

To use the Toshiba e-Studio 3525ac (print/copier):

- 1. Insert flash drive/usb-drive into the slot on the side of the touchscreen.**
- 2. Make sure you have your username & password handy.**
- 3. Touch the moon  icon if it is dark. If not, proceed to step 4.**
- 4. If the moon  icon doesn't turn on the screen, press the power button.**
- 5. Select the type of operation that you wish to utilize on the touchscreen.**
- 6. Use the keyboard to enter your organization's username and email, then click OK.**
- 7. Find the document/image that you would like to print. (files over 2MB may not print)**
- 8. Enter the desired numbers of prints/copies under "Set(s)" in the top right.**
- 9. For prints/copies, select color options (Full Color, Black, or Auto Color)**
 - a. To zoom in on certain parts of your copy, select Zoom.**
 - b. To add staples or hole-punch, select Finishing.**
 - c. To make adjustments to front-and-back printing, select 1->1 Simplex and adjust accordingly.**
 - d. To make quality adjustments (text vs. photo), select Text/Photo. Select Paper Source and Orientation on the left.**
- 10. Press the green start key to begin the process (not on touchscreen).**
- 11. Once the operation has finished, and you're done using the printer, tap the person-key icon to log out. This also clears your pin, making the printer ready for the next user. The printer also times out after about one (1) minute, but better safe than sorry.**