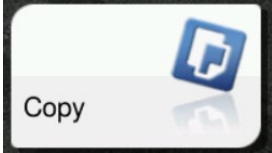
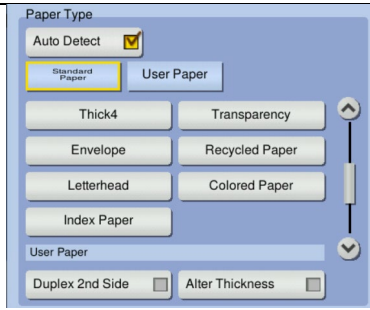
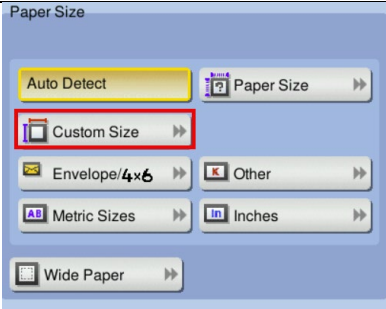
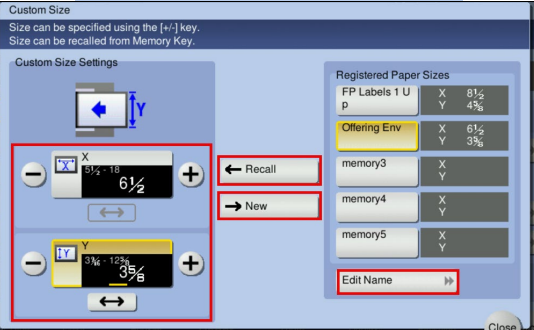
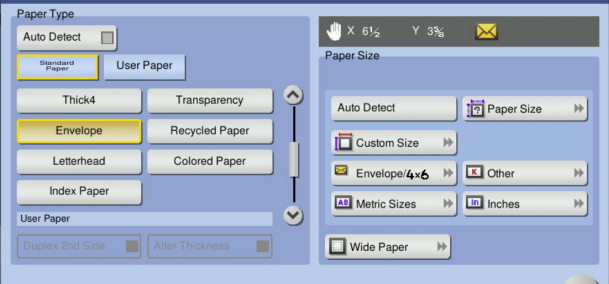


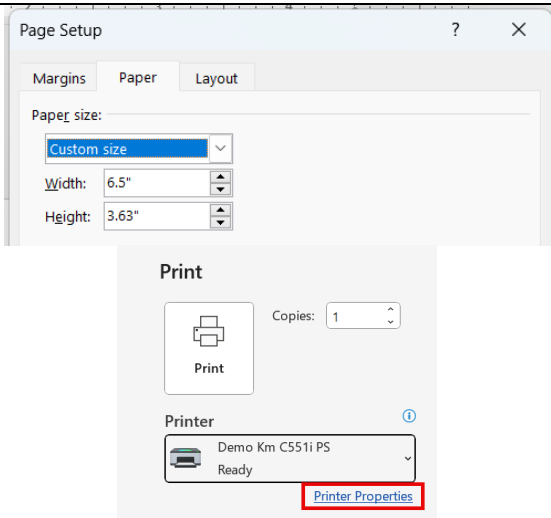
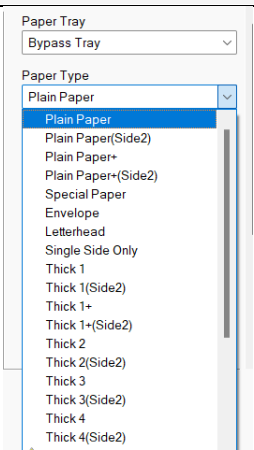
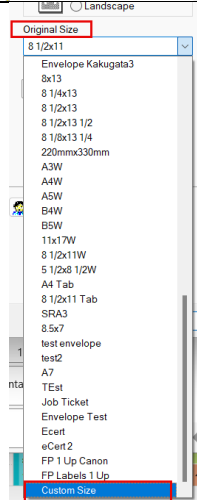
Konica Minolta Bizhub iSeries: Custom Size Paper

This guide will cover how to print on custom size paper, including custom size envelopes.

Section 1: At the machine

1. Go to Copy.	
2. Place paper in the bypass tray. For envelopes or pre-printed paper, position them face down. 3. From the pop-up screen, choose the correct Paper Type: - For envelopes, select Envelope. - For cardstock, match the g/m² number on the paper package with the correct thickness.	
4. Under the Paper Size section, select Custom Size.	
5. Enter Custom Size X and Y fields. 6. To save this for future use, select an empty memory slot → Select New → Edit Name if desired. 7. To use it in the future, select the registered paper size → Select Recall → Close.	
8. Close out of pop-up window once paper type and size are correct.	

Section 2: At the computer

1. Open the document. Make sure the document is the SAME SIZE as the custom paper size that was registered at the machine. This can be checked and adjusted in Word by going to Layout → Page Setup → Paper. 2. Select File → Print → Printer Properties.	
3. Under Paper Tray → Select Bypass Tray. 4. Under Paper Type → Select the same paper type set at the machine.	
5. Under Original Size → Select Custom Size.	

6. Enter Custom Size **Width** (Y) and **Length** (X). Select **OK** when finished.

Custom Size Settings

Width: 3.625 inch [3.544...12.598]

Length: 6.5 inch [5.500...47.244]

Unit: ☐ mm ☒ inch

OK Cancel Default Help

7. Ensure all other settings are applied (e.g., 1–2-sided printing, color options).

8. Important: Set the **Paper Size** to **Same as Original Size**.

9. Save Custom Size for Future Use.

- To reuse this custom size, click **Add** next to **Favorite Setting** and give it a **Name**.
- Click **Select All** to restore items.
- Select **OK** to save settings.

Favorite Setting

Untitled

Add...

Edit..

Add Favorite Setting

Name

Offering Envelopes

☒ Icon

☒ Sharing

Comment

Feel free to add comments in here to help! Example: Reminder to put custom paper in bypass tray

Restore Items (The Items Below Can Be Selected)

- ☒ Original Document Size, Orientation
- ☒ Copies
- ☒ Paper Type Setting [List Information]
- ☒ Overlay [File List Information]
- ☒ Per Page Setting [List Information]
- ☒ Watermark [Text List Information]
- ☒ Restore Common Settings

Select All

Default

OK

Cancel

Help

10. Select **OK** to exit print driver.

11. Select **Print**.

Advanced My Tab Basic Layout Finish Cover Mode Stamp/Composition Quality Other

Custom Size (3.625x6.5")

Custom Size (3.625x6.5")

Printer View Printer Information

Favorite Setting: Offering Envelopes

Copies: 1 [1...9999]

Select Color: Gray Scale

Print Type: 1-Sided

Original Orientation: Portrait

Original Size: Custom Size

Paper Size: Same as Original Size

Paper Tray: Bypass Tray

Paper Type: Envelope

Output Method: Print

User Settings...

Authentication/Account Track...

Combination: 2 in 1

Combination Details...

Default

OK Cancel Help



Print