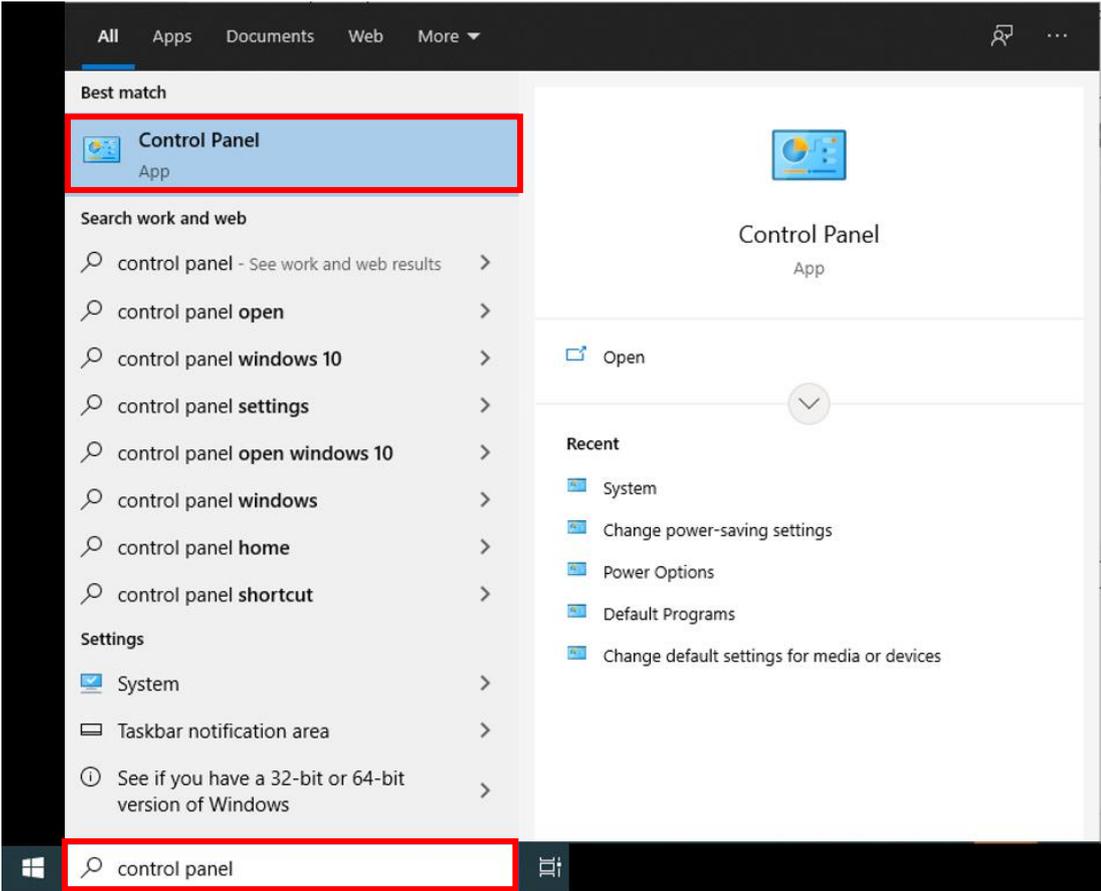
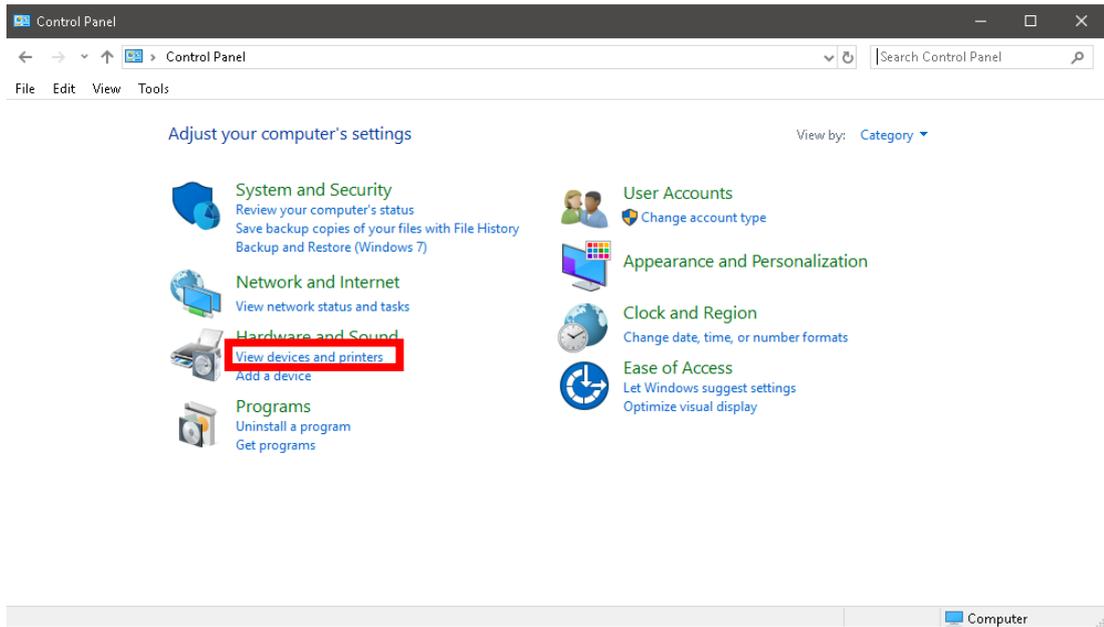


