

# Safety Information

## MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS / MULTIFUNCTIONAL DIGITAL SYSTEMS

**e-STUDIO2020AC/2520AC**

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

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

Thank you for purchasing our product. The Safety Information describes the necessary precautions for using this product.

This is a manual that is aimed at general users and administrators. For your added safety, be sure to read this booklet before using this product.

Under the copyright laws, this manual cannot be reproduced in any form without prior written permission of Toshiba Tec Corporation.

## ■ Preface

The following table shows combinations of the model name indicated on the front cover and the model name given in the identification label. The precautions listed in this document with specific model names apply to those models. The precautions without specific model names apply to all models listed below.

Model name on the front cover	Model name on the identification label
e-STUDIO2020AC/2520AC	FC-2020AC/2520AC
e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC	FC-2525AC/3025AC/3525AC/4525AC/5525AC/6525AC
e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A	DP-2528A/3028A/3528A/4528A/5528A/6528A

## □ Color LCD display

Super high-level technologies are used to produce a color LCD display. However, the following phenomena may occur; 1) “Missing/dead” or “lit” dots may exist. 2) Unevenness in color or brightness may occur depending on the viewing angles or the temperature change. Please note that they are not to be regarded as being defects of the color LCD display.

## □ Trademarks

- Microsoft, Windows, Windows NT, and the brand names and product names of other Microsoft products are trademarks of Microsoft Corporation in the US and other countries.
- Apple, Macintosh, Mac, Safari, and TrueType are trademarks of Apple Inc.
- Adobe®, Acrobat®, Acrobat Reader®, and PostScript® are trademarks or registered trademarks of Adobe Inc.
- Mozilla, Firefox and the Firefox logo are trademarks or registered trademarks of Mozilla Foundation in the U.S. and other countries.
- e-STUDIO, e-BRIDGE, and TopAccess are trademarks of Toshiba Tec Corporation.
- Other company names and product names in this manual are the trademarks of their respective companies.

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## ❑ Official Names of Windows Operating System

- The official name of Windows® 8.1 is Microsoft Windows 8.1 Operating System.
- The official name of Windows® 10 is Microsoft Windows 10 Operating System.
- The official name of Windows® 11 is Microsoft Windows 11 Operating System.
- The official name of Windows Server® 2012 is Microsoft Windows Server 2012 Operating System.
- The official name of Windows Server® 2016 is Microsoft Windows Server 2016 Operating System.
- The official name of Windows Server® 2019 is Microsoft Windows Server 2019 Operating System.

## ❑ Disclaimer Notice

The following notice sets out the exclusions and limitations of liability of Toshiba Tec Corporation (including its employees, agents and sub-contractors) to any purchaser or user ('User') of the e-STUDIO2020AC/2520AC, the e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC, the e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A including its accessories, options and bundled software ('Product').

1. The exclusion and limitations of liability referred to in this notice shall be effective to the fullest extent permissible at law. For the avoidance of doubt, nothing in this notice shall be taken to exclude or limit Toshiba Tec Corporation's liability for death or personal injury caused by Toshiba Tec Corporation's negligence or Toshiba Tec Corporation's fraudulent misrepresentation.
2. All warranties, conditions and other terms implied by law are, to the fullest extent permitted by law, excluded and no such implied warranties are given or apply in relation to the Products.
3. Toshiba Tec Corporation shall not be liable for any loss, cost, expense, claim or damage whatsoever caused by any of the following:
  - (a) use or handling of the Product otherwise than in accordance with the manuals, including but not limited to Operator's Manual, User's Guide, and/or incorrect or careless handling or use of the Product;
  - (b) any cause which prevents the Product from operating or functioning correctly which arises from or is attributable to either acts, omissions, events or accidents beyond the reasonable control of Toshiba Tec Corporation including without limitation acts of God, war, riot, civil commotion, malicious or deliberate damage, fire, flood, or storm, natural calamity, earthquakes, abnormal voltage or other disasters;
  - (c) additions, modifications, disassembly, transportation, or repairs by any person other than service technicians authorized by Toshiba Tec Corporation; or
  - (d) use of paper, supplies or parts other than those recommended by Toshiba Tec Corporation.
4. Subject to paragraph 1, Toshiba Tec Corporation shall not be liable to Customer for:
  - (a) loss of profits; loss of sales or turnover; loss of or damage to reputation; loss of production; loss of anticipated savings; loss of goodwill or business opportunities; loss of customers; loss of, or loss of use of, any software or data; loss under or in relation to any contract; or
  - (b) any special, incidental, consequential or indirect loss or damage, costs, expenses, financial loss or claims for consequential compensation;

whatsoever and howsoever caused which arise out of or in connection with the Product or the use or handling of the Product even if Toshiba Tec Corporation is advised of the possibility of such damages.

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Toshiba Tec Corporation shall not be liable for any loss, cost, expense, claim or damage caused by any inability to use (including, but not limited to failure, malfunction, hang-up, virus infection or other problems) which arises from use of the Product with hardware, goods or software which Toshiba Tec Corporation has not directly or indirectly supplied

## ■ Security Precautions

In order to make correct use of this product's security function, first read the following precautions carefully. Be sure to assign administrators who have enough capability to sustain responsible management since significant privileges for managing and handling this equipment will be given them.

