

Copy Guide

HOW TO MAKE COPIES





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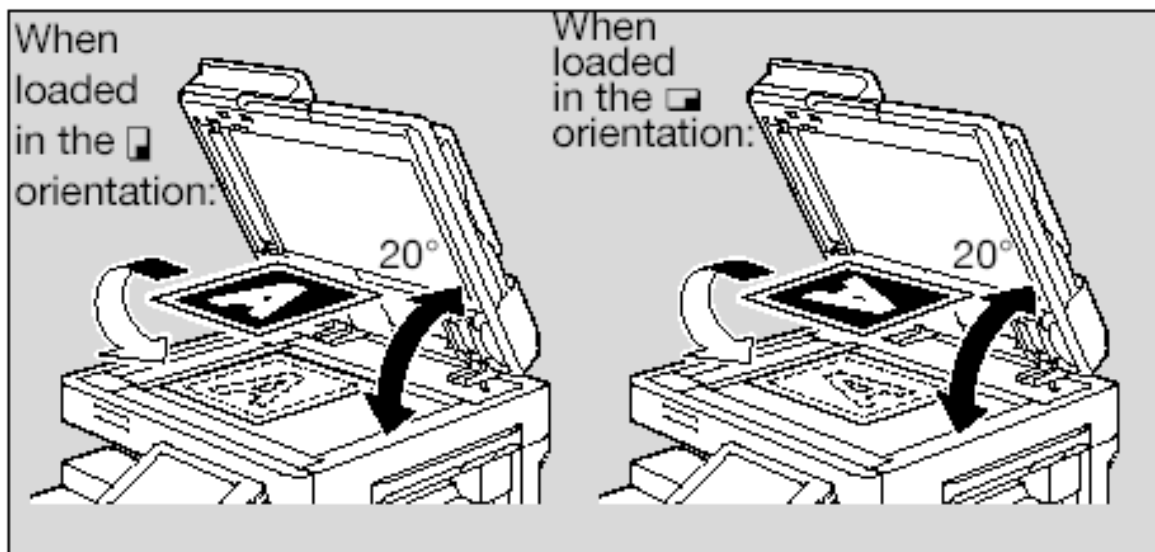
Contents Page

Table of Contents

How to copy a document	3
On the Glass	3
Through the ADF	4
Making a Colour or Black & White copy	5
Tray selection	6
Double-sided Copying	7
Enlarge or reduce the document	9
Stapling	11

