

Setting up new Toshiba systems to print

Go to the run command.

If you do not see run, put in the search above start.

Put in the IP address of your copier.

If you do not know it.

Go to the copier.

Press:

User function

Admin

Password

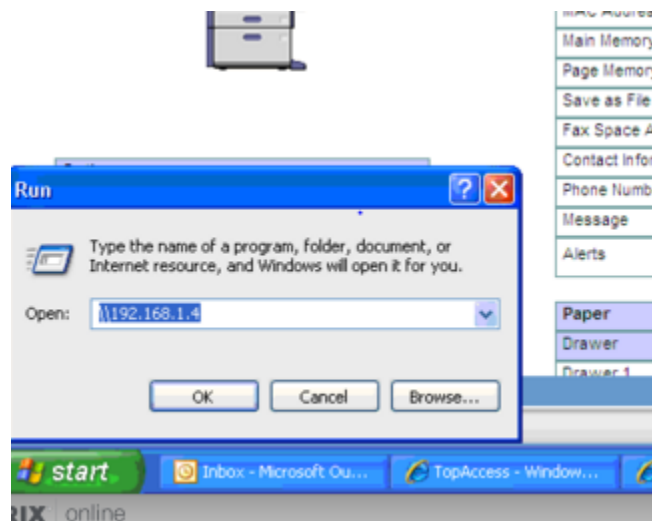
123456 enter

Network

Ip4

Type in like the example below with the IP address obtained in last step.

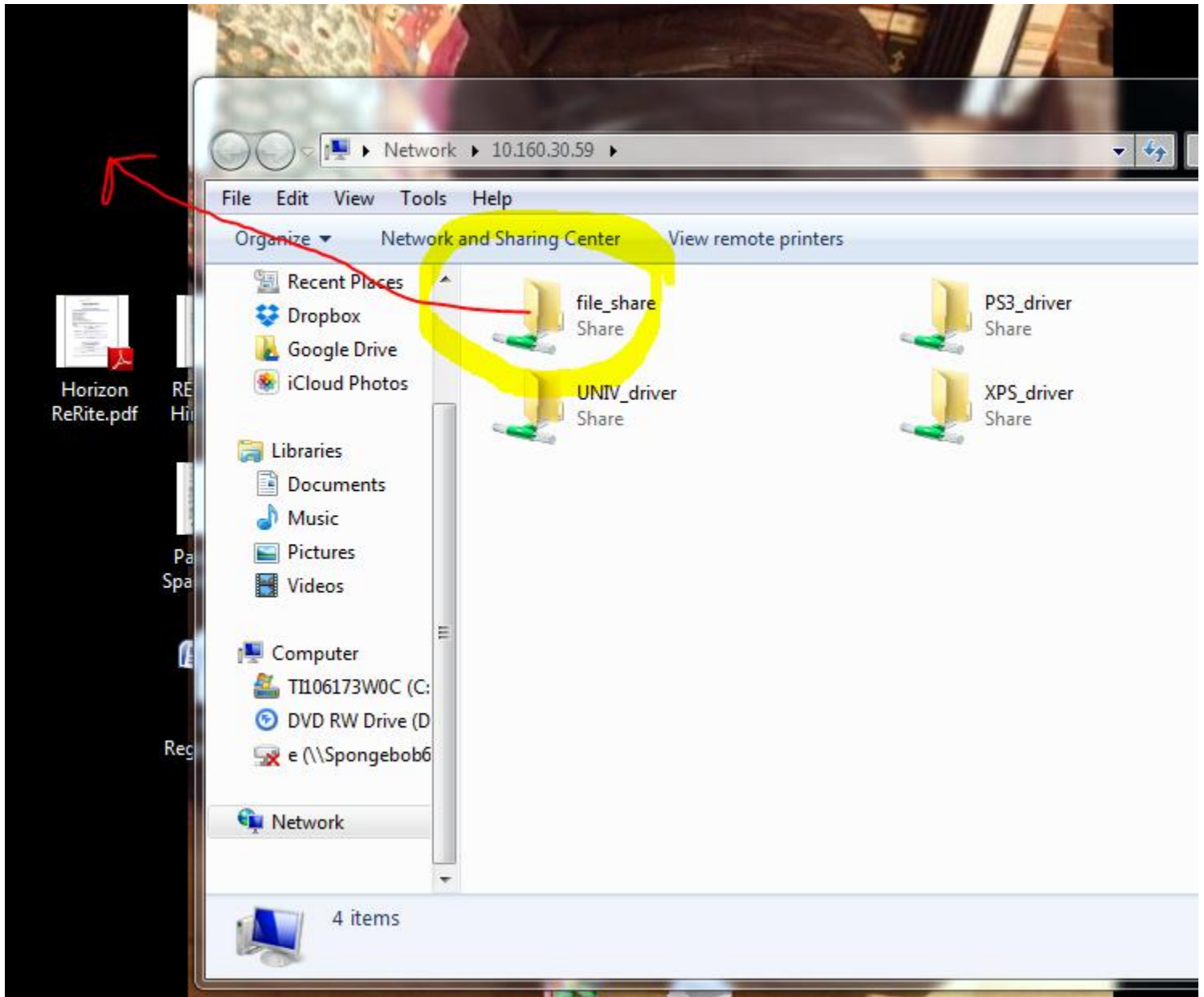
Make sure you have two\\ before the IP address. (The slash above the enter key).