### □ To Administrators

- To avoid physical security problems, such as hardware removal or inappropriate disassembly at the installation site, take all necessary measures, such as checking who enters and leaves the site.
- When connecting this product with an outer network such as the Internet, only operate it in a network environment protected by a firewall, etc. to prevent information from being leaked due to incorrect settings or avoid illegal access by unauthorized users.
- To prevent the configuration settings from being altered improperly or similar, before you use this product, change the administrator and user registration passwords set by factory default.
- In order to make proper use of the network and user management functions, be sure to read the operator's manual for TopAccess first.
- Be sure to understand the security policy and its procedure in your organization, and manage and operate this equipment and external devices according to the policy after first reading the operator's manual. Then explain the security instructions to general users who are authorized to use this equipment to allow them to conform to the security rules.
- Provide general users with the appropriate privilege of using this equipment and keep supervising its correct operation.
- Always check if the network function and user management function are enabled in order to maintain security. Should you happen to come across any abnormality, contact your service technician immediately. See the operator's manual for TopAccess for the checking method.
- If any failure or unauthorized access occurs in this equipment, check the logs in TopAccess to find the cause. See the operator's manual for TopAccess for details of checking logs.
- Be sure to keep the OSs and browsers, which are installed in your computer used by connecting this equipment, in the latest status. Then explain this to general users of this equipment to allow them to conform to this.
- When this equipment is installed, check that your service technician properly carries out the installation and the setting.

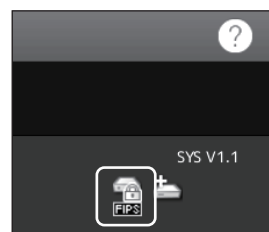
### □ To General Users

- After you have finished operating the equipment, be careful not to forget to remove any originals, printed paper or USB storage devices.
- Make sure not to use any predictable number such as your birthday or employee ID number as a password, and keep it secret.
- Do not leave the equipment during the performance of a job since your originals may be seen or the output paper could be taken by someone.
- Check your log regularly to guard against unauthorized access by identity theft. If there are too many logs, you may find the one you want more easily using the sort function in TopAccess.
- Only jobs which you personally have created are deletable. However, users who have the role of Administrator and AccountManager assigned to them can delete jobs created by other users.

- Since there are no restrictions on access to shared folders, other users might view the contents of your files, or duplicate or delete them. Be careful not to expose your confidential information to other users.

## ❑ Data Encryption Function

If the FIPS Hard Disk Kit (optional) is installed in this equipment, icons will be displayed on the upper right corner of the counter screen. Contact your service technician for the use of the FIPS Hard Disk Kit.



## ■ Toshiba Quality is Second to None

It is recommended that genuine Toshiba supplies and parts be used to obtain optimum results.

### Sample image of the toner label/markings



The contents of the label/markings differ depending on the model or destination.

## ❑ Supplies / Parts

- **Dependability**  
Genuine Toshiba supplies are subjected to the strictest of inspections so that every supply you receive will perform at optimal levels.
- **High Productivity**  
Genuine Toshiba supplies are created to meet the demands of our competitive world and provide highspeed reliable copies when you need them.
- **Stable Image Quality**  
Genuine Toshiba supplies are designed to provide consistently stable image output.
- **MFP-friendly Supplies**  
Genuine Toshiba supplies are designed to help to keep the MFP and all its parts in troublefree working order. Reduction of machine wear is due to Toshiba's intimate knowledge of the MFP's characteristics, ensuring the highest standard of care.
- **Perfectly Suited Supplies**  
From the beginning Toshiba supplies and machines were made for each other. Whenever Toshiba designs a new machine, it also designs a new toner that is made just for that machine. By using Genuine Toshiba supplies with Toshiba MFPs, you are guaranteed optimum performance.

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## ❑ Toner

- **Optimum Image Quality**

Toshiba toner is manufactured using ultra-fine quality materials under precisely controlled conditions to ensure that your Toshiba MFPs will continually generate sharp high-quality images.

- **Cost Advantage**

Genuine Toshiba toner provides value. Only the proper amount of toner is used during the reproduction process, thereby enabling the machine to continue to operate until all the toner has been used. In this way you get the full value from each cartridge used.

- **Environmental Harmony**

Genuine Toshiba toner is manufactured with the environment in mind. To protect our planet for the benefit of future generations, we use embossed or plastic labels, making our toner cartridges fully recyclable. In addition, dust and ozone levels have been reduced to improve the working environment.

- **User Friendly**

Before approving our toners for sale, we test them to be sure that they pass the strictest of health standards. This takes all the worry out of handling the toner.

## ❑ General

- **Service and Support Benefits**

Toshiba's Service technicians are certified to keep your MFP performing at optimum levels. To ensure continuous image quality, utilize an authorized Toshiba Service provider to care for and perform periodical maintenance on your MFP.

## ■ Notice to Users

- After a suitable place has been selected for the installation of the product, do not change it. Avoid excessive heat, dust, vibration and direct sunlight. Also, provide proper ventilation as the product emits a small amount of ozone.

