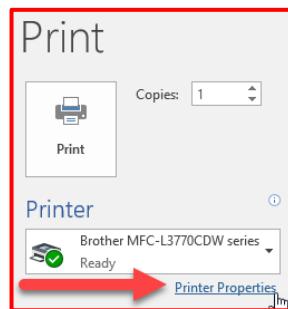


## Printer – Toner-Saving Tips (Brother)

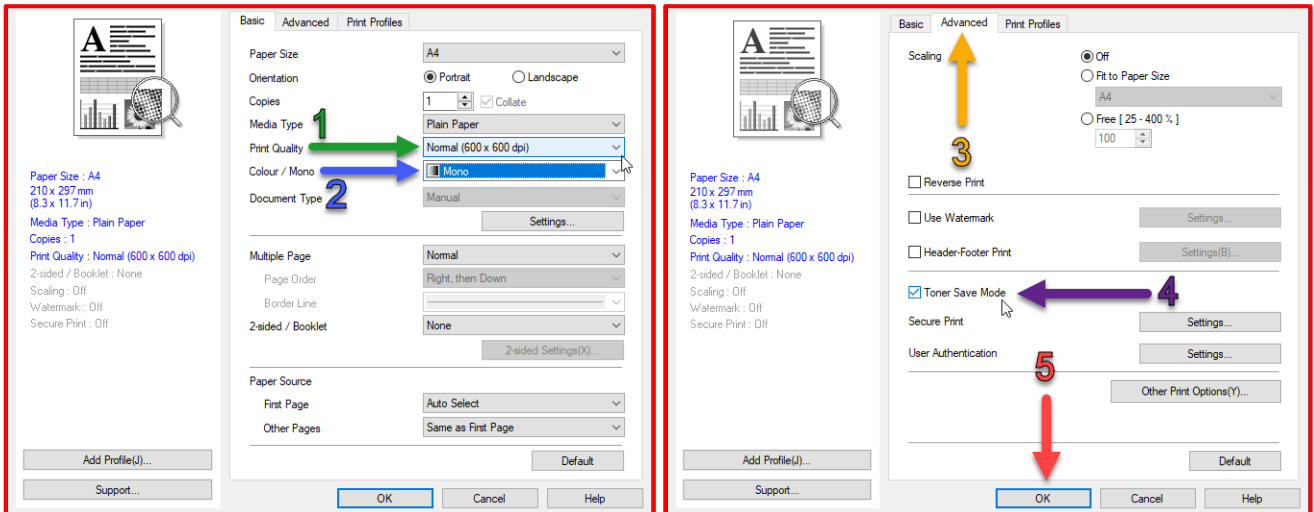
### Please read and keep me near the printer

This guide will show you how enable and change the **Toner Saving Mode** setting on SOTA printers.

1. Open the document that you wish to print; the following steps should always be similar
2. Go to **File > Print** and select your SOTA printer (normally named **Brother MFC-L3770CDW series**)
3. Click **Printer Properties**, found under the name of the printer



4. On the **Basic** tab, change **Print Quality** to **Normal (600x600)** and **Colour/Mono** to **Mono**  
**Note:** These options are highly recommended unless quality or colour are absolutely necessary
5. On the **Advanced** tab, tick the box to the left of **Toner Save Mode**, then click **OK** to save changes



### Additional toner-saving tips:

- Instead of printing, try using the supplied **Wacom Intuos Pen Tablet** to draw directly onto the screen in **PDF Annotator, Word, PowerPoint** and other applications. If you do not have a Wacom drawing tablet, please request one from SOTA.
- To use the tablet, plug it in **before** opening a document and then start drawing! In Word and PowerPoint, you may need to go to the **Review tab** and select **Start Inking**.
- If the tablet does not work, check the **on/off switch** on the top right and **USB cable**, then go to the [Wacom Website \(link\)](#), search for and select **CTH-680**, then download the software for your system
- If a toner cartridge is showing as empty, try taking it outside, giving it a light shake and re-inserting it into the printer. This may squeeze some extra life out of the cartridge.