

# TOSHIBA Viewer V2 Operator's Manual

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## ***Before Reading This Manual***

This manual also describes information that may be useful for the operation of this equipment with the following signage:



Important instruction, always follow this guidance.



Handy information that is useful to know.

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# TOSHIBA Viewer V2

## Introduction

TOSHIBA Viewer V2 has been specially designed for use with the TOSHIBA Multifunctional Digital Systems e-STUDIO195/223/225/243/245 and TWAIN compatible scanning device.

Available features of TOSHIBA Viewer V2 include:

- Using your TOSHIBA MFP as a printer.  
The e-STUDIO195/223/225/243/245 can print on both sides of each piece of paper, known as duplex printing. See the section starting on page 33 of this guide for more details.
- Using your TOSHIBA MFP as a scanner.
- Configuring your TOSHIBA MFP from the PC.
- Scanning hard copy documents using a TWAIN scanner.

This manual gives instructions on how to install the GDI printer driver, TWAIN scanner driver and TOSHIBA Viewer V2 as well as basic information about some of the other functions listed above.

## Installation



Please read and follow the instructions below **BEFORE** connecting the TOSHIBA MFP to the PC. Failure to follow the instructions may mean the software does not install correctly.

## Minimum Computer Requirements

As with most Windows applications, TOSHIBA Viewer V2 will run faster when used on a PC with a faster processor or with more RAM.

If you are using other applications on your PC at the same time as TOSHIBA Viewer V2, a faster processor and additional RAM are highly recommended.

TOSHIBA Viewer V2 is compatible with following Microsoft Windows platforms. Make sure that your computer meets the following criteria.

Operating system: Microsoft Windows 7\*

Microsoft Windows 8\*

Microsoft Windows 10\*

Microsoft Windows Vista 64-bit

Microsoft Windows 7 64-bit\*

Microsoft Windows 8 64-bit\*

Microsoft Windows 10 64-bit\*

Microsoft Windows Server 2008

Microsoft Windows Server 2008 x64 Editions

Microsoft Windows Server 2008R2 x64 Editions\*

Microsoft Windows Server 2012 x64 Editions\*

PC: PC/AT 100% compatible; Modern Processor (x86) 800MHz or higher for Windows Vista 32 bit

PC/AT 100% compatible; Modern Processor (x86) 1GHz or higher for Windows Server 2008, Windows 7, Windows 8 or Windows 10

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\* For these versions of Windows it is essential that you follow the installation procedures in this guide to pre-install the USB drivers for the TOSHIBA MFP **BEFORE** you connect the MFP to the PC, else Plug and Play installation will not work.

PC/AT 100% compatible; Modern 64bit (x64) processor 1GHz or higher for Windows Vista 64-bit

PC/AT 100% compatible; Modern 64bit (x64) processor 1.4GHz or higher for Windows Server 2008/2008R2/2012 x64 Editions

PC/AT 100% compatible; Modern 64bit (x64) processor 2GHz or higher for Windows 7 x64, Windows 8 x64 or Windows 10 x64

PC memory: 512MB RAM (2GB recommended) for Windows Server 2008

512MB RAM (1GB recommended) for Windows Vista 32 bit

1GB RAM for Windows 7, Windows 8 or Windows 10

1GB RAM for Windows Vista 64 bit

512MB RAM (2GB recommended) for Windows Server 2008/2008R2/2012 x64 Editions

2GB RAM for Windows 7 x64, Windows 8 x64 or Windows 10 x64

Hard Disk: Depending on which parts of Viewer V2 and the Printer & Scanner drivers are installed a minimum of 20MB free disk space is required.

Display: A 24 bit color video card and driver is recommended.

Windows Vista/7/8/10 requires DirectX 9 with a minimum of 128MB graphics memory.


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## Installing Printer and Scanner Drivers with TOSHIBA Viewer V2

The Printer and Scanner drivers allow you to print on and scan using your TOSHIBA MFP.

### Before installing

Before installing, please make sure that following conditions are satisfied:


- If you have already installed the previous version of the Printer Driver on your PC, delete the printer driver from the Printers folder immediately after you start Windows.
  - Make sure that you are logged into Windows with Administrator permissions. If required, consider promoting your normal Windows user to have Administrator permissions for the duration of the installation and then demote them again afterwards.
  - Close all applications that are running to avoid any conflicts during installation.
-  Please note that these printer drivers for your TOSHIBA MFPs cannot be installed via the Windows “Add Printer” button; please refer to the following sections for correct installation procedures.

### On the Windows PC to which the TOSHIBA MFP will be connected

The TOSHIBA Viewer V2 applications will also be installed during this process, these include:

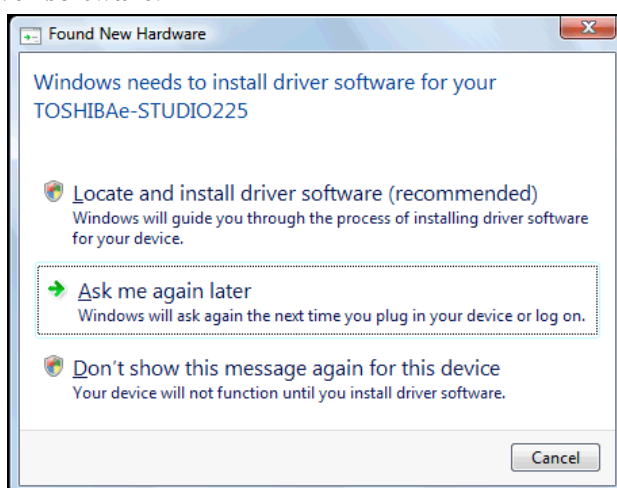
- Viewer (P3console): A Viewer which you can use to scan pages and save them as images;
- Device Setup: A utility to configure your TOSHIBA MFPs from the PC.
- P3import: A utility to export data from previous TOSHIBA software – only installed if TOSHIBA Viewer V1, SmartLink2000 or ImageVision2000 is already installed.

### Installation via Plug and Play (Windows Vista and Server 2008)

-  This installation process is **not** suitable for Windows 7, 8, 10 or Server 2008R2/2012, if you are using either of these versions of Windows please refer to the “Installation via CD (All versions of Windows)” section starting on page 9.

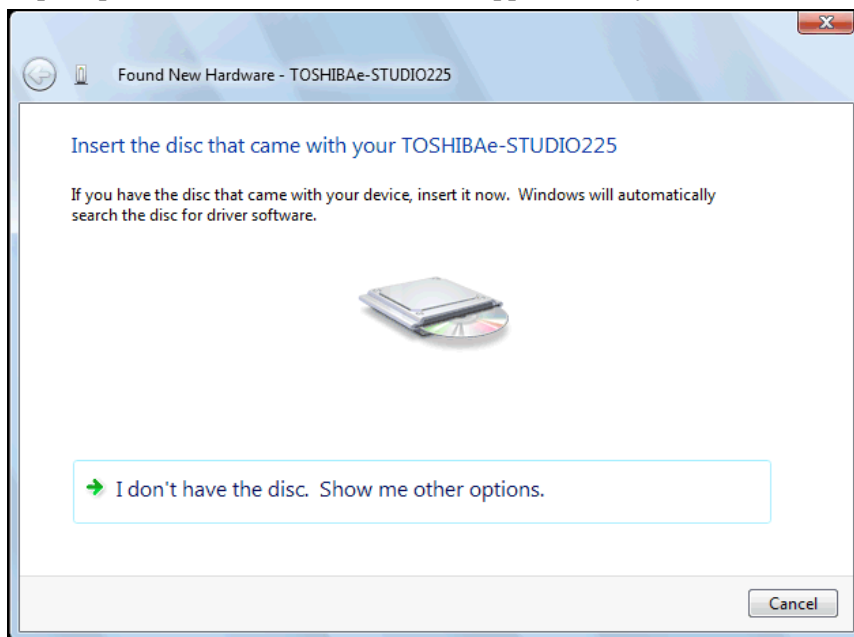
The installation process is as follows:

1. Connect the TOSHIBA e-STUDIO MFP to your PC via an empty USB port.
2. Windows will detect you connecting the MFP and start to install drivers, select to **Locate and install driver software**.



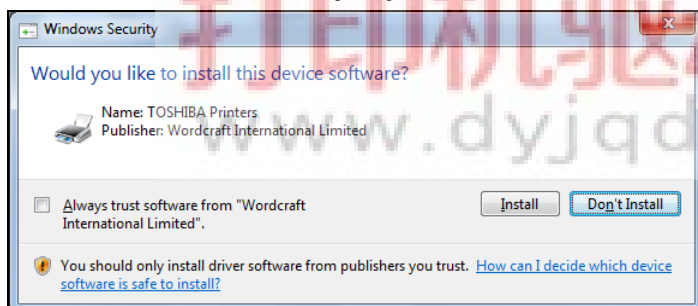
If asked whether Windows should connect to Windows Update select **No, not this time**.

3. When prompted, insert the Viewer V2 CD supplied with your TOSHIBA MFP.

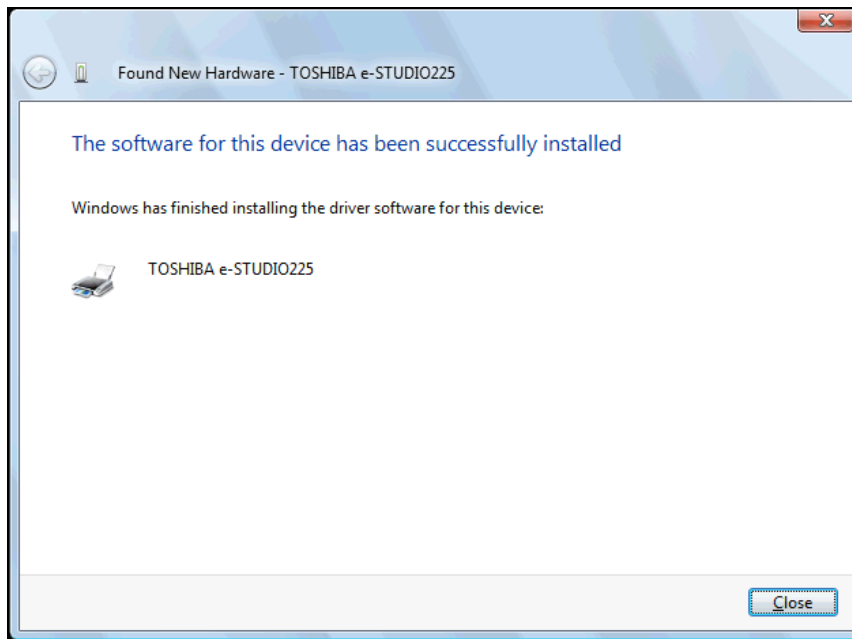


Windows should detect the CD being inserted then automatically search it for printer drivers for use with the connected TOSHIBA MFP and start to install them.

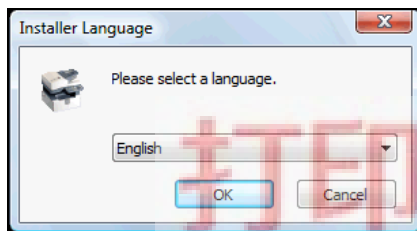
4. Depending on how Windows is configured, Windows may warn that the drivers have not passed Windows Logo testing or that it cannot verify the publisher – click **Continue Anyway**, **Install** or **Install this driver software anyway**.