**e-STUDIO2525AC/3025AC/3525AC, e-STUDIO4525AC/5525AC/6525AC, e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A**

- The unit is classified as Class 1 Laser Product according to IEC60825-1:2014 including amendments. The unit uses laser diode at a continuous pulse of the following specifications.




Model name	Output Max.	Wave length
e-STUDIO2525AC/3025AC/3525AC	25 mW	788 nm
e-STUDIO4525AC/5525AC/6525AC, e-STUDIO5528A/6528A	15 mW	792 nm
e-STUDIO2528A/3028A/3528A/4528A	25 mW	788 nm

**CAUTION** - Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.



**WARNING - Laser Radiation**

Indicates that the products affixing this mark use laser and potential risk and hazard of eye or optic damage and/or skin burns if not avoided. Please follow the cautions described near this mark.

	<b>CAUTION - Hot Surface</b> Indicates that the locations affixing this mark are high temperature and have potential risk and hazard of skin burns and/or relating damage if not avoided. Please do not touch the location and its peripheral area.
	<b>CAUTION - Moving parts</b> Indicates that moving parts are in the vicinity and may cause pain if your hands or any other parts of your body should contact them or nearby. Please keep your hands and the rest of your body away from moving parts.
	<b>CAUTION - Dropping of Heavy Parts</b> Indicates that parts which can be replaced by a user are heavy and may cause an injury if you drop them on your body such as a foot. Please pay full attention not to drop them when replacing.

### **For the U.S.A. and Canada**

#### **Regulatory Information**

Toshiba is dedicated to preserving the environment by sponsoring Call2Recycle, a program of the Rechargeable Battery Recycling Corporation. For more information and for drop-off locations, visit [www.rbrc.org](http://www.rbrc.org) or call 1-800-822-8837.

Notice regarding CR coin cell batteries, applicable to California, U.S.A. only: Perchlorate Material - special handling may apply.

See <http://www.dtsc.ca.gov/hazardouswaste/perchlorate/>

#### **CAUTION**

To reduce the risk of fire, use only No.26 AWG or larger telecommunication line cord.

#### **ATTENTION**

Pour réduire les risques d'incendie, utiliser uniquement des conducteurs de telecommunications 26 AWG au de section superleure.

### **For Canada only**

This Class A digital apparatus complies with Canadian ICES-003. (CAN ICES-3 (A))

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada. (CAN NMB-3(A))

### **For the U.S.A. only**

#### **Supplier's Declaration of Conformity**

##### **e-STUDIO4525AC/5525AC/6525AC, e-STUDIO5528A/6528A**

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 and Part 18 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

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**e-STUDIO2020AC/2520AC, e-STUDIO2525AC/3025AC/3525AC, e-STUDIO2528A/3028A/3528A/4528A**

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

**WARNING**

Changes or modification made to this equipment, not expressly approved by Toshiba Tec Corporation or parties authorized by Toshiba Tec Corporation, could void the user's authority to operate the equipment.

Toshiba America Business Solutions, Inc.  
25530 Commercentre Drive  
Lake Forest, CA 92630  
Tel: 949-462-6000

**User Safety****e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC, e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A**

This product does not produce laser radiation hazardous to the user. It is certified as a Class 1 laser product under the U.S Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control Health and Safety Act of 1968 including amendments. Protective housing and external covers completely confine the laser beam light emitted inside the product. The laser beam cannot escape from the product during any phase of user operation. Regulations implemented on August 2, 1976 by the Bureau of Radiological Health (BRH) of the U.S Food and Drug Administration apply to laser products manufactured from August 1, 1976. Laser products marketed in the United States must comply with these regulations.

**CAUTION**

Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

**For Europe only****Working environment**

From EMC (Electromagnetic Compatibility) point of view, the operation of this product is being restricted in following environments:

- Medical Environments: This product is not certified as a medical product according to the Medical Device Regulations (2017/745).
- Domestic environments (e.g. a private living room with TV / Radio sets in the nearby surrounding area) because this is a so called EMC class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Any consequences resulting from the use of this product in restricted working environments are not the responsibility of Toshiba Tec Corporation.

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The consequences of the use of this product in restricted working environments may be an electromagnetic interference with other devices or machines in the nearby surrounding area. This can result into malfunction including data loss / data error pertaining to this product or the other devices / machines involved in the electromagnetic interference.

Furthermore, for general safety reasons, the use of this product in environments with explosive atmospheres is not permitted.

### **CE compliance**

This product is labelled with the CE mark in accordance with the provisions of the applicable European Directives for this product and the electric accessories.

CE marking is the responsibility of Toshiba Tec Germany Imaging Systems GmbH, Carl-Schurz-Str. 7, 41460 Neuss, Germany, phone +49-(0)-2131-1245-0.

For a copy of the related CE Declaration of Conformity, please contact your dealer, Toshiba Tec Germany Imaging Systems GmbH or Toshiba Tec Corporation.

### **UKCA compliance**

This product is labelled with the UKCA mark in accordance with the provisions of the applicable UK legislations for this product and the electric accessories.

