Toshiba Printer/Copy Machine
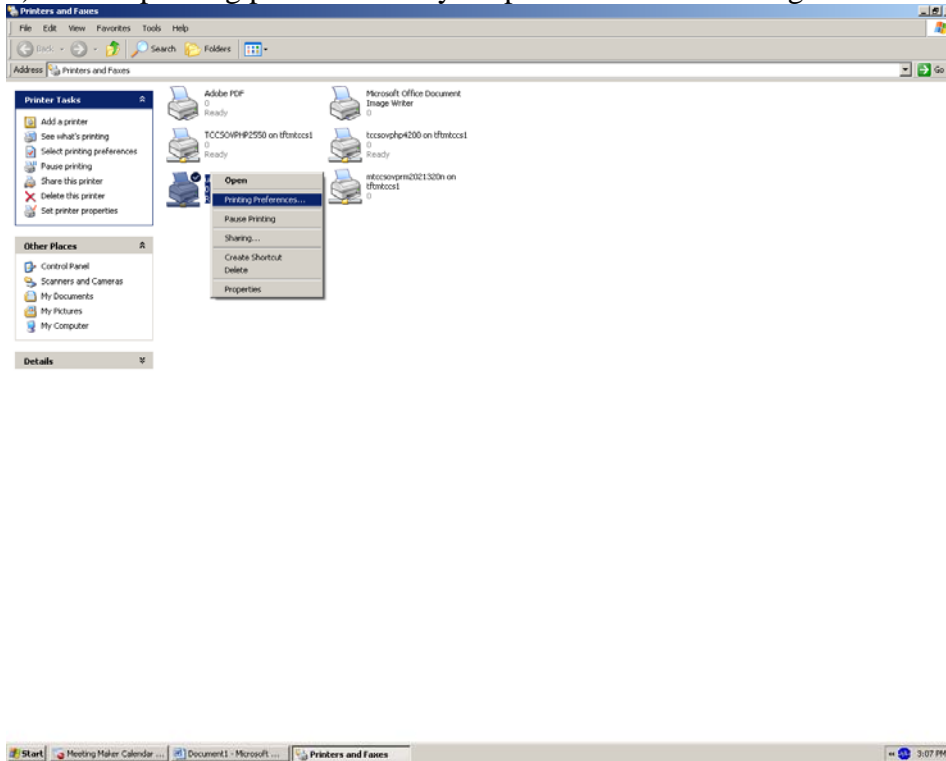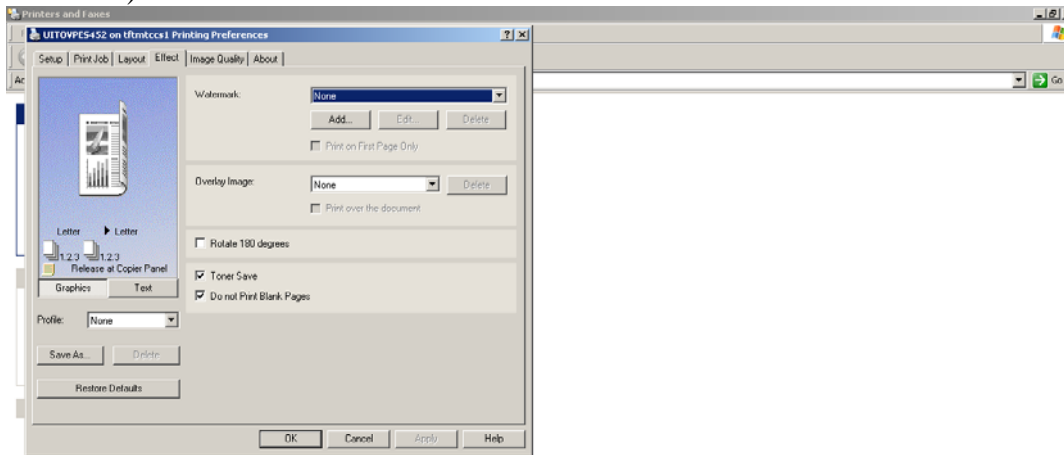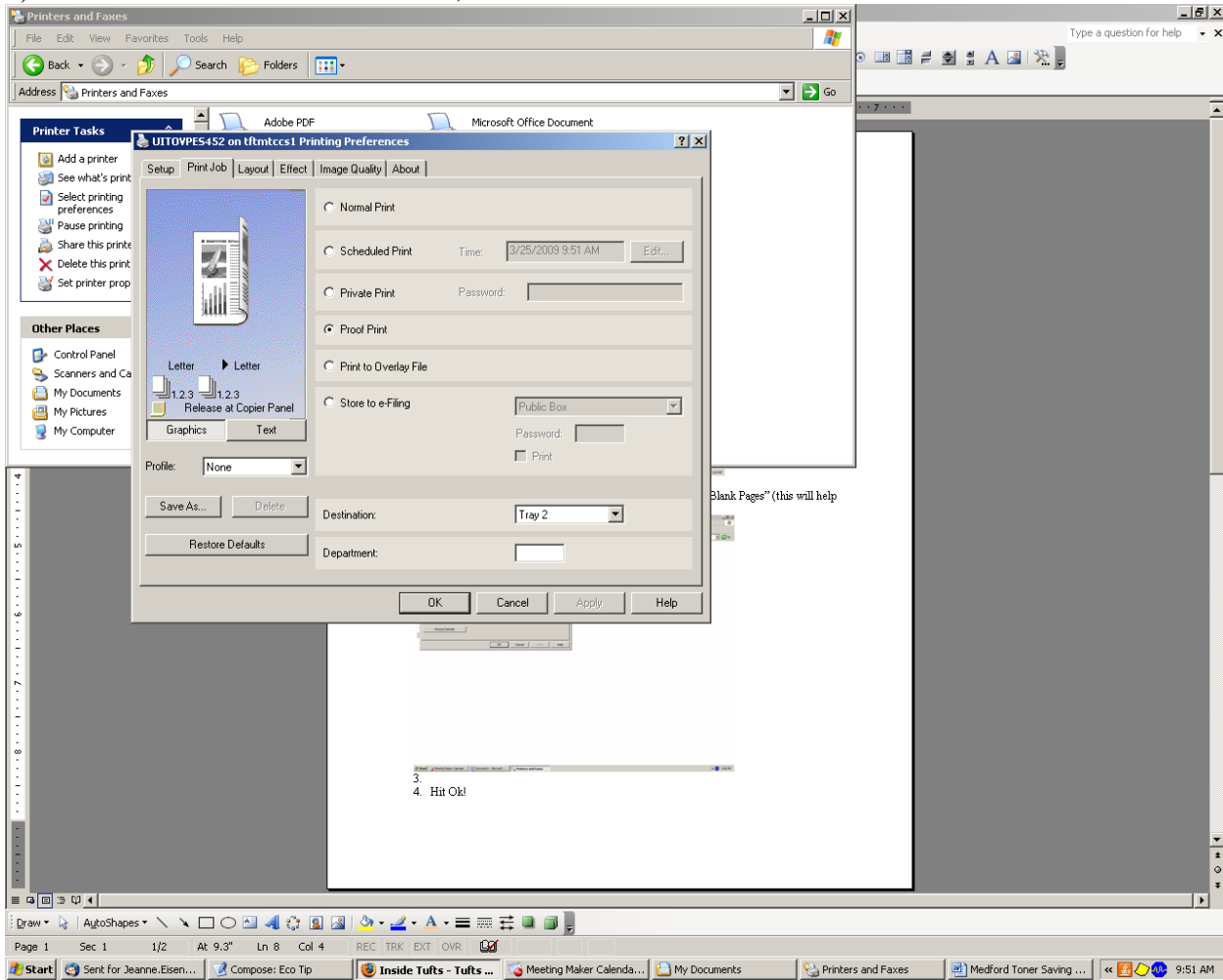
1) Select printing preferences in your printers & faxes setting under control panel*

