



**TOSHIBA**

# SETTING ALL DEFAULTS TO MONO

eBN and Desktop Colour Devices



Scope of Disclosure	Public
Classification	Standard
Handling	Do not copy or transfer
Document Type	Guide

## Device List

<b>e-BRIDGE Next Series III</b>
<b>Colour</b>
<ul style="list-style-type: none"> <li>▪ e-STUDIO2020AC / e-STUDIO2021AC</li> <li>▪ e-STUDIO2525AC / 3025AC / 3525AC / 4525AC / 5025AC / 6525AC</li> <li>▪ e-STUDIO5516AC / 6516AC / 7516AC</li> </ul>
<b>e-BRIDGE Next Series II</b>
<b>Colour</b>
<ul style="list-style-type: none"> <li>▪ e-STUDIO2010AC</li> <li>▪ e-STUDIO2515AC / 3015AC / 3515AC / 4515AC / 5015AC</li> <li>▪ e-STUDIO5516AC / 6516AC / 7516AC</li> </ul>
<b>e-BRIDGE Next Series I</b>
<b>Colour</b>
<ul style="list-style-type: none"> <li>▪ e-STUDIO2000AC</li> <li>▪ e-STUDIO2505AC / 3005AC / 3505AC / 4505AC / 5005AC</li> <li>▪ e-STUDIO5506AC / 6506AC / 7506AC</li> </ul>
<b>A4 Desktop Series III</b>
<b>Colour</b>
<ul style="list-style-type: none"> <li>▪ e-STUDIO 409CP / 339CS</li> </ul>
<b>A4 Desktop Series II</b>
<b>Colour</b>
<ul style="list-style-type: none"> <li>▪ e-STUDIO 338CS / 388CS / 388CP / 389CS / 479CS</li> </ul>

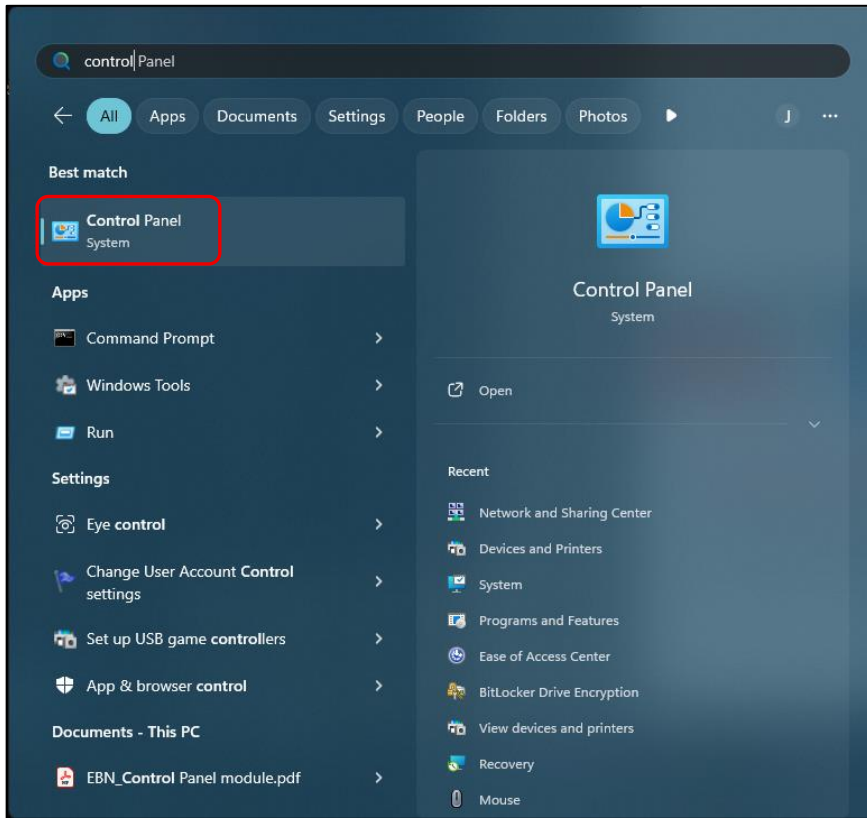
## **DRIVER AND DEVICE MONO SETUP**

Clients may require their devices to be setup as mono only. Either to save money on charges, or if a toner order has been missed. This document outlines this procedure.