UKCA marking is the responsibility of Toshiba Tec U.K. Imaging Systems Ltd, Abbey Cloisters, Abbey Green, Chertsey, Surrey, KT16 8RB, phone +44-(0)-843 2244944.

For a copy of the related UKCA Declaration of Conformity, please contact your dealer, Toshiba Tec U.K. Imaging Systems Ltd or Toshiba Tec Corporation.

### **WARNING**

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.



This product is marked according to the requirement on Waste electrical and electronic equipment - WEEE.

The use of the symbol indicates that this product may not be disposed as unsorted municipal waste and has to be collected separately. By ensuring this product is disposed of correctly, you will help prevent potential negative consequences for the environment and human health, which could otherwise be caused by inappropriate waste handling of this product.

For more detailed information about the take-back and recycling of this product please contact your supplier where you purchased the product.



Disposal of batteries and/or accumulators based on EU-Directive on batteries and accumulators and waste batteries and accumulators.

By ensuring that batteries and/or accumulators are disposed of correctly, you will help prevent potential negative consequences for the environmental and human health, which could otherwise be caused by inappropriate waste handling of this product.

For more detailed information about the take-back and recycling of batteries and/or accumulators, please contact your supplier where you purchased this product.

This device is not intended for use in the direct field of view at visual display workplaces.

To avoid incommoding reflections at visual display workplaces this device must not be placed in the direct field of view.



Following information is only for India:

**For Argentina only**

Following information is only for the province of Buenos Aires in Argentina:



Para mas información sobre el reciclaje de este producto, consulte con nuestro distribuidor local.

**For Turkey only**

Following information is only for Turkey:

AEEE Yönetmeliğine Uygundur

**For China only**

Indicates that the products affixing this mark can be used in areas other than tropical climate area in China.



Indicates that the products affixing this mark can be used in areas up to 2000 m above sea level in China.

汉文	仅适用于海拔2000m以下地区安全使用。
藏文	《2000m རའ་གྲུབ་ཀྱི་རྒྱུ་ལས་མཐོ་ཚད་ལྷིང་ཁུལ་ཁོ་ན་ཉེན་མེད་བྱུང་བ་ཅུང་ཟུག་པུ་ཤིང་།》
蒙古文	“ <b>“<u>Бүхэлдээ 2000м-ийн хайрзаныг даван туулахад хэргээр үгүйсгэхгүй байх</u>”</b> ”
壮文	Dan hab yungh youq gij digi h haijbaz 2000m doxroengz haenx ancienz sawjyung.
维文	دېڭىز يۈزىدىن 2000 مېتىر تۆۋەن رايونلاردا بىخەتەر ئىشلەتكىلى بولىدۇ

### For Thailand, Singapore, China and Canada


A take-back program for products, toner cartridges and waste toner boxes is available for each of the above countries. To return them, please do so in accordance with the contract between the supplier and the consumer or contact your supplier where you purchased the product.


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## ■ General Precautions

### □ 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, or serious damage, or fire in the equipment or surrounding objects.

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

### □ When installing or moving

#### **WARNING**

- The required electric power is as follows;

##### **e-STUDIO2020AC/2520AC**

- **The U.S.A. and Canada:** 120 V, 12 A, 50/60 Hz
- **Europe:** 220 to 240 V AC, 9 A, 50/60 Hz
- **Other than those above:** 220 to 240 V AC, 8 A, 50/60 Hz

##### **e-STUDIO2525AC/3025AC/3525AC/4525AC, e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A**

- **The U.S.A. and Canada:** 120 V, 12 A, 50/60 Hz
- **Europe:** 220 to 240 V AC, 8 A, 50/60 Hz
- **Other than those above:** 220 to 240 V AC, 8 A, 50/60 Hz

##### **e-STUDIO5525AC**

- **The U.S.A. and Canada:** 120 V, 12 A, 50/60 Hz
- **Europe:** 220 to 240 V AC, 10 A, 50/60 Hz
- **Other than those above:** 220 to 240 V AC, 10 A, 50/60 Hz

##### **e-STUDIO6525AC**

- **The U.S.A. and Canada:** 120 V, 15 A, 50/60 Hz
- **Europe:** 220 to 240 V AC, 10 A, 50/60 Hz
- **Other than those above:** 220 to 240 V AC, 10 A, 50/60 Hz

- Do not use a power supply with a voltage other than that specified.  
Avoid multiple connections in the same outlet. This could cause a fire or give you an electric shock. If you are considering increasing the number of outlets, contact an electrician.

- Always connect this product to an outlet with a ground connection to avoid the danger of fire or electric shock in case of short-circuiting. Contact your service representative for the details. Be sure to use a 3-conductor, grounded wall outlet.

In areas, except the U.S. and Canada, where a 2-pin plug is used, this product must be grounded for safety. Never ground it to a gas pipe, a water pipe, or any other object not suitable for grounding.

- Plug the power cord securely into the outlet. If it is not plugged in properly, it could heat up and cause a fire or give you an electric shock.
- Do not damage, break or attempt to repair the power cord.  
The following things should not be done to the power cord.

