



KONICA MINOLTA

OFFICE WORKGROUP PRODUCTS

# MEDIA GUIDE



February 2025

This Media Guide for Office Workgroup Products, Consumer v2.0, is a “living” document. This means it is continually being updated. Revisions of this Media Guide for Office Workgroup Products can be located on [www.mykonicaminolta.com](http://www.mykonicaminolta.com).

This guide is intended solely for the use and information of Konica Minolta Business Solutions U.S.A., Inc., its designated agents and their employees. The information was obtained from several different sources that are deemed reliable by all industry standards. To the best of our knowledge, this information is accurate in all respects. However, neither Konica Minolta Business Solutions U.S.A., Inc. nor any of its agents or employees shall be responsible for any inaccuracies contained herein.

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## PRINT MEDIA OVERVIEW



### **PURPOSE OF THE MEDIA GUIDE**

The purpose of this media guide is to provide our customers with information about basic paper characteristics, paper handling, general precautions, and proper storage as related to our MFP and printer products. Use this media guide to help select the best media appropriate for your general office use, marketing brochure or collateral, booklet, or any other graphic art output.

We also offer recommended media by product that can be ordered directly from Konica Minolta to ensure high quality printing and desired machine performance. Not all media recommended within this guide can be ordered directly through Konica Minolta; you must contact the manufacturer to purchase the media.

### **DISCLAIMER**

As an aid to end users of Konica Minolta MFP and printer products, Konica Minolta Business Solutions U.S.A. Inc. (KMBS) has performed testing on certain media that can be used by Konica Minolta's products. Based solely on such testing, KMBS has found that the products listed have functioned properly using the media listed during the course of testing. However, KMBS can give no assurances based upon such testing that the listed media will perform for any particular end user's product, and KMBS disclaims any warranty, express or implied, to such effect.

KMBS recommends that each end user consult with its servicing dealer both to confirm that use of any listed media with the end user's product will not affect any servicing agreement with such dealer, and that the product is maintained in the appropriate environmental and other conditions stated in the product's operator's manual so as to optimize the possibility for replicating the results achieved in KMBS testing. This guide does not constitute an endorsement of the listed media, and there may be other media that enable the listed products to function properly.

Please note that the print media listed has been tested and approved for use in MFP and printers sold in the Americas only. Using certain media may affect fuser yield life.

For a complete overview of product usage, please refer to the product's user manual.



## PAPER BASIS WEIGHT

The basis weight refers to the weight in pounds of 500 sheets of paper when it has been cut to that paper's standard basic size. For example, the basic size for Bond paper is 17" x 22". If 500 sheets (a ream) of Bond is cut to its basic size of 17" x 22" and weighs 20 pounds, it is classified as 20 lb. Bond. If a 17" x 22" ream of Bond paper weighed 24 pounds, it would be called 24 lb. Bond, and so on. The chart below contains some common paper types and their basic size.

PAPER TYPE	BASIC SIZE
Bond	17" x 22"
Ledger	17" x 22"
Offset	25" x 38"
Book	25" x 38"
Cover	20" x 26"

PAPER TYPE	BASIC SIZE
Index Bristol	25½" x 30½"
Vellum Bristol	22½" x 28½"
Printing Bristol	22½" x 28½"
Tag/Newsprint	24" x 36"

## PAPER REAM COMPARISON



A ream of 500 sheets of 17" x 22" Bond paper that weighs 20 pounds



A ream of 500 sheets of 17" x 22" Bond paper that weighs 24 pounds. The thicker paper results in a taller, heavier ream.

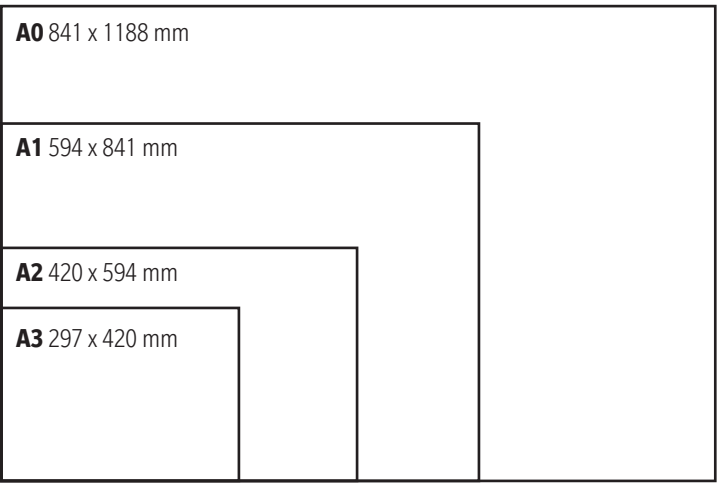
# PRINT MEDIA OVERVIEW

## PAPER SIZE STANDARDS

### ISO Size Standards

The International Organization for Standardization (ISO) has established standards for paper sizes based on the metric system (millimeters). The standards have been grouped into three different series of requirements: “A-series”, for general printing, “B-series”, for posters, and “C-series”, for envelopes, postcards, and folders. The “A” series is the most commonly used with sizes ranging from A0, which is the largest, down to A8.

The A-series sizes are all represented as a part of the area of one square meter with a length to width ratio of 1.414. The size A0 is equivalent to the area of a square meter with each smaller size being 50% of the size of the preceding one. A1 is 50% of the area of A0, A2 is 50% of A1, and so on. Another way to look at it is that when an A0 sheet is cut in half, two A1 sheets are produced, and when an A1 sheet is cut in half, two A2 sheets are produced. Some of the sizes for the A-series are shown in the illustration below.



Sheet size based on ISO standards

In the metric system, paper is based on the weight of 500 sheets of paper that measures one square meter. This measurement is known as g/m<sup>2</sup> or grams per square meter.

## PRINT MEDIA OVERVIEW

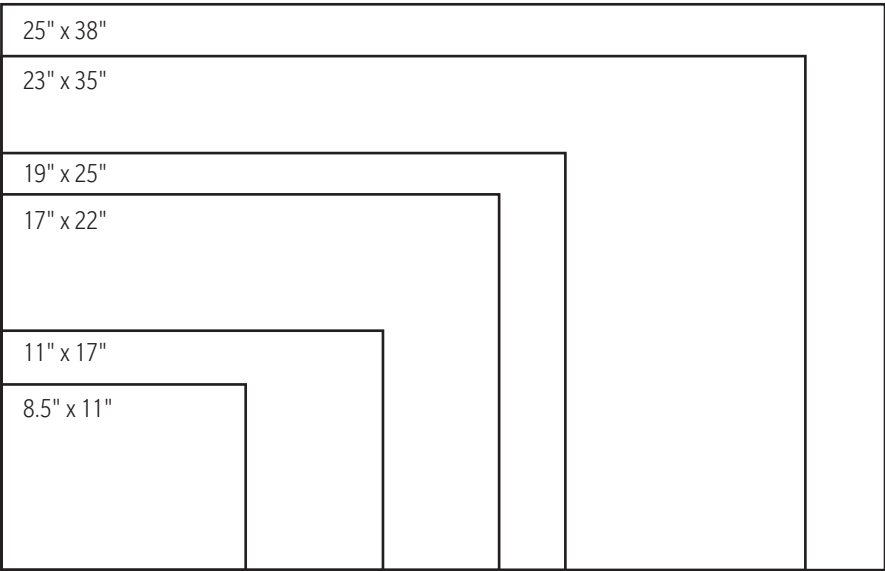
### ISO Paper Sizes Chart

PAPER SIZE	MILLIMETERS			INCHES		
A0	841	x	1189	33.11	x	46.81
A1	594	x	841	23.39	x	33.11
A2	420	x	594	16.54	x	23.39
A3	297	x	420	11.69	x	16.54
A4	210	x	297	8.27	x	11.69
A5	148	x	210	5.83	x	8.27
A6 (postcard)	105	x	148	4.13	x	5.83
A7	74	x	105	2.91	x	4.13
A8	52	x	74	2.05	x	2.91
A9	37	x	52	1.46	x	2.05
A10	26	x	37	1.02	x	1.46
B0	1000	x	1414	39.37	x	55.67
B1	707	x	1000	27.83	x	39.37
B2	500	x	707	19.69	x	27.83
B3	353	x	500	13.9	x	19.69
B4	250	x	353	9.84	x	13.9
B5	176	x	250	6.93	x	9.84
B6	125	x	176	4.92	x	6.93
B7	88	x	125	3.46	x	4.92
B8	62	x	88	2.44	x	3.46
B9	44	x	62	1.73	x	2.44
B10	31	x	44	1.22	x	1.73
C0	917	x	1297	36.1	x	51.06
C1	648	x	917	25.51	x	36.1
C2	458	x	648	18.03	x	25.51
C3	324	x	458	12.76	x	18.03
C4 (envelope)	229	x	324	9.02	x	12.76
C5 (envelope)	162	x	229	6.38	x	9.02
C6 (envelope)	114	x	162	4.49	x	6.38
C7	81	x	114	3.19	x	4.49
C8	57	x	81	2.24	x	3.19
C9	40	x	57	1.57	x	2.24
C10	28	x	40	1.1	x	1.57

# PRINT MEDIA OVERVIEW

## North American Size Standards

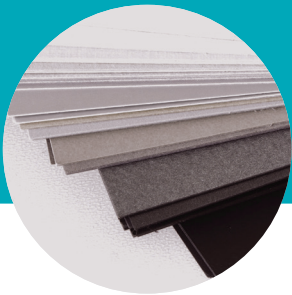
Although the ISO size standards are common in many parts of the world where the metric system is the established standard for measurement, North American sheet sizes are based on inches and are shown in the illustration below.



