



KONICA MINOLTA

Printing on Special Paper (PC's)

Make & Models:

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



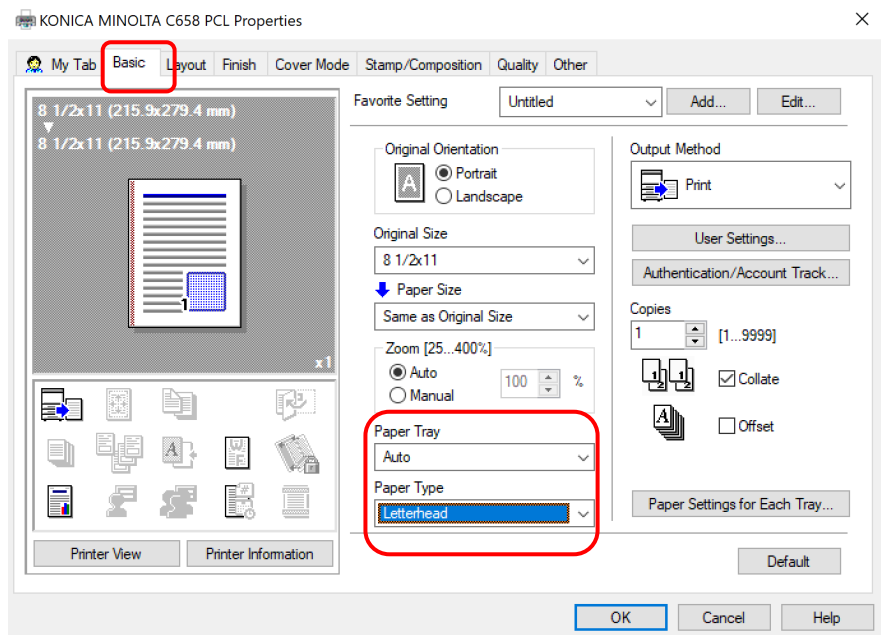
What's It Do?

This cheat sheet will help you print on paper that is different than the typical plain white paper that's pre-loaded in your device. This cheat sheet covers plain weight papers. For instruction on printing on cardstocks, please see the cheat sheet titles Printing on Cardstock (PC).



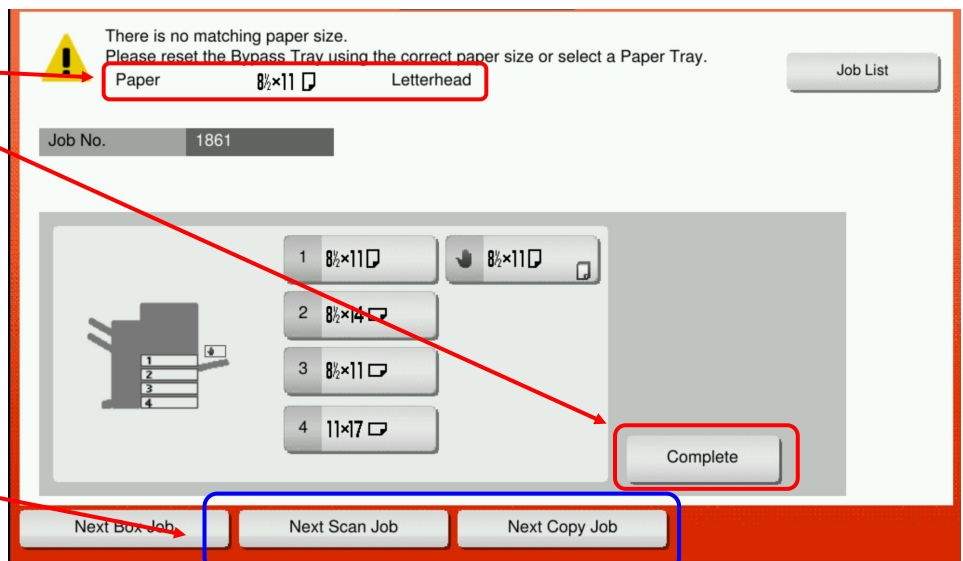
Simply placing your paper in the bypass tray, yelling out "Nobody Print!!" and then selecting "bypass tray" from your printer driver will not necessarily prevent the device from switching to a different tray if it runs out of your paper half-way through printing, or from someone else's job printing on your special paper. Use the steps below to ensure proper printing every time.

- 1) Click *File, Print* and then *Printer Properties* (or *Printing Preferences*) to open the printer driver.
- 2) From the *Basic* tab select the *Paper Type* you wish to print on.
Note: Leave the *Paper Tray* set to **AUTO!**
- 3) Select any other settings you need (eg. double siding, colour, etc).
- 4) Click *Ok* and then *Print* to send the job to the device.
- 5) At the device, when prompted, load your paper in the Bypass Tray as instructed. Press *Complete* on the screen (if required).



See reverse side for recommended settings for common paper types.

- ◆ Details of *Size* and *Type* of paper device is looking for.
- ◆ **Complete** button is grayed out until device detects paper loaded in the Bypass Tray. (**Note:** if the paper you are using is the same as what the previous job required, then the device will treat it as the tray being reloaded, and will simply run without the need to press Complete).
- ◆ If this screen is active but this is not your job, simply bypass it by selecting *Next Copy Job* or *Next Scan/Fax Job* to complete your job without waiting.



Settings for Common Paper Types



Pro Tip: If you make more than one trip to the device to print on your special paper, you're doing it wrong! If you are worried about the device displaying the "No Matching Paper" screen until you arrive with your paper, consider using the Secure Print feature to have the device hold the job in memory until you release it with a password.

Your Paper Type	Setting to use in Printer Driver	Notes
Letterhead, Cheques, pre-printed stocks.	Letterhead	The Letterhead setting is for plain weight papers only. Cannot be used for pre-printed cardstocks.
Labels	Thick 1+	Warning: When a label is removed, glue is left behind on the sheet. When a partial label sheet is fed again, that glue can melt and stick to components in the device and/or other labels can peel off and get stuck inside. It's recommended that only full sheets of labels be used. *If you only need to print small quantities of labels on a regular basis, it's recommended that you use a label printer than runs on rolls.
Transparencies	Transparency (in B&W) Thick 4 (in Colour)	Use transparencies made for COPIERS or LASER PRINTERS only! Transparencies made for ink jet printers, or "for all markers" will melt when going through the fuser and cause severe and costly damage to your device.
Any plain-weight paper (up to 28lb bond) of any colour or coating	Special Paper, Coloured Paper, User Paper 1, 2, & 3.	If you need to distinguish your special papers more precisely than these built-in settings will allow, consider using Custom Paper Names. This feature needs to be turned on and set up in Admin mode, so contact your device administrator for help with this feature.
Cardstock	Thick 1, 1+, 2, 3, & 4	See cheat sheet called "Printing on Cardstocks" for instructions on determining what thickness setting to use, and for steps on proper printing.

***NOTE:** Construction paper is not recommended on Konica Minolta devices. Construction paper is very fibrous and those fibers come off the paper and contaminate the machines, which will result in Service calls.



Tips & Tricks—Loading Paper in the Bypass Tray

- ◆ From the bypass tray all paper types will print on the bottom side, except for the Letterhead paper type.
- ◆ When selecting Letterhead paper type from your driver, load the paper in the bypass tray face up so that you can read it, ie. Print face up, top of letterhead near the back of the device, bottom of letterhead nearest you.
- ◆ Bypass tray will hold up to 150 sheets of plain weight paper.