- Twisting it
- Bending it
- Pulling it
- Placing anything on it
- Heating
- Situating it near radiators or other heat sources

This could cause a fire or give you an electric shock. If the power cord is damaged, contact your service representative.

- The socket outlet shall be near the equipment and be easily accessible.
- Pull out the plug from the outlet more than once a year to clean around the prongs. Accumulating dust and dirt could cause a fire due to the heat released by electric leakage.

## **CAUTION**

- Do not install the equipment by yourself or try to move it once it has been installed. This could result in an injury or damage to the device. Contact your service representative if the equipment needs to be installed or moved.
- When removing the plug from the outlet, do not pull the power cord. Always hold the plug when removing it from the outlet. If the power cord is pulled, the wires may break and this could cause a fire or give you an electric shock.

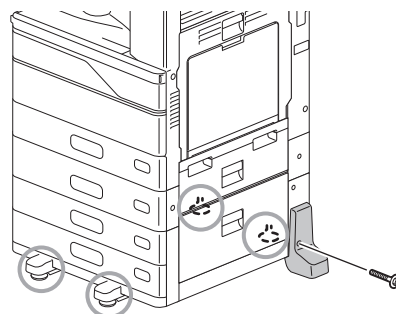
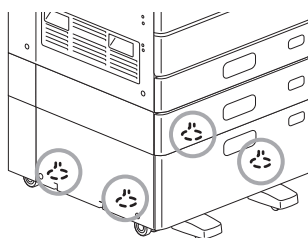
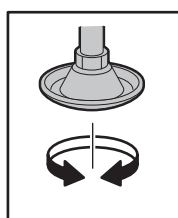
- Make sure that the ventilation holes are not blocked.

If the temperature within this equipment becomes too high, a fire could result.

- The use of finishers (optional) is not suitable in places where children are near. If children touch the stapler in operation in a finisher, this could cause an injury.
- The Paper Feed Pedestal, Large Capacity Feeder and Caster Base have 4 adjusters (antiskid devices) underneath. Be sure to confirm that this equipment is securely fixed on the floor with them. If not, turn and lower them to do so. For the Paper Feed Pedestal, Large Capacity Feeder and Caster Base, fix the fall-prevention stopper after the adjusters have been adjusted. Confirm that the casters have not come off the floor after the adjusters have been lowered.

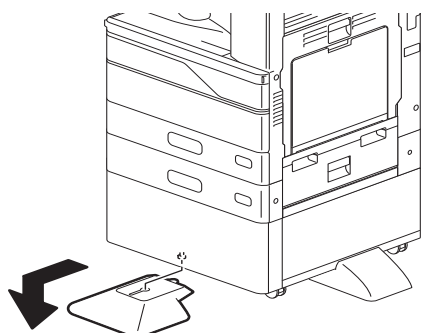
## **Adjusters and fall-prevention stopper**

The location of the adjusters and fall-prevention stopper differs depending on the models.

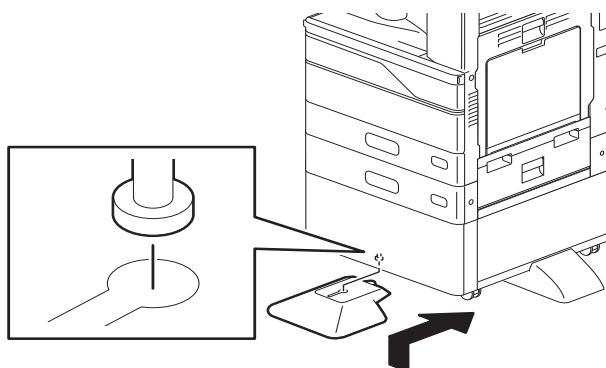


Before moving the equipment with the Desk installed, remove the front stabilizer. Be sure to reinstall it after the equipment has been moved.

### Removing the stabilizer



### Installing the stabilizer



### Other points

- If there is insufficient space around the equipment, the poor ventilation will result in malfunction, also some operations such as bypass feeding and releasing paper misfeeds may become difficult. To ensure adequate space, follow the table below as a guide.

Model	Adequate space		
	Rear	Left	Right
e-STUDIO2020AC/2520AC	20 cm	30 cm	80 cm
e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC	(7.9")	(11.8")	(31.5")
e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A			

- Be sure to fix the power cable securely so that no one trips over it.
- Adverse environmental conditions may affect the safe operation and performance of the equipment, and the equipment could break down.
  - Avoid locations near windows or with exposure to direct sunlight.
  - Avoid locations with drastic temperature fluctuations.
  - Avoid too much dust.
  - Avoid locations that suffer from vibration.
- Make sure that the air is able to flow freely and that there is sufficient ventilation. Without adequate ventilation, the unpleasant odor released by ozone will begin to dominate the atmosphere. The ozone filter is a periodic replacement part. For more details, contact your supplier where you purchased the product.
- When the noise of the equipment is too loud, placing it in a separate room is recommended.
- Do not use an ozone generator near this equipment. Or, place any ozone generator as far away from the equipment as possible.
- Do not use an ultrasonic humidifier near this equipment. Components such as chlorinate and minerals will be atomized by an ultrasonic humidifier and they will adhere to electric parts and optical parts in this equipment. This could cause malfunctions.

