

Energy-Saving Tips for Printing

Looking to conserve energy and save money when printing? **Start here:**

- Replace older printers and copiers with one, energy-efficient device, such as those available through the Xerox Fleet Program.
- Share a Xerox Fleet Program device with a neighboring department or group for cost and energy savings.
- Leave your device on at night rather than shutting it off completely. (A full power-down / power-up takes more energy than allowing the device to go into and stay in sleep-mode.)
- Use a shared, networked device instead of a local, desktop printer.
- Review documents before printing to catch any errors and avoid reprinting.
- Print on both sides of each sheet of paper whenever possible.
- Choose recycled paper when printing and after use, recycle the prints.
- Share prints with peers instead of printing a copy for everyone.
- Send misprints or single-sided prints to the Print Center to be made into recycled notepads.
- Return unused supplies to the vendor and recycle used supplies.
- Use the 'scan to email,' 'scan to file,' and 'scan to USB' features instead of printing and storing hard copies whenever possible.
- Consider using an electronic storage system instead of printing to save resources and free up office space.
- Examine department processes quarterly to determine if energy is being used effectively.

