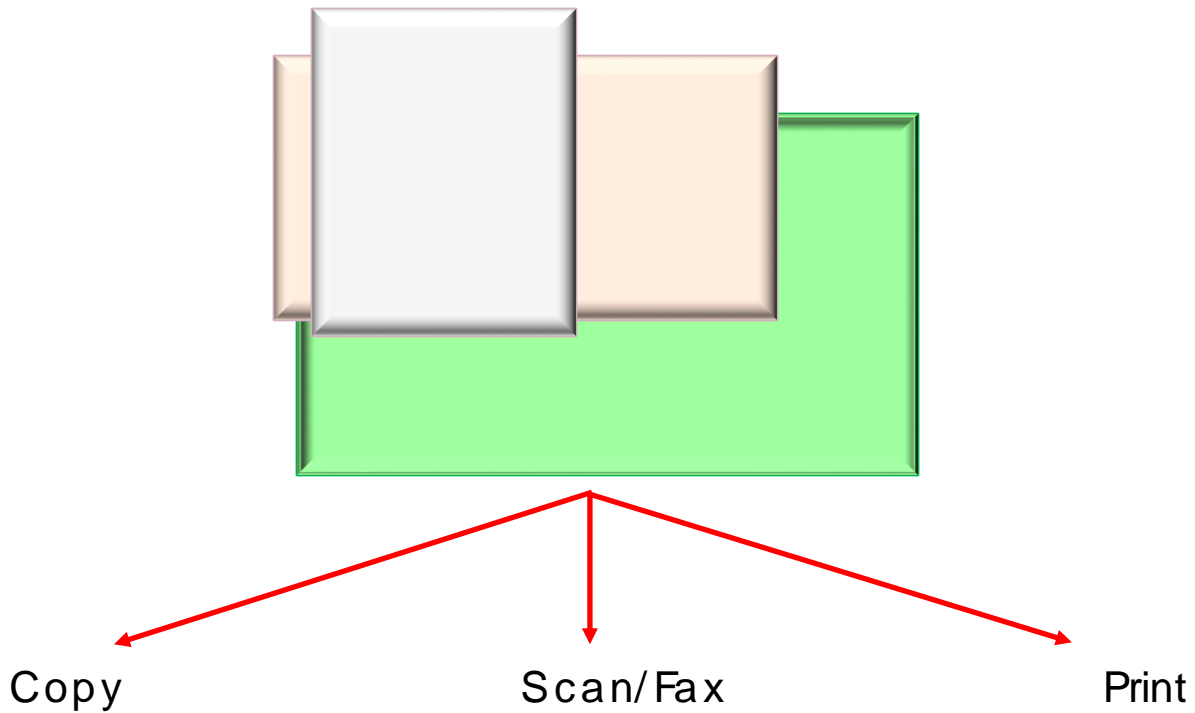|	Mixed Size Documents
Make & Models:	Konica Minolta bizhub: INFO-Palette series (model numbers end in 4, 4e, 7, 8 & 9)
What's It Do?	When you need to Copy, Print, or Scan documents containing multiple standard sizes (Statement, Letter, Legal, Tabloid), you can you the Mixed Originals function to perform the task in one step, rather than separating the document into its component sizes.

Copy   Scan/Fax   Print

Tips & Tricks

The Mixed Original feature works with standard sizes only: Statement (5.5" x 8.5"), Letter (8.5" x 11"), Legal (8.5" x 14"), and Tabloid (11" x 17").

Copying Mixed Size Documents

KONICA MINOLTA

You have two options when copying mixed size originals:

1. Leave copies the same size as the originals (device pulls from different trays)
2. Copy everything to one common size (device pulls from the selected tray and enlarges/reduces documents to fit)

---

1. Place your mixed size originals in the document feeder. If you have papers with different widths place the smaller originals up against the top left corner of the document feeder. Adjust the paper guides so that they are flush against the largest paper width.

