

TOSHIBA

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

AirPrint

e-STUDIO2020AC/2520AC

e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC

e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A




Preface

Thank you for purchasing our product. 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.
	References describing items related to what you are currently doing. See these references 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-STUDIO2020AC/2520AC	e-STUDIO6525AC Series
e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC	
e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A	e-STUDIO6528A Series

□ Screens and Operation Procedures

- This manual shows the screens and describes the operation procedures in macOS 11.x and iOS 15.x. The details on the screens may differ depending on your model and how the equipment is used, such as the status of the installed options, the OS version and the applications.
- The external appearance of the illustrations in this manual varies depending on the equipment used.

□ 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).

☐ Trademarks

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

For other trademarks, refer to the **Safety Information**.

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Before Using the AirPrint Function

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 need the following:

- Latest version of iOS/iPadOS

■ Considerations and limitations

- If you want to use the Wireless LAN/Bluetooth Module (optional), be sure to complete the wireless LAN settings in advance. For more information about wireless LAN settings, see the reference below:


User Functions - SETTING ITEMS (Admin) - Wireless Setting

- 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], see the reference below:

TopAccess - [Administration] - [Setup] Item List - Network settings - Setting up Bonjour

For [Enable AirPrint], see the reference below:

 P.27 "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] of TopAccess. For the details, see the reference below:

 P.30 "Recovery setting from Super Sleep mode"

- If the following message is displayed when the department code has been entered, check that it is correct.

- iOS: An error occurred printing this document
- macOS: print job was not accepted

- The user authentication is disabled during scanning.

To use the user authentication in printing, navigate to the [Administration] > [Setup] > [Print Service] > [IPP Print], and then select [Basic] for [Authentication].

For the details, see the reference below:

- The department code is not enabled in the Mopria Scan function.
- The AirPrint function is not enabled in the High Security mode. For more information about the High Security mode, see the reference below:

High Security Mode

- 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.
- Set the time and the time zone of the equipment, macOS and iOS/iPadOS properly. Otherwise, the security certification fault occurs in the communication between the equipment and devices with macOS or iOS/iPadOS embedded and thus printing becomes impossible.

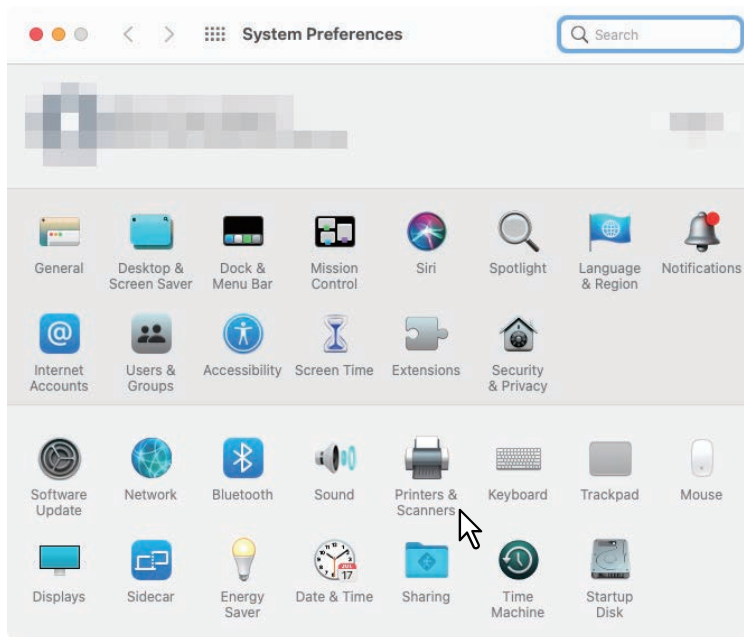
-
- You can use numbers 0 to 9 and symbols “*”, “#”, “-” and “p”. “-” and “p” function as pause and “#” functions as tone switching, too. In the transmission history of this equipment, “p” is indicated by “-”.

Printing/Faxing/Scanning from macOS

■ How to set up

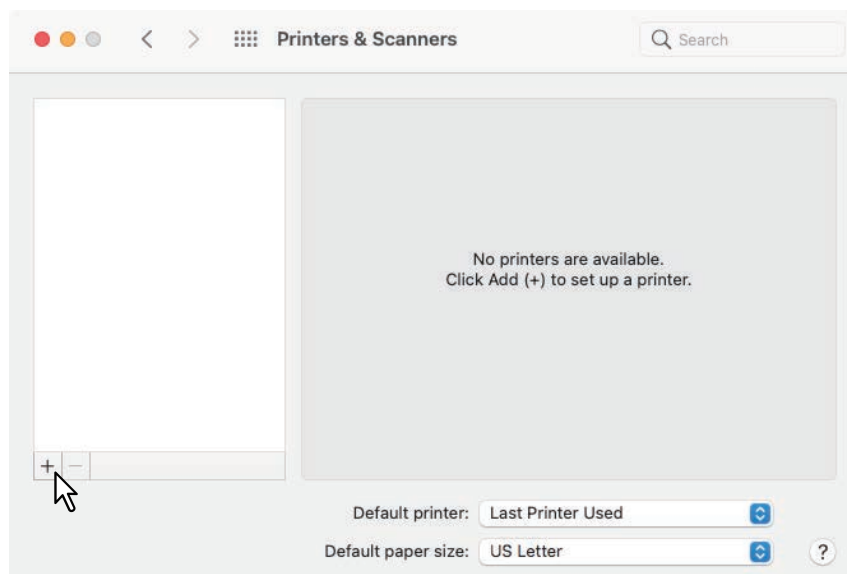
Perform the setup on the System Preferences menu.