Sheet sizes based on North American standards

Some paper manufacturers specify their paper on a thousand-sheet basis. The label may state something like “25 x 38 - 140M”. This refers to book grade paper (based on basis size), weight of 140 pounds with the “M” standing for 1000 sheets. Since we commonly refer to paper based on basis weight of 500 sheets, this would equate to 70 lb. book stock. The 140M is 140 pounds for 1,000 sheets – divide by 2 and you have 70 lb. for 500 sheets.

Paper with specifications similar to “24/60 lb. (90 g/m<sup>2</sup>)” refers to a 24 lb. bond or 60 lb. book grade paper. Refer the paper weight conversion chart on page 9.



## Common Paper Sizes In North America

DOMESTIC	INCHES		
Special	11.7	x	19.5
Universal	11.69	x	17.69
Ledger, B, Double	11	x	17
Legal	8.5	x	14
Small Legal	8.5	x	13
Letter, A	8.5	x	11
Folio	8.28	x	13
Commercial	8.28	x	10.63
Foolscap	8	x	13
Quarto	8	x	10
Executive	7.25	x	10.5
Statement, Half	5.5	x	8.5

ENVELOPES	INCHES		
COM 9	3.88	x	8.88
COM 10	4.13	x	9.5
COM 11	4.5	x	10.39
COM 12	4.75	x	11
Monarch E	3.88	x	7.5
DL	4.33	x	8.67
C5	6.38	x	9.02



## PRINT MEDIA OVERVIEW

### PAPER WEIGHT CONVERSION CHART

Industry-standard basis weights

G/M <sup>2</sup> (1 SQ. METER)	BOND (17" x 22")	COVER (20" x 26")	BRISTOL (22.5" x 28.5")	INDEX (25.5" x 30.5")	BOOK (25" x 38")
44	12	16	20	24	30
49	13	18	22	27	33
59	16	22	27	33	40
60	16	22	27	33	41
61	16	23	28	34	41
67	18	25	31	37	45
74	20	27	34	41	50
75	20	28	34	41	51
81	22	30	37	45	55
89	24	33	41	49	60
90	24	33	41	50	61
96	26	36	44	53	65
104	28	38	47	58	70
105	28	39	48	58	71
111	30	41	51	61	75
118	31	44	54	65	80
120	32	44	55	66	81
125	33	46	57	69	85
133	35	49	61	74	90
135	36	50	62	75	91
147	39	54	67	81	99
148	39	55	67	82	100
149	40	55	68	82	101
150	40	56	68	83	101
158	42	58	72	87	107
162	43	60	74	90	110
163	43	60	74	90	110
169	45	63	77	93	114
175	47	65	80	97	118
176	47	65	80	97	119
178	47	66	81	98	120
199	53	74	91	110	135
203	54	75	93	112	137
216	57	80	98	119	146
219	58	81	100	121	148
243	65	90	111	134	164
244	65	90	111	135	165
252	67	93	115	139	170
253	67	94	115	140	171
261	69	97	119	144	176
263	70	97	120	145	178
270	72	100	123	149	183
271	72	100	124	150	183
284	76	105	130	157	192
306	81	113	140	169	207
307	82	114	140	170	208
326	87	121	149	180	220
328	87	121	150	181	222
351	93	130	160	194	237

### PAPER CHARACTERISTICS

#### Paper Grades

Paper grade defines the use of the paper, and usually its purpose is suggested by its name. The most common grades are outlined below.

- **Bond** – This is the most common type of paper used in a business environment. Bond papers are used for standard forms and business letters. Bond paper readily accepts ink from laser printers, inkjets, typewriters and writing pens.
- **Cover** – As the name implies, this grade of paper is generally used for making covers for booklets. Cover stock can be purchased as coated and non-coated, textured and with finishes ranging from antique to smooth.
- **Bristol** – Bristol is considered a board grade. It's very receptive to inks, has good snap and resilience, in other words – stiff.
- **Index** – Index is commonly used as a cheap substitute to a good quality stiff paper, and is available in smooth and vellum finishes.
- **Book** – As implied by its name, this grade of paper is used for textbooks as well as general printing.

#### Paper Grain

The grain of the paper refers to the direction of the fibers in a sheet of paper. Long grain paper refers to paper in which the fibers run in the same direction as the longest measurement of the paper. Short grain paper refers to paper in which the fibers run in the same direction as the shortest measurement of the paper. When paper is torn, it will tear easier and straighter when torn parallel with the grain. It will also fold easier parallel to the grain and produce a cleaner fold than if folded across the grain. Laser printers require long grain paper for the best results. Short grain paper may not feed properly into a laser printer and the heat produced by a laser printer may result in the sheets curling as they come out of the printer.



Long grain direction on an  
8.5" x 11" sheet

# PRINT MEDIA OVERVIEW

## Paper Finish

The finish refers to the surface characteristics of the paper such as how the paper feels...is it smooth such as glossy cover or rough with an antique finish? Does the paper have a shiny appearance such as coated glossy paper or is it dull like bond paper? Does the paper enhance the look of the printed piece similar to watermarked paper or is it purely functional like newsprint?

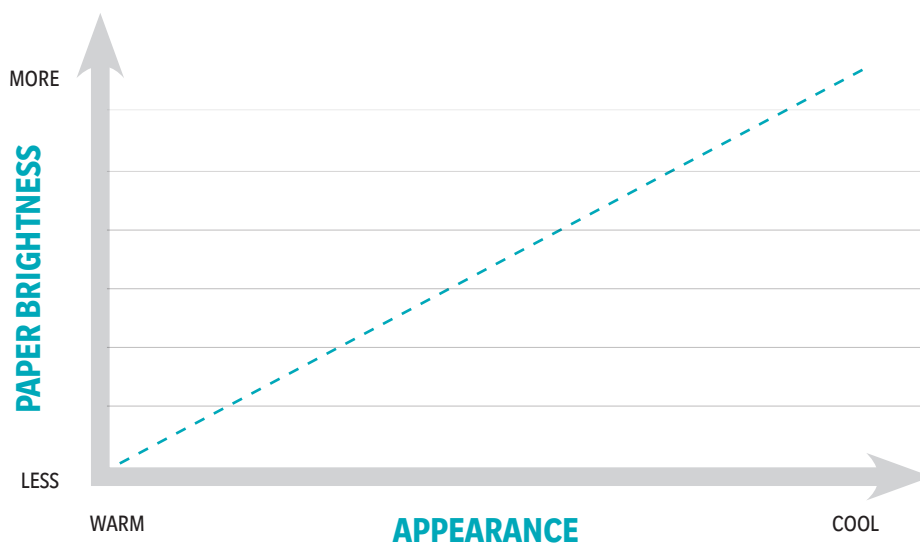
Finishes can be applied to paper during the manufacturing process or produced offline. A finish such as Laid can be created while it is being manufactured with the use of a marking roller that forms the pattern in the paper while it is still wet. Not all of these finished types of media are commonly imaged through MFP and printers. Typically Gloss or Matte finished media are imaged on MFP and printers.

- **Cockle** – A cockle finish simulates characteristics of hand made paper with a wavy, rippled, puckered finish. The effect is obtained by air drying the paper under minimum tension.
- **Felt** – Felt is a soft texture on uncoated paper that is created during the papermaking process with a either felt covered roller or with a rubber roller with a felt pattern that creates the finish. It can also be accomplished as an offline process. The felt finish does not affect the strength of the paper.
- **Gloss** – A gloss finish produces a shiny and reflective surface on one or both sides of certain coated papers. A higher gloss is usually seen on higher quality coated papers. The gloss finish is produced from compounds added during the paper making process.
- **Laid** – A laid finish has the appearance of translucent lines running horizontally and vertically in the paper. It is produced during the papermaking process with a special roller that creates the pattern in the wet paper.
- **Linen** – Linen finished paper resembles linen cloth and is usually produced after the papermaking process as an offline embossing process.
- **Matte** – A finish on certain coated papers that is smooth but gives a dull appearance. A matte finish, as well as other types of coated paper, are good choices for print jobs in which high quality is required.

- **Parchment** – A paper finish that has an old or antique appearance and is the result of washing sulfuric acid over the paper and then quickly neutralizing the acid wash. This process melts the outer paper fibers which fill the voids in the rest of the paper. Parchment is very durable and grease resistant.
- **Smooth** – A smooth finish is the result of the paper passing through sets of rollers during the papermaking process. This process is known as calendering.
- **Vellum** – A vellum finish has an eggshell appearance and is consistent and even but not as much as a smooth finish. Vellum is one of the most popular uncoated finishes and paper with this finish has a high ink absorbency rate.
- **Wove** – An even finish in uncoated paper with a slight texture made by a felt roller covered in woven wire.

### Whiteness

The whiteness of paper is the measure of its ability to reflect the colors of light equally. The more evenly a paper reflects all colors of the spectrum, the whiter the sheet. Some papers may reflect slightly cool colors back to our eyes and give the illusion that the sheet is actually brighter than white paper. If white paper has a slight warm appearance it will not appear as bright as a sheet that reflects a cool color, however warm colors printed on a warm sheet will appear stronger than when printed on a cool sheet. Cool colors printed on a cool white sheet are also enhanced in the same way. There is no such thing as a pure white sheet of paper, since the white that we see is always influenced by the lighting of our environment and the reflections from surrounding objects.

