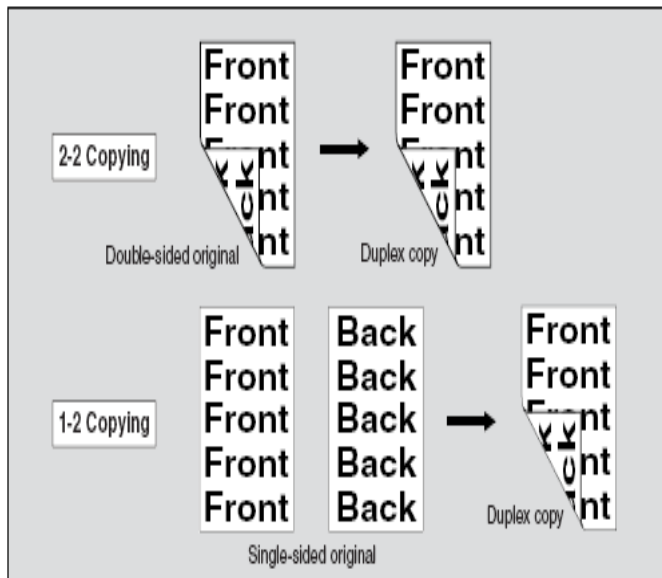


CSULB Departmental Copier Program

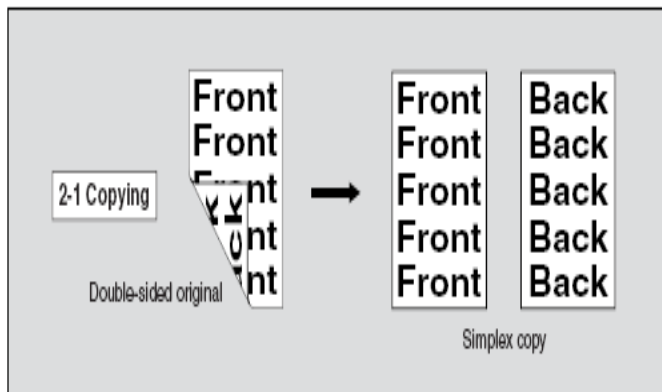
Instructions to Copy Two-Sided(Duplex) or One-Sided(Simplex) on the Konica 420 Copier

Start by looking at the documents you are going to copy. If those documents already have print on both sides and you want the output to print on both sides, you want to use **2-2 Copying**.

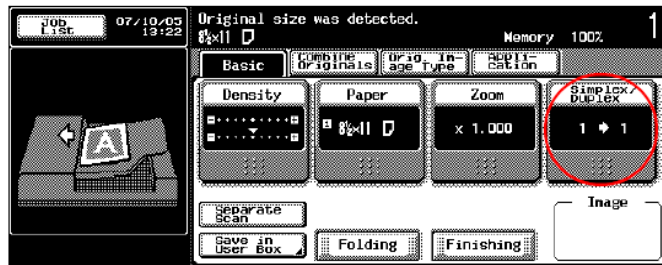
If the documents in your hand have print on only one side and you want the output on both sides of the paper, you want to use **1-2 Copying**.



If the documents in your hand are double sided and you want to have each of those sides on its own sheet of paper, you want to use **2-1 Copying**.



If required, enter a password to activate the copier. Position your originals face up on the document feeder or face down on the document glass. Now **touch Simplex/Duplex** as shown on the right.



Make sure to **touch the correct mode**(i.e. 1→2) that you want. Press **Start** on the keypad to begin copying.

