Banner Printing From MAC's

| Make & Models:	Konica Minolta bizhub: INFO-Palette Series copiers (model numbers ending in 4, 4e, 7, 8 & 9).
What's It Do?	Banner printing allows you to print on flat banner paper (but not rolled paper) that is up to 11.5" wide and up to 40" long.

Create your banner file to be the size of the paper you have purchased. (See note in Tips & Tricks box below for steps on creating a custom banner sized document). Once you're ready to print place the bizhub device in Banner Print mode:

♦ At the device panel press the **Menu** button.

♦ On the screen press the **Utility** button.

♦ Press **Banner Printing** and select **Allow**. The device is now ready to receive a banner print job. **Do not load the banner paper until prompted by the device!** Return to your computer and select the following print settings:
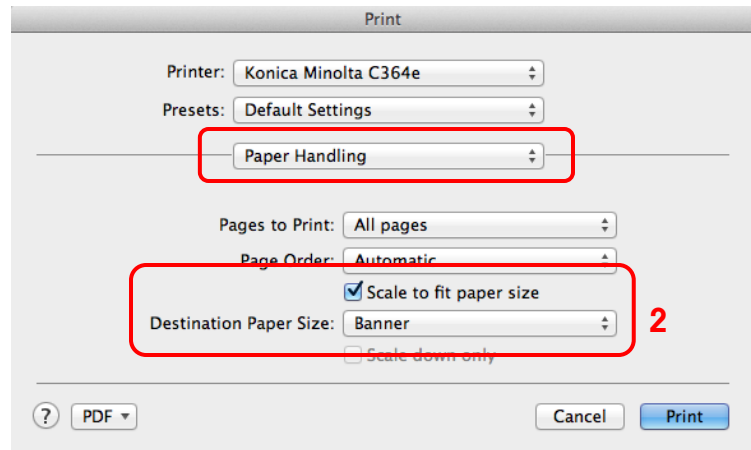
1) Click File, Print to open the print dialogue box.

2) **PAPER HANDLING Tab** — Check the box for Scale to Fit Paper Size. Scroll to the bottom of your **Destination Paper Size** pull-down menu to select the Banner size. (See Tips & Tricks section below for instructions on how to create this custom paper size).

3) **PAPER TRAY/OUTPUT TRAY Tab** — The driver will have changed the **Paper Tray** to Bypass Tray and **Paper Type** to Thick 1+ as soon as you selected the paper size in step 2. (Note, depending on your banner paper's thickness, you may need to change the Paper Type to Thick 2 or 3 by clicking on **Paper Settings For Each Tray**, selecting the Bypass Tray and changing the Paper Type setting to Thick 2 or 3)

4) Select any other settings you need (eg. colour settings, quantity, etc.), and click Print.

5) At the device, **when prompted,** load the paper into the bypass tray. Hang on to the loose end of the banner sheet until a few inches have fed into the device to ensure straight feeding.

6) Once you are finished printing banners press **Exit** on the device panel to exit Banner Mode. Regular print jobs will now be allowed.
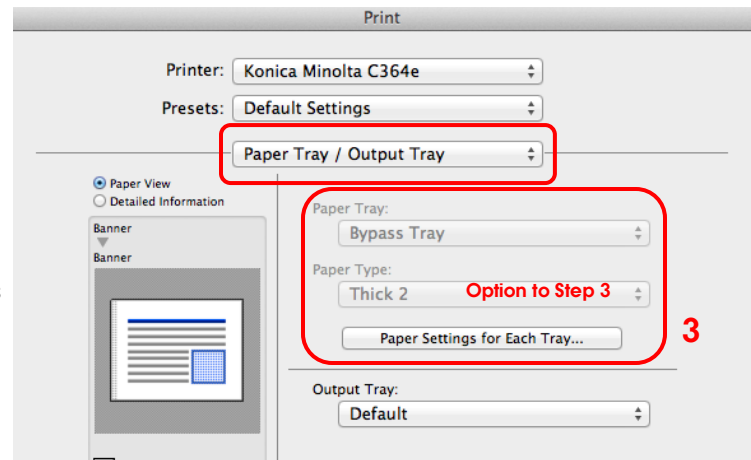
Tips & Tricks

♦ MS Word for MAC will not allow the creation of a banner sized custom document. Use any other software (like MS Excel, MS PowerPoint, Adobe InDesign, etc) to create the document.

♦ From **MOST** software programs click **File, Page Setup**. From the **Paper Size** menu select **Manage Custom Sizes**. Click the **+** button to create a new paper size. IMPORTANT: Width must be the 11.5" measurement, and Height must be the 40" measurement. This paper size will now show up in your **Page Setup** options for any software program.