**THE CHINESE UNIVERSITY OF HONG KONG**  
**Social Responsibility and Sustainable Development Office**  
Green Tip: Setting Toner-saving Print Resolution

Step	Instruction
1	<ul style="list-style-type: none"><li>• In the search box next to 'Start' on the taskbar, type <b>control panel</b>. Select <b>Control Panel</b> from the list of search results.</li></ul>  A screenshot of the Windows search interface. The search bar at the bottom left contains the text "control panel". The search results are displayed in a list on the left and a detailed view on the right. The "Best match" section shows "Control Panel" as an App, which is highlighted with a red box. Below this, there are several search suggestions under "Search work and web" and "Settings". The detailed view on the right shows the "Control Panel" app icon, the text "Control Panel App", and an "Open" button. Below that, there is a "Recent" section with several items listed, including "System", "Change power-saving settings", "Power Options", "Default Programs", and "Change default settings for media or devices".

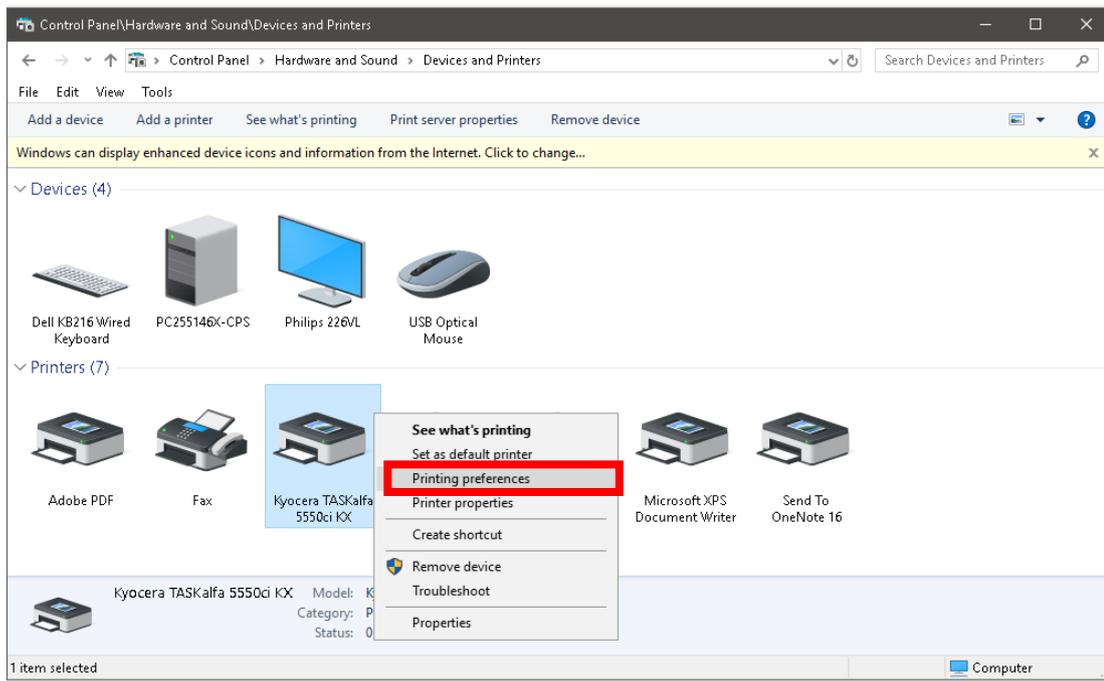
2

- Click 'View devices and printers'.