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



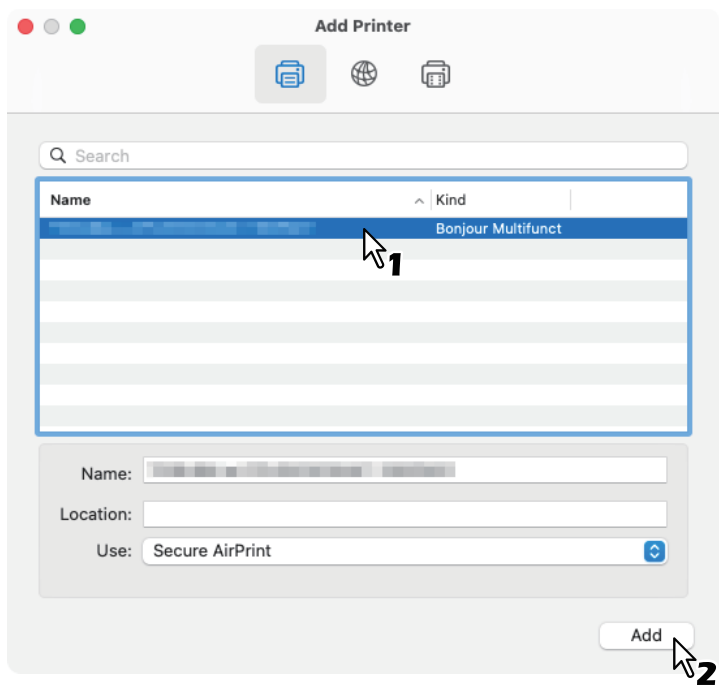
The [Printers & Scanners] dialog box appears.

2 Click [+].

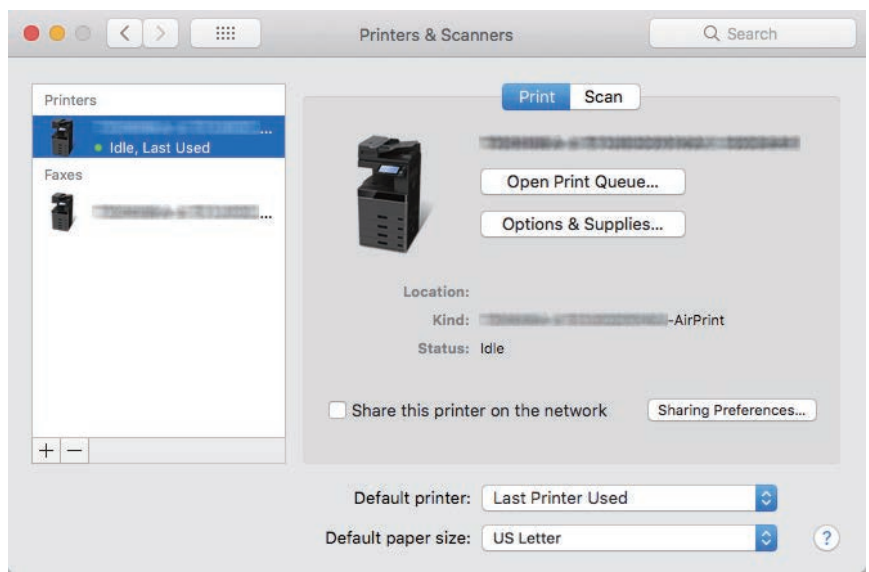


The [Add] dialog box appears.

3 Select a multifunctional digital system that supports the AirPrint function from the [Name] 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 references below:
 - 📖 P.12 “How to perform basic printing”
 - 📖 P.13 “Changing print options”
- For faxing, see the references below:
 - 📖 P.17 “How to perform basic faxing”
 - 📖 P.18 “Changing fax options”
- For scanning, see the references below:
 - 📖 P.21 “How to perform basic scanning”
 - 📖 P.23 “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 reference below:

 P.13 “Changing print options”

Tip

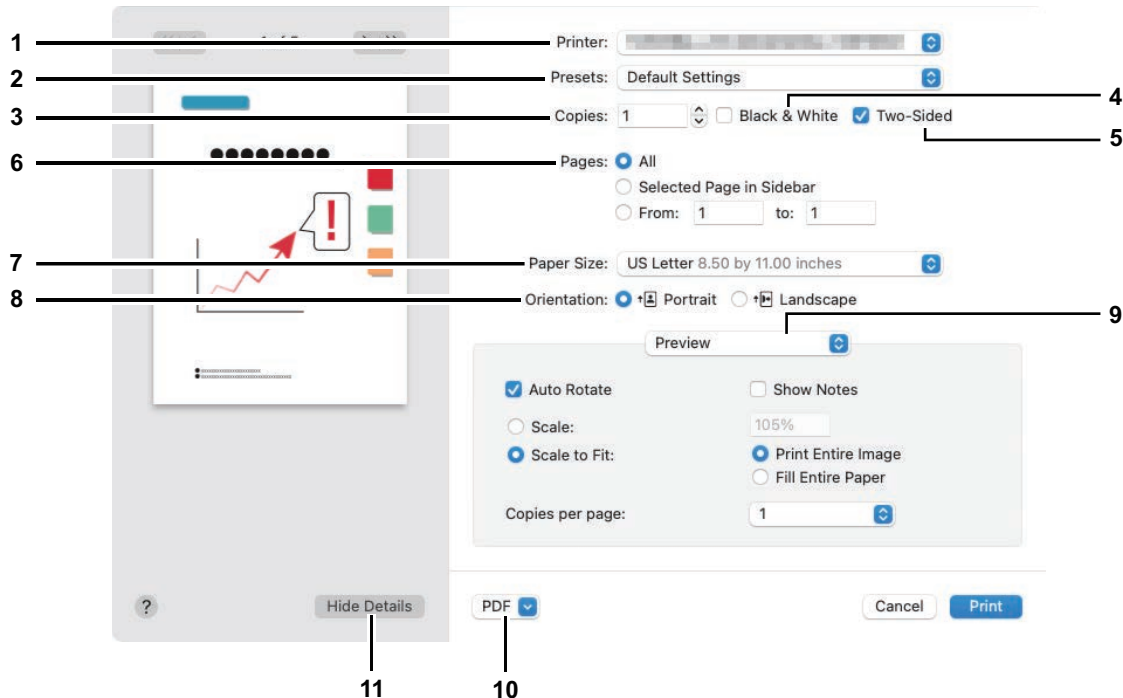
For more information about printing, refer to the Apple website.