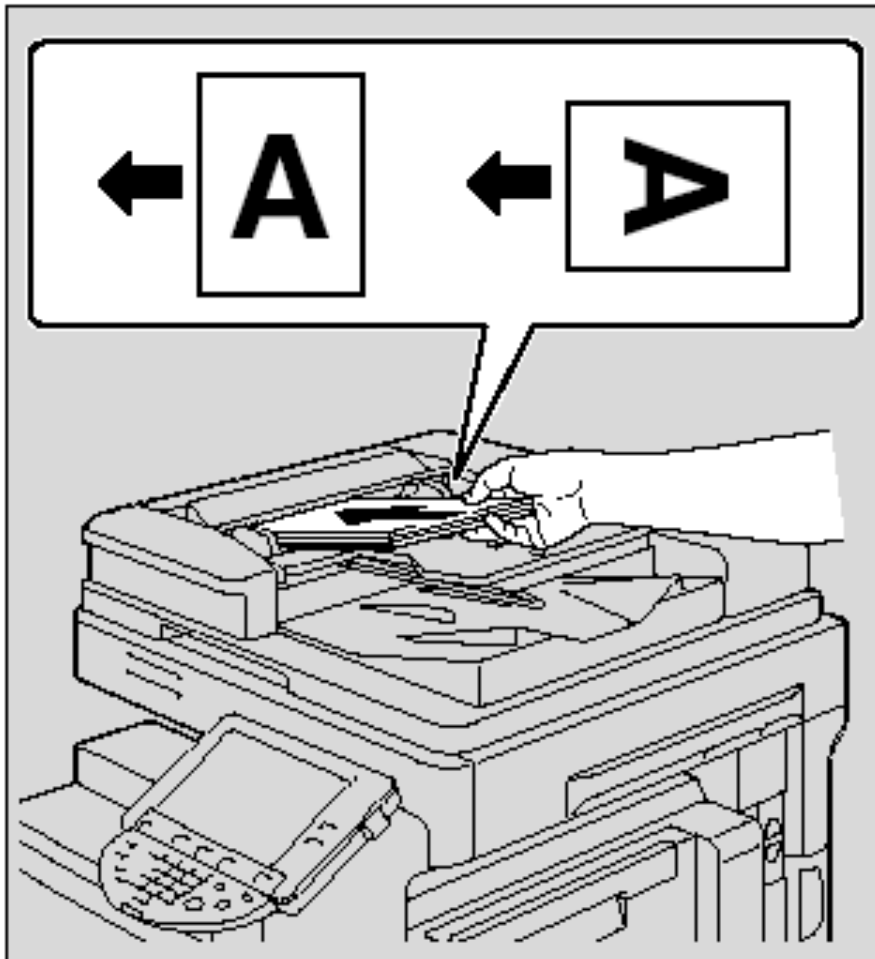
On the Glass

- Place document on the glass, face down
- Close the Copier unit
- Input the amount of copies required by using the numeric keypad
- Select the start button



Through the ADF

- Place the documents in the ADF, face up
- Input the amount of copies required by using the numeric keypad
- Select the start button



Making a Colour or Black & White copy

- Select the Color tab on the LCD copy panel
- Select the required colour option
- Input the amount of copies required by using the numeric keypad
- Select the start button

Auto Color:

The machine determines whether the document is black & white or colour.

Full Colour:

The machine makes a copy in CMYK (Full Colour).

Black:

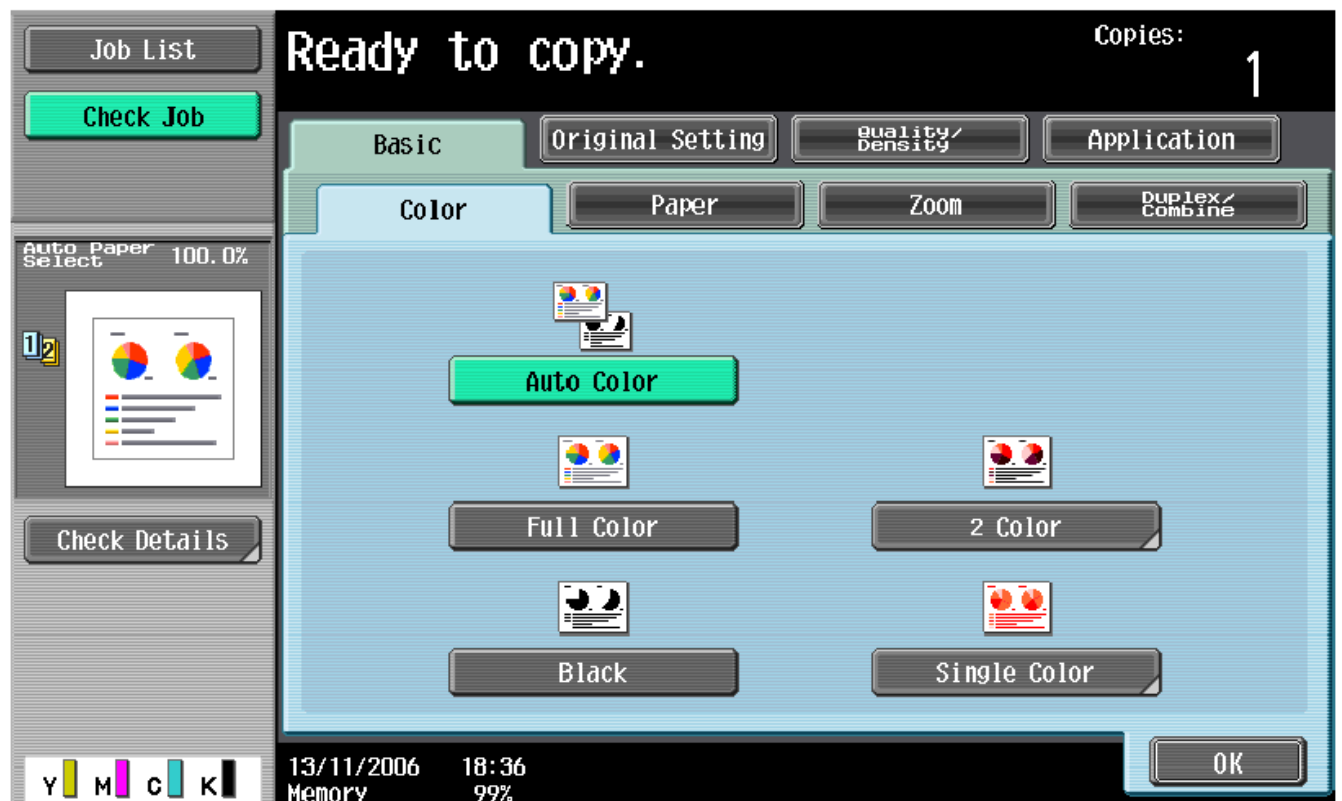
The machine will make a Black & White copy

