

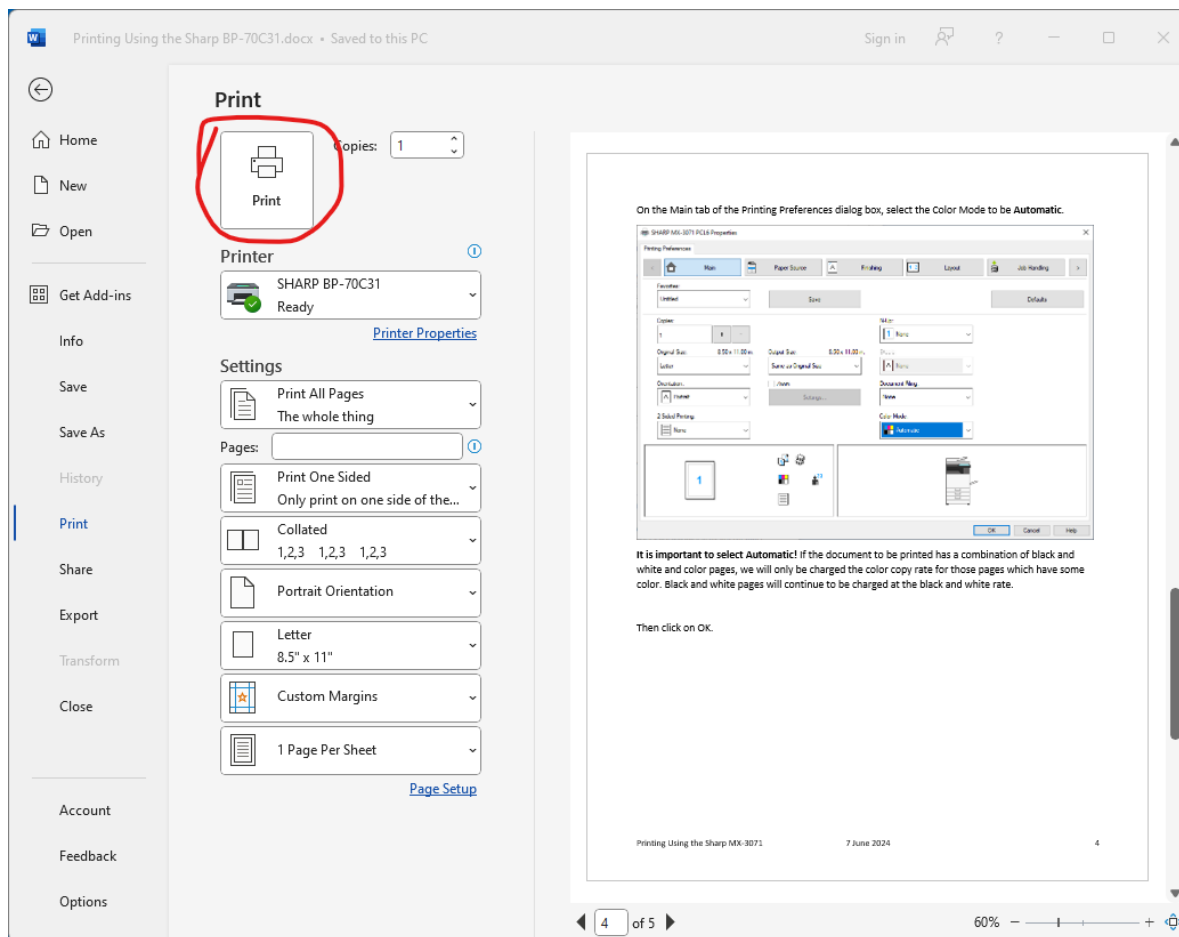
Printing Using the Sharp BP-70C31

The Sharp BP-70C31 multifunction printer we now have in the church office is capable of printing in color. Our current 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 printer is set up by default to print in black and white, although a default Job Handling screen must be OK'd before black and white printing will commence.

