Tips to Copy & Print Green

Before you print or copy
♦ Share paperless: Can you scan & email the document instead?
♦ Review/store paperless: Can you read it online and store it electronically?
♦ Preview first: Fix typos and adjust formatting to minimize pages when appropriate.
Questions? Contact Help Desk at xxxxxxx-xxxx
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When printing or copying
♦ Black and white is better: Black and white printing is a lot cheaper. Do you need to print the document in color?
♦ Print only what you need: Use “print selection” or select the page range you want.
♦ Double-side: Use both sides of the paper.
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