



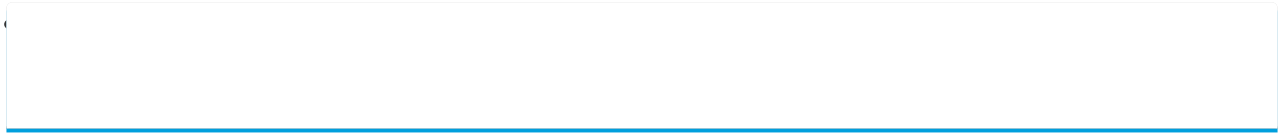
Toshiba E-Studio 205L Quick Start Manual

Multifunctional digital systems

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MULTIFUNCTIONAL DIGITAL SYSTEMS

TOSHIBA
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Quick Start Guide

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[All in One Printer Toshiba e-studio 165 Operator's Manual](#)

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[All in One Printer Toshiba e-STUDIO 165 Fax Manual](#)

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[All in One Printer Toshiba e-STUDIO163 Service Handbook](#)

(235 pages)

Summary of Contents for Toshiba E-Studio 205L

[Page 1: Quick Start Guide](#)

MULTIFUNCTIONAL DIGITAL SYSTEMS Quick Start Guide...

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[Page 3](#) Preface Thank you for purchasing the TOSHIBA Multifunctional Digital Systems. This

Quick Start Guide describes the preparation of the operation, the basic and advanced usage of this equipment. Be sure to read this manual before you use this equipment. Keep this manual handy and retain it for future reference.

[Page 4: Lineup Of Our Manuals](#)

This Quick Start Guide describes the preparation of the operation, the basic and advanced usage of this equipment. Safety Information This Safety Information describes the necessary precautions for using this TOSHIBA Multifunctional Digital Systems. For your added safety, be sure to read this booklet before using this equipment.

[Page 5](#) TopAccess Guide This TopAccess Guide describes procedures for remote setup and management of this equipment from a web-based utility, the "TopAccess". Troubleshooting Guide This Troubleshooting Guide describes how to troubleshoot the problems that could occur while you are using the equipment. Network Fax Guide This Network Fax Guide describes the operations of the N/W-Fax Driver.

[Page 6: How To Read This Manual](#)

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. 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.

[Page 7: Table Of Contents](#)

CONTENTS Preface Lineup of Our Manuals .

[Page 8: Recommended Toner Cartridges](#)

Recommended toner cartridges To assure optimal printing performance, we recommend that you use only genuine TOSHIBA toner cartridges. If you use a TOSHIBA-recommended toner cartridge, you can utilize the following two functions of this equipment: • Cartridge detecting function: This function checks if the toner cartridge is correctly installed and notifies you if it is not.

[Page 9](#) Chapter PREPARATIONS Items Included in This Product8 CD-ROM .

[Page 10: Chapter Preparations](#)

Chapter 1 PREPARATIONS Items Included in This Product The items included in this product are shown below. The following items are included in the e-STUDIO205L/255/305/355/55 Multifunctional Digital Systems. Check that you have all the items. Items included in the product Quick Start Guide (this guide) Safety Information Client Utilities CD-ROM...

[Page 11: Cd-Rom](#)

File downloader N/W-Fax driver AddressBook Viewer Remote Scan driver WIA driver TOSHIBA NDPS Gateway e-Filing Backup/Restore Utility For Macintosh PPD file for Mac OS X [0.2.] to Mac OS X [0.5.x For UNIX/Linux UNIX/Linux filter (Solaris, HP-U, AIX, Linux, SCO) CUPS For the details of the client software, see the following page: &...

[Page 12: Client Software](#)

WPF applications created for Windows Vista. TOSHIBA NDPS Gateway TOSHIBA NDPS Gateway enables to configure the NDPS objects in servers running NetWare 5. with Support Pack 7 service pack or higher or NetWare 6.0/6.5. PPD file for Macintosh This printer driver enables users to print documents from Macintosh computers (Mac OS X[0.2.] to...

