

# BOOKLET PRINTING UNDER WINDOWS

eBN Devices



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

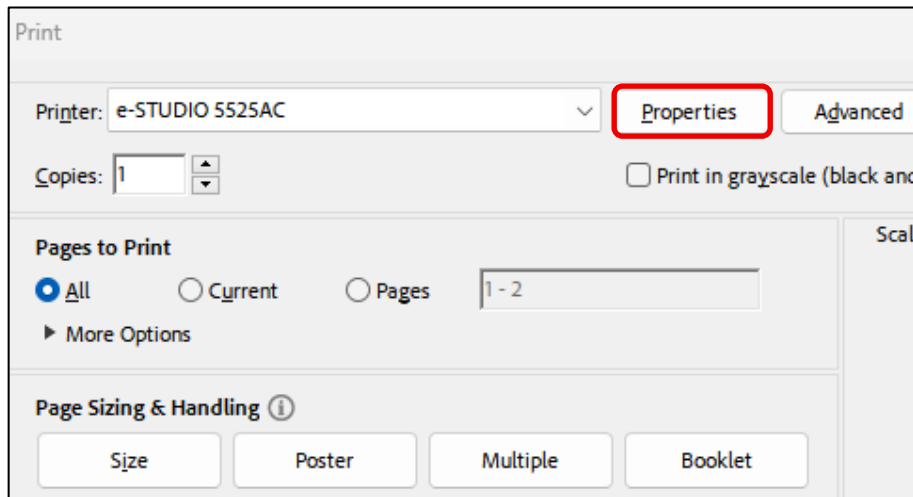
## Device List

| e-BRIDGE Next Series III                                                                                                                                                                               |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Colour                                                                                                                                                                                                 |  |
| <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> |  |
| Monochrome                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"> <li>▪ e-STUDIO2528A / 5528A / 6528A</li> <li>▪ e-STUDIO7529A / 9029A</li> </ul>                                                                                     |  |
| e-BRIDGE Next Series II                                                                                                                                                                                |  |
| Colour                                                                                                                                                                                                 |  |
| <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>                           |  |
| Monochrome                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"> <li>▪ e-STUDIO2518A</li> <li>▪ e-STUDIO5518A / 7518A / 8518A</li> </ul>                                                                                             |  |
| e-BRIDGE Next Series I                                                                                                                                                                                 |  |
| Colour                                                                                                                                                                                                 |  |
| <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>                           |  |
| Monochrome                                                                                                                                                                                             |  |
| <ul style="list-style-type: none"> <li>▪ e-STUDIO2508A / 3508A / 4508A</li> <li>▪ e-STUDIO5508A / 7508A / 8508A</li> <li>▪ e-STUDIO3508LP / 4508LP</li> </ul>                                          |  |

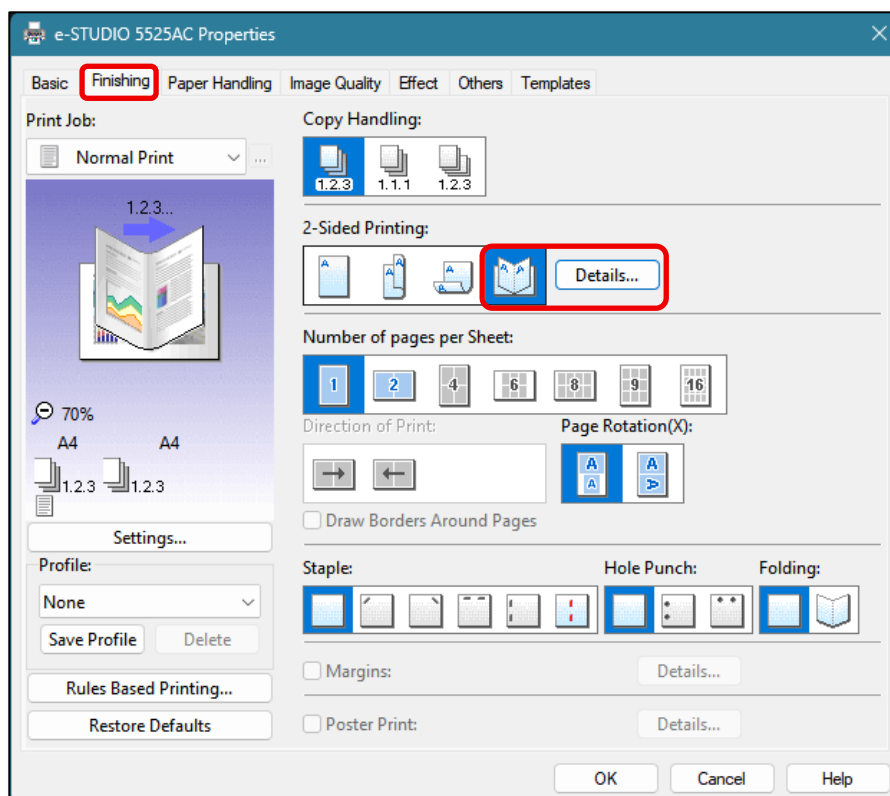
## Changing Paper Tray Settings on the Front Panel

The following instructions and screenshots are based on a PC running Windows 11 and Toshiba Universal Printer Driver V7.222.5412.231.