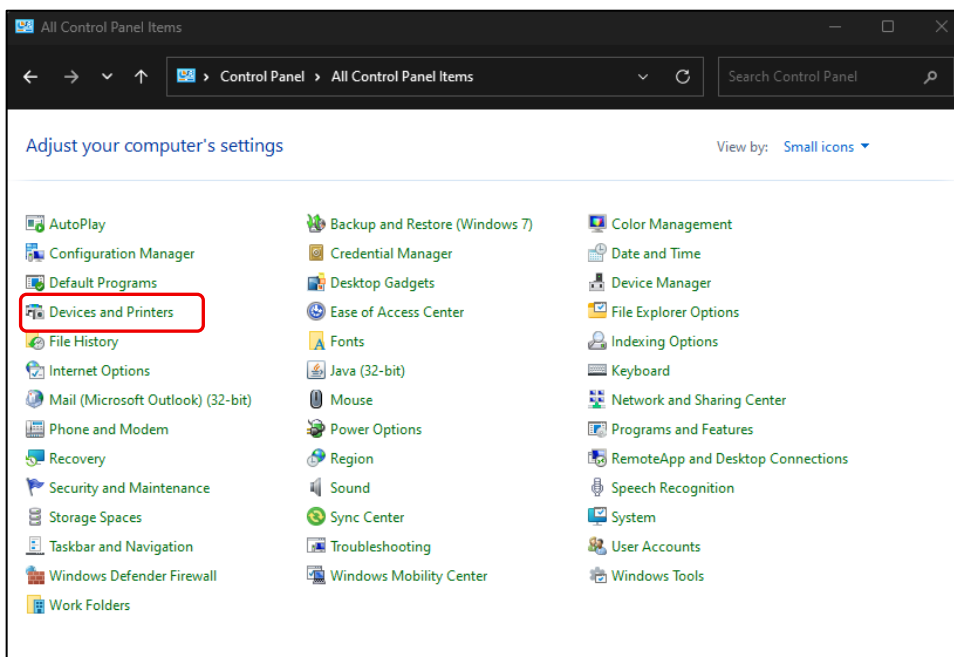
## Driver Setup Windows 10 & 11

### Larger MFD's using Universal 2 and PS3 Drivers

1. Click on the Windows start button and type in **“Control”**

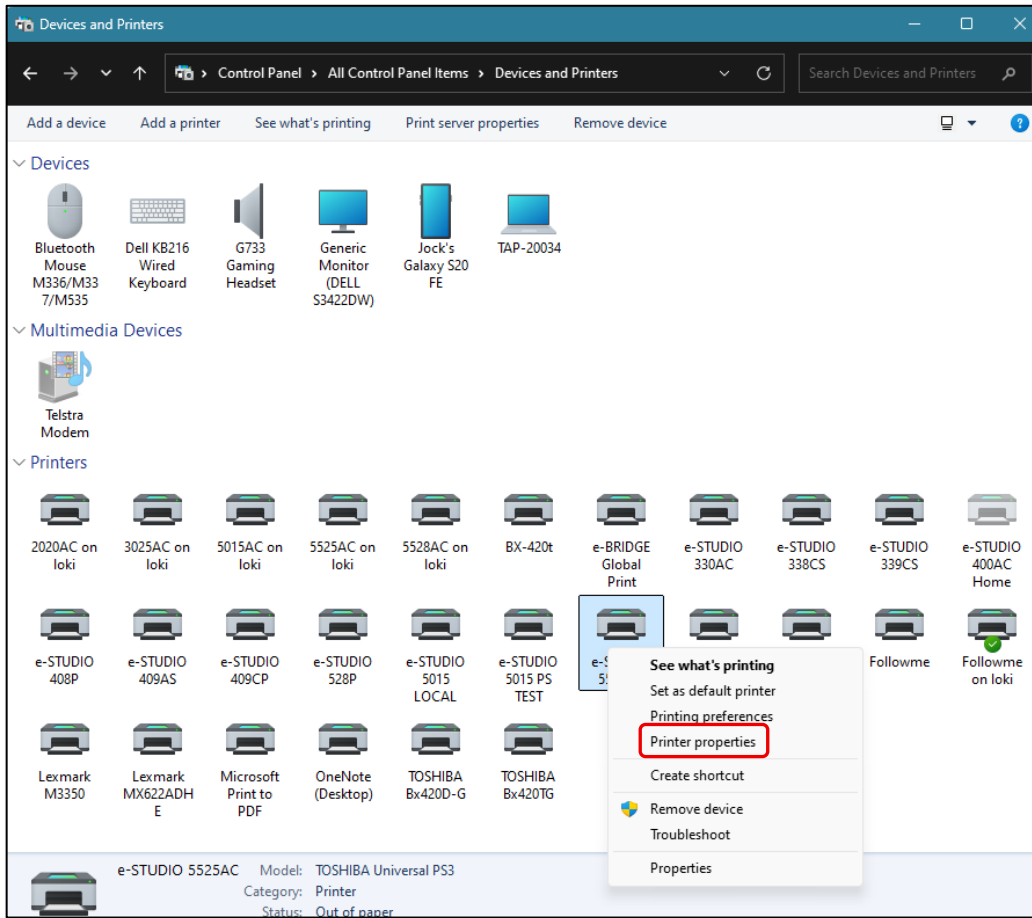


2. Next click on **“Control Panel”** at the top of the screen

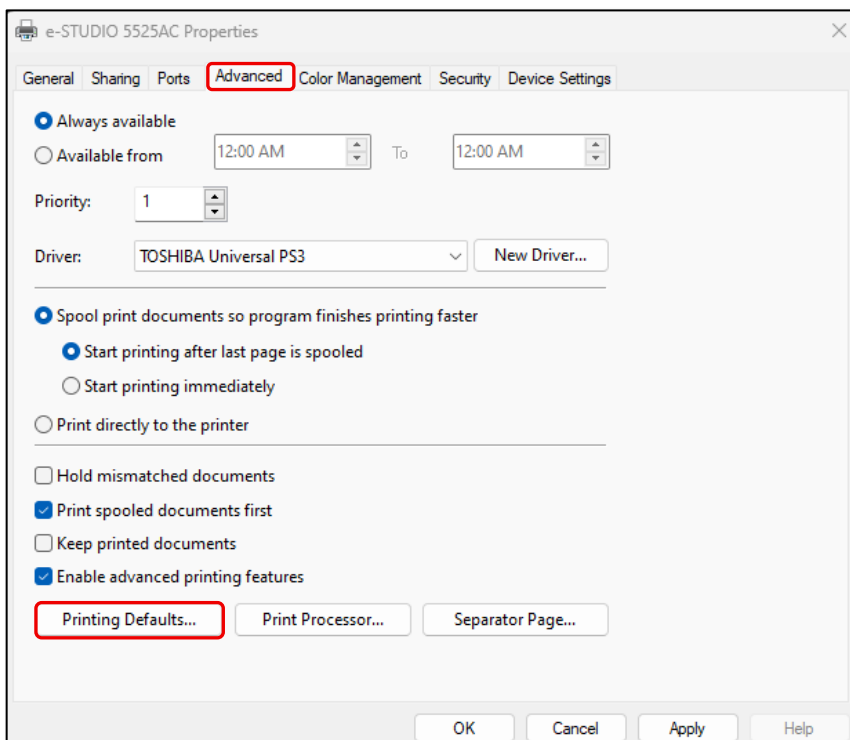