[Page 13](#) Client Software Client software for the network management TopAccess TopAccess enables you to view the device information, monitor jobs, create templates and manage address book from your computers using a browser. The device can be set up and maintained with the administrator's function from your computers using a browser.

[Page 14: Description Of Each Component](#)

Chapter 1 PREPARATIONS Description of Each Component This section describes the names and operations of the components and options. Front / Right side Reversing Automatic Document Feeder Paper feed cover (optional) (optional, MR-3021/MR-3022) Open this cover when

releasing paper misfed in the Paper Feed Pedestal (optional) or Large Capacity Feeder (optional).

[Page 15](#) Description of Each Component Left / Inner side Platen sheet Exit support tray & P.62 "Regular Maintenance" This tray aligns the printed paper. Refer to the Troubleshooting Guide for details. Original glass Paper exit stopper Use this to copy three-dimensional originals, book-type originals and special paper such as OHP film or tracing Use this to prevent the exiting paper from falling.

[Page 16: Configuration Of Options](#)

Chapter 1 PREPARATIONS Configuration of options For e-STUDIO205L/255/305/355/455 For e-STUDIO205L/255/305 For e-STUDIO355/455 Original Cover (KA-1640PC) Additional Drawer Module (MY-1033) This is used to hold an original. This drawer can be added to the Paper Feed Pedestal (optional, KD-□025). Combined with the 2 drawers in the Reversing Automatic Document Feeder (MR-3021, equipment, paper can be fed from □ drawers in total.

[Page 17](#) This unit enables you to punch holes on printed sheets. Install it in the Finisher (optional, MJ-□□0□) to use it. Other options available are as follows. Contact your service technician or Toshiba product distributors for details. Work Table (KK-4550) Operator's Manual Pocket (KK-1660) This is a small table for placing originals while the equipment is Keep the manual in this pocket.

[Page 18: Control Panel](#)

Chapter 1 PREPARATIONS Control panel Use the buttons on the control panel for various operations and settings in the equipment. [MENU] button [ENERGY SAVER] button Use this button to display frequently used templates. Use this button for the equipment to enter the energy saving mode.

[Page 19: Adjusting The Angle Of The Control Panel](#)

Description of Each Component [ACCESS] button Touch panel Use this button when the department code or user Use this panel for the various settings of the copying, information has been set. If this button is pressed after scanning and Fax functions. This panel also indicates the copying, etc., the next user cannot use functions such as status of the equipment, such as when you run out of copying without keying in the department code or user...

[Page 20](#) Chapter 1 PREPARATIONS Fixing the angle of the control panel The angle of the control panel can be fixed with the stopper on its rear side (at 7 degrees from the horizontal position). If you do not use the stopper, remove it from the control panel and attach it to the back of the equipment. Removing the stopper from the control panel Attaching the stopper to the back side of the equipment...

[Page 21: Touch Panel](#)

Description of Each Component Touch panel When the power is turned ON, the basic menu for the copying function appears on this touch panel. The status of the equipment is also displayed on the touch panel with messages and illustrations. The menu shown at the time of turning the power ON can be changed to one for functions other than copying, for example, Fax function.

[Page 22: Adjusting The Contrast Of The Touch Panel](#)

Chapter 1 PREPARATIONS Clearing functions selected When you press the selected button, the function which has been selected is cleared. Or the selected setting is cleared automatically by the automatic function clear* when the equipment has been left inactive for a specified period of time. Automatic function clear: This function works when a specified period of time has passed since the last paper exit or the last entry of any button.

[Page 23: Setting Letters](#)

Description of Each Component Setting letters The following menu appears when the entry of any letter is required for the operations of scanning, e-Filing, template and Internet Fax. Use the buttons on the touch panel for letter entry and use the digital keys on the control panel for number entry. After entering the letters, press [OK].

[Page 24: Turning The Power On](#)

Chapter 1 PREPARATIONS Turning Power ON/OFF This section explains how to turn the power

ON and OFF. Turning the power ON If the MAIN POWER lamp is not lit, open the main power switch cover and turn the power ON with the main power switch.

[Page 25](#) Turning Power ON/OFF Turning the power OFF (Shutdown) When turning OFF the power of the equipment, be sure to shut it down according to the procedure below. Check the following three points before shutdown. • No jobs should be left in the print job list. •...

