



KONICA MINOLTA

# Copying on Special Paper

## Make & Models:

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



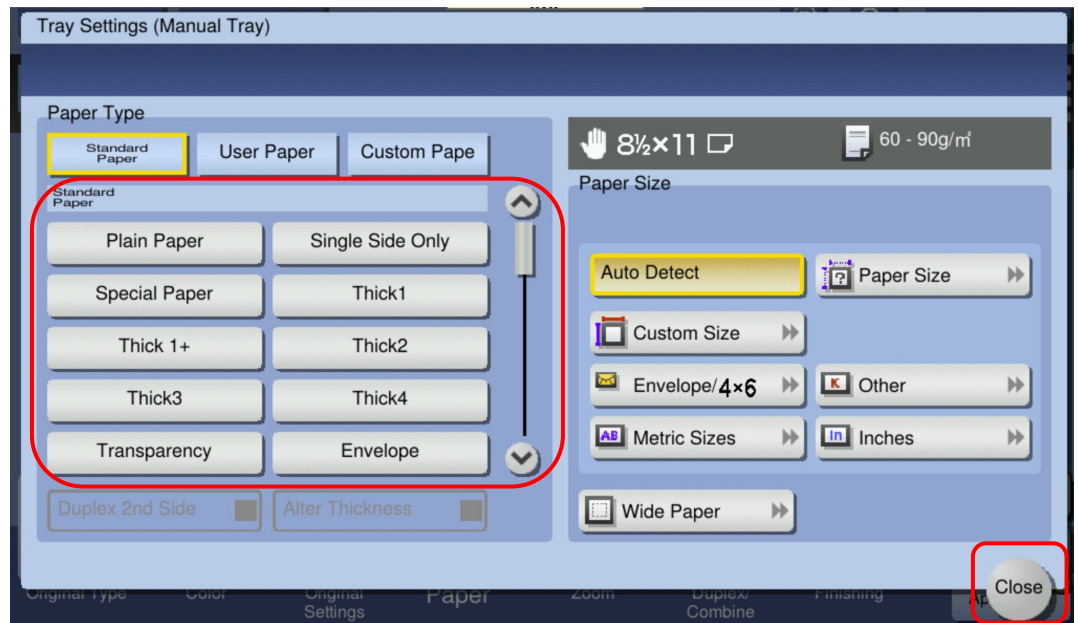
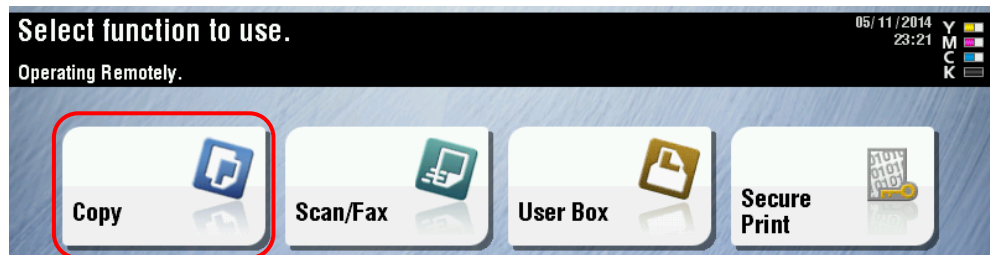
## What's It Do?

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 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 starting to print on your special paper if the main trays run out of plain paper. Use the steps below to ensure proper copying every time.

- 1) Log in (if device has user codes turned on).
- 2) Select the *Copy* function.
- 3) Place your paper in the bypass tray.
- 4) Select the *Paper Type* from the screen that pops up. Press *Close* to close the pop up screen.
- 5) Select any other setting you need.
- 6) Press *Start*.



See reverse side for recommended settings for common paper types.



## 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.

# Settings for Common Paper Types

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+	<b>Warning:</b> 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. <b>It's recommended that only full sheets of labels be used.</b>  *If you only need to print small quantities of labels on a regular basis, it's recommended that you use a label printer that runs on rolls.
Transparencies	Transparency (in B&W) Thick 4 (in Colour)	Use transparencies made for COPIERS or LASER PRINTERS only! Transparencies made for inkjet 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	Find the g/m <sup>2</sup> (or GSM) weight on the package of paper (*see pictures below). Use the screen to select the Thick setting that shows the range of weights that matches your paper.  <b>NOTE:</b> Do not use paper made for inkjet printers. That paper is specially coated to absorb cold liquid ink and will not allow toner to fuse to it.

**\*NOTE:** Construction paper should not be run on Konica Minolta devices. Construction paper is very fibrous and those fibers come off the paper and contaminate the machine, which will result in service calls.