2. Select the Original Settings button on the panel. (Note: depending on your customized display, you may have a shortcut on the Function ribbons, or you may need to select the Application button and scroll through the options to find Original Settings).

3. Select Same Width (if your originals have the same width feeding into the document feeder, like letter and legal feeding in with the 8.5" edge), or Different Width (if your originals have different widths feeding into the document feeder, like tabloid's 11" edge and legal's 8.5" edge feeding in).

4. OPTION 1: Press Start. By default the device will leave the copies the same size as the originals and pull paper from different trays. *See Tips & Tricks section below for notes on paper.

   OPTION 2: Select the paper tray from the Paper button that you wish the copies to print from. The bizhub device will automatically resize each original to fit onto the paper you selected. Then press Start.
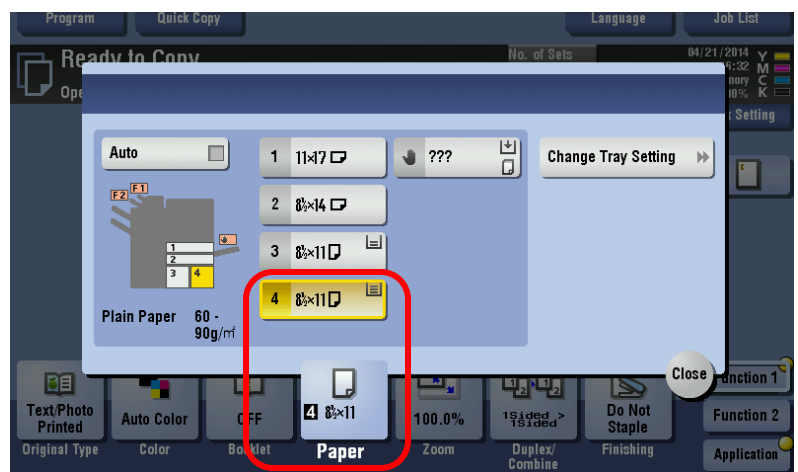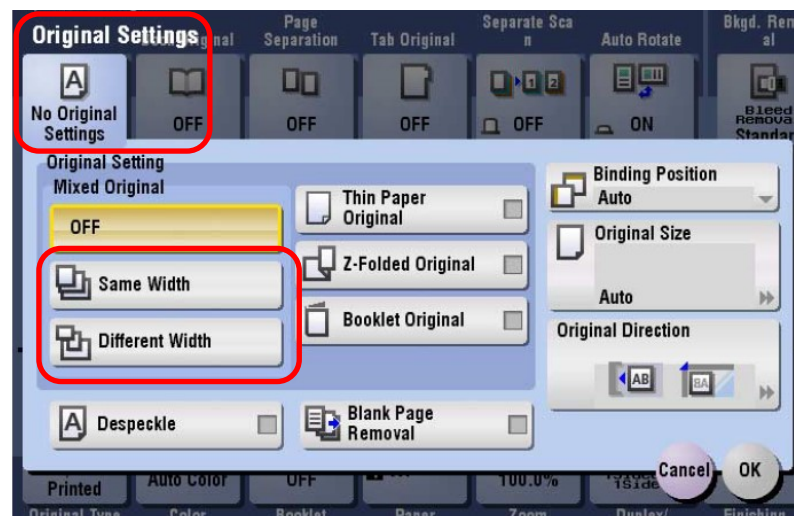
Tips & Tricks

* If choosing to leave the copies on the same size paper as the originals (zoom at 100%), and you load Letter paper in the document feeder in Landscape orientation (short edge feeding in), the device will need Letter paper loaded in landscape in one of the paper trays. The easiest tray to place the landscape paper in is the Bypass Tray. Load the paper when prompted by the device.
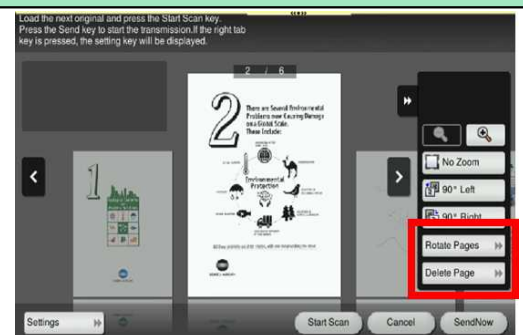
You can scan your mixed size document into one PDF or XPS file of multiple size pages.