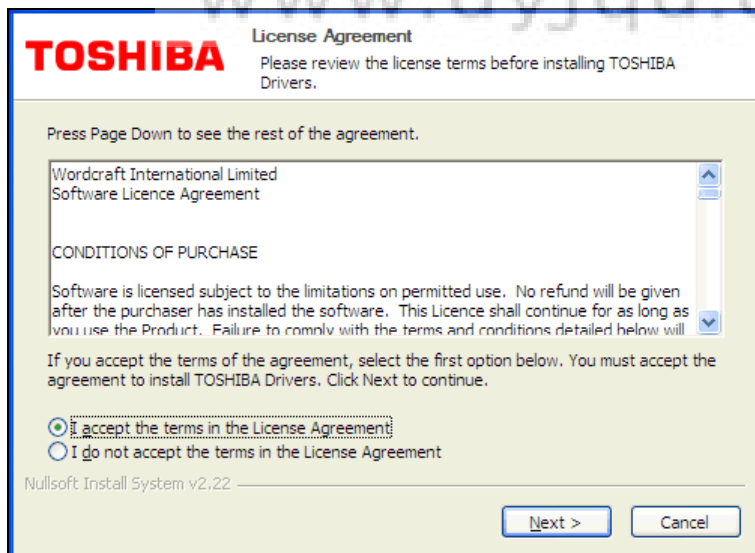
5. Click the **Close** button on the Found New Hardware Wizard.



6. Select a language and click the **OK** button, if prompted to do so.



7. Accept the license agreement for the TOSHIBA Drivers and click the **Next** button, if prompted to do so.



8. The TOSHIBA Viewer V2 software will now be installed and your printer and scanner drivers configured; please wait while this is done.



9. Click the **Finish** button on the TOSHIBA Drivers Setup Wizard.



The MFP's device driver must be running before any remote user can scan using the MFP and can be started manually using the appropriate shortcut via **Start, Programs, TOSHIBA Viewer V2, Devices**. To start the TOSHIBA MFP's device driver immediately, leave the **Allow remote users to scan with the MFP immediately** option ticked.



Consider copying the shortcut from **Start, Programs, TOSHIBA Viewer V2, Devices** to the **Startup** folder in the **Start, Programs** menu so that remote users can scan using the TOSHIBA MFP as soon as you log into Windows.

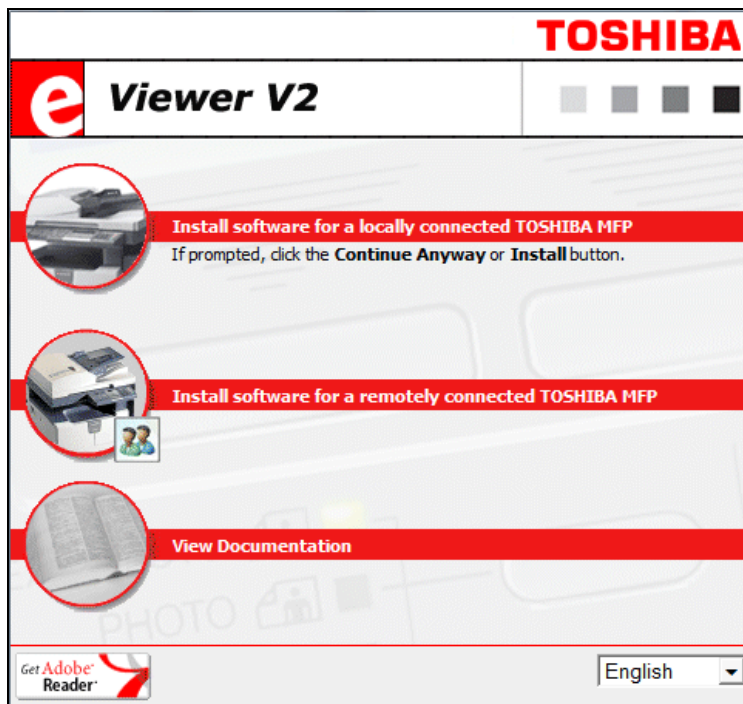
Your software is now installed.

### *Installation via CD (All versions of Windows, including Windows 7, 8, 10 and Server 2008R2/2012)*

The installation process is as follows:

1. Insert the TOSHIBA Viewer V2 CD-ROM in to the CD-ROM drive.

2. The TOSHIBA Viewer V2 Installation Menu (below) should automatically appear, if it does not click **Start, Run**, type F:\SETUP.EXE (where “F” is your CD-ROM drive) and then click the **OK** button.

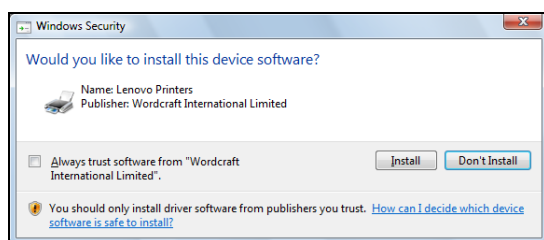


Select the required language from the list shown in the lower right corner of the TOSHIBA Viewer V2 Installation Menu.

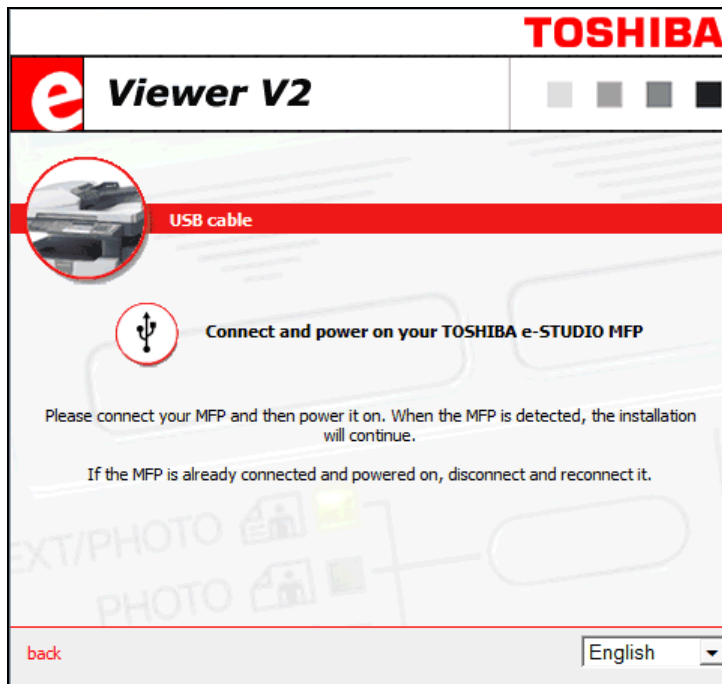
Click **Install software for a locally connected TOSHIBA MFP**.

3. Drivers for TOSHIBA USB MFPs are now pre-installed to Windows so that they can be found when a compatible TOSHIBA USB MFP is subsequently connected. Depending on how Windows is configured, Windows may warn that the drivers have not passed Windows Logo testing or that it cannot verify the publisher – click **Continue Anyway**, **Install** or **Install this driver software anyway**.

Windows Vista/7/8/10/2008/2012



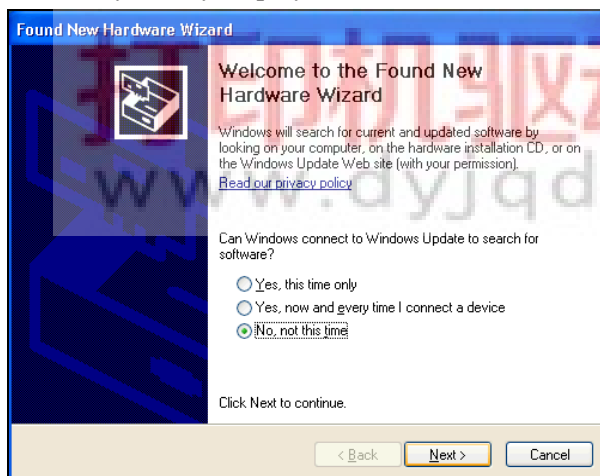
4. When the following screen appears, connect the TOSHIBA MFP to the PC and power on the MFP.



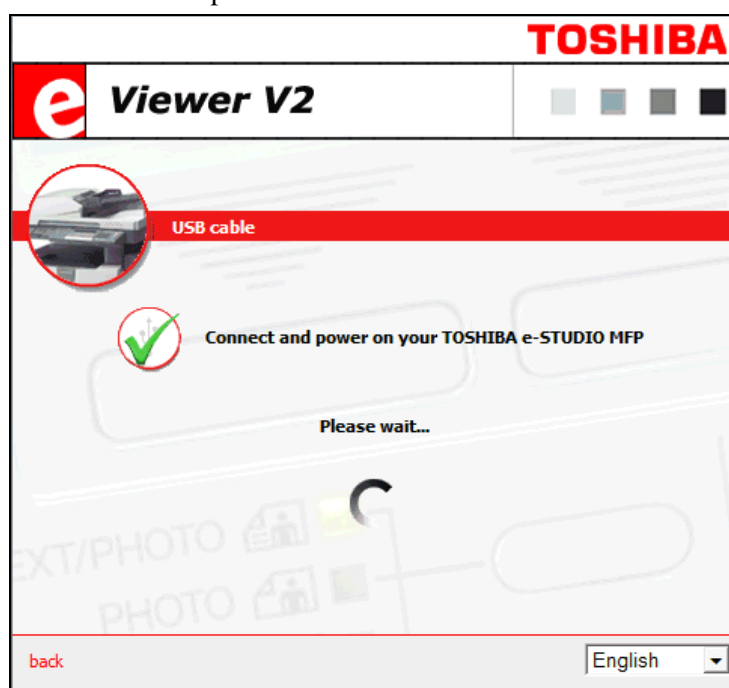
5. Windows should detect the TOSHIBA MFP being connected.



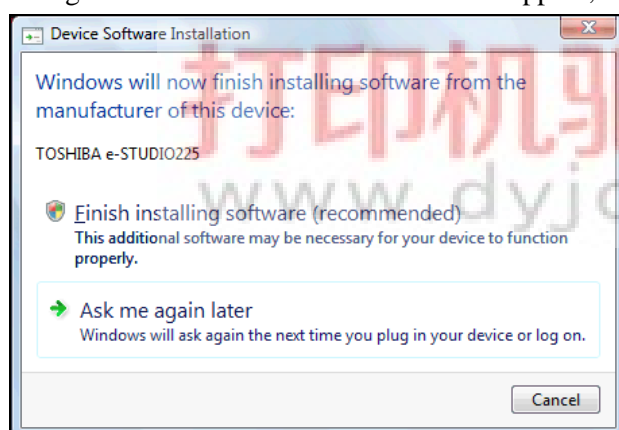
Windows may briefly display the “Found New Hardware” dialog; it will close automatically.



