

# CHANGING PAPER TRAY SETTINGS

eBN Devices



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

## Device List

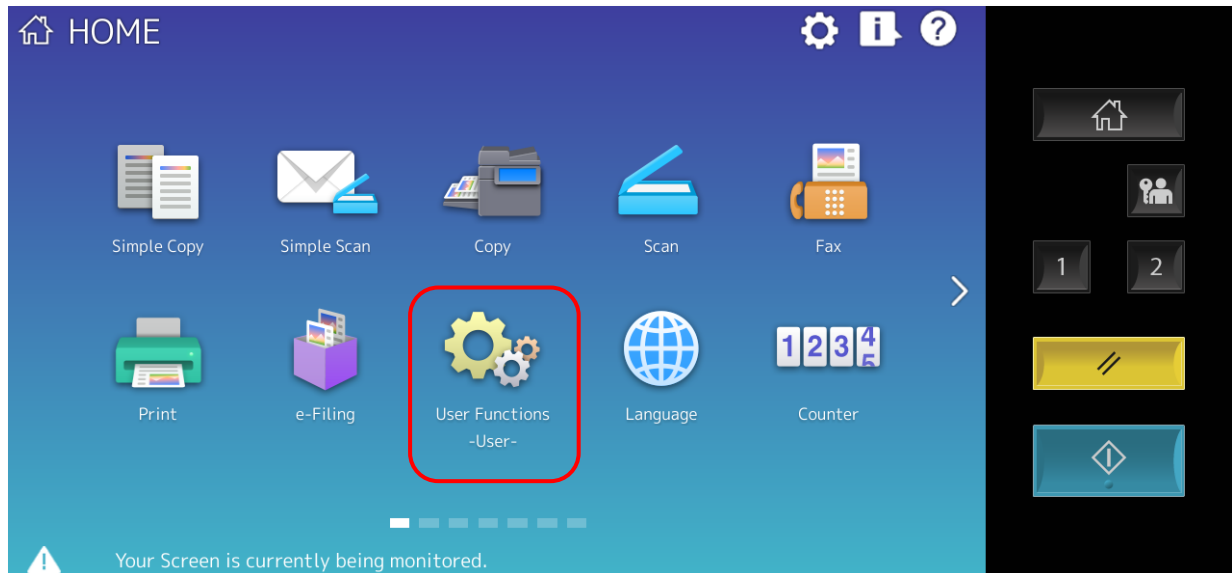
e-BRIDGE Next Series III	
Colour	
<ul style="list-style-type: none"> <li>▪ e-STUDIO2020AC / e-STUDIO2021AC</li> <li>▪ e-STUDIO2525AC / 3025AC / 3525AC / 4525AC / 5025AC / 6525AC</li> <li>▪ e-STUDIO5516AC / 6516AC / 7516AC</li> </ul>	
Monochrome	
<ul style="list-style-type: none"> <li>▪ e-STUDIO2528A / 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

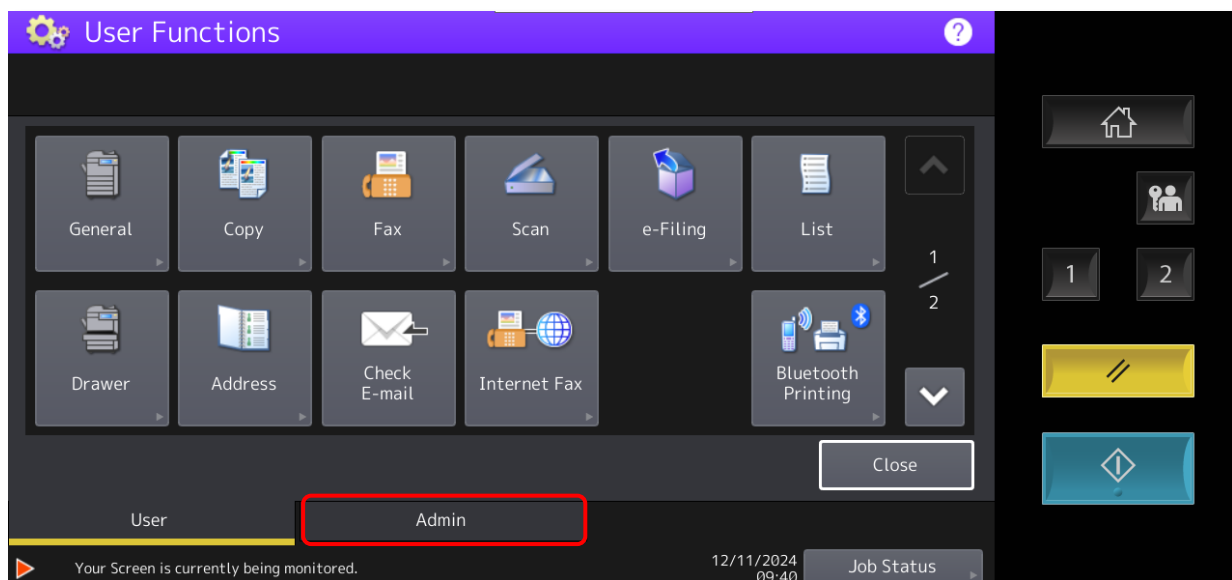
Before you do any of this, ensure you have cleared all print jobs.

