

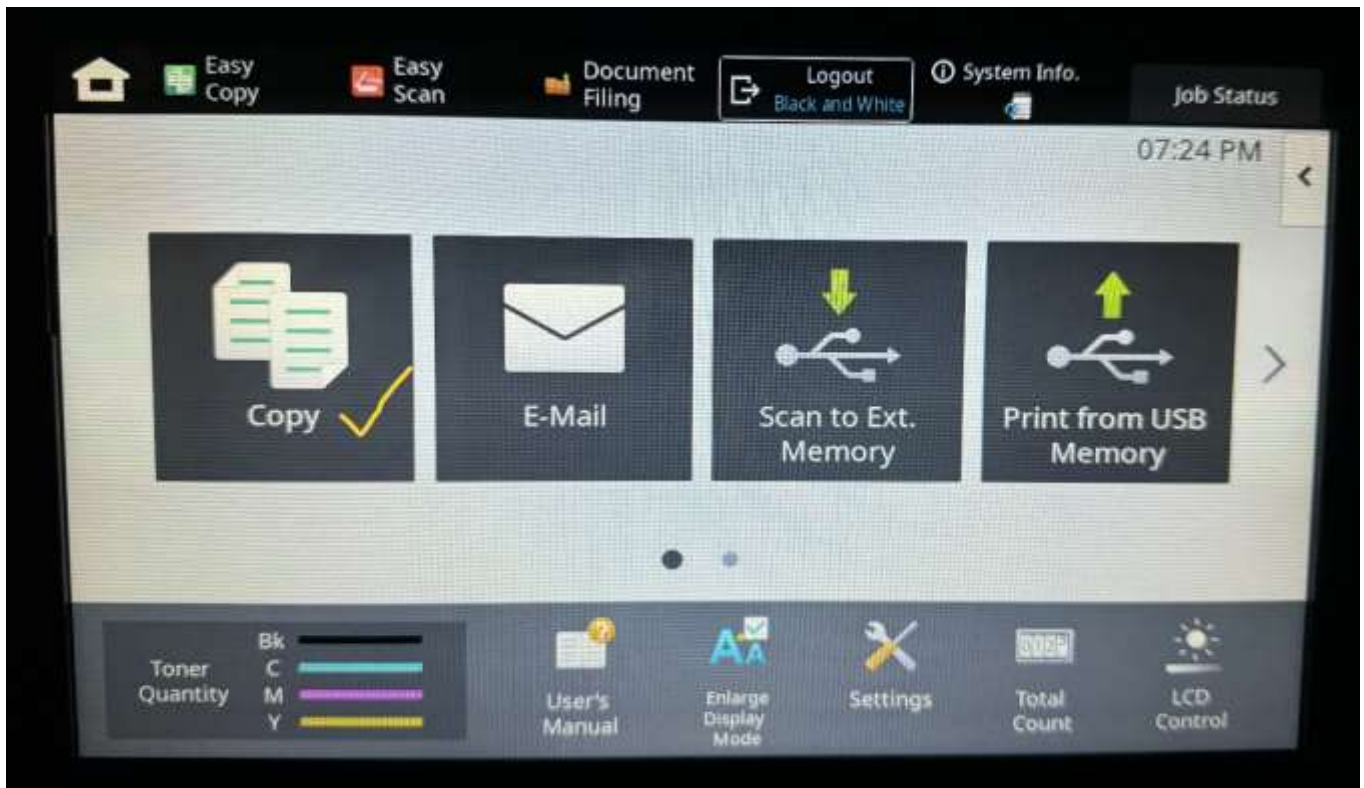
Copying Using the Sharp BP-70C31

The new Sharp BP-70C31 multifunction printer we now have in the church office is capable of copying in color. Our contract price is 4.9 cents per page for color and 0.009 cents per page for black and white. [A page is defined as one side of an 8.5"x11" sheet.] The copier is set up by default to copy in black and white.