[Page 26](#) Chapter 1 PREPARATIONS Saving energy when not in use – energy saving modes - This equipment supports three energy saving modes; the Automatic Energy Save mode, Sleep mode and Super Sleep mode. The table below shows the procedures to switch modes manually and the conditions under which the equipment enters into or recovers from each mode.

[Page 27: When Department Or User Management Is Used](#)

Placing Paper When Department or User Management is Used When the equipment is managed with the department or user management function, users need to enter the department code or user information before making copies, etc. Department management You can restrict users or manage copy volumes made by an individual group or department in your company using the department codes.

[Page 28: User Management](#)

Chapter 1 PREPARATIONS User management Users of the equipment can be limited and the available functions and past record of each user can be controlled by using the user management function. When the equipment is managed under this function, turn the power ON and enter the information required (e.g.

[Page 29](#) When Department or User Management is Used The menu for user authentication appears. MFP local authentication, LDAP authentication Windows Domain Authentication The domain name previously set by the network administrator is displayed in https://capturecode.com. If the domain name belonging to your organization is not displayed, press https://capturecode.com and select it.

[Page 30](#) Chapter 1 PREPARATIONS Press [USER NAME]. Enter the user name (maximum 128 letters) and then press [OK]. Press [PASSWORD].

[Page 31](#) When Department or User Management is Used Enter the password (maximum 64 letters) and then press [OK]. Press [OK].

[Page 32: Placing Paper](#)

Chapter 1 PREPARATIONS Placing Paper This section explains how to set paper in the drawers of the equipment. Pull out the drawer and place paper in the drawer. Set the end guide so that it matches the paper size. Set the side guides so that they match the paper Push in the drawer.

[Page 33](#) Chapter BASIC OPERATION Basic Copying Operation32 Basic Fax Operation .

[Page 34: Chapter Basic Operation](#)

Chapter 2 BASIC OPERATION Basic Copying Operation The basic copying procedure is as follows. Press the [COPY] button to use the copying functions. Place the original(s). Original glass Reversing Automatic Document Feeder (optional) Key in the desired number of copy sets, and then press the [START] button. Refer to the Copying Guide for details.

[Page 35](#) Basic Copying Operation In this case To stop copying Press the [STOP] button on the control panel and [MEMORY CLEAR] on the touch panel. Refer to “Chapter 2 HOW TO MAKE COPIES” in the Copying Guide for details. To perform Interrupt copying Press the [INTERRUPT] button on the control panel.

[Page 36: Basic Fax Operation](#)

Chapter 2 BASIC OPERATION Basic Fax Operation The basic procedure for sending a Fax is as follows (The FAX Unit is optional). Press the [FAX] button to use the Fax functions. Place the original(s). Original glass Reversing Automatic Document Feeder (optional) Specify the Fax number using the digital keys or in the address book, and then press [SEND] on the touch panel.

[Page 37](#) Basic Fax Operation In this case If you make a mistake when dialing the Fax number Press the [CLEAR] button on the control panel to delete all the Fax numbers you entered. Or press [BACK SPACE] on the touch panel to delete them one by one. Refer to “Chapter 2 SENDING/RECEIVING A FAX”...

[Page 38: Basic Scanning Operation](#)

Chapter 2 BASIC OPERATION Basic Scanning Operation The basic operation of the optional scanning function is as follows. Press the [SCAN] button to use the scanning functions. Place the original(s). Original glass Reversing Automatic Document Feeder (optional) Specify the location where the scanned data will be stored, and then press [SCAN] on the touch panel.

[Page 39](#) Basic Scanning Operation In this case To store the scanned data in e-Filing Press [e-FILING] on the touch panel. Refer to “Chapter 2 BASIC OPERATION” in the Scanning Guide and “Chapter 2 OPERATIONS WITH THIS EQUIPMENT” in the e-Filing Guide for details. To store the scanned data in a shared folder or USB device Press [FILE/USB] on the touch panel.

