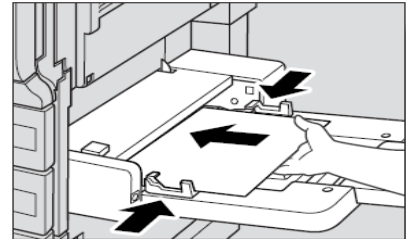


# CSULB Departmental Copier Program

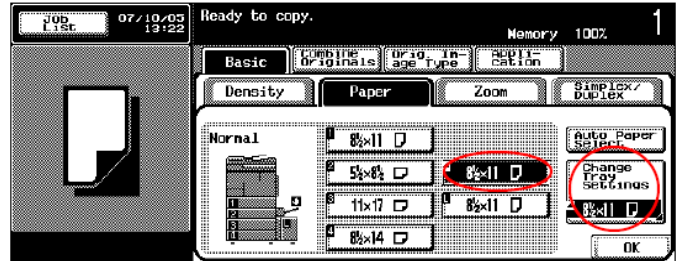
## Instructions to Copy Transparencies and Interleave on the Konica c450 Copier

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.

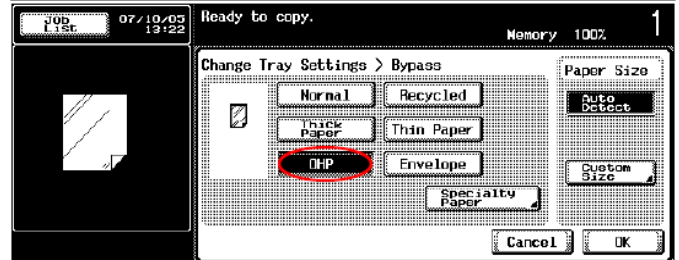
**Open the bypass tray and place your transparencies into the tray as shown on the right.**




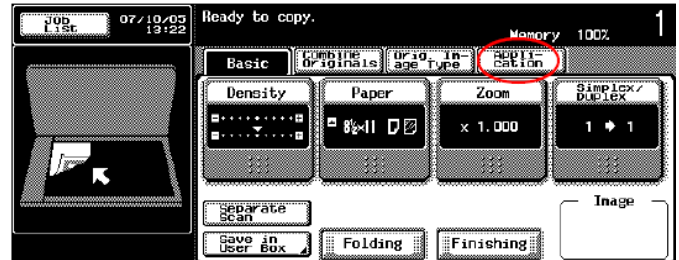
After a few seconds, the Paper screen should come up as shown on the right. (The circled tray to the right of Tray 2 is the bypass tray) **Touch the bypass tray.**



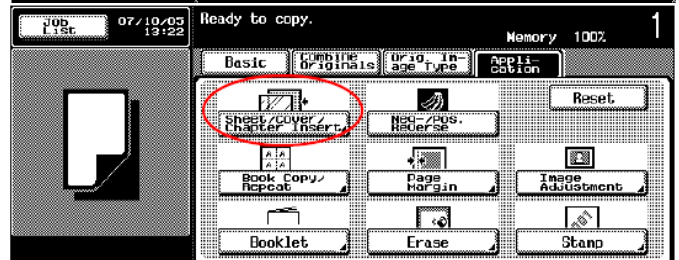
**Touch OHP and then touch OK.**



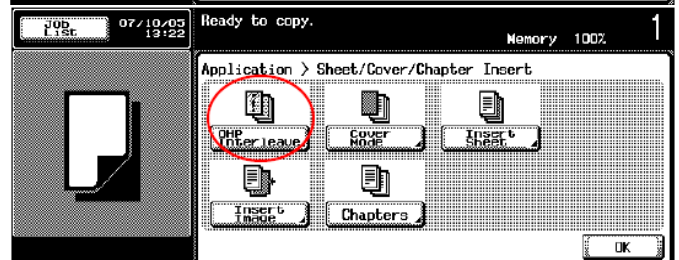
 If you do not want to interleave a sheet of paper in between your transparencies, then just **press Start on the keypad** to begin.



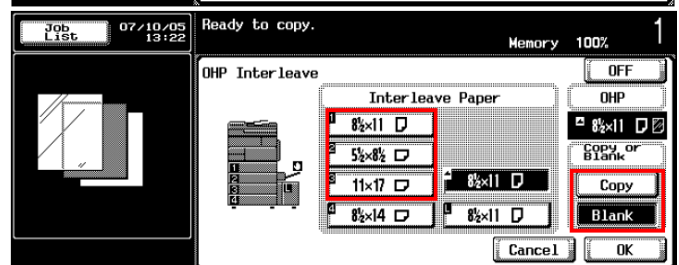
**Touch the Application tab** as indicated on the right.



**Touch Sheet/Cover/Chapter Insert.**



**Touch OHP Interleave.**



**Touch the tray(1 or 2)** that is carrying 8.5 x 11 paper. In the picture on the right, you would touch tray 1. However, the type of paper in trays 1 and 2 vary in each department. After choosing the correct tray, **touch Blank** if you want a blank sheet of paper between the transparencies or **touch Copy** if you want a copy of the original between the transparencies. **Press Start on the keypad** to begin.