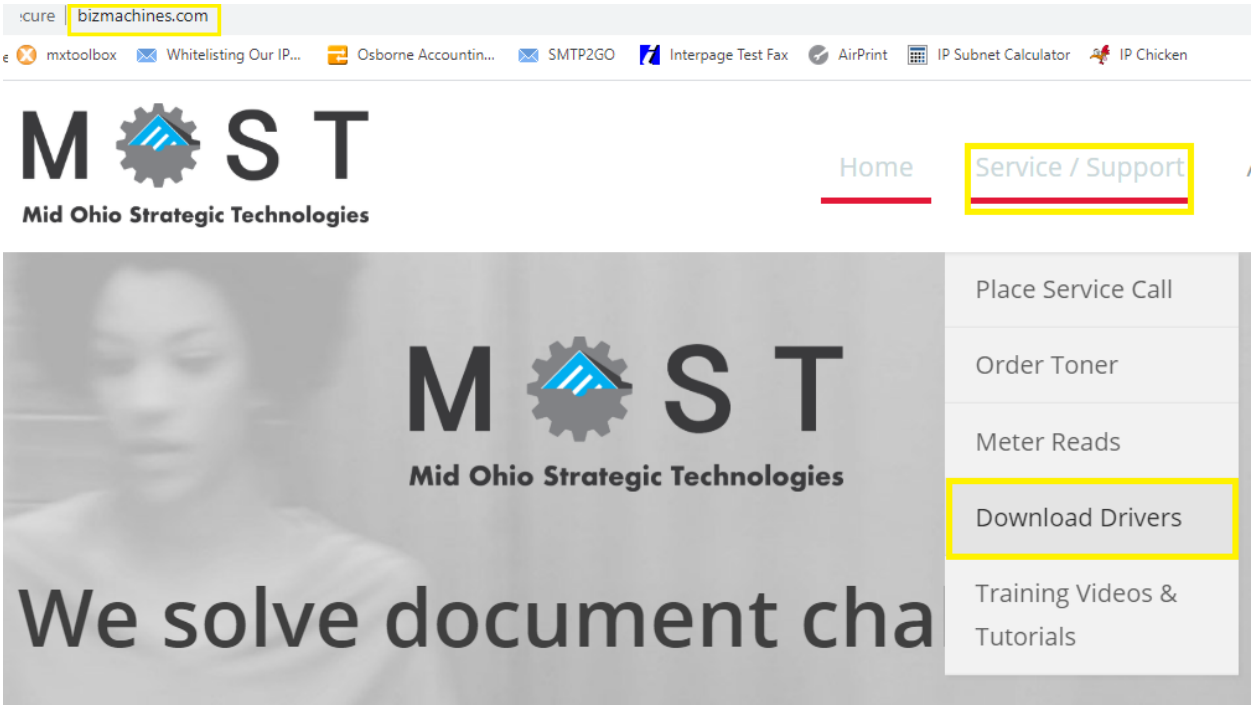
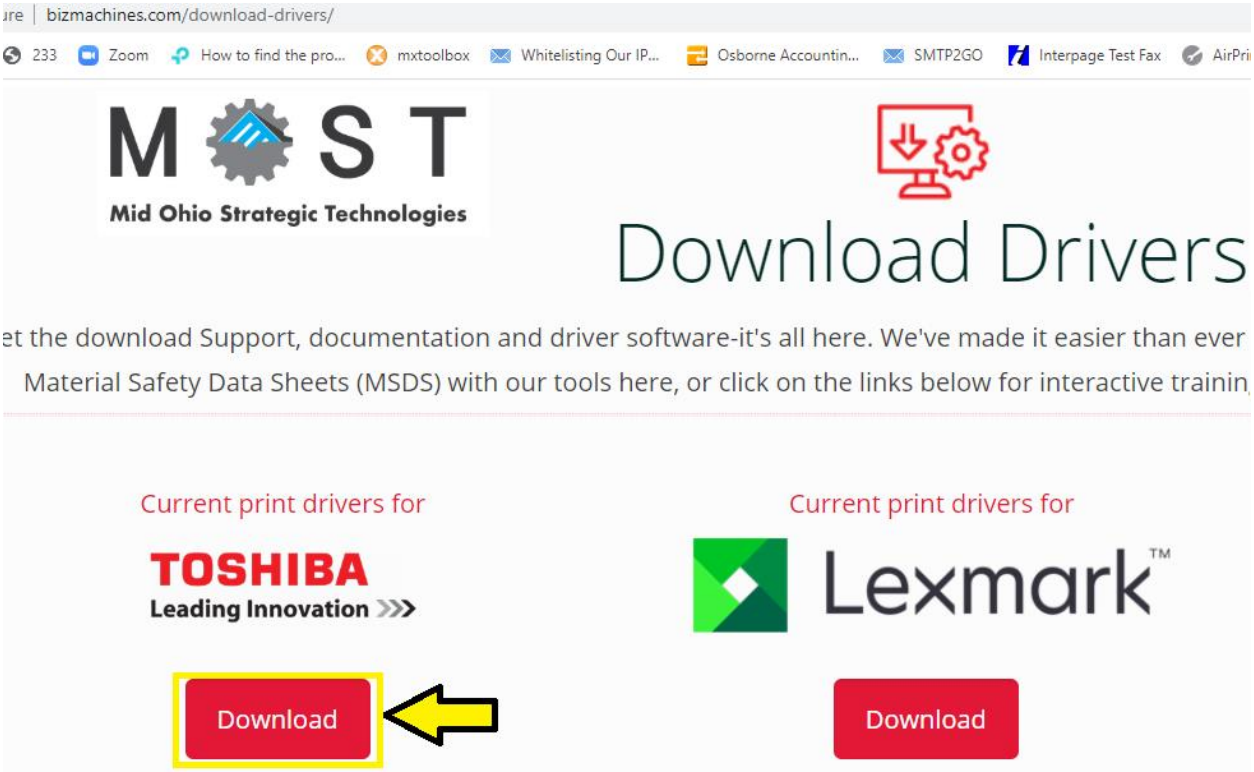
Installing your Toshiba Universal Print Driver for PC/Windows