This feature will not work with JPEG files, since all JPEGs are one page documents.

1. Place your originals in the document feeder. If you have originals with different feeding widths (eg. legal paper and tabloid paper), place the smaller papers in the top left corner of the document feeder.

2. Select the Scan/Fax function option.

3. Select a scan/fax one-touch destination or manually enter your destination.

4. On the screen select the Original Settings button.

5. Select Same Width or Different Width Mixed Originals accordingly.

6. Optionally, you can set the Original Direction to specify the direction of the text, so that when your file is opened the images will be in the proper orientation.

7. Select any other settings you wish (resolution, double siding, file type, etc.) and press Start.
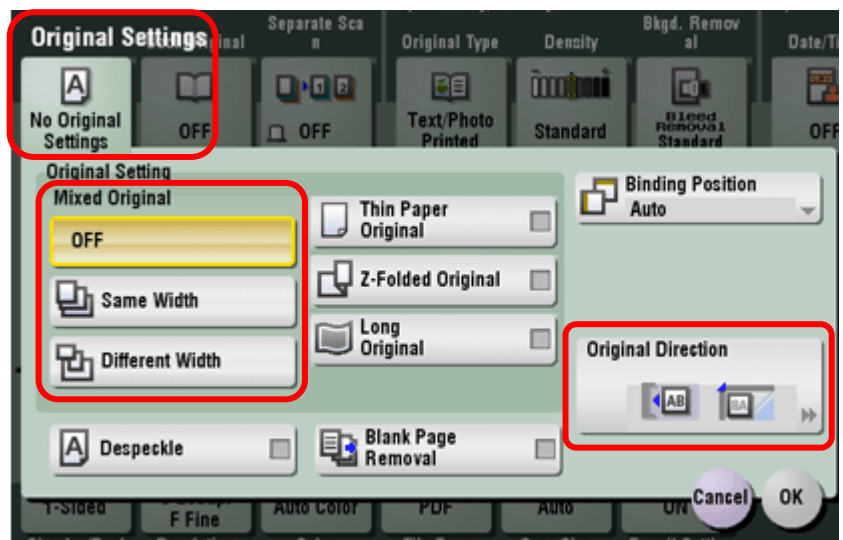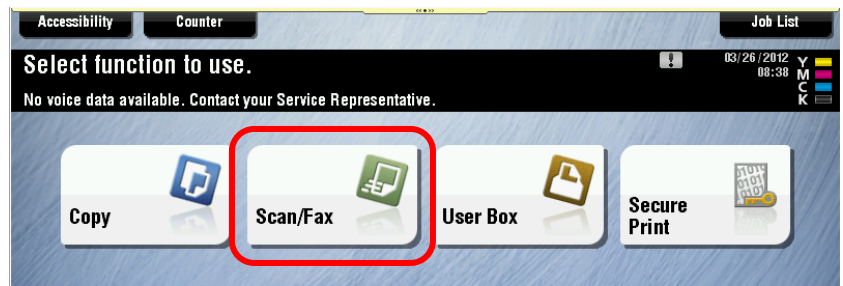
Tips & Tricks

By selecting the Preview button instead of selecting the Start you can see a preview of your document before it is scanned to you or faxed. In preview you can rotate pages that are not in the proper orientation, and/or delete any unwanted pages. You can scroll through the file with your finger and "pinch" the page in the foreground to rotate it OR select the double arrow at the right side of the screen and it will open up a window with other options.

KONICA MINOLTA

You can print your mixed size document to a bizhub device, leaving all page sizes the same as in the document (will not allow for automatic resizing to one common paper size).

