CHANGING PAPER TRAY SETTINGS

eBN Devices



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



Device List

e-BRIDGE Next Series III

Colour

- e-STUDIO2020AC / e-STUDIO2021AC
- e-STUDIO2525AC / 3025AC / 3525AC / 4525AC / 5025AC / 6525AC
- e-STUDIO5516AC / 6516AC / 7516AC

Monochrome

- e-STUDIO2528A / 5528A / 6528A
- e-STUDIO7529A / 9029A

e-BRIDGE Next Series II

Colour

- e-STUDIO2010AC
- e-STUDIO2515AC / 3015AC / 3515AC / 4515AC / 5015AC
- e-STUDIO5516AC / 6516AC / 7516AC

Monochrome

- e-STUDIO2518A
- e-STUDIO5518A / 7518A / 8518A

e-BRIDGE Next Series I

Colour

- e-STUDIO2000AC
- e-STUDIO2505AC / 3005AC / 3505AC / 4505AC / 5005AC
- e-STUDIO5506AC / 6506AC / 7506AC

Monochrome

- e-STUDIO2508A / 3508A / 4508A
- e-STUDIO5508A / 7508A / 8508A
- e-STUDIO3508LP / 4508LP

Changing Paper Tray Settings on the Front Panel

Before you do any of this, ensure you have cleared all print jobs.

You cannot change a tray setting with a print job queued or paused

1. To change your tray settings. Press on "User Functions – User – "



2. Press on "Admin" on the bottom of the screen

General General Copy Fax Scan e-Filing List List List List Check E-mail Internet Fax	
Close	\Diamond
User Admin 12/11/2024	

3. Login with 123456 (if this doesn't work speak with I.T they may have changed this)

~~ •• * * * *	Passworc ••••	
Basic 1 2	3 4 5 6 7 8 9 0 - = ^{Back}	
Symbol q	wertyuiop[]\	//
Other Caps a	s d f g h j k l ; '	\Diamond
Custom Shift Z	x c v b n m , . / @ +	
	Space ← → Clear OK	

4. Page down on the right-hand side to page 2/2

🔅 User Functions		?	
General Network	Copy Fax	File E-mail	
Internet Fax	List/Report	کر لائی Wireless Setting کر Bluetooth Settings	1 2
Change User Password	802.1X Settings	Service Close	\Diamond
User	Admin		
Your Screen is currently being m	onitored.	12/11/2024 Job Status	



5. Choose "Drawer"

🔅 User Functions			?	
Factory Default	Drawer	Custom Size Scan	2 2	
Change User Password	802.1X Settinas	Service	Close	
User	Admin			
Your Screen is currently being m	onitored.	12/11/2024 09:42	Job Status 🔋	

6. Then choose "Paper Size Setting"

Drawer		
	Paper Size Envelope	
	Setting Drawer	
		Close



7. Press "Allow" on Drawer 1 or 2 depending on which one has the incorrect tray setting, and then "OK"

Paper Size Setting	
Allow or prohibit the selec	ion of the drawer paper size by users.
Drawer1 Prohibit Allow	Drawer2 Prohibit Allow
	Cancel OK

8. Press on "User" on the bottom left, then press on "Drawer"

Q	🦻 User Fund	ctions					?	
	General Drawer	Copy Address	Fax Check E-mail	Scan	e-Filing	List Ust Bluetooth Printing		
						С	lose	\Diamond
	User		Admir					
	Your Screen is curre	ently being mor	nitored.		12/1	1/2024 Job 1 09:44	Status 💡	

9. In Drawer choose the required size, then press on "Paper Type"

Drawer						
						<u> </u>
	Size					
	A3	A4	A4-R	A5-R	Auto(mm)	₽ ₽
	LD	LT	LT-R	LG	Auto(inch)	
A4 😋 🖵	B4	B5	B5-R	FOLIO		
A3 🖃	ST-R	СОМР	13"LG	8.5SQ		11
A4 🔳 🔳	8K	16K	16K-R			
			Custom			\Diamond
		Paper Ty	/pe	Cancel	ОК	
• Your Screen is currently being mon	itored.			09:2	4 Job Status ⊳	

10. Then press Paper "Plain" under Thickness, and "None" under Attribute. Press on "OK" (unless you have a specific paper type in that drawer, this is a standard A4 plain paper setting)

Paper Type							
	Thickness		Plain		Thick		
			Thick 1	2	Thick 2		Thick 3
A4 I-1		С	Recycled Paper			1	Usertype 🕞
A3 🖃	Attribute		None	I	Insert	C	Cover
A4 🔳 🗏		*	Special	F	Fax		
		-	1 Side	••	Black	•	1Side Black
			[Ca	incel		ОК

- 11. If you want to prohibit tray changes, go back to step 7. Admin \rightarrow Drawer \rightarrow Paper Size Setting \rightarrow Prohibit
- 12. Answer "OK" until you are back to the main menu.