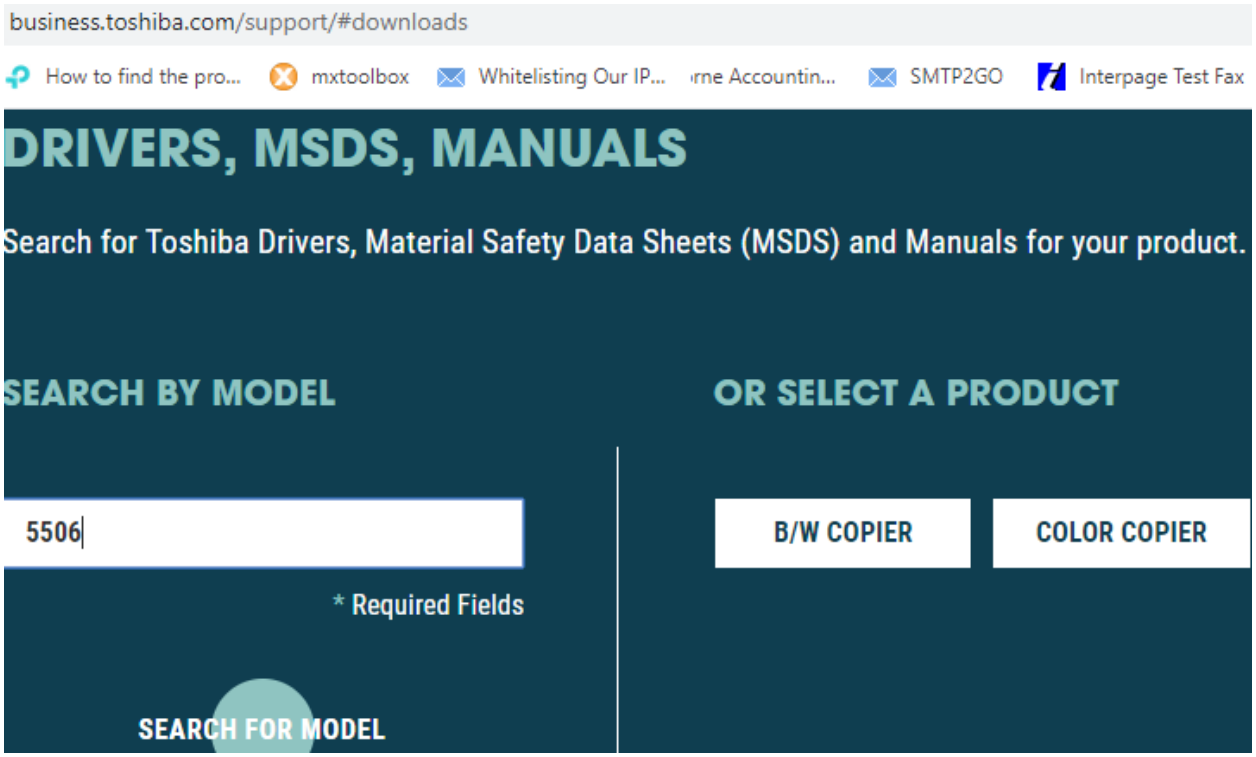
1. Go to https://www.bizmachines.com/ Under *Service/Support* click *Download Drivers*.



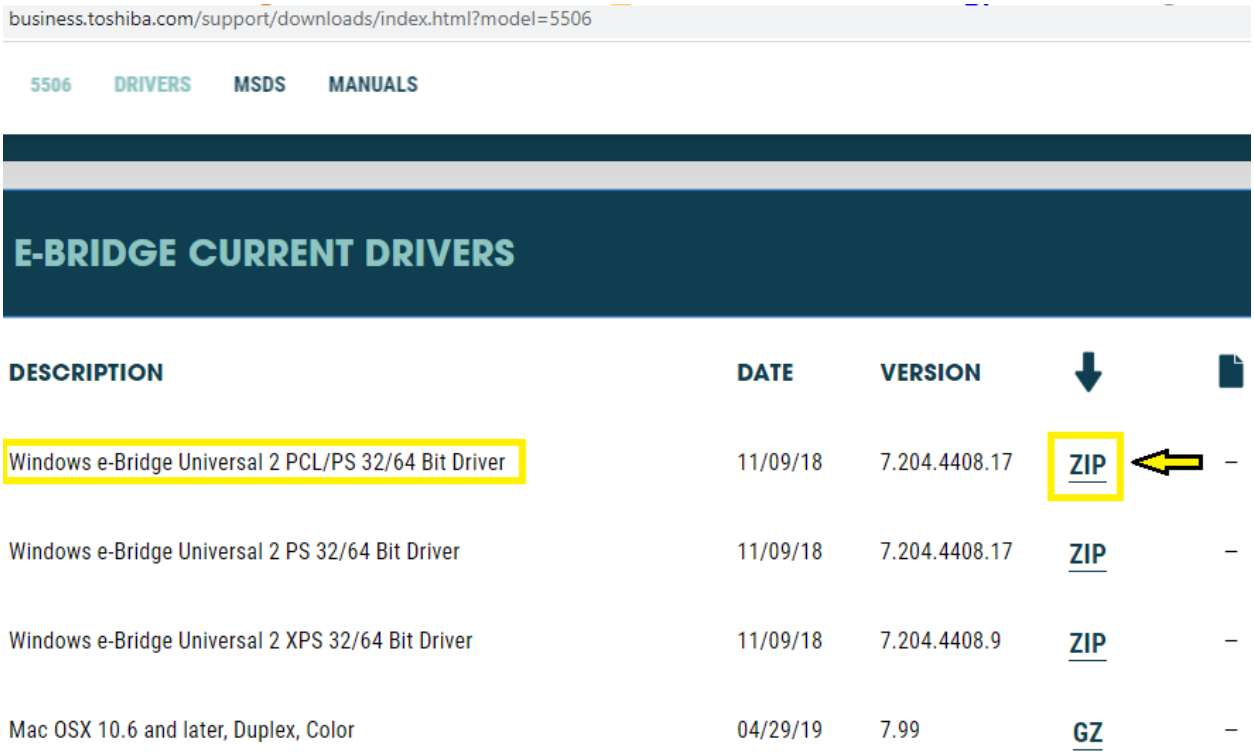
2. Next you will choose Toshiba and click Download.



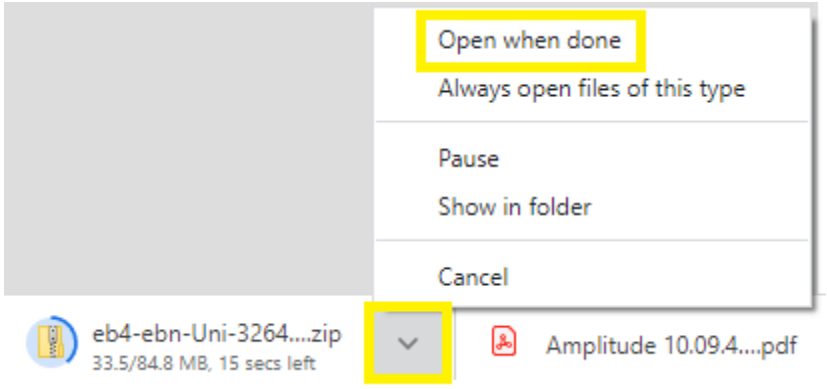
3. Type in the model number which you can find on the front of the Toshiba copier. Example: 3505, 3515, 5506.