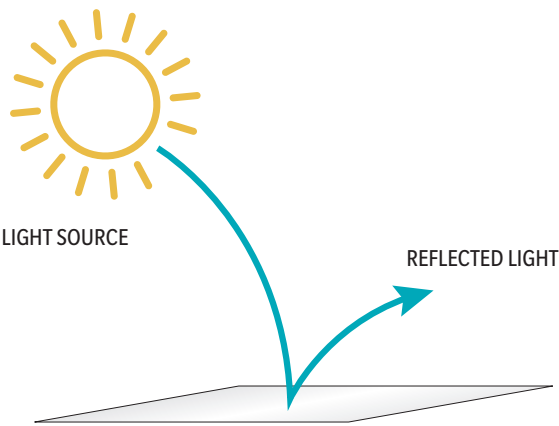


# PRINT MEDIA OVERVIEW

## Brightness

Brightness refers to the percent of light reflected back from a sheet of paper as measured by a light meter reading. Contrast is reduced and highlights are not as strong when paper with a lower brightness is used for a printed piece. The quality and brightness of paper is organized into six categories:

PAPER BRIGHTNESS	
Premium	88.0 to 95.0 Brightness
Number 1	85.0 to 87.9 Brightness
Number 2	83.0 to 84.9 Brightness
Number 3	79.0 to 82.9 Brightness
Number 4	73.0 to 78.9 Brightness
Number 5	72.9 and below



## Acidity/Alkalinity

The pH (potential for Hydrogen) measurement of paper determines the degree of acidity and alkalinity in the stock. The pH scale has readings of 0 to 14 with 7 being neutral. Readings below a pH of 7.0 are acidic and above are alkaline. Each single digit actually equals a measure of 10, so a stock measuring 4.0 pH is 20 times more acidic than one measuring 6.0 pH. Paper can have an acid base, an alkaline base or it can be neutral with a pH of 7. Most paper manufactured in the 20th century was of an acid base. Acidic papers deteriorate in a relatively short period of time, and should never be used for printed items that are intended to last for many years. Since the 1970's, most of the paper used for book publishing and other printed materials where permanence is of importance, has been alkaline paper, which lasts much longer than acid-based paper. Alkaline paper is manufactured with fillers such as calcium carbonate, which bring the pH above 7. An acidic paper like newsprint has a pH around 4.5 which becomes lower once it is printed. The acid level tends to break down the paper and it can deteriorate rapidly, which is why newspapers tend to yellow and fall apart in time. Alkaline paper (a pH above 7) is said to be permanent, but papers that have a neutral pH are still best for preserving items like photographic albums and as matte boards for artwork.





### RECYCLED MEDIA

The emerging use of recycled paper represents an estimated 5% of the U.S. market, and is growing more each year – across the States and globally. Factors that are driving this steady progression include:

- **Myths unraveled** – In the past, consumers had concerns that recycled products could not efficiently be used in their office products without causing product damage or a void in warranty. Manufacturer testing has overturned these misconceptions and returned consumer confidence.

Cost has also been a huge concern, with consumers expecting to pay more for recycled media. The fact is, while some recycled media stocks do cost more, the price differentials are smaller than ever, with many grades cost competitive with virgin papers, and some less.

- **Green state of mind** – Consumers are becoming more concerned about environmental initiatives, realizing that by using recycled paper, they can partake in a process that saves trees, energy, water and landfill space.
- **Government and educational initiatives** – The federal government now mandates that its purchasers and some contractors buy recycled paper. Some state and local governments require the same, with all 50 states having some type of legislation or executive order encouraging the purchase of this type of media.

Some educational facilities, significant users of printed media, are working to implement similar standards in order to lessen their environmental impact.

In the US market, there are some manufacturers that offer 100% PCW (Post Consumer Waste) recycled paper, both in regular 20 lb. office and premium 28 lb.+ copy paper. Most manufacturers offer at least a 30% PCW option. Konica Minolta continues to test new recycled media offerings and deliver the 'green' stamp of approval for use on its line of MFP and printer products.

Konica Minolta's environmental initiatives go far beyond media testing. From product conception throughout its lifecycle, and even in Konica Minolta's daily business life, the company has measures in place to reduce its global impact, achieve environment-saving goals and establish a recycling-based society. Learn more about the company's commitment to the planet by accessing the Konica Minolta environmental web page at:

[kmbs.konicaminolta.us/kmbs/about/environment](https://kmbs.konicaminolta.us/kmbs/about/environment)

# PRINT MEDIA OVERVIEW

## GENERAL PRECAUTIONS FOR PAPER USAGE

The following types of paper should not be used, otherwise decreased print quality, paper misfeeds or damage to the MFP or printer may occur:

- Overhead projector transparency that has already been fed through the machine (even if the transparency is still blank).
- Paper that has been printed on by a heat-transfer printer or an inkjet printer.
- Paper that is either extremely thick or extremely thin.
- Folded, curled, wrinkled or torn paper.
- Paper that has been left unwrapped for a long period of time.
- Damp paper, perforated paper, or paper with punched holes.
- Extremely smooth paper, extremely rough paper or paper with an uneven surface.
- Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper.
- Paper that has been decorated with foil or embossing.
- Paper of a non-standard shape (not rectangular).
- Paper that is bound with glue, staples or paper clips.
- Paper with labels attached.
- Paper with ribbons, hooks, buttons, etc. attached.

## GENERAL PRECAUTIONS FOR PAPER STORAGE

Observe the following precautions when storing the paper:

- Store paper in a cool, dark location with little humidity.
- If humidity is a problem, then paper should be plastic wrapped.
- Allow paper to adjust to any extreme temperature or humidity changes before using.
- If the paper becomes damp, paper misfeeds may occur. Paper that has not been loaded should be kept wrapped or placed in a plastic bag and stored in a cool, dark location with little humidity.
- Store the paper laying flat, not standing on its edge. Curled paper may cause paper misfeeds.



# COLOR MFP

FULL COLOR PRINTER/COPIER/SCANNER/FAX  
MEDIA SPECIFICATIONS

## RECOMMENDED MEDIA & SPECIFICATIONS – COLOR MFPS

### RECOMMENDED MEDIA: **BIZHUB C3350i/C3351i/C4050i/C4051i**

MEDIA TYPE	BRAND	SIZE	PAPER WEIGHT
Plain Paper (Color)	SMART Carnival Stellar White, SMART Carnival White, SMART Synergy Bond 25% Cotton, Domtar Microprint Laser, Mohawk Color Copy 98 Bright White	–	–
Plain Paper (Monochrome)	Hammermill Tidal MP	–	20 lb. (75 g/m <sup>2</sup> )
Recycled Paper	Domtar Recycled Copy	–	20 lb. (75 g/m <sup>2</sup> )
Thick Paper (1, 1+, 2)	Hammermill Color Copy Paper	–	32 lb. (120 g/m <sup>2</sup> )
	Hammermill Color Copy Cover	–	60 lb. (163 g/m <sup>2</sup> )
Glossy Paper	Mohawk Color Copy Gloss Pure White	–	32 lb. (120 g/m <sup>2</sup> )
	Sappi Opus Gloss		80 lb. (118 g/m <sup>2</sup> )
	SMART Kromekote Laser High Gloss Coated Two Sides		90 lb. (133 g/m <sup>2</sup> )
Envelopes	Preservation Wove 5789 #6 3/4	3.85" x 6.5" (98 x 165 mm)	–
Labels	Avery Dennison 5889 Postcard	Letter	–
	Avery Dennison 6870 (30 labels per sheet)	Letter	–
	Avery Dennison 6873 (8 labels per sheet)	Letter	–
	Avery Dennison 6876 (2 labels per sheet)	Letter	–
	Avery 6878 4-UP labels for Color Laser	Letter	–

## RECOMMENDED MEDIA & SPECIFICATIONS – COLOR MFPS

### MEDIA TYPE SPECIFICATION: **BIZHUB C3350i/C3351i/C4050i/C4051i**

#### Standard Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	BYPASS	TRAY 1	AUTO DUPLEX
Plain Paper	16-24 lb. (60-90 g/m²)	100 sheets	500 sheets	Yes
Recycled Paper	16-24 lb. (60-90 g/m²)			
Thick Paper 1	25-40 lb. (91-150 g/m²)	20 sheets	20 sheets	
Thick Paper 2	41-55 lb. (151-209 g/m²)			
Coated Paper 1	27-34 lb. (210-256 g/m²)	20 sheets	20 sheets	No
Coated Paper 2	34-42 lb. (257-271 g/m²)			
Envelopes	–	10 sheets	30 sheets	
Labels	–	10 sheets	20 sheets	

#### PF-P21 / PF-P28 Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	TRAY 2	TRAY 3	AUTO DUPLEX
Plain Paper	16-24 lb. (60-90 g/m <sup>2</sup> )	500 sheets	500 sheets	Yes