[Page 40: Basic E-Filing Operation](#)

Chapter 2 BASIC OPERATION Basic e-Filing Operation The basic e-Filing procedure is as follows. Press the [e-FILING] button to use the e-filing functions. Storing documents The originals are stored as e-Filing documents in this equipment as well as being copied. Place the original(s).

[Page 41: Printing Documents](#)

Basic e-Filing Operation Printing Documents The procedure for printing documents stored in e-Filing is as follows. Press the box button in which the documents are stored. If the password is set in the box, enter the password and press [OK] on the touch panel. Select the document you want to print, and then press [PRINT] on the touch panel.

[Page 42: Basic Printing Operation](#)

Chapter 2 BASIC OPERATION Basic Printing Operation The basic operation of the optional printer function, including the procedure for printing from Windows applications with a PS3 printer driver, is as follows. Select [Print] in the [File] menu of the application. Select the printer driver of the equipment, and then click [Preferences].

[Page 43](#) Basic Printing Operation In this case To specify paper size or number of copy sets Click the [Basic] tab in the property dialog box of the printer driver. Refer to “Chapter 2 PRINTING FROM WINDOWS” in the Printing Guide for details. To specify 2-sided printing or N-up printing Click the [Finishing] tab in the property dialog box of the printer driver.

[Page 44: Basic Menu Operation](#)

The template which the user logging in can use is (GS-□020) is installed. Contact your service technician or displayed. Toshiba product distributors for details. Total print counter The total print counter of the user logging in is displayed. When department management and user management are not used, the template in the public template group and the total print...

[Page 45: Replacement Of Supplies](#)

Chapter REPLACEMENT OF SUPPLIES Replacing Toner Cartridge□□ Adding Staples.

[Page 46: Replacing Toner Cartridge](#)

Chapter 3 REPLACEMENT OF SUPPLIES Replacing Toner Cartridge The procedure for replacing the toner cartridge is as follows. Shake the new toner cartridge well to loosen the Open the front cover and then hold down the toner inside. lever to take off the toner cartridge. Pull out the seal.

[Page 47: Adding Staples](#)

Replacing Waste Toner Box Adding Staples The procedure for adding staples of the Finisher (optional) is as follows. Finisher (Optional: MJ-1101) Open the front cover of the Finisher. Take off the staple cartridge. Take the empty staple case out of the staple Install a new staple case into the staple cartridge.

[Page 48](#) Chapter 3 REPLACEMENT OF SUPPLIES Saddle Stitch Finisher (Optional: MJ-1024) Open the front cover of the Saddle Stitch Finisher Press the buttons on both sides of the

cartridge and take off the staple cartridge. and take out the empty staple case. Install a new staple case into the staple cartridge.

[Page 49](#) Adding Staples Saddle stitch unit Open the front cover of the Finisher, and then pull Pull the handle of the stapler toward you, and out the saddle stitch unit. then turn it clockwise. Take out two empty staple cartridges. Install two new staple cartridges. Pull the handle of the stapler toward you, and Insert the saddle stitch unit into the Finisher, and then lower the stapler to its original position.

[Page 50](#) Chapter 3 REPLACEMENT OF SUPPLIES Saddle Stitch Finisher (Optional: MJ-1025) Open the front cover of the Saddle Stitch Finisher. Pull out the staple unit. Turn the knob until the triangle mark is aligned with Take off the staple cartridge. the square mark and move the staple toward you. Press the buttons on both sides of the cartridge Install a new staple case into the staple cartridge and take out the empty staple case.

[Page 51](#) Adding Staples Pull out the seal. Install the staple cartridge. Return the staple unit to the original position. Close the front cover of the Saddle Stitch Finisher.

[Page 52](#) Chapter 3 REPLACEMENT OF SUPPLIES Hanging Finisher (Optional: MJ-1031) Push the lever to separate the Hanging Finisher Take off the staple cartridge, and then take the from the equipment, and then open the cover. empty staple case out of the staple cartridge. Install a new staple case into the staple cartridge.

[Page 53: Chapter 4 Advanced Functions / Troubleshooting](#)

Chapter ADVANCED FUNCTIONS / TROUBLESHOOTING Advanced Functions52 Messages or Other Indications on Touch Panel .