3. Next right click on **“Devices and Printers”** and click on **“Open”** at the top

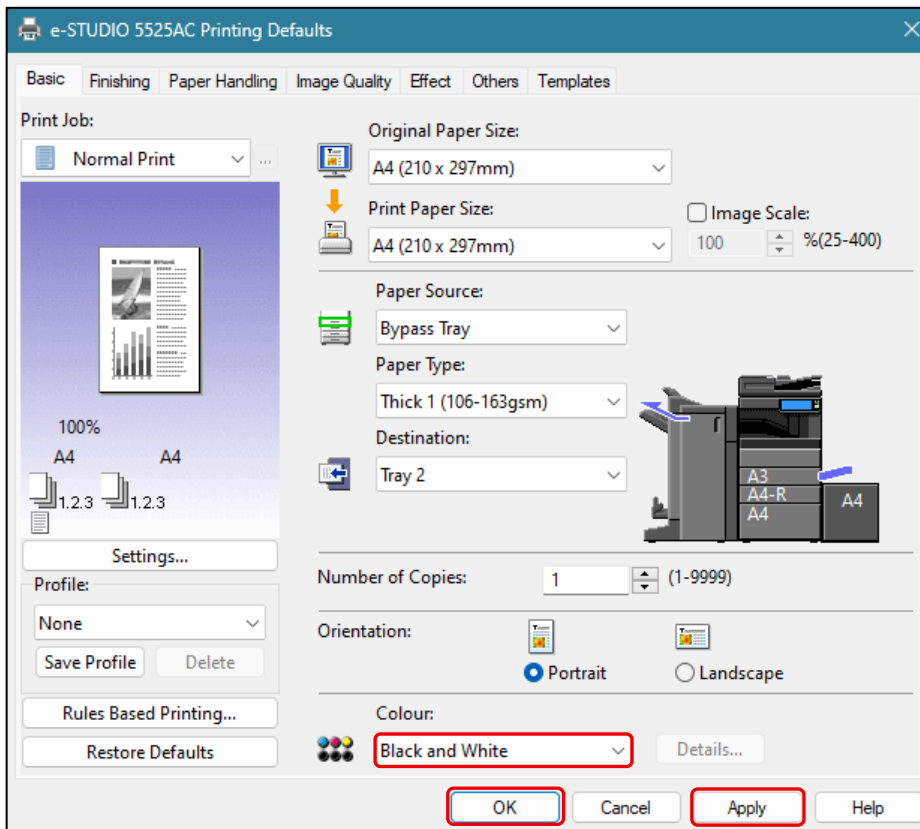
- This will bring up a list of available MFDS and other devices.
- Click on the MFD to highlight it, then right click and go to **“Printer Properties”** in the middle of the menu