*Note: No need to select any settings if printing mixed size documents from MS-Word or Excel.
The printer will detect the different size pages and print accordingly. For printing mixed PDFs see steps below:

1. Click File, Print.

2. On the Acrobat print dialogue box select the Choose Paper Source by PDF Page Size checkbox.

3. (PC) Click Properties to access the printer driver to select any other settings desired.

   (Mac) Click Printer to access the print options to select any other print settings desired.

4. Click Print to send your print job to the device.
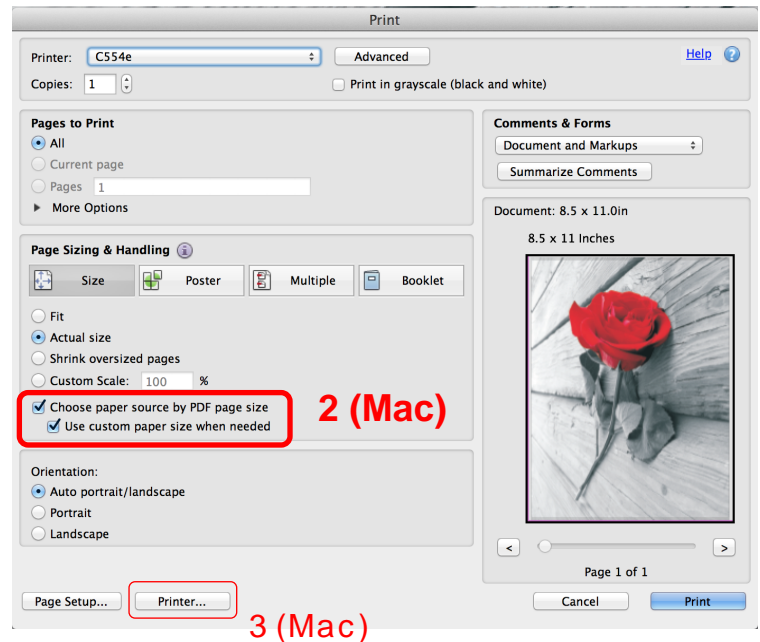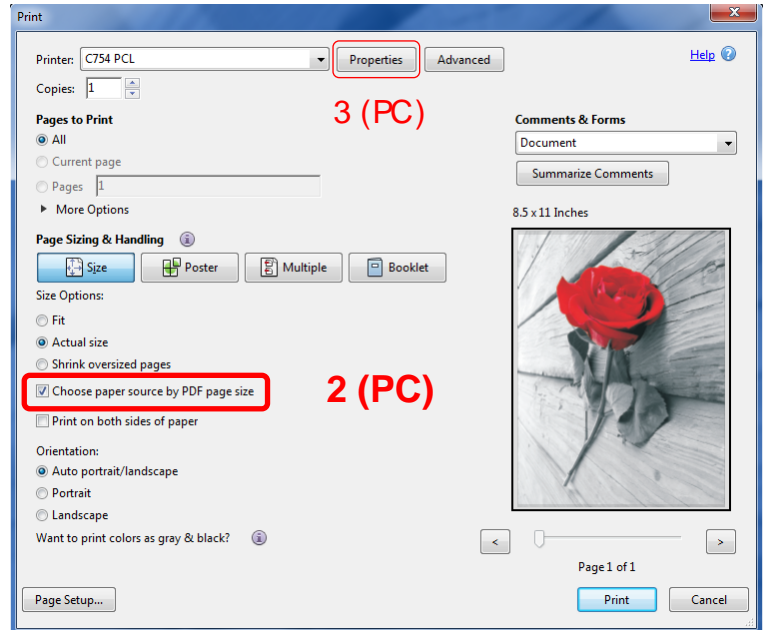
Tips & Tricks

When printing PDF files with mixed size pages from a PC you need to use the PCL (or XPS driver). Using the PS driver in conjunction with the *Choose Paper Source by PDF Page Size* option will cause your file to print as thumbnails in the corner of the paper.