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

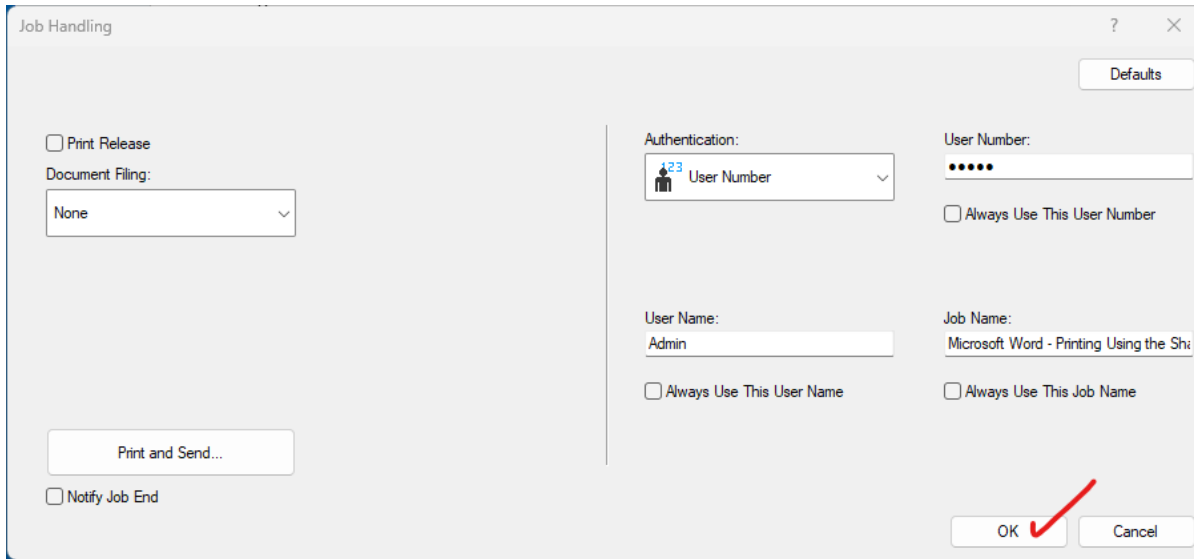
Printing in Black and White Using the Sharp BP-70C31

To print in black and white from any computer on the CPFUMC LAN, the user initiates a print job as usual (File→Print, or Ctrl-P) from their application, MS Word 2021 in this case. The Print dialog box appears as usual with the Sharp BP-70C31 as the default printer with a preview screen shown to the right.



After setting any parameters, for example, the number of copies or double-sided printing, click on the Print button.