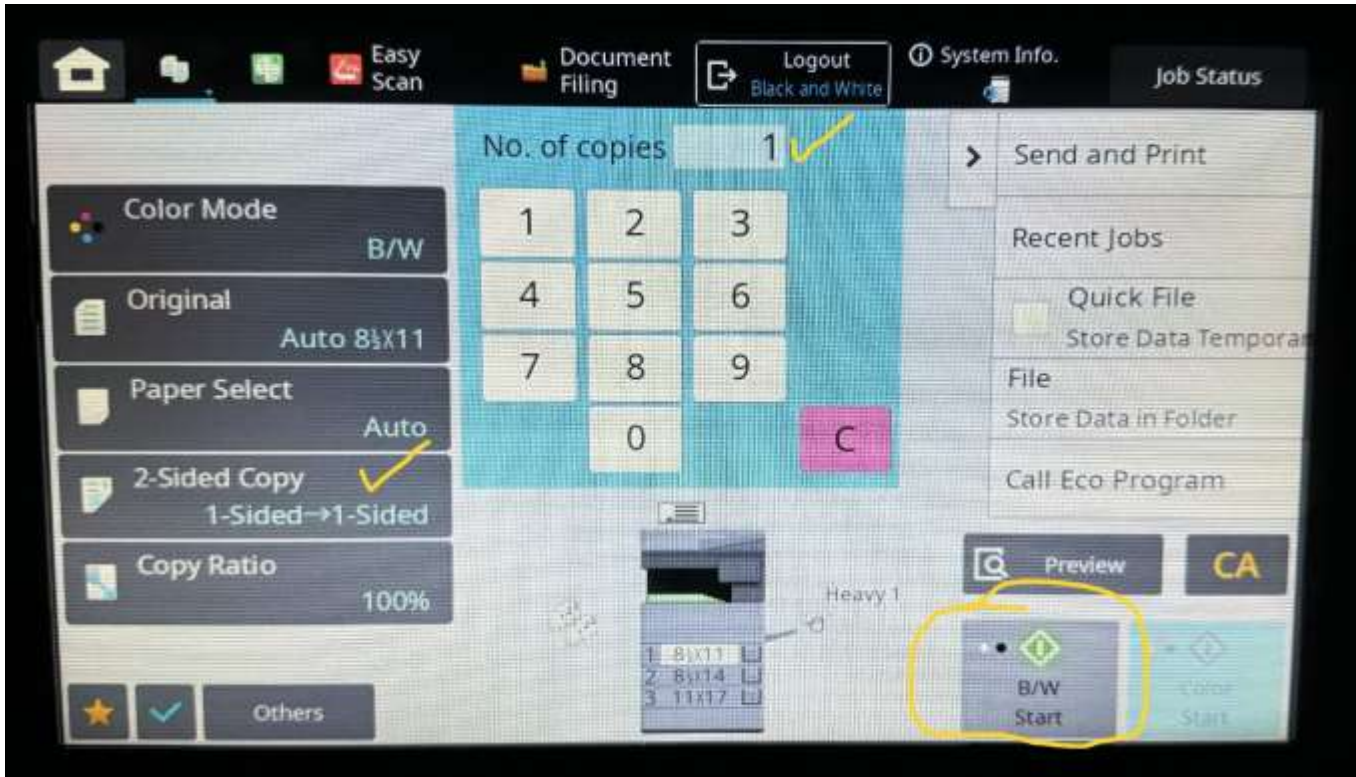
To control costs, we have chosen to limit and track color copying by assigning color access codes to individuals authorized to copy in color. **Without a color access code, users will be able to copy in black and white only.**

Copying in Black and White Using the Sharp BP-70C31

The black and white copying process is unchanged from our previous copier. To copy in black and white, put your original in the document feeder or single sheet flat on the glass platen, and press the Copy button on the control panel home screen.