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

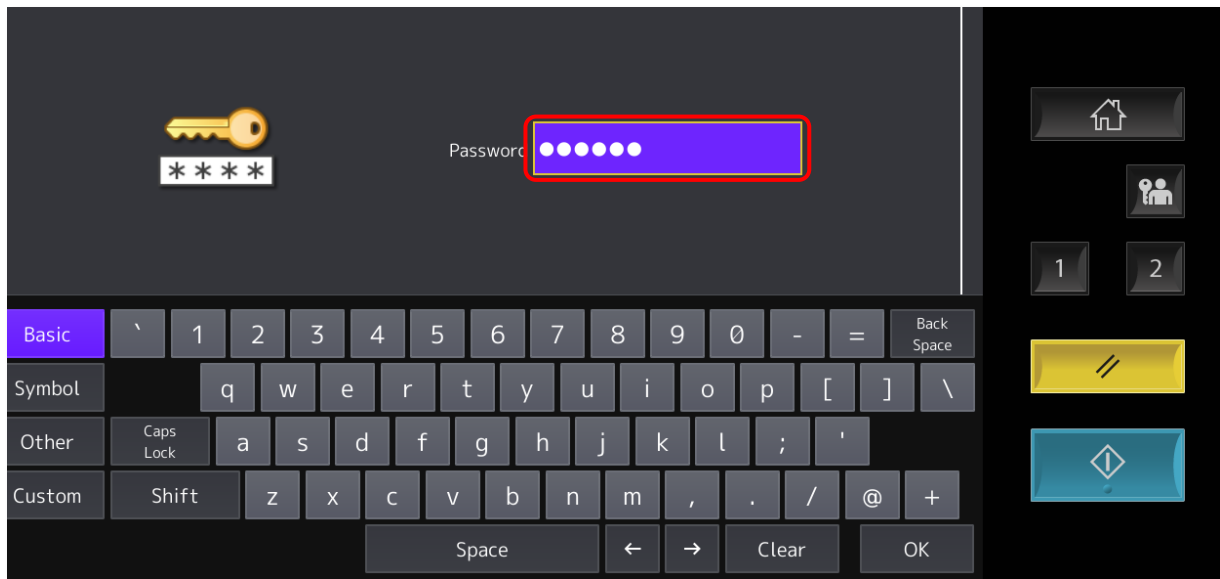
1. To change your tray settings. Press on “User Functions – User – “



