 Press the [0] key, and then press the [START] key (). 2 Select the account number to be reset with the [Copy ratio display] key () and then press the [START] key (). Note To reset another account number, enter the program number (15) for account number deletion and then repeat the procedure for "Resetting a single account". 1 Enter your 3-digit account number with the numeric keys. When you enter your account number, "0" appears in the display to indicate that copying is possible. Note If you enter an incorrect number, press the [CLEAR] key () and then enter the correct number. 2 Follow the appropriate steps to make the copy. Note If you are performing an interrupt copy (p.28), be sure to press the [INTERRUPT] key () when finished to exit interrupt mode. 4 3 When finished, press the [AUDIT CLEAR] key (). Note If a misfeed occurs or the paper runs out during copying, your session will not end even if the [AUDIT CLEAR] key () is pressed. 39 5 Chapter 5 TROUBLESHOOTING This chapter describes troubleshooting and misfeed removal. TROUBLESHOOTING If you experience difficulty using the machine, check the following troubleshooting guide before calling for service. Many problems can be easily resolved by the user.

If you are unable to solve the problem using the troubleshooting guide, turn off the power switch and unplug the machine, and contact your authorized service representative. MACHINE/COPYING PROBLEMS The machine does not operate. ...

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..... 41 Part of the image is cut off or there is too much blank space. ..

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..... 41 Wrinkles appear in the paper or the image disappears in places.

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..... 41 Paper misfeed...

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..... 43 White or black lines appear on copies. ...

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..... 43 A copy job stops before it is finished...

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... 43 The POWER SAVE indicator () is lit. .

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..... 43 Any one of the alarm indicators (, , ,) is lit or blinking.....

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.... 43 Lighting fixture flickers.

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..... 43 PRINTING PROBLEMS The machine does not print. (ON LINE indicator () does not blink.) ..

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.. 44 The machine does not print. (ON LINE indicator () was blinking.).....

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45 The printed image is light and uneven.

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... 45 The printed image is dirty.....

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..... 45 The printed image is skewed or it runs off the paper. ...

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.. 45 Any one of the alarm indicators (, ,,) is lit or blinking..

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. 45 Removing the software

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.. 45 INDICATORS AND DISPLAY MESSAGES..

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..... 46 MISFEED REMOVAL ...

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. 47 REPLACING THE TONER CARTRIDGE.....

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..... 54 40 TROUBLESHOOTING MACHINE/COPYING PROBLEMS The following problems are related to the general operation of the machine and copying. Problem Cause and solution The machine is not plugged into a power outlet. Plug the machine into a grounded outlet. Page 12 Power switch OFF Turn the power switch ON. The POWER SAVE indicator () is blinking.

Indicates that the machine is warming up. Copies cannot be made until the machine has finished warming up. 12 The front cover or the side cover is not completely closed. Close the front cover or the side cover. The machine does not operate. The machine is in auto power shut-off mode. In auto power shut-off mode, all lights are off except the POWER SAVE indicator () and ON LINE indicator (). Press the [START] key () to resume normal operation. 12 A paper feed location is blinking. A blinking paper feed location means that the size of paper loaded in the tray is different from the paper size setting for the tray. Change the paper size setting. To clear the display, do one of the following: Use the [TRAY SELECT] key () to change the tray selection. Open and close the tray. Press the [CLEAR] key () or the [RESET] key (). 16 Select the correct original type for the original.

Copies are too dark or too light. Select AUTO with the [AUTO/TEXT/PHOTO] key or press the [Light] key () and [Dark] key () to manually select an appropriate exposure. If the copy is too light or too dark even though AUTO was selected with the [AUTO/TEXT/PHOTO] key (/ /), adjust the automatic exposure level. 21 31 5 Blank copies. The original is not placed face up in the ADF or face down on the document glass.

Place the original face up in the ADF or face down on the document glass. 18, 19 The original was not placed in the correct position. Place the original correctly. 18, 19 Part of the image is cut off or there is too much blank space. An appropriate ratio was not used for the size of the original and the size of the paper. Press the [AUTO IMAGE] key () to have the copy made using the appropriate ratio for the original and paper. 22 The size of paper loaded in the tray was changed without changing the tray's paper size setting. Be sure to change the tray's paper size setting whenever you change the size of paper loaded in the tray.



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