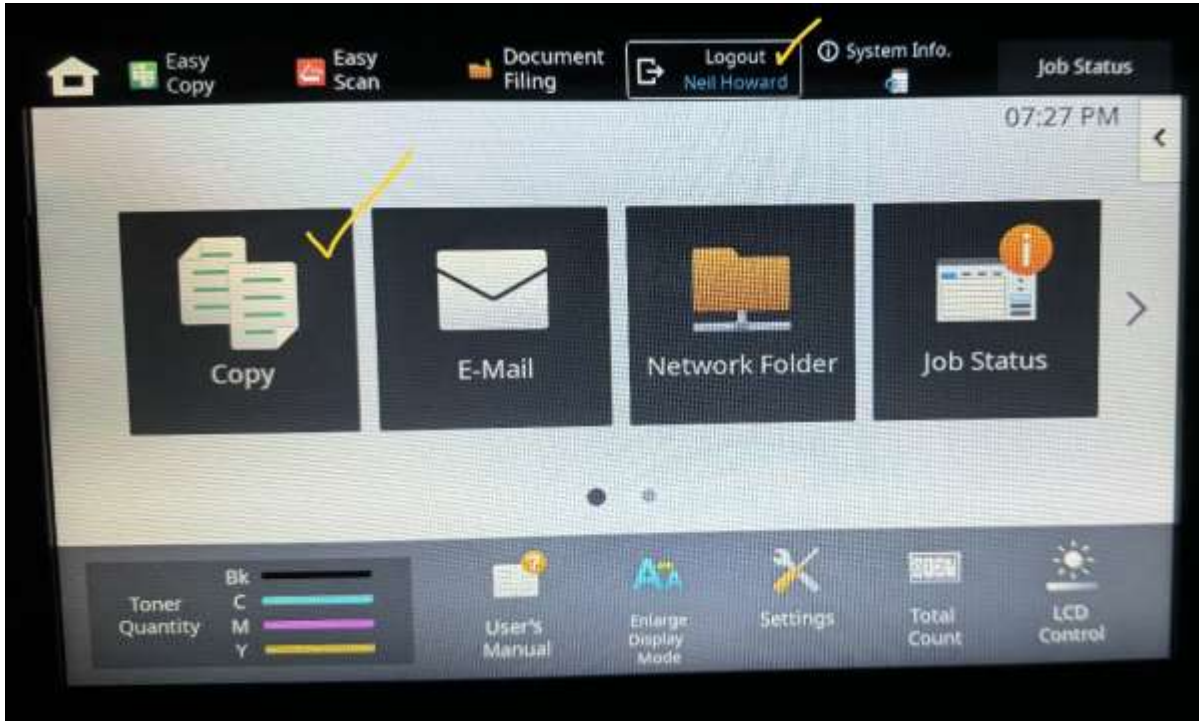
Select the copy job parameters (2-sided, number of copies, etc.) from the buttons on the screen.



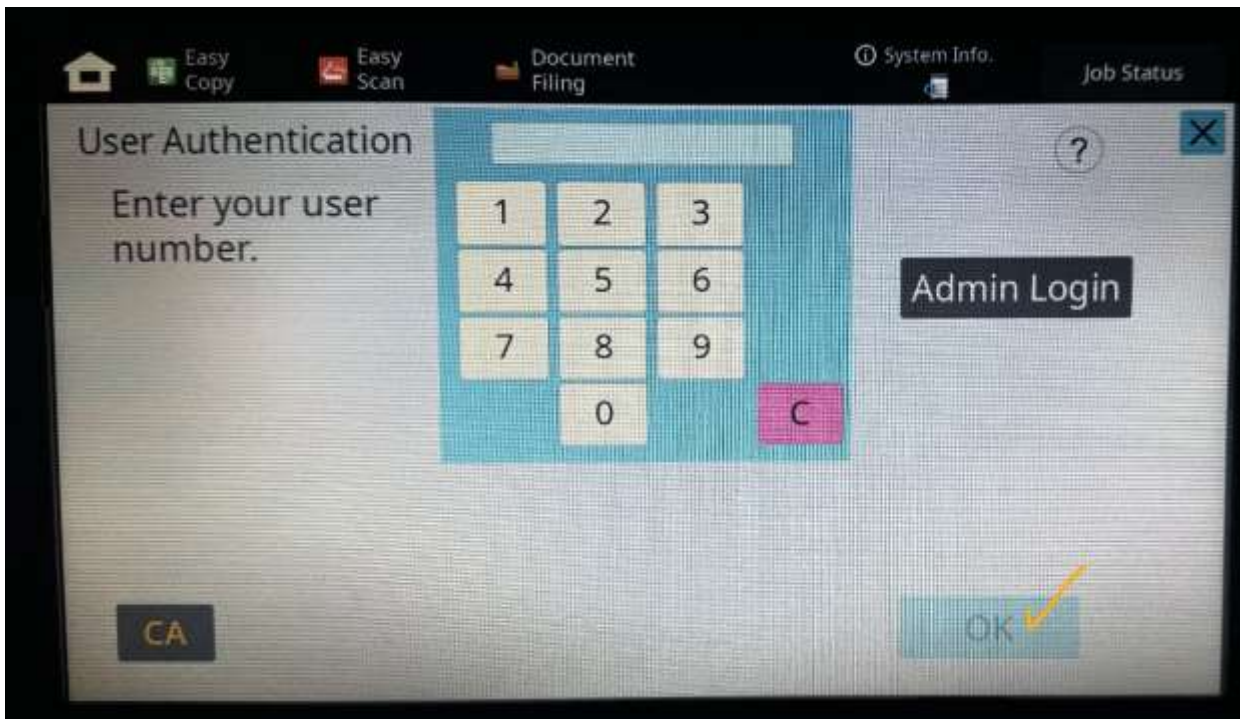
Press the gray B/W Start button on the lower RHS of the screen. The black and white copy job will then be sent to the copier.