- Next go to **“Advanced”** and **“Printing Defaults”**

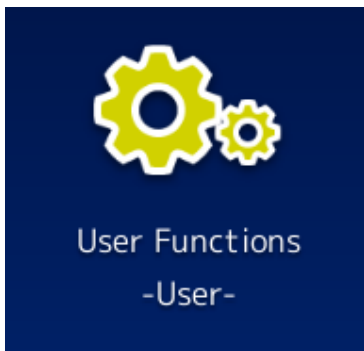


7. Choose **“Colour”** and set this to **“Black and White”**. Then click on **“Apply”** and **“OK”**

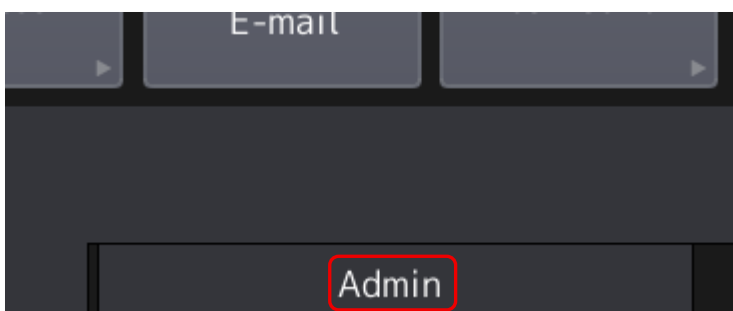


## Larger MFD’s changing Copy controls to Mono (Front Panel)

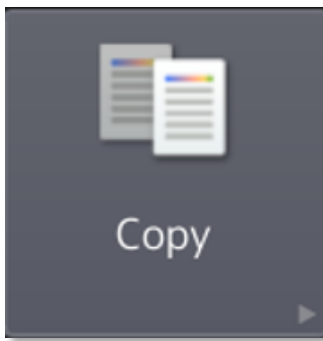
1. On the Device front panel, click on **“User Functions – User –”**



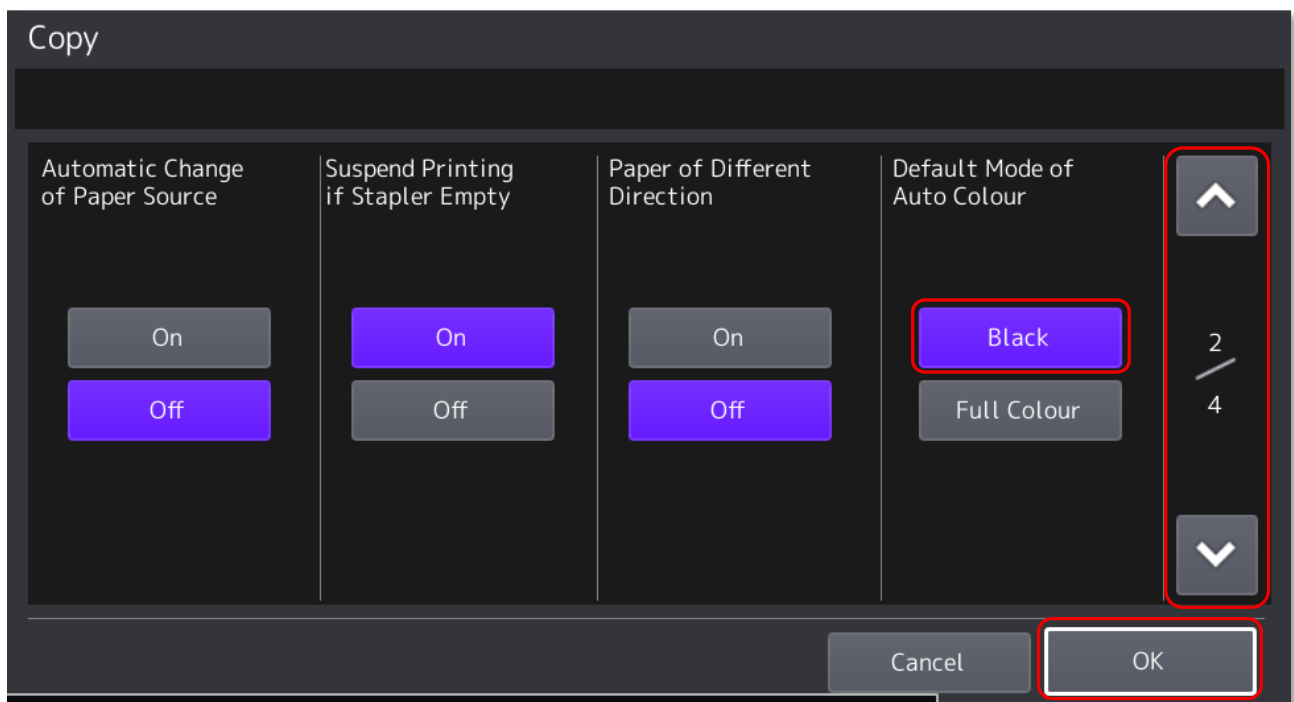
2. Next Go to the Administration Tab on the bottom in the screen middle, password is 123456