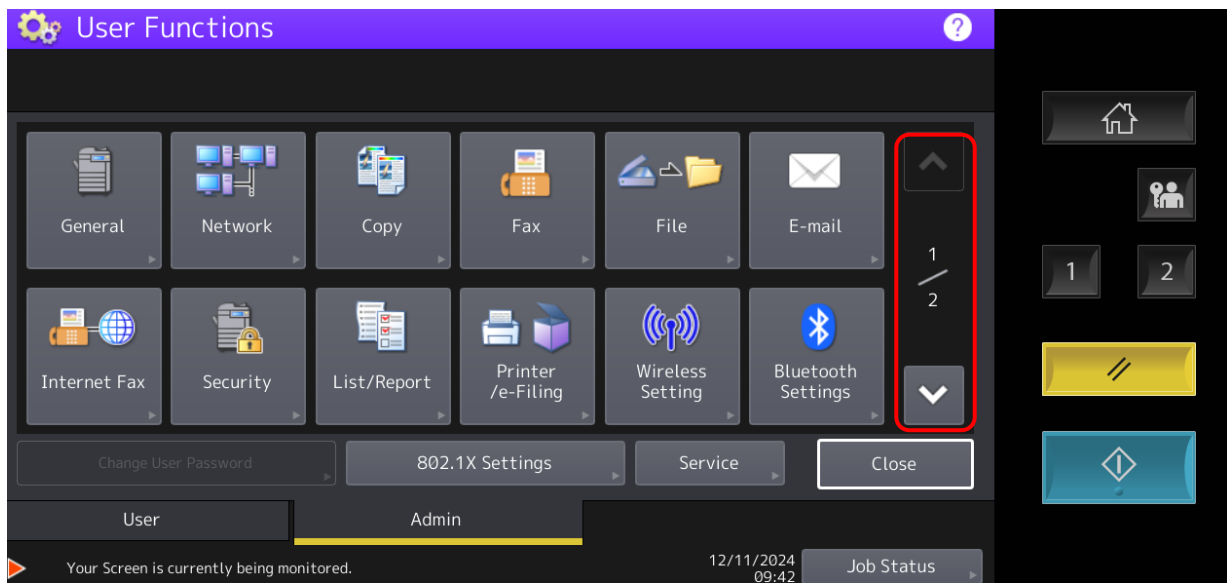
2. Press on “Admin” on the bottom of the screen



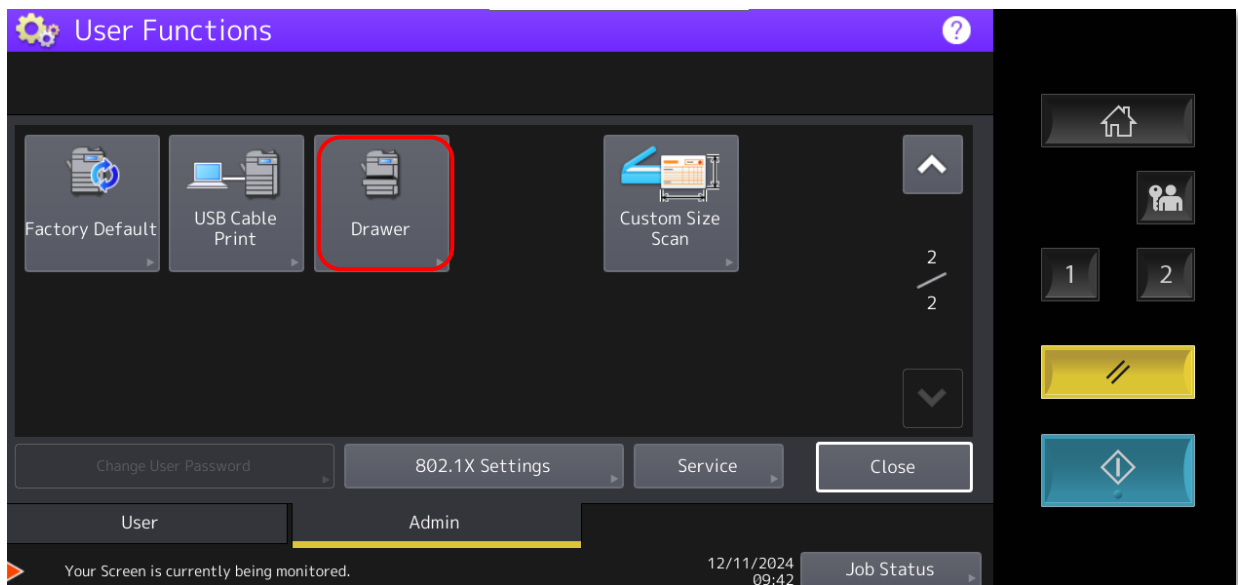
3. Login with 123456 (if this doesn't work speak with I.T they may have changed this)