Single Colour:

The copy is made in a single colour such as Red, Blue and Green, etc.

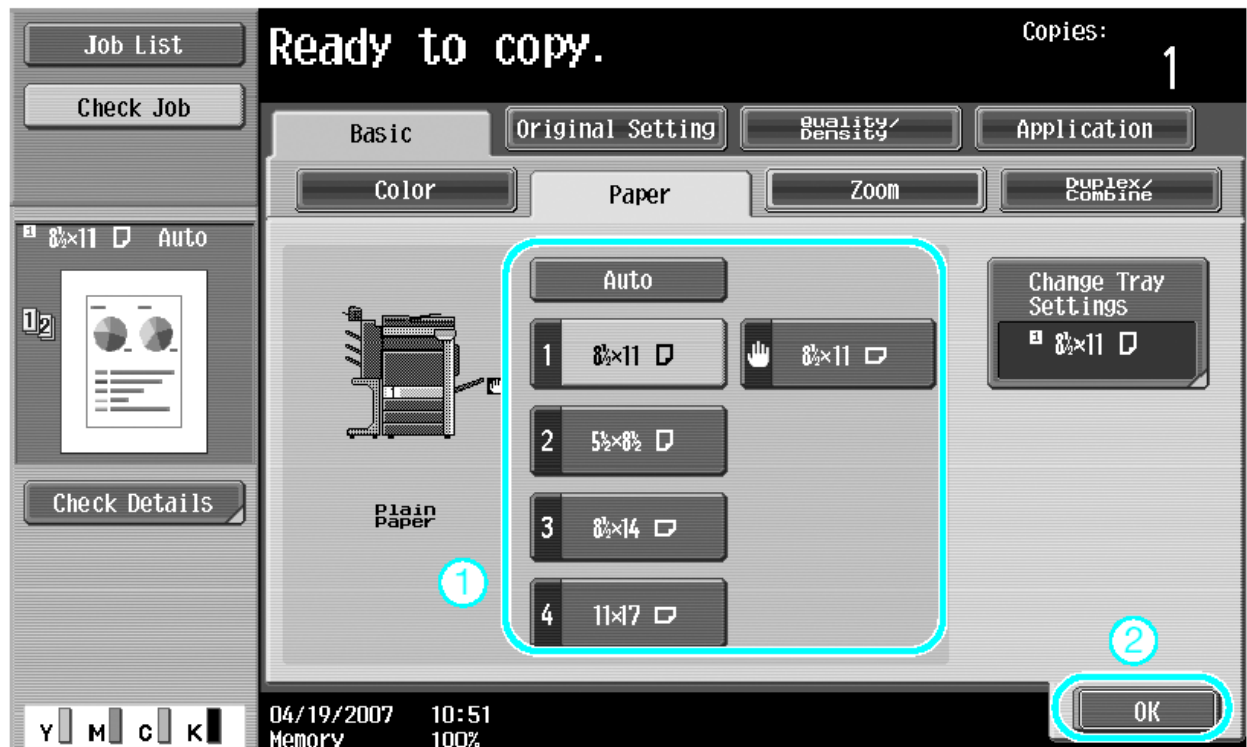
2 Color:

The copy is made in Black and any other colour you select such as Red, Blue, etc.



Tray selection

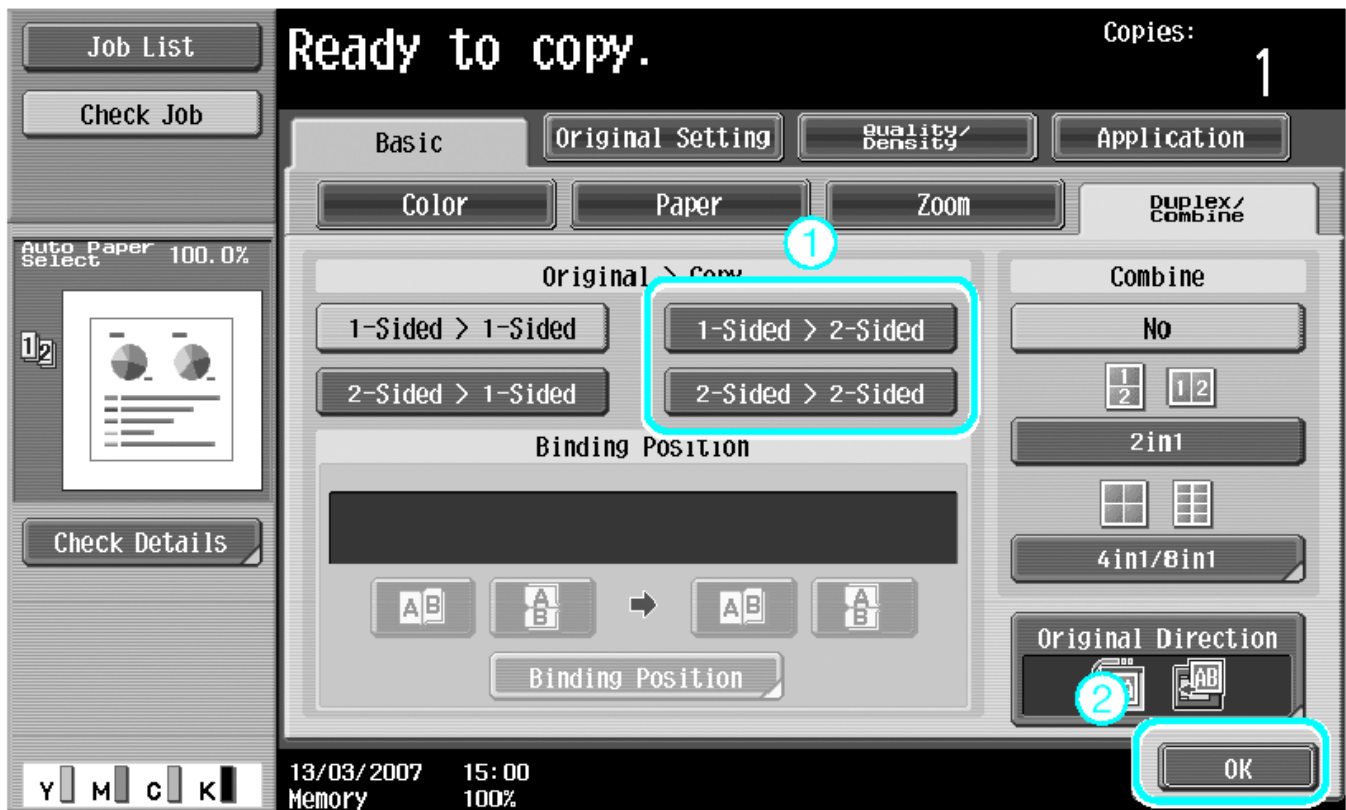
- Select the Basic tab on the LCD copy panel
- Select the Paper option
- Select the required tray
- Input the amount of copies required by using the numeric keypad
- Select the start button



