

Toshiba Copy Step by Step

[Copy a Book in Sequence Mode \(Best Method!\)](#)

[Copy a Book or Odd Sized Papers/Maps/Brochures– Details for Various Sizes](#)

Toshiba - Copy a Book in Sequence Mode (Best Method!)

(Follow these instructions if you want to copy a medium to large sized book, where, when finished the copy of pages, will be like the book, where one page, one side, next page when turned over will be on other side)

1. Press the **Copy** button on the keypad.
2. Tap the **Edit** tab at the bottom of display.
3. Tap the **Dual Page** button, then press the **2 sided** button.
4. The machine will adjust & the bar (under the glass) will stop in the center. Place the book face down on window, have the middle of the book, on the orange line, that's on the bar & make sure it sits against the top of the glass.
5. Press the **Start** button on the keypad for each of the pages you want to copy. The copier will scan, back & forth, 1 1/2 times & then stop. At that point turn the page to copy more of the book.
6. Press **Start** on keypad to copy the next 2 pages & so on, pressing **Start** each time you turn the page.
7. Tap **Finish** when done and then the copied pages will print.
Tip: This works well for medium to large books, but the book must fit both pages while laying it on top of copier window.

Toshiba - Copy a Book or Odd Sized Papers/Maps/Brochures - How to Steps:

1. **Small Book:** Place book face down, to the very top & to the left side corner. It will be sideways as it looks on the glass. (copies 2 pages on a sheet) Tap **Zoom**, you might need to adjust percent up. Lighten up using slide bar. Go to Step 5.
2. **Medium Book:** Place book, face down on window, to very top & to the left side. It will be sideways as it looks on the glass. (copies 2 pages on a sheet) Tap **Zoom**, you might need to adjust percent up. Lighten up using slide bar. Go to Step 5.
3. **Large Book:** Place book to very top & middle of window. Log into the printer/copier, then press **Copy** on keypad. For a large book, tap the **Zoom** button, under **Original** tap **LT** and under **Copy** tap **LT**. Tap **OK**. Lighten up using slide bar. Go to Step 5.
4. **Very Large Book:** Place book to very top & left side corner. One page at a time or half the book will be copied. This will be for books so large that they don't fit on the window when opened up. Go to Step 5.
5. **Maps/Brochures** – To copy on 11 x 17 sized paper, put paper in the ByPass tray before starting. Click on **Zoom**, under Original choose **LG** & Copy **LD**. (Be sure that the **ByPass Tray** on the printer is darkened).
6. Log into the printer/copier. Press **Copy** on keypad.
7. Press **Start** on keypad to copy, press **Next Copy** if you have another page.
8. Press **Job Finish** when done.
9. Press the **Function Clear** key once to start another function or twice to log out. **Tip:** If you have multiple pages of various sizes, tap the **Finishing** button, then tap **Group**. Tap **OK**.

To lighten up the middle or side areas lighten it up by pressing it the bar all the way to the left. It is right above the **Proof Copy** button. Place the copied paper in the top tray, adjust to 8" 1/2 wide, then choose Duplex 1 to 2 pages. Copied pages then can be scanned. The preferred method is to copy a book, make sure it is correct then scan it to a file & save to network, jump drive or send as attachment via email.