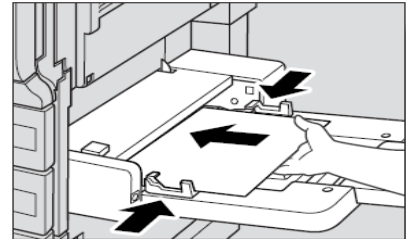


CSULB Departmental Copier Program

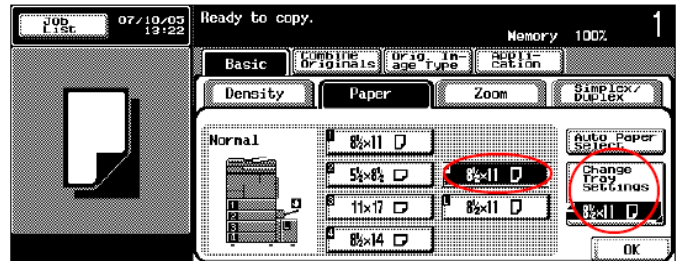
Instructions to Copy Transparencies on the Konica 420 Copier

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.

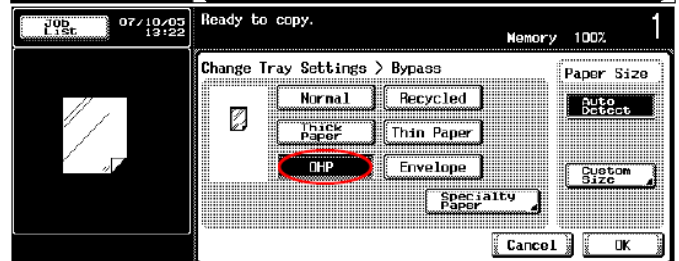
Open the bypass tray and place your transparencies into the tray as shown on the right.



After a few seconds, the Paper screen should come up as shown on the right. (The circled tray to the right of Tray 2 is the bypass tray) **Touch the bypass tray.**

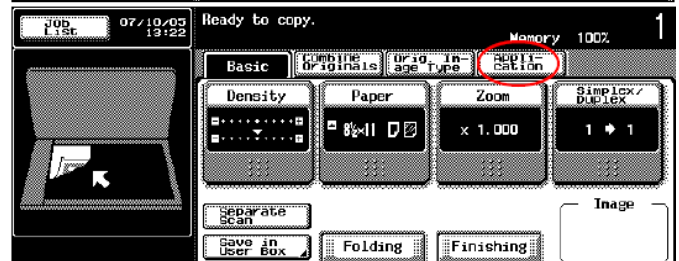


Touch OHP and then touch OK.

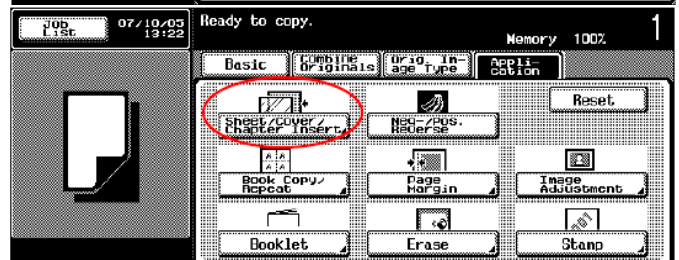


If you do not want to interleave a sheet of paper in between your transparencies, then just **press Start on the keypad** to begin.

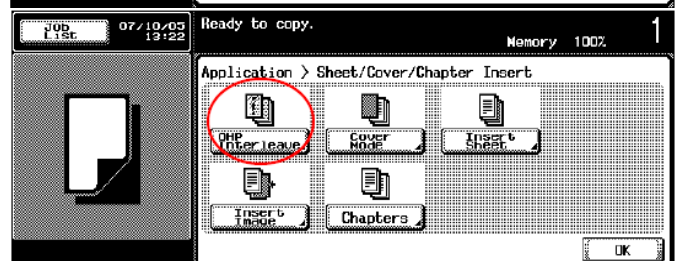
Touch the Application tab as indicated on the right.



Touch Sheet/Cover/Chapter Insert.



Touch OHP Interleave.



Touch the tray that is carrying 8.5 x 11 paper. In the picture on the right, you would touch tray 1. However, the type of paper in trays 1 and 2 vary in each department. After choosing the correct tray, **touch Blank** if you want a blank sheet of paper between the transparencies or **touch Copy** if you want a copy of the original between the transparencies. **Press Start on the keypad** to begin.

