

Mac Set Up to Toshiba Copiers



- Step 1: Open Safari
- File
 - Print

- Step 2: Expand Printer Options
- Show Details

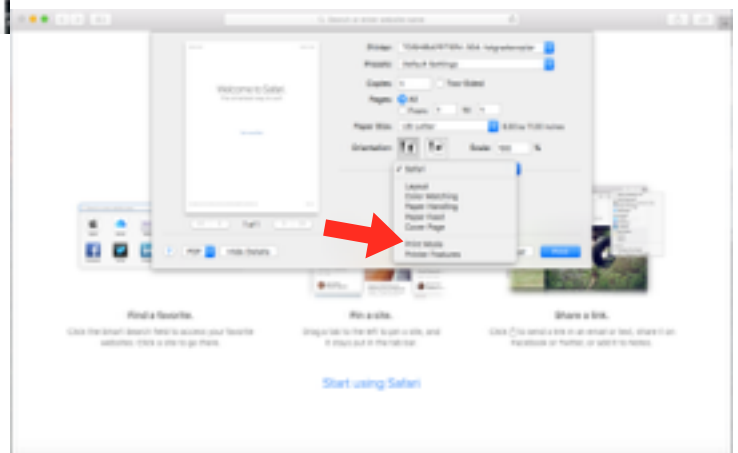


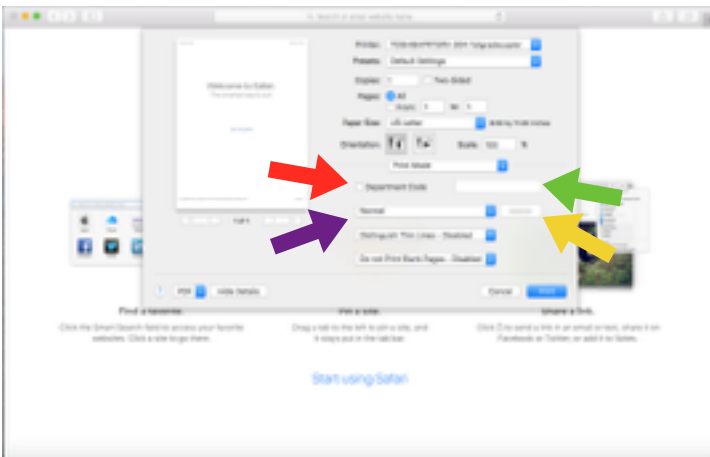
- Step 3: Choose Printer
- TOSHIBAPRTSRV-304-1stgradecopier
 - TOSHIBAPRTSRV-304-b1copier
 - TOSHIBAPRTSRV-304-b2copier
 - TOSHIBAPRTSRV-304-OFFeStudio457

You may install as many copiers as you want. You will need to go through this entire process for each machine you install.



- Step 4: Set Modes
- 4th drop down box "Safari"
 - Choose "Printer Mode"



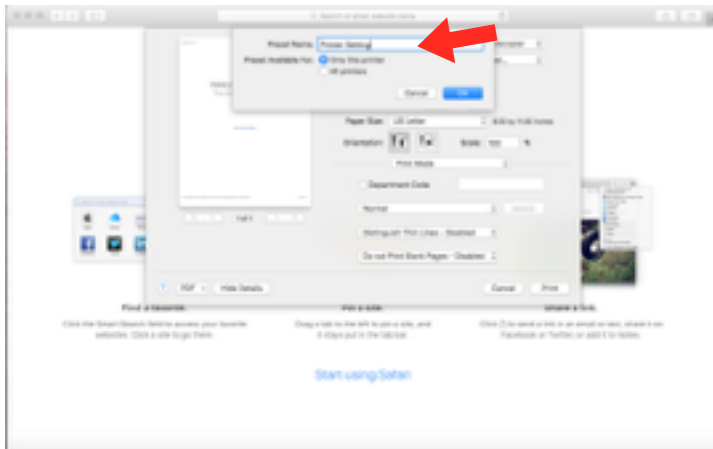
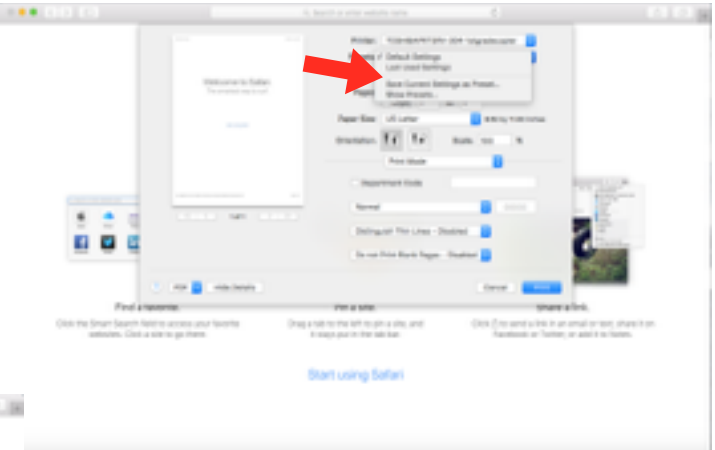


Step 5: Input Codes

- Check Department Code
- Enter copier code in box
- Change "Normal" to "Private"
- Enter Copier code in box

Step 6: Save Settings

- Click on "Properties" drop down box
- Select "Save Current Settings in Preset"



Step 7: Save Settings

- In Preset Name Box type "Copier Settings"
- Click "OK"
- Click "Print"

Step 8: Printing

- If you get a jumping printer in your tool bar Double click.
- Highlight showing print job
- Click on refresh circle on far right



Step 9: Final Step

- Enter Keychain password
- Check "Remember this password in my keychain"
- "OK"

At this point your file will be sent to your chosen printer.