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## When using the product

### WARNING

- Do not take off the cover of the equipment; otherwise you could be injured or get an electric shock.
- Do not remove or connect the plug with wet hands, as this could give you an electric shock.
- Do not place any container with liquid (flower vases, coffee cups, etc.) on or near the equipment. This could cause a fire or give you an electric shock.
- Keep paper clips and staples away from the air vent. If not, a fire could result or you could get an electric shock.
- If the equipment becomes excessively hot, smoke comes out of it or there is an odd smell or noise, proceed as follows.  
Turn the main power switch OFF and remove the plug from the outlet, then contact your service representative.
- If the equipment will not be used for more than one month, remove the plug from the outlet for safety purposes during that time. If an insulation failure occurs, this could cause a fire or give you an electric shock.
- Do not touch any portions other than those specified in the Operator's Manual. This could cause a malfunction, or you could get an electric shock, be injured or burned.

### CAUTION

- Do not place heavy objects (4 kg/9 lb. or over) on the original glass and do not press on it with force. Breaking the glass could cause personal injury.
- Do not place heavy objects (4 kg/9 lb. or over) on the equipment. If the objects fall off, this could cause injury.
- Do not touch the fuser unit or the metal area around it. Since they are very hot, you could be burned or the shock could cause you to injure your hand in the machine.
- Be careful not to catch your fingers when closing the drawer. This could cause an injury.
- Be careful not to catch your fingers between the equipment and the duplexing unit or automatic duplexing unit. This could cause an injury.
- Do not touch the metal portion of the guide plate in the duplexing unit or automatic duplexing unit as it could burn you.
- Do not touch the hinge (= a connecting part) on the rear side of the Reversing Automatic Document Feeder/Dual Scan Document Feeder. This could catch and injure your fingers when you open or close the Reversing Automatic Document Feeder/Dual Scan Document Feeder.
- Always keep hands and fingers clear of the finisher tray hinge, as the tray could move unexpectedly. Failure to do so could result in injury to your hand and/or fingers.
- Do not use the pulled out drawers as steps. This could injure you if you fall.
- When changing the angle of the control panel, be careful not to catch your hands in the gap between the equipment and the control panel. This could cause personal injury.

### Other points

- Be very careful not to apply more force than necessary to the touch panel, push it with a sharp object, or hit it with a hard object. Doing so may damage the surface and result in malfunction.
- Do not turn the power OFF with misfed paper remaining inside the equipment.  
This could cause a malfunction when the power is turned ON next time.
- Be sure to turn the power OFF when leaving the office or if there is a power outage. However, do not turn the power OFF if the weekly timer is in use.
- Be careful because the paper exit area and paper just after exiting are hot.
- Do not place anything other than paper on the receiving tray. This could disturb a normal operation and cause malfunctions.

- 
- Do not touch the photoconductive drum, transfer belt and 2nd transfer roller. This could cause image problems.
  - Do not open/close the covers and the bypass tray, or pull out the drawers during printing.

## **During maintenance or inspection**

### **WARNING**

- Never attempt to repair, disassemble or modify the product by yourself. This could cause a fire or give you an electric shock or injury. Always contact your service representative for maintenance or repair of the internal parts of the product.
- Do not let liquids such as water and oil get into the product when cleaning the floor. This could cause a fire and give you an electric shock.
- Pull out the plug from the outlet more than once a year to clean around the prongs. Accumulating dust and dirt could cause a fire due to the heat released by electric leakage.

### **CAUTION**

- Do not touch the stapling area. The actual needle point could cause you personal injury.

### **Other points**

- Do not use such solvents as thinner or alcohol when cleaning the surface of the product.
  - This could warp the shape of the surface or leave it discolored.
  - When using a chemical cleaning pad to clean it, pay attention to any cautionary points.
- Repair parts will be provided for a period of 7 years after the final manufacturing of the product.
- The life of each consumable differs depending not only on the copy/print volume but also on other factors (operating time, output image, media type and so on). Due to this, the life cannot be specified in a simple description using the copy/print volume. For more details, contact your supplier where you purchased the product.

## **When handling supplies**

### **CAUTION**

- Never attempt to incinerate toner cartridges, waste toner boxes and process unit.
- Dispose of used toner cartridges, waste toner boxes and replaced parts in accordance with local regulations.

### **Other points**

- Read the operator's manual carefully to replace the toner cartridge using the correct procedure. An improper procedure could cause toner leakage or scattering.
- Do not open the toner cartridge forcibly. This could cause toner leakage or scattering.
- Keep the toner cartridge out of the reach of children.
- When the toner has spilled over, wipe it off with a damp duster. Choose a dust explosion-proof type if you use the vacuum cleaner.
- If toner is spilt on your clothes, wash it off with cold water. If you use warm water, your clothes will be permanently stained with toner because it will not come out.
- If toner leaks from the toner cartridge, be careful not to inhale or touch it.

#### **First-aid measures**

If you inhale or touch toner, etc; carry out the following treatment.

