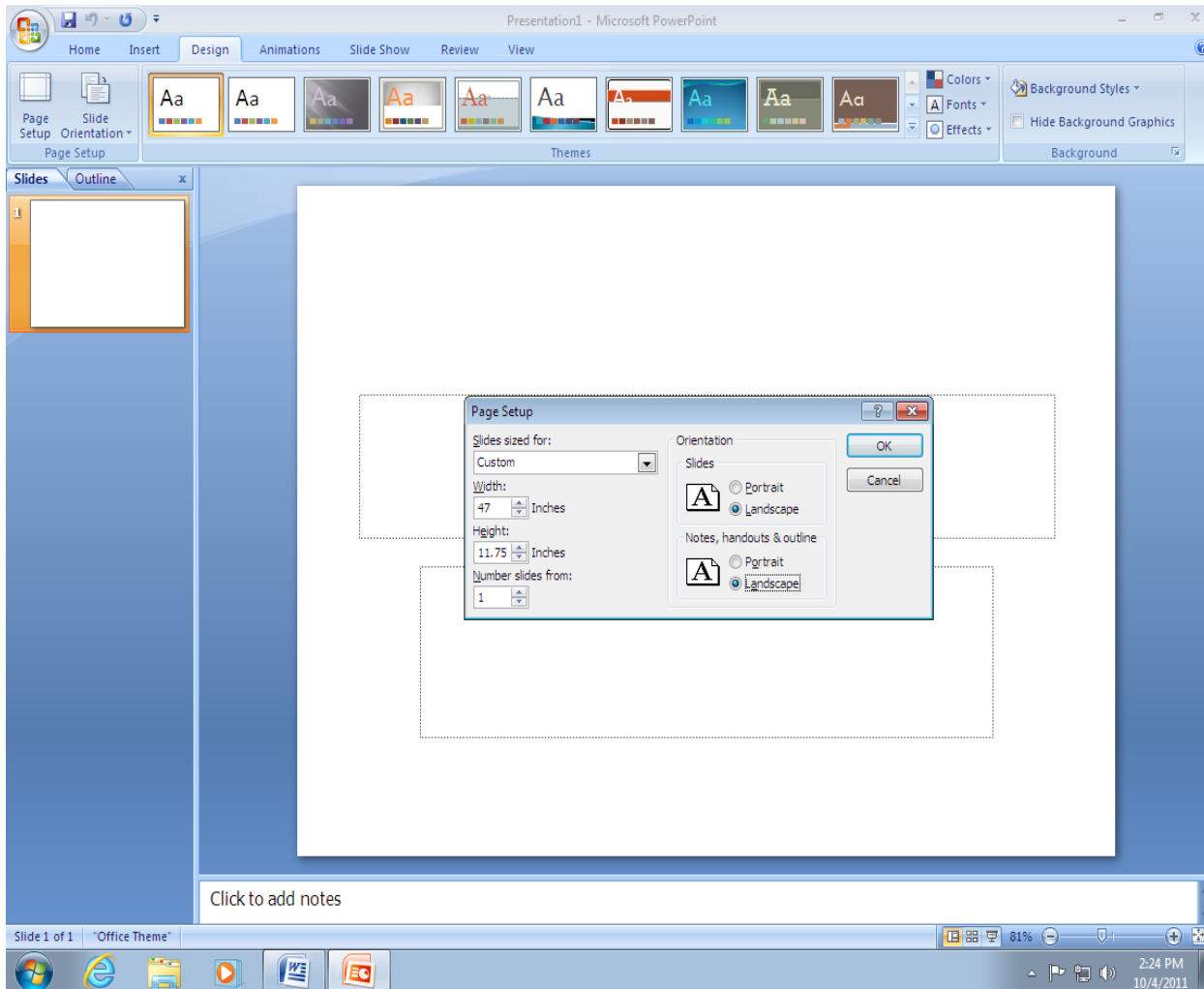


How to create & print a banner through Microsoft PowerPoint



Create a Banner

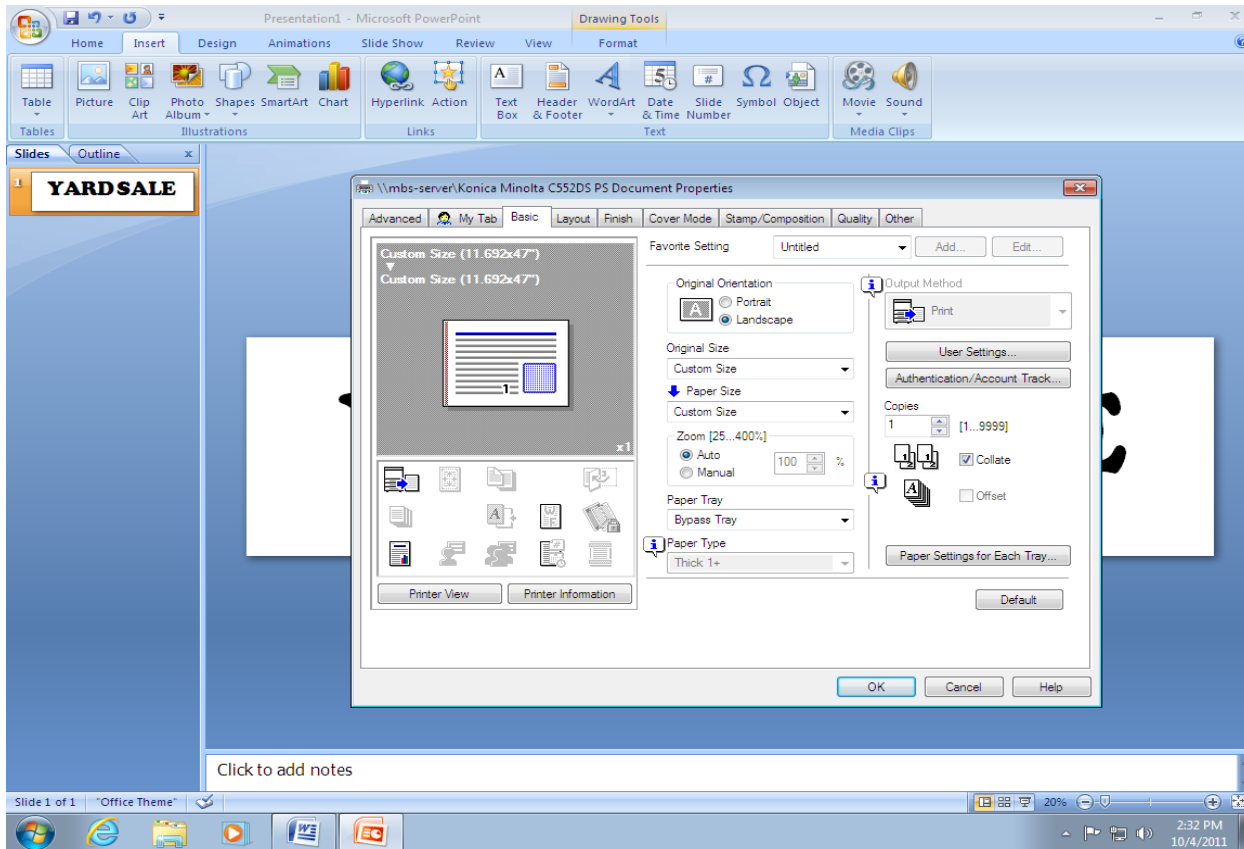
- 1) Open a blank PowerPoint document
- 2) Select [Design]
- 3) Select [Page Setup]
- 4) Select [Custom] for [Slides sized for]
- 5) Enter [47.0] for [Width]
- 6) Enter [11.75] for [Height]
- 7) Select [Landscape] for [Orientation]
- 8) Select [Landscape] for [Notes, handouts & outline]
- 9) Select [OK] to exit [Page Setup]

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- 10) Select [Insert]
- 11) Add [Images]
- 12) Add [Text]
- 13) Customize your banner

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Printing the Banner

- 1) Select [File/Print]
- 2) Select [Konica Minolta bizhub MFP Printer]
- 3) Select [Properties]
- 4) Select [Landscape] for [Orientation]
- 5) Select [Original Size] and Scroll down to [Custom Size]
- 6) Enter [11.75] for [Width]
- 7) Enter [47.0] for [Length]
- 8) Select [OK]
- 9) Select [Yes] to Confirm Settings Changes
- 10) Select [OK]
- 11) Hold, do NOT print your banner yet

At the MFP

- 1) Select [Menu]
- 2) Select [Utility]
- 3) Select [#6 Banner Printing]
- 4) Select [Allow]
- 5) Select [OK]
- 6) Return to your PowerPoint document, Select [Print]
- 7) Return to the bizhub MFP for display message to [Correctly position the paper in the Bypass Tray]
- 8) Place banner paper in the bypass of the bizhub MFP be careful to adjust the paper guides precisely to the correct setting)
- 9) Select [Complete] to activate banner print
- 10) Select [Exit] when banner print job is complete
- 11) Select [Yes] to confirm