## RECOMMENDED MEDIA & SPECIFICATIONS – COLOR MFPS

### RECOMMENDED MEDIA: BIZHUB C250i/C251i/C300i/C301i/C360i/C361i/C450i/C451i/C550i/C551i/C650i/C651i

MANUFACTURER	BRAND	TYPE / ITEM NO.	SIZE	PAPER WEIGHT	PAPER INPUT LOCATION	PRINTER / MFP SETTING	AUTO DUPLEX
PLAIN PAPER FOR COLOR OUTPUT							
Smart Papers	Carnival Stellar White	–	Letter	24 lb. Bond (89 g/m <sup>2</sup> )	Any Tray, Bypass	Plain Paper	Yes
Smart Papers	Carnival White	–	Letter	24 lb. Bond (89 g/m <sup>2</sup> )	Any Tray, Bypass	Plain Paper	Yes
Smart Papers	Synergy Bond 25% Cotton	–	Letter	24 lb. Bond (90 g/m <sup>2</sup> )	Any Tray, Bypass	Plain Paper	Yes
International Paper	Hammermill Color Copy	–	Letter	32 lb. Bond (120 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 1	Yes
International Paper	Hammermill Color Copy	Photo White	Letter	32 lb. Bond (120 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 1	Yes
International Paper	Hammermill Color Copy	Cover	Letter	60 lb. Bond (163 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 2	Yes
International Paper	Hammermill Color Copy	–	Letter	80 lb. Bond (216 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes
International Paper	Hammermill Color Copy	–	Letter	100 lb. Bond (271 g/m <sup>2</sup> )	Bypass	Thick 4	Yes
Domtar	Recycled	–	Letter	20 lb. Bond (75g/m <sup>2</sup> )	Any Tray, Bypass	Plain Paper	Yes
Domtar	Microprint Laser	–	Letter	24 lb. Bond (90 g/m <sup>2</sup> )	Any Tray, Bypass	Plain Paper	Yes
Domtar	Microprint Color Copy	–	Letter	28 lb. Bond (105g/m <sup>2</sup> )	Any Tray, Bypass	Thick 1	Yes
Mohawk Fine Papers Inc.	98 Bright White	–	Letter	24 lb. Bond (90 g/m <sup>2</sup> )	Any Tray, Bypass	Plain Paper	Yes

## RECOMMENDED MEDIA & SPECIFICATIONS – COLOR MFPS

### RECOMMENDED MEDIA: BIZHUB C250i/C251i/C300i/C301i/C360i/C361i/C450i/C451i/C550i/C551i/C650i/C651i

MANUFACTURER	BRAND	TYPE / ITEM NO.	SIZE	PAPER WEIGHT	PAPER INPUT LOCATION	PRINTER / MFP SETTING	AUTO DUPLEX
PLAIN PAPER FOR MONOCHROME OUTPUT							
International Paper	Hammermill Tidal MP	–	Letter	20 lb. Bond (75 g/m <sup>2</sup> )	Any Tray, Bypass	Plain Paper	Yes
GLOSSY							
Sappi	Opus Gloss	–	Letter	80 lb. Bond (120 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 1	Yes
Sappi	Opus Gloss Cover	–	Letter	80 lb. Cover (216 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes
Mohawk Fine Papers Inc.	Mohawk Color Copy	Gloss Pure White	Letter	32 lb. Bond (120 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 1	Yes
Mohawk Fine Papers Inc.	Mohawk Color Copy	Gloss Pure White	Letter	80 lb. Cover (216 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes
Smart Papers	Kromekote Laser High Gloss	Coated Two Sides 10 pt. Cover	Letter	10 lb. Cover (234 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	No
Smart Papers	Kromekote Plus C2S Cover	–	Letter	90 lb. Cover (237 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes
COVER STOCK							
Domtar	Microprint	Color Copy Cover	Letter	60 lb. Cover (163 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 2	Yes
Domtar	Microprint	Color Copy Cover	Letter	65 lb. Cover (176 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 2	Yes
Smart Papers	Carnival White Cover	–	Letter	80 lb. Cover (216 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes
Domtar	Microprint	Color Copy Cover	Letter	80 lb. Cover (216 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes

## RECOMMENDED MEDIA & SPECIFICATIONS – COLOR MFPS

### RECOMMENDED MEDIA: BIZHUB C250i/C251i/C300i/C301i/C360i/C361i/C450i/C451i/C550i/C551i/C650i/C651i

MANUFACTURER	BRAND	TYPE / ITEM NO.	SIZE	PAPER WEIGHT	PAPER INPUT LOCATION	PRINTER / MFP SETTING	AUTO DUPLEX
<b>COVER STOCK (CONTINUED)</b>							
Wausau Paper	Exact Index	–	Letter	140 lb. Index (255g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes
Mohawk Fine Papers Inc.	Mohawk Color Copy	98 Bright White	Letter	80 lb. Cover (216 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes
Mohawk Fine Papers Inc.	Mohawk Color Copy	98 Bright White	Letter	100 lb. Cover (270 g/m <sup>2</sup> )	Bypass	Thick 4	No
<b>LABELS</b>							
Avery	Color Printing Labels	#5889 Postcard	Letter	–	Bypass	Thick 1	No
Avery	Color Printing Labels	#6870 30 labels/ sheet	Letter	–	Bypass	Thick 1	No
Avery	Color Printing Labels	#6973 8 labels/ sheet	Letter	–	Bypass	Thick 1	No
Avery	Color Printing Labels	#6878 4 labels/ sheet	Letter	–	Bypass	Thick 1	No
<b>ENVELOPES</b>							
Preservation	Wove	Preservation Wove 5789 #6¾	3.85" x 6.5"	24 lb.	Bypass	Envelope	No
<b>TAB DIVIDERS</b>							
Avery	Dennison Long Edge	#20406 long edge	Letter	–	Bypass	–	No
<b>SPECIALTY</b>							
Techni-Print**	Photo T-Shirt Transfer	9721PO	Letter	–	Bypass	–	No

\*\* T-Shirt Transfer Paper should not be solely used in the copier and should only be used on a limited basis (250 sheets per run maximum). Also, pay particular attention if a misfeed occurs in the fuser section of the copier. It should be removed immediately (due to odor) and then 15-25 sheets of regular (20 lb. bond) paper should be run to clean the fusing rollers. Also, this media cannot be used in high humidity environments.

## RECOMMENDED MEDIA & SPECIFICATIONS – COLOR MFPS

### MEDIA TYPE SPECIFICATION: BIZHUB C250i/C251i/C300i/C301i/C360i/C361i/C450i/C451i/C550i/C551i/C650i/C651i

#### Standard Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	TRAY 1	TRAY 2	MULTIPLE BYPASS	AUTO DUPLEX
Thin Paper	14-15.5 lb. (52-59 g/m²)	500 sheets	500 sheets	–	Yes
Plain Paper	16-24 lb. (60-90 g/m²)			150 sheets	
Plain Paper+	24.25-28 lb. (91-105 g/m²)				
Recycled Paper	16-24 lb. (60-90 g/m²)				
Thick Paper 1	28.25-32 lb. (106 g/m²)	150 sheets	150 sheets	20 sheets	
Thick Paper 1+	32.25-41.75 lb. (121-157 g/m²)				
Thick Paper 2	42-55.5 lb. (158-209 g/m²)				
Thick Paper 3	55.75-68 lb. (210-256 g/m²)				
Thick Paper 4	68.25-79.75 lb. (257-300 g/m²)	–	–		
Envelopes	–	70 sheets	–	10 sheets	No
Labels	–	–	–		
Banner Paper	34-55.5 lb. (127-210 g/m²)	–	–		

#### PC-116 Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	TRAY 3	AUTO DUPLEX
Thin Paper	14-15.5 lb. (52-59 g/m <sup>2</sup> )	500 sheets	Yes
Plain Paper	16-24 lb. (60-90 g/m <sup>2</sup> )		
Plain Paper+	24.25-28 lb. (91-105 g/m <sup>2</sup> )		
Recycled Paper	16-24 lb. (60-90 g/m <sup>2</sup> )		
Thick Paper 1	24.25-32 lb. (91-120 g/m <sup>2</sup> )	150 sheets	
Thick Paper 1+	32.25-41.75 lb. (121-157 g/m <sup>2</sup> )		
Thick Paper 2	42-55.5 lb. (158-209 g/m <sup>2</sup> )		
Thick Paper 3	55.75-68 lb. (210-256 g/m <sup>2</sup> )		

## RECOMMENDED MEDIA & SPECIFICATIONS – COLOR MFPS

### MEDIA TYPE SPECIFICATION: BIZHUB C250i/C251i/C300i/C301i/C360i/C361i/C450i/C451i/C550i/C551i/C650i/C651i

#### PC-216 Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	TRAY 3	TRAY 4	AUTO DUPLEX
Thin Paper	14-15.5 lb. (52-59 g/m <sup>2</sup> )	500 sheets	500 sheets	Yes
Plain Paper	16-24 lb. (60-90 g/m <sup>2</sup> )			
Plain Paper+	24.25-28 lb. (91-105 g/m <sup>2</sup> )			
Recycled Paper	16-24 lb. (60-90 g/m <sup>2</sup> )			
Thick Paper 1	24.25-32 lb. (91-120 g/m <sup>2</sup> )	150 sheets	150 sheets	
Thick Paper 1+	32.25-41.75 lb. (121-157 g/m <sup>2</sup> )			
Thick Paper 2	42-55.5 lb. (158-209 g/m <sup>2</sup> )			
Thick Paper 3	55.75-68 lb. (210-256 g/m <sup>2</sup> )			

#### PC-416/PC-417 Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	LCT TRAY	AUTO DUPLEX
Thin Paper	14-15.5 lb. (52-59 g/m <sup>2</sup> )	2,500 sheets	Yes
Plain Paper	16-24 lb. (60-90 g/m <sup>2</sup> )		
Plain Paper+	24.25-28 lb. (91-105 g/m <sup>2</sup> )		
Recycled Paper	16-24 lb. (60-90 g/m <sup>2</sup> )		
Thick Paper 1	24.25-32 lb. (91-120 g/m <sup>2</sup> )	1,000 sheets	
Thick Paper 1+	32.25-41.75 lb. (121-157 g/m <sup>2</sup> )		
Thick Paper 2	42-55.5 lb. (158-209 g/m <sup>2</sup> )		
Thick Paper 3	55.75-68 lb. (210-256 g/m <sup>2</sup> )		