3. As **"Copy"** is the only thing that will be using Colour Toner, press on the Copy button



4. Then go to Page two with the arrows to the right and change **"Default Mode of Auto Colour"** to **"Black"**

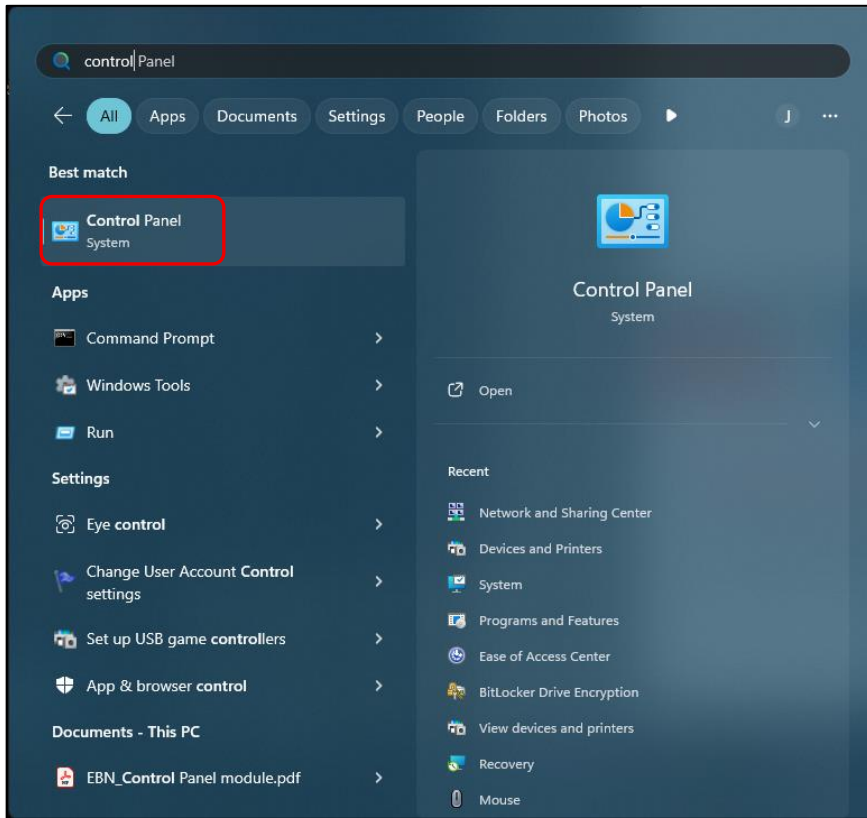


5. Click on **"OK"** and exit the settings menu

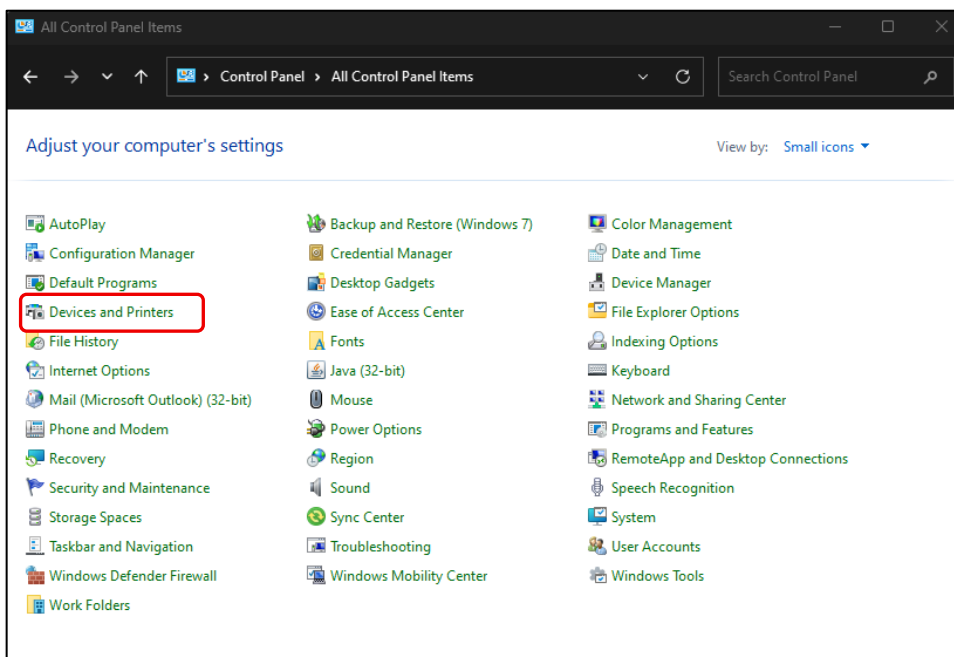
## Driver Setup Windows 10 & 11

### Smaller A4 Desktop Models using the Generic Driver

1. Click on the Windows start button and type in **“Control”**

