

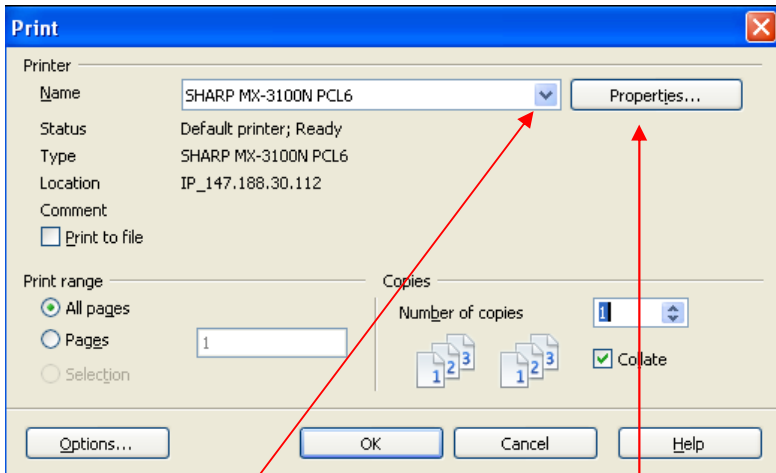
Get Green...



With your Sharp MX Colour MFD

Start here!

When you want to print your document select File, Print to see the image below

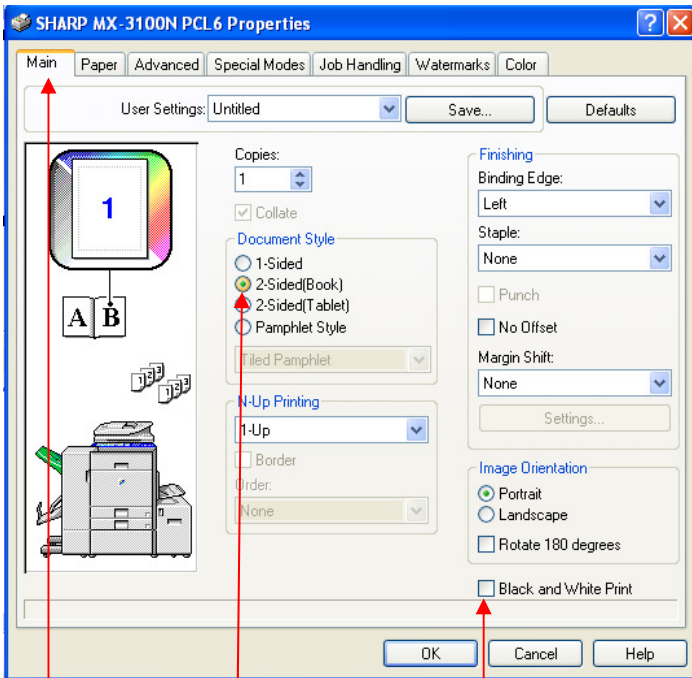


1. Select a **Sharp MFD** to print your work in an **energy efficient** and **cost effective** way

2) Then select **Properties** to fine tune your print job

This is the first step. By selecting a modern energy efficient Sharp device you ensure that you are printing in a cost effective manner. This is Green.

Green...

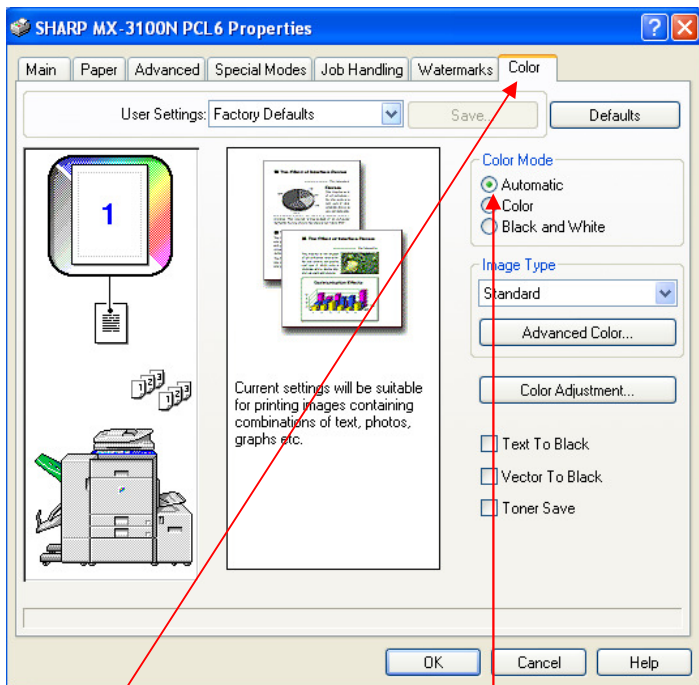


THIS IS THE "Main" TAB

If you select **Black and White Print** your entire document in black and white. This is the cheapest way to print if you don't need the added impact of colour. This option is also available in the 'Colour' tab (see next page).

Here you can fine tune your print job. To save paper select "2-Sided (Book)", this will make your job print on both sides of the paper and save paper and energy.

Greener...



THIS IS THE “Colour” TAB

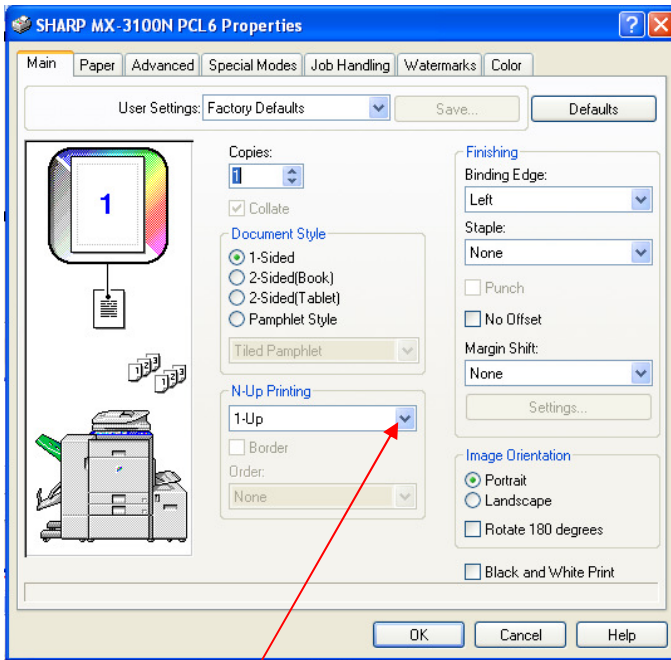
Automatic Mode prints your document and automatically selects colour or mono printing for each page in your document.

Colour Mode prints your entire document in colour.

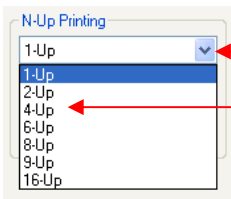
Black and White mode prints your entire document in black and white
This is the cheapest way to print if you don't need the added impact of colour .

By using Black and White mode you save printing costs and energy use by the printer This is Greener!

Greenest!!



From the Main tab select **“N-Up Printing”** to print more than one page of your document and a single sheet of paper.



Click on this arrow

And then select how many pages you want on each printed sheet. Usually, 4 pages on an A4 sheet is still readable!!

Please note, by following the advice in these notes you can simultaneously select 2 Sided, Black and White and N-Up printing and reduce the energy used to produce your prints and save printing costs on your Sharp MFD supplied by Oyster Communications.



*Produced by Oyster Communications November 2010
Printed on the Sharp MX 2600N Colour Copier/Printer/Scanner*