

# Toshiba Multi-Function Printer (MFP) & Copier

Print -- Copy -- Scan -- Fax

## FIRST TIME ACCOUNT SETUP: SCAN WITH FOB



1. Tap your fob on the icon next to the e-Studio logo. You will hear a beep.

Username  
  
 Password  
  
 Log in

2. Enter your GCS username (without @gcsnc.com) and password.



3. Log out by tapping the key/person icon on the screen.

## LOGGING IN (TWO OPTIONS)

### Tap It (use your fob)



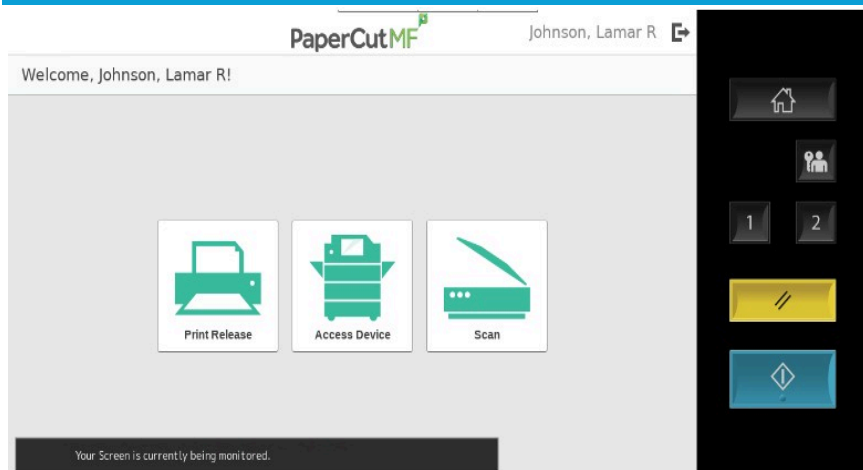
Tap your fob on the icon next to the e-Studio logo, then follow the on-screen instructions.

### Type It (enter manually)

Username  
  
 Password  
  
 Log in

Tap the box next to Username. Enter your GCS username (without @gcsnc.com) and password, then follow the on-screen instructions.

## THE BASICS



From the Home screen:



- Print Release: Print the jobs you have sent to the queue.
- Check the box(es) next to the job(s) you want to print.
  - Press "Print" on the screen.
  - Press the trashcan to delete jobs.



- Access Device: Make copies.
- Select your printing options.
  - Place the original on the glass or in the feeder and press the Start button on the panel.

Scan documents to email, OneDrive, or fax.

- To My Email: Sends to your GCS email address. Select your options and follow the on-screen prompts.
- To OneDrive: Sends to your GCS OneDrive. Select your options and follow the on-screen prompts.
- To Another Email: Sends to the email address of your choice. Enter the email address, select your options, and follow the on-screen prompts.
- To Fax: Select your options and follow the on-screen prompts.

1 Return to Home screen.

Log out.

## PRINTING FROM YOUR GCS DEVICE

From any district device:

- Select the print function.
- Select the printer **Toshiba Copier on 725-papercut1**. (You may make this your default printer.)
- Select the desired printer options and press print.

Your print job will go into the queue and will be available at any Toshiba MFP in the district. Jobs not printed after 72 hours will be deleted from the queue.

## ADDITIONAL SUPPORT

### User Support

For assistance, please submit a help desk ticket:



[bit.ly/gcs\\_tech\\_help](https://bit.ly/gcs_tech_help)

### Training Materials

For additional GCS training materials:



[bit.ly/gcs\\_print](https://bit.ly/gcs_print)

### Supplies and Toshiba Support

Contact Toshiba by scanning the QR code on the Toshiba label or calling 800-277-2030. Be sure to have the Equipment ID of the MFP when you call.