

Everyone – Toshiba 5516 Copier User ID Card Setup and Basic Printer Functions

Created: 7/15/2021

Author: Richard Goldsberry

Last updated: 15-Jul-21, by Richard Goldsberry

Operating System / Version: Windows 10

Application / Version: N/A

Hardware Version: Toshiba TO5516

Summary: This document will show you how to set up and use your ID card to access the new Toshiba TO5516 Multifunction Printers across campus. It will also provide a brief overview of the basic operations the printers provide.

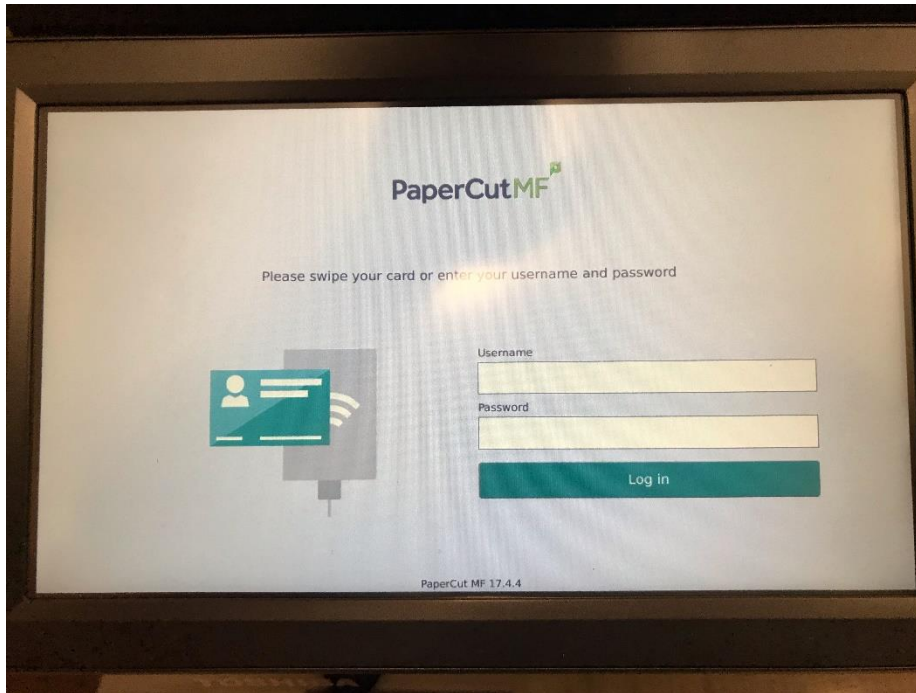
Note: New Employees and those who switched from the old red ID access cards to the new green ID access cards will most likely need to associate their ID access card to the Toshiba copier; a one-time process and subsequently be able to use their ID access card on any Toshiba copier. If you scan your ID access card and a “Unknown card” message appears on the screen, follow the steps below.



Steps-to-Take:

Associating your ID card with your account:

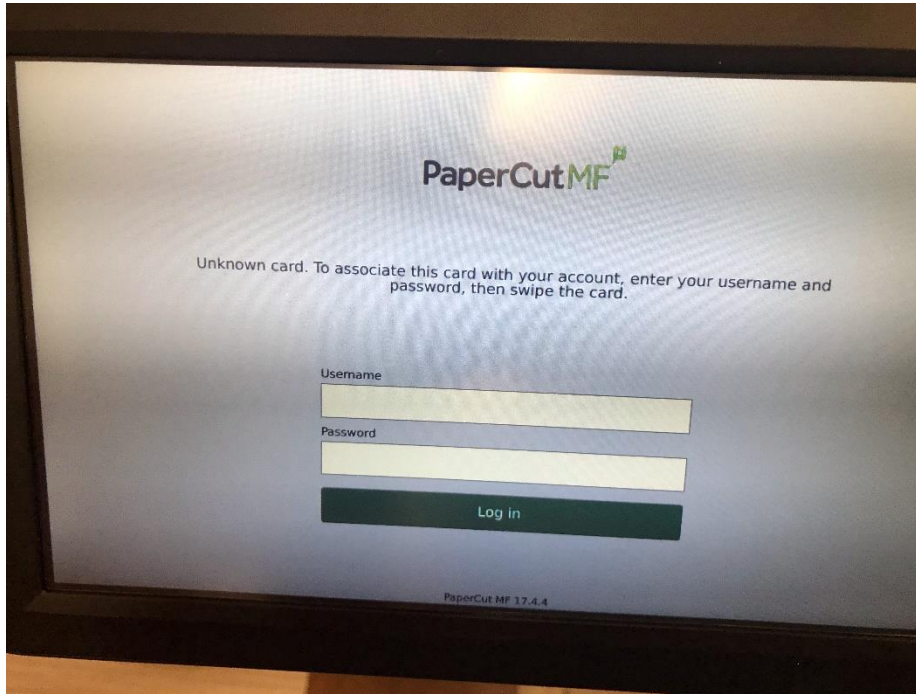
1. On the main screen you will see a username and password box, and a prompt asking you to swipe your ID card.