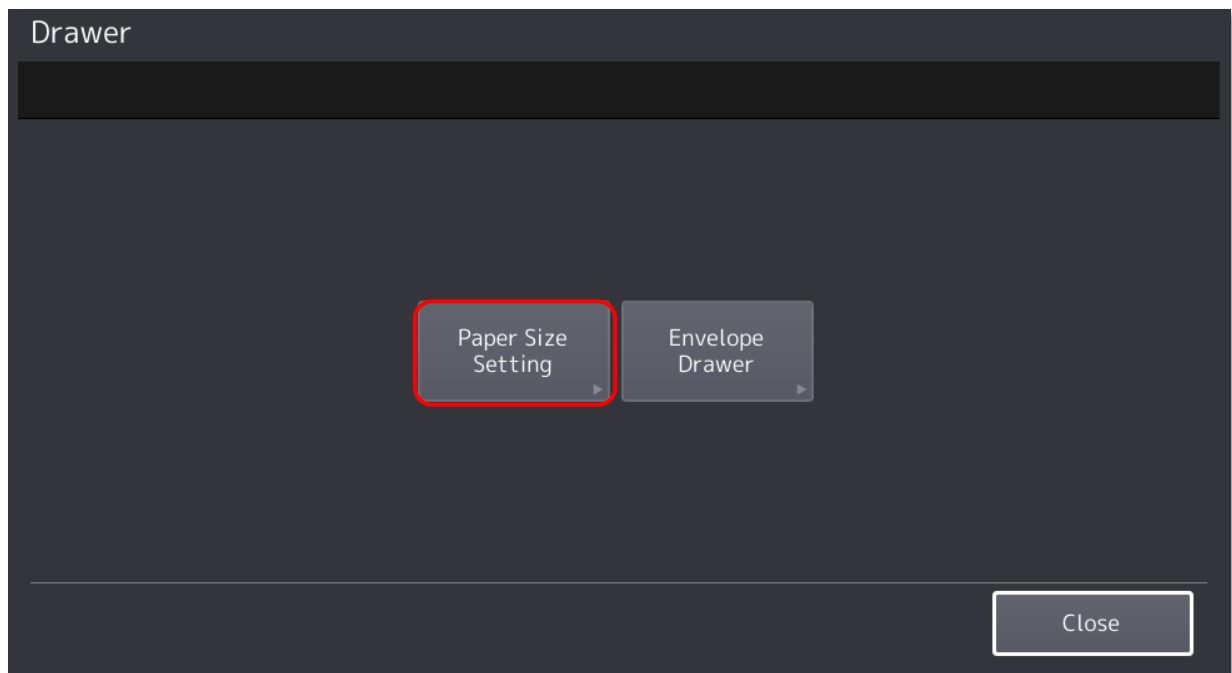
4. Page down on the right-hand side to page 2/2



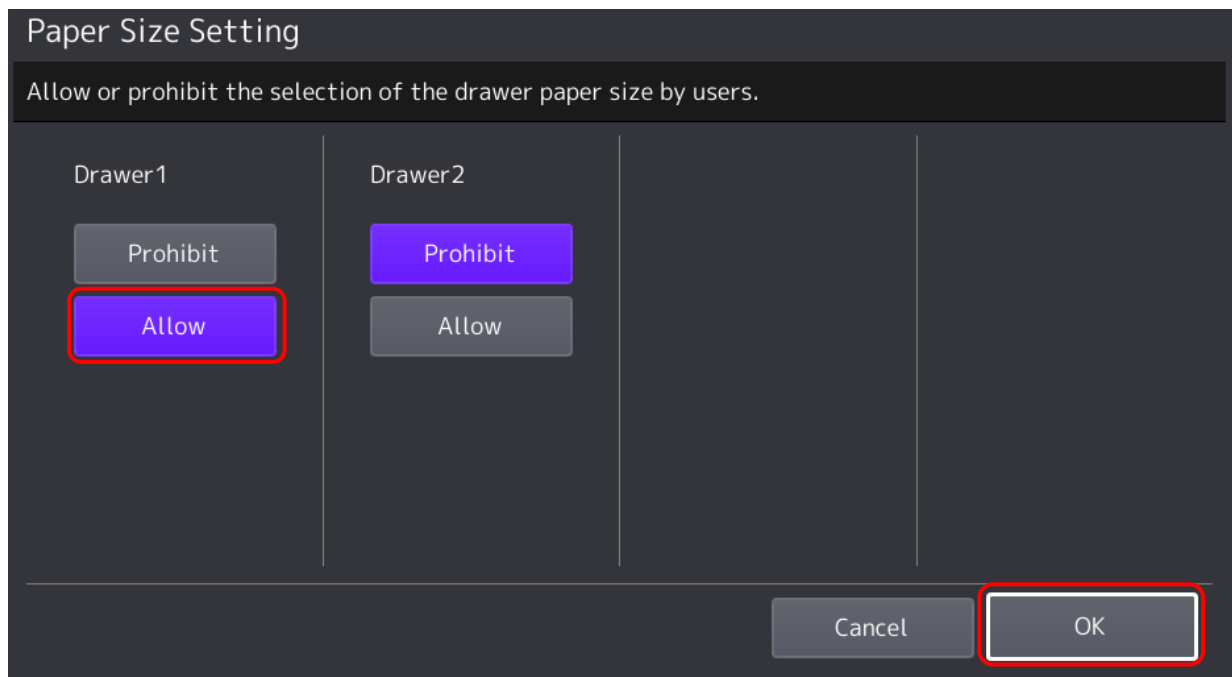
5. Choose "Drawer"



