

SCAN TO EMAIL

Compression Settings for Maximum Pages – eBN (copiers) only



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	

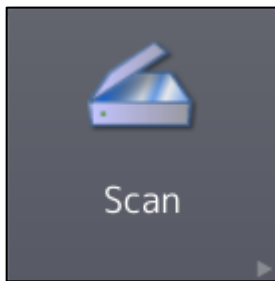
Increasing Compression

First section is setup on the device front panel

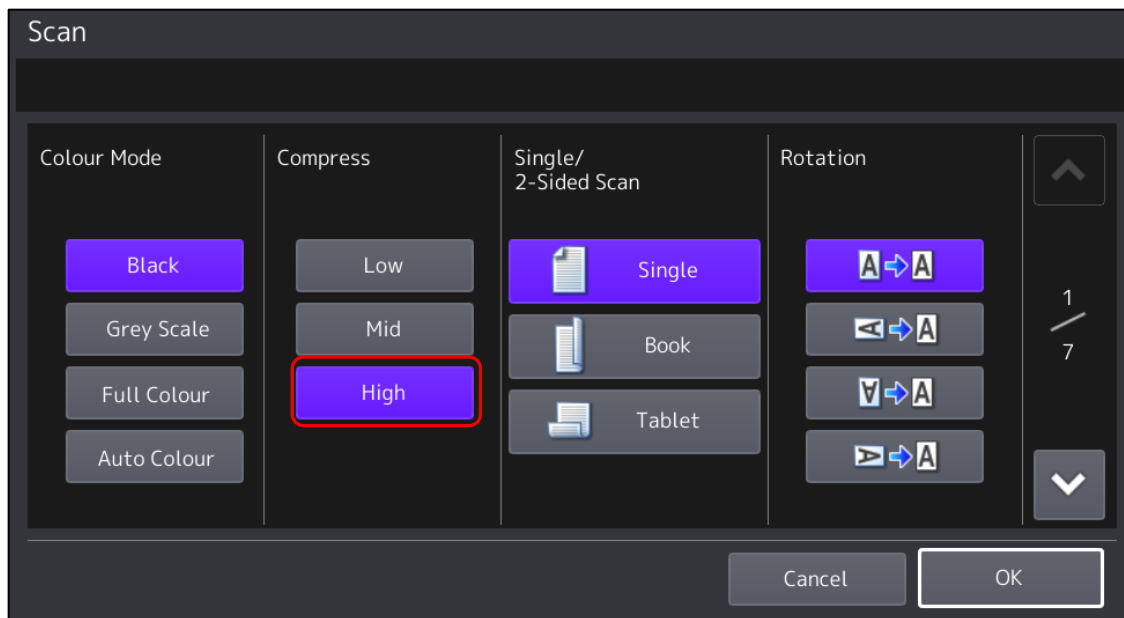
1. First press the “User Functions ~ User ~” button