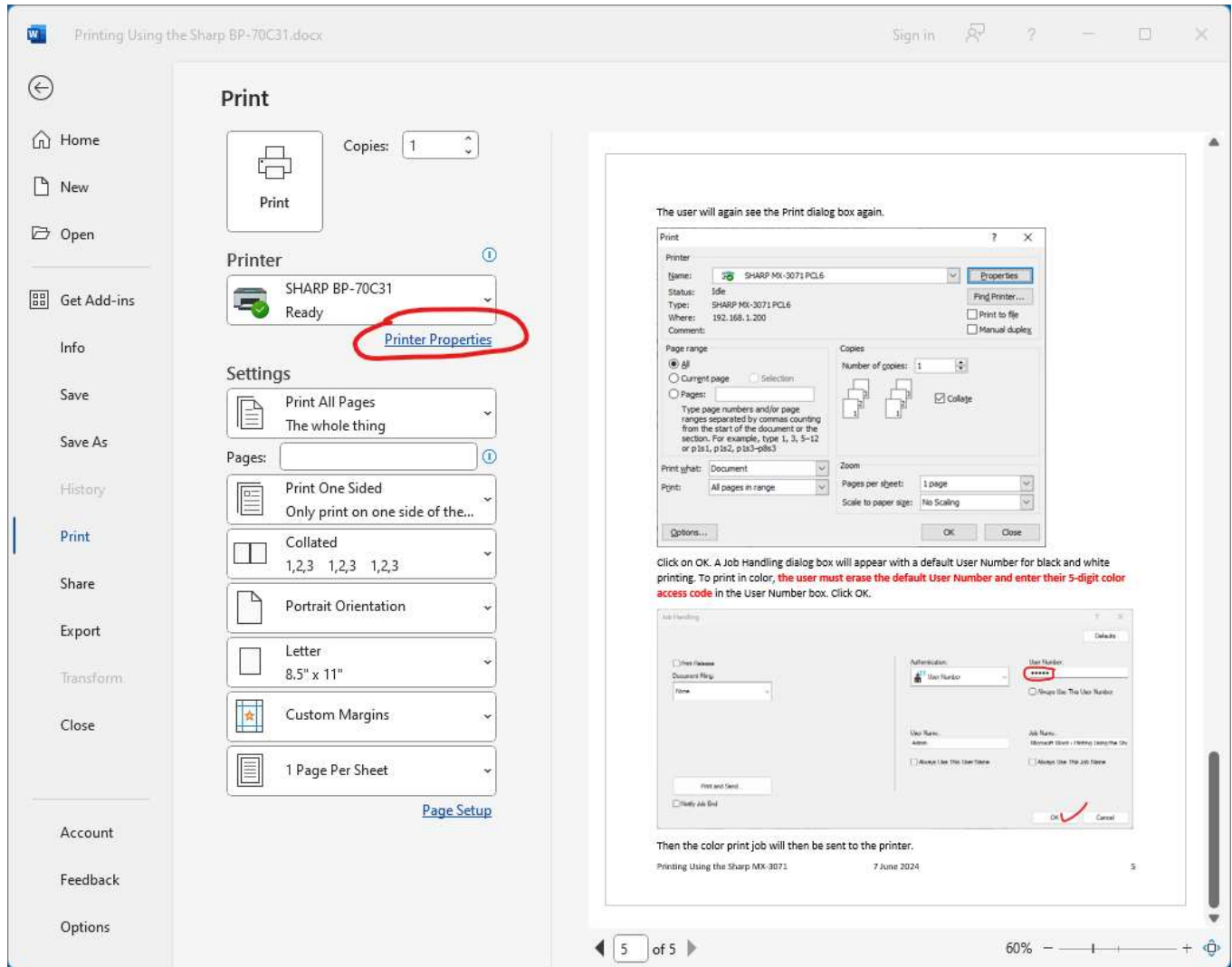
A Job Handling dialog box will appear with the default User Number for black and white printing already entered. No entries are required on this screen to print black and white; just Click OK.



The black and white print job will then be sent to the printer.

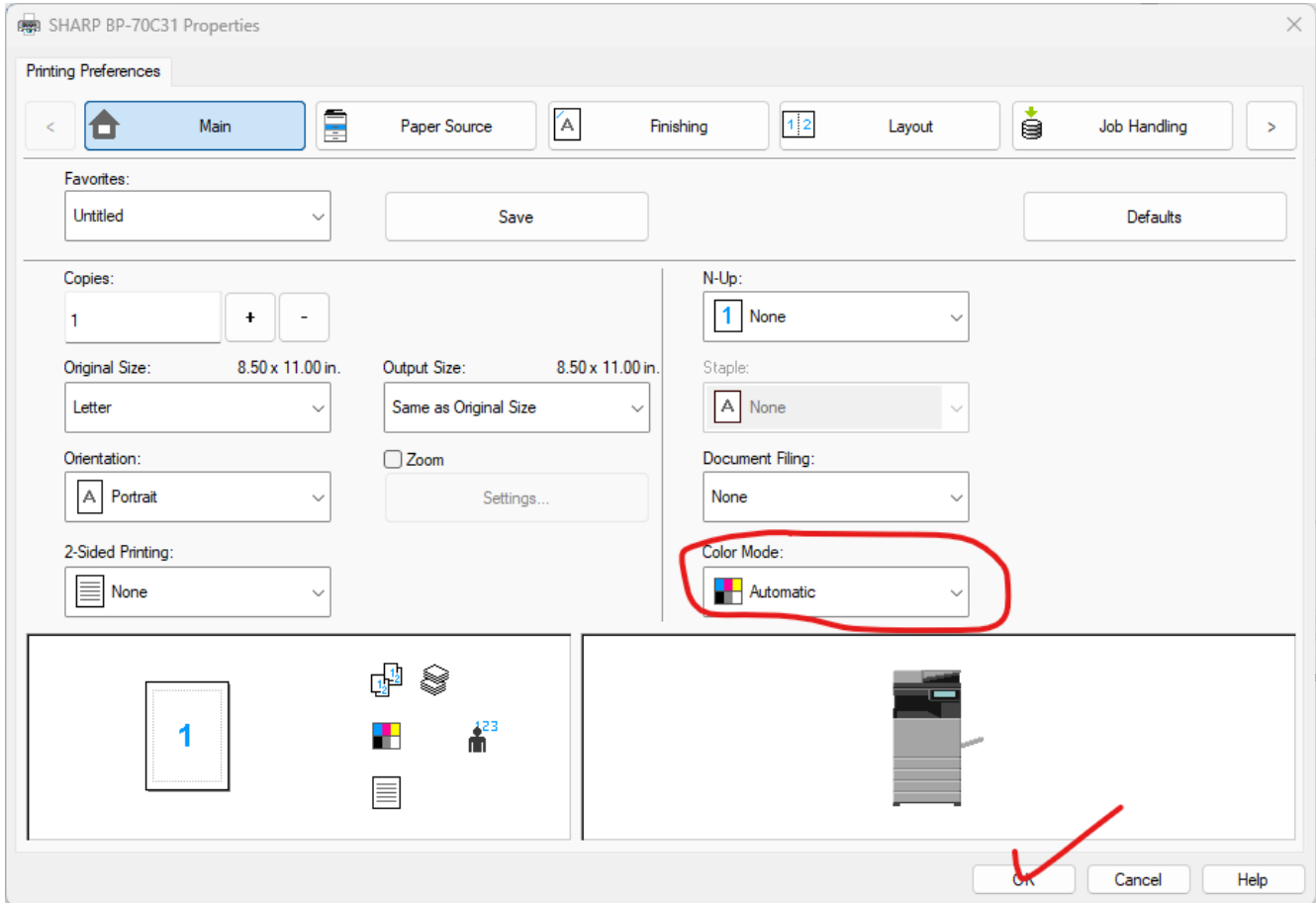
Printing in Color Using the Sharp BP-70C31