1. Select **[Print]** from the **[File]** menu of the application.
2. Configure **[Paper Sizing & Handling]** according to the job requirements. Click on **[Properties]** button.

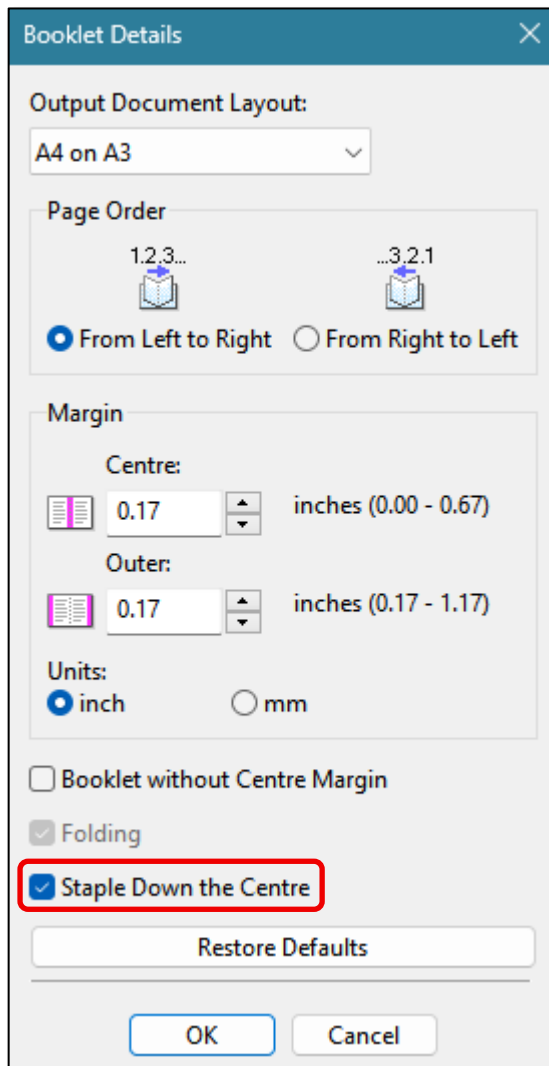


3. Go to the **[Finishing]** tab. Select the **Booklet** icon from the **[2-Sided Printing]** area and click on the **[Details...]** button.



4. From the **[Booklet Details]** window, set the booklet properties – **[Output Document Layout]**, **[Page Order]** and **[Margin]**.

- Set **[Folding]** to ON. Set **[Staple Down the Centre]** to ON. Click **[OK]** to return to main properties window.

