	Printing on Card Stocks — from PC's
Make & Models:	Konica Minolta bizhub: all A3/11x17 models. Does not apply to desktop Letter/A4 models.
What's It Do?	When printing on heavy weight paper or card stock, you must tell the device the correct weight to ensure proper print quality and to prevent jamming.

#### If you're making more than one trip to the copier, you're doing it wrong!

The most common error people make is to pre-load the bypass tray with the paper they want, yell out "NOBODY PRINT!!", go back to their computers and select the bypass tray from the printer driver, without selecting the proper paper type at any step along the way. Use the steps below to properly set up, and print the job so as to require only one trip to the copier and not have any wasted paper in the recycle bin.

INKJET

JEIDENCK

150

Sheets

 The 1st step of printing on any card stock is determining what Thick setting to use. To determine the proper one, you need to look for the GSM or g/m<sup>2</sup> weight on the package. (See pictures to the right). Note: do not use the lb weight.

#### Use the chart on the reverse of this cheat sheet to determine which Thick setting you need.

 INKJET Paper: make sure your paper is made for Laser Printers and/or Copiers. InkJet paper is coated to absorb cold, liquid ink and will not allow toner to fuse to it.

## **100** sheets feuilles 8½ in/po x 11 in/po 216 mm x 279 mm 200 g/m<sup>2</sup> 53 lb • 9 mil

65 lb.

176 a/m2

250

Sheets/Hoias

23.38 M Wt.

.5 X 1

216 x 279 mm

**COVER STOCK** 

pier couverti

TE

8.5 x 11"

180 a/m<sup>2</sup>

48 lb

216 x 279 mm

### When ready to Print:

- Click File, Print (or Ctrl P) to open the print dialogue box. Click Properties/Printer Properties/Printing Preferences to open the printer driver.
- Basic tab: Select the Paper Type from the pull down menu. Leave the Paper Tray set to AUTO!
- 3) Select any other settings you wish, click OK and send to print.
- 4) At the device, WHEN PROMPTED, load the card stock in the Bypass tray. Note: Print side is down. This will only be an issue if the cardstock is gloss coated on one side only.



# Tips & Tricks

When printing anything, the device will look for 2 things: the **SIZE**, and the **TYPE** of paper you have asked for. If either one of those two things does not match what is already loaded in the main trays (usually set to standard sizes, Plain paper type), then the device will automatically wait for you to load the paper in the bypass. This is why you don't need to pre-load your paper. This also minimizes the number of steps to print the job, and reduces opportunities for errors.



# **Paper Weight Equivalencies - iSeries**

### Maximum paper weight:

300 g/m<sup>2</sup> on iSeries: c250i - c750i and 300i - 950i devices 210 g/m<sup>2</sup> on iSeries: c3350i/c4050i, 4050i/4750i, c3351i/c4051i, 4051i/4751i

a/m <sup>2</sup>	Pand Danar		Offset/Book		Index Deper				a/m <sup>2</sup>
g/m	Bond Paper		Text Paper		index Paper		Cover Paper	I —	g/m
300	14 pt. Stock		TUIC		Л		110 lb. Cover		300
290			ТПС						290
280	<u>Max. 300 g/m<sup>2</sup>: c1</u>	50i	. c650i, c55	0i, (	:450i, c360i,	c3(	00i, c250i		280
270	12 pi Stock & 950i,	850 <i>1</i> ,	7501, 6501,	550i,	4501, 3601,	3001	_ 100 lb. Cover		270
260									260
2 <del>50</del>					_ 140 lb. Index		00 lb. Cover		250
2 <del>40</del>	10 p <mark>i. Stock</mark>								240
230			ТНІС	K	3				230
220			IIIIO		5				220
210							_ 80 lb. Cover		210
200					110 lb Index				200
190	9 pt. Stock								190
180	_		THIC	K	2				180
170	<sup>8 pt</sup> . Stock Max 2	10	$a/m^2$ . All so	 a 2//	100 lb. Index		_ 65 lb. Cover		170
1/0			110 lb. Offset	an	idenes mi i	3			100
160					90 lb. Index		_ 60 lb. Cover		160
150	40 lb. Bond		100 lb. Offset						150
140			THIC	K	1+		50 lb. Cover		140
130			_ 90 lb. Offset						130
120			80 lb Offcot						120
110				K	1		40 lb. Cover		110
1 <del>00</del>	28 lb. Bond	D	70 lb. Offset	Λ					100
90	24 lb. Bond		60 lb. Offset						90
80									80
70	20 lb. Bond		50 lb. Offset			_	1		70
60	16 lb. Bond		40 lb. Offset	K	NORI				60
50									50
00									



\*Check paper packages to determine correct paper weight setting for the Konica Minolta devices. Use g/m<sup>2</sup> (or GSM) value.