## RECOMMENDED MEDIA & SPECIFICATIONS – COLOR MFPS

### MEDIA TYPE SPECIFICATION: BIZHUB C250i/C251i/C300i/C301i/C360i/C361i/C450i/C451i/C550i/C551i/C650i/C651i

#### LU-302 Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	LCT TRAY	AUTO DUPLEX
Thin Paper	14-15.5 lb. (52-59 g/m <sup>2</sup> )	3,300 sheets	Yes
Plain Paper	16-24 lb. (60-90 g/m <sup>2</sup> )	3,000 sheets	
Thick Paper 1	24.25-32 lb. (91-120 g/m <sup>2</sup> )	2,500 sheets	
Thick Paper 1+	32.25-41.75 lb. (121-157 g/m <sup>2</sup> )	1,750 sheets	
Thick Paper 2	42-55.5 lb. (158-209 g/m <sup>2</sup> )	1,550 sheets	
Thick Paper 3	55.75-68 lb. (210-256 g/m <sup>2</sup> )	1,300 sheets	

#### LU-207 Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	LCT TRAY	AUTO DUPLEX
Thin Paper	14-15.5 lb. (52-59 g/m <sup>2</sup> )	2,750 sheets	Yes
Plain Paper	16-24 lb. (60-90 g/m <sup>2</sup> )	2,500 sheets	
Thick Paper 1	24.25-32 lb. (91-120 g/m <sup>2</sup> )	2,000 sheets	
Thick Paper 1+	32.25-41.75 lb. (121-157 g/m <sup>2</sup> )	1,450 sheets	
Thick Paper 2	42-55.5 lb. (158-209 g/m <sup>2</sup> )	1,250 sheets	
Thick Paper 3	55.75-68 lb. (210-256 g/m <sup>2</sup> )	1,000 sheets	

## RECOMMENDED MEDIA & SPECIFICATIONS – COLOR MFPS

### RECOMMENDED MEDIA: **BIZHUB C750i/C751i**

MANUFACTURER	BRAND	KONICA MINOLTA ITEM NO.*	TYPE / ITEM NO.	SIZE	PAPER WEIGHT	PAPER INPUT LOCATION	PRINTER / MFP SETTING	AUTO DUPLEX
<b>PLAIN PAPER</b>								
Smart Papers	Carnival Stellar White	n/a	–	Letter	24 lb. Bond (89 g/m <sup>2</sup> )	Any Tray, Bypass	Plain Paper	Yes
Smart Papers	Carnival White	n/a	–	Letter	24 lb. Bond (89 g/m <sup>2</sup> )	Any Tray, Bypass	Plain Paper	Yes
Smart Papers	Synergy Bond 25% Cotton	n/a	–	Letter	24 lb. Bond (90 g/m <sup>2</sup> )	Any Tray, Bypass	Plain Paper	Yes
Domtar	Recycled Copy	n/a	30% Post Consumer	Letter	20 lb. Bond (75g/m <sup>2</sup> )	Any Tray, Bypass	Recycled	Yes
Domtar	Microprint Laser	n/a	–	Letter	24 lb. Bond (90 g/m <sup>2</sup> )	Any Tray, Bypass	Plain Paper	Yes
Domtar	Color Copy	n/a	–	Letter	28 lb. Bond (105 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 1	Yes
Mohawk Fine Papers Inc.	Mohawk Color Copy	n/a	98 Bright White	Letter	24 lb. Bond (90 g/m <sup>2</sup> )	Any Tray, Bypass	Plain Paper	Yes
International Paper	Hammermill Tidal MP	n/a	–	Letter	20 lb. Bond (75 g/m <sup>2</sup> )	Any Tray, Bypass	Plain Paper	Yes
International Paper	Hammermill Color Copy	n/a	–	Letter	32 lb. Bond (120 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 1	Yes
<b>GLOSSY</b>								
Smart Papers	Kromekote Laser High Gloss	n/a	Coated Two Sides	Letter	90 lb. Text (133 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 1	Yes
Mohawk Fine Papers Inc.	Mohawk Color Copy	n/a	Gloss Pure White	Letter	32 lb. Bond (120 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 1	Yes
Mohawk Fine Papers Inc.	Mohawk Color Copy	n/a	Gloss Pure White	Letter	80 lb. Cover (216 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes

\* If an item number is present, please contact Konica Minolta to order media. An 'n/a' reference indicates the item is not available through Konica Minolta. Contact the manufacturer to order.

## RECOMMENDED MEDIA & SPECIFICATIONS – COLOR MFPS

### RECOMMENDED MEDIA: BIZHUB C750i/C751i

MANUFACTURER	BRAND	KONICA MINOLTA ITEM NO.*	TYPE / ITEM NO.	SIZE	PAPER WEIGHT	PAPER INPUT LOCATION	PRINTER / MFP SETTING	AUTO DUPLEX
<b>GLOSSY</b>								
Sappi	Opus Gloss	n/a	–	Letter	80 lb. Bond (118 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 1	Yes
Sappi	Opus Gloss Cover	n/a	–	Letter	80 lb. Cover (216 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes
Smart Papers	Kromekote Laser High Gloss	n/a	–	Letter	90 lb. Bond (133 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 1	Yes
Smart Papers	Kromekote Laser High Gloss	n/a	Coated Two Sides 10 pt Cover	Letter	10 pt. Cover (234 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes
<b>COVER STOCK</b>								
Domtar	Microprint	n/a	Color Copy Cover	Letter	65 lb. Cover (176 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 2	Yes
Domtar	Microprint	n/a	Color Copy Cover	Letter	80 lb. Cover (216 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes
Domtar	Microprint	n/a	Coated Laser Matte Cover	Letter	80 lb. Cover (216 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes
International Paper	Hammermill Color Copy Cover	n/a	–	Letter	60 lb. Cover (163 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 2	Yes
International Paper	Hammermill Color Copy Cover	n/a	–	Letter	80 lb. Cover (216 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes
International Paper	Hammermill Color Copy Cover	n/a	–	Letter	100 lb. Cover (270 g/m <sup>2</sup> )	Bypass	Thick 4	Yes
Mohawk Fine Papers Inc.	Mohawk Color Copy	n/a	98 Bright White	Letter	80 lb. Cover (216 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes
Mohawk Fine Papers Inc.	Mohawk Color Copy	n/a	98 Bright White	Letter	100 lb. Cover (270 g/m <sup>2</sup> )	Bypass	Thick 4	Yes
Wausau	Exact Index	n/a	–	Letter	140 lb. Cover (255g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes

## RECOMMENDED MEDIA & SPECIFICATIONS – COLOR MFPS

### RECOMMENDED MEDIA: BIZHUB C750i/C751i

MANUFACTURER	BRAND	KONICA MINOLTA ITEM NO.*	TYPE / ITEM NO.	SIZE	PAPER WEIGHT	PAPER INPUT LOCATION	PRINTER / MFP SETTING	AUTO DUPLEX
<b>LABELS</b>								
Avery	Color Printing Labels	n/a	#6870 30 labels/ sheet	Letter	–	Bypass	Thick 1	No
Avery	Color Printing Labels	n/a	#6973 8 labels/ sheet	Letter	–	Bypass	Thick 1	No
Avery	Color Printing Labels	n/a	#5889 Postcard	Letter	–	Bypass	Thick 1	No
Avery	Color Printing Labels	n/a	#6878 4 labels/ sheet	Letter	–	Bypass	Thick 1	No
<b>ENVELOPES</b>								
Preservation	Wove	n/a	Preservation Wove 5789 #6 3/4	3.85" x 6.5"	24 lb.	Bypass	Envelope	No
<b>TAB DIVIDERS</b>								
Avery	Dennison Long Edge	n/a	#20406 long edge	Letter	–	Bypass	Thick 1	No
<b>SPECIALTY</b>								
Techni-Print**	Photo T-Shirt Transfer	n/a	9721PO	Letter	–	Bypass	Thick 2	No

\* If an item number is present, please contact Konica Minolta to order media. An 'n/a' reference indicates the item is not available through Konica Minolta. Contact the manufacturer to order.

\*\* T-Shirt Transfer Paper should not be solely used in the copier and should only be used on a limited basis (250 sheets per run maximum). Also, pay particular attention if a misfeed occurs in the fuser section of the copier. It should be removed immediately (due to odor) and then 15-25 sheets of regular (20 lb. bond) paper should be run to clean the fusing rollers. Also, this media cannot be used in high humidity environments.

