

**TOSHIBA**

**MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /  
MULTIFUNCTIONAL DIGITAL SYSTEMS**

# **Operator's Manual for AirPrint**

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## Preface


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Thank you for purchasing TOSHIBA Multifunctional Digital Systems or Multifunctional Digital Color Systems. This guide describes instructions on how to print with the AirPrint function. Read this manual before using the functions.

### ■ 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.

 **WARNING** Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, serious damage, or fire in the equipment or surrounding assets.

 **CAUTION** Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding assets, or loss of data.

**Note** Indicates information to which you should pay attention when operating the equipment.

**Tip** Describes handy information that is useful to know when operating the equipment.

 Pages describing items related to what you are currently doing. See these pages as required.

#### □ About the target of this manual

This is a manual that is aimed at general users and administrators.

#### □ Model and series names in this manual

In this manual, each model name is replaced with a series name as shown below.

Model name	Series name
e-STUDIO2000AC/2500AC	e-STUDIO5005AC Series
e-STUDIO2505AC/3005AC/3505AC/4505AC/5005AC	
e-STUDIO2008A/2508A/3008A/3508A/4508A/5008A	e-STUDIO5008A Series
e-STUDIO5506AC/6506AC/7506AC	e-STUDIO7506AC Series
e-STUDIO5508A/6508A/7508A/8508A	e-STUDIO8508A Series
e-STUDIO3508LP/4508LP/5008LP	e-STUDIO5008LP Series

#### □ Screens and Operation Procedures

This manual shows the screens and describes the operation procedures in Mac OS X 10.11.x and iOS 9.0. The details on the screens may differ depending on the status such as the model of the used equipment, the installed options, the OS version and the applications.

#### □ About the product names

In this manual, “Dual Scan Document Feeder” (DSDF) and “Reversing Automatic Document Feeder” (RADF) are collectively referred to as “Automatic Document Feeder” (ADF).

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## ❏ Trademarks

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- IOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used under license.
- iPadOS is trademark of Apple Inc.
- iPad, iPhone, iPod, iPod touch, and macOS are trademarks of Apple Inc., registered in the U.S. and other countries.

For other trademarks, refer to the Safety Information.

# USING THE AirPrint FUNCTION

This chapter provides instructions on how to print, fax, or scan documents with the AirPrint function.

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## Before Using the AirPrint Function

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AirPrint refers to a function to print, fax, or scan documents from a computer which runs macOS or a device which runs iOS/iPadOS through a multifunctional digital system that exists under the same subnetwork as that for such a computer or device. AirPrint also allows you to print with USB connection. You do not need to install a printer driver in your computer or device in advance.

### ■ AirPrint requirements

#### ❑ macOS requirements

To print or fax a document from your macOS using AirPrint, you need the following:

- Latest version of macOS
- AirPrint printer

To scan a document from your macOS using AirPrint, you need the following:




- Latest version of macOS
- AirPrint scanner

#### ❑ iOS/iPadOS requirements

To print a document from your iOS/iPadOS device using AirPrint, you the following:

- Latest version of iOS/iPadOS

### ■ Considerations and limitations

- If you want to use the Wireless LAN Module (optional), be sure to complete the wireless LAN settings in advance. For more information about wireless LAN settings, refer to the **MFP Management Guide**.
- Make sure that [Enable] is set for the following settings on the TopAccess menu.
  - [Enable Bonjour]
  - [Enable IPP]
  - [Enable AirPrint]For more information about [Enable Bonjour] and [Enable IPP], refer to the **TopAccess Guide**. For [Enable AirPrint], refer to the following page in this guide:  
 P.26 “Enabling or Disabling AirPrint”
- If you want to use the AirPrint function through equipment in which the Super Sleep function has been enabled, select the [AirPrint Discovery for IPv4]/[AirPrint Discovery for IPv6] check boxes in [Wake Up Setting] under [Energy Save] of [General settings] from [Administration] tab of TopAccess. For the details, refer to the following page in this guide:  
 P.28 “Recovery setting from Super Sleep mode”
- To use the user authentication function, navigate to the [Administration] tab > [Setup] > [Print Service] > [IPP Print], and then select [Enable] for [Enable SSL] and [Basic] for [Authentication]. For the details, refer to the following page in this guide:  
 P.28 “Settings for using AirPrint when the user authentication is enabled”
- The AirPrint function cannot be used in equipment in which the department code function has been enabled. For more information about the department code function, refer to the **TopAccess Guide**.
- The AirPrint function is not enabled in the High Security mode. For more information about the High Security mode, refer to the **High Security Mode Management Guide**.
- Some black and white data may be handled as color data, depending on the specifications of the applications you use.
- The encrypted PDF files cannot be printed from a device with iOS/iPadOS installed.

## ■ How to set up

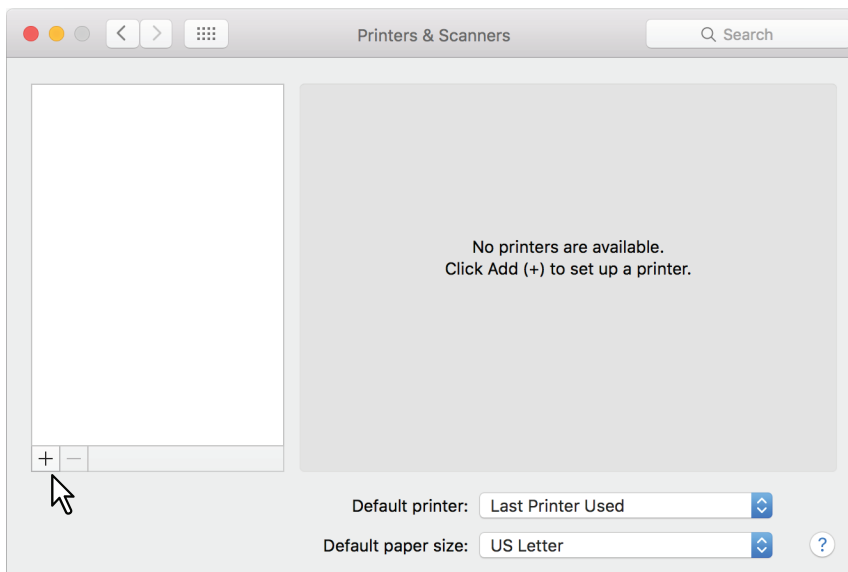
Perform the setup on the System Preferences menu.

