ECO-RESPONSIBLE PRINTING TWEAKS

You probably think you're already going green in the workplace by putting old printouts and office paper in the recycling bin. Or maybe your administrative assistant mails used toner cartridges back to the manufacturer for recycling. You likely also replace incandescent lightbulbs with compact fluorescent lights (CFLs) or light-emitting diodes (LEDs). While these are great sustainable business practices, you may be missing some easy eco-responsible printing opportunities to lessen your office's environmental impact. These opportunities lie in your humble office printer.

Use Less Toner, Ink and Paper—Automatically

What's the easiest way to use less? By automating controls so you don't even have to think about it. For instance, Xerox Earth Smart settings let you quickly set controls that automatically reduce paper waste and toner usage by disabling banner pages, enabling 2-sided (duplex) printing, 2-up printing, and printing a sample set and/or draft mode. Earth Smart is built into several Xerox printers and multifunction printers, including Xerox® ConnectKey® technology-enabled devices. Earth Smart also is available as part of the Xerox Global Print Driver™.

Print on Both Sides of the Page

Choose "duplex" as the automatic default within your printer driver settings. You'll save a sheet of paper every time you press the print button because you'll be printing double-sided. If you want to print even more pages on a sheet of paper, choose the "2-up" or "2 Pages per Sheet" option to print two images on each side of a single sheet.

See a Sample First

Have you ever printed a large job, found errors, and then had to reprint the whole job? This happens to the best of us. But it can be a big waste of resources, especially if you print multiple copies of large jobs.

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Take advantage of the sample copy option before you print your next big job. Jobs with multiple copies will only have an output of one sample copy print at the outset. The printer will hold the remaining copies in the queue until after you review and approve the sample copy. Then you can release or delete the remaining copies.

Make a Few Minor Eco-Responsible Printing Adjustments

Making a few simple tweaks to the way you print can add up to big savings over time. Here are some easy eco-responsible adjustments you can make in your print settings to print more efficiently and reduce paper waste:

- Print Preview, on-screen to "see" a document before actually printing it

- Page layout options such as Portrait or Landscape allow best fit for the page

- Margin size reduction allows for a larger print area

- Header and footer adjustments can increase print area

- Page breaks properly segment your document

- Adjust font size for optimal presentation and best use of space

- Set print area to only print pertinent information (spreadsheet applications)

- Automatically turn off banner page printing