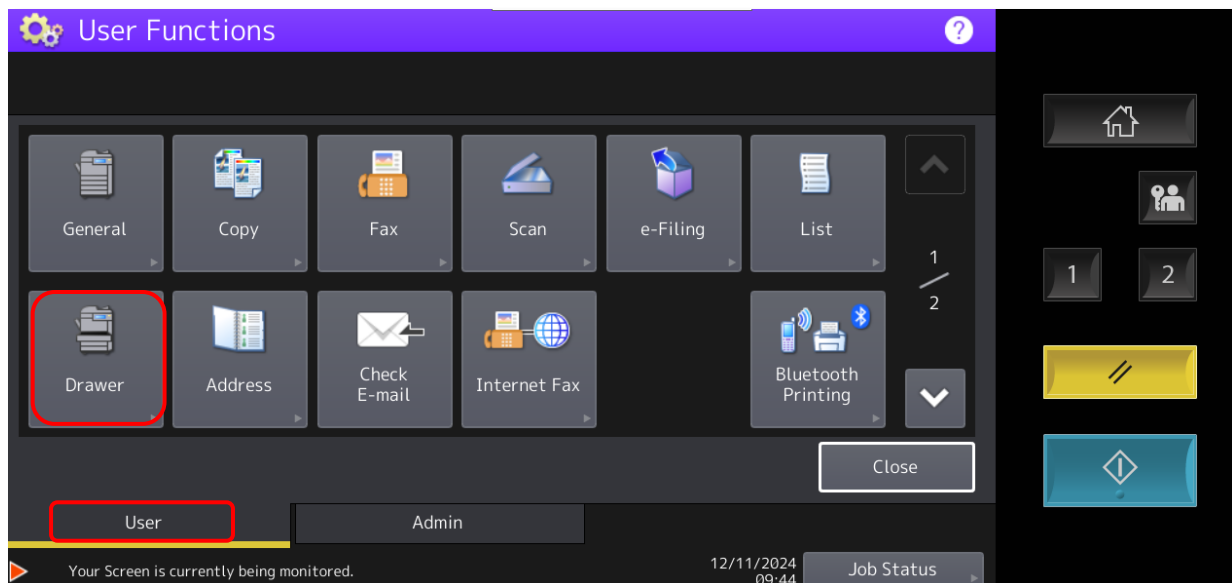
6. Then choose "Paper Size Setting"