Depending on how Windows is configured, the following page will be displayed while Windows searches Windows Update for drivers:

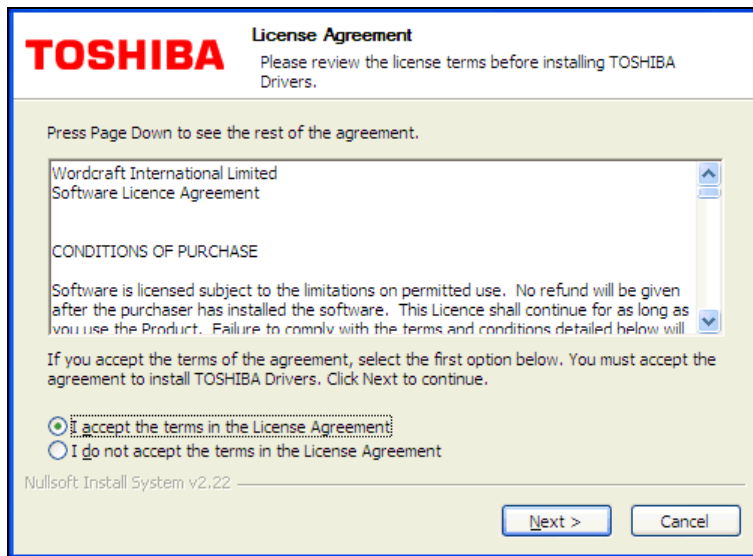


6. If running Windows Vista another screen will appear, click **Finish installing software (recommended)**.



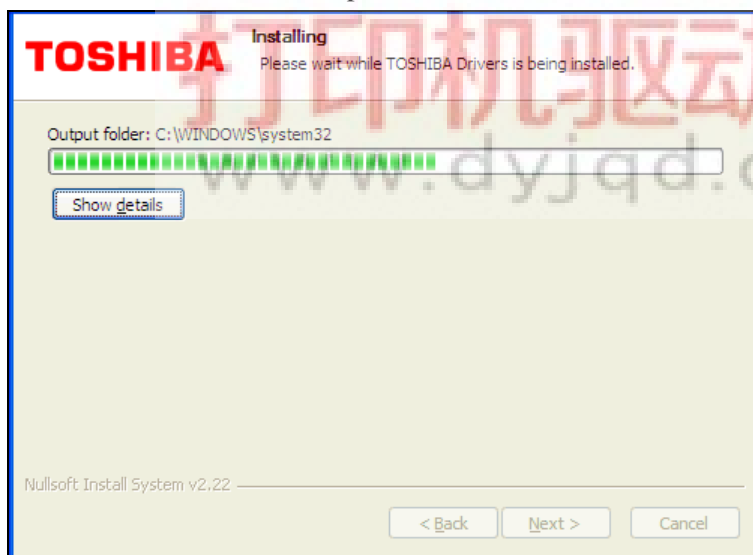
7. The TOSHIBA Viewer V2 Installation Menu will notice the new TOSHIBA USB MFP is connected and start the Printer and Scanner drivers' installation.

Read the Software License Agreement. If you agree to accept the terms of the License Agreement, select **I accept** and click the **Next** button. If you do not agree, click **Cancel** and the installation will stop.



If you have already installed printer and scanner drivers for another TOSHIBA MFP on this PC this page will not be displayed.

8. Please wait while the files are copied from the CD.



9. Click the **Finish** button to complete the installation.



The MFP's device driver must be running before any remote user can scan using the MFP and can be started manually using the appropriate shortcut via **Start, Programs, TOSHIBA Viewer V2, Devices**. To start the TOSHIBA MFP's device driver immediately, leave the **Allow remote users to scan with the MFP immediately** option ticked.

If the installer detects that it is necessary to restart Windows the above page will indicate this.



Consider copying the shortcut from **Start, Programs, TOSHIBA Viewer V2, Devices** to the **Startup** folder in the **Start, Programs** menu so that remote users can scan using the TOSHIBA MFP as soon as you log into Windows.

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## On other compatible Windows PCs elsewhere on the LAN

### Installing Printer Drivers



Before you can print from other Windows PCs on the TOSHIBA MFP you must:

- Install the Printer and Scanner drivers onto the PC to which the TOSHIBA MFP is connected. See the section starting on page 6 for more details.
- Share the printer using Windows' normal printer sharing functions accessed via **Start, Control Panel, Printers and Faxes** by right clicking on the printer and selecting **Sharing**.

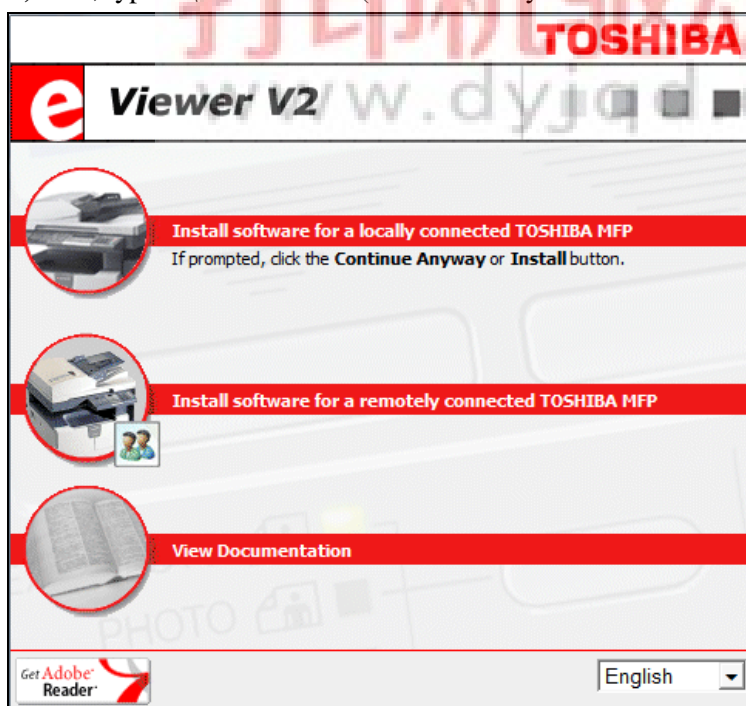
The following applies when both the PC to which the TOSHIBA MFP is connected and the remote PC where the printer driver is being installed are running any combination of Windows Vista x86, 7 x86, 8 x86, 10 x86 or Server 2008 x86.

On the other PCs, from where you want to print on the TOSHIBA MFP:

1. Click on **Start, Control Panel, Printers and Faxes**.
2. Click on **Add a Printer**.
3. Follow the instructions to connect to a **printer attached to another computer** – the printer driver will be downloaded to the remote Windows PC automatically.

If either the PC to which the TOSHIBA MFP is connected or the remote PC where the printer driver is being installed are running a 64 bit version of Windows XP, Vista, 7, 8, 10 or Server 2008/2008R2/2012 then:

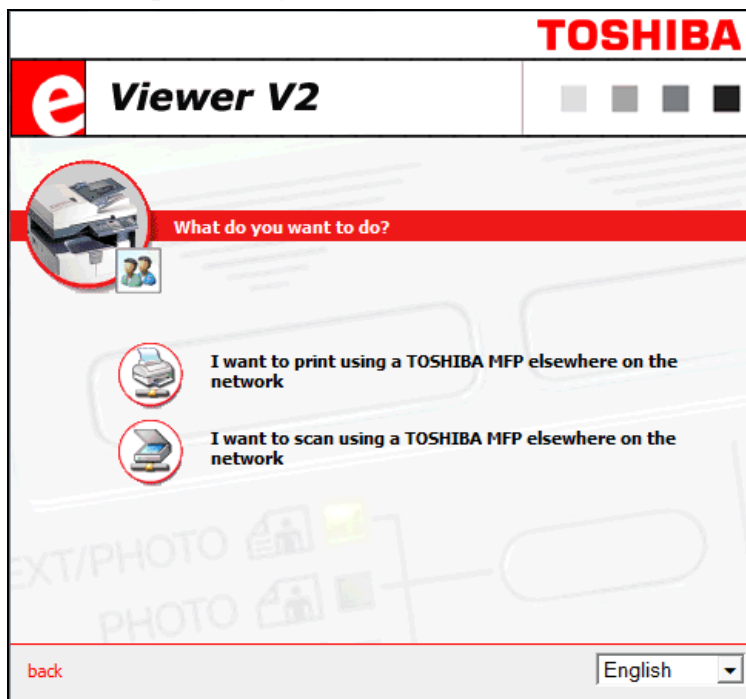
1. Insert the TOSHIBA Viewer V2 CD-ROM in to the CD-ROM drive.
2. The TOSHIBA Viewer V2 Installation Menu (below) should automatically appear, if it does not click **Start, Run**, type F:\SETUP.EXE (where "F" is your CD-ROM drive) and then click the **OK** button.



Select the required language from the list shown in the lower right corner of the TOSHIBA Viewer V2 Installation Menu.

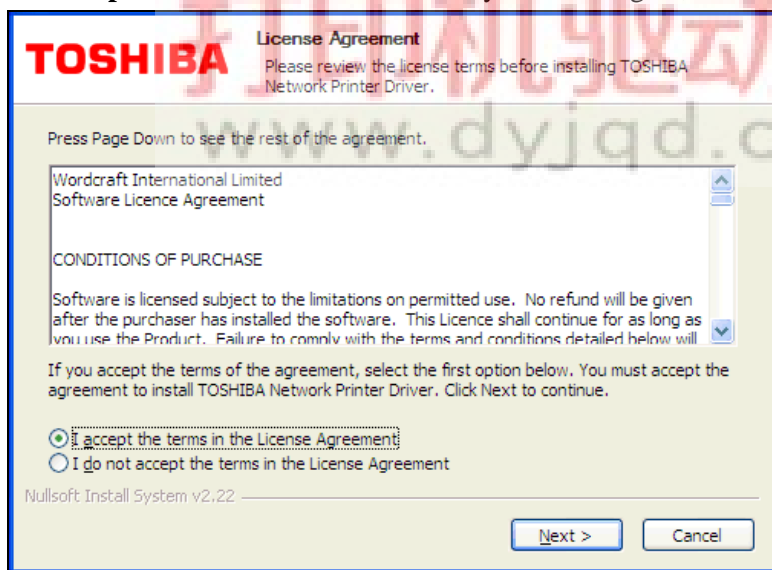
Click **Install software for a remotely connected TOSHIBA MFP**.

3. Click **I want to print using a TOSHIBA MFP elsewhere on the network**.



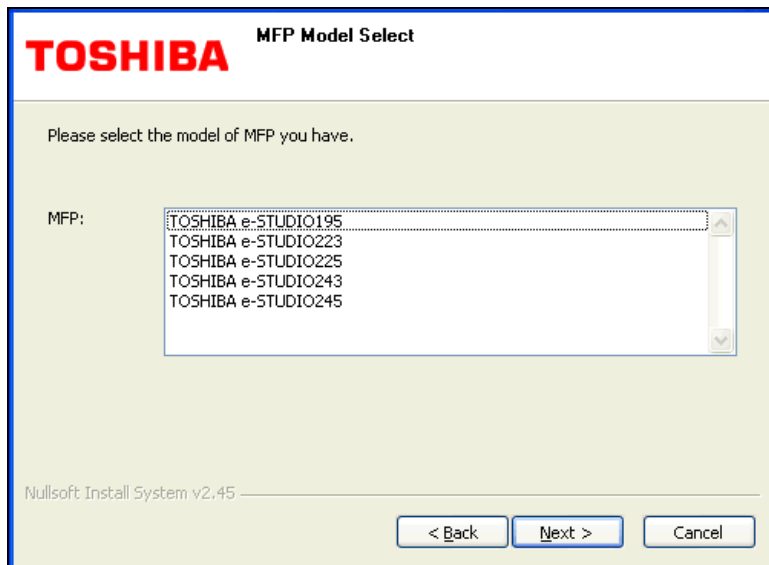
4. The Network Printer drivers' installer will start.