Double-sided Copying

- Select the Basic tab on the LCD copy panel
- Select the Simplex/Duplex tab
- Select the document i.e. Single (1) or Double (2) sided
- Input the amount of copies required by using the numeric keypad
- Select the start button

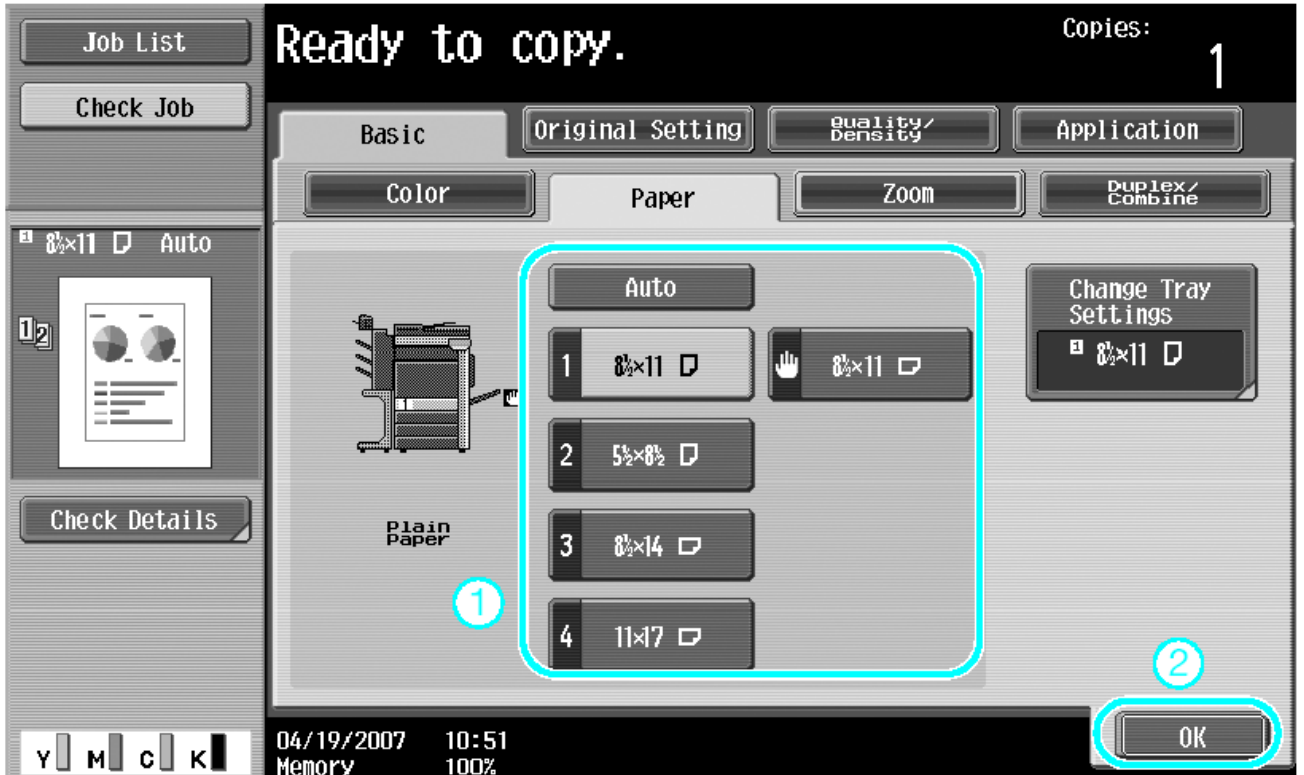
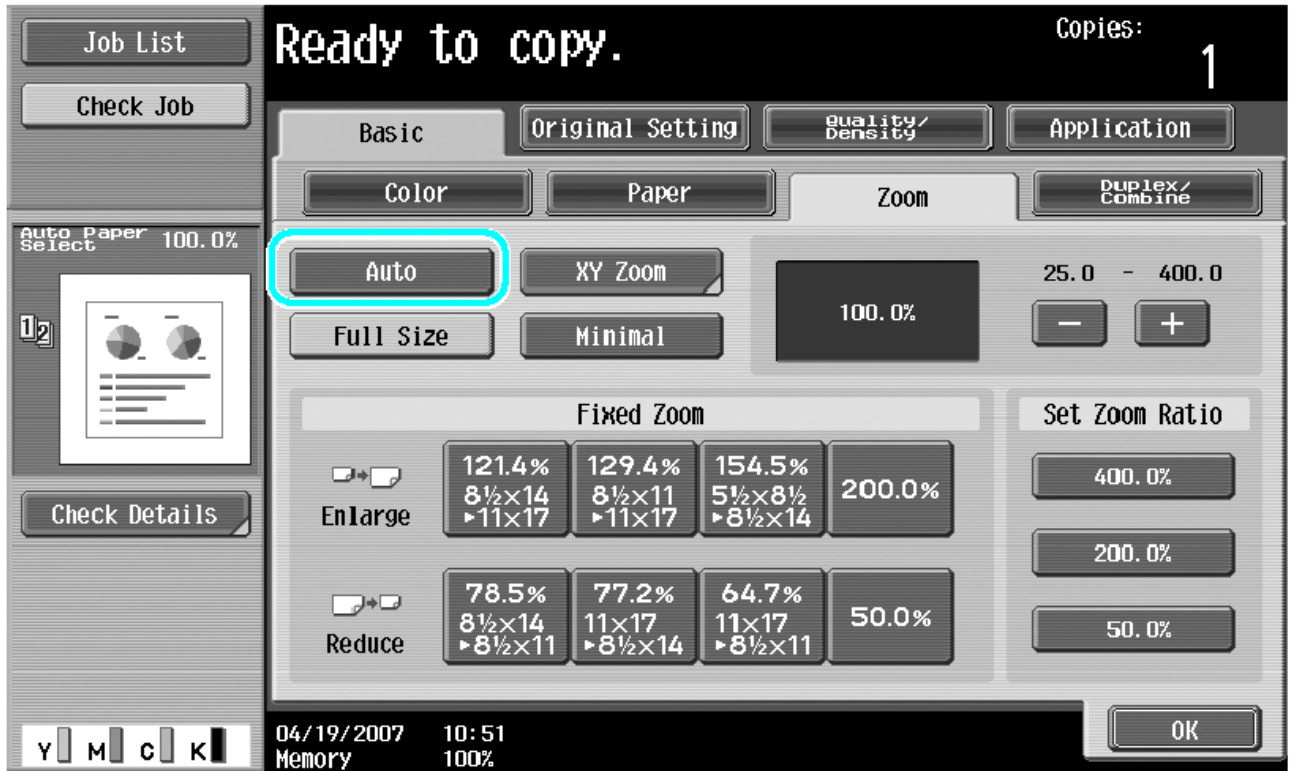




Enlarge or Reduce the document

- Select the Basic tab on the LCD copy panel
- Select the Zoom tab
- Select the predefined option or customize the options to your requirements
- Select the paper source from the specified trays
- Input the amount of copies required by using the numeric keypad
- Select the start button





Stapling (if finishing option is installed)

- Select the Basic tab on the LCD copy panel
- Select the Finishing option
- Under the Finishing option selected the required stapling option
- Input the amount of copies required by using the numeric keypad
- Select the start button