Copying in Color Using the Sharp BP-70C31

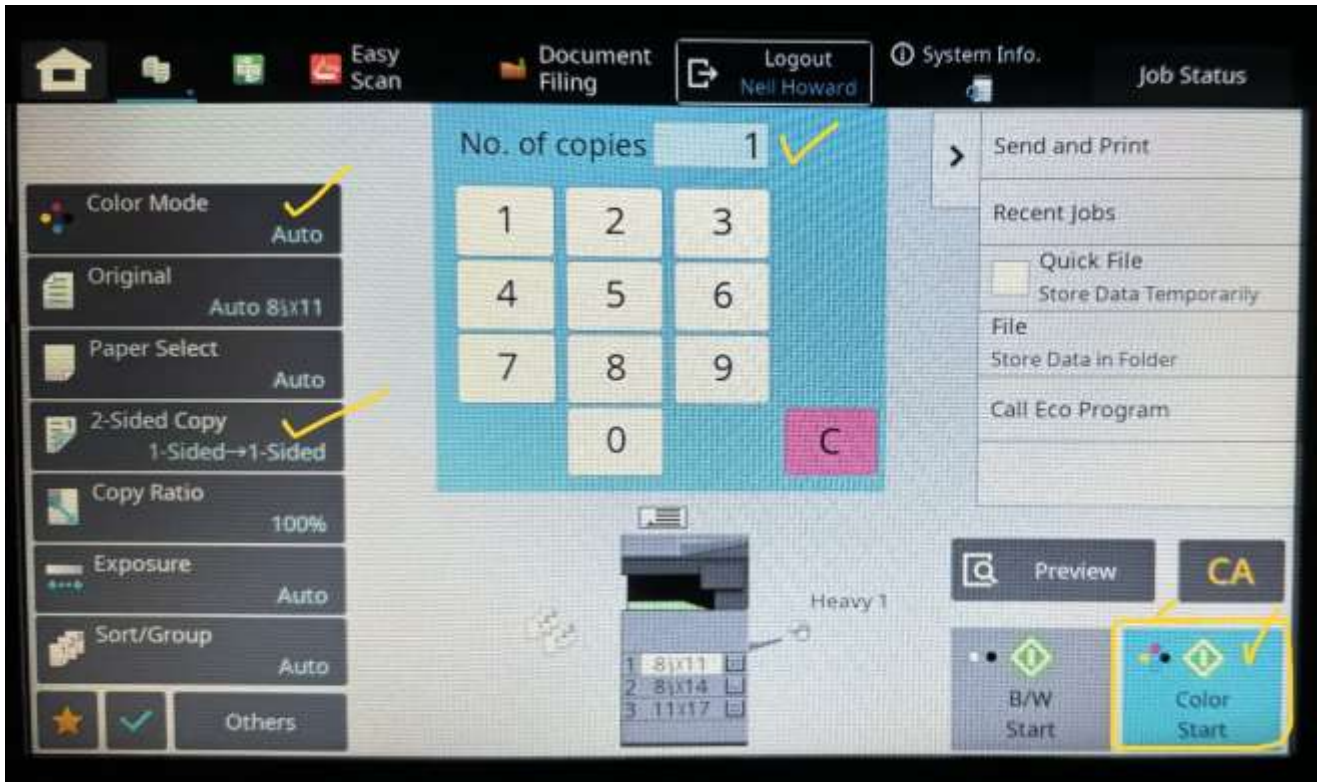
The color copying process is unchanged from our previous copier. To copy in color, put your original in the document feeder or single sheet flat on the glass platen, press the Copy button on the control panel home screen.



Next, press the Logout button at the top of the screen, enter your color access code and press OK.



If you entered a valid Color Access Code, the copy screen will be displayed with the blue Color Start button activated. The user's name is displayed within the Logout button at the top of the screen.



Select the copy job parameters (2-sided, number of copies, etc.) from the buttons on the screen.

Make sure that the Color Mode is set to Auto. If the document to be copied has a combination of black and white and color pages, we will only be charged the color copy rate for those pages which have some color. Black and white pages will continue to be charged at the black and white rate.

Press the blue Color Start button to begin the color copying job.

Press the Logout button when your color copying job is completed. It will go off anyway after a few minutes and revert the copier to the default B&W copying mode.