### 1 Open [System Preferences] and then click [Printers & Scanners].



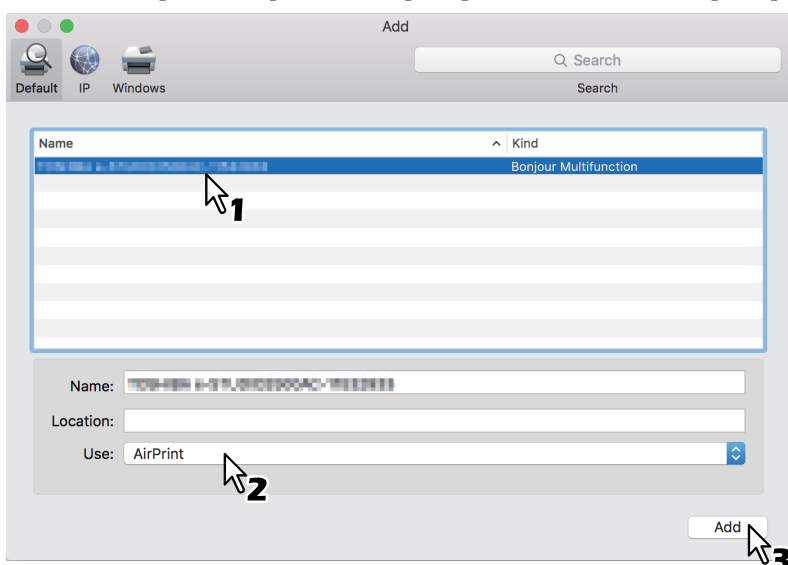
The [Printers & Scanners] dialog box appears.

### 2 Click [+].

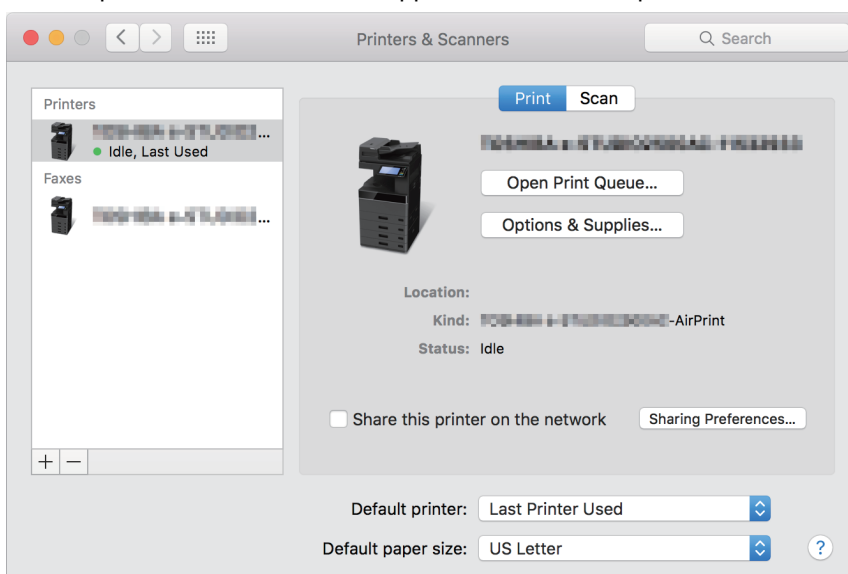


The [Add] dialog box appears.

- 3** Select a multifunctional digital system that supports the AirPrint function from the [Name] list. Then select [AirPrint] from the [Use] list and then click [Add].



The setup starts. The menu below appears when the setup is finished.



The setup is finished. Close the [Printers & Scanners] window.

- For printing, see the following page:
  - 📖 P.9 “How to perform basic printing”
  - 📖 P.10 “Changing print options”
- For faxing, see the following page:
  - 📖 P.14 “How to perform basic faxing”
  - 📖 P.15 “Changing fax options”
- For scanning, see the following page:
  - 📖 P.18 “How to perform basic scanning”
  - 📖 P.20 “Changing scan options”



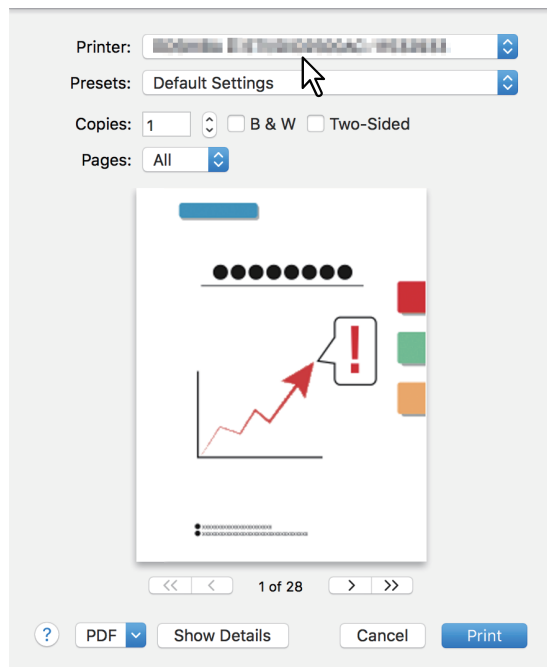
## ■ How to perform basic printing

Follow the basic steps below to print a document.

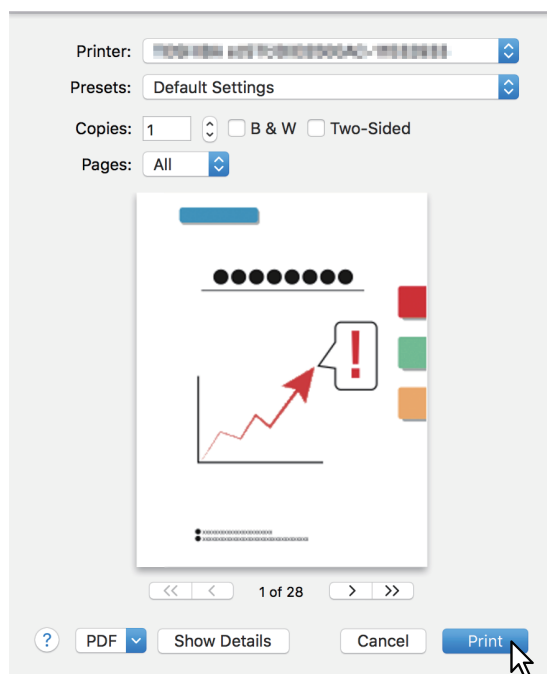
### 1 Select [Print] from the [File] menu of the application.

The [Print] dialog box appears.

