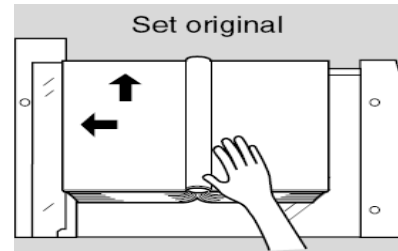


# CSULB Departmental Copier Program

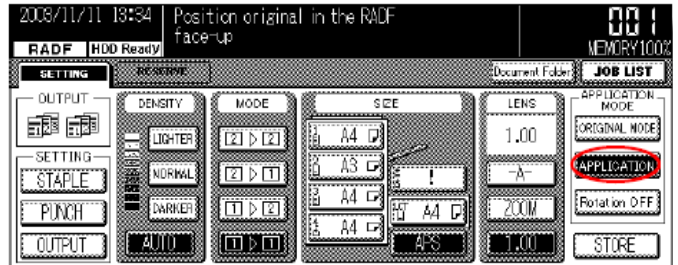
## Instructions to Book Copy on the Konica 7145 Copier

Before you begin, note that when turning on **Book Copy**, several other options are turned on for you. These are Store Mode, Non-Image Area Erase, and Auto Layout. Because of this, please **Do Not Close** the document feeder on top of the book.

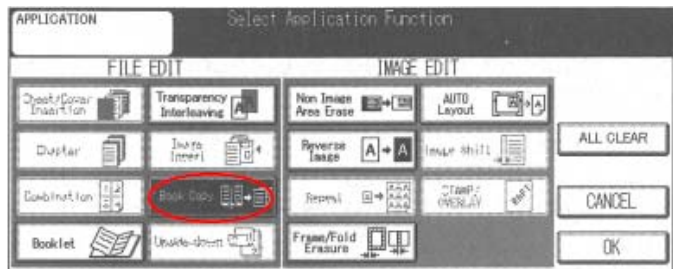
If required, enter a password to activate the copier. To start, set your book on the glass so the middle spine is lined up with the A5R on the top measuring scale.



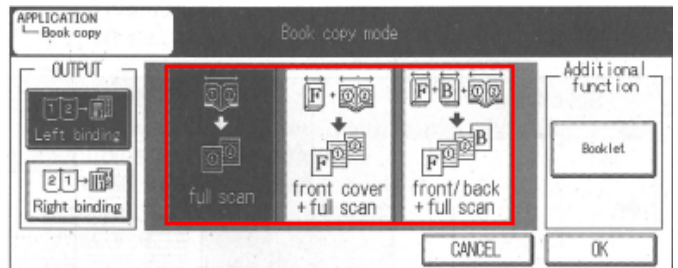
### Touch Application.



### Touch the Book Copy to begin your book copy.



Select : **Full Scan** – the most common choice which copies just the pages in the book.



Stop here if you only want to copy each of the book's pages on one side. **Touch OK twice to return to main screen, then press Start** to begin scanning the pages. Continue to turn and scan the desired pages. When done scanning, **touch STORE** on the touchscreen and then **press Start on the keypad** to begin output.



### OPTIONS:

**Touch Booklet** on the far right-hand side of the screen to change the output so that the pages will print out on each side of the paper, to allow you to fold them in half to create a booklet. You can choose between Left Binding or Right Binding. **Touch OK. Press Start on the keypad** to begin copying.

You may also select '**frame erase**' from the Application menu to reduce dark edges.

Instead of selecting 'full scan', you may select to also copy the front cover, or front and back cover.