■ 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.14 “[Media & Quality] menu”


 P.14 “[Layout] menu”

 P.15 “[Paper Handling] menu”

 P.15 “[Cover Page] menu”

 P.16 “[Finishing Options] menu”

 P.16 “[Watermark] menu”

 P.16 “[Supply Levels] menu”

10. PDF

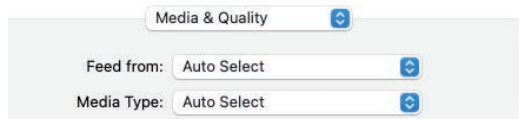
This displays the work flow menus of PDF.

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

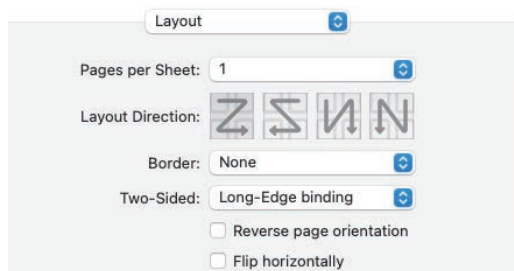
This selects the paper source.

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

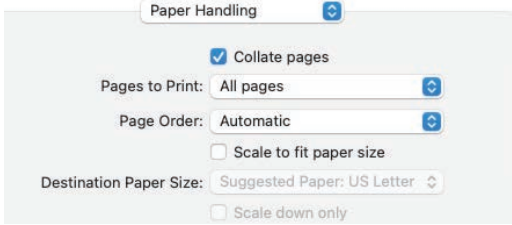
This turns the page orientation upside down.

6. Flip horizontally

This turns over pages to print in mirror image.

□ [Paper Handling] menu

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



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

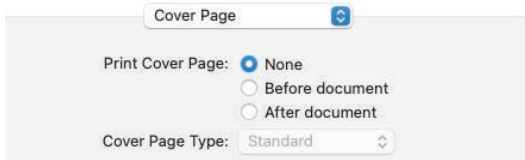
This sets the page order to print from the first page or the last page.

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.



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

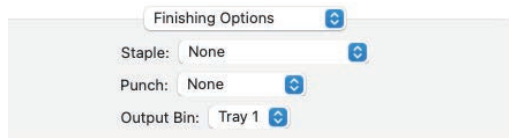
This sets the type of the cover page.

☐ [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.

2. Punch

Select this to punch holes on printouts.

3. Output Bin

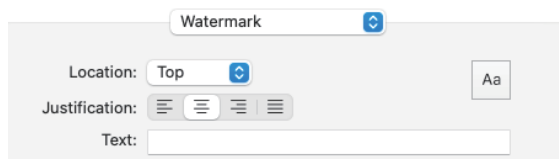
This selects the output bin.

Tip

The default setting of Output Bin is synchronized with the [Raw Jobs - Default Output Tray] setting on [Administration] > [Setup] > [Printer settings] > [Setting up Default Raw Job Setting] of TopAccess.

☐ [Watermark] menu

You can print documents by having specified letters overlapping.



1. Location

This sets the watermark position to be printed.

2. Justification

This sets the watermark justification.

3. Text

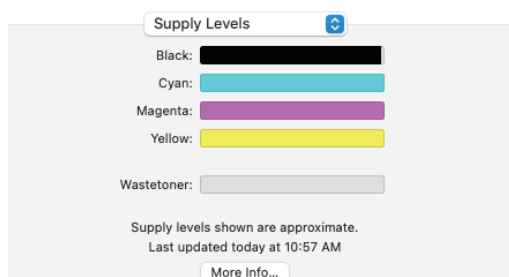
This sets the text which is used for the watermark.

4. Font

This sets the font and size of the text for the watermark.

