Banner Printing From PC's

| KONICA MINOLTA	
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. 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 (or Ctrl P) to open the print dialogue box. Click Properties/Printer Properties/Printing Preferences to open the printer driver.

2) **BASIC Tab** — Scroll to the bottom of your ***Original Size*** pull-down menu to select ***Custom Size***. Enter the size of your banner document & paper (in inches).

3) The driver will prompt you to change the ***Paper Tray*** to Bypass Tray and ***Paper Type*** to Thick 1+. Click ***YES*** to confirm. (Note, depending on your banner paper's thickness, you may need to change the Paper Type to Thick 2 or 3. See bottom screen shot for the steps).

4) Select any other settings you need (eg. colour settings, quantity, etc.), click OK to close the driver screen 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
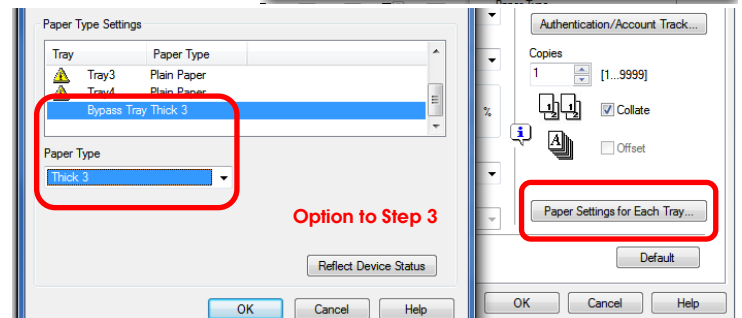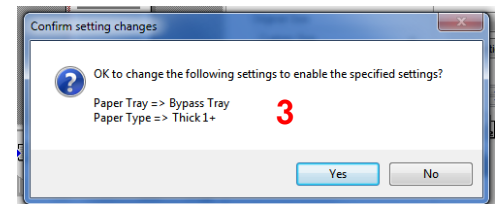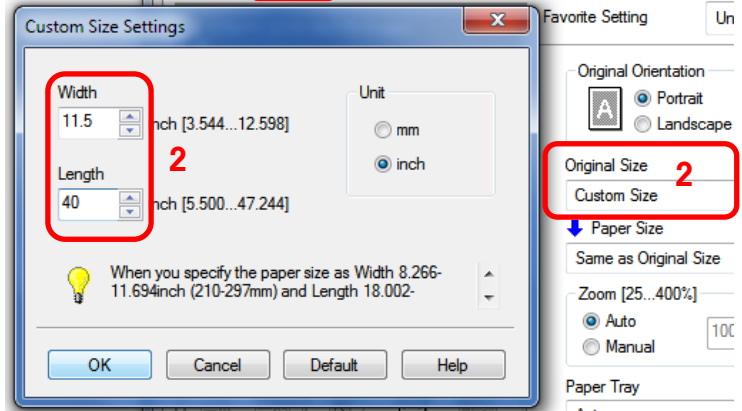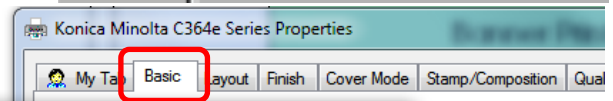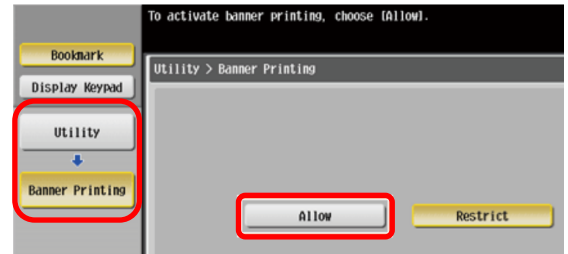
Tips & Tricks

♦ MS Word will not allow the creation of a banner sized custom document. Use software like MS Publisher, Excel, PowerPoint, Corel Draw, Adobe InDesign, etc. See the back of this document for tips on printing banners out of MS Publisher.

♦ Multi-setting print jobs like banner printing can be saved in your driver's ***Favourites*** list for future use. Refer to the ***Printing Presets*** cheat sheet for a step-by-step guide on saving your settings.

Tips & Tricks — Printing Banners from MS Publisher

♦ MS Publisher will always try to print your document on the default paper size of your default printer (typically Letter size). The print preview will show the document tiled onto 5-6 Letter sized pages (Image A), rather than the 11.5" x 40" banner paper you have selected (Image B).

♦ You cannot simply enter the custom size when ready to print. You must program the custom size into your printer driver permanently in order for Publisher to use it and not tile your job.