- Inhalation: Remove from exposure area to fresh air immediately. Contact a physician if there is any difficulty in breathing or other signs of distress.

- 
- Skin Contact: Wash with soap and water. Wash clothing before reuse. If irritation occurs or is persistent, seek medical attention.
  - Eye Contact: Immediately flush eyes with plenty of water for at least 15 minutes. If irritation persists, call a physician.
  - Ingestion: Dilute stomach contents with several glasses of water.

## **Wireless and your Health**

Wireless LAN/Bluetooth products, like other radio devices, emit radio frequency electromagnetic energy. The level of energy emitted by Wireless devices however is far much less than the electromagnetic energy emitted by wireless devices like for example mobile phones.

Because Wireless LAN and Bluetooth products operate within the guidelines found in radio frequency safety standards and recommendations, Toshiba Tec Corporation believes Wireless LAN/Bluetooth module is safe for use by consumers. These standards and recommendations reflect the consensus of the scientific community and result from deliberations of panels and committees of scientists who continually review and interpret the extensive research literature.

In some situations or environments, the use of Wireless LAN and Bluetooth may be restricted by the proprietor of the building or responsible representatives of the organization. These situations may for example include:

- Using the Wireless LAN/Bluetooth equipment on board of aeroplanes, or
- In any other environment where the risk of interference to other devices or services is perceived or identified as harmful.

If you are uncertain of the policy that applies on the use of wireless devices in a specific organization or environment (e.g. airports), you are encouraged to ask for authorization to use the Wireless LAN and Bluetooth devices prior to turning on the equipment.

### **Note**

- Wireless LAN and Bluetooth™ operate within the same radio frequency range and may interfere with one another. If you use Wireless LAN and Bluetooth™ devices simultaneously, you may occasionally experience a less than optimal network performance or even lose your network connection.
- If you should experience any such problem, immediately turn off your Wireless LAN and Bluetooth™ network.

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## ■ Environmental Information

### □ ENERGY STAR® Program



Toshiba Tec Corporation is a member of the ENERGY STAR Program. In all our products which meet the ENERGY STAR Program requirements, the ENERGY STAR logo can be confirmed on the label attached to the equipment or from the screen display.

The ENERGY STAR Program aims at the promotion of the development and wider usage of office equipment including energy-efficient computers in order to address environmental issues such as global warming. Manufacturers that participate in this program can attach the ENERGY STAR logo to products after confirming that they meet the energy saving standards of this program. Also, these standards and logo are commonly used within the U.S. Environmental Protection Agency (EPA) and participating countries.

Specified products, sales countries or regions may not be included.

To distinguish whether or not the product meets the ENERGY STAR Program requirements, check if the corresponding logo is attached on the equipment by the label or is displayed on the screen.

If you have any questions, contact your service representative.



## ■ Position of certification labels, etc.


### e-STUDIO2020AC/2520AC

#### Identification label

For the U.S.A. and Canada

**TOSHIBA**

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS  
/SYSTEME MULTIFONCTION NUMERIQUE COULEUR e-STUDIO2020AC  
MODEL/MODELE FC-2020AC  
120V ~  
50/60Hz 12A  
NO.





 LISTED  
I.T.E.  
E201821

Toshiba Tec Corporation TC  
MADE IN CHINA/FABRIQUE EN CHINE

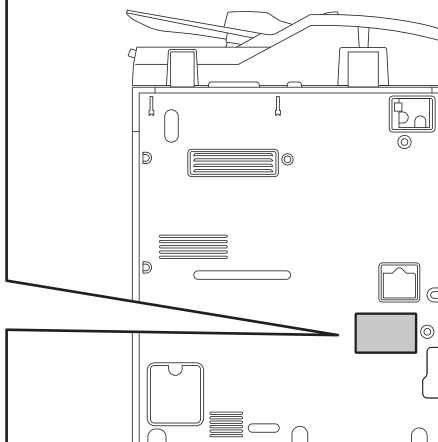
For Europe

**TOSHIBA**

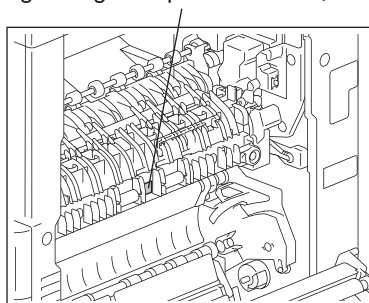
MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS  
/SYSTEME MULTIFONCTION NUMERIQUE COULEUR e-STUDIO2020AC  
MODEL/MODELE FC-2020AC  
220-240V ~  
50/60Hz 9A  
NO.