☐ [Supply Levels] menu

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



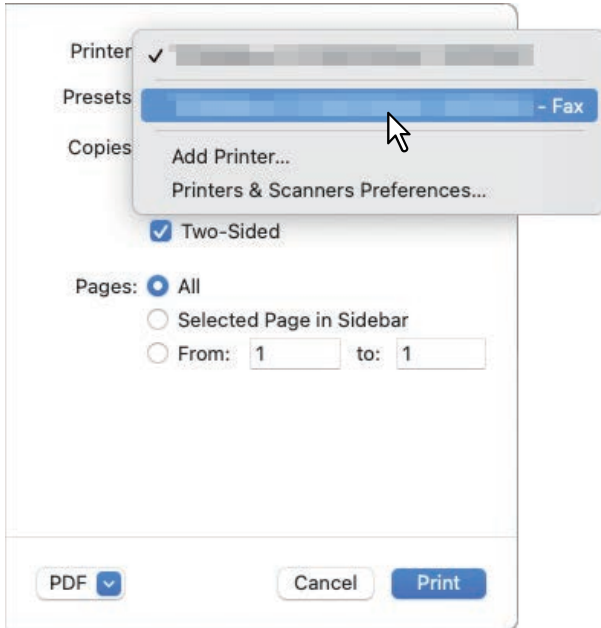
Tip

The supplies vary, depending on the equipment.

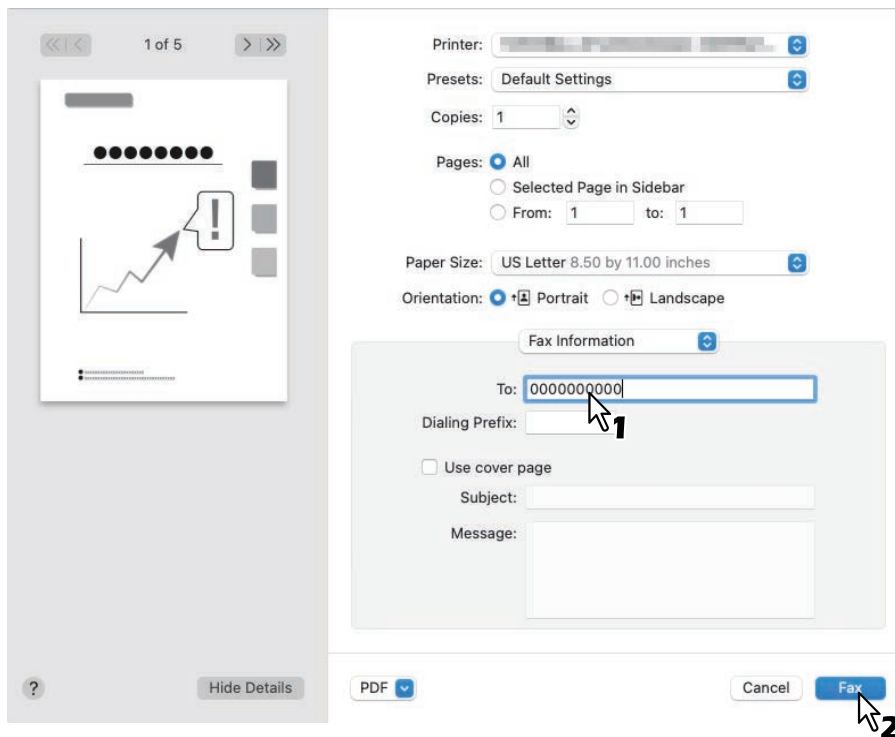
■ How to perform basic faxing

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].**



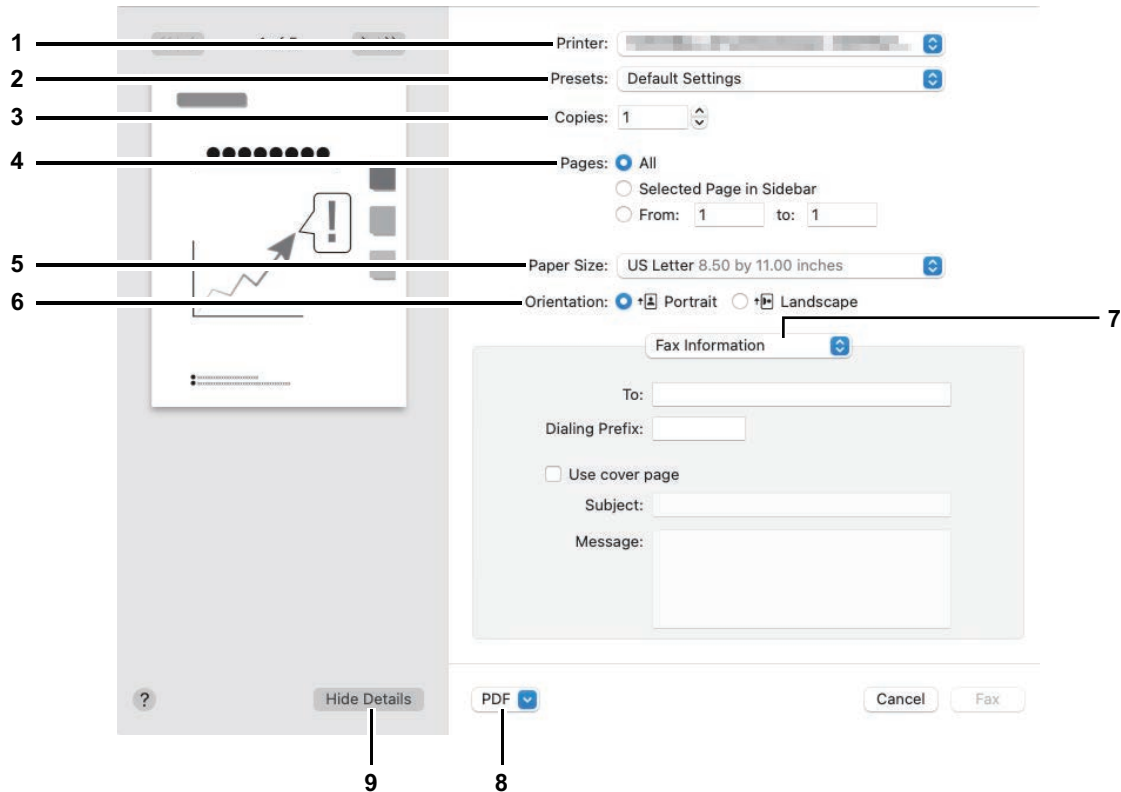
For more information about fax options, see the reference below:
 P.18 “Changing fax options”

■ Changing fax options

You can change various fax options as necessary.

