



KONICA MINOLTA

Printing on Custom Paper Sizes (MAC)

Make & Models:

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

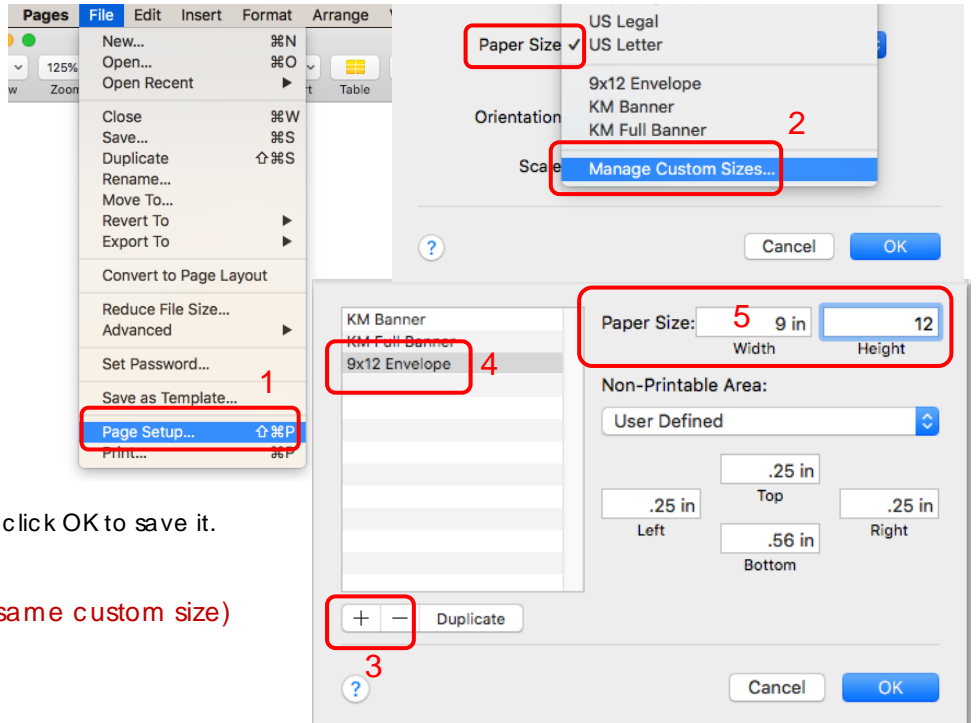


What's It Do?

When designing files and/or printing on custom paper sizes, you must specify the size of paper you will be feeding through the bizhub device through the bypass tray. Failing to do so will result in a misfeed.

1 Time Custom Size Setup

- 1) From any open file in any program, click File, and select Page Setup.
- 2) From the Paper Size menu scroll down to the bottom and select Manage Custom Sizes.
- 3) Click on the + icon to create a new custom size.
- 4) Click once on the name of the custom size (initially called Untitled) to change the name so you can select it more easily later.
- 5) Enter the size of the paper (see Important Notes section below for notes on sizing), and click OK to save it.

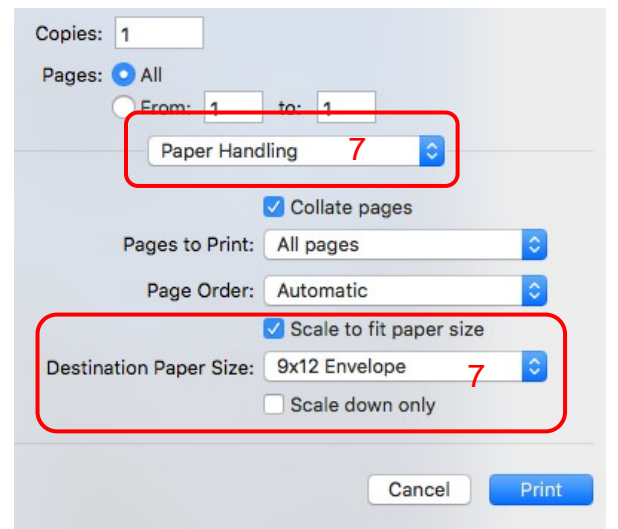


When Ready to Print

(skip to this part next time you print on the same custom size)

6. Click File, Print.
7. From the pull down menu select **Paper Handling**. If your document was created to the same custom size you programmed above, it will already be showing in Destination Paper Size (though grayed out). If your document is a different size than what you will be printing on (eg the default letter size), click the **Scale to Fit Paper Size** checkbox, and select your custom paper from the bottom of the pull down list.
8. Click Print to send to the device, and when prompted place your custom sized paper in the bypass tray.

**** Remember:** the steps above are for papers of custom sizes, but you must also tell the device if you are printing on different types of paper (eg cardstock). See the cheat sheets called **Printing on Special Paper** or **Printing on Cardstock** for notes on how to do this and what paper types to select.



*** IMPORTANT NOTES *** Please read:

- A) Since paper in North America is measured and cut in inches, to make sure your sizing is accurate enter your custom sizes in inches. If the measurements show centimeters, click Cancel in the Manage Custom Sizes popup (from step 2 above). Open your Mac's System Preferences, click on Language & Region (top row), click on Advanced (bottom right corner), and choose US as the Measurement Units. Go back to Manage Custom Sizes, and your measurements should now show in inches.
- B) It matters which measurement you enter in the Width box when creating your custom size. This is the side that is feeding into the device. For example, if creating a custom size of 10" x 13" (large envelopes), the width must be 10", since the devices cannot feed the 13" edge first. This would cause your custom size to not show up when selecting the paper when printing.