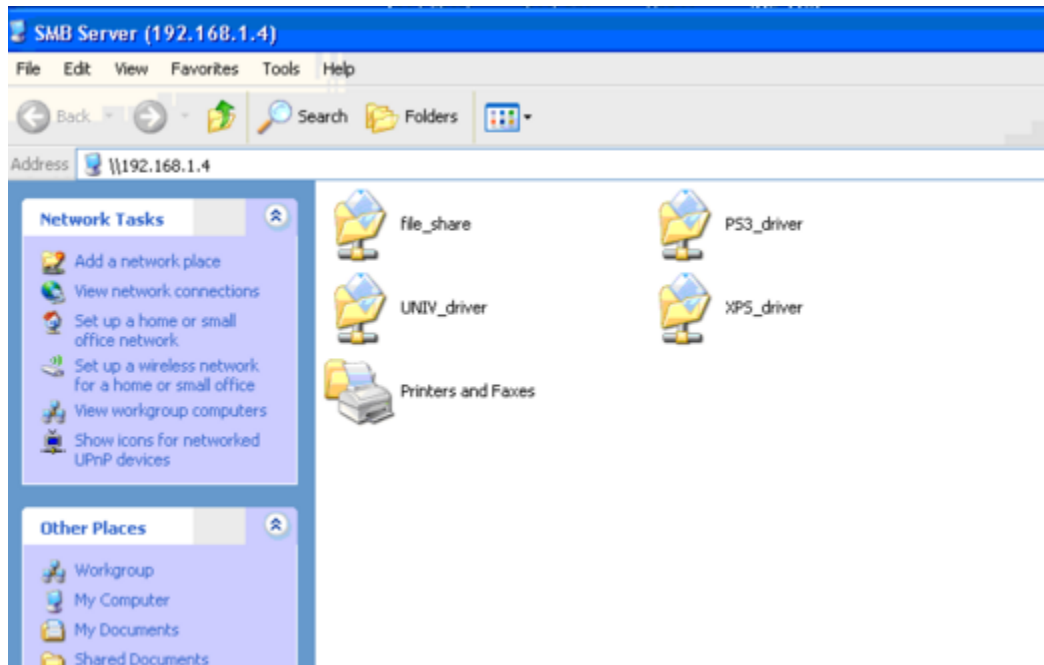
Drag file_share to desktop and re-name Toshiba scans

This will be your shared scan folder. Trainer will show you how to use.

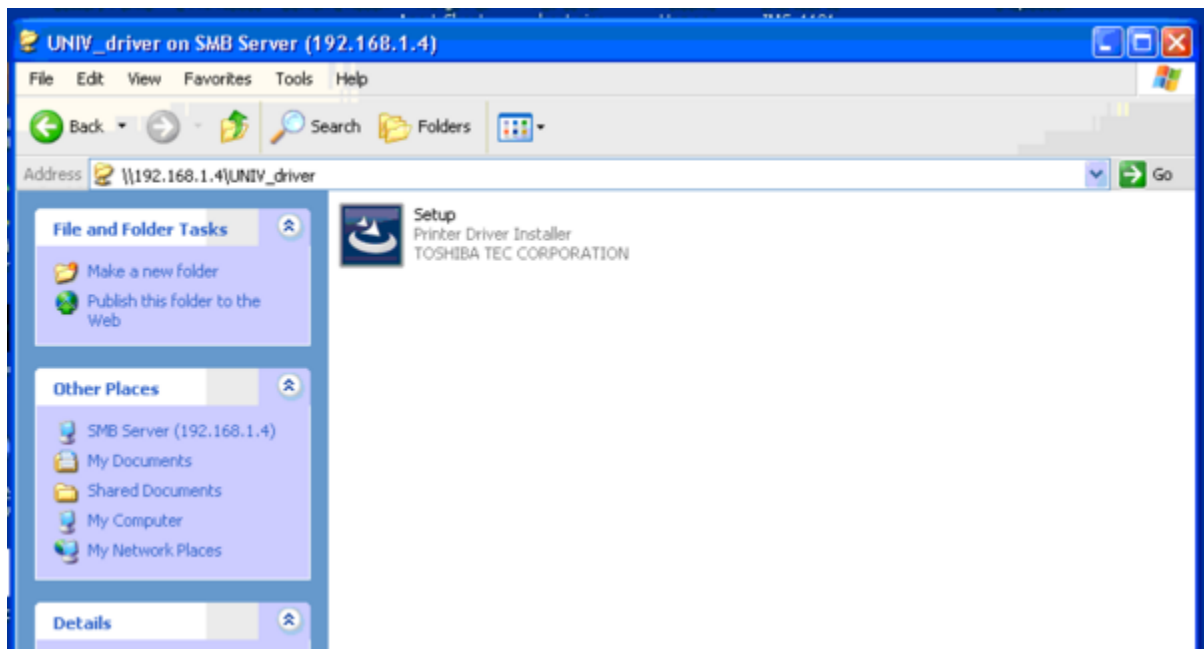
When you go to the Toshiba and hit scan/scan to file. This is where it will go.



Double click on univ_driver



Click on Setup and Run



Default to black and white under advanced tab, printer defaults