**Image A**

Image B
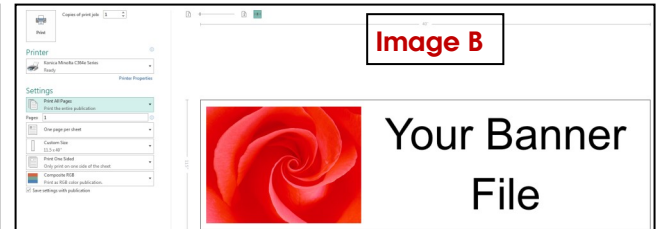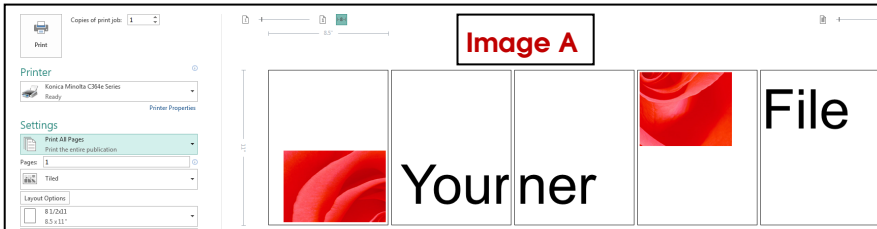
1st: Save the Custom Paper Size in your Printer Driver **

1. Click on the Windows Start button, select Control Panel, and then Devices & Printers.

2. Right click on the icon for your Konica Minolta printer and select **Printer Properties**.

3. Click on the **Settings** tab.

4. Select **Save Custom Size**

5. Click **Add**.

6. Enter a name for your banner paper that will appear in your paper menus, and enter the size of the banner paper you have purchased (in inches).

7. Click **OK** to save.
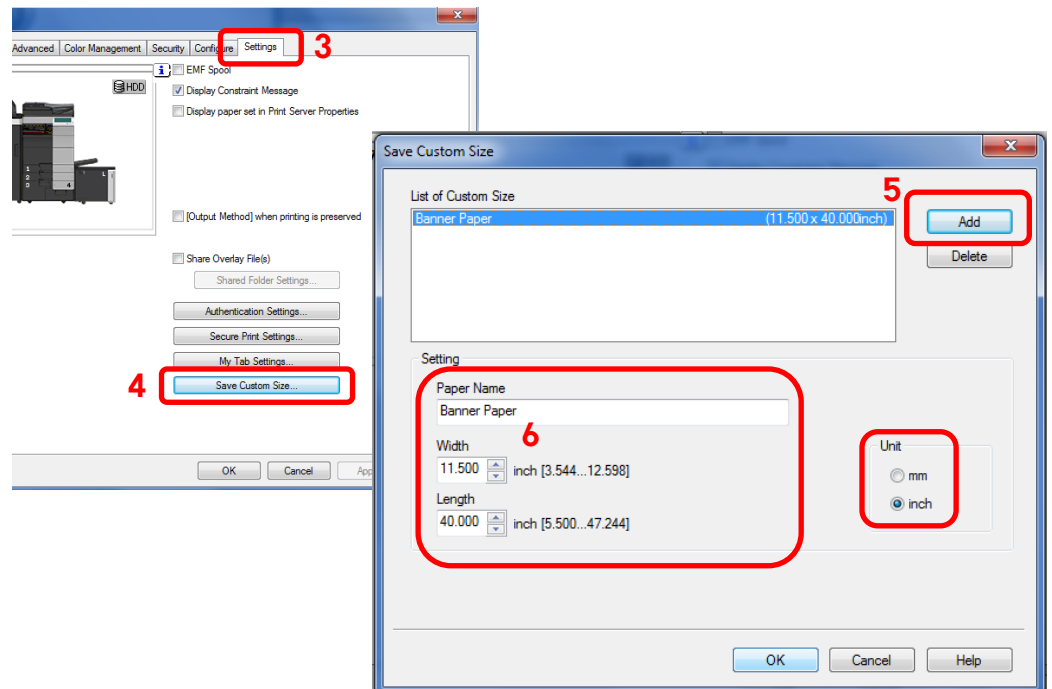
2nd: Create your Custom Page Size in MS Publisher

1. Click File, New.

2. Select **Create new page size**.

3. Enter a name for your banner page size and ensure the **Layout Type** says **One page per sheet**.

4. Enter the measurements of the banner paper you have purchased.

5. Click **OK** to save.
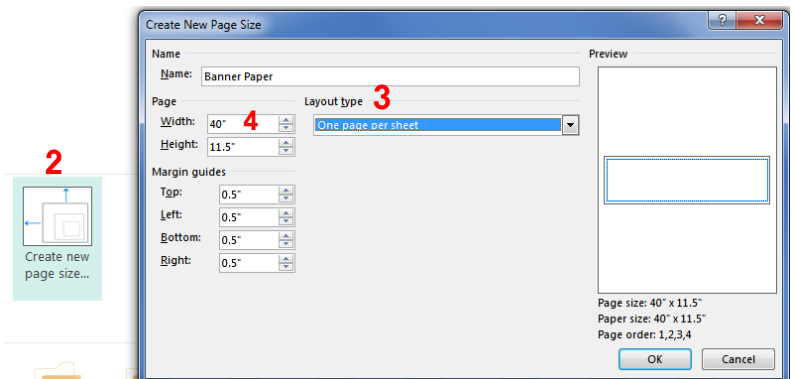
** **NOTE:** Only the PCL driver will have the option to save a custom paper size from the driver. If you are using the PS driver, from the Devices & Printers screen left click ONCE on the icon for the Konica Minolta driver to highlight it. At the top of the screen click on Print Server Properties. Check the Create New Form checkbox. Enter the name of the banner paper and the measurements (width = 40" and height = 11.5"). Click Save Form.