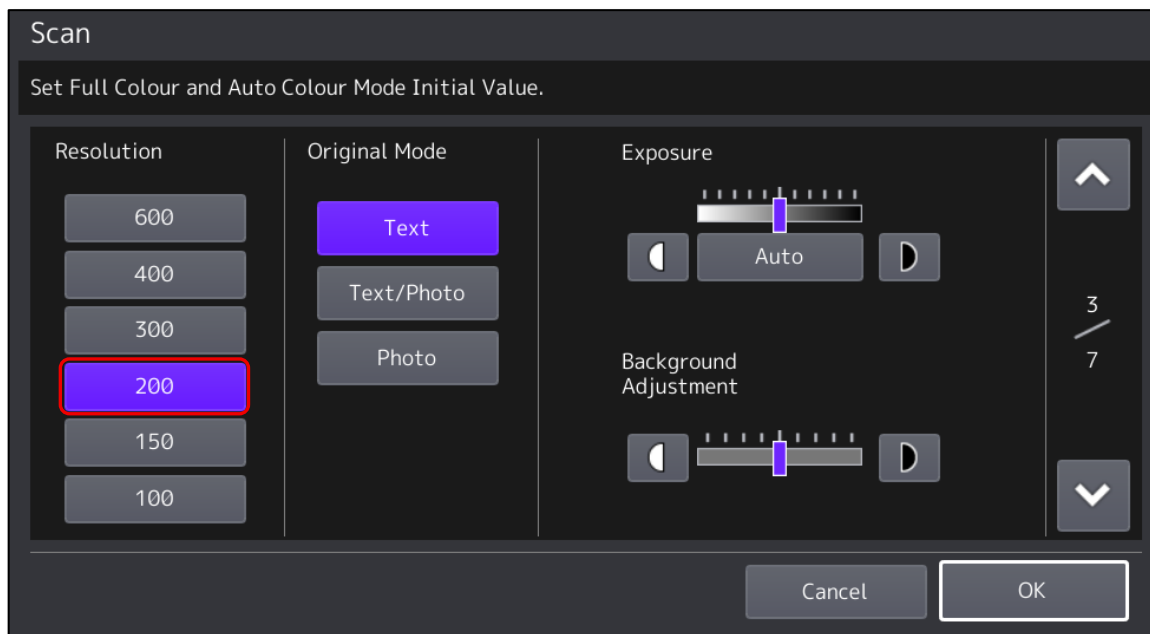
2. Next press on the “Scan” button



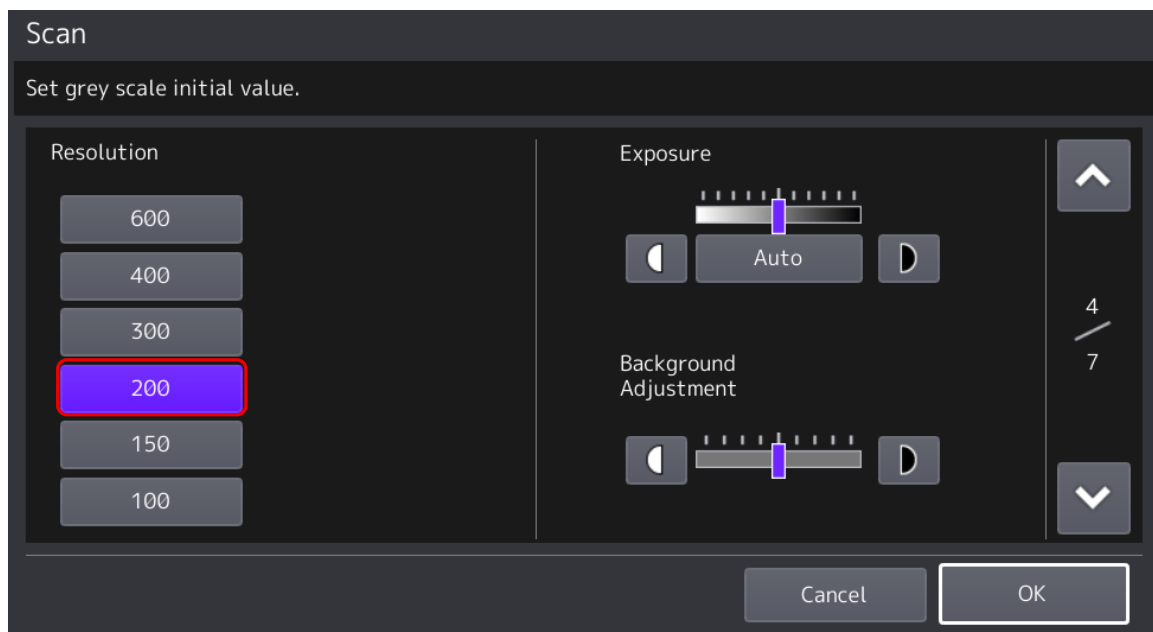
3. Change the Compress settings to “High”