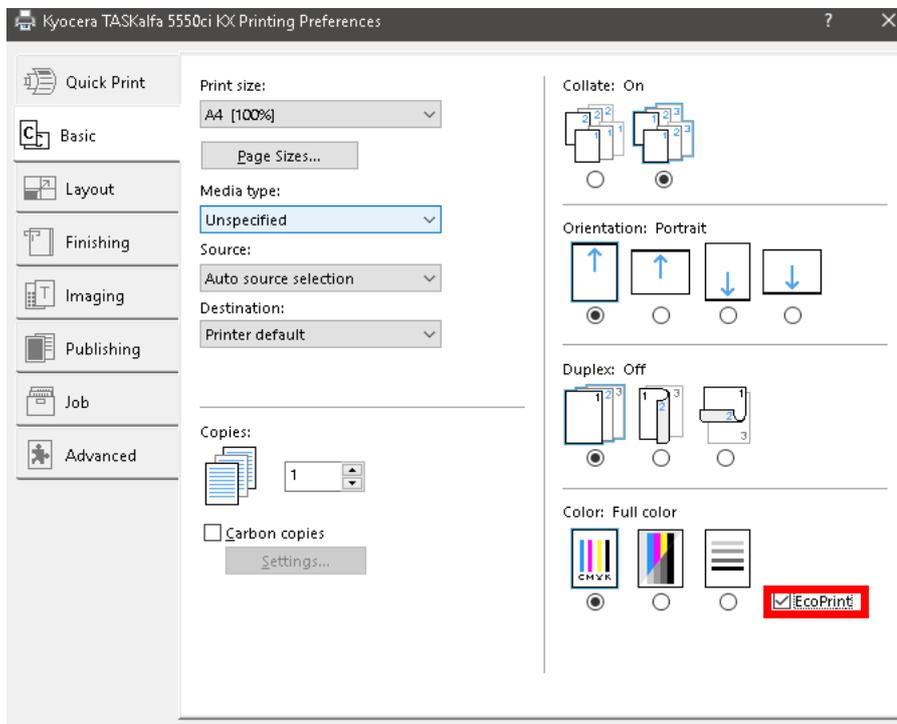
3

- Right-click on the printer and select 'Printing Preferences'.



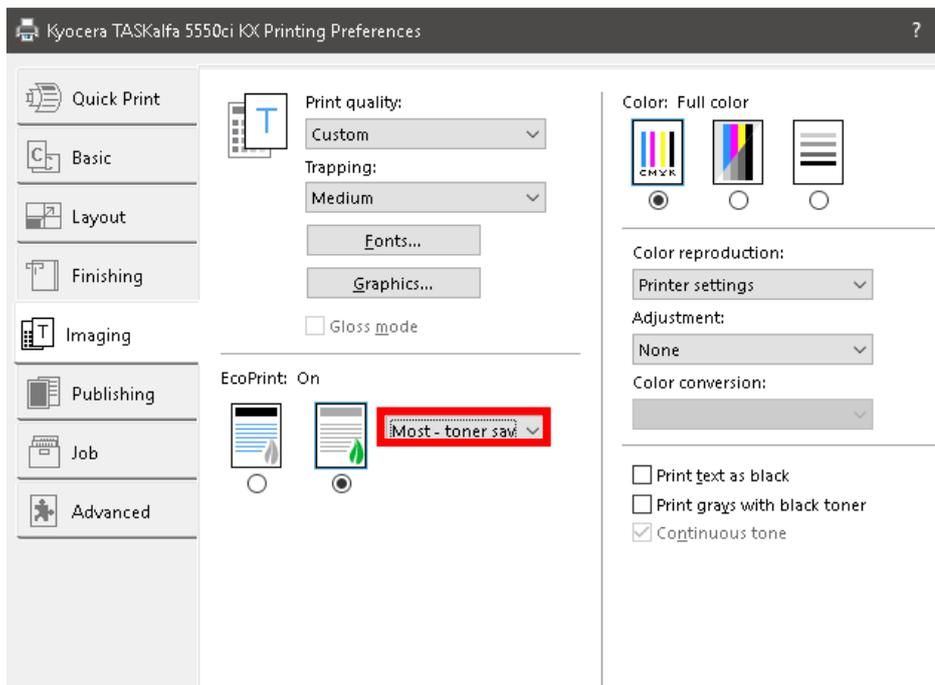
4

- Under the 'Basic' tab, check the option 'EcoPrint' in the 'Color' option. (Note that screen options may vary slightly depending on the type of printer you have)



5

- And/Or under the 'Imaging' tab, choose Most-toner saved option in the EcoPrint option. (Note that screen options may vary slightly depending on the type of printer you have)



6

- Click OK when finish.