Read the Software License Agreement. If you agree to accept the terms of the License Agreement, select **I accept** and click the **Next** button. If you do not agree, click **Cancel** and the installation will stop.

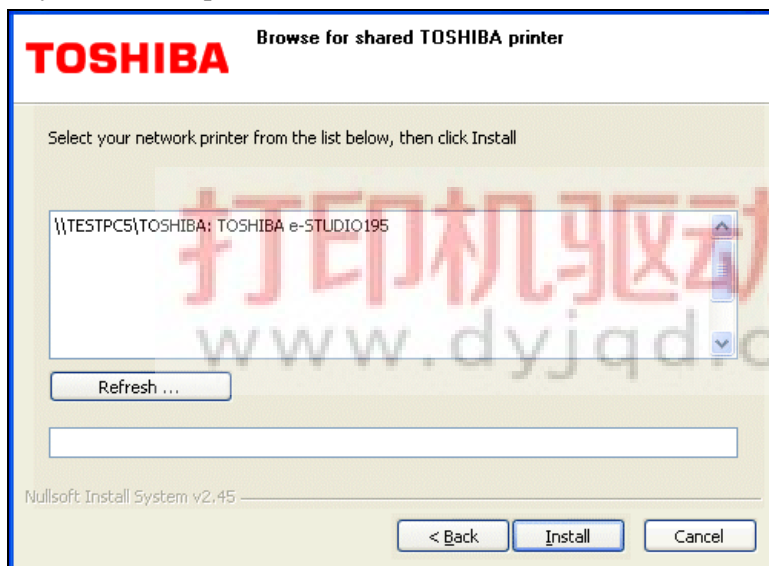




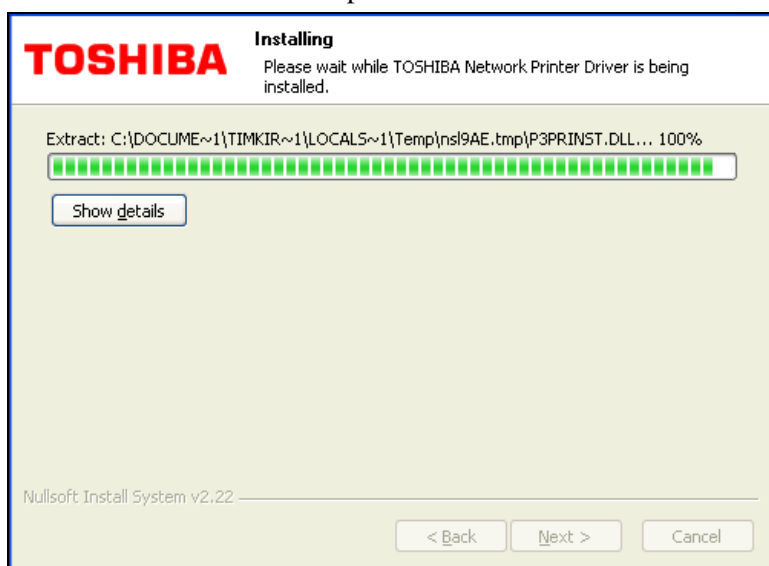
5. Select the TOSHIBA MFP model you are using and then click the **Next** button.



6. Select your network printer from the list below, then click **Install**.



7. Please wait while the files are copied from the CD.



8. Click the **Finish** button to complete the installation.



If the installer detects that it is necessary to restart Windows the above page will indicate this.

### *Installing the Network Scanner Drivers*

The Network Scanner Drivers allow you to scan using a TOSHIBA MFP connected to another PC on the same LAN as the PC on which you install the Network Scanner Drivers.



Before you can scan from other Windows PCs using the TOSHIBA MFP you must install the Printer and Scanner drivers onto the PC to which the TOSHIBA MFP is connected and allow remote users to scan using it. See the section starting on page 6 for more details.

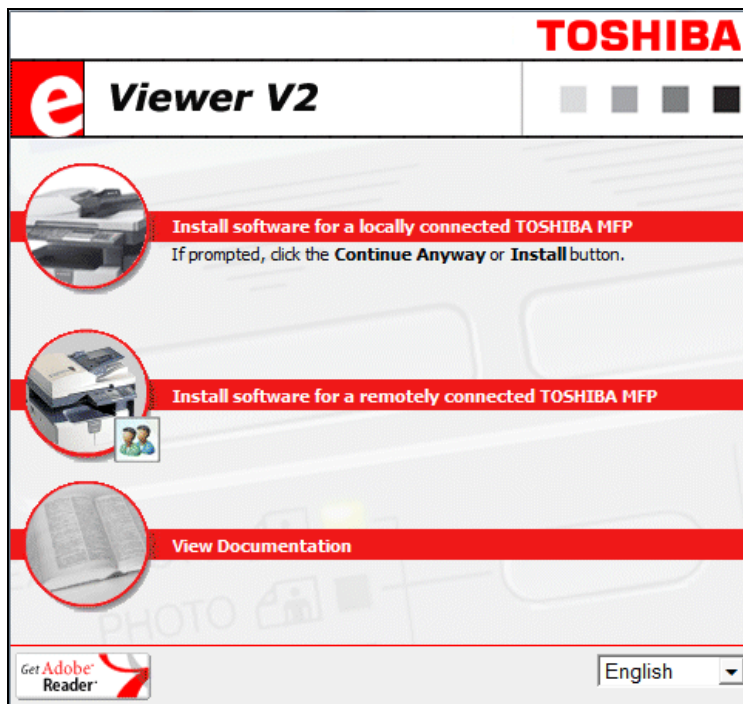
The TOSHIBA Viewer V2 applications will also be installed during this process, these include:

- Viewer (P3console): A Viewer which you can use to scan pages and save them as images;
- P3import: A utility to export data from previous TOSHIBA software – only installed if TOSHIBA Viewer V1, SmartLink2000 or ImageVision2000 is already installed.

On the other PCs, where you want to be able to scan using the TOSHIBA MFP:

1. Insert the TOSHIBA Viewer V2 CD-ROM in to the CD-ROM drive.

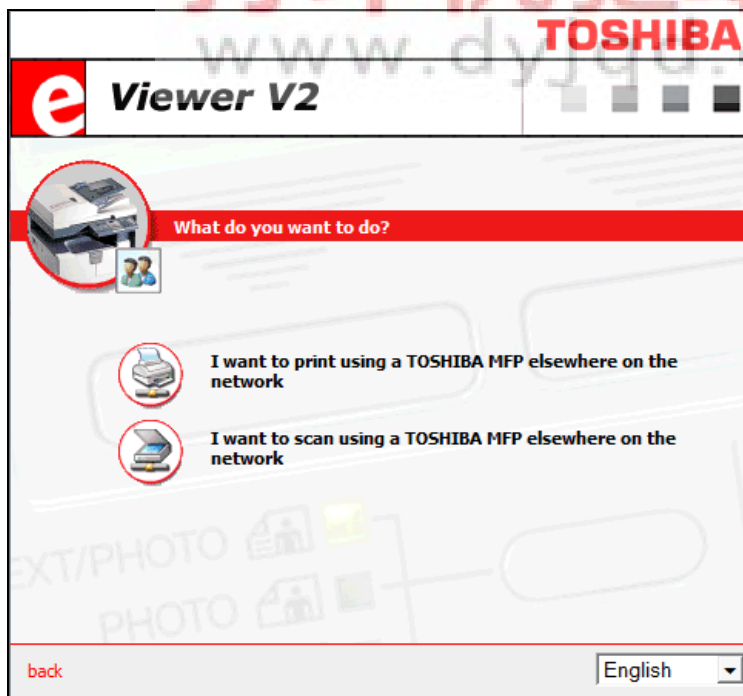
2. The TOSHIBA Viewer V2 Installation Menu (below) should automatically appear, if it does not click **Start, Run**, type F:\SETUP.EXE (where “F” is your CD-ROM drive) and then click the **OK** button.



Select the required language from the list shown in the lower right corner of the TOSHIBA Viewer V2 Installation Menu.

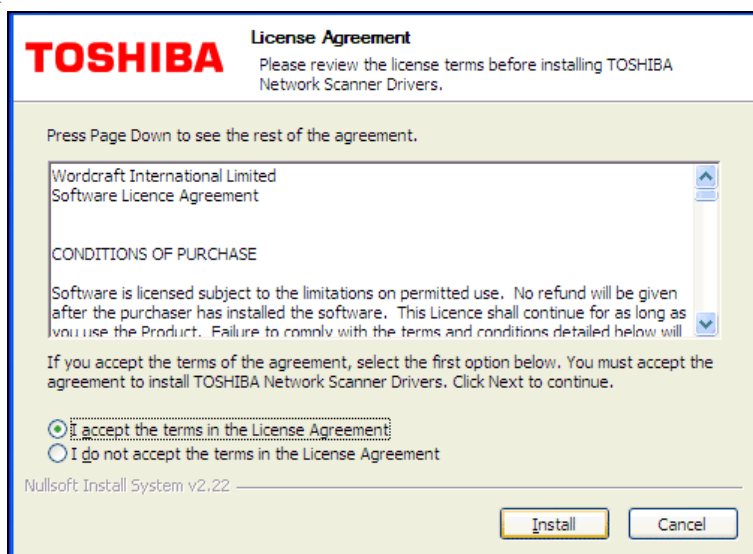
Click **Install software for a remotely connected TOSHIBA MFP**.

3. Click **I want to scan using a TOSHIBA MFP elsewhere on the network**.



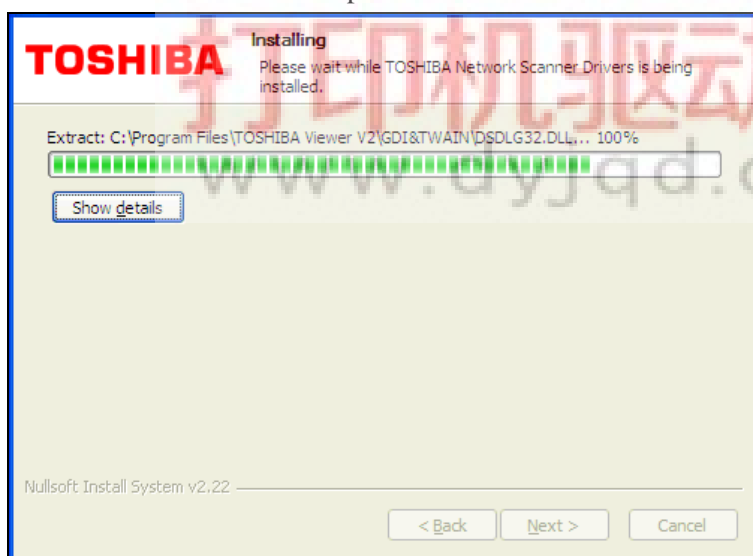
4. The Printer and Scanner drivers' installer will start.