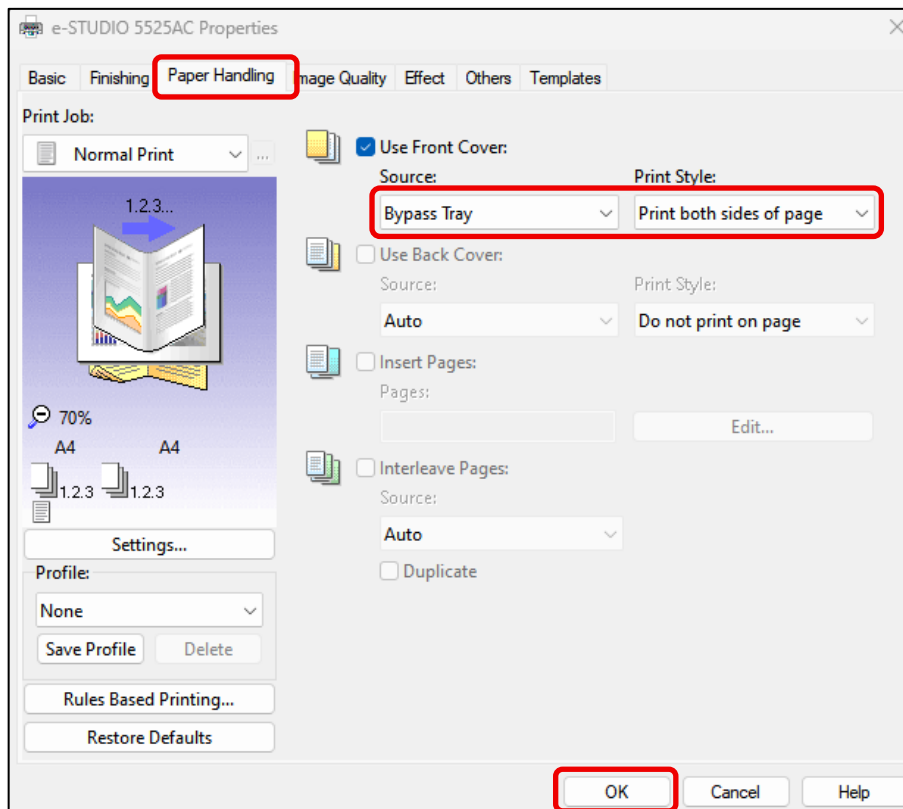


- Click **[OK]** and then **[Print]** to send the job.

## Booklet Printing - Cover

Some jobs may require you to treat the cover of the book as a separate entity. You can choose to print the cover of the booklet using stock from a different drawer or by inserting a preprinted cover into your book.

1. Setup the job as a booklet as per instructions on page 3.
2. From the properties window, go to the **[Paper Handling]** tab. Enable **[Use Front Cover]** option.



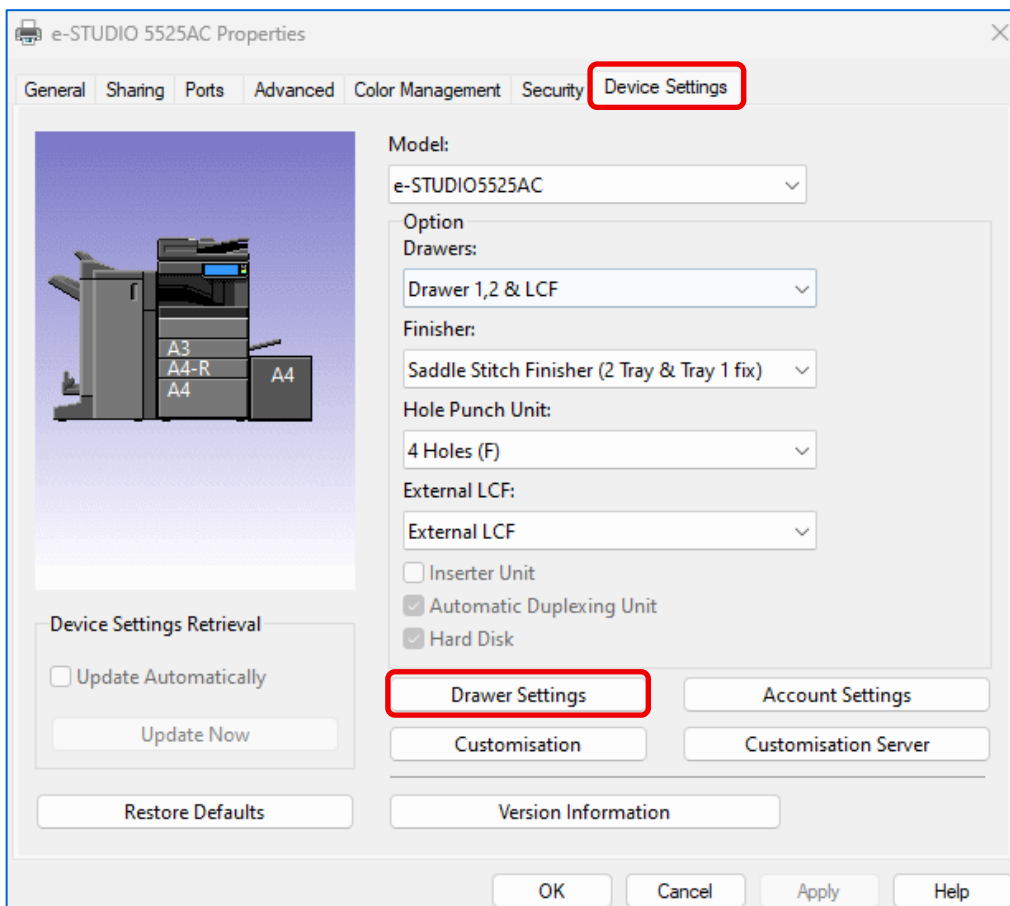
3. In the **[Source]** dropdown, select the drawer where the stock you want to use is loaded
4. Set the cover details in the **[Print Style]** dropdown.
5. **[Do not print on page]** – select this option if you are using a pre-printed cover
6. **[Print both sides of page]** – select this option if you are printing the cover with another stock
7. Click **[OK]** and then **[Print]** to send the job.

