

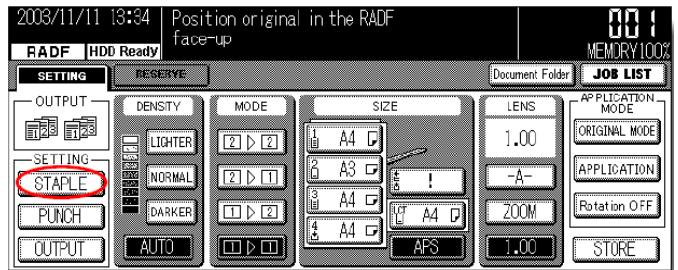
CSULB Departmental Copier Program

Instructions to Staple on the Konica 7145 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.

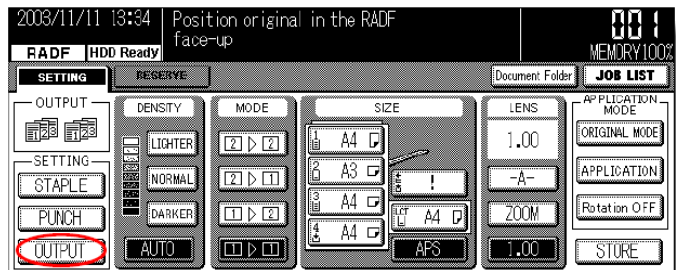
To start, touch **Staple**.



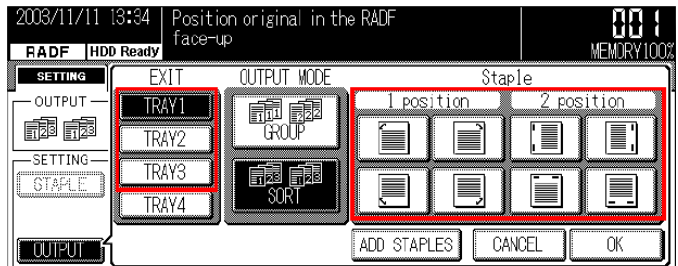
Stop here if you want to accept stapling in the upper left corner as shown in the output icon just above the Staple button. **Press Start on the keypad** to begin copying. If you would like to change the position of the staples, continue with the steps below.



Now touch **Output**.



If you would like to choose a different output tray, touch **Tray1** or **Tray2**. In the staple position window, touch where you would like the staples to be positioned and then touch **OK**. Now press **Start** on the keypad to begin your copy job with stapling.



This diagram may be helpful in determining exactly where the staples will land.

