



KONICA MINOLTA

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.

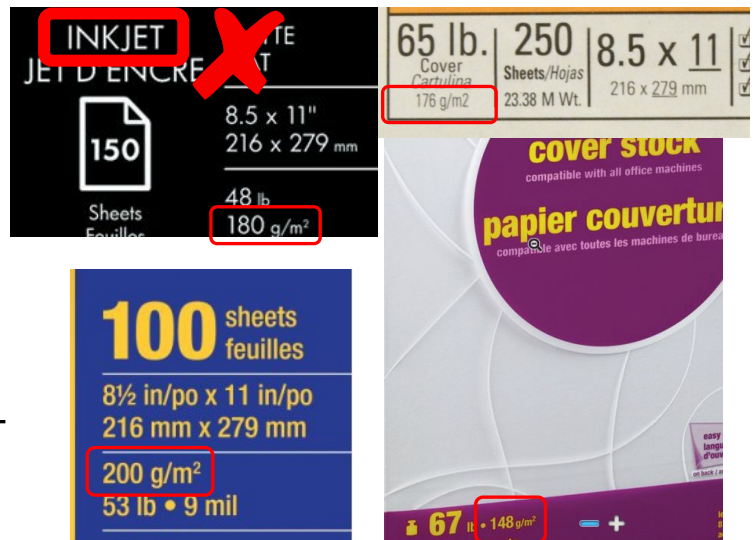
If you're making more than one trip to the copier, you're doing it wrong!

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.

- ◆ 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/m²** weight on the package. (See pictures to the right). Note: do not use the lb weight.

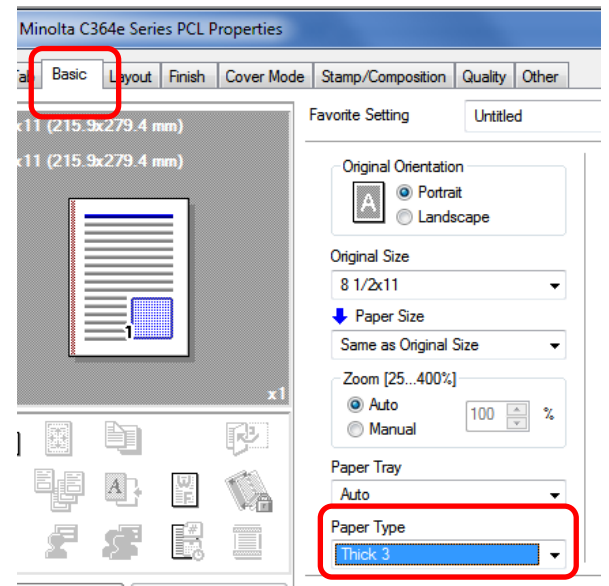
Use the chart on the reverse of this cheat sheet to determine which Thick setting you need.

- ◆ **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.



When ready to Print:

- 1) Click File, Print (or Ctrl P) to open the print dialogue box. Click Properties/Printer Properties/Printing Preferences to open the printer driver.
- 2) **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.



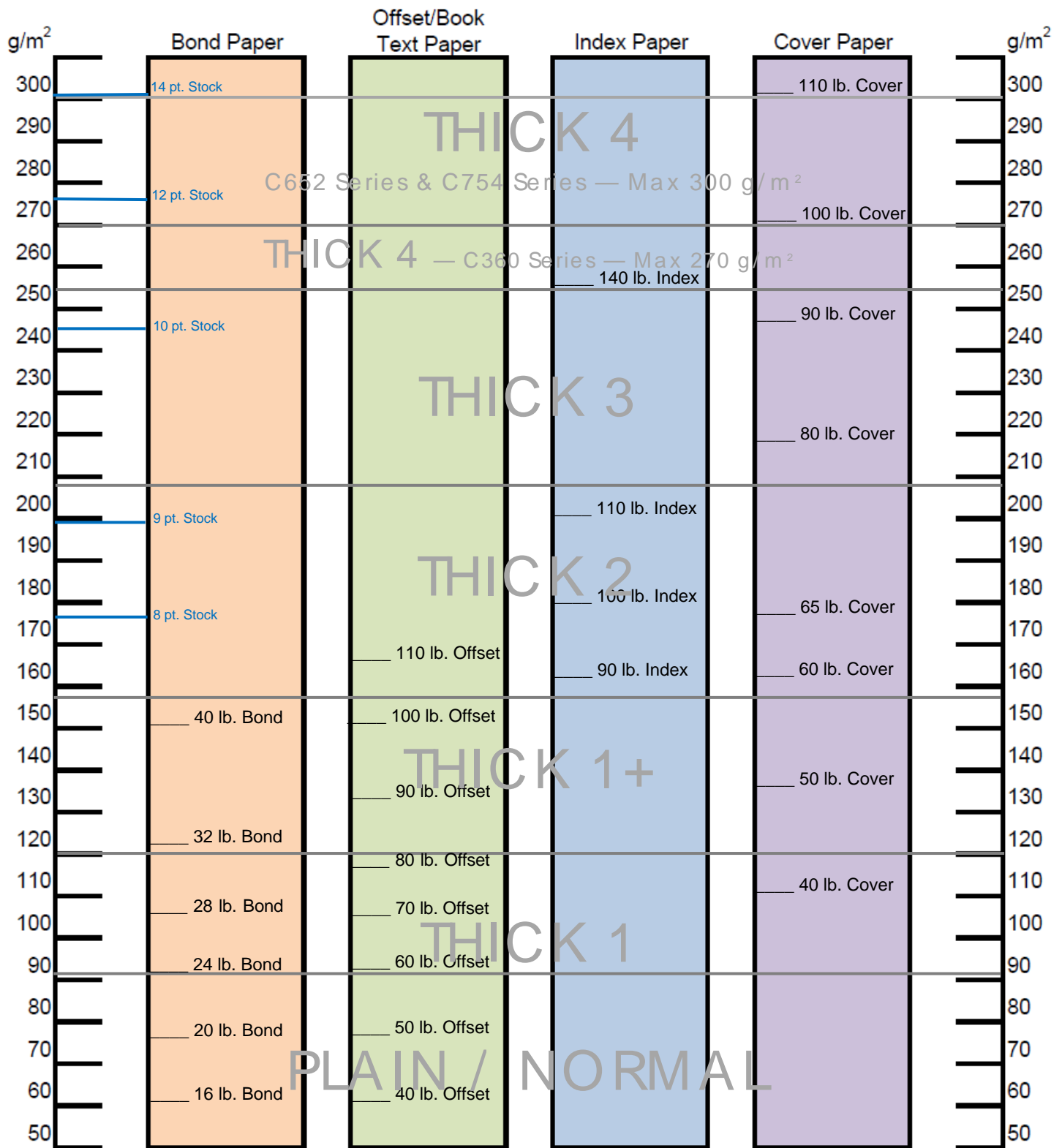
Tips & Tricks

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.



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Paper Weight Equivalency Chart



Konica Minolta Model Series	Max GSM	Konica Minolta Model Series	Max GSM
INFO-Palette Series (model numbers end in 4, 4e, 8, 9, i)	300	Bizhub 7 Series (model numbers end in 7), and all small, desktop models.	210