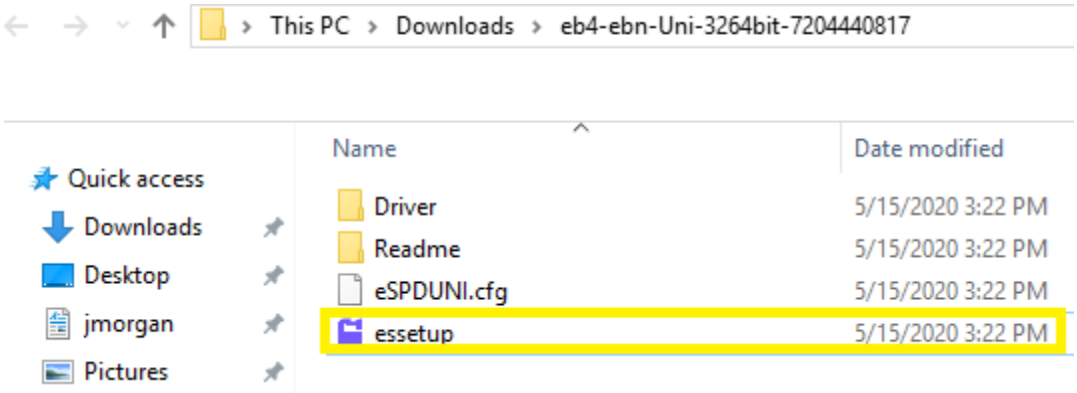
4. Select E-BRIDGE CURRENT DRIVERS and then click to download.



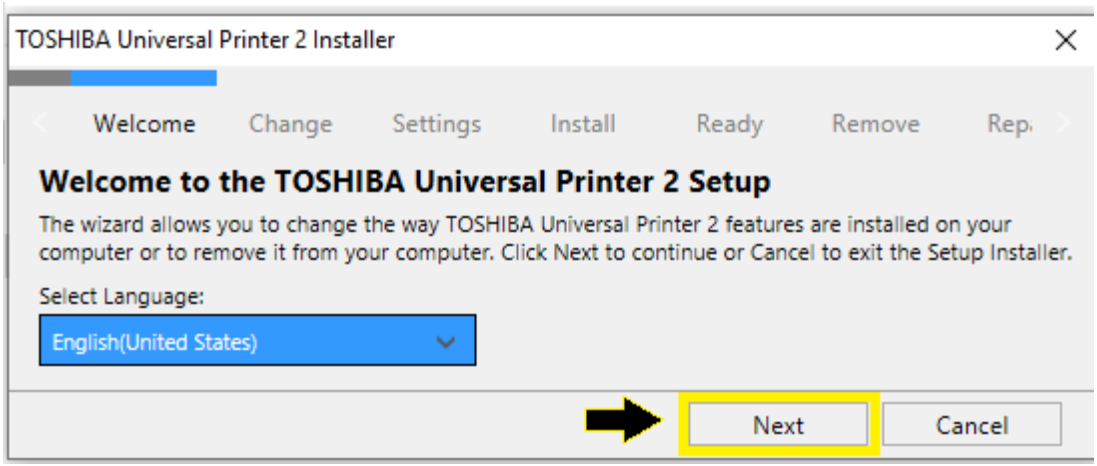
5. If you are using Google Chrome, the download will pop up in the bottom left part of your browser. You can click to get a list of options and choose *Open* or *Show in Folder* and then take it from there.



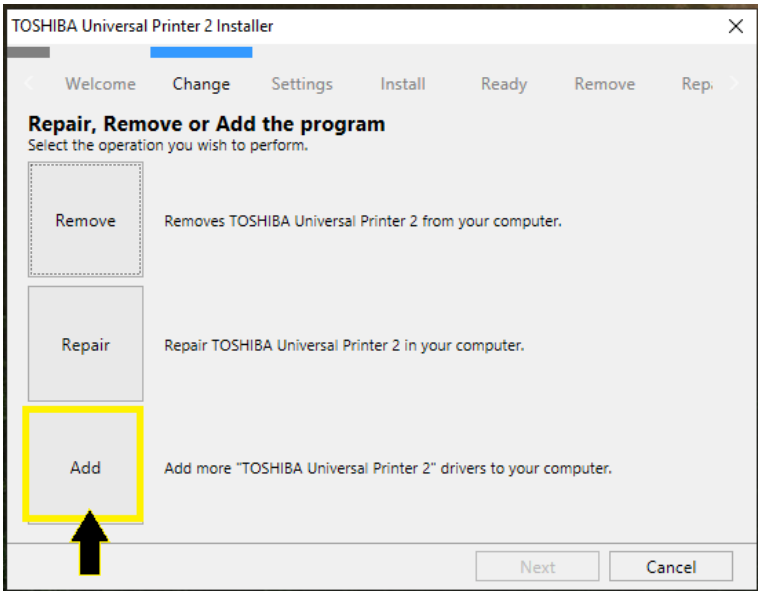
6. The driver will be in a zip file so once that is extracted, you can run it. It is the executable .exe file called ***essetup***.



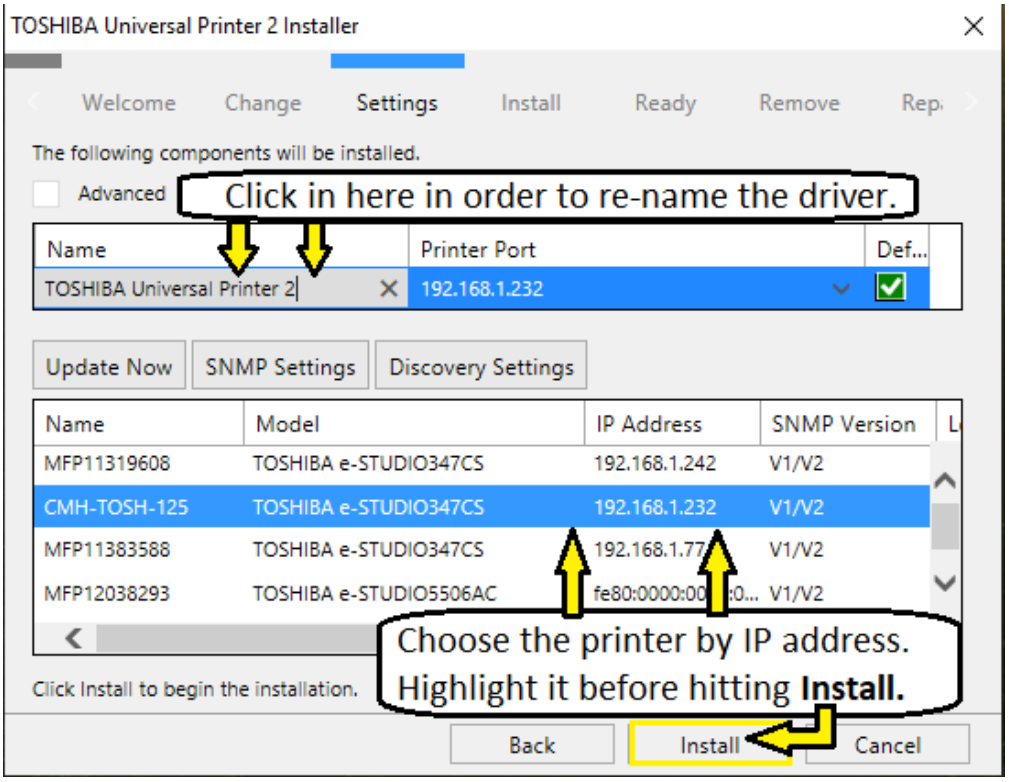
7. When you run the file you will get a Microsoft authorization prompt that will ask if you want to allow this program to make changes to your system. Select yes to get to the next prompt where you will see the screen below. Go ahead and hit *Next*.