## RECOMMENDED MEDIA & SPECIFICATIONS – COLOR MFPS

### MEDIA TYPE SPECIFICATION: BIZHUB C750i/C751i

#### Standard Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	TRAY 1	TRAY 2	TRAY 3	TRAY 4	MULTIPLE BYPASS	AUTO DUPLEX	
Plain Paper	14-15.5 lb. (50-55 g/m²)	500 sheets	500 sheets	1,500 sheets	1,000 sheets	100 sheets	Yes	
Plain Paper+	24.25-28 lb. (91-105 g/m²)							
Recycled Paper	16-20 lb. (60-75 g/m²)							
Thick Paper 1	24.25-32 lb. (90-120 g/m²)	150 sheets	150 sheets	1,000 sheets		20 sheets		
Thick Paper 1+	32.25-41.75 lb. (121-157 g/m²)							
Thick Paper 2	42-55.5 lb. (158-210 g/m²)							
Thick Paper 3	55.75-68 lb. (210-255 g/m²)							
Thick Paper 4	68.25-79.75 lb. (256-305 g/m²)	–	–	–	–			
Envelopes	–	70 sheets	–	–	–	10 sheets		No
Banner Paper	34-55.5 lb. (130-210 g/m²)	–	–	–	–			
Postcards	–	–	–	–	–			
Labels	–	–	–	–	–			

## RECOMMENDED MEDIA & SPECIFICATIONS – COLOR MFPS

### MEDIA TYPE SPECIFICATION: BIZHUB C750i/751i

#### LU-303 Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	TRAY 5	AUTO DUPLEX
Plain Paper	16-24 lb. (60-90 g/m <sup>2</sup> )	3,000 sheets	Yes
Thick Paper 1	24.25-32 lb. (90-120 g/m <sup>2</sup> )	2,500 sheets	
Thick Paper 1+	32.25-41.75 lb. (120-155 g/m <sup>2</sup> )	1,750 sheets	
Thick Paper 2	42-55.5 lb. (158-210 g/m <sup>2</sup> )	1,550 sheets	
Thick Paper 3	55.75-68 lb. (210-255 g/m <sup>2</sup> )	1,300 sheets	

#### LU-205 Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	LARGE-CAPACITY TRAY	AUTO DUPLEX
Plain Paper	16-24 lb. (60-90 g/m <sup>2</sup> )	2,500 sheets	Yes
Thick Paper 1	24.25-32 lb. (90-120 g/m <sup>2</sup> )	2,000 sheets	
Thick Paper 1+	32.25-41.75 lb. (120-155 g/m <sup>2</sup> )	1,450 sheets	
Thick Paper 2	42-55.5 lb. (158-210 g/m <sup>2</sup> )	1,250 sheets	
Thick Paper 3	55.75-68 lb. (210-255 g/m <sup>2</sup> )	1,000 sheets	



# COLOR PRINTER

FULL COLOR LASER PRINTERS  
MEDIA SPECIFICATIONS

## RECOMMENDED MEDIA & SPECIFICATIONS – COLOR PRINTERS

### RECOMMENDED MEDIA: **BIZHUB C3100i/C3120i/C3300i/C3301i/C3320i/C3321i/C4000i/C4001i**

MEDIA TYPE	BRAND	PAPER WEIGHT
Plain Paper (Color)	SMART Carnival White, Domtar Microprint Laser, Mohawk Color Copy 98 Bright White	–
Plain Paper (Monochrome)	Hammermill Tidal MP	20 lb. (75 g/m <sup>2</sup> )
Recycled Paper	Domtar Recycled Copy	20 lb. (75 g/m <sup>2</sup> )
Thick Paper (91-150 g/m <sup>2</sup> )	Hammermill Color Copy Paper	32 lb. (120 g/m <sup>2</sup> )
Thick Paper (151-210 g/m <sup>2</sup> )	Hammermill Color Copy Cover	60 lb. (163 g/m <sup>2</sup> )
Envelopes	Preservation Wove 5789 #6 3/4	–
Glossy Paper	Sappi Opus Gloss, SMART Kromekote Laser High Gloss Coated Two Sides	128 g/m <sup>2</sup>
Other	Avery Dennison #5889 Postcard	–

### MEDIA TYPE SPECIFICATION: **BIZHUB C3100i/C3120i/C3300i/C3301i/C3320i/C3321i/C4000i/C4001i**

#### Standard Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	TRAY 1	BYPASS	AUTO DUPLEX
Plain Paper	14-15.5 lb. (55-60 g/m <sup>2</sup> )	500 sheets	100 sheets	Yes
Thick Paper 1	24.25-40 lb. (90-150 g/m <sup>2</sup> )			
Envelopes	–	–	Yes	No

#### Optional Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	TRAY 3	AUTO DUPLEX
Plain Paper	16-24 lb. (60-90 g/m <sup>2</sup> )	500 sheets	Yes





# B&W MFP

B&W PRINTER/COPIER/SCANNER/FAX  
MEDIA SPECIFICATIONS

RECOMMENDED MEDIA & SPECIFICATIONS – B&W MFPS

RECOMMENDED MEDIA: **BIZHUB 4050i/4051i/4750i/4751i**

MEDIA TYPE	BRAND	PAPER WEIGHT
Plain Paper	Hammermill Tidal MP	75 gsm
Recycled Paper	Domtar Recycled Copy (30% Post Consumer)	75 gsm
Thick Paper 1	Hammermill Color Copy Paper	32 lb.
Thick Paper 2	Hammermill Color Copy Paper	60 lb.
Envelope	Preservation Wove 5789 #6 3/4	24 lb.
Other	Official Postcard	–

## RECOMMENDED MEDIA & SPECIFICATIONS – B&W MFPS

### MEDIA TYPE SPECIFICATION: BIZHUB 4050/4750

#### Standard Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	MULTIPLE BYPASS	TRAY 1	AUTO DUPLEX
Plain Paper	16-32 lb. (60-120 g/m²)	100 sheets	500 sheets	Yes
Thick Paper	30-55.5 lb. (120-210 g/m²)	Up to 20 sheets	20 sheets	No
Labels	–			
OHP Film Transparency				
Envelopes				

#### PF-P21/PF-P28 Supported Media

MEDIA TYPE	WEIGHT	TRAY 2	AUTO DUPLEX
Plain Paper	16-24 lb. Bond	500 sheets	Yes
Recycled Paper			

## RECOMMENDED MEDIA & SPECIFICATIONS – B&W MFPS

### RECOMMENDED MEDIA: **BIZHUB 227/287**

MEDIA TYPE	BRAND	SIZE	PAPER WEIGHT
<b>PLAIN PAPER FOR COLOR OUTPUT</b>			
Thick 1	Hammermill Color Copy	Letter	32 lb. Bond (120 g/m <sup>2</sup> )
Thick 2	Hammermill Color Copy	Letter	60 lb. Cover (163 g/m <sup>2</sup> )
Thick 3	Hammermill Color Copy	Letter	80 lb. Cover (216 g/m <sup>2</sup> )
<b>PLAIN PAPER FOR BLACK &amp; WHITE OUTPUT</b>			
Plain Paper	Hammermill Tidal MP	Letter	20 lb. Bond (75 g/m <sup>2</sup> )
<b>ENVELOPES</b>			
Envelopes	Preservation Wove 5889 #6 3/4	3.85" x 6.5" (98 x 165 mm)	24 lb.
<b>TAB DIVIDERS</b>			
–	Avery Dennison 20406 (long edge only)	Letter	–
<b>RECYCLED PAPER</b>			
Recycled Paper	Domtar Recycled Copy	Letter	20 lb. Bond (75 g/m <sup>2</sup> )
<b>TRANSPARENCY</b>			
OHP Sheets	3M – PP2500	Letter	–

## RECOMMENDED MEDIA & SPECIFICATIONS – B&W MFPS

### MEDIA TYPE SPECIFICATION: BIZHUB 227/287

#### Standard Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	TRAY 1	TRAY 2	MULTIPLE BYPASS	AUTO DUPLEX
Plain Paper	16-24 lb. (60-90 g/m²)	500 sheets	500 sheets	100 sheets	Yes
Thick Paper 1	24.25-40 lb. (90-150 g/m²)	150 sheets	150 sheets		
Thick Paper 2	41-55.75 lb. (150-210 g/m²)				
Labels	–	Not Supported	Not Supported	Yes	No
OHP Film Transparency					
Envelopes					

#### PC-113 Supported Media

MEDIA TYPE	WEIGHT	TRAY 3	AUTO DUPLEX
Plain Paper	16-24 lb. (60-90 g/m <sup>2</sup> )	500 sheets	Yes
Thick Paper	24.25-55.5 lb. (90-210 g/m <sup>2</sup> )	150 sheets	

#### PC-213 Supported Media

MEDIA TYPE	WEIGHT	TRAY 3	TRAY 4	AUTO DUPLEX
Plain Paper	16-24 lb. (60-90 g/m <sup>2</sup> )	500 sheets	500 sheets	Yes
Thick Paper	24.25-55.5 lb. (90-210 g/m <sup>2</sup> )	150 sheets	150 sheets	

#### PC-413 Supported Media

MEDIA TYPE	WEIGHT	TRAY 3	AUTO DUPLEX
Plain Paper	16-24 lb. (60-90 g/m <sup>2</sup> )	2,500 sheets	Yes
Thick Paper	24.25-55.5 lb. (90-210 g/m <sup>2</sup> )	1,000 sheets	

## RECOMMENDED MEDIA & SPECIFICATIONS – B&W MFPS

### RECOMMENDED MEDIA: **BIZHUB 300i/301i/360i/361i/450i/451i/550i/551i/650i/651i**

MEDIA TYPE	BRAND	SIZE	PAPER WEIGHT
<b>PLAIN PAPER FOR COLOR OUTPUT</b>			
Plain Paper	Domtar Recycled Copy (30% Post Consumer)	Letter	20 lb. Bond (75 g/m <sup>2</sup> )
Plain Paper	Domtar Microprint Laser	Letter	24 lb. Bond (90 g/m <sup>2</sup> )
Plain Paper	Mohawk Color Copy 98 Bright White	Letter	24 lb. Bond (90 g/m <sup>2</sup> )
Thick 1	Domtar Microprint Color Copy	Letter	28 lb. Bond (105 g/m <sup>2</sup> )
Thick 1	Hammermill Color Copy	Letter	32 lb. Bond (120 g/m <sup>2</sup> )
Thick 2	Hammermill Color Copy	Letter	60 lb. Cover (163 g/m <sup>2</sup> )
Thick 3	Hammermill Color Copy	Letter	80 lb. Cover (216 g/m <sup>2</sup> )
Thick 4	Hammermill Color Copy	Letter	100 lb. Cover (271 g/m <sup>2</sup> )
<b>PLAIN PAPER FOR BLACK &amp; WHITE OUTPUT</b>			
Plain Paper	Hammermill Tidal MP	Letter	20 lb. Bond (75 g/m <sup>2</sup> )
<b>SINGLE-SIDED GLOSSY</b>			
Thick 3	SMART Kromekote Laser High Gloss Coated One Side 10 pt. Cover	Letter	10 pt. Cover (219 g/m <sup>2</sup> )
Thick 3	SMART Kromekote Laser High Gloss Coated One Side 12 pt. Cover	Letter	12 pt. Cover (247 g/m <sup>2</sup> )
<b>DOUBLE-SIDED GLOSSY</b>			
Thick 1	Mohawk Color Copy Gloss Pure White	Letter	32 lb. Bond (120 g/m <sup>2</sup> )
Thick 1	Sappi Opus Gloss	Letter	80 lb. Text (118 g/m <sup>2</sup> )
Thick 1	SMART Kromekote Laser High Gloss Coated Two Sides*	Letter	90 lb. Text (133 g/m <sup>2</sup> )
Thick 3	Sappi Opus Gloss Cover	Letter	80 lb. Cover (216 g/m <sup>2</sup> )

\* Paper cannot be used in a high humidity environment.

