
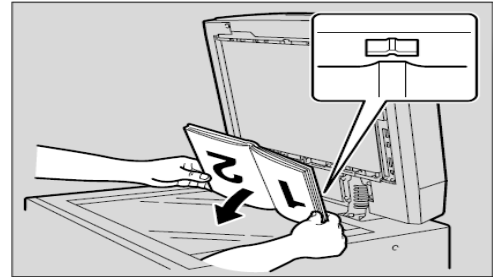


CSULB Departmental Copier Program

Instructions to Book Copy on the Konica c350 Copier

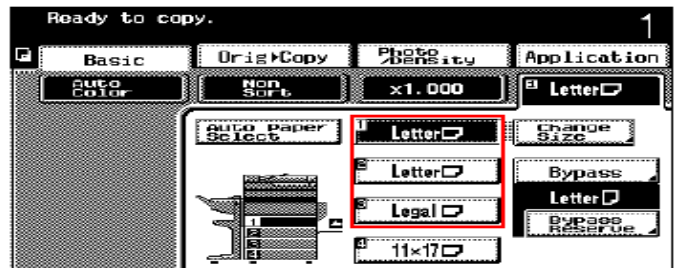
If required, enter a password to activate the copier. Position the top of the document toward the back of the machine with the **binding** aligned with the  mark as shown on the right.



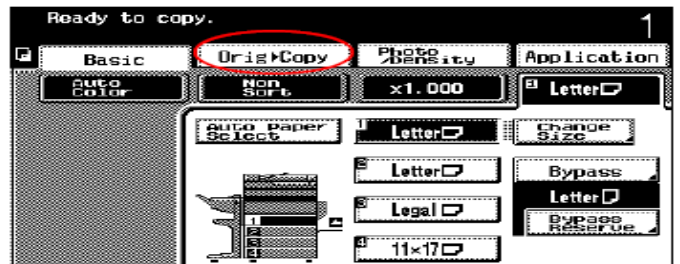
Since book copy turns off automatic paper selection, you will have to choose your own paper size automatically. **Touch Paper/Size.**



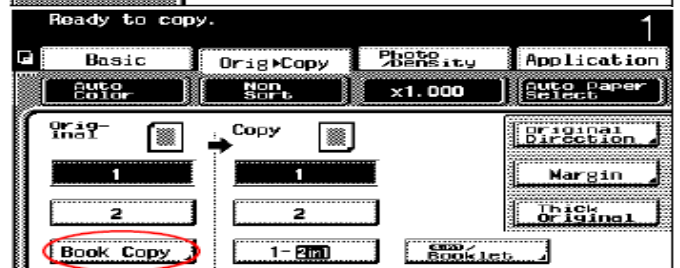
For most applications, you will want to **touch the tray with Letter size paper**. The only reason you would want larger paper is if you want the pages in the book to be spread on one big page. In that case, you would probably want to select 11x17.



Touch Orig→Copy as shown circled on the right.



Touch Book Copy as shown on the right.



Here is where your paper selection comes into play. As stated previously, most people choose Letter size paper. **If you chose letter size paper, you must touch Separation as shown on the right.**

If you chose 11x17, then you will want to touch Spread. Remember that spread prints both pages of the book onto one large page. **Touch the mode you want, lower lid to reduce dark edges and then press Start on the keypad to begin copying.**