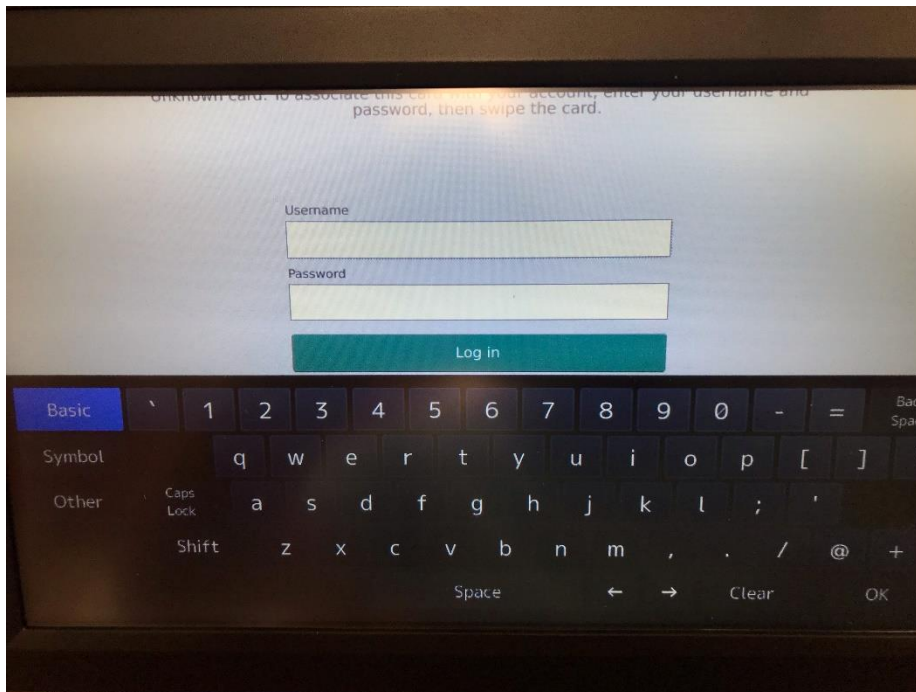
2. Scan your ID card on the space marked. It will look like a rectangle with wireless signals on the top and bottom. It is located below and to the left of the main screen.



3. If your card has not been associated with your CWI login yet, you will get a prompt asking you to log in with your CWI credentials.

