



Recycling and
Environmental
Action
Planning
Society

Greening Your Office

Tips by Email

Attention: **Office Staff**
Date: **April 2011**

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GREEN TIP #12 :

Going Green Ideas for Printers

- Buy and use recycled paper.
- Save paper by not printing whenever possible. Put a prominent sign up in the office to remind users to print only when necessary.
- Save paper by printing on both sides of a sheet of paper whenever possible.
- Use your printer's eco-mode if it has one.
- Use software such as *GreenPrint* or *EcoPrint2* to save toner and paper.
- Do not have your printer set to come on whenever your computer or computer network comes on; instead, turn on your printer only when necessary.

When choosing a printer to buy, choose an *Energy Star compliant printer* - and be sure your new printer has an energy saving feature.

Recycle your used ink and toner cartridges.



Any Questions or Suggestions? Call or Email us! 250 561 7327 or green_solutions@reaps.org