



How Green is Your Office?

Here are seven tips to manage documents—and paper—more efficiently for a “greener” world.

1 USE LESS PAPER

- Make two-sided prints and copies – on most Xerox equipment you can make this a default setting.
- Print multiple images per page.
- Print on demand, creating documents only in the Quantity and at the time needed.
- The Environmental Protection Agency estimates it takes 10 times more energy to manufacture a piece of paper than to create a print or copy.

2 RECYCLE THE PAPER YOU USE AND USE RECYCLED PAPER

- Install bins in several office locations to collect paper for recycling or for reuse.
- Purchase recycled paper – it can meet the same performance specifications as non-recycled paper.

3 REACH FOR THE ENERGY STAR®

- Upgrading old products with more-efficient ENERGY STAR® products will save energy. These products automatically shut off or power down when not in use, significantly reducing electricity costs. Even more energy savings can be gained by shortening the idle time before the device enters sleep mode.

4 REPLACE STAND-ALONE OFFICE PRODUCTS WITH MULTIFUNCTION SYSTEMS

- A copier, two printers and a fax machine can consume 1400 kWh of energy each year. But, one multifunction system that performs all the same functions uses only 700 kWh annually. If the multifunction system replaces products that are not ENERGY STAR® qualified, energy savings can double.

5 RETURN PRINT/COPY CARTRIDGES AND SUPPLIES FOR RECYCLING

- Never throw a used toner cartridge away; these components can have multiple lives or be recycled.
- Xerox provides customers with prepaid postage to return cartridges for reuse and recycling at www.xerox.com/cwa.
- Consider using solid ink printers, which eliminate cartridges altogether and generate about 90% less waste than a typical color laser printer.

6 SEEK OFFICE EQUIPMENT WITH REMANUFACTURED OR RECYCLED PARTS

- Xerox devices with remanufactured parts and Components have the same quality standards as new devices and offer the added benefit of eliminating waste from going to landfills.

7 SCAN AND SEND

- Paper can be easily shared electronically using scanning features built into office systems.
- Scan the document into your system and email to all the appropriate recipients.
- Keep a copy in your digital files.
- By decreasing the need to fax or mail documents, scanning helps eliminate paper inventory, saves phone and postage charges, and reduces the environmental impact of sending paper by air or ground transportation.