

Konica 7130 Photocopier “Cheat Sheet”

- “Insert key counter” message is instructing you to insert either coin or vanda card to proceed with copying. Coin prices—15 cents per page; Vanda card prices—10 cents per page. Double sided copying is the same price as single sided copying.
- The scan feature (upper right hand corner of the touch pad display) allows you to scan pages first before printing—if you choose this option you need to press the print (“start”) key to complete your job. If you do not choose scan, just press the print (“start”) button. When making double sided copies you must choose “scan” first.
- There are three paper trays available
 - Upper—reduction tray; contains 8.5 X 11r paper (the only exception is the copier closest to the Student Operator Desk; this machine has 11X14 paper and no reduction tray).
 - Middle tray—contains 11 X 17 paper
 - Lower tray—contains 8.5 X 11 paper
- For double sided copies:
 1. Under the “Mode” heading on the touch pad display select the icon in the lower left corner of the digital display labeled “1 > 2.”
 2. Original needs to be aligned in the upper left portion of the platen for scanning.
 3. Press “scan” on the touch pad display
 4. Position the next page of the original in the upper left hand portion of the platen.
 5. Press “scan” on the touch pad display.
 6. Press print (“start”) button.
- For reduction copying begin by selecting the upper 8.5 X 11r tray:
 1. Under the “Lens” heading on the touch pad display select “Zoom”—selecting this feature brings up a numbered key pad in the lower left corner of the display—use this keypad to input the reduction % you need.
 2. The approximate ratio for reducing an 11 X 17 image to 8.5 X 11 is 67%; however reducing images requires some trial and error.
 3. After choosing the reduction per centage select “OK” to input the setting you have chosen.
 4. Select “scan” or print (“start”).