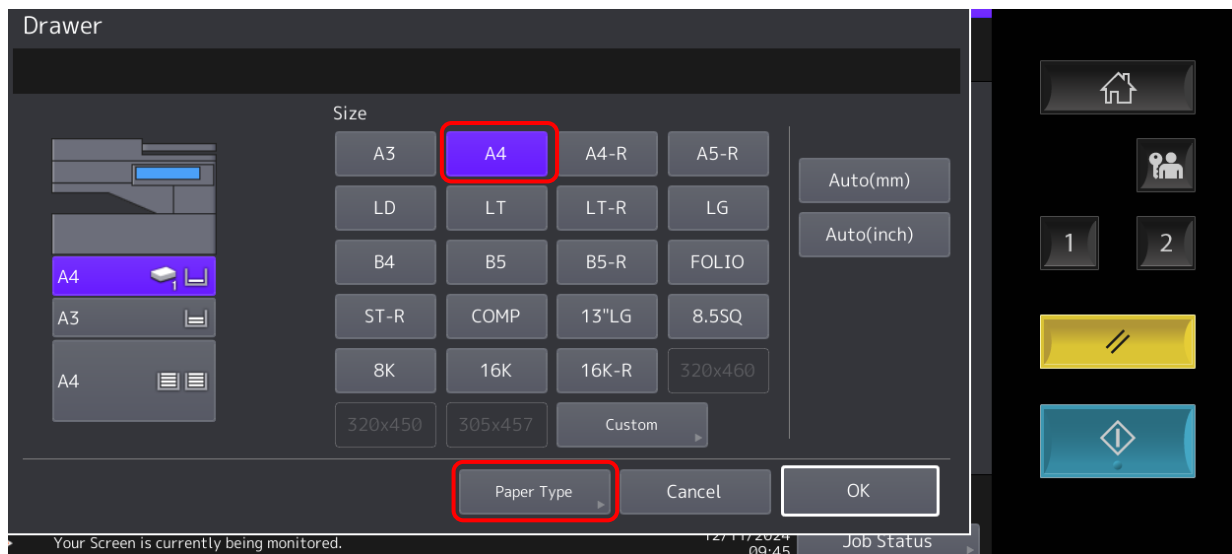
7. Press “Allow” on Drawer 1 or 2 depending on which one has the incorrect tray setting, and then “OK”



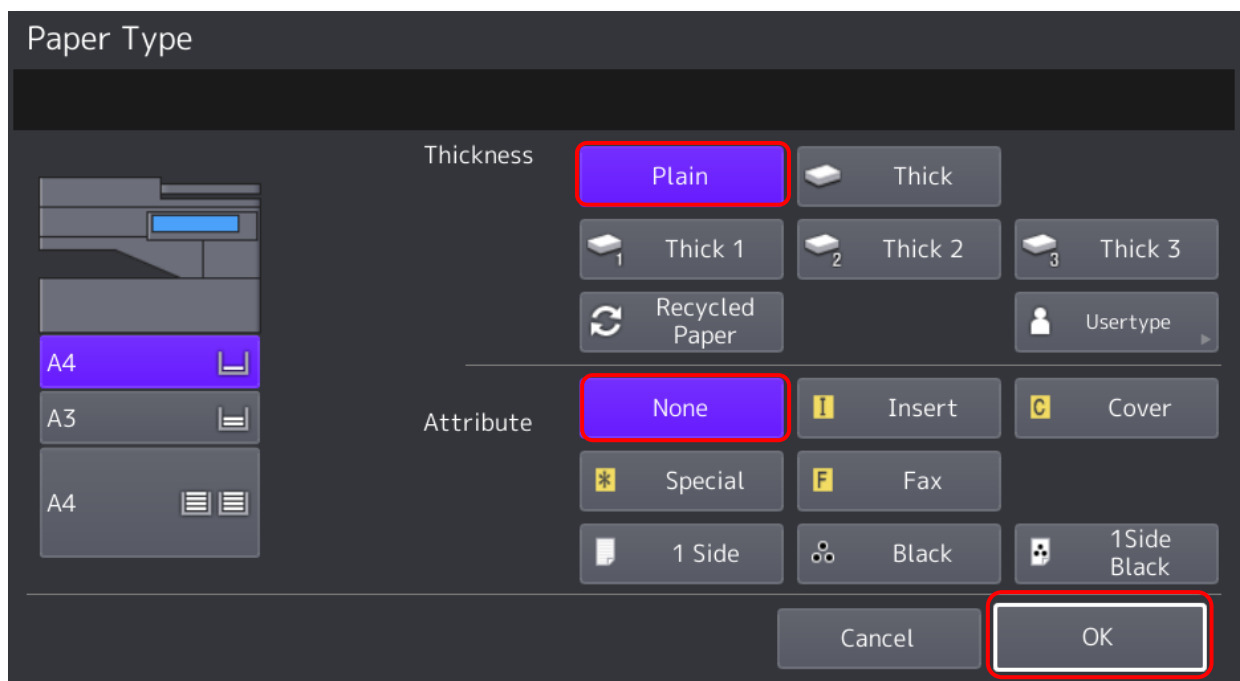
8. Press on “User” on the bottom left, then press on “Drawer”



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



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)



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