

NEW OFFICE PRINTING POLICY



Thank you in advance for your personal commitment to our new office printing best practices listed below. Each of these requests are easy to follow and have proven to save time, money and the environment in other offices like ours!



Re-set print driver default settings

Set print drivers to print two-sided and black and white as standard defaults.



Print color only when necessary

Color printing should be done only for external / customer facing documents.



Avoid printing emails if possible

Emails are the #1 culprit of avoidable waste!



Print multiple images on one page

Reduce paper consumption and cost for presentations, reports, etc.



Recycle used printer cartridges

It takes up to 1,000 years for a printer cartridge to decompose in a landfill!



Send larger print jobs to a larger printer

Get your jobs completed faster and improve the reliability of smaller devices.



Use digital documents when possible

Avoid printing by scanning, storing and sharing digital documents.



Turn devices off at the end of the day

Power down to save energy during evenings and weekends.



Reduce the font size before printing text documents

Include more text on a page to reduce avoidable waste.

Together we can make a big difference. Please let me know if you need help or have any questions - thank you!