Tip

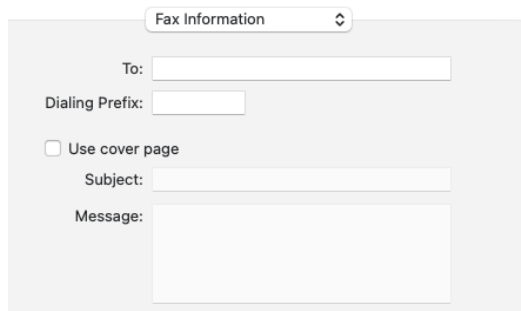
The settings vary from application to application. For the specific settings, refer to the help of the application.



- 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. 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.
- 5. Paper Size**
This selects the size of a document to be faxed.
- 6. Orientation**
This sets the paper faxing direction.
- 7. Print option menu**
This shows the menus for additional fax options.
 - 📖 P.19 “[Fax Information] menu”
 - 📖 P.19 “[Layout] menu”
 - 📖 P.20 “[Paper Handling] menu”
 - 📖 P.20 “[Scheduler] menu”
- 8. PDF**
This displays the work flow menus of PDF.
- 9. Hide Details**
This hides or shows the details of settings: the button name changes accordingly.

☐ [Fax Information] menu

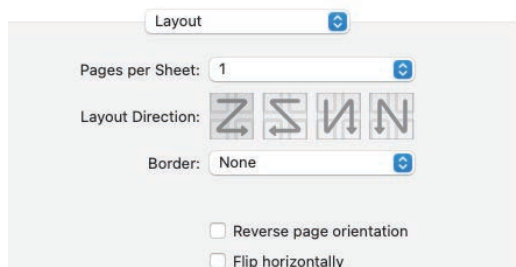
You can enter the information necessary for sending a fax.



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

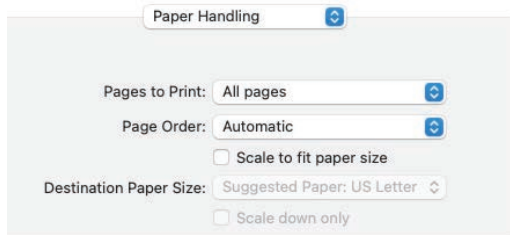
You can set the layout of the fax pages on one sheet (N-up setting).



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

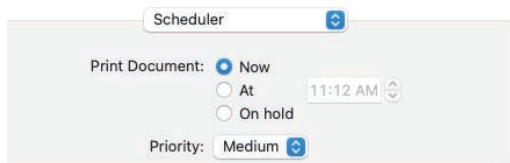
This sets the page order to fax from the first page or the last page.

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

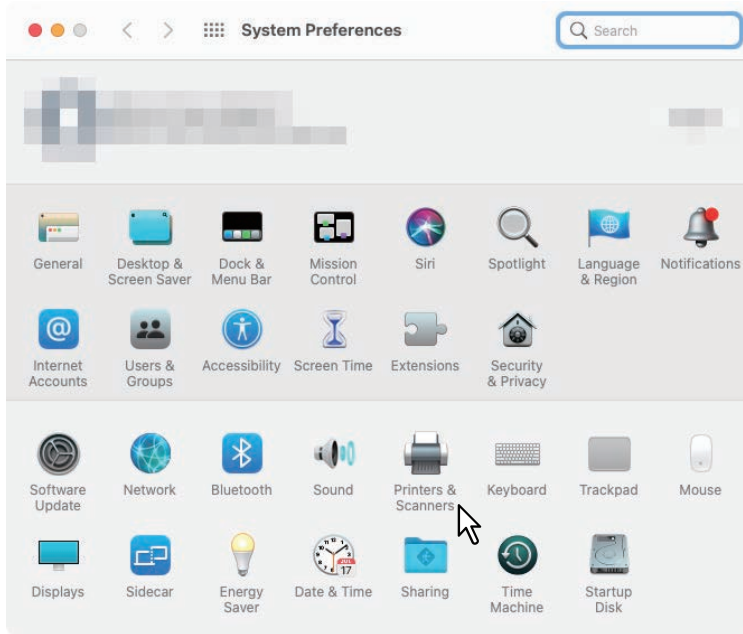
Follow the basic steps below to scan a document.

