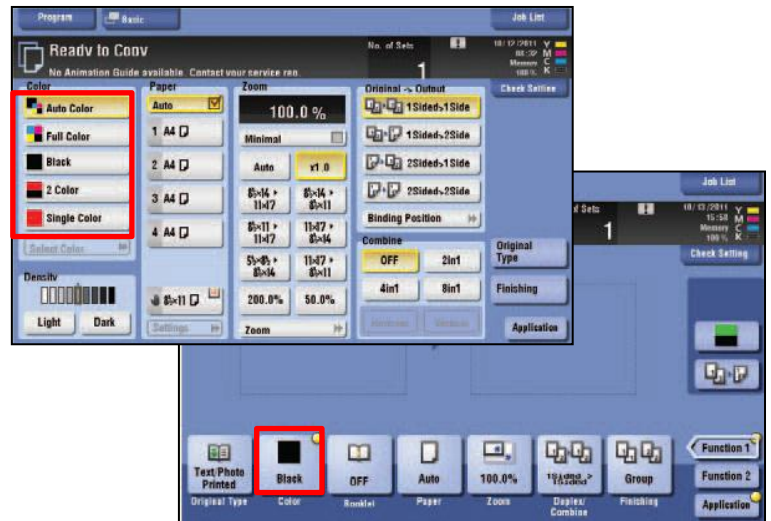


# Konica Copy Basics

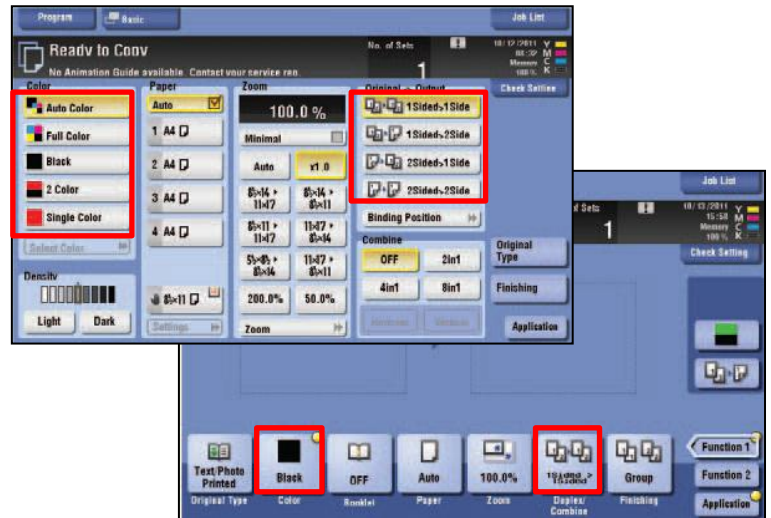
## COPY

1. Place originals **Face Down** on glass or **Face Up** in document feeder
2. Select your desired output of **Color** or **Black** copies
3. Select **Quantity** of copies with the 10-digit keypad
4. Press **Start** button



## 2 - Sided Copies

1. Place originals **Face Down** on glass or **Face Up** in document feeder
2. Select your desired output of **Color** or **Black** copies
3. Select **Simplex/Duplex** (on right side of the touch screen)
4. Select **1 → 1, 1 → 2, 2 → 1, or 2 → 2** under "Simplex/Duplex"
5. Select **Quantity** of copies with the 10-digit keypad
6. Press **Start** button



## Staple / Sort

1. Place originals **Face Down** on glass or **Face Up** in document feeder
2. Select your desired output of **Color** or **Black** copies
3. Touch **Finishing** button (on left side of the touch screen) and choose which staple option you want
4. Select **Quantity** of copies with the 10-digit keypad
5. Press **Start** button