[Page 54: Advanced Functions](#)

Chapter 4 ADVANCED FUNCTIONS / TROUBLESHOOTING Advanced Functions This section describes the advanced functions. COPY SCAN e-FILING PRINT Copying color documents more clearly EXAMPLE The procedure for copying color documents such as those for presentation more clearly is as follows. Place the original(s).

[Page 55](#) Advanced Functions COPY SCAN e-FILING PRINT Printing only allowed data set on the control panel EXAMPLE The procedure for printing only allowed data set on the control panel is as follows. This will stop you from forgetting to remove printed sheets. Open a file to be printed, and then select [Print] from the file menu of the application.

[Page 56](#) Chapter 4 ADVANCED FUNCTIONS / TROUBLESHOOTING COPY SCAN e-FILING PRINT Attaching the scanned data to an E-mail EXAMPLE The procedure for attaching the scanned data to an E-mail and sending it to the specified E-mail address is as follows. Place the original(s). Press [E-MAIL] on the touch panel.

[Page 57](#) Advanced Functions COPY SCAN e-FILING PRINT Requesting a password for receiving a fax EXAMPLE The procedure for requesting a password when printing a received Fax using the ITU-T mailbox function is as follows. The FAX Unit (optional) is required. Password Press the [ADVANCED] tab, and then [ITU MAILBOX].

[Page 58: When Copying](#)

Chapter 4 ADVANCED FUNCTIONS / TROUBLESHOOTING COPY SCAN e-FILING PRINT Copying or scanning originals without blank sheets EXAMPLE To copy or scan originals without blank sheets, follow the setting below before copying or scanning them. (In this case, two blank originals are omitted when six originals are copied or scanned.) When copying Press the [EDIT] tab, and then press...

[Page 59](#) Advanced Functions COPY SCAN e-FILING PRINT Adding date and time to document files EXAMPLE The procedure for printing a document file stored in e-Filing with the date and time added at its bottom is as follows. 2009 . 7 . 10 11:11 Select the box in which the desired document is stored.

[Page 60](#) Chapter 4 ADVANCED FUNCTIONS / TROUBLESHOOTING COPY SCAN e-FILING PRINT Printing a PDF file stored in the USB device EXAMPLE The procedure for printing 1 set of a PDF

file stored in the USB device is as follows. Connect the USB device to the USB port.

[Page 61](#) Advanced Functions COPY SCAN e-FILING PRINT Copying or scanning originals which are to have their periphery whitened EXAMPLE To whiten the dark area on the copied image around thick originals such as booklets, follow the setting below before copying or scanning originals. When copying Press the [EDIT] tab, and then on the basic menu for the copying functions.

[Page 62: Messages Or Other Indications On Touch Panel](#)

Chapter 4 ADVANCED FUNCTIONS / TROUBLESHOOTING Messages or Other Indications on Touch Panel This section describes the messages, symbols and error codes displayed on the touch panel of the equipment. Alert message indication area Messages appear when paper has run out, etc. Symbols blinking on the touch panel Symbols such as paper jam, call service, etc.

[Page 63: Chapter 5 Maintenance & Specifications](#)

Chapter MAINTENANCE & SPECIFICATIONS Regular Maintenance 62 Specifications of Equipment .

[Page 64: Regular Maintenance](#)

Chapter 5 MAINTENANCE & SPECIFICATIONS Regular Maintenance The cleaning method for the equipment is as follows. We recommend you to clean the following items weekly, so that the originals can be scanned in unsoiled conditions. Be careful not to scratch the parts that you are cleaning. •...

[Page 65: Specifications Of Equipment](#)

Specifications of Equipment Cleaning the charger If the inside of the charger is dirty, the dirt will be transferred to the copied image. Clean the charger following the procedure below. Open the front cover. Holding the knob provided for cleaning, pull out the knob carefully until it comes to a stop.