1 Place the originals.

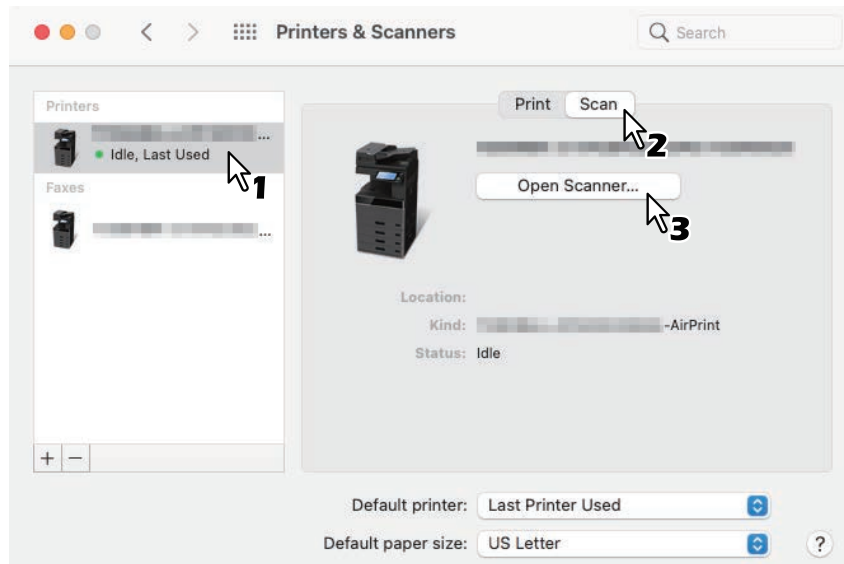
For details, see the reference below:

Preparation of Paper - PLACING ORIGINALS - Placing Originals

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

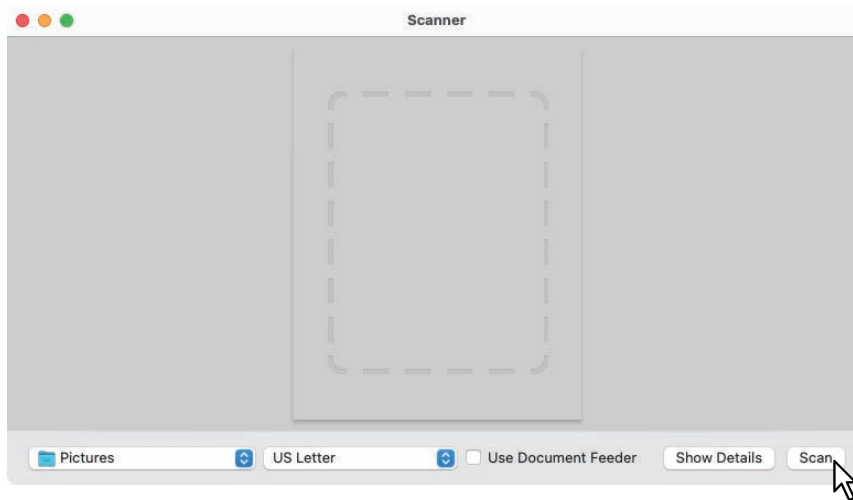


3 Select a printer, then click [Scan], and then click [Open Scanner].




4 Click [Scan].

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

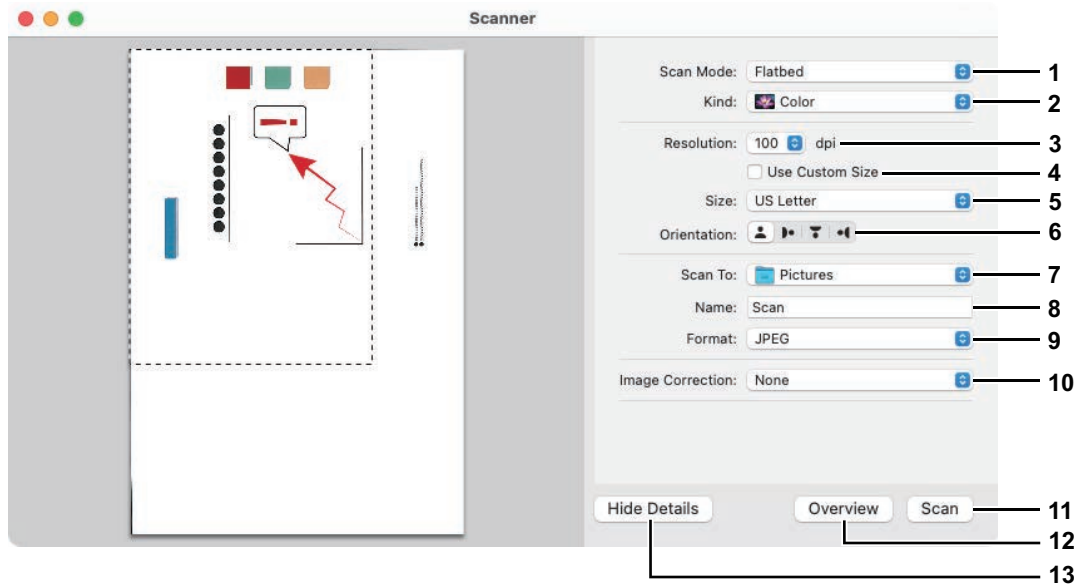


For more information about the scan options, see the reference below:

 P.23 “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 Flatbed (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

This specifies the size of the data to be scanned by means of the value only when “flatbed” is selected for the scan mode.

5. Size

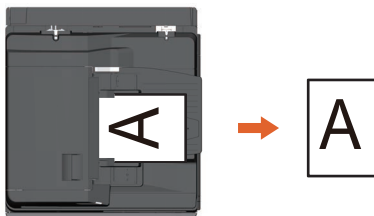
This specifies the size of a scanned image.