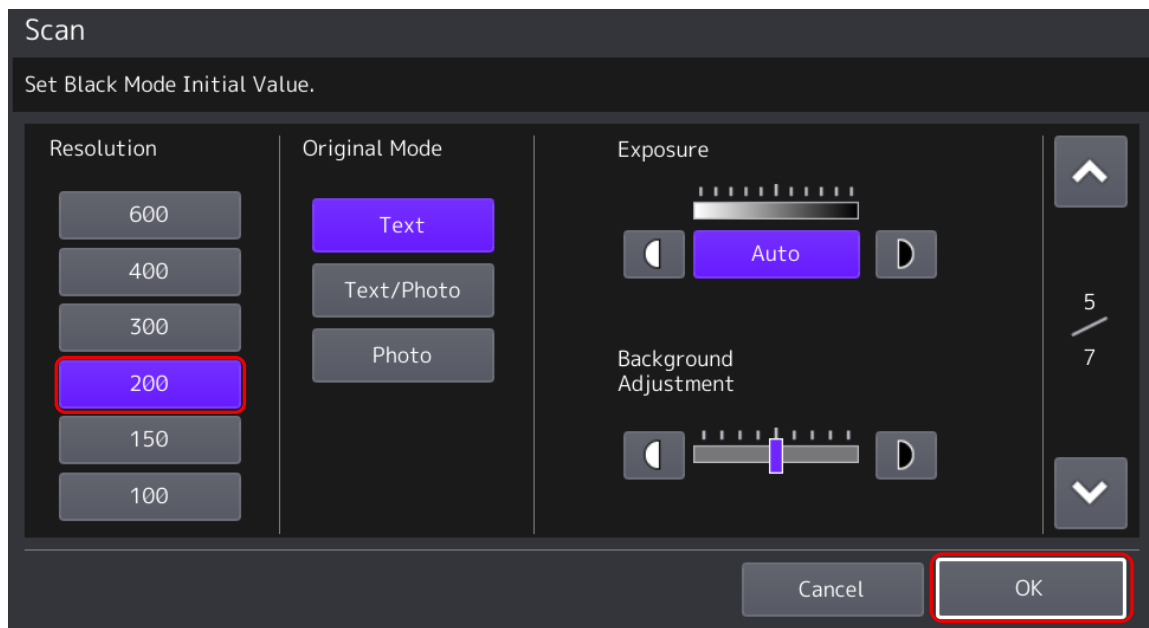
- Next, page down on the right-hand side of the screen to Full Colour and change to 200 DPI



- Next, page down on the right-hand side to Grey Scale and choose 200 DPI

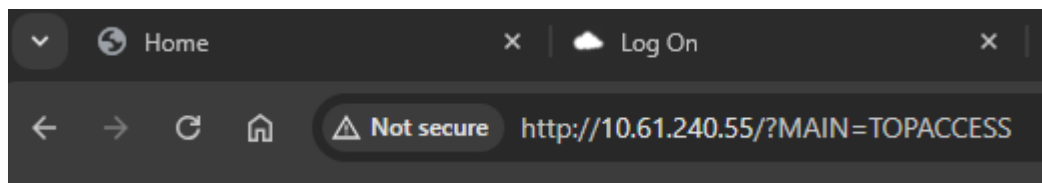


6. Last, do the same on the next page for Black and White, change to 200 DPI and press OK



If you are scanning to PDF in colour and require even more compression, please change the following under TopAccess. The machines we browser interface

7. Input your Printers IP address in your web browsers URL field, you only need the IP Address.



8. Here click on Login on the top Right of the screen. User is Admin, Password is 123456



9. Next click on Administration → Setup → eMail → General Setting



10. Change this to Slim PDF (Multi) and then click on Save



Note: These are optimal settings to increase how many pages you get through via email. 200 DPI being the lowest possible scan setting that still offers quality. The higher the DPI, the less pages you will receive. The higher setting for Dots Per Inch (DPI) will increase the scan size.

Please consider using Scan to Folder or a Cloud Service like OneDrive or Dropbox if your file sizes are too big to scan via email.