



Energy Saving Tips



TIP OF THE WEEK

PRINTING AND COPYING

PRINTING

- Use the recommended **power management settings** to shut the printers off or go into hibernate mode when the machine is not in use.
- If you are not using your printer for a longer period, **turn it off**.
- **The less paper you use, the less energy you are wasting.** Use recycled paper if possible.
- **Do not print out everything**, unless it is absolutely necessary.
- **Print on both sides of the paper** and/or print multiple pages on one piece of paper (e.g. in case of printing out lecture slides).
- **Print in greyscale rather than colour** - an easy way to save your colour ink cartridge.
- Scan and **distribute documents electronically** instead of paper copies

COPYING

- Look for **energy-saving** and **duplexing features** on the machine.
- **Turn the copier off** when not in use





Energy Saving Tips



Printing and copying

Printers and copiers both use a lot of energy. To reduce the amount of energy they use, here are a few things to keep in mind.

Printing

1. Use the recommended **power management settings** to shut the printers off or go into hibernate mode when the machine is not in use. Turn the printers off at night if you do not have an auto-off feature.
2. **Standby is not energy-saving** - If you're not using your printer for a longer period, turn it off, it won't use more energy to power up than it does while in standby.
3. **Keep your paper use in mind** - Consider how much energy it takes to make new paper: approximately 15 watt-hours per sheet! So the less paper you use, the less energy you are wasting. Use recycled paper if possible.
4. **Don't print out everything**, unless it is absolutely necessary.
5. **Preview before you print** - Check if there are any pages that are not worth printing.
6. **Print on both sides of the paper** - Duplexing can usually be found in the printing menu. „Organizations can potentially reduce annual paper costs by 30% by selecting duplex printing as the default option.“ (by [Gartner](#))
7. **Print multiple pages on one piece of paper** - This is particularly useful when printing out lecture slides - four slides per page is still readable.
8. **Print in greyscale rather than colour** - an easy way to save your colour ink cartridge.
9. **Laser printers use more energy** - Though they have a lot of advantages - e.g. superior print quality - they are definitely not energy-saving, even during standby mode. If you want to save energy, an inkjet printer or a slower laser printer is a better option.
10. Scan and **distribute documents electronically** instead of paper copies.
11. **Use workgroup printers** and Multi-Functional Devices that print scan and copy - they may save energy over lots of individual printers.



A study conducted by Lexmark found that **an average of 17% of everything printed was considered waste** - pages the user did not want.





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Copying

12. **Look for energy-saving features** - Look for a copier that comes with an “energy saver” or “sleep” mode that activates when the machine is not in use. The machine should also have a duplexing feature.
13. **Turn it off when not in use** - It does not make the machine wear out faster. Turn off the copier at night and turn the energy saver on at lunchtime or between periods of extended use.
14. **Have the correct settings** - Activate energy-saving features such as sleep mode, duplexing, and auto-off as default settings.

Top tips for champions

- Take advantage of the latest energy-saving features on digital copiers that allow you to program times and days of use.
- Help users become more aware of their printing and copying habits.
- Make sure everyone in the office is aware of and use the energy-saving practices.

You can also...

Set the fast draft setting as default. This way you save on ink without the hassle of setting fast draft every time you print.

Further reading and ideas: See more information on printing and copying also in the Green Clicks Tool.

Source(s):

<https://www.printgreener.com/pdfs/GreenPrint%20White%20Paper%20September%202008.pdf>
<http://www.inkandmedialtd.co.uk/blog/save-energy-printing-copying/>
<http://www.clubcopying.co.uk/help-advice-tips/environmentally-friendly.html>

Did you know?

„Spam filter” printing softwares help users remove unwanted pages and content from being printed.

GreenPrint Case Study: Savills - a large, UK-based real estate firm - had a pilot program using GreenPrint software with 500 employees in multiple offices over a 30-day period in 2007.

Projected results of greening the printing were:

Annual savings per user:	\$ 864
Annual savings enterprise-wide:	\$ 15.5 million
Return on investment:	13 days
Saved:	28 000 trees and 84 300 tons of greenhouse gases

