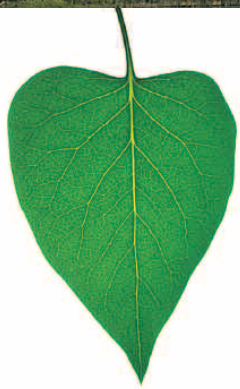




TOP TIPS FOR



GREENER PRINTING

- 1 **Avoid printing emails or drafts.**
- 2 Scan and distribute documents electronically.
- 3 **Use print preview to avoid printing mistakes.**
- 4 Print only the page you need, not the whole document.
- 5 **Use 2-sided printing.**
- 6 Use certified paper and recycle it (FSC or PEFC certification and the EU Flower eco-label), this preserve natural resources.
- 7 **Use workgroup printers rather than individual desktop printers to save energy.**
- 8 Share personal printers via Wi-Fi or Ethernet - it requires less equipment, less power and reduces waste and recycling at end of life.
- 9 **Print in draft mode, it uses less ink/toner and means less cartridges to be recycled.**
- 10 Use genuine high yield cartridges to reduce transport and waste.
- 11 **Set up collection and sorting of used paper and cartridges.**
- 12 Send used cartridges back to the dealer for recycling and environmentally responsible reuse.
- 13 **Return unwanted printers to their nearest dealer or municipal waste collection site.**
- 14 Activate the devices energy saver mode.
- 15 **Turn off personal printers when not in use to save energy.**

Every little change can play its part and can help to significantly reduce your carbon footprint.





CONTROLLING PRINT OUTPUT

Most companies print more pages than needed simply because we can, computers, software and printers make it effortless for us to do so.

Below are a few steps that will help:

- 1 Capture all output and allocate accurately by user/department.
- 2 Route documents to the most cost effective device within your print estate by pre-determined rules and / or restrict printing by application or user.
- 3 Restrict output by educating users to enter a numeric PIN or swiping a valid access card.
- 4 Address the problem at the driver/hardware and simply take a more intelligent approach to print output.
 - 4.1 Default all printer drivers to 'mono'.
 - 4.2 Ensure that no users have a colour printer as their default printer.
 - 4.3 Educate all staff to print intelligently, and only use colour if it adds value to the document and business.
 - 4.4 Investigate the use of 'secure pull printing' via print - limiting technology.

FOR MORE INFORMATION

Established for over 30 years, we have focused exclusively on providing unbeatable office print technology, and although we are a truly national operation, our success has been forged around our unique network of local offices providing on-the-spot response, rapport and reliability. Contact us today to learn more about reducing your print costs and your carbon footprint.

SUPPLIERS OF:

RICOH  **KYOCERA** **SHARP**

2010 Preferred Partner
Imaging and Printing
Gold Partner 

Altodigital has offices all over the country. Call us and see what we can do for your business:

NORTH

Tel: 0113 244 3016

MIDLANDS

Tel: 01384 404 660

HOME COUNTIES

Tel: 01525 218 300

CARDIFF

Tel: 02920 263 629

BRISTOL

Tel: 0117 902 1155

SOUTH EAST (LONDON)

Tel: 020 7740 0600

SOUTH

Tel: 01489 553 368

ALTODIGITAL NETWORKS LIMITED

Email: marketing@altodigital.com

www.altodigital.com