

CSULB Departmental Copier Program

Instructions to Copy Transparencies and Interleave on the Konica 7145 Copier

To copy your document onto transparencies for an overhead projector, place your originals face up in the document feeder, or face down on the glass. 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, place your transparencies into the tray, and then **touch the bypass tray button** as shown circled on the right. (Please note that the **exclamation mark** means that the bypass tray is empty)

Now **touch Paper Type** as shown circled in red on the right.

You should now see the following menu on the right. Make sure you touch **OHP sheet** 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.

Now touch **Application**.

Touch **OHP Interleave** (on some machines it is called **Transparency Interleaving**) and then **touch OK**.

If you would like a blank sheet between each overhead, **touch Blank Sheet Interleaving**.

If you would like a regular copy of the original between each page to use as a reference guide, select **Copy Sheet Interleaving**.

Otherwise, select neither and **touch OK**. **Press Start on the keypad** to begin your copying.

The screenshots show the following steps:

- Step 1:** Main menu. The 'BYPASS TRAY' button is circled in red. An exclamation mark is visible in the 'SIZE' section.
- Step 2:** 'PAPER TYPE' menu. The 'OHP sheet' option is circled in red.
- Step 3:** 'Please select Paper type' menu. The 'OHP sheet' option is circled in red.
- Step 4:** Main menu. The 'APPLICATION' button is circled in red.
- Step 5:** 'Select Application Function' menu. The 'OHP Interleave' option is circled in red.
- Step 6:** 'OHP Interleaving mode' menu. Two options are shown: 'Blank Sheet Interleaving' and 'Copy Sheet Interleaving'.
- Step 7:** Diagram illustrating the two interleaving modes:
 - Blank Sheet Interleaving:** Shows a stack of original sheets (A, B, C, D) followed by a stack of blank sheets, then another stack of original sheets (A, B, C, D).
 - Copy Sheet Interleaving:** Shows a stack of original sheets (A, B, C, D) followed by a stack of copied sheets (A, B, C, D), then another stack of original sheets (A, B, C, D).