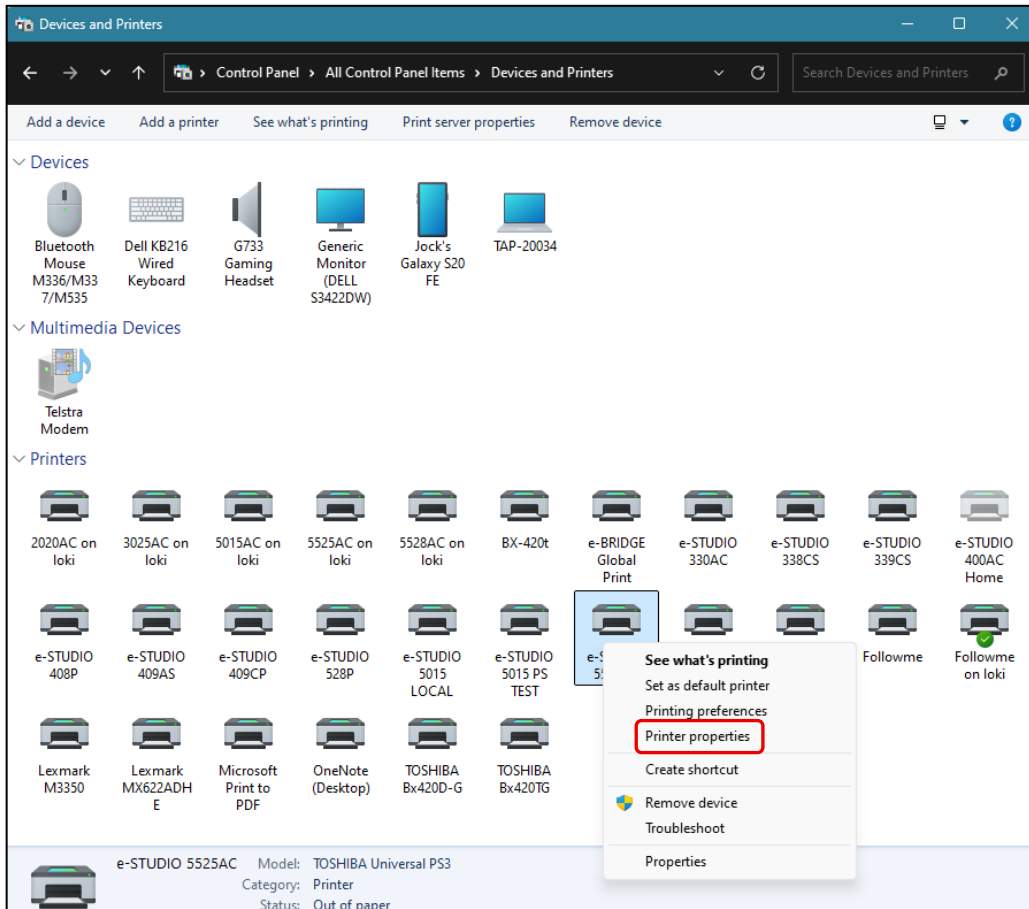


2. Next click on **“Control Panel”** at the top of the screen

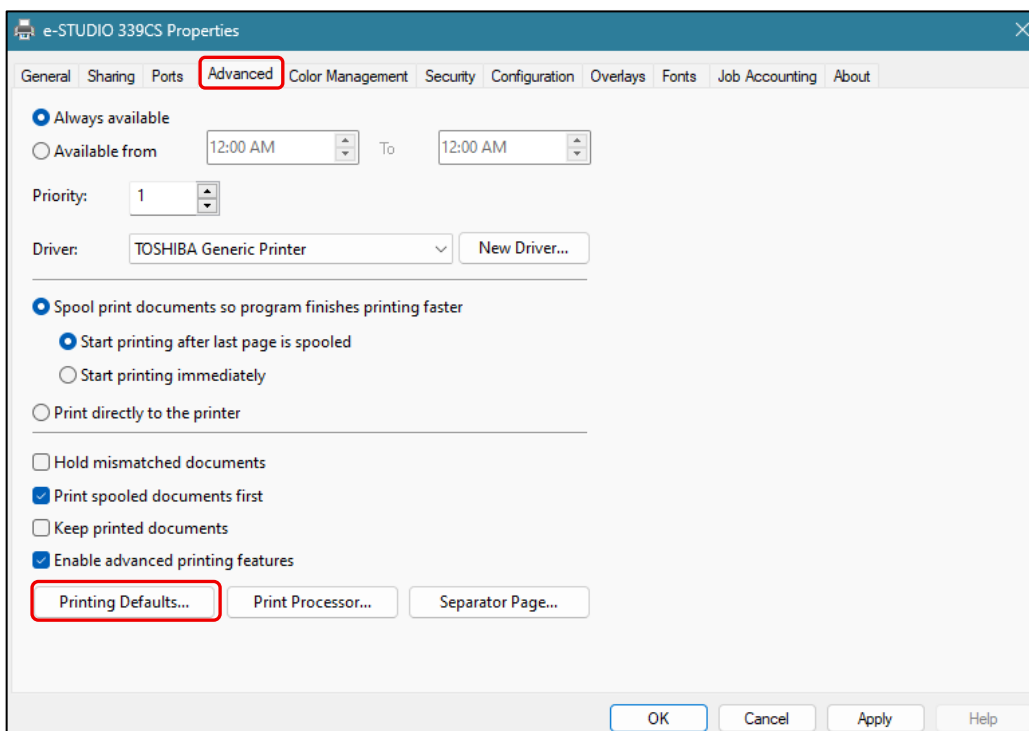


3. Next right click on **“Devices and Printers”** and click on **“Open”** at the top

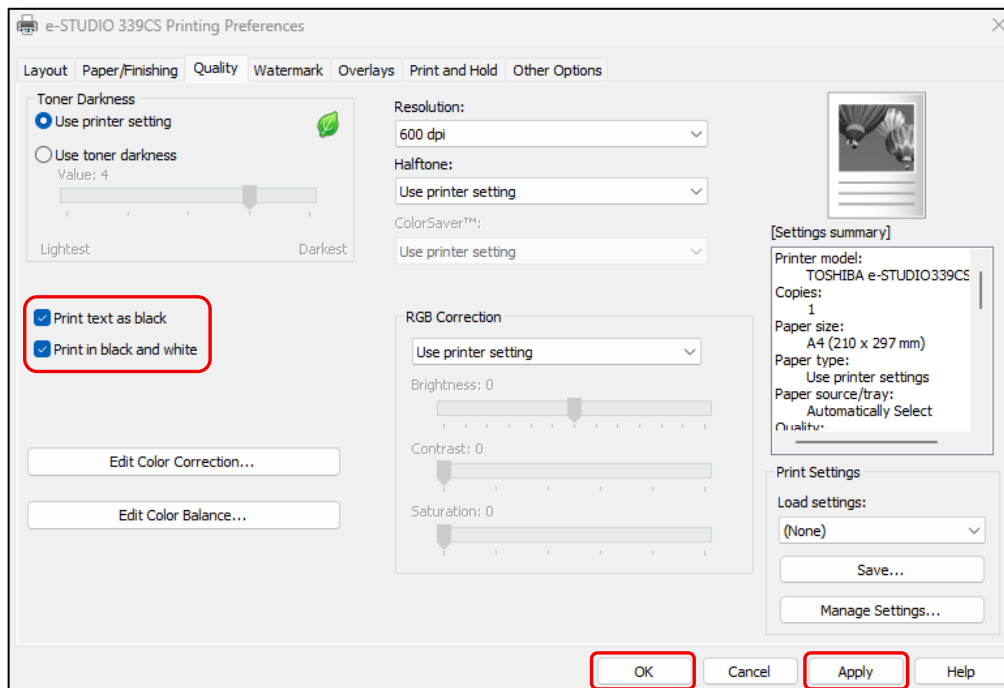
- This will bring up a list of available MFDS and other devices.
