# 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  Vour Screen is currently being monitored.  Admin  12/11/2024 Job Status                            |            |

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 Space | //            |
| Symbol q w e r t y u i o p [ ] \   |               |
| Other Caps a s d f g h j k l ; '   | $\Rightarrow$ |
| Custom Shift z x c v b n m , . / @ +   |               |
| Space $\leftarrow \rightarrow$ 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<br>لائی<br>Wireless<br>Setting<br>کر<br>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<br>Scan | 2 2          |  |
| Change User Password             | 802.1X Settings | Service             | Close        |  |
| User                             | Admin           |                     |              |  |
| Your Screen is currently being m | onitored.       | 12/11/2024<br>09:42 | Job Status 🔋 |  |

6. Then choose "Paper Size Setting"

| Drawer |                                       |       |  |
|--------|---------------------------------------|-------|--|
|        |                                       |       |  |
|        |                                       |       |  |
|        |                                       |       |  |
|        |                                       |       |  |
|        | Paper Size Envelope<br>Setting Drawer | 2     |  |
|        | Setting Drawer<br>▶                   |       |  |
|        |                                       |       |  |
|        |                                       |       |  |
|        |                                       |       |  |
|        |                                       | 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<br>Prohibit<br>Allow | Drawer2<br>Prohibit<br>Allow           |
|                              | Cancel OK                              |

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

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

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

| Drawer                                |      |         |        |        |            |            |
|---------------------------------------|------|---------|--------|--------|------------|------------|
|                                       | Ci   |         |        |        |            | ش          |
|                                       | Size | A4      | A4-R   | A5-R   |            | ₽ <b>₽</b> |
|                                       | LD   | LT      | LT-R   | LG     | Auto(mm)   |            |
| A4 😋 🔲                                | B4   | B5      | B5-R   | FOLIO  | Auto(inch) | 1 2        |
| A3 🖃                                  | ST-R | СОМР    | 13"LG  | 8.5SQ  |            | 11         |
| A4 🗏 🗏                                | 8K   | 16K     | 16K-R  |        |            |            |
|                                       |      |         | Custom |        |            | $\Diamond$ |
|                                       |      | Paper T | ype    | Cancel | ОК         |            |
| Your Screen is currently being monito | red. |         |        |        | 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         |           | C | Recycled<br>Paper |     |         |   | Usertype 🕞     |
| A3 🖃       | Attribute |   | None              | Ι   | Insert  | C | Cover          |
| A4 🔳 🗏     |           | * | Special           | F   | Fax     |   |                |
|            |           | , | 1 Side            | ••• | Black   | • | 1Side<br>Black |
|            |           |   |                   | Ca  | ncel    |   | 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.