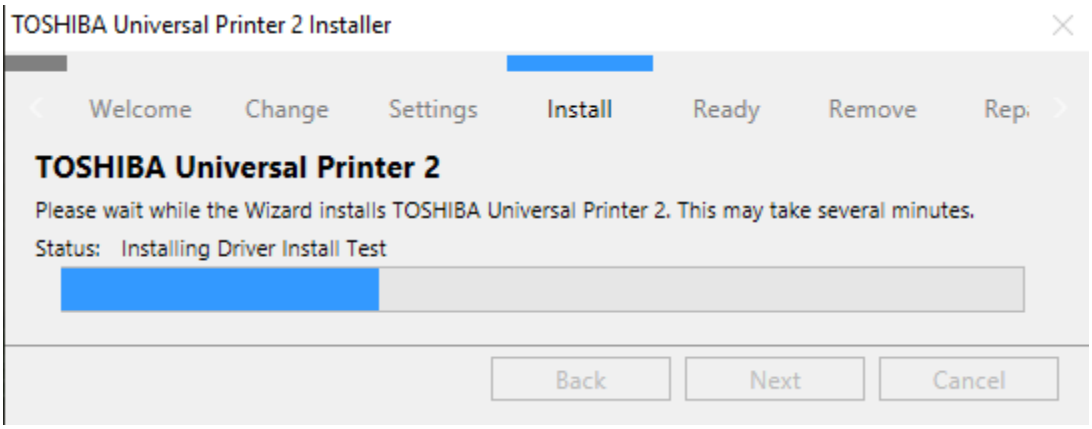
8. If the install package detects an existing Toshiba driver on your computer it will give you some options. We just want to hit Add in order to install an additional driver. Sometimes it will force you to upgrade with no other options. In that case, select upgrade then run again once it's finished and you should get the other options of Remove, Repair, & Add.



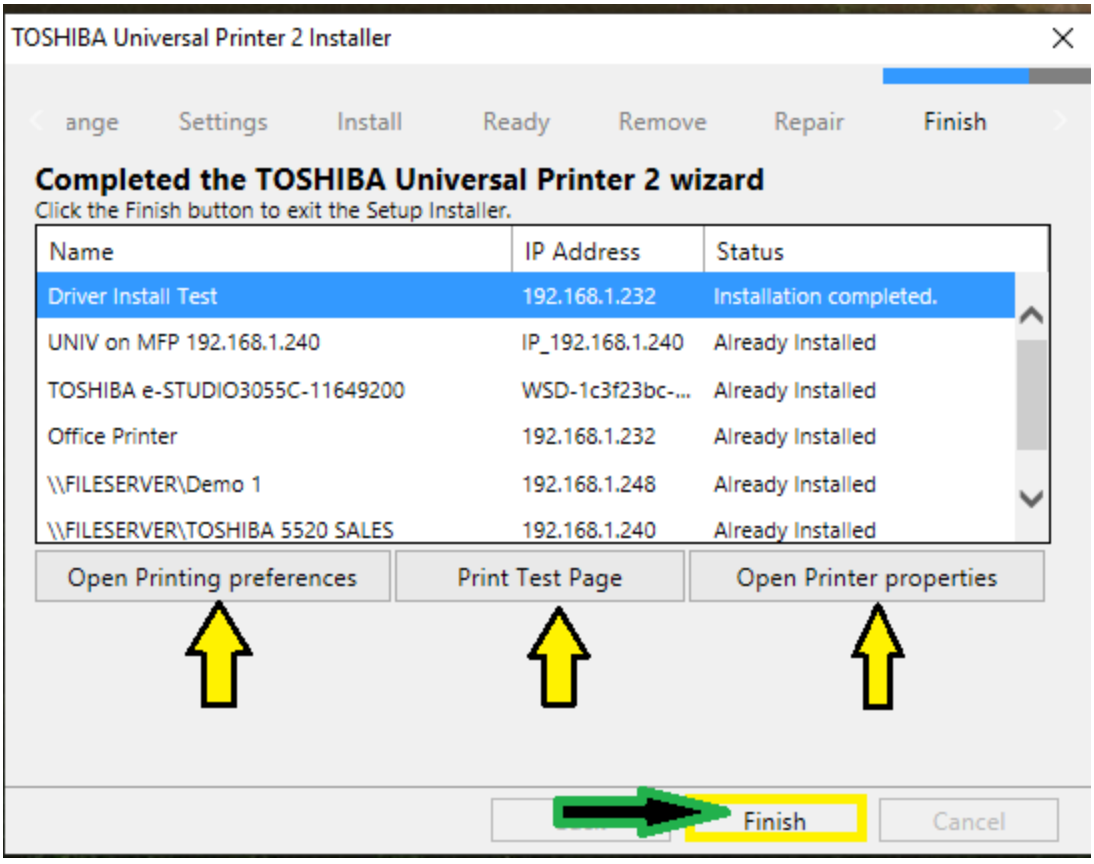
9. The next screen will search the network. Most of the time it finds the printer & will highlight the one with the IP address you want. You can also name the driver during this step. If it fails to detect a printer with the IP address, you can hit install anyway. There are additional instructions at the end of this document on how to add the IP address port once the driver is installed.



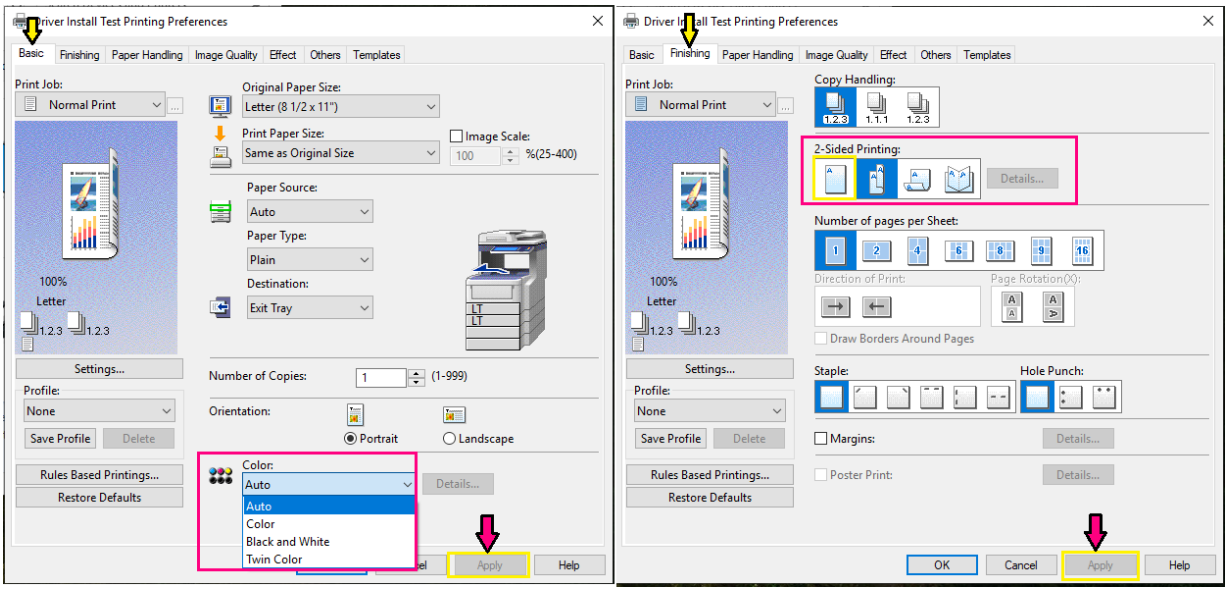
10. The next screen is just the waiting/progress bar. Nothing to do here but wait and when it is finished, hit *Next*.



