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.