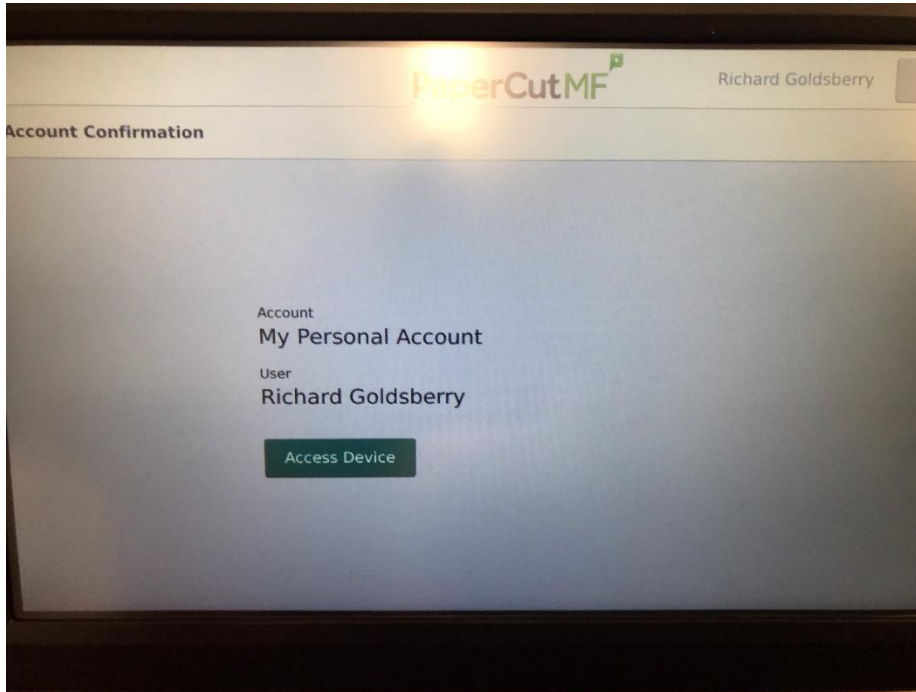


4. Using the touchscreen, tap on each box and a keyboard will appear. Type in your username and password. This will be your standard CWI username (note: the domain is not required) and your password.



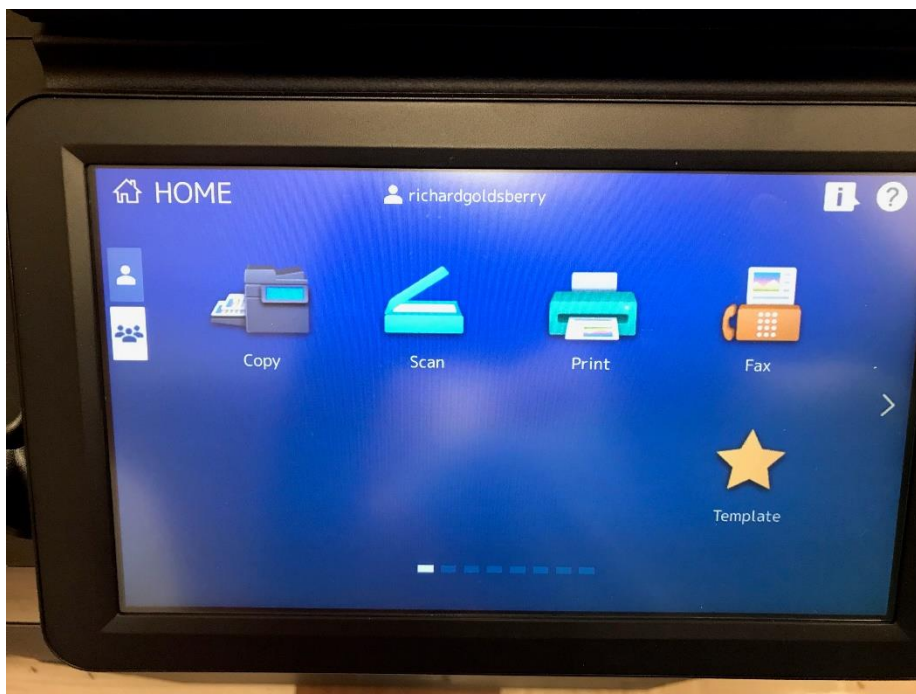
5. If you enter the correct username and password, it will then have you scan your ID card in the indicated spot to associate your ID card and your account.
6. If successfully paired, you can then scan your card to access the machine from the initial login page.

7. Once scanned, a page will appear noting your account and name and will provide a button to access the copier functions. Please note that the only way to access the copier functions is by pressing the “Access Device” button; if you try to press the Home button on the keypad before tapping on “Access Device”, it will not let you access the copier functions.



Printer Menus and Basic Functions:

1. Here you will see the various options provided by the printer, including Copy, Scan, Print, Fax and Template.



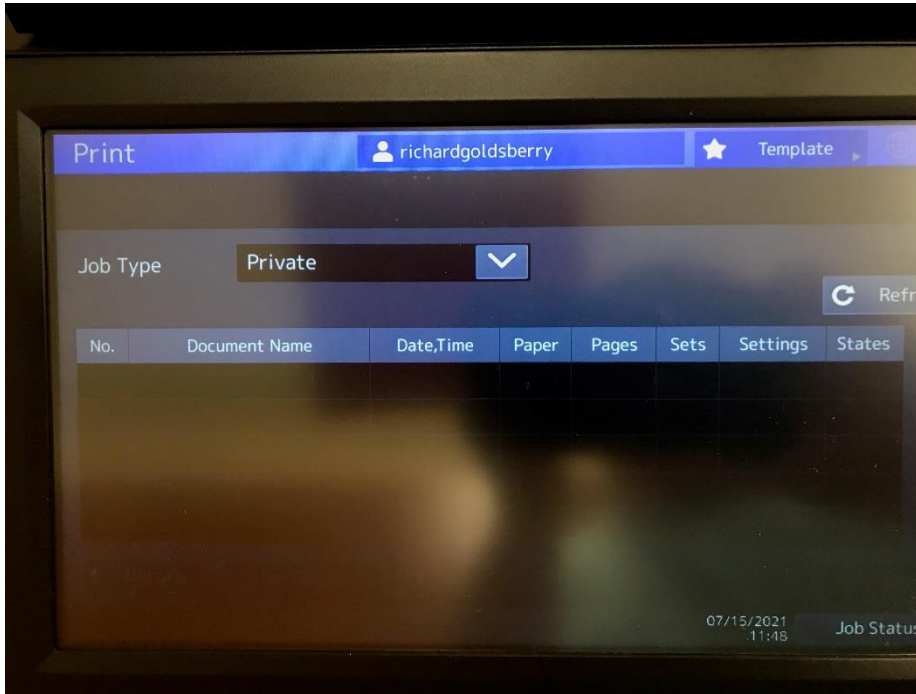
2. Tapping the screen on one of these functions will provide different options depending on what function you are attempting to use.
 - a. Tapping on “Copy” will show the following menu and will provide options such as zoom, finishing, duplexing and color options



- b. Tapping on “Scan” will bring up a menu of various scanning destinations, including E-mail, file, and USB, as well as some scanning options.



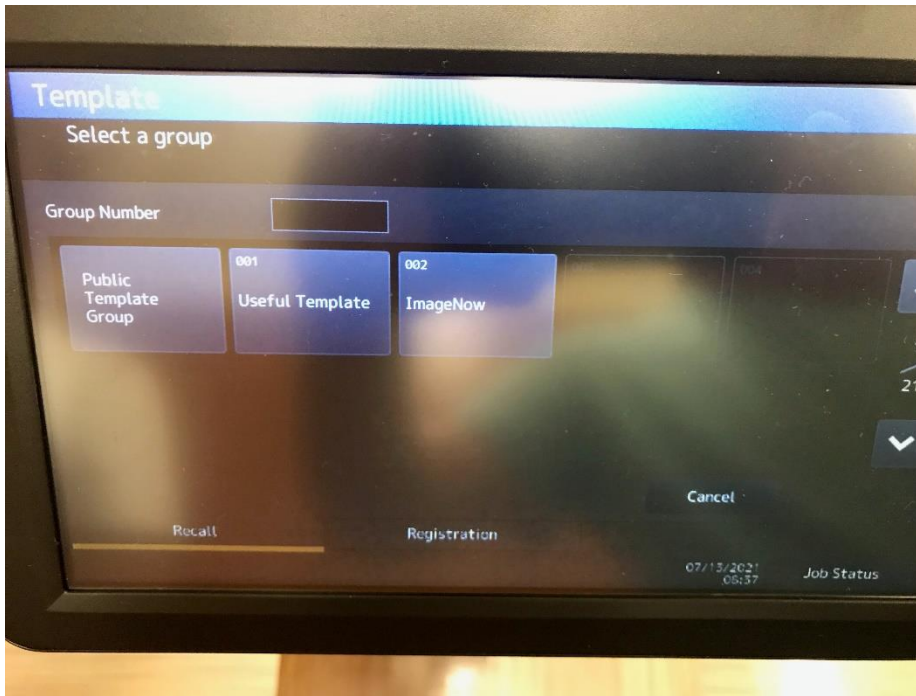
- c. Tapping on "Print" will bring up a print queue that you can use to see jobs you have sent to the printer.



- d. Tapping on "Fax" will bring up several options regarding sending a fax.



- e. Tapping on “Template” will bring up some default template options, here you will find the option for (print/scan) to ImageNow (Perceptive Content - PCon).



- 3. Once you are finished using the Toshiba copier, you can log out either by letting it time out (after 45 seconds of inactivity) or you can press the logout button indicated below.