11. Now that the driver is installed, you have the option to send a test page and you can also go into Printing Preferences and change defaults which we will go over in the next step.



12. Once you are in Printer Preferences, it is important to set your default to Black & White or to Auto. Most people will use Black & White as a default to save money and only use color when needed. If you do want to use color, then always select auto. This way it will only use color toner where it detects color.



That covers installing your driver and setting up some basic defaults. In case the driver install didn't detect your Toshiba IP address on the network and you installed the driver without a port pointing it in the direction it needs to go, below are the directions for adding the IP port to your new driver.

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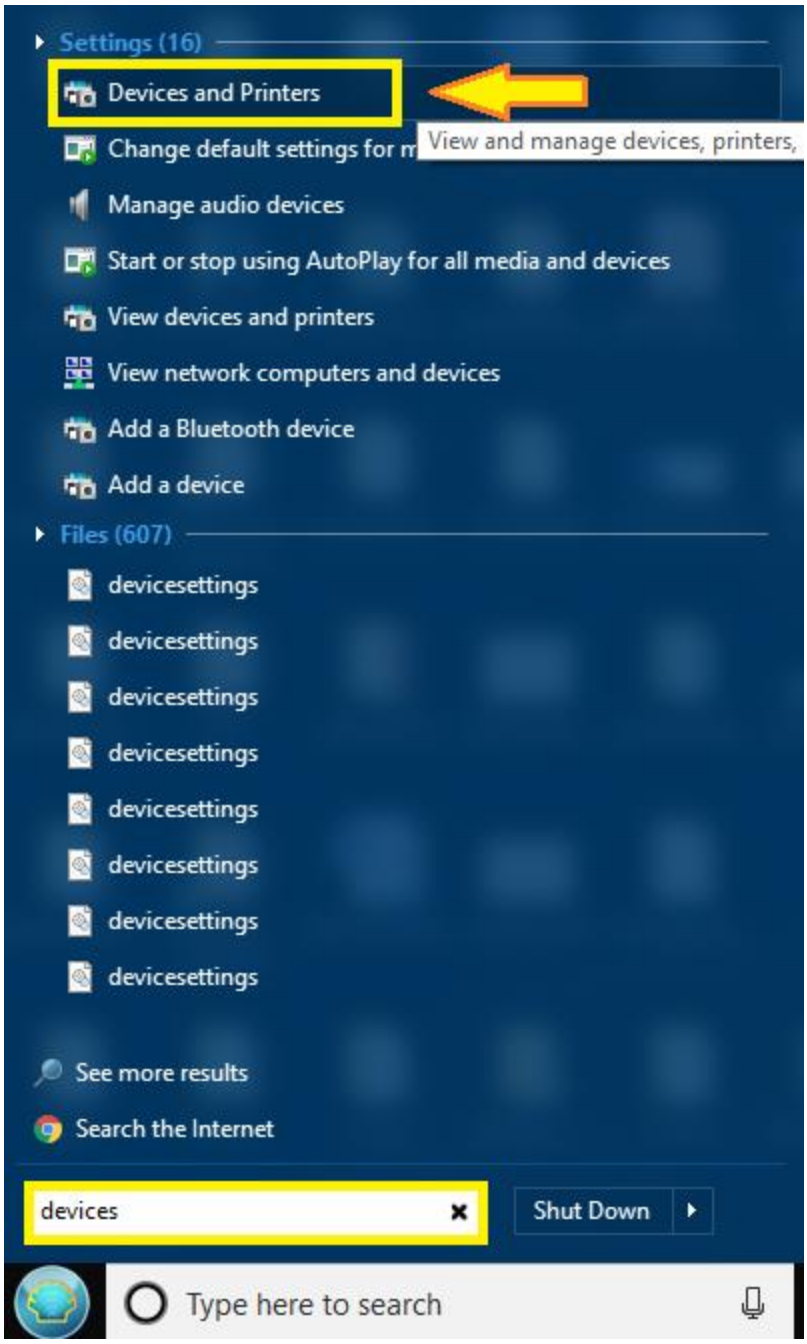
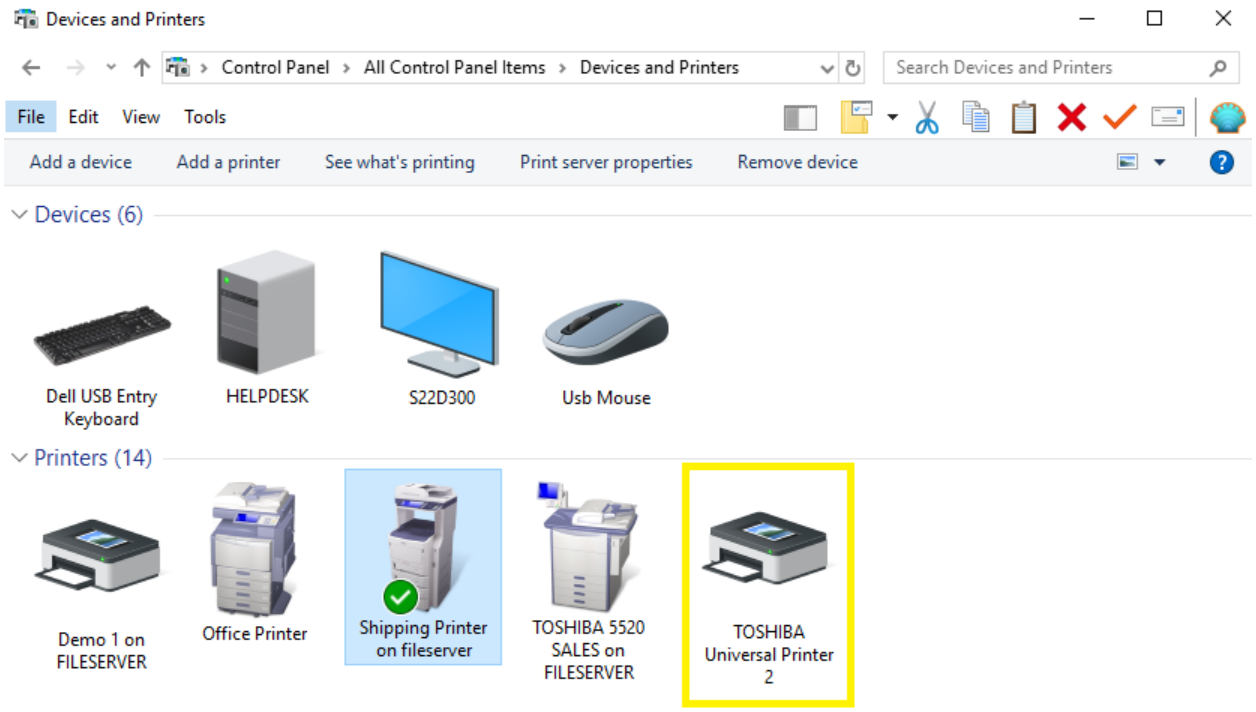
How to Change IP port on a Toshiba Driver for PC.