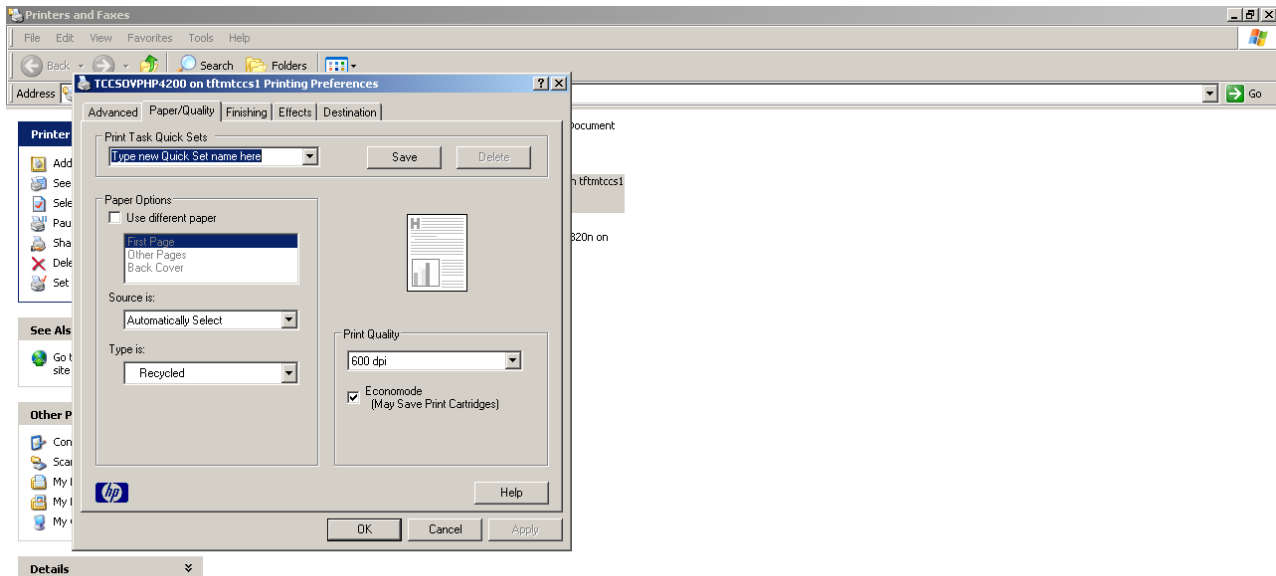2) Select "Effect" and choose "Toner Save" and "Do Not Print Blank Pages" (this will help save paper waste).

3) You can also select "Proof Print," which is located under the Print Job Tab:

4) Select OK and you will save toner each time you print.

Most HP Printers

1) *Repeat step 1 above

2) Select the Paper/Quality Tab on the top and choose "Economode"

3) Select OK and you will save toner each time you print.