## RECOMMENDED MEDIA & SPECIFICATIONS – B&W MFPS

### RECOMMENDED MEDIA: **BIZHUB 300i/301i/360i/361i/450i/451i/550i/551i/650i/651i**

MEDIA TYPE	BRAND	SIZE	PAPER WEIGHT
<b>DOUBLE-SIDED GLOSSY (CONTINUED)</b>			
Thick 3	SMART Kromekote Laser High Gloss Coated Two Sides 10 pt. Cover	Letter	10 pt. Cover (234 g/m <sup>2</sup> )
<b>COVER STOCK</b>			
Thick 2	Domtar Microprint Color Copy Cover	Letter	60 lb. Cover (163 g/m <sup>2</sup> )
Thick 2	Domtar Microprint Color Copy Cover	Letter	65 lb. Cover (176 g/m <sup>2</sup> )
Thick 3	Domtar Microprint Coated Laser Matte Cover	Letter	80 lb. Cover (216 g/m <sup>2</sup> )
Thick 3	Domtar Microprint Color Copy Cover	Letter	80 lb. Cover (216 g/m <sup>2</sup> )
Thick 3	SMART Carnival White Cover	Letter	80 lb. Cover (216 g/m <sup>2</sup> )
Thick 3	Wausau Exact Index	Letter	140 lb. Index (255 g/m <sup>2</sup> )
Thick 3	Mohawk Color Copy 98 Bright White	Letter	80 lb. Cover (216 g/m <sup>2</sup> )
Thick 4	Mohawk Color Copy 98 Bright White	Letter	100 lb. Cover (270 g/m <sup>2</sup> )
<b>LABELS</b>			
–	Avery Dennison 5889 Postcard	Letter	–
–	Avery Dennison 6870 (30 labels per sheet)	Letter	–
–	Avery Dennison 6873 (8 labels per sheet)	Letter	–
–	Avery Dennison 6876 (2 labels per sheet)	Letter	–
–	Avery 6878 4-Up labels for Color Laser	Letter	–
<b>ENVELOPES</b>			
–	Preservation Wove 5789 #6 3/4	3.85" x 6.5" (98 x 165 mm)	24 lb.
<b>TAB DIVIDERS</b>			
–	Avery Dennison 20406 (long edge only)	Letter	–
<b>SPECIALTY PAPER</b>			
Thick 2	TECHNI-Print 9721PO* T-Shirt Transfer Paper**	Letter	–
<b>TRANSPARENCY</b>			
OHP Sheets	3M-PP2500	Letter	–

\* Paper cannot be used in a high humidity environment.

\*\*T-Shirt Transfer Paper: The 558/458 Series should not be used solely for T-Shirt transfer applications. T-Shirt transfer paper should be used on a limited basis, not to exceed a 250-sheet per run maximum. If a misfeed should occur, clear it immediately (due to the odor) and then run 15-25 sheets of regular plain paper (20 lb.) through the device to clean the fusing rollers. T-Shirt transfer paper cannot be used in high humidity environments.

## RECOMMENDED MEDIA & SPECIFICATIONS – B&W MFPS

### MEDIA TYPE SPECIFICATION: BIZHUB 300i/301i/360i/361i/450i/451i/550i/551i/650i/651i

#### Standard Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	TRAY 1	TRAY 2	MULTIPLE BYPASS	AUTO DUPLEX**
Plain Paper	17-24 lb. (64-90 g/m²)	500 sheets	500 sheets	150 sheets	Yes
Thick Paper 1	24.25-32 lb. (91-120 g/m²)	150 sheets	150 sheets	20 sheets	
Thick Paper 1+	32.25-41.75 lb. (121-157 g/m²)				
Thick Paper 2	42-55.5 lb. (158-209 g/m²)				
Thick Paper 3	55.75-68 lb. (210-256 g/m²)				
Thick Paper 4	68.25-79.75 lb. (257-300 g/m²)	-	-	No	
Postcards	-	-	-		
Labels	-	-	-		
OHP Film Transparency	-	-	-		
Envelopes	-	70 envelopes	-		
Banner Paper	127-210 g/m²	-	-		

#### PC-116 Supported Media

MEDIA TYPE	WEIGHT	TRAY 3	AUTO DUPLEX
Plain Paper	60-105 g/m <sup>2</sup>	500 sheets	Yes
Recycled			
Thick Paper	90-210 g/m <sup>2</sup>	150 sheets	

#### PC-216 Supported Media

MEDIA TYPE	WEIGHT	TRAY 3	TRAY 4	AUTO DUPLEX
Plain Paper	60-105 g/m <sup>2</sup>	500 sheets	500 sheets	Yes
Recycled				
Thick Paper	–	150 sheets	150 sheets	



## RECOMMENDED MEDIA & SPECIFICATIONS – B&W MFPS

### MEDIA TYPE SPECIFICATION: BIZHUB 300i/301i/360i/361i/450i/451i/550i/551i/650i/651i

#### PC-416/PC-417 Supported Media

MEDIA TYPE	WEIGHT	LCT TRAY	AUTO DUPLEX
Plain Paper	60-105 g/m <sup>2</sup>	2,500 sheets	Yes
Recycled			
Thick Paper	–	1000 sheets	

#### LU-207 Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	LARGE-CAPACITY TRAY	AUTO DUPLEX*
Plain Paper	64-90 g/m <sup>2</sup>	2,500 sheets	Yes
Thick Paper 1	91-120 g/m <sup>2</sup>	2,000 sheets	
Thick Paper 1+	121-157 g/m <sup>2</sup>	1,450 sheets	
Thick Paper 2	158-209 g/m <sup>2</sup>	1,250 sheets	
Thick Paper 3	210-256 g/m <sup>2</sup>	1,000 sheets	

#### LU-302 Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	LARGE-CAPACITY TRAY	AUTO DUPLEX*
Plain Paper	64-90 g/m <sup>2</sup>	3,000 sheets	Yes
Thick Paper 1	91-120 g/m <sup>2</sup>	2,500 sheets	
Thick Paper 1+	121-157 g/m <sup>2</sup>	1,750 sheets	
Thick Paper 2	158-209 g/m <sup>2</sup>	1,550 sheets	
Thick Paper 3	210-256 g/m <sup>2</sup>	1,300 sheets	

\* For Auto Duplex, only plain paper weighing 64-90 g/m<sup>2</sup> or thick paper weighing 91-256 g/m<sup>2</sup> are reliably fed.

## RECOMMENDED MEDIA & SPECIFICATIONS – B&W MFPS

### RECOMMENDED MEDIA: **BIZHUB 750i/751i/850i/950i**

MANUFACTURER	BRAND	TYPE / ITEM NO.	SIZE	PAPER WEIGHT	PAPER INPUT LOCATION	PRINTER / MFP SETTING	AUTO DUPLEX
<b>PLAIN PAPER</b>							
Domtar	Recycled Copy	30% Post Consumer	Letter	20 lb. Bond (75 g/m <sup>2</sup> )	Any Tray, Bypass	Recycled	Yes
International Paper	Hammermill Tidal MP	–	Letter	20 lb. Bond (75 g/m <sup>2</sup> )	Any Tray, Bypass	Plain Paper	Yes
International Paper	Hammermill Color Copy	–	Letter	32 lb. Bond (120 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 1	Yes
<b>COVER STOCK</b>							
International Paper	Hammermill Color Copy Cover	–	Letter	60 lb. Cover (163 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 2	Yes
International Paper	Hammermill Color Copy Cover	–	Letter	80 lb. Cover (216 g/m <sup>2</sup> )	Any Tray, Bypass	Thick 3	Yes
International Paper	Hammermill Color Copy Cover	–	Letter	100 lb. Cover (270 g/m <sup>2</sup> )	Bypass	Thick 4	Yes
<b>LABELS</b>							
Avery	Color Printing Labels	#6870 30 labels/ sheet	Letter	–	Bypass	Thick 1	No
Avery	Color Printing Labels	#6973 8 labels/ sheet	Letter	–	Bypass	Thick 1	No
Avery	Color Printing Labels	#6876 2 labels/ sheet	Letter	–	Bypass	Thick 1	No
Avery	Color Printing Labels	#6878 4 labels/ sheet	Letter	–	Bypass	Thick 1	No
<b>ENVELOPES</b>							
Preservation	Wove	Preservation Wove 5789 #6 3/4	3.85" x 6.5"	24 lb.	Bypass	Envelope	No
<b>TAB DIVIDERS</b>							
Avery	Dennison Long Edge	#20406 long edge	Letter	–	Bypass	Thick 1	No