### 2 Select the printer from the [Printer] menu.



### 3 Change any print options as necessary and click [Print].



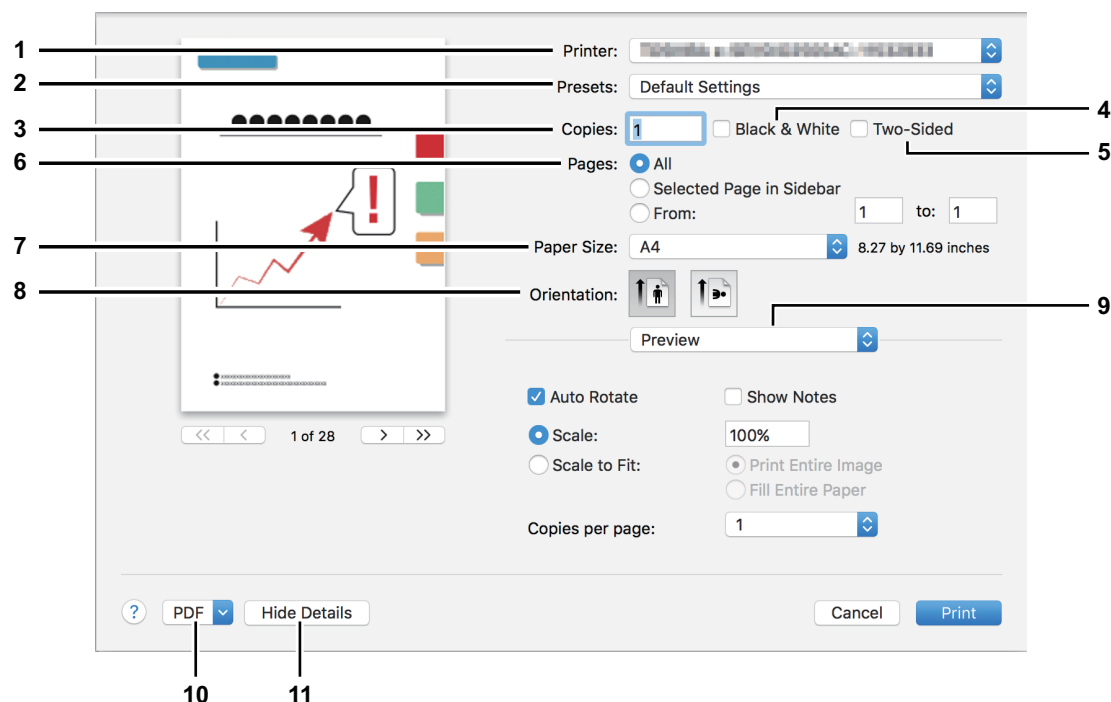
For more information about print options, see the following page:  
 📖 P.10 “Changing print options”

## ■ Changing print options

You can change various print options as necessary.

### Tip

The settings vary from application to application. For the specific settings, refer to the help of the application.



### 1. Printer

This selects the printer to be used for printing.

### 2. Presets

This allows you to save the current print options as a preset and select one quickly from many presets.

### 3. Copies

This sets the number of printed copies.

### 4. Black & White

Select this check box to print in the Black and White mode, regardless of the colors of a document.

### 5. Two-Sided

This sets whether or not you want to print on both sides of paper.

### Note

This function is available only when the Automatic Duplexing Unit is installed in the equipment.

### 6. Pages

This sets a range of pages to be printed. To print only part of a document, enter the numbers for the first and the last pages you want to print.

### 7. Paper Size

This selects the size of a document to be printed.

### 8. Orientation

This sets the paper printing direction.

## 9. Print option menu

This shows the menus for additional print options.

📖 P.11 “[Media & Quality] menu”

📖 P.11 “[Layout] menu”

📖 P.12 “[Paper Handling] menu”

📖 P.12 “[Cover Page] menu”

📖 P.13 “[Finishing Options] menu”

📖 P.13 “[Supply Levels] menu”

## 10. PDF

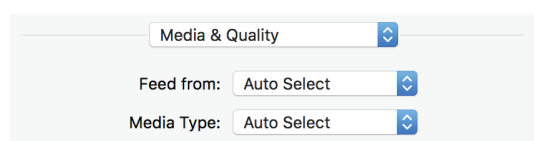
This displays the work flow menus of PDF.

## 11. Hide Details

This hides or shows the details of settings: the button name changes accordingly.

## 📁 [Media & Quality] menu

You can select the paper feeding source or the media type.



### 1. Feed from

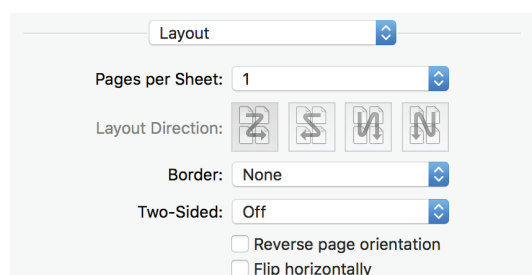
This selects the paper source.

### 2. Media Type

This selects the type of media or paper.

## 📁 [Layout] menu

You can set the layout of the printed pages on one sheet (N-up setting).



### 1. Pages per Sheet

This sets the number of multiple pages printed on one sheet.

### 2. Layout Direction

This sets how pages are arranged on one sheet.

### 3. Border

This sets the number and the thickness of the border lines.

### 4. Two-Sided

This sets whether or not you want to print on both sides of paper.

#### Note

This function is available only when the Automatic Duplexing Unit is installed in the equipment.

### 5. Reverse page orientation

This turns the page orientation upside down.

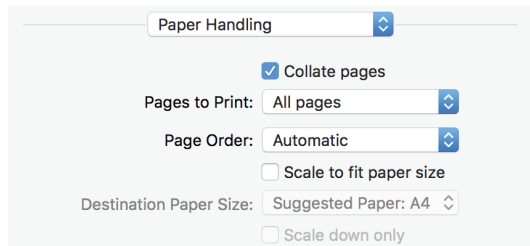
### 6. Flip horizontally

This turns over pages to print in mirror image.

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## ❏ [Paper Handling] menu

You can set paper handling methods such as reversing the printing order or printing only odd or even pages.



Paper Handling

☒ Collate pages

Pages to Print: All pages

Page Order: Automatic

☐ Scale to fit paper size

Destination Paper Size: Suggested Paper: A4

☐ Scale down only

### 1. Collate pages

Select this check box to collate the printed documents for each copy when more than one copy is printed (sort-printing).

### 2. Pages to Print

This selects whether all pages are printed or whether only odd or even pages are printed.

### 3. Page Order

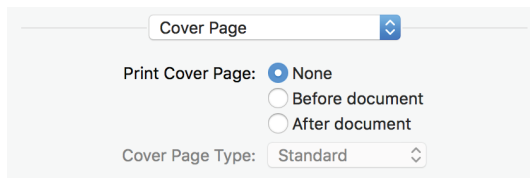
This sets the page order to print from the first page or the last page.

### 4. Scale to fit paper size

Select this check box to perform enlarge/reduce printing. When this is selected, print images are enlarged or reduced to fit in the paper size selected from the [Destination Paper Size] menu. If you do not want to enlarge the print images but you want to print them on paper larger than the document size, select the [Scale down only] check box.

## ❏ [Cover Page] menu

You can set options for cover (banner) pages.