Toshiba Tec Corporation TC  
MADE IN CHINA/FABRIQUE EN CHINE



#### Warning for high temperature area (Fuser unit)



## e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC, e-STUDIO5528A/6528A

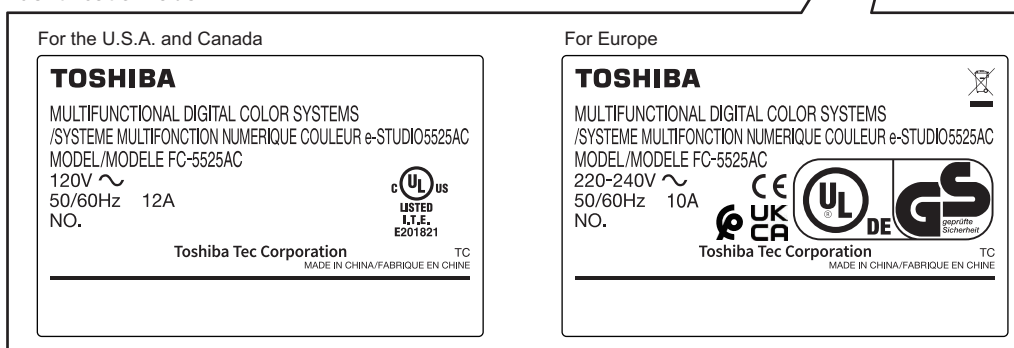
### Explanatory label



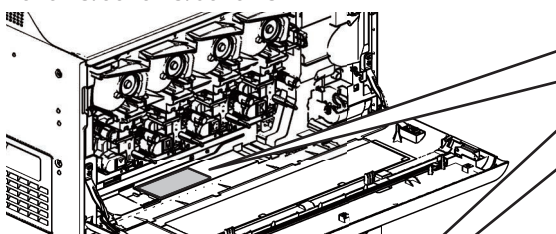
### Certification label (For the U.S.A. and Canada)



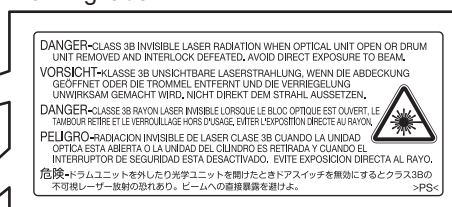
### Identification label



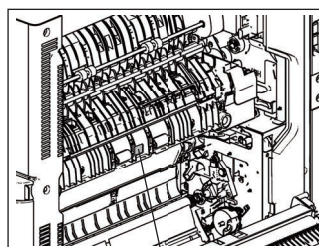
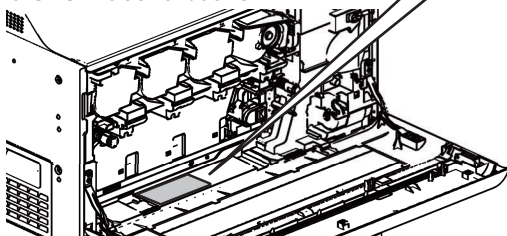
### e-STUDIO2525AC/3025AC/3525AC/ 4525AC/5525AC/6525AC



### Warning label



### e-STUDIO5528A/6528A



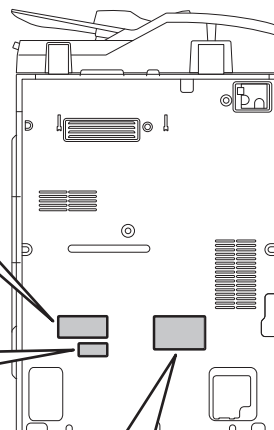
Warning for high temperature area (Fuser unit)

## e-STUDIO2528A/3028A/3528A/4528A

### Explanatory label

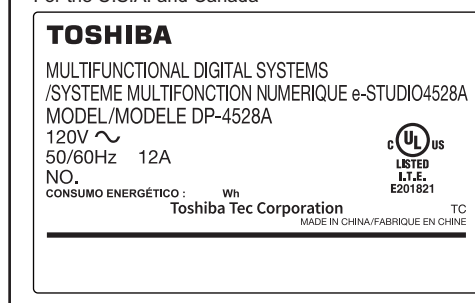


### Certification label (For the U.S.A. and Canada)

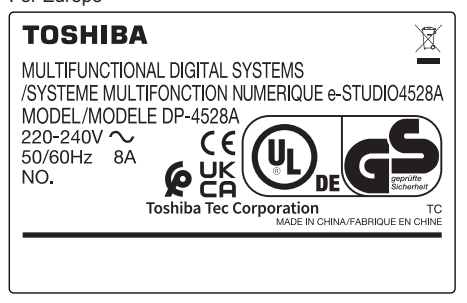


### Identification label

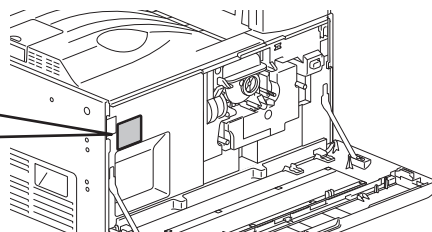
For the U.S.A. and Canada



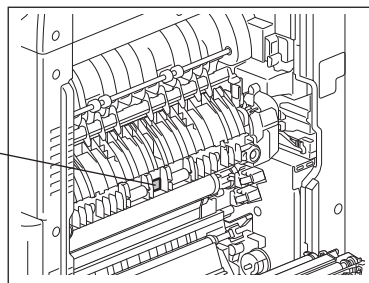
For Europe



### Warning label



Warning for high temperature area  
(Fuser unit)



# Toshiba Tec Corporation

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

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Patent; <http://www.toshibatec.com/en/patent/>



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