



## 7 Tips for a Greener Office

Here are 7 tips to help manage your document workflow, output and equipment for a “greener” world:

- Go digital – read, send and store digital documents.
- Use paper wisely.
- Recycle the paper you use.
- Reach for ENERGY STAR®.
- Replace stand-alone office products with multifunction systems.
- Return print/copy cartridges and supplies for recycling.
- Seek office equipment designed for remanufacturing or recycling.

For more information, please go to [www.xerox.com/environment](http://www.xerox.com/environment)