Cover Page

Print Cover Page: ☒ None  
☐ Before document  
☐ After document

Cover Page Type: Standard

### 1. Print Cover Page

This sets whether or not a cover page is inserted and the insertion point, if it is set to be inserted.

### 2. Cover Page Type

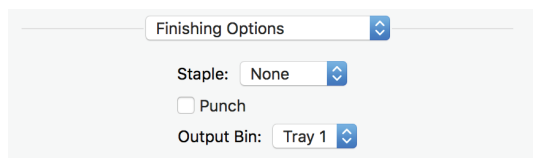
This sets the type of the cover page.

## ❏ [Finishing Options] menu

You can set up optional finishing devices such as output bin and stapler.

### Tip

The finishing options vary, depending on the optional devices attached to the equipment.



### 1. Staple

This sets the stapling method.

#### Note

For the e-STUDIO5008LP Series, this function is available only when [Black] is selected in the toner mode initial setting.

### 2. Punch

Select this to punch holes on printouts.

#### Note

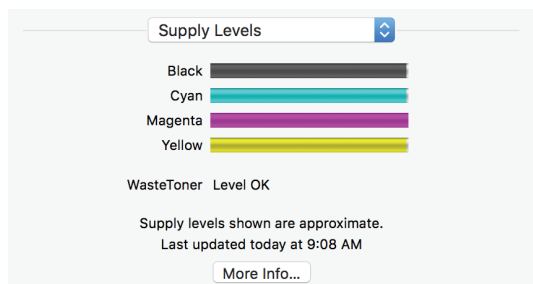
For the e-STUDIO5008LP Series, this function is available only when [Black] is selected in the toner mode initial setting.

### 3. Output Bin

This selects the output bin.

## ❏ [Supply Levels] menu

You can check the supply levels such as remaining toner and paper. For more information, click the [More Info] button.



### Tip

The supplies vary, depending on the equipment.

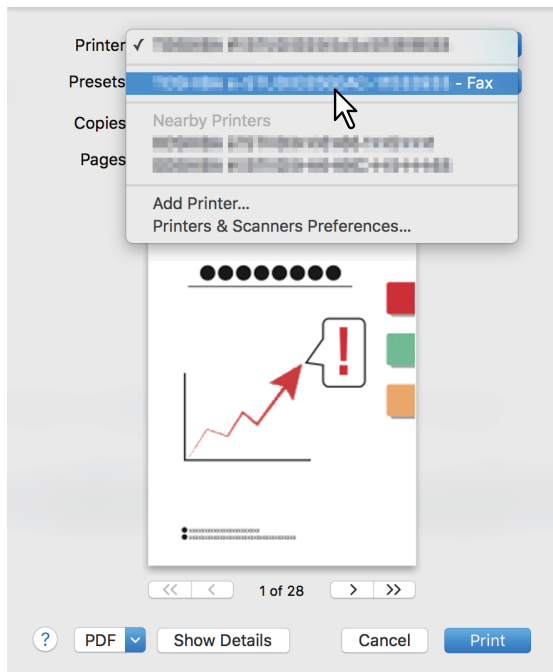
## ■ How to perform basic faxing

Follow the basic steps below to send a fax.

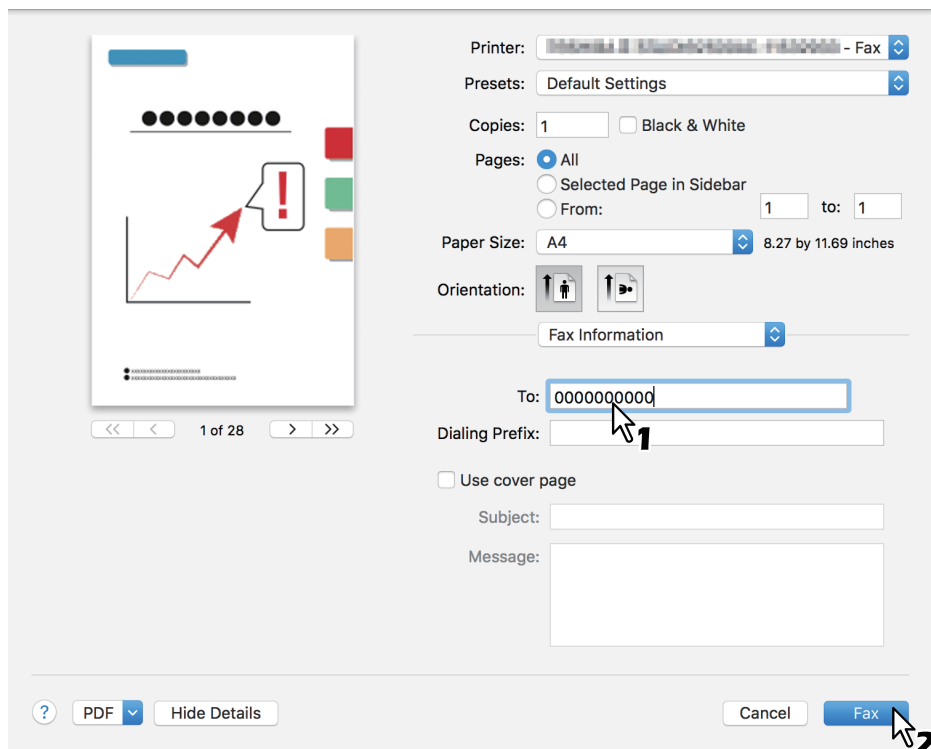
### 1 Select [Print] from the [File] menu of the application.

The [Print] dialog box appears.

### 2 Select the fax from the [Printer] menu.



### 3 Enter the fax number in the [To] box, change any fax options as necessary, and then click [Fax].



For more information about fax options, see the following page:

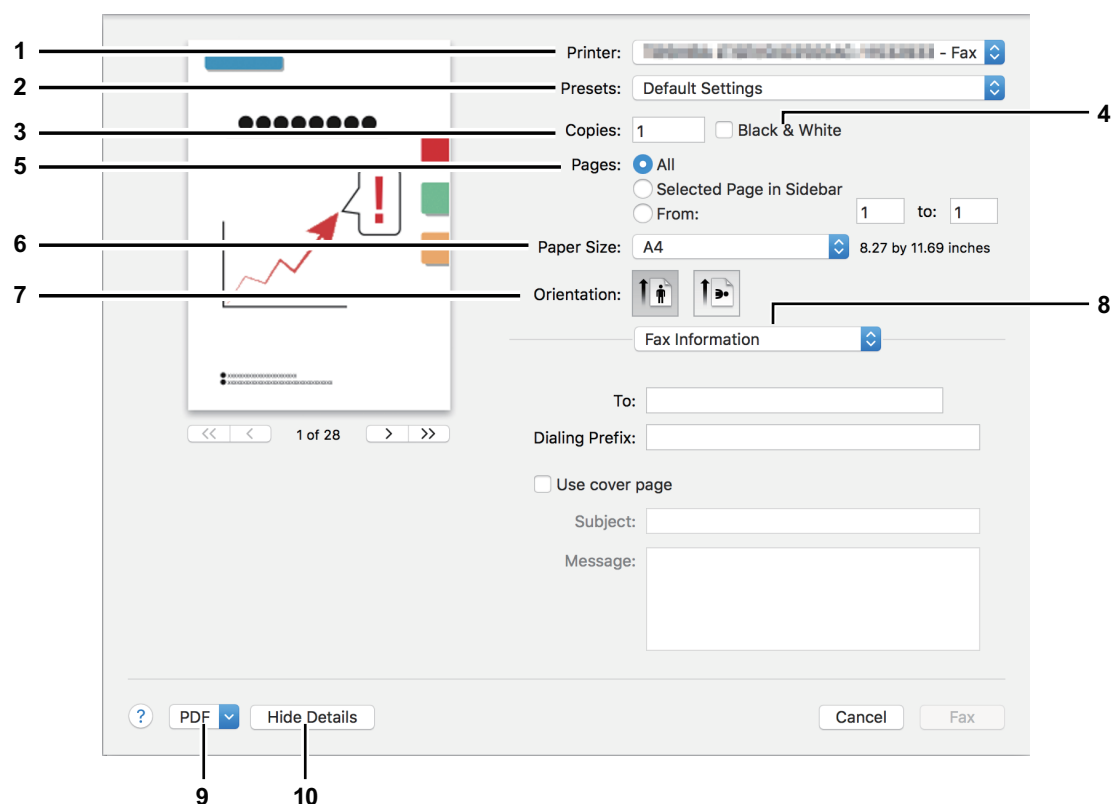
📖 P.15 “Changing fax options”

## ■ Changing fax options

You can change various fax options as necessary.

### Tip

The settings vary from application to application. For the specific settings, refer to the help of the application.



### 1. Printer

This selects the fax (or the printer) to be used for sending a fax.

### 2. Presets

This allows you to save the current fax options as a preset and select one quickly from many presets.

### 3. Copies

This sets the number of fax copies.

### 4. Black & White

Select this check box to send a fax in the Black and White mode, regardless of the colors of a document.

### 5. Pages

This sets a range of pages to be faxed. To fax only part of a document, enter the numbers for the first and the last pages you want to fax.

### 6. Paper Size

This selects the size of a document to be faxed.

### 7. Orientation

This sets the paper faxing direction.

### 8. Print option menu

This shows the menus for additional fax options.

- 📖 P.16 “[Fax Information] menu”
- 📖 P.16 “[Layout] menu”
- 📖 P.17 “[Paper Handling] menu”
- 📖 P.17 “[Scheduler] menu”

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## 9. PDF

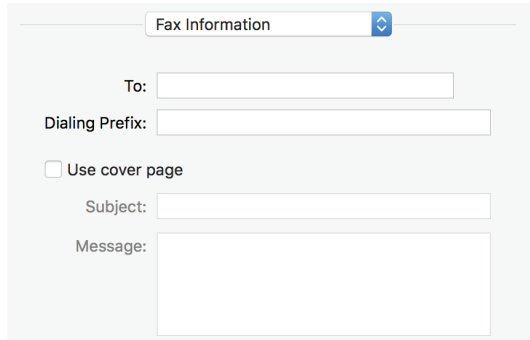
This displays the work flow menus of PDF.

## 10. Hide Details

This hides or shows the details of settings: the button name changes accordingly.

## ❏ [Fax Information] menu

You can enter the information necessary for sending a fax.

A screenshot of the 'Fax Information' menu. At the top is a dropdown menu labeled 'Fax Information'. Below it are several input fields: 'To:' with a text box, 'Dialing Prefix:' with a text box, a checkbox labeled 'Use cover page', 'Subject:' with a text box, and 'Message:' with a larger text area.

### 1. To

This sets a fax number.

### 2. Dialing Prefix

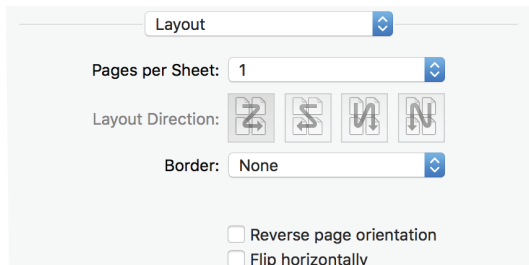
This sets a prefix number that is necessary for you to make an outside call from within your phone system.

### 3. Use cover page

This sets a cover page at the beginning of a fax. Enter any text in [Subject] and [Message] for the cover page.

## ❏ [Layout] menu

You can set the layout of the fax pages on one sheet (N-up setting).

A screenshot of the 'Layout' menu. It features a dropdown menu labeled 'Layout'. Below it are several settings: 'Pages per Sheet:' with a dropdown menu showing '1', 'Layout Direction:' with four icons representing different page arrangements (1x1, 2x2, 3x3, 4x4), 'Border:' with a dropdown menu showing 'None', and two checkboxes at the bottom: 'Reverse page orientation' and 'Flip horizontally'.

### 1. Pages per Sheet

This sets the number of multiple pages faxed on one sheet.

### 2. Layout Direction

This sets how pages are arranged on one sheet.

### 3. Border

This sets the number and the thickness of the border lines.

### 4. Reverse page orientation

This turns the page orientation upside down.

### 5. Flip horizontally

This turns over pages to fax in mirror image.



## ❏ [Paper Handling] menu

You can set paper handling methods such as reversing the faxing order or faxing only odd or even pages.

### 1. Pages to Print

This selects whether all pages are faxed or whether only odd or even pages are faxed.

### 2. Page Order

This sets the page order to fax from the first page or the last page.

### 3. Scale to fit paper size

Select this check box to perform enlarge/reduce faxing. When this is selected, fax images are enlarged or reduced to fit in the paper size selected from the [Destination Paper Size] menu. If you do not want to enlarge the document images but you want to fax them on paper larger than the document size, select the [Scale down only] check box.

## ❏ [Scheduler] menu

You can schedule fax transmission.

### 1. Print Document

This sets a schedule of fax transmission. Select [Now] to send a fax immediately. Select [At] and enter the time to send a fax. Select [On hold] to hold a fax job in the print queue, so that you can send the fax later.

### 2. Priority

This sets the priority to send a fax.

## ■ How to perform basic scanning

Follow the basic steps below to scan a document.

