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 \rightarrow 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.

Printing Using	the Sharp BP-70C31.docx • Saved to this PC	Sign in 🖓 ? — 🗆 🗙
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ကြဲ Home	iopies:	·
🗋 New	Print	On the Main tab of the Printing Preferences dialog box, select the Color Mode to be Automatic.
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Print	Collated ~	CR Canal He
Share	Portrait Orientation	It is important to select Automatic if the document to be primte has a companish on thack and white and color pages, we will only be charged that color copy rate for those pages which was some color. Black and white pages will continue to be charged at the black and white rate.
Export		Then click on OK.
Transform	8.5" x 11"	
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	1 Page Per Sheet ~	•
Account	Page Setup	
Feedback		Printing Using the Sharp MO-3071 7 June 2024 4
Options		

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.

Job Handling		? ×
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	Admin	Microsoft Word - Printing Using the Sha
	Always Use This User Name	Always Use This Job Name
Print and Send		
Notify Job End		
		OK 🔽 Cancel

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 \rightarrow 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.

Printing Using th	ne Sharp BP-70C31.docx	Sign in 🖉 ? — 🗆 🗙
\odot	Print	
 ☐ Home ☐ New ☐ Open 	Copies: 1 1 Print Print 0	The user will again see the Print dialog box again. Print 7 × Printe Usere: 38 SHAP MIC-0073 PCL6 V Properties
Get Add-ins	SHARP BP-70C31 Ready Printer Properties	Status: Ide Perg Printer Type: SH48P MX-3071 PCL6 Print to file Where: 192.154.1200 Print to file Comment: Manual dupleg Page range: Cooles
Save	Settings	All Contract page Type page numbers and/or page Type page Type page numbers and/or page
Save As	Pages:	from the start of the document or the section. For example, hope 1, 3, 5-12 or pls1, pls2, -pls3-pls3 Print ghat: Document V Zoom
History	Print One Sided Only print on one side of the	Print: All pages in range v Pages per idhet: 1 page v Scale to paper age: No Scaling v Sphore OK Close
Share	L,2,3 1,2,3 1,2,3	Click on OK. A 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.
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Close	1 Page Per Sheet ~	User Ranc. All Ranc. Anno. Reconc. Anno.<
Account	Page Setup	Then the color print job will then be sent to the printer.
Feedback		Printing Using the Sharp MX 3071 7 June 2024 5
Options		

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.

SHARP BP-70C31 Properties				×
Printing Preferences			(*	
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2-Sided Printing:		Color Mode:		
None ~		Automatic	~	
1	₽		_	
				Cancel Help

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.

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☆ Home		
🗅 New		
🗁 Open		On the Main tab of the Printing Preferences dialog box, select the Color Mode to be Automatic.
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Share	Portrait Orientation	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.
Export		Then click on OK.
Transform	8.5" x 11"	
Close	Custom Margins ~	
	1 Page Per Sheet ~	
Account	Page Setup	
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Options		4 4 of 5 ▶ 60%+ + 40

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

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.

Job Handling		? ×
		Defaults
☐ Print Release Document Filing: None ✓	Authentication:	User Number:
	User Name: Admin Always Use This User Name	Job Name: Microsoft Word - Printing Using the Sha Always Use This Job Name
Print and Send		OK Cancel

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