Read the Software License Agreement. If you agree to accept the terms of the License Agreement, select **I accept** and click the **Install** button. If you do not agree, click **Cancel** and the installation will stop.

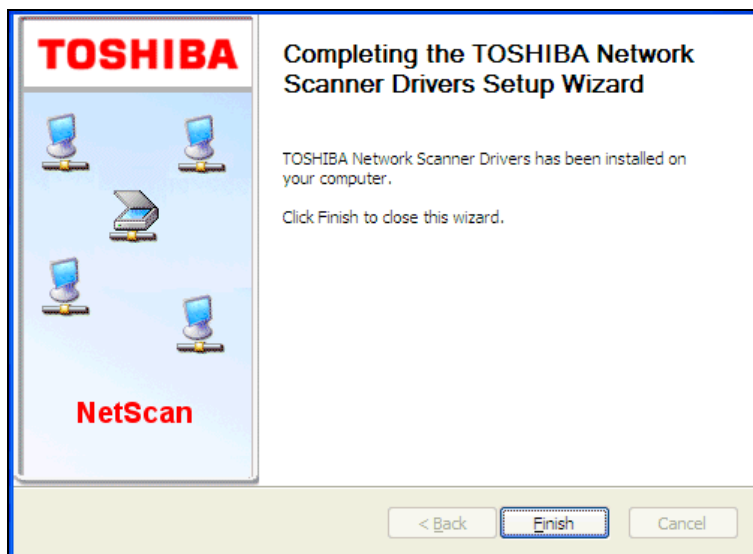


If you have already installed printer and scanner drivers for another TOSHIBA MFP on this PC, this page will not be displayed.

5. Please wait while the files are copied from the CD.

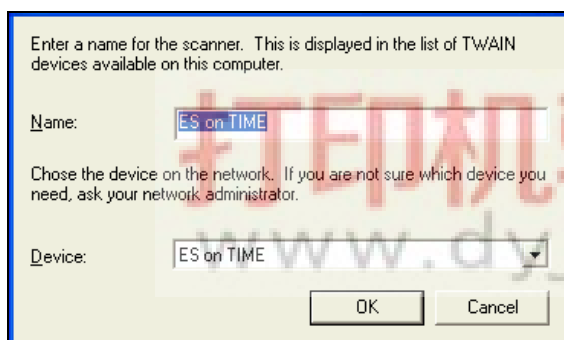


6. Click the **Finish** button.

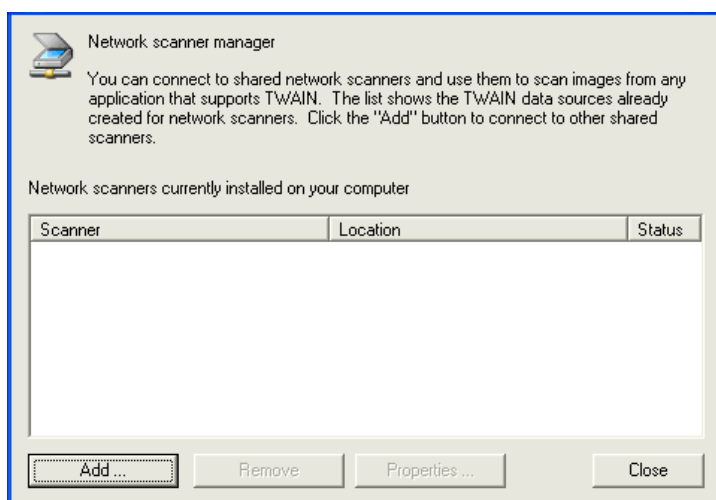


If the installer detects that it is necessary to restart Windows the above page will indicate this.

7. The **Network Scanner Configuration** program will start automatically. Select the TOSHIBA MFP that you want to be able to use for scanning and change the name if the default is not suitable, and then click the **OK** button.



8. The list of remote TOSHIBA MFPs that can be used for scanning at this PC is displayed; click the **Close** button to finish.



This program can be used later to reconfigure the TOSHIBA MFPs that can be used to scan at this PC using the **Start, Programs, TOSHIBA Viewer V2, Network Scanner Configuration** shortcut.

You can now use the remote TOSHIBA MFP to scan as though it was connected to the PC directly as long as the device driver for the TOSHIBA MFP is running on the PC to which it is physically connected at the time.



Consider asking the user at the PC to which it is physically connected to copy the appropriate shortcut in their **Start, Programs, TOSHIBA Viewer V2, Devices** shortcut folder into the **Startup** shortcut folder so that the TOSHIBA MFP is available for scanning by remote users as soon as the local user logs into Windows.

## Uninstalling

### Uninstalling the Printer and Scanner Drivers

1. Disconnect the TOSHIBA e-STUDIO MFP.
2. Click **Start** then **Control Panel**.
3. Select **Add/Remove Programs** or **Programs and Features**.
4. Select **TOSHIBA Printer and Scanner Drivers** and click the associated **Remove/Uninstall** button.
5. To confirm that the software should be uninstalled click the **Uninstall** button, to abort and leave the software installed click the **Cancel** button
6. When the removal of the software is completed, click the **Finish** button to close the uninstaller.

### Uninstalling the Network Scanner Drivers

1. Click **Start** then **Control Panel**.
2. Select **Add/Remove Programs**.
3. Select **TOSHIBA Network Scanner Drivers** and click the associated **Remove/Uninstall** button.
4. To confirm that the software should be uninstalled click the **Uninstall** button, to abort and leave the software installed click the **Cancel** button
5. When the removal of the software is completed, click the **Finish** button to close the uninstaller.

### Uninstalling the TOSHIBA Viewer V2

1. Click **Start** then **Control Panel**.
2. Select **Add/Remove Programs** or **Programs and Features**.

3. Select **TOSHIBA Viewer V2** and click the associated **Remove/Uninstall** button.
4. To confirm that the software should be uninstalled click the **Uninstall** button, to abort and leave the software installed click the **Cancel** button
5. When the removal of the software is completed, click the **Finish** button to close the uninstaller.

## Operation

### TOSHIBA Viewer V2

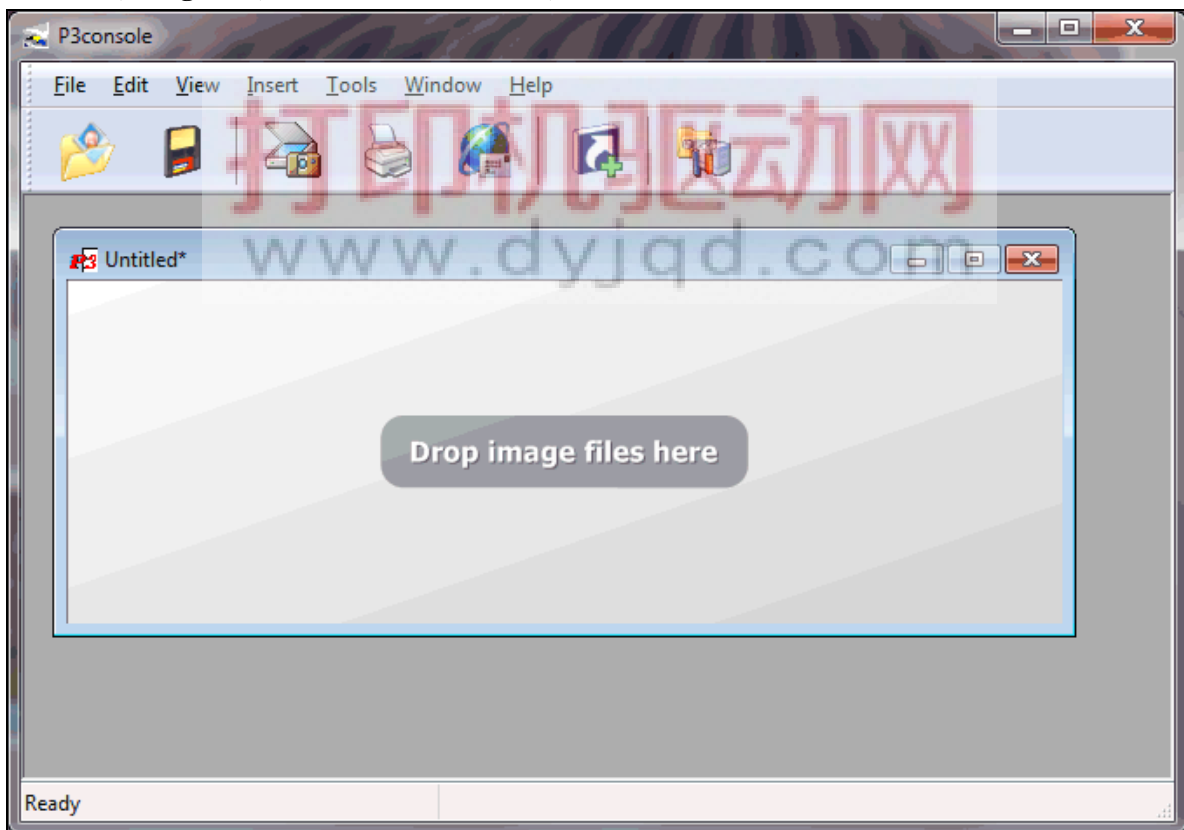
The TOSHIBA Viewer V2 application installs up to three components:

- Viewer: used to view, scan, print and save images and to create “shortcuts” that combine these functions.
- Configure MFP Utility: used to configure the TOSHIBA MFP from the PC.
- P3import: used to export data from any existing TOSHIBA Viewer, ImageVision2000 or SmartLink2000 application already installed on the PC.