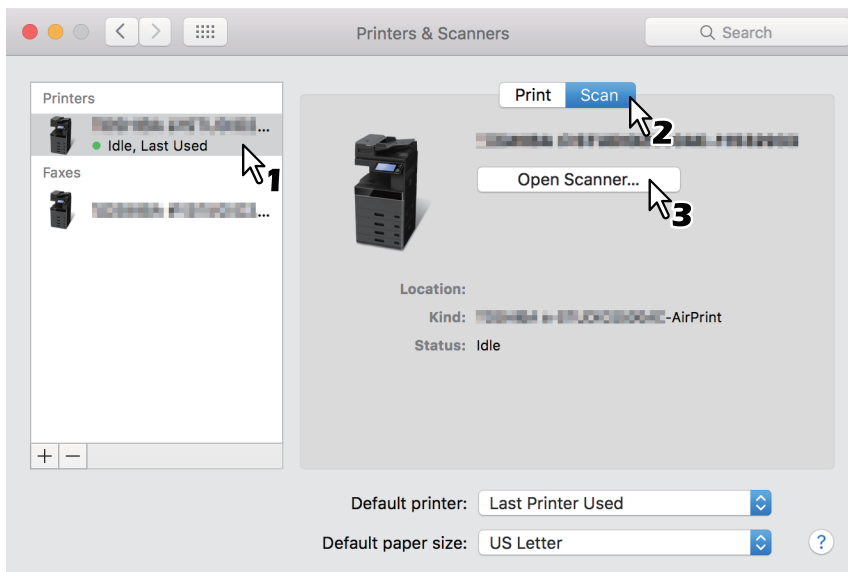
### 1 Place the originals.

For details, refer to the **Quick Start Guide**.

### 2 Open [System Preferences] and then click [Printers & Scanners].

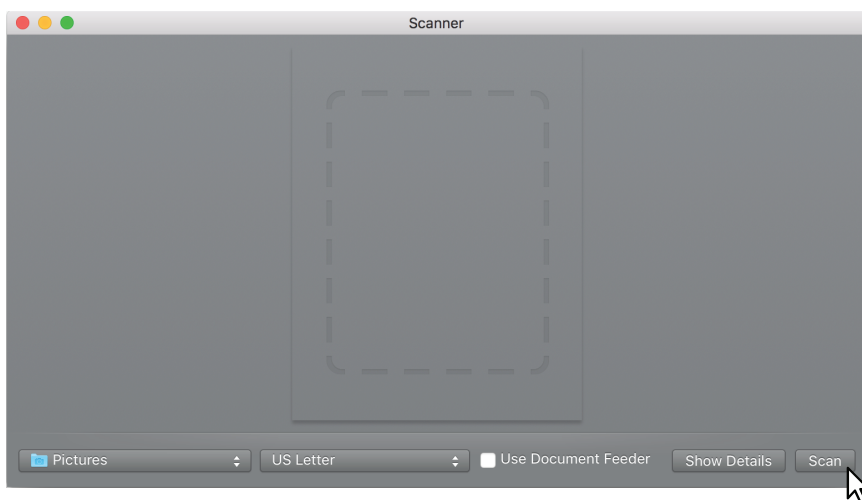


### 3 Select a printer, then click [Scan], and then click [Open Scanner].




#### 4 Click [Scan].

- To use the Automatic Document Feeder, select the [Use Document Feeder] check box.
- Click [Show Details] to change the scan settings.

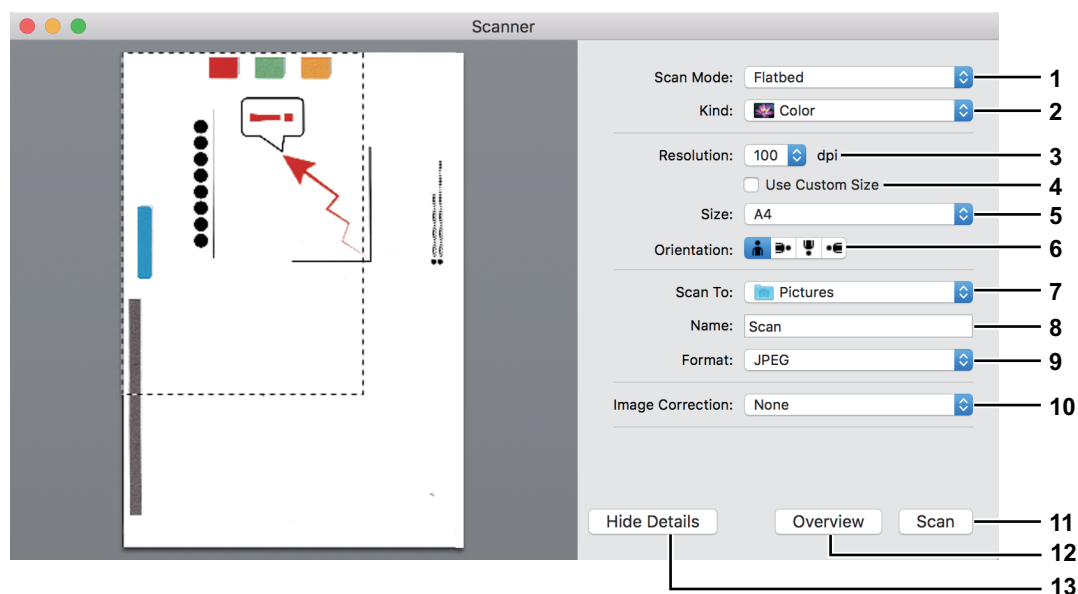


For more information about the scan options, see the following page:

 P.20 “Changing scan options”

## ■ Changing scan options

You can change the various scan options as necessary.



### 1. Scan Mode

This selects whether the originals are scanned using the original glass or the Automatic Document Feeder.

### 2. Kind

This selects the type of originals.

### 3. Resolution

This selects the resolution of a scanned image.

### 4. Use Custom Size

Select this check box to specify the range to be scanned by inputting values. This function is selectable only when "flatbed" is selected for the scan mode. You can set the scan size between postcard size (100mm x 148mm) and A3 size (420mm x 297mm).

### 5. Size

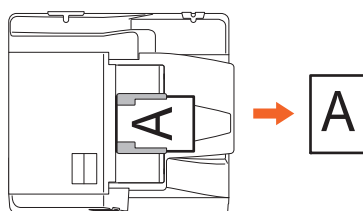
This specifies the size of a scanned image.

### 6. Orientation

This specifies the orientation of a scanned image.

#### Tip

Refer to the following for the orientations of original and scanned image.



### 7. Scan To

This specifies the destination of a scanned image.

### 8. Name

This specifies the file name of a scanned image.

### 9. Format

This selects the file format of a scanned image.

---

**10. Image Correction**

This selects the image correction method.

**11. Scan**

Scanning is performed by clicking this button.

**12. Overview**

The preview of a scanned image is displayed by clicking this button.

**Tip**

The number of the scan counter will be increased when Overview is carried out.

**13. Hide Details**

The scan options are hidden by clicking this button.

