Printing Best Practices

Print Reduction and Paper Conservation

Maryland Department of General Services
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Print Reduction Best Practices

<u>Use non-paper methods to work, store and communicate</u>

Researchers at Xerox found that about half of the documents printed in a typical office are thrown away within 24 hours.

1. Don't print emails and documents unnecessarily! Ask yourself:
    a. If I need to file or reference later, can I save an electronic (rather than paper) copy?
    b. If I need to share, can I send an electronic (rather than paper) copy?
    c. If I need to print, do I need the entire document (or email chain) – or will selected page(s) suffice?
2. Create and distribute publications and documents electronically - post to the website, distribute via email, or use shared drives. Provide printed copies only upon request.
3. Review and edit draft documents on-screen rather than on paper. Use the Print Preview, Spelling, Grammar, Track Changes and Comment features rather than printing out hard copies for markups.
4. Use transfer and shared drives to share files between divisions.
5. Establish a standardized naming system for folders, files and documents so they are easy to locate and identify.
6. Use electronic signatures for approving documents – scan your signature and insert as an image into letters and documents and/or use the Signature feature for PDF documents.
7. Compress files before saving them so they take up less space and are easier to share electronically.
8. Send and pay bills, place orders, manage inventory and schedule appointments electronically.
9. Establish and use forms that can be filled out online.
10. Fax electronically from your computer.

Paper Conservation Best Practices

<u>Make efficient use of paper and only print what you need</u>

DGS purchases approximately 1,000,000 sheets of 8.5 x 11 white copy paper each year (which costs approximately $7,000.00) and spends approximately $175,000.00 each year printing to multi-function devices.

1. Always print double-sided! Make sure double-sided printing and copying are the default for all equipment.
2. Use Print Preview to ensure your document will print correctly!
3. Print only the number of copies required.
4. Pick up your documents immediately to avoid them getting 'lost' in other print jobs – or use secure print to defer printing until you are at the printer (preferable for confidential documents). ***See 'Secure Printing'.***
5. Format documents, forms and reports to minimize pages, margins and text size.
6. When printed documents are required by law, store a single copy centrally.
7. When printing lengthy documents, adjust the print settings to print two pages on each piece of paper.
8. When creating reports, use executive summaries, adjust page layout to minimize margins and text size, and include only the information necessary.
9. Save and reuse paper printed on only one side for taking notes or printing draft documents. Designate a printer drawer, "draft printer" or fax machine for one-sided paper.
10. Use an adhesive header for faxes instead of fax cover sheets.
11. Print directly on envelopes instead of using mailing labels.
12. Use an electronic template for stationery, rather than stockpiling letterhead that can become outdated.

Waste Management Best Practices

<u>Conserve resources through recycling and purchasing</u>

*More than half of all paper in the United States is not recycled - about 35 million tons per year.*

1. Use black-and-white Econo-Mode, Draft Quality, or Toner Save computer printing settings for draft copies, and avoid color printing unless absolutely necessary.
2. Use staples, binders or removable bindings or clips when binding documents to facilitate recycling.
3. To avoid paper jams, load the paper sheets squarely, and do not use paper that is wrinkled or has been exposed to moisture. Reusing paper or using recycled content paper does not cause paper jams, according to national studies by Canon U.S.A., HP, Lexmark International, and the U.S. Government Printing Office.
4. Use paper with the minimal weight required – less weight means less paper.
5. Use side-bound file folders (rather than top-bound) to accommodate double-sided documents.
6. Follow Maryland Green Purchasing Specifications for purchasing Paper and Office Supplies
   http://dgs.maryland.gov/Pages/GreenOperations/GreenPurchasing/Guidelines/paper.aspx
7. Provide central storage for reusable envelopes, file folders and other office supplies.