- Click on the MFD to highlight it, then right click and go to **"Printer Properties"** in the middle of the menu



- Click on Advanced, ensure you have TOSHIBA Generic Printer installed. Click on **"Printer Defaults"**



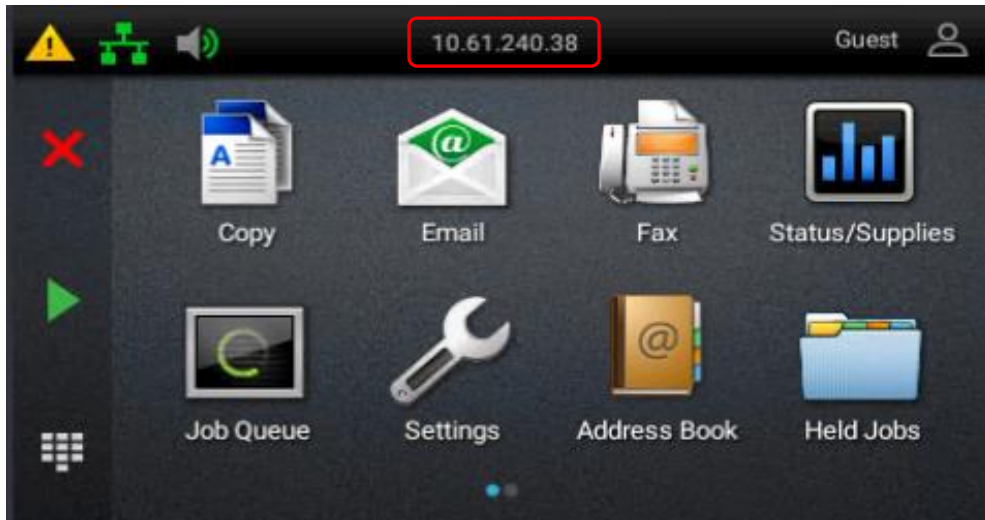
7. Go to the Quality tab on the next screen and check **“Print text as black”** and **“Print in black and white”**



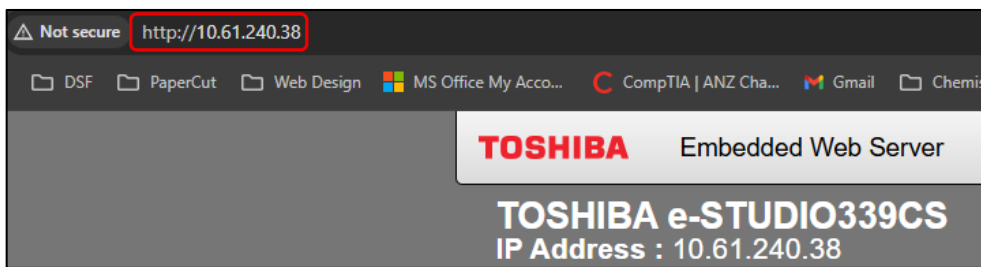
8. Then click on **“Apply”** and **“OK”**