### Viewer – P3console

#### Main Display

Use the **Start, Programs, TOSHIBA Viewer V2, TOSHIBA Viewer V2** shortcut to start P3console:



The main display consists of 4 parts:

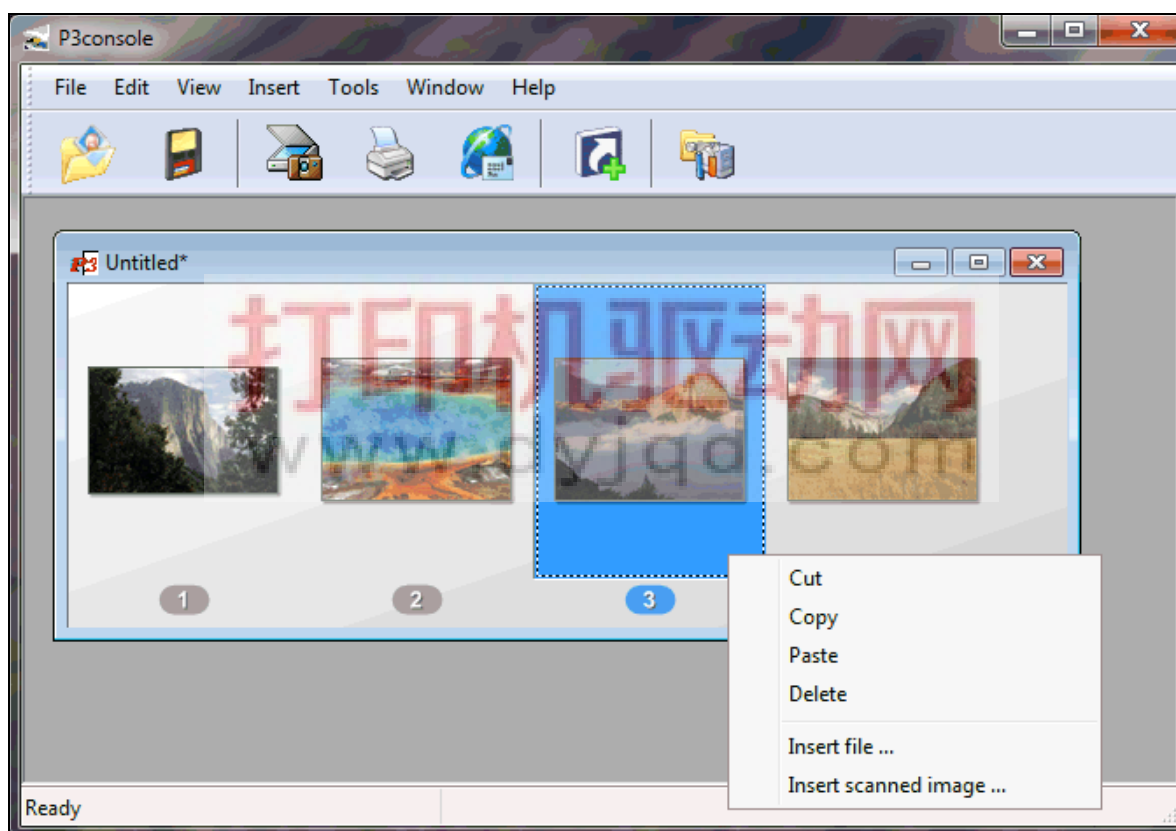
1. The menu bar: **File, Edit, View, Insert, Tools, Window** and **Help**.
2. The toolbar: **Open, Save, Scan, Print, Send, Create Shortcut** and **Preferences**.
3. The image area: Open image files appear in this area, each in a separate window. Some image files can contain multiple images (known in P3console as pages) – all pages related to an image file are shown in the same window.
4. The Status bar: Shows status information messages.

Start new image files using the **File, New** or **File, Acquire** menu or the **Scan** toolbar button depending on how the image will be created.

To open existing image files use the **File, Open** menu or the **Open** toolbar button or drag image files from Windows Explorer to the background of the P3console image area. To combine separate image files into one image file in P3console you can either select and drag several at once from Windows Explorer or select several in the **Open** dialog before clicking the **Open** button.

To add additional images as new pages to the current image file use the **Insert, File** or **Insert, Scanned image** menu. Pages can also be added by dragging image files from Windows Explorer and dropping them into an open image file in P3console.

Click on pages within an image to select them, hold down the **Ctrl** key while clicking individual pages to select multiple pages; selected pages have a darker border and a highlighted page number. Drag selected pages within the current image file to re-order them or to another image file also open in P3console to move them to the other image file. To copy pages, instead of moving them, hold down the **Ctrl** key while dragging from the original location. Right-click on selected pages to access **Copy**, **Cut**, **Paste** and **Delete** functions.

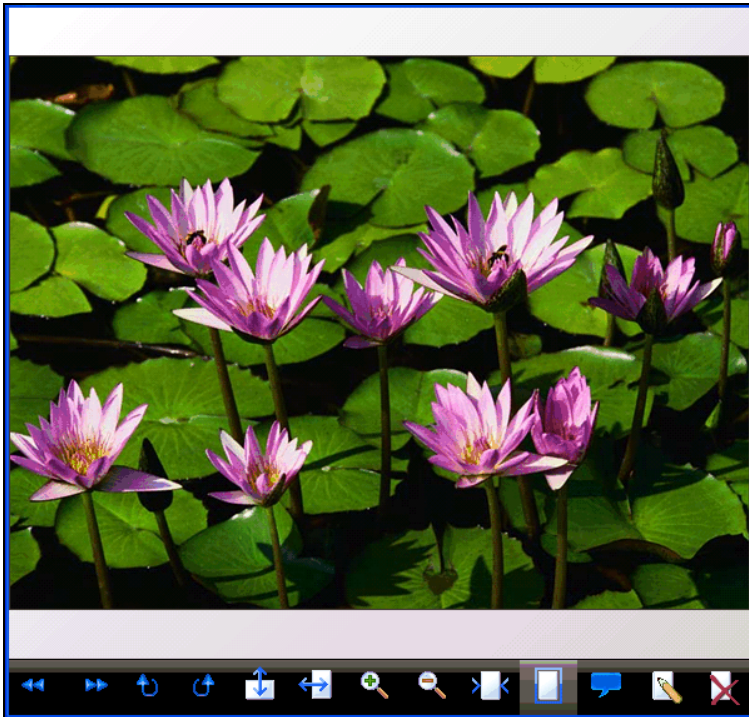


The **Tools, Arrange pages** menu also provides a means to re-order pages within an image file.



## Page Viewer

Double-click on a page to view it in detail in P3console's built in page viewer.



The toolbar at the bottom of the page viewer provides the following functions:

- Show previous page in the image.
- Show next page in the image.
- Rotate this page 90 degrees clockwise.
- Rotate this page 90 degrees counter-clockwise.
- Mirror this page vertically.
- Mirror this page horizontally.
- Zoom in.
- Zoom out.
- Zoom to show whole page width.
- Zoom to show whole page
- Enter/Exit Annotation Mode.

In annotation mode, notes can be added to the page by clicking and dragging to draw a rectangle where the note should be positioned.

Until the page viewer is closed, or the **Next/Previous Page** toolbar button is clicked, annotations can be edited or removed by double clicking on them, moved by clicking and dragging them and resized by clicking on and dragging the annotation's borders or corners. All annotations present are merged into the image as the page being viewed is closed and cannot then be edited or removed.

- Edit image using external editor.

By default, whatever application is associated with the image will be used to edit the image; you can set a specific application via the **File, Preferences** menu on the **Advanced** dialog.

- Delete this page from the image.



Click and drag on the image to move it, roll the mouse scroll wheel to scroll the image up and down or roll the mouse scroll wheel while holding down the **Ctrl** key to zoom in/out.

## Scanning

P3console can scan, or acquire, single or multi-page images from any TWAIN compatible image scanner – this might include an MFP, flatbed scanner or digital camera.

To change where P3console retrieves the images, use the **File, Select scanner** menu.

To scan page(s) into a new image file, use either the **File, Acquire** menu or the **Scan** toolbar button.

To scan additional page(s) into an image file already open and selected in P3console, use either the **Insert, Scanned image** menu or right-click on the existing image and select **Insert scanned image**.

When acquiring images using the **Scan** toolbar button or the **Insert scanned image** entry in an image file's right-click menu you can choose whether the TWAIN dialog (on which you configure the settings with which the image is scanned) is displayed or not via the **File, Preferences** menu in the **Scanning** section.

## Duplex scanning

If you have paper to scan on both sides, but you do not have a scanner that can scan both sides of the paper, you can use P3console to produce a single image file containing scans of both sides of the paper:

1. Use the **File, Acquire** menu or the Scan toolbar button to scan the odd numbered pages in ascending order into a new image file.
2. Use the **Insert, Scanned image** menu to scan the even numbered pages in ascending order.
3. Select the **Tools, Arrange pages** menu and click the **Duplex** button to reorganize the pages into their original sequence.



If you are scanning using a TOSHIBA MFP fitted with an RADF, select the **Double sided** option to scan both sides of the paper in a single pass.

Insert pages with the top edge first.

## Printing an image file

To print an image file open and selected in P3console either:

- Select the **File, Print** menu.

The Windows print dialog, on which you can select a printer other than the default, will always be displayed.

- Click the **Print** toolbar button.

Configure options for printing pages that are too large for the paper in your printer and whether the Windows print dialog is displayed when printing images using the **Print** toolbar button via the **File, Preferences** menu in the **Printing** section on the **Printing** tab.

## Saving an image file

Having opened or created an image file and selected it in P3console:

- Select the **File, Save as** menu to save the image file using a new name or as a new image type or the **File, Save** menu to replace the original image file (if any).
- If you selected the **File, Save as** menu or the image file hadn't been previously saved the **Save as** dialog will appear. Browse to the folder in which you want to save the image file, type a name for the image file, select the required file type and then click the **Save** button.

## Sending image files as email attachments or, via P3fax, as fax messages

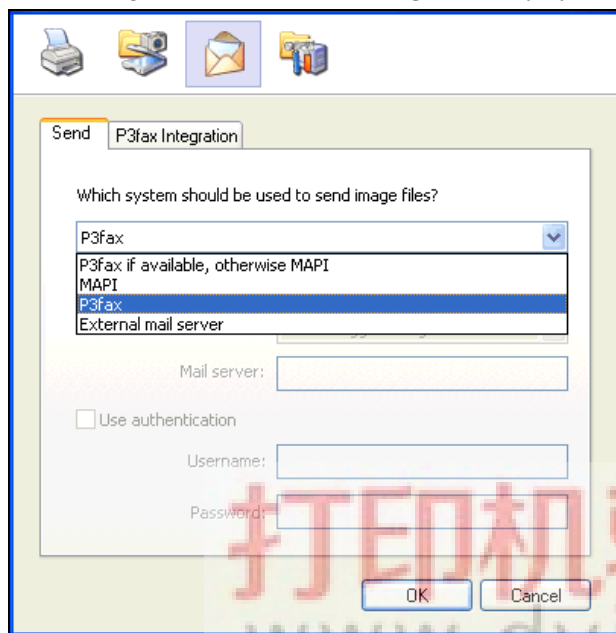
You can send messages with the image file open in P3console attached to email addresses and, if P3fax is also installed and selected as P3console's message delivery system, fax numbers in several ways:

- Start the process:
  - Having opened or created an image file and selected it in P3console:
    - Select the **File, Send** menu.

- Click the **Send** toolbar button.
- Press **Ctrl+D**.
- If P3fax is also installed, print from any Windows application to the P3 printer.
- If P3console is configured to use a separate MAPI compatible email application to send messages a new message will be created in the email application.

Otherwise P3console will display its **Send Message** dialog on which you can specify recipient email addresses and, if P3fax is also installed and selected as the delivery method, fax numbers before clicking the **Send** button to send the message.

You can configure P3console's message delivery system via its **File, Preferences** menu in the **Send** section:



Select to **MAPI** to send messages via a separate MAPI compatible email application (such as Microsoft Outlook Express) installed on the same PC as P3console.

Select **External mail server** to connect directly to an SMTP mail server.

If P3fax is also installed, select **P3fax** and configure further options on the **P3fax Integration** tab.

