



KONICA MINOLTA

# Copying on Custom Paper Sizes

## Make & Models:

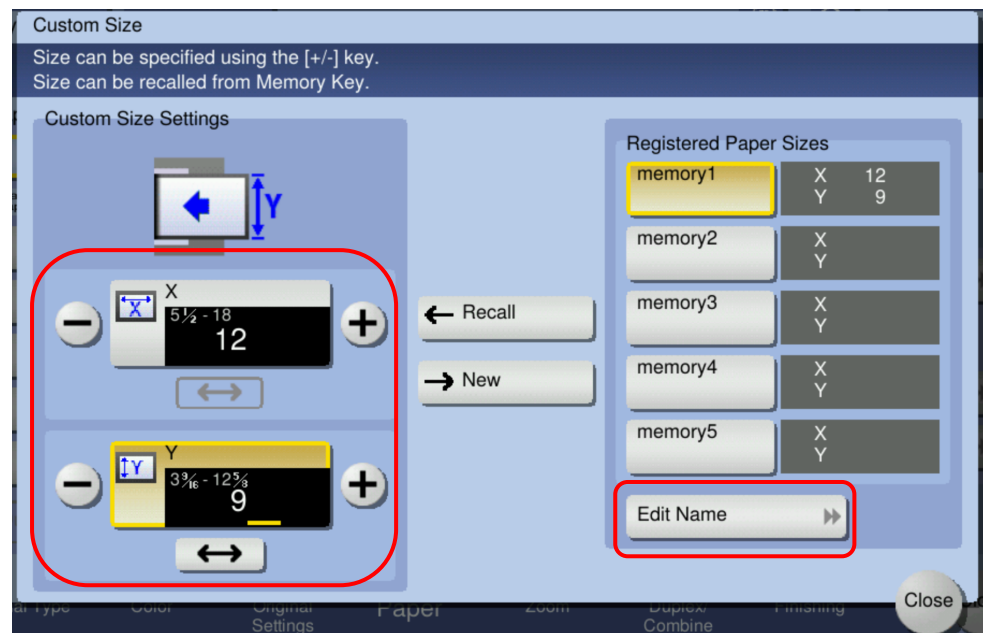
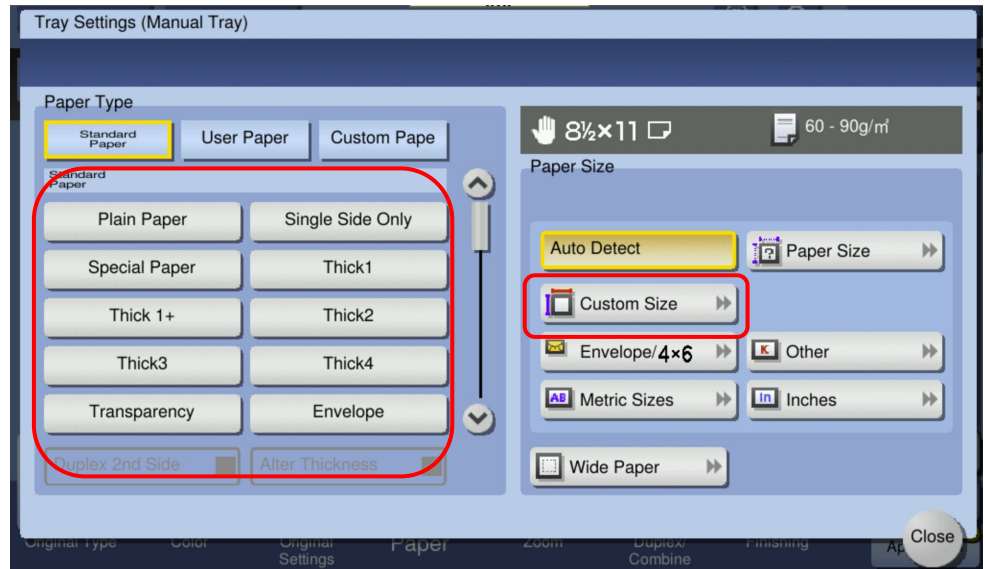
Konica Minolta bizhub: INFO-Palette Series copiers (model numbers ending in 4, 4e, 7, 8, 9 & i).



## What's It Do?

Bizhub MFP devices will automatically detect standard paper sizes, but not custom sizes. The bypass tray must be used for these stocks, and you must specify the size of the paper to ensure proper copying. Failing to do so will result in misfeeds.

1. Place the device in Copy mode.
2. Place your paper in the bypass tray (NOTE: the Bypass tray is the only tray that will allow for custom sizes).
3. If not printing on plain white paper, select your Paper Type from the popup. (See cheat sheet called Copying on Special Paper to help you determine your paper type if you are unsure).
4. On the right side of the pop up select Custom Size.
5. Use the + and - buttons to increase or decrease the size of your paper for both the X (Horizontal) and Y (Vertical) edges.
6. If this is a one-time copy on this custom size, select Close twice, and proceed with your copy job. If you use this custom size paper repeatedly continue to step 7.
7. To program this custom size select one of the empty Registered Paper Sizes buttons on the right of the screen and select New.
8. Once a custom paper size is programmed the Edit Name button will appear, allowing you to name your custom size paper.
9. Select Close to return to the copy screen.



To Recall a Pre-Saved Custom Size:

Follow steps 1-4 above. Select the Registered Paper Size you need, and select Recall. Select Close twice to return to the Copy screen.



## Tips & Tricks

- ◆ If you do not know what size your paper is you can lay it down on the platen glass in the top left corner. You will have rulers on both the X (Horizontal) and Y (Vertical) edges to help you measure your paper.
- ◆ Use the  $\longleftrightarrow$  to move the flashing cursor between the whole numbers and fractions to quickly set your sizes.