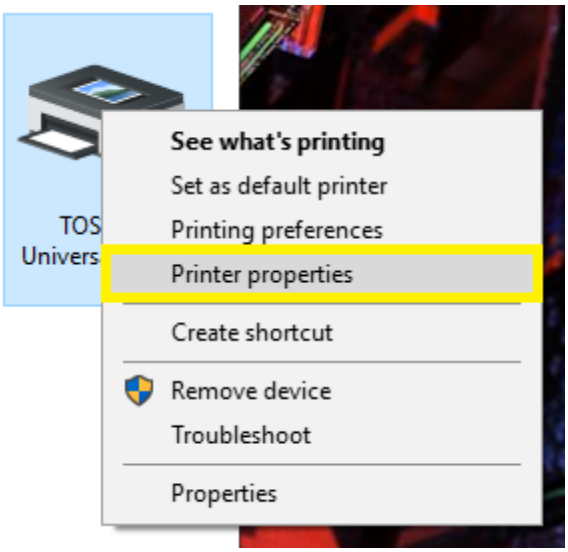
1. The first thing to do is get to where your print drivers are. Use the windows icon in the bottom left of the screen and search for ***Devices and Printers***.



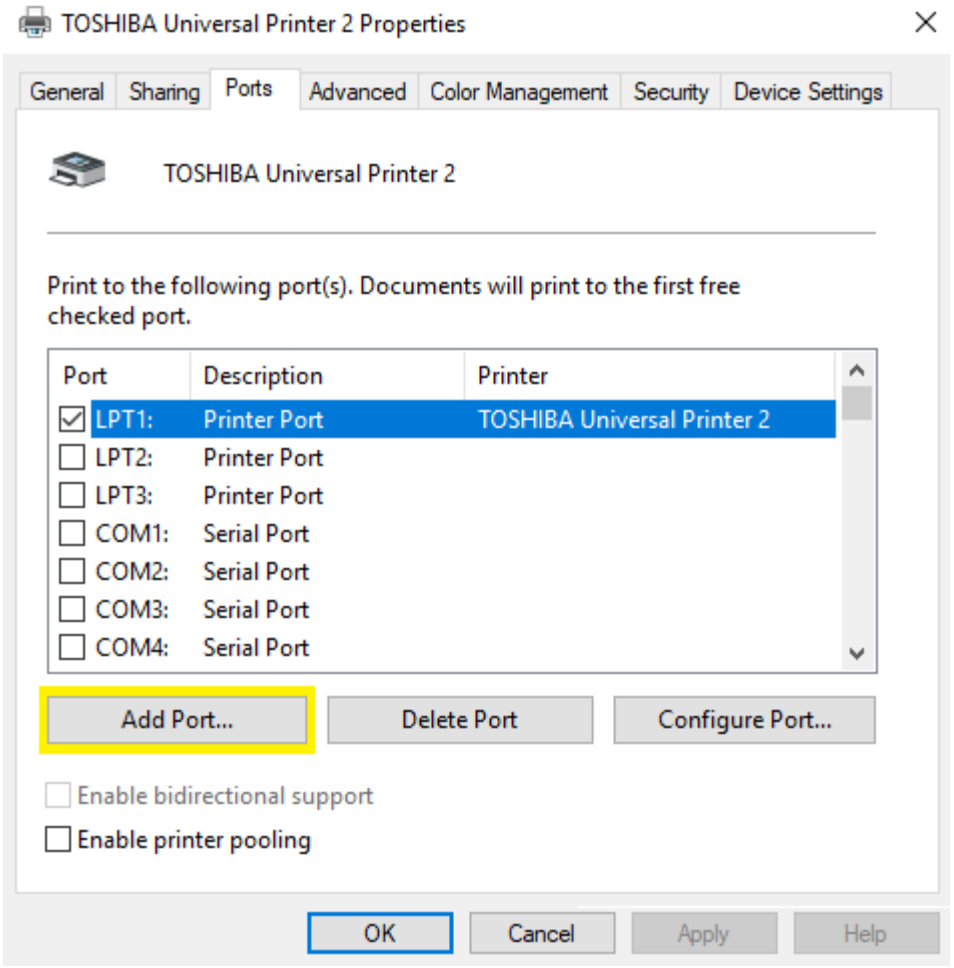
2. Open up ***Devices and Printers*** and find the driver you want to change the port on.



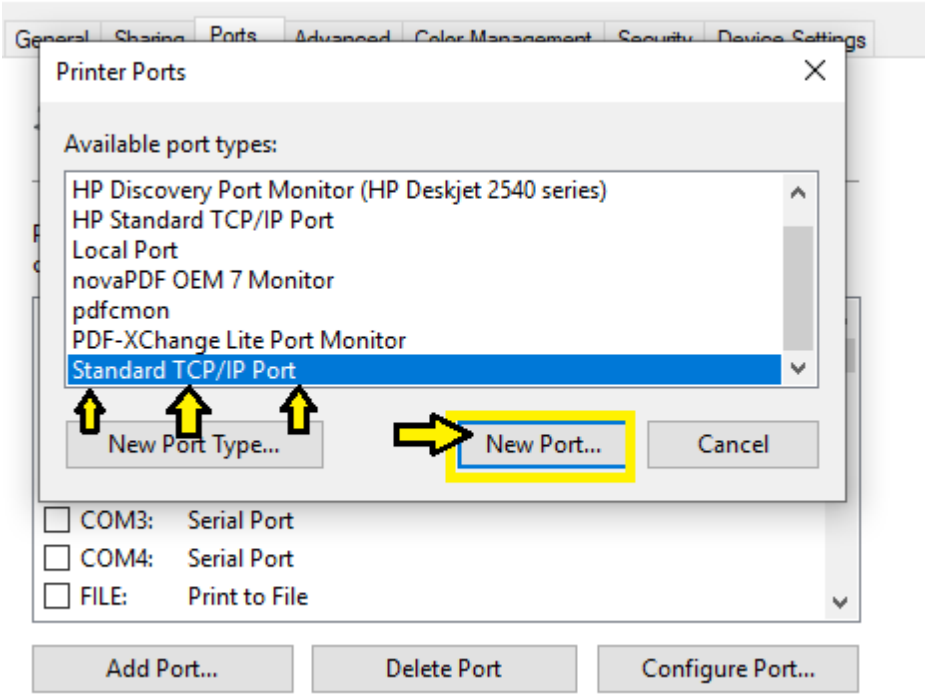
3. Right click the driver and go to ***Printer Properties***.



