	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/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.

100 sheets feuilles 8½ in/po x 11 in/po 216 mm x 279 mm 200 g/m² 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"

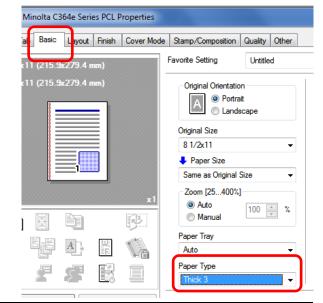
180 a/m²

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 Equivalency Chart

g/m ²	Bond Paper	Offset/Book Text Paper	Index Paper	Cover Paper	g/m ²
300	14 pt. Stock			110 lb. Cover	300
290		THI	CK 4		290
280	C6	52 Series & C754	Series — Max 3	00 g/ m²	280
270	12 pt. Stock			100 lb. Cover	270
260	TH	ICK 4 – c36	0 Series — Max 2 140 lb. Index	70 g/ m ²	260
250	_		140 lb. Index	90 lb. Cover	250
240	10 pt. Stock				240
230		THI	CK 3		230
220				80 lb. Cover	220
210					210
200	9 pt. Stock		110 lb. Index		200
190		71-11	$\sim x^2$		190
180	8 pt. Stock		100 lb. Index	65 lb. Cover	180
170		110 lb. Offset			170
160			90 lb. Index	60 lb. Cover	160
150	40 lb. Bond	100 lb. Offset			150
140 130		90 lb. Offset	CK 1+	50 lb. Cover	140 130
120	32 lb. Bond				130
110	000.0	80 lb. Offset		40 lb. Cover	110
100	28 lb. Bond	70 lb. Offset		40 lb. Cover	100
90	24 lb. Bond	60 lb. Offset	CK 1		90
80					80
70	20 lb. Bond				70
60	16 lb. Bond	40 lb. Offset	NORM	AL	60
50					50

Konica Minolta Model Series	Max GSM	Konica Minolta Model Series	Max GSM	
INFO-Palette Series (model numbers end in 4, 4e, 8, 9, i)	200	Bizhub 7 Series (model numbersend in 7), and all small, desktop models.	210	