# Printing from iOS/iPadOS Devices

This section provides instructions on how to print a document from iPhone as an example.

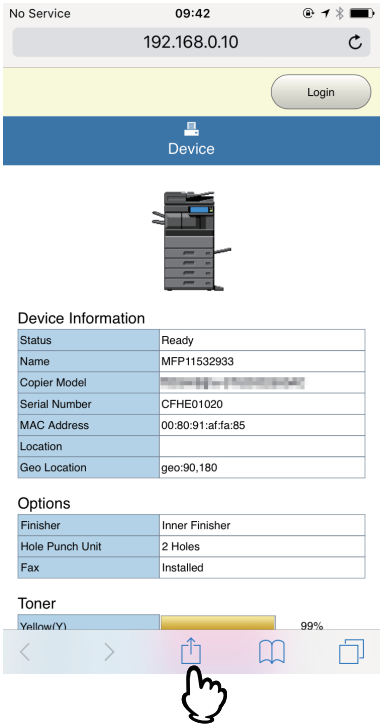
## ■ How to perform basic printing

Follow the basic steps below to print a document.

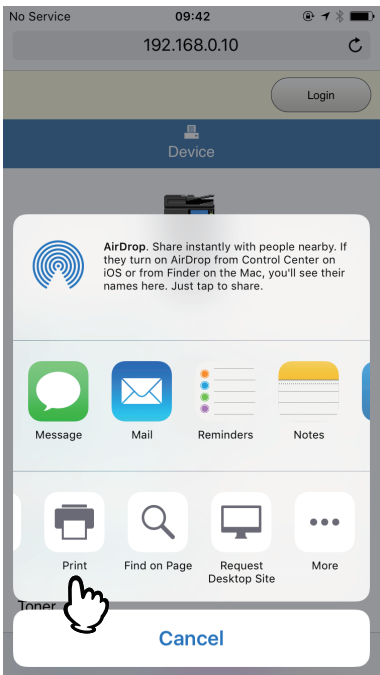
### 1 Tap the action icon ( ).

Tip

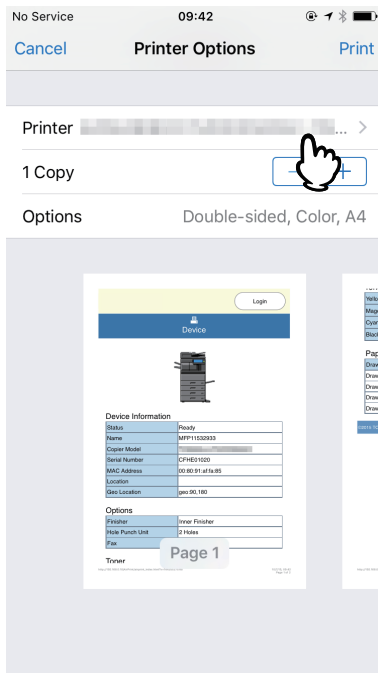
The icons for printing vary from application to application.



### 2 Tap [Print].

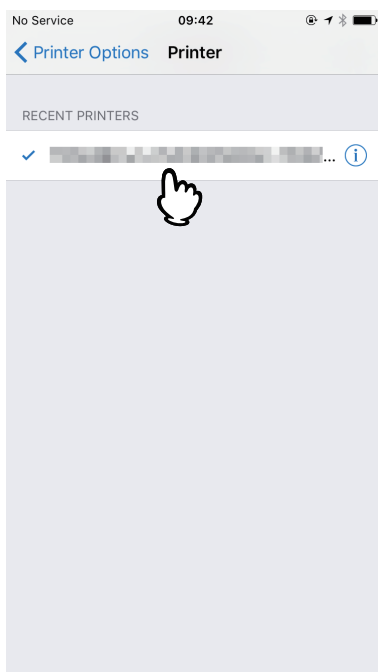


### 3 Select a printer.

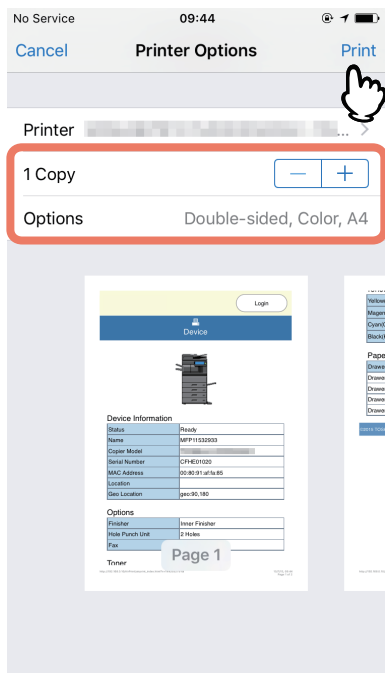


AirPrint-enabled printers are listed up.

### 4 Tap the name of your equipment.



## 5 Change any print options as necessary and tap [Print].



For more information about print options, see the following page.

P.24 “Changing print options”

Printing starts.

## ■ Changing print options

You can change the following print options as necessary.

### Note

- Some print options cannot be changed depending on the applications used or the data type of the document.
- Whether a document is printed in the Full Color mode or the Gray Scale mode depends on the applications used or the data type of the document.

### • **Printer**

This selects a printer to be used for printing.

### • **Copy**

This sets the number of printed copies.

### • **Range**

This sets a range of pages to be printed. This can be set only when the document is a PDF file.

### • **Double-sided**

This sets whether or not you want to print on both sides of paper.

### Note

This function is available only when the Automatic Duplexing Unit is installed in the equipment.

### • **Staple**

This sets whether or not you want to staple sets of paper.

### Note

- This function is available only when the Finisher is installed in the equipment.
- For the e-STUDIO5008LP Series, this function is available only when [Black] is selected in the toner mode initial setting.



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- **Punch**

This sets whether or not you want to punch holes on paper.

**Note**

- This function is available only when the Hole Punch Unit is installed in the equipment.
- For the e-STUDIO5008LP Series, this function is available only when [Black] is selected in the toner mode initial setting.

- **Paper**

This selects the size of paper. This can be set only when the document consists of image data such as a photo.

# Setting up AirPrint in TopAccess

TopAccess allows you to configure the AirPrint. If necessary, change the settings.

Tip

If you want to change the AirPrint settings, you need to log into TopAccess as an administrator. For more information about using TopAccess, refer to the **TopAccess Guide**.

## Enabling or Disabling AirPrint

The AirPrint can be enabled or disabled on the [Administrator] tab - [AirPrint] menu of TopAccess.

### Settings

You can change the following AirPrint settings on the [Settings] - [AirPrint Settings] submenu.

### Other than e-STUDIO5008LP Series

Device

Job Status

Logs

Registration

Counter

User Management

Administration

Setup

Security

Maintenance

Registration

AirPrint

Application

e-Filing

Logout

Settings

Related Links

Save

Cancel

AirPrint Setting

1 Enable AirPrint 

Enable

\*IPP Print, Bonjour are enabled if this setting is set to Enable.