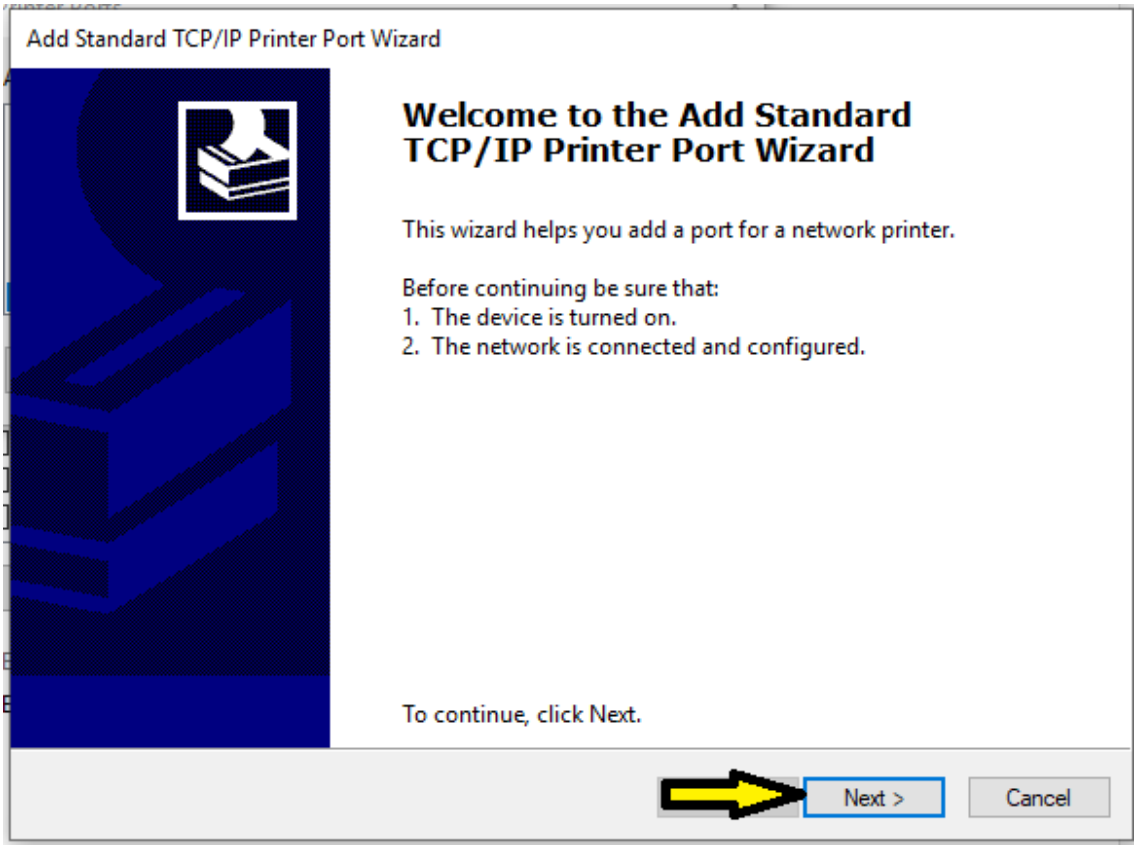
4. You should see a window with tabs at the top and the tap that we want to select is ***Ports.*** Then you will click ***Add Port.***



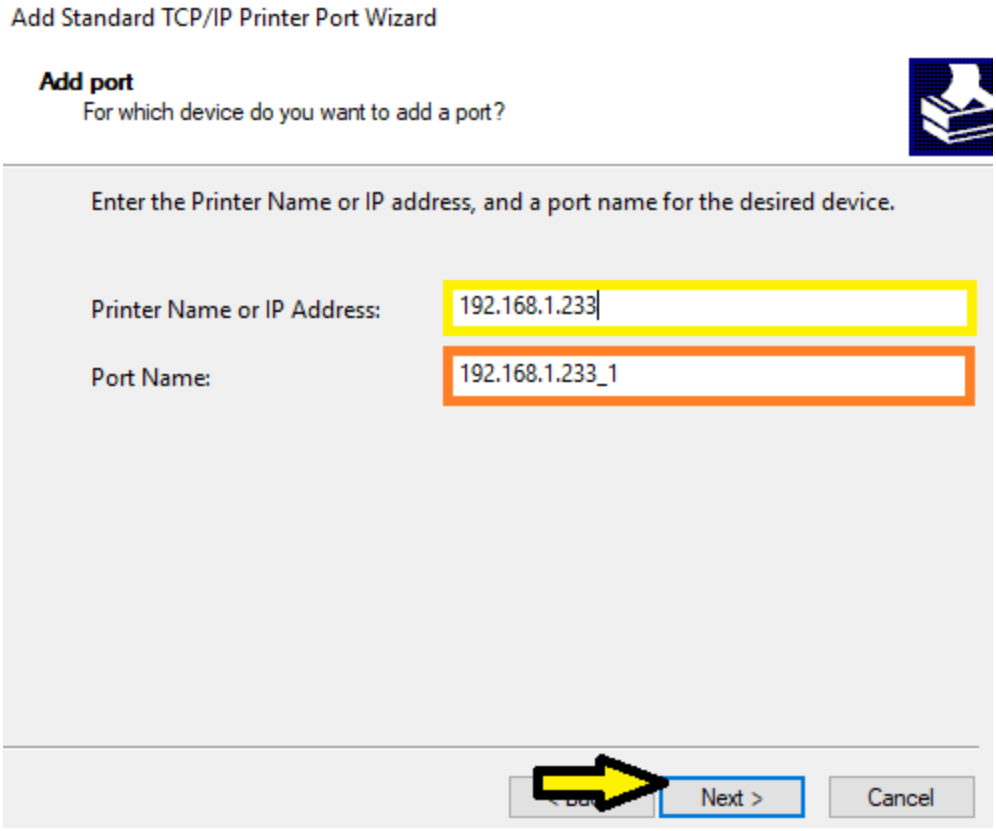
5. Now highlight ***Standard TCP/IP Port*** and click ***New Port.***