6. Orientation

This specifies the orientation of a scanned image.

Tip

The orientations of the original and scanned image will change as shown below depending on the equipment used.



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.

■ How to omit blank pages in the scanning

You can omit blank pages in the scanning. Select [On] for [Omit Blank Page] in [Scan] on the touch panel. For details, see the reference below:

Scan - USEFUL FUNCTIONS - Changing Scan Settings - Removing blank pages

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 button ().

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 reference below:

 P.26 “Changing print options”

Printing starts.

Tip

For more information about printing, refer to the Apple website.

■ 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.
- **Presets**
This allows you to save the current print options as a preset and select one quickly from many presets.
- **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.
- **Black & White**
Select this check box to print in the Black and White mode, regardless of the colors of a document.
- **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.

- **Paper Size**
This selects the size of a document to be printed.
- **Media & Quality**
You can select the paper feeding source or the media type.
 - Feed From
This selects the paper source.
 - Media Type
This selects the type of media or paper.
- **Finishing Options**
You can set up optional finishing devices such as output bin and stapler.
 - 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.

- 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.

- Output Bins
This selects the output bin.

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, see the reference below:

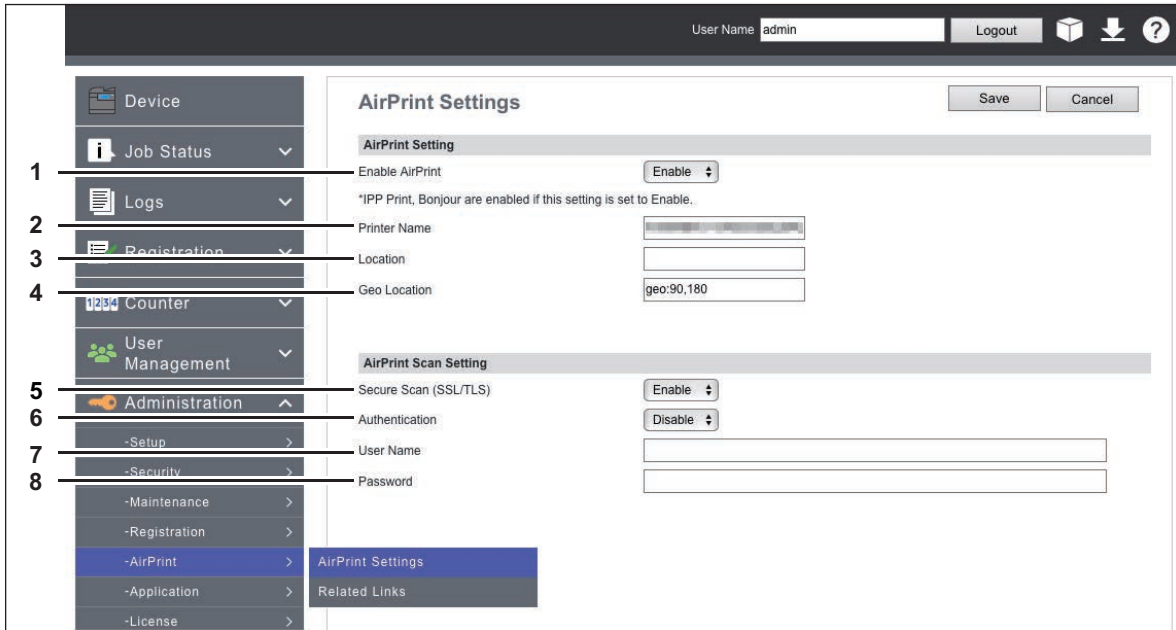
TopAccess - Overview - Access Policy Mode