## Appendix

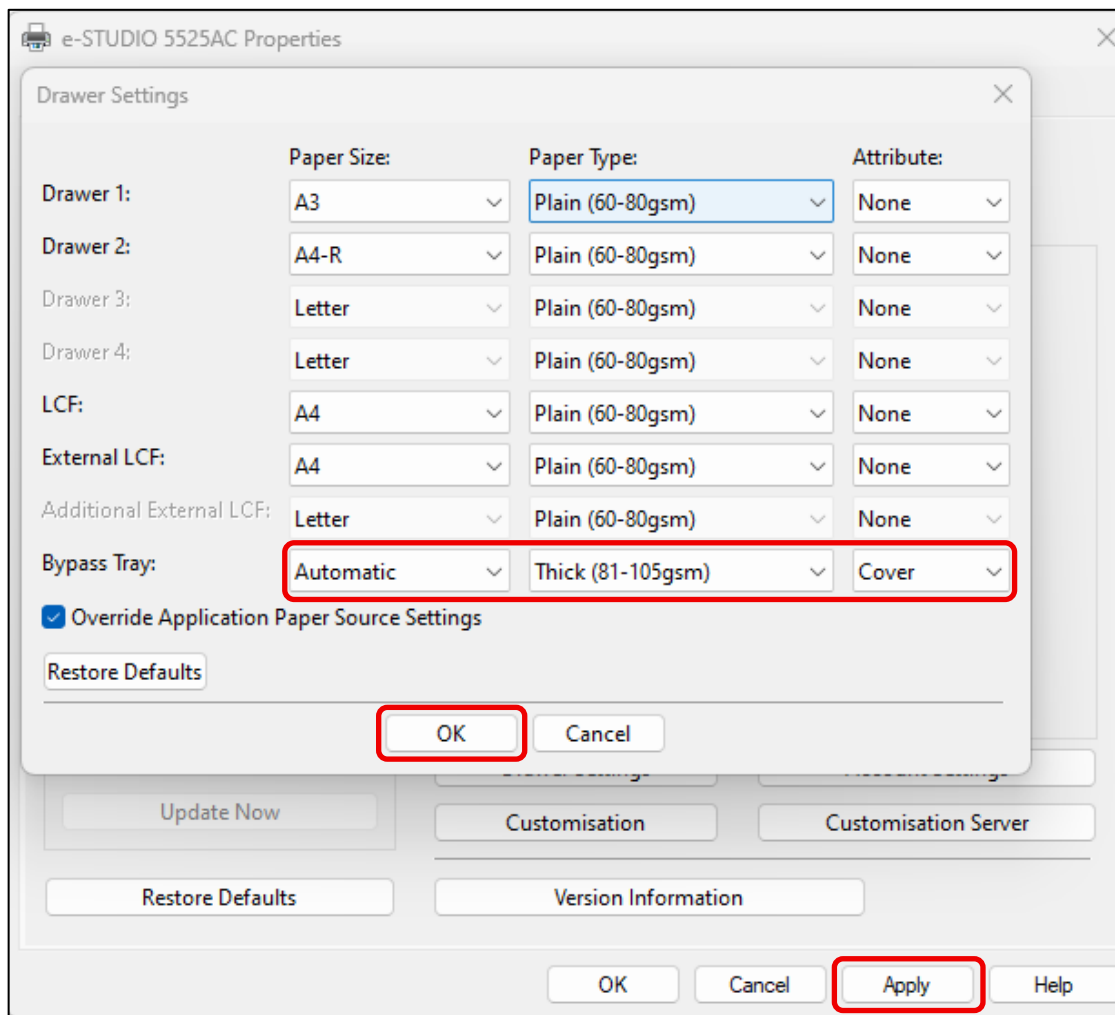
Thick paper can be used as a cover whether it is pre-printed or not to the source drawer, for example, the Bypass tray.

Before printing the document with a Thick paper cover the following must be set prior to printing.

1. Open **[Devices and Printers → Printers and Scanners]**.
2. Select the Printer and select **[Printer Properties]**.
3. Select **[Device Settings]** and then **[Drawer Settings]**.



- For this example, setting the **[Bypass Tray]** for **[Thick]** paper.



- Click **[OK]** and **[Apply]**.
- Print the document following the steps with **Booklet Printing - Cover**  
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