## RECOMMENDED MEDIA & SPECIFICATIONS – B&W MFPS

### MEDIA TYPE SPECIFICATION: BIZHUB 750i/751i/850i/950i

#### Standard Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	TRAY 1	TRAY 2	TRAY 3	TRAY 4	MULTIPLE BYPASS	AUTO DUPLEX
Plain Paper	14-15.5 lb. (50-55 g/m <sup>2</sup> )	500 sheets	500 sheets	1,500 sheets	1,000 sheets	100 sheets	Yes
Recycled Paper	16-20 lb. (60-75 g/m <sup>2</sup> )						
Thick Paper 1	24.25-32 lb. (90-120 g/m <sup>2</sup> )	400 sheets	400 sheets	1,150 sheets	750 sheets	80 sheets	
Thick Paper 1+	32.25-41.75 lb. (121-157 g/m <sup>2</sup> )	280 sheets	280 sheets	800 sheets	500 sheets	70 sheets	
Thick Paper 2	42-55.5 lb. (158-210 g/m <sup>2</sup> )	250 sheets	250 sheets	700 sheets	450 sheets	60 sheets	
Thick Paper 3	55.75-68 lb. (210-255 g/m <sup>2</sup> )	200 sheets	200 sheets	600 sheets	400 sheets	50 sheets	
Thick Paper 4	68.25-79.75 lb. (256-305 g/m <sup>2</sup> )	–	–	–	–	–	No
Envelopes	–	–	–	–	–	10 sheets	
Banner Paper	34-55.5 lb. (130-210 g/m <sup>2</sup> )	–	–	–	–	50 sheets	
Postcards	–	–	–	200 sheets	200 sheets	–	
Labels	–	–	–	–	–	–	

## RECOMMENDED MEDIA & SPECIFICATIONS – B&W MFPS

### MEDIA TYPE SPECIFICATION CONTINUED: **BIZHUB 750i/751i/850i/950i**

#### LU-303 Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	TRAY 5	AUTO DUPLEX
Plain Paper	16-24 lb. (60-90 g/m <sup>2</sup> )	3,000 sheets	Yes
Thick Paper 1	24.25-32 lb. (90-120 g/m <sup>2</sup> )	2,500 sheets	
Thick Paper 1+	32.25-41.75 lb. (120-155 g/m <sup>2</sup> )	1,750 sheets	
Thick Paper 2	42-55.5 lb. (158-210 g/m <sup>2</sup> )	1,550 sheets	
Thick Paper 3	55.75-68 lb. (210-255 g/m <sup>2</sup> )	1,300 sheets	

#### LU-205 Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	TRAY 5	AUTO DUPLEX
Plain Paper	16-24 lb. (60-90 g/m <sup>2</sup> )	2,500 sheets	Yes
Thick Paper 1	24.25-32 lb. (90-120 g/m <sup>2</sup> )	2,000 sheets	
Thick Paper 1+	32.25-41.75 lb. (120-155 g/m <sup>2</sup> )	1,450 sheets	
Thick Paper 2	42-55.5 lb. (158-210 g/m <sup>2</sup> )	1,250 sheets	
Thick Paper 3	55.75-68 lb. (210-255 g/m <sup>2</sup> )	1,000 sheets	



# B&W PRINTER

B&W LASER PRINTERS  
MEDIA SPECIFICATIONS

## RECOMMENDED MEDIA & SPECIFICATIONS – B&W PRINTERS

### RECOMMENDED MEDIA: BIZHUB 4000i/4020i/4700i/4701i/5000i/5020i

#### Plain Paper Guidelines

- Rough, highly textured, limp or pre-curved papers will result in lower print quality and more frequent paper feed failures.
- Colored papers must be able to withstand 220°C (446°F) fusing temperature.
- The chemical process used in preprinting may render some papers unsuitable for use.

#### Recycled Paper Guidelines

- Low moisture content (4-5%)
- Suitable smoothness (100-200 Shetfield units)
- Suitable sheet-to-sheet coefficient of friction (0.4-0.6)
- Sufficient bending resistance in the direction of feed

#### Transparency Guidelines

- Use letter or A4-size sheets only.
- Many transparencies specifically designed for xerographic copy machines or laser printers may be used.
- Single-sided transparencies designed for color laser printers should not be used.

#### Envelope Guidelines

- All envelopes should be new, unused and without package damage
- Envelopes with excessive curl or twist exceeding 3.0 mm, those stuck together, those with bent corners or nicked edges, or those that interlock should not be used.
- Minimum weight: 75 gsm (20 lb.)

### MEDIA TYPE SPECIFICATION: BIZHUB 4000i/4020i/4700i/4701i/5000i/5020i

#### Standard Tray Capacity and Supported Media

MEDIA TYPE	WEIGHT	TRAY 1	MULTIPLE BYPASS	AUTO DUPLEX
Plain Paper	16-32 lb. Bond	520 sheets	50/100 sheets	Yes
Thick Paper	16-43 lb. Bond	Yes	20 sheets	No
Recycled Paper	16-28 lb. Bond			Yes
Envelopes	–	Not Supported	10 envelopes	No
Labels*	–		Yes	

\* For transparencies or labels, we recommend removing printed pages from the output tray immediately after they exit the machine to avoid the possibility of smudging.

#### PF-P23/PF-P24 Supported Media (Option)

MEDIA TYPE	WEIGHT	TRAY 2	TRAY 3	AUTO DUPLEX
Plain Paper	16-28 lb. Bond	250 sheets	520 sheets	Yes
Recycled Paper				

#### PF-P21/PF-P28 Supported Media (Option)

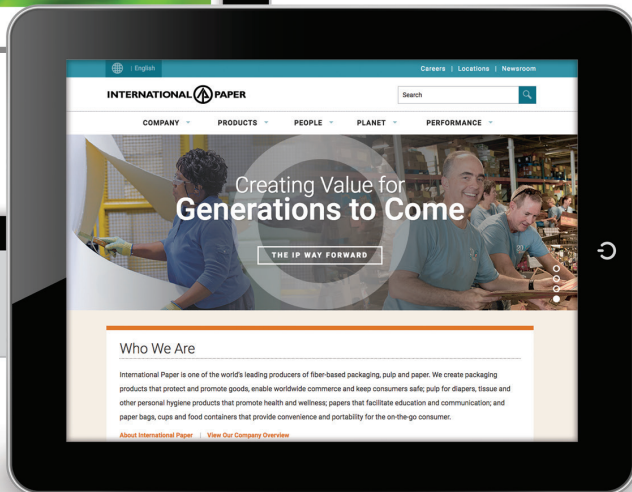
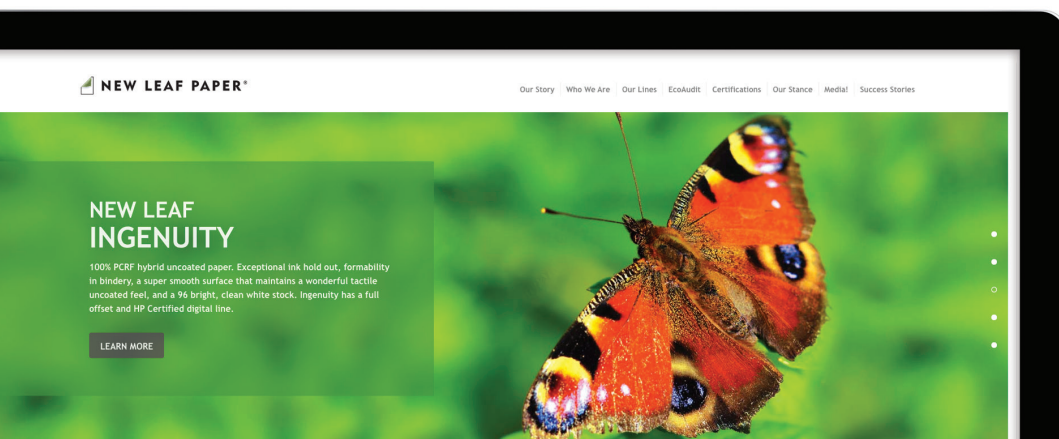
MEDIA TYPE	WEIGHT	TRAY 2	AUTO DUPLEX
Plain Paper	16-28 lb. Bond	500 sheets	Yes
Recycled Paper			

## PAPER MANUFACTURERS

For more information regarding many of the media manufacturers shown in this guide, please navigate to each company's respective website.

MANUFACTURER	WEBSITE
Avery	<a href="http://www.avery.com">http://www.avery.com</a>
Domtar	<a href="http://www.domtar.com">http://www.domtar.com</a>
Hammermill	<a href="http://www.hammermill.com">http://www.hammermill.com</a>
International Paper	<a href="http://www.internationalpaper.com">http://www.internationalpaper.com</a>
Mohawk Fine Papers, Inc.	<a href="http://www.mohawkpaper.com">http://www.mohawkpaper.com</a>

MANUFACTURER	WEBSITE
Neenah Paper	<a href="http://www.neenahpaper.com">http://www.neenahpaper.com</a>
New Leaf Paper	<a href="http://www.newleafpaper.com">http://www.newleafpaper.com</a>
Sappi	<a href="http://www.sappi.com">http://www.sappi.com</a>
Wausau Paper	<a href="https://www.torkusa.com/">https://www.torkusa.com/</a>



## NOTES

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## NOTES

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