## Desktop A4 models changing Copy controls to Mono (Web Interface)

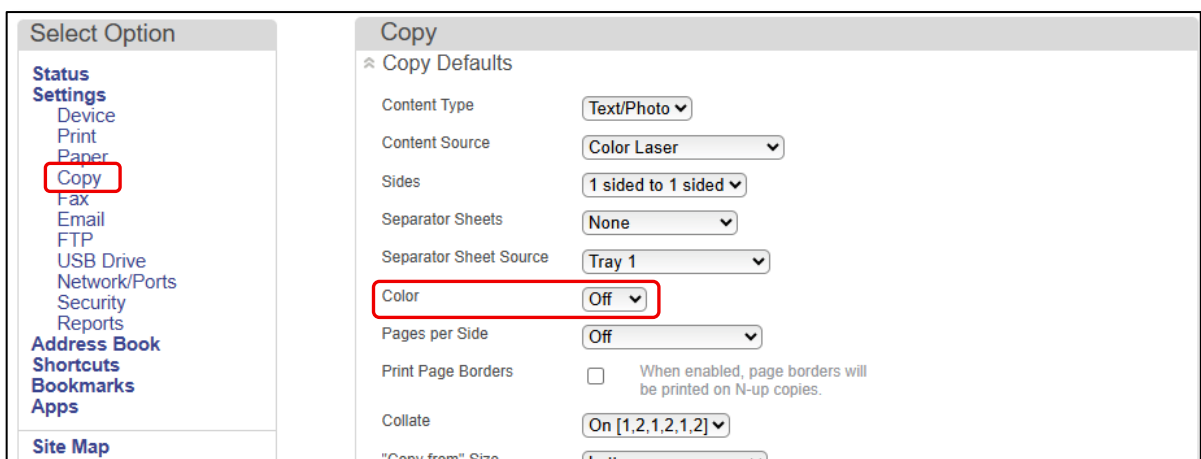
1. Locate your Device IP address (will be on the front panel after READY)



2. In your Web Browser, input your devices IP Address



3. Go to the "Copy" option on the left of your screen

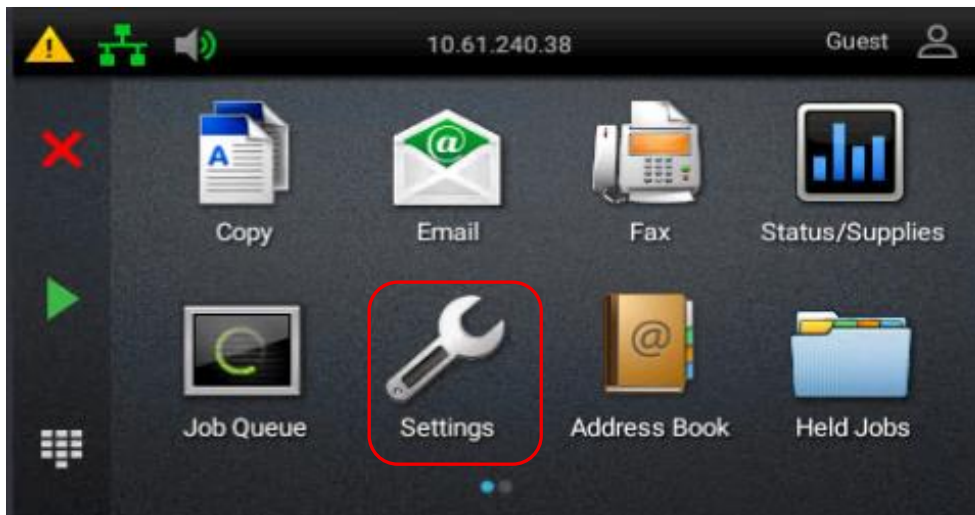


4. Scroll to the bottom and click on Save



## Desktop A4 models changing Copy controls to Mono (Front Panel)

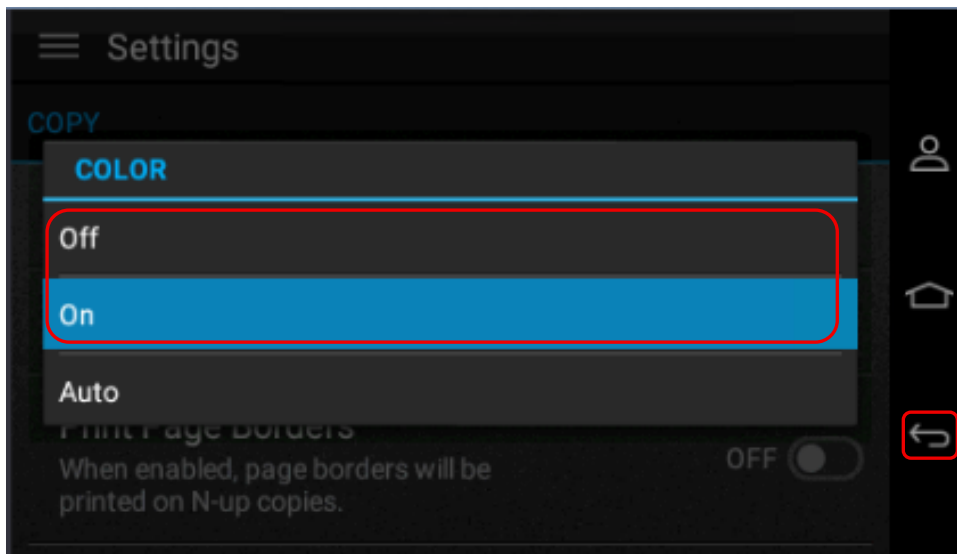
1. Press on the "Settings" button



2. Scroll down to "COPY" first



3. Turn "COLOR" to off and hit the return button on the bottom right



4. Driver settings are changed to reflect mono, you can set this on the MFD but the drivers will overwrite this setting.