



Recycling and
Environmental
Action
Planning
Society

Greening Your Office

Tips by Email

Attention: **Office Staff**
Date: **February 2012**

From: **REAPS**
Phone: **250-561-7327**

GREEN TIP #22 :

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 ink, 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

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