## THE CHINESE UNIVERSITY OF HONG KONG

## Social Responsibility and Sustainable Development Office

## Green Tip: Setting Toner-saving Print Resolution

| Step | Instruction   |  |
|------|---|--|
| 1    | • In the search box next to 'Start' on <b>Panel</b> from the list of search result  | the taskbar, type <b>control panel</b> . Select <b>Control</b> is.   |
|      | All Apps Documents Web More  Best match Control Panel App   |  |
|      | Search work and web<br>Control panel - See work and web results<br>Control panel open   | Control Panel  |
|      | <ul> <li>control panel open</li> <li>control panel settings</li> <li>control panel open windows 10</li> <li>control panel open windows 10</li> <li>control panel windows</li> <li>control panel home</li> <li>control panel shortcut</li> <li>settings</li> <li>System</li> <li>Taskbar notification area</li> <li>See if you have a 32-bit or 64-bit version of Windows</li> </ul> | <ul> <li>&gt; Copen</li> <li>&gt; Recent</li> <li>System</li> <li>Change power-saving settings</li> <li>Power Options</li> <li>Default Programs</li> <li>Change default settings for media or devices</li> </ul> |
|      | Control panel   | 」<br>王<br>王  |



| 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 prinave)  |  |  |
|---|---|--|--|
|   | 🖶 Kyocera TASKalfa 5550ci KX Printing Preferences ? X   |  |  |
|   | Quick Print Print size: Collar   C Basic Page Sizes Collar   Page Sizes Media type: Corie   Unspecified Corie   Source: Auto source selection   Auto source selection Corie   Destination: Printer default   Publishing Copies:   Advanced Cories   Cories: Settings  | ate: On<br>intation: Portrait<br>inter: Off<br>if if i  |  |
| 5 | <ul> <li>And/Or under the 'Imaging' tab, choose N option.<br/>(Note that screen options may vary slightly have)</li> <li>Kyocera TASKalfa 5550ci KX Printing Preferences</li> <li>Quick Print</li> <li>Quick Print</li> <li>Print quality:</li> <li>Custom</li> <li>Trapping:</li> <li>Medium</li> <li>Graphics</li> <li>Gloss mode</li> <li>EcoPrint: On</li> <li>Job</li> <li>Advanced</li> </ul> | Aost-toner saved option in the Ecoprint<br>y depending on the type of printer you<br>?<br>Color: Full color<br>Color reproduction:<br>Printer settings<br>Adjustment:<br>None<br>Color conversion:<br>Print text as black<br>Print grays with black toner<br>Continuous tone |  |