[Page 66: Specifications Of Equipment](#)

Chapter 5 MAINTENANCE & SPECIFICATIONS Specifications of Equipment The specifications of the equipment are as follows. Acceptable paper Feeder Media type Weight Maximum sheet capacity Paper size A/B format: 60 - 80 g/m 600 sheets (60 g/m , 14 lb. Bond) PLAIN A3, A4, A4-R, A5-R, B4, B5, B5-R, 11 - 20 lb.

[Page 67](#) A/B format: PP2500/3M TRANSPARENCY *1, *2 — LT format: PP2500L/3M, X-0.0/Folex Westvaco Columbian CO138, ENVELOPE — Mailwell No. 553 Only Toshiba-recommended OHP film should be used. Using any other film may cause a malfunction. Automatic duplex copying is not available.

[Page 68](#) 889 mm (35") (W) x 586 mm (23.1") (D) Storage capacity Max. 1000 sheets or until the memory is full (Toshiba's own chart) • This specification varies depending on the printing conditions and the environment. • Specifications and appearance are subject to change without notice in the interest of product improvement.

[Page 69: Specifications Of Options](#)

Specifications of Equipment Specifications of Options The specifications of the options are as follows. Reversing Automatic Document Feeder Model name MR-3021 (For DP-2090/DP-2520/DP-3000), MR-3022 (For DP-3570/DP-1570) Copy sides 1-side, Duplex Number of originals 100 originals (35 - 80 g/m , 9.3 - 20 lb. Bond) or 16 mm/0.63" or less in height (more than 80 g/m , 20 lb.

[Page 70](#) Chapter 5 MAINTENANCE & SPECIFICATIONS Finisher (MJ-1101) Model name MJ-1101 (For DP-3570/DP-1570) Type Floor type (Console type) Acceptable paper size A3, A4, A4-R, A5-R, A6-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 8.5"SQ, 11"LG, 8K, 16K, 16K-R Acceptable paper 52 - 209 g/m , 11 lb.

[Page 71](#) Specifications of Equipment Tray loading capacity of Saddle Stitch Finisher (MJ-1024) Unit: mm (with allowable error of ±7 mm or 0.276") Unit: mm (with allowable error of ±7 mm or 0.276") Values in parentheses: Number of sheets (80 g/m Values in parentheses: Number of

sheets (80 g/m or 20 lb.

[Page 72](#) Chapter 5 MAINTENANCE & SPECIFICATIONS Tray loading capacity of Saddle Stitch Finisher (MJ-1025) Unit: mm (with allowable error of ± 7 mm or 0.276") Unit: mm (with allowable error of ± 7 mm or 0.276") Values in parentheses: Number of sheets (80 g/m Values in parentheses: Number of sheets (80 g/m or 20 lb.

[Page 73](#) Specifications of Options Tray loading capacity of Hanging Finisher (MJ-1031) Unit: mm (with allowable error of ± 4 mm or 0.158") Unit: mm (with allowable error of ± 4 mm or 0.158") Values in parentheses: Number of sheets (80 g/m Values in parentheses: Number of sheets (80 g/m or 20 lb.

[Page 74](#) Chapter 5 MAINTENANCE & SPECIFICATIONS Offset Tray (MJ-5005) Model name MJ-5005 (For DP-2090/DP-2520/DP-3000) , A \square , A \square -R , A5-R, A6-R, B \square , B5 , B5-R, FOLIO , CHO-3 ($\square 20$ mm x 235 mm), YOU- \square Standard size ($\square 05$ mm x 235 mm), DL ($\square \square 0$ mm x 220 mm), LD , LG , LT , LT-R...

[Page 75](#) Specifications of Options Hole Punch Unit (MJ-6004 Series) Model name MJ-600 \square Series (For DP-3570/DP- $\square 570$) Acceptable paper size A3, A \square , A \square -R, B \square , B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP Acceptable paper 52 - 209 g/m , $\square \square$ lb. Bond - $\square \square 0$ lb. Index weight (OHP film and specially treated paper are not available.) Dimensions...

[Page 76](#) (Total HDD accessible capacity may vary depending on operating environment.) Refer to the GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit for details of the FAX Unit (GD- $\square 250$). Toshiba-recommended paper is used for the values above. Specifications and appearance are subject to change without notice in the interest of product improvement.

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This manual is also suitable for:

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