How to Set Custom Paper Sizes

Symptom

When trying to setup custom paper sizes, your options are greyed-out and you cannot specify a custom size.

Solution

The printer properties MUST be accessed through Administrative Tools, which may not be visible on your Control Panel. To show it, click the *View by* pulldown at the upper right of the Control Panel Screen:
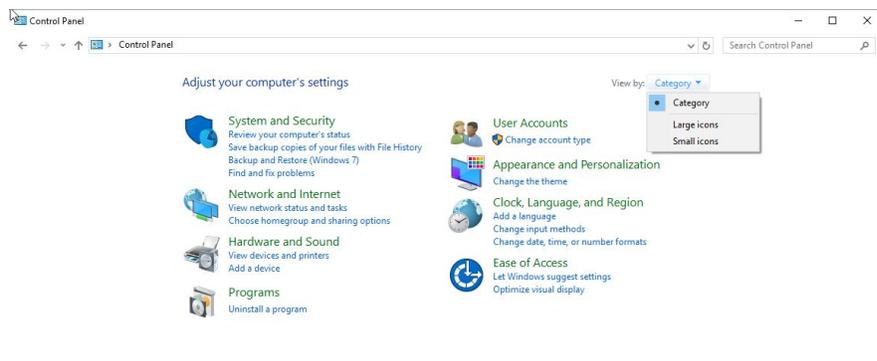
Once you have selected Small icons, you will see the following screen:
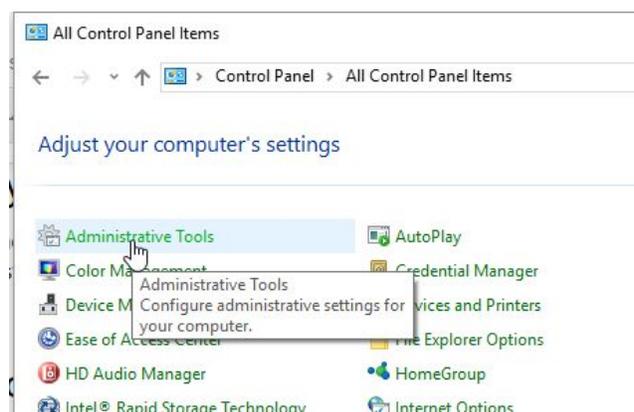
On the next screen, **right-click** Print Management and choose Run as Administrator:
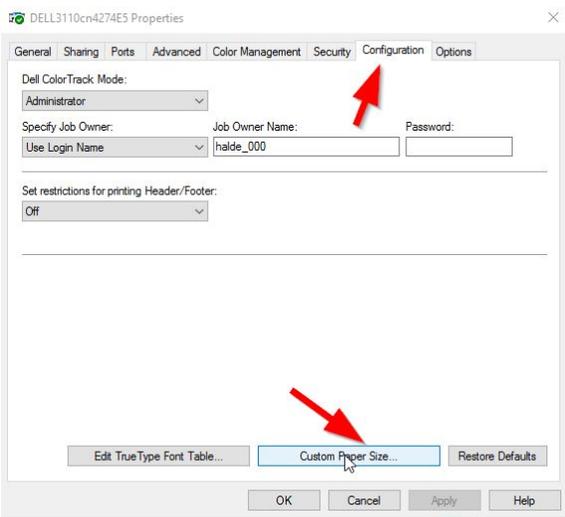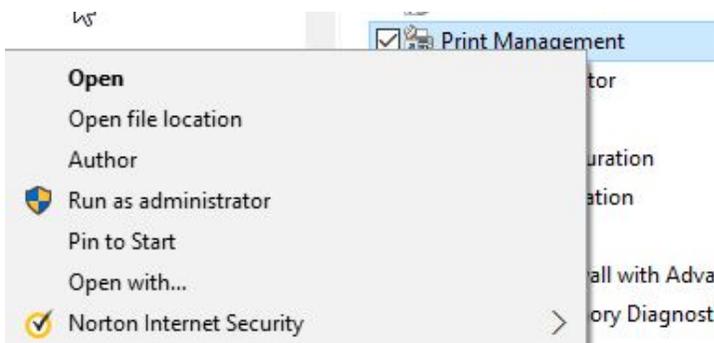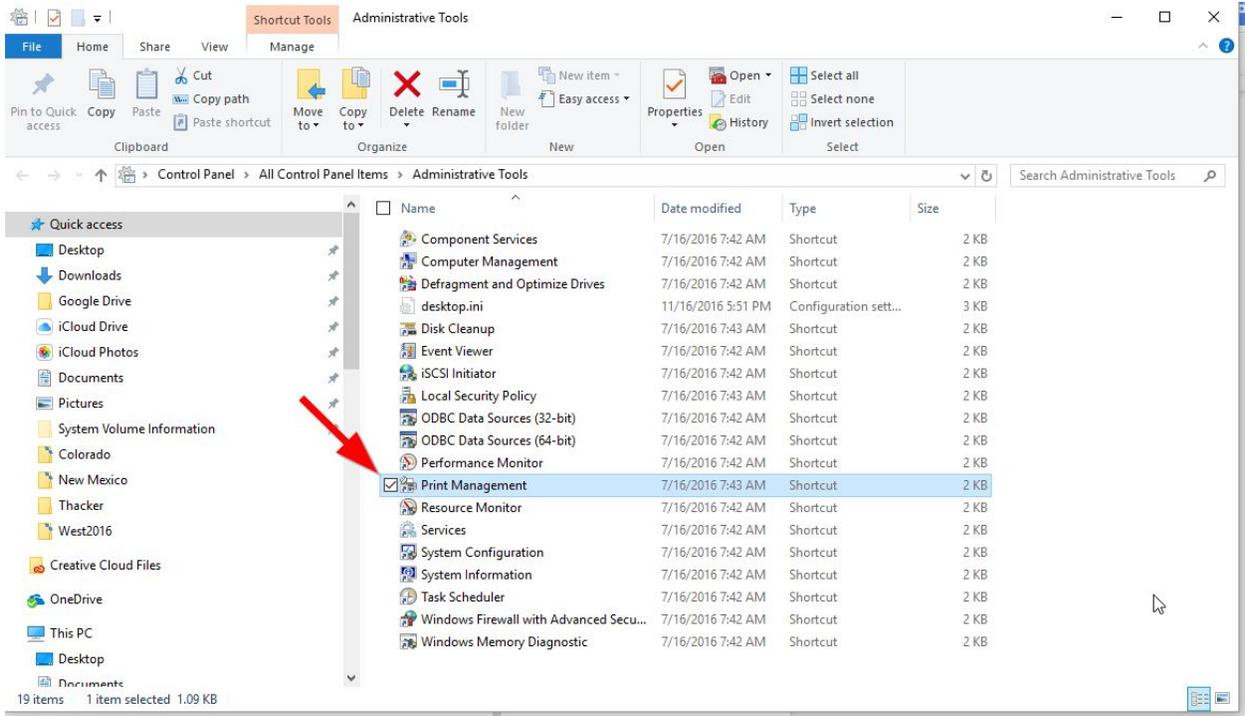
Click the Configuration Tab, then Custom Paper Sizes:

Setup your paper sizes using the Custom 1-20 sizes and renaming them.

Custom Paper Size   ?   ✕

Details:

Custom 1	127x203 mm	GraveRecord
Custom 2	210x297 mm	Custom 2
Custom 3	210x297 mm	Custom 3
Custom 4	210x297 mm	Custom 4
Custom 5	210x297 mm	Custom 5
Custom 6	210x297 mm	Custom 6

Change Setting For:

Short Edge[3.00-8.66 inch]:

5.00   inch

Long Edge[3.86-14.00 inch]:

8.00   inch

☑ Name the Paper Size

Paper Name: GraveRecord   Restore Defaults

Unit

◯ Millimeters

◉ Inches

OK   Cancel   Help