

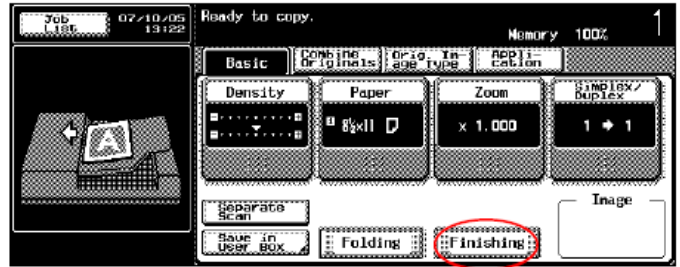
CSULB Departmental Copier Program

Instructions to Staple on the Konica 420 Copier

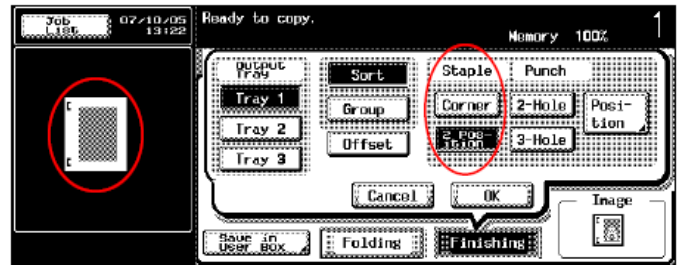
Stapling is limited to a maximum of 50 sheets and a minimum of 2 sheets.

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.

To start, touch **Finishing**.

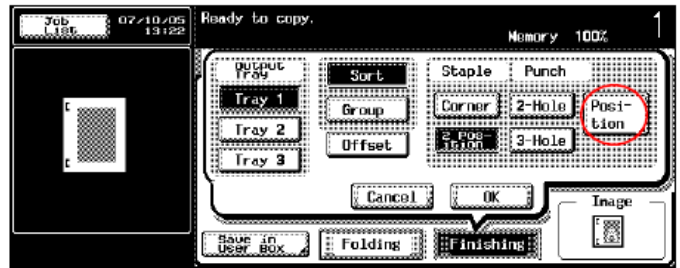


Here you can choose to either staple at the top left corner or staple 2 positions on the left side. If you take a look at the **diagram on the left of the touchscreen**, it will show you the current selected position of the staples. Once you have touched either **Corner** or **2 Position**, touch **OK**.



Stop right here if you are satisfied with the staple position either in the top left corner or on the left side 2 Positions. **Press Start on the keypad** to begin your copy job with stapling. **If you want to change the position of the staples, continue on this procedure.**

To change the position of the staples from the default position, touch **Position**.



This menu shows you the different staple positions that are possible. The items surrounded by the red box show the different positions that you choose. **Touch the desired staple position** and confirm that it is correct by looking at the circled diagram on the left side of this screen. **Press Start on the keypad** to begin your copy job with stapling.