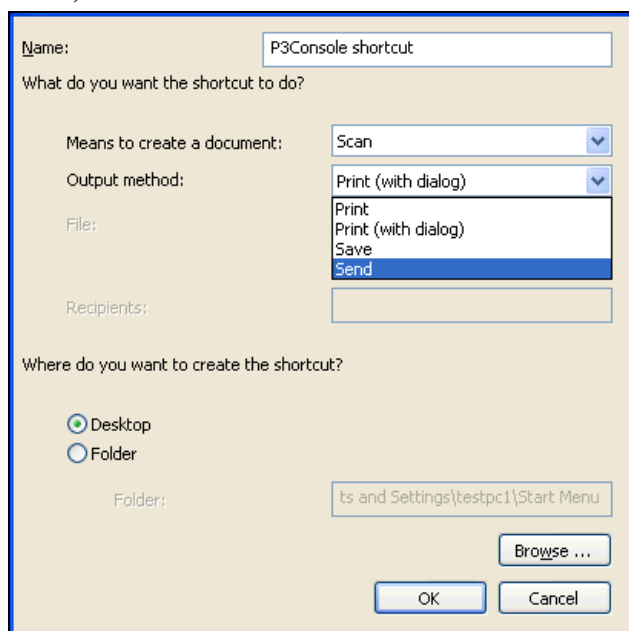
Be aware that P3console does not keep a copy of the messages it sends directly via an SMTP mail server whereas P3fax and many the MAPI compatible email application will do so.

### *Creating User Shortcuts*



Before you can use shortcuts you must have already installed printer and scanner drivers and the device(s) must be connected and ready.

It is possible to create new shortcuts to combine a **Scan** function with a **Print**, **Save** or **Send** function using the **Tools, Create shortcut** menu.



### Examples

- If you often want to scan images to a specific folder, create a shortcut that combines the **Scan** or **Scan (with dialog)** creation action with the **Save** output action, specify the output file name and optionally select the **Make file name unique** option.
- If you want to scan and then print the scanned pages, effectively a copy function, create a shortcut that combines the **Scan** or **Scan (with dialog)** creation action with the **Print** output action.

You can create as many shortcuts as you want and save them either on your desktop or in the **Start, Programs** menu.

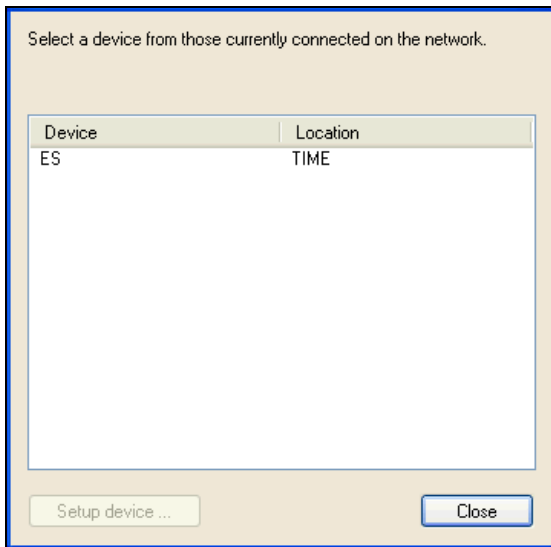


You can also use the **Create Shortcut** toolbar button to access this function.

### Device Setup

Use the **Start, Programs, TOSHIBA Viewer V2, Start Device Setup** shortcut to start the utility.

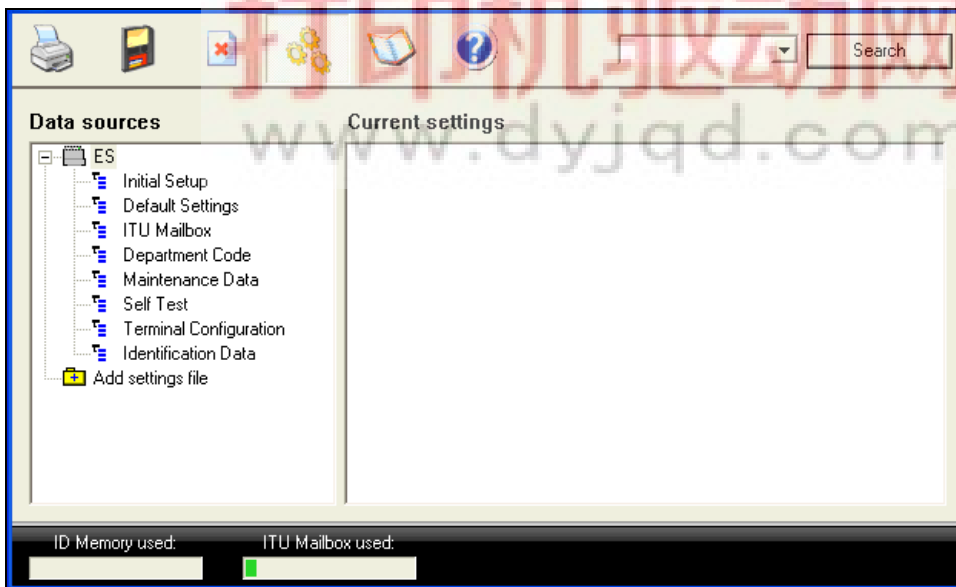
A list of installed TOSHIBA MFPs that can be configured from the PC will then be displayed, select the MFP you want to configure and then click the **Setup device** button.

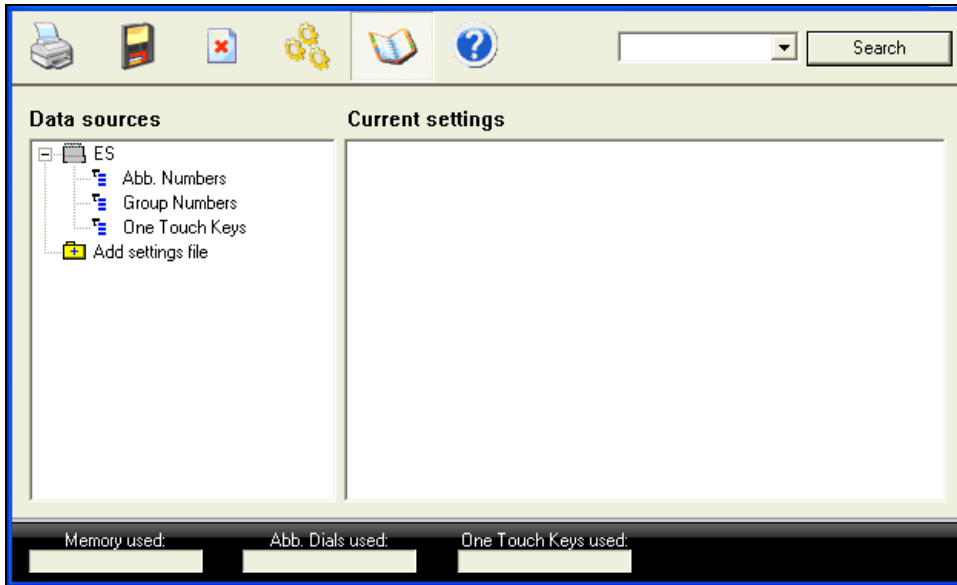


After reading the current settings from the TOSHIBA MFP, they are displayed on the PC screen.

The toolbar provides the following functions: **Print**, **Write Settings**, **Cancel**, **Show Device Settings**, **Show Phonebook Settings**, **Help**, **Search text** and **Search** button

The settings are shown in sections below the MFP's name and presented in two parts: Those that relate to Phonebook functions and those that do not – use the **Phonebook** and **Device settings** toolbar buttons to switch between these settings.





### *Editing Settings*

Select the section in which the setting you want to configure is stored from the left column and then expand the settings shown in the right column by clicking the “+” symbols.

After making the required changes, click the **Write Settings** toolbar button to configure the MFP to match the settings shown on screen.



If you know the name of the setting that you want to change for, e.g. “Date”, but not its location, type the name into the **Search** box and click the **Search** button. Click the **Search** button repeatedly to search for the next match.

### *Saving Settings on the PC*

Every time you run the utility, the current settings are read from the attached MFP and shown on screen.

If required, you can store the settings within TOSHIBA Viewer or save them as a file on your hard disk for future reference or to allow you to copy the settings from one MFP to another.

### *Within the Configure MFP utility*

To save settings for future use on the same PC:

1. Double click on **Add settings file** to create a new branch in the left column.
2. Type a suitable name for the settings, e.g. Settings as of 20071201.
3. Drag, while holding down the mouse button, from the MFP’s name, e.g. ES195, to the settings file and then release the mouse button.



Initially, your mouse pointer will become a “circle with diagonal line”. On reaching the destination, the pointer will change to an “address label” to indicate that the settings can be dropped there.

4. Click the **Write Settings** toolbar button to configure the MFP to match the settings shown on screen and save any new settings files you have created.

### *As a file on disk*

To save settings in a separate .ST2 file, which you can then move to another PC or store elsewhere:

1. Double click on **Add settings file** to create a new branch in the left column.
2. Type a suitable name for the settings, e.g. Settings as of 20071201.

3. Drag, while holding down the mouse button, from the MFP's name, e.g. ES195, to the settings file and then release the mouse button.



Initially, your mouse pointer will become a "circle with diagonal line". On reaching the destination, the pointer will change to an "address label" to indicate that the settings can be dropped there.

4. Right-click on the new settings file and select **Save as**.
5. The Save settings screen appears. Designate the location on your hard disk and enter an appropriate file name, then click the **Save** button.
6. The settings file is saved as a .ST2 file on your hard disk that can be subsequently opened in the Configure MFP utility.
7. Click the **Write Settings** toolbar button to configure the MFP to match the settings shown on screen and save any new settings files you have created.

### *Loading Settings saved on the PC*

#### *Within the Configure MFP utility*

To apply settings previously stored within the Configure MFP utility to the MFP:

1. Drag, while holding down the mouse button, from the setting file's name, e.g. "Settings as of 20071201", to the MFP's name, e.g. "ES195".



Initially, your mouse pointer will become a "circle with diagonal line". On reaching the destination, the pointer will change to an "address label" to indicate that the settings can be dropped there.

2. Click the **Write Settings** toolbar button to configure the MFP to match the settings shown on screen.

#### *From a file on disk created by the Configure MFP utility*

1. Double click on **Add settings file** to create a new branch in the left column.
2. Right-click on the new settings file and select **Load**.
3. The Open settings screen appears; locate and select the saved settings file, and then click the **Open** button.
4. Drag, while holding down the mouse button, from the setting file's name to the MFP's name, e.g. "ES195".