■ Enabling or Disabling AirPrint

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

Settings

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

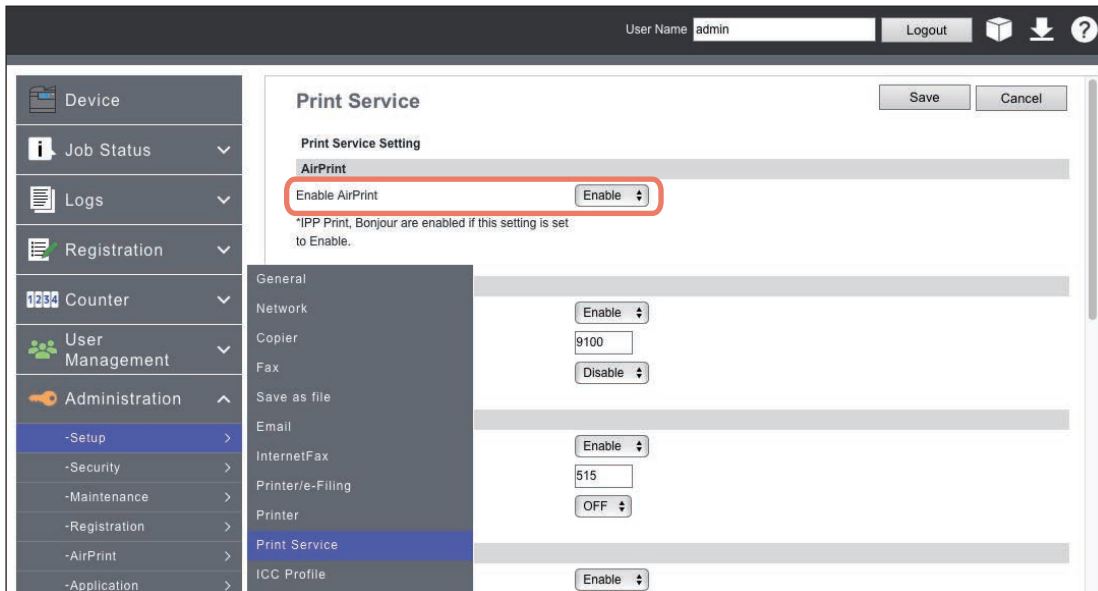


	Item name	Description
1	Enable AirPrint	Select [Enable] or [Disable] for the AirPrint. [Enable] is a default setting.
	Note	If this setting is set to [Enable], Bonjour and IPP settings will also be enabled.
2	Printer Name	Enter a printer name that you select when printing.
3	Location	If you prefer, enter any text that describes the location where the equipment is set up.
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.
	Note	This function is available when the scanning function supports the Basic authentication as a consequence of the version upgrading of macOS.

	Item name	Description
7	User Name	Set a user name which is used for Basic Authentication. You can enter up to 127 alphanumeric characters and symbols (excluding = ; # \).
	Note	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 = ; # \).
	Note	This function is available when the scanning function supports the Basic authentication as a consequence of the version upgrading of macOS.

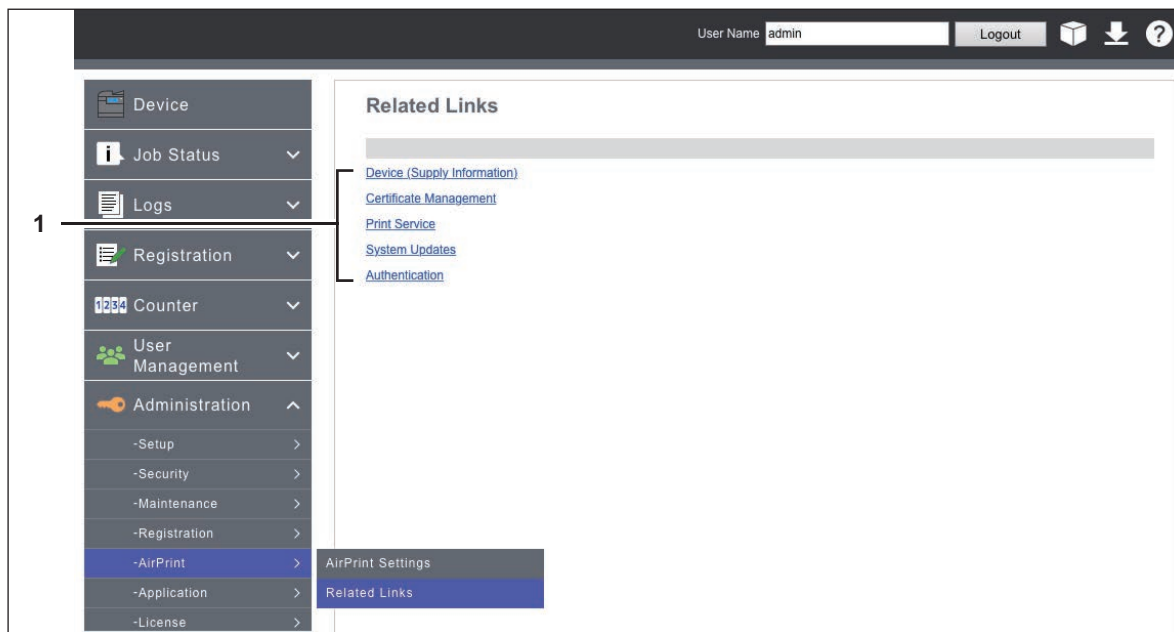
Tip

- The setting of [Scan Setting] is synchronized with [Setting up Mobile Scan (eSCL)] on [Administration] > [Setup] > [Network settings].
- The setting of [Enable AirPrint] is synchronized with [Enable AirPrint] on [Administration] > [Setup] > [Print Service settings].



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.

■ 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] > [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.

■ Setting for printing by using AirPrint when the user authentication is enabled

Navigate to the [Administration] > [Setup] > [Print Service] > [IPP Print], and then select [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”.

■ When Security Certificate Expired and AirPrint Becomes Unusable

When expiration of the qualification information of the encryption is displayed on the macOS screen being operated and macOS AirPrint Print, macOS AirPrint Fax and macOS AirPrint Scan which use the security communication (*1 or *2) for AirPrint have become unusable, reperform the creation in [self-signed certificate] of [Device Certificate] on TopAccess. For details, see the reference below:

TopAccess - Functional Setups - Installing Certificates - Installing CA certificate


*1: Enable IPP: Enable, Enable SSL/TLS: Enable

For details, see the reference below:

TopAccess - [Administration] - [Setup] Item List - Print Service settings - Setting up IPP Print

*2: Secure Scan (SSL/TLS): Enable

For details, see the reference below:

 P.27 “Enabling or Disabling AirPrint”

Tip

- iOS AirPrint Print can be used.
- From the viewpoint of the security measures, it is recommended to set 13 months for [Validity Period] of [self-signed certificate].
- After new settings have been made for [self-signed certificate], click [Resume] on the print restart pop-up screen displayed at the first use of AirPrint. After the second time, this pop-up screen is not displayed.

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AirPrint

e-STUDIO2020AC/2520AC

e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC

e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A

Toshiba Tec Corporation

1-11-1, OSAKI, SHINAGAWA-KU, TOKYO, 141-8562, JAPAN

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