2 Printer Name

3 Location

4 Geo Location 

geo:90,180

### e-STUDIO5008LP Series

Device

Job Status

Logs

Registration

Counter

User Management

Administration

Setup

Security

Maintenance

Registration

Erased Blue Print

AirPrint

Application

e-Filing

Logout

Settings

Related Links

Save

Cancel

AirPrint Setting

1 Enable AirPrint 

Enable

\*IPP Print, Bonjour are enabled if this setting is set to Enable.

2 Printer Name

3 Location

4 Geo Location 

geo:90,180

AirPrint Scan Setting

5 Secure Scan (SSL/TLS) 

Enable

6 Authentication 

Disable

7 User Name

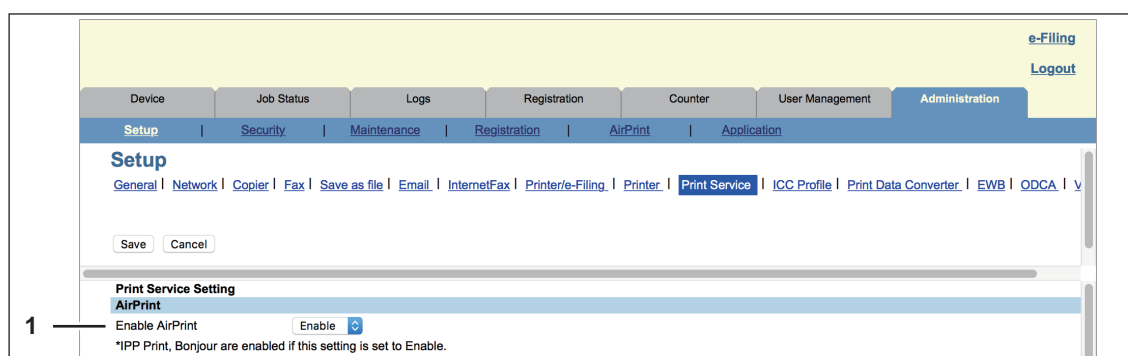
8 Password

	Item name	Description
1	Enable AirPrint	Select [Enable] or [Disable] for the AirPrint. [Enable] is a default setting.
	<div>Note</div> <div>If this setting is set to [Enable], Bonjour and IPP settings will also be enabled.</div>	
2	Printer Name	Enter a printer name that you select when printing.
3	Location	If you prefer, enter any text that describes the location where the equipment is set up.

26 Setting up AirPrint in TopAccess

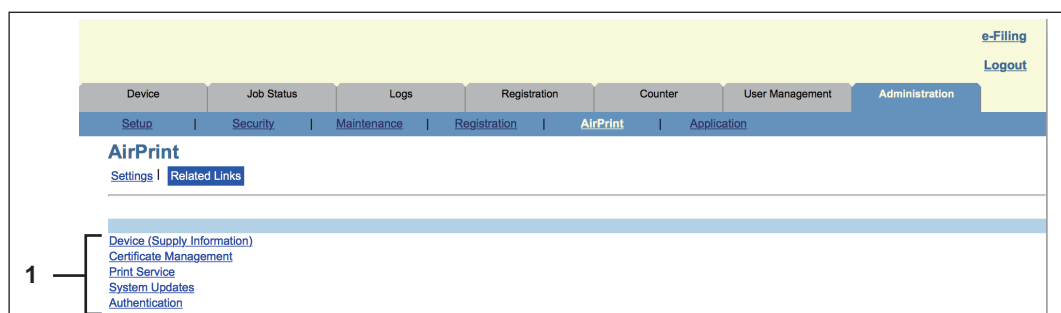
	Item name	Description
4	Geo Location	If you prefer, enter the latitude and longitude of the location where the equipment is set up.
5	Secure Scan (SSL/TLS)	Select [Enable] or [Disable] for Secure Scan. [Enable] is the default setting.
6	Authentication	Set whether or not to perform Basic Authentication when Secure Scan is enabled. [Disable] is the default setting.
	<b>Note</b> This function is available when the scanning function supports the Basic authentication as a consequence of the version upgrading of macOS.	
7	User Name	Set a user name which is used for Basic Authentication. You can enter up to 127 alphanumeric characters and symbols (excluding = ; # ?).
	<b>Note</b> This function is available when the scanning function supports the Basic authentication as a consequence of the version upgrading of macOS.	
8	Password	Set a password which is used for Basic Authentication. You can enter up to 127 alphanumeric characters and symbols (excluding = ; # ?).
	<b>Note</b> This function is available when the scanning function supports the Basic authentication as a consequence of the version upgrading of macOS.	

The above [Enable AirPrint] setting is synchronized with the [Enable AirPrint] setting on the [Administration] tab - [Setup] menu - [Print Service settings] submenu.



## Related Links

When you click [Related Links] on the [AirPrint] menu, the menu shows the following links.



	Item name	Description
1	Device (Supply Information) Certificate Management Print Service System Updates Authentication	Click a link to move to the linked page directly.

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## ■ Recovery setting from Super Sleep mode

You can wake up this equipment from the Super Sleep mode when you start printing with the AirPrint. Choose the [Administration] tab - [Setup] menu - [General settings] submenu - [Energy Save] - [Wake Up Setting], and select the [AirPrint Discovery for IPv4] and [AirPrint Discovery for IPv6] check boxes.

### Tip

The [AirPrint Discovery for IPv4] and [AirPrint Discovery for IPv6] check boxes have been selected by default.

## ■ Settings for using AirPrint when the user authentication is enabled

Navigate to the [Administration] tab > [Setup] > [Print Service] > [IPP Print], and then select [Enable] for [Enable SSL] and [Basic] for [Authentication].

### Note

If “Windows Domain Authentication” or “LDAP Authentication” is used for authentication type, enter the user name and domain name in the following format: “user name@domain name”.

## ■ Changing Toner Mode Default Setting (e-STUDIO5008LP Series)

In the e-STUDIO5008LP Series, you can set either the erasable blue toner or black toner for AirPrint printing. Select [Erasable Blue] or [Black] from the [Administration] tab > [Erasable Blue Print] menu > [Mobile]. [Black] is set by default.

FC-2000AC/2500AC  
FC-2505AC/3005AC/3505AC/4505AC/5005AC  
DP-2008A/2508A/3008A/3508A/4508A/5008A  
FC-5506AC/6506AC/7506AC  
DP-5508A/6508A/7508A/8508A  
DP-3535/4535/5035  
OME150073E0

**MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /  
MULTIFUNCTIONAL DIGITAL SYSTEMS**  
**Operator's Manual for AirPrint**

**Toshiba Tec Corporation**

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