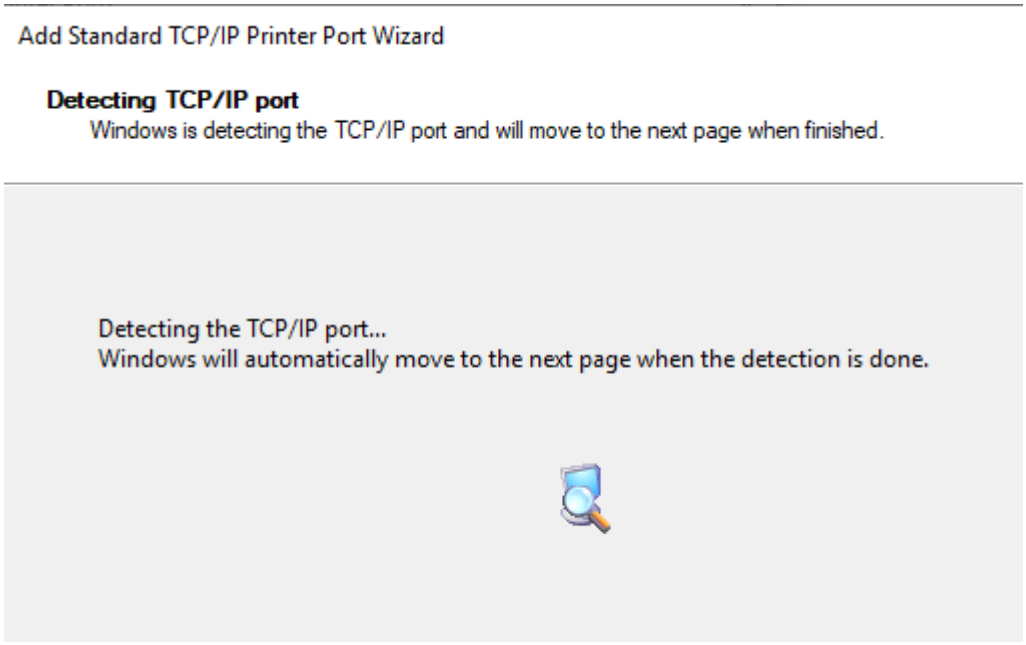
6. On the next screen you'll just click ***Next***.



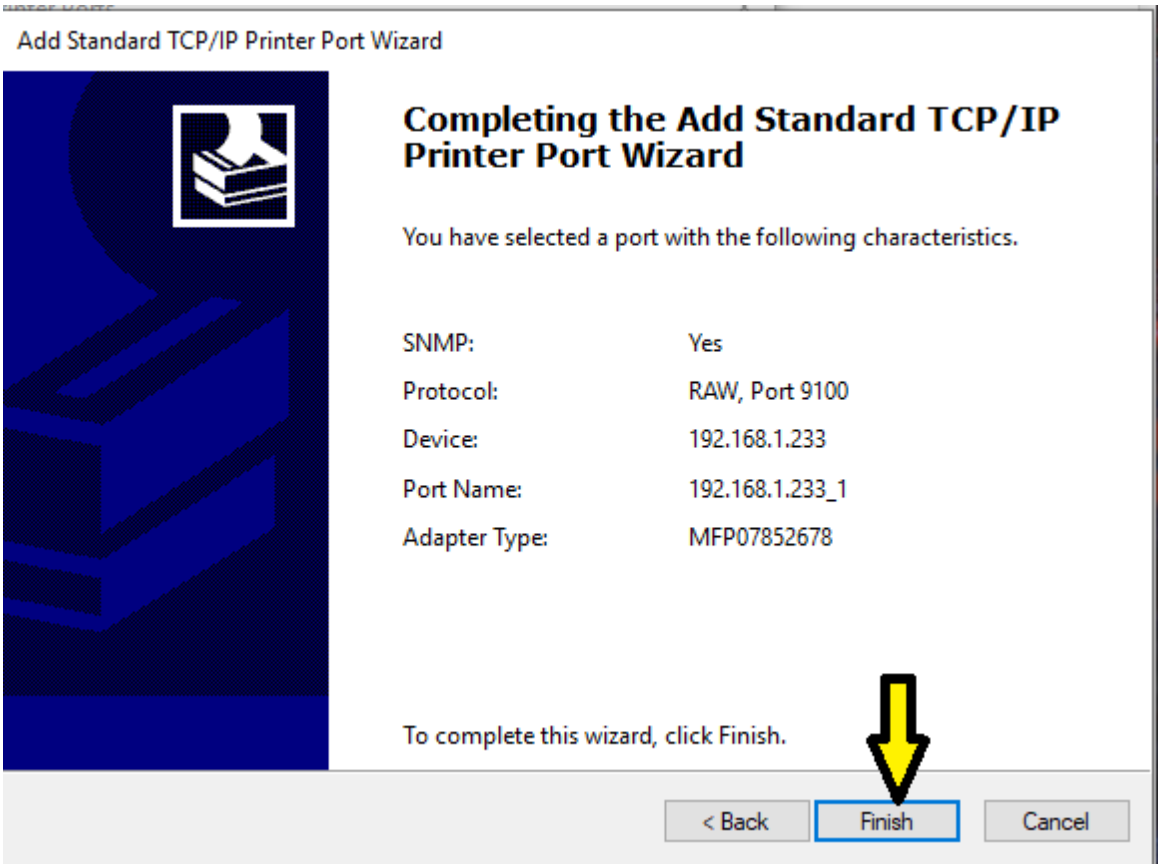
7. On the next screen you will put the IP address in the first field. The second field will auto-fill with the address. You can leave that as it is, then hit ***Next.***



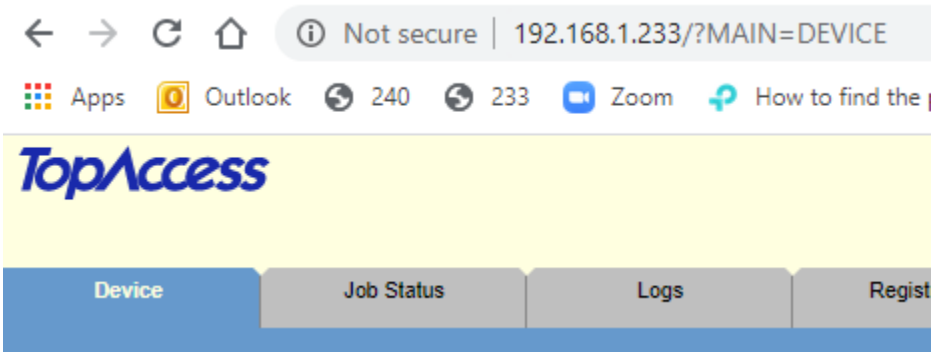
8. Next, this screen should pop up while it configures the port.



9. Then when that is finished, you should see this window. Hit ***Finish.***



That should do it. If you put in the correct IP address and you're Toshiba is visible on the network, this should be online and working if you try to print to it. You can test the IP address in a web browser such as Google Chrome or Microsoft Edge/Explorer by simply typing the IP Address into the url field up top. If the Top Access page comes up, then the Copier is visible on the network.



If the Top Access page is not coming up then your Toshiba is not visible on the network from your computer. Sometimes this is due to the wifi network you're connecting to as there are often times multiple networks. It's easy for a laptop to end up on the wrong network such as the guest network.

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