To print in color from any computer on the CPFUMC LAN, the user initiates a print job as usual (File→Print, or Ctrl-P) from their application, MS Word 2021 in this case. The Print dialog box appears as usual with the Sharp BP-70C31 as the default printer.



Enter the desired number of copies and whether or not you want to print double-sided. To initiate the color print job, click on the Printer Properties link.

On the Main tab of the Printing Preferences dialog box, select the Color Mode to be **Automatic**.



It is important to select Automatic! If the document to be printed 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.

Then click on OK.

This will take you back to the Print dialog box again.

From the Print dialog box, click on the large Print button.

The screenshot shows a Microsoft Word window titled "Printing Using the Sharp BP-70C31.docx". The left sidebar contains navigation options: Home, New, Open, Get Add-ins, Info, Save, Save As, History, **Print**, Share, Export, Transform, Close, Account, Feedback, and Options. The main area displays the "Print" dialog box with a "Print" button circled in red. The "Copies" field is set to 1. Below the printer selection (SHARP BP-70C31), there are "Settings" for "Print All Pages", "Pages" (1), "Print One Sided", "Collated", "Portrait Orientation", "Letter", "Custom Margins", and "1 Page Per Sheet".

Overlaid on the right is a preview of the "SHARP MX-3071 DC18 Properties" dialog box. It has tabs for Main, Paper Source, Finishing, Layout, and Job Handling. The "Main" tab is active, showing "Color Mode" set to "Automatic". Below the dialog box, a text box reads: "On the Main tab of the Printing Preferences dialog box, select the Color Mode to be Automatic. It is important to select Automatic! If the document to be printed 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. Then click on OK." The footer of the document shows "4 of 5" pages and a zoom level of "60%".

The Job Handling dialog box will appear with a default User Number for black and white printing. To print in color, **the user must erase the default User Number and enter their 5-digit Color Access Code** in the User Number box. Click OK.

The screenshot shows the 'Job Handling' dialog box with the following fields and controls:

- Print Release
- Document Filing:
- Always Use This User Number
- Authentication:
- User Number: (highlighted with a red circle)
- User Name:
- Job Name:
- Always Use This User Name
- Always Use This Job Name
- Notify Job End
- Buttons: Print and Send..., Defaults, OK (with a red checkmark), Cancel

Then the color print job will then be sent to the printer.