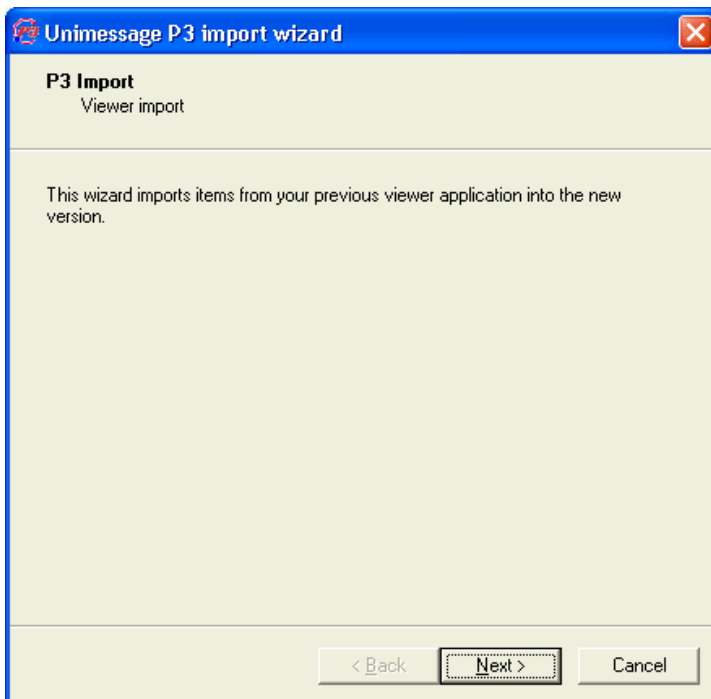
Initially, your mouse pointer will become a "circle with diagonal line". On reaching the destination, the pointer will change to an "address label" to indicate that the settings can be dropped there.

5. Click the **Write Settings** toolbar button to configure the MFP to match the settings shown on screen.

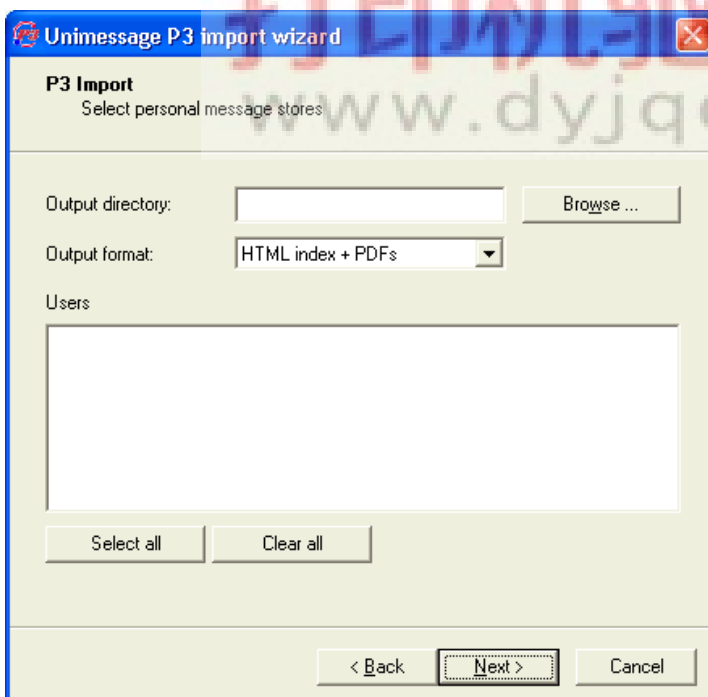
### **P3import**

P3console installs P3import only if the TOSHIBA Viewer, ImageVision2000 or SmartLink2000 software is already installed on the PC. P3import converts messages stored in the earlier product into a format that allows them to be viewed outside of the earlier product

Use the **Start, Programs, TOSHIBA Viewer V2, P3import** shortcut to start P3import and click the **Next** button to continue:

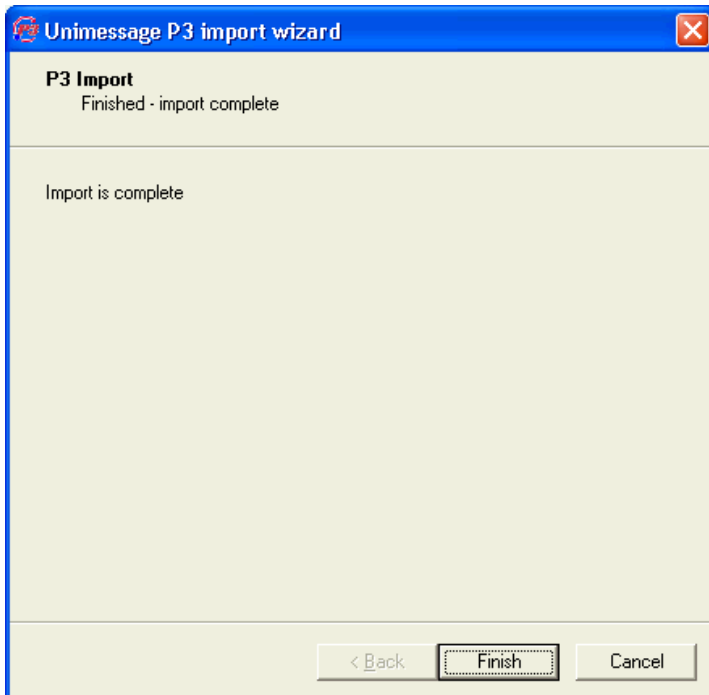


Select the folder to which messages should be exported, the format in which the exported messages should be stored and then the user(s) (always **MANAGER** for TOSHIBA Viewer) whose messages should be exported and then click the **Next** button.





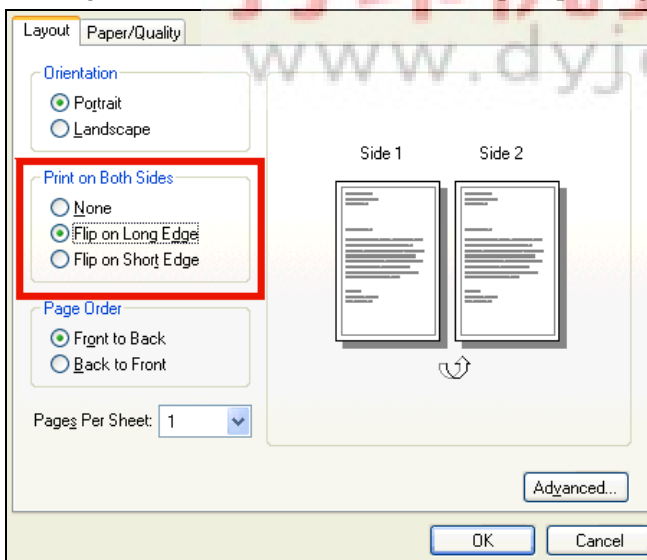
After the export process has completed, click the **Finish** button.



## Duplex Printing

The e-STUDIO195/223/225/243/245 can print on both sides of each piece of paper, known as duplex printing.

When using one of the above MFPs, select duplex printing via the printer's **Properties** dialog:



The verso (even) pages print first, and then the recto (odd) pages. Therefore, when using pre-printed stationery, such as letterhead, the letterhead should be inserted face down into the main paper cassette initially.

## Automatic Duplex Printing

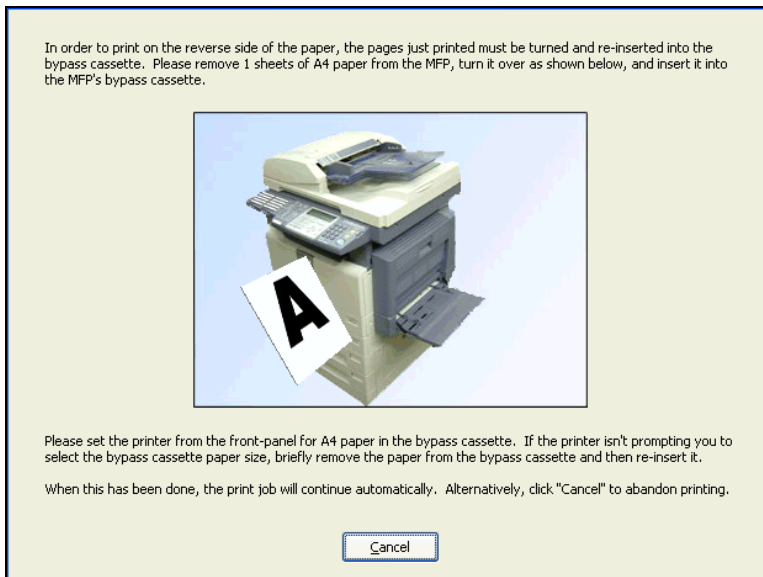
An optional Automatic Duplex Unit [ADU] is available for the e-STUDIO195/225/245 and will always be used for duplex printing if present.

## Manual Duplex Printing

If no ADU is present, each piece of paper must be turned and re-fed manually to print the reverse side.

After the verso (even) pages are printed, the paper must be re-fed via the MFP's bypass cassette so that the recto (odd) pages can be printed.

Detailed instructions explaining how to move the pages from the output tray to the bypass cassette are shown on the PC to which the MFP is connected:



Brief textual instructions appear in the Windows printer queue as well.

## Suggestions

For best results, we recommend:

- When duplex or booklet printing, select “front to back” page order.
- When booklet printing, select “flip on long edge”.

## Troubleshooting

### Printer not created

1. Insert the Viewer V2 CD.
2. Select the **Install software for a locally connected TOSHIBA MFP** option.
3. Follow screen prompts to connect and power on the TOSHIBA e-STUDIO MFP.
4. If the printer installation does not start automatically:
  - a. Leave the new e-STUDIO connected and powered, but power off any other USB printers connected to the same PC.
  - b. Open Windows Device Manager.
  - c. Expand the **Universal Serial Bus Controllers** section.
  - d. Right-click on **USB Printing Support** and select **Uninstall** and confirm the uninstallation.
  - e. Disconnect and reconnect the TOSHIBA e-STUDIO MFP.



To access Device Manager:

1. Right click on “My Computer” or “Computer” on your Windows desktop or in the Windows Start menu and select **Manage**.
2. Select **Device Manager** in the left-hand pane, entries are shown in the right-hand pane.

### Domain Server

If, when using a domain server and after installing ViewerV2/P3fax+ocr, Windows indicates that there is a problem with the server, network connection, or the user account, please re-define your network ID as follows:

1. Log onto the local computer as a local PC administrator, and connect to a workgroup.
2. Right click on “My Computer” and select “Properties”; select the “Computer Name” tab; click the “Network ID” button to launch the Windows Network ID Wizard; redefine your network domain ID.
3. Upon restarting Windows, then you can log onto the domain.

### Excel 2007 does not print all of a worksheet onto Folio, K8 or 13" Legal paper

Try updating Excel 2007, reducing the bottom margin and/or adding a footer.

### Scanned images inserted into MS Word 2000 appear blank

Scan and save the images using TOSHIBA Viewer V2, then use the **Insert, Picture, From File** menu in Word to insert the images into the document.

### A4/Letter pages printed from Word are resized slightly

Consider clearing the Allow A4/Letter paper resizing option in Word's **Tools, Options, Printing** dialog. Check that the size of paper in each of the MFP's paper cassettes is accurately set on:

- The TOSHIBA MFP.
- The TOSHIBA GDI Printer, via the printer's **Properties, Device Settings** dialog.

### Dense pattern/dark colour Excel cells print as solid black

Try selecting a less dense pattern/lighter colour or printing the XLS file to the “Microsoft Document Image Writer” (selecting MDI output) or “Microsoft XPS Document Writer” and then print the file created on the TOSHIBA MFP.

### Manual Duplex animation not shown

Try updating the Windows display driver or changing SOFTWARE\_RENDER=NO to SOFTWARE\_RENDER=YES in the appropriate .DEV file stored in the “Program Files\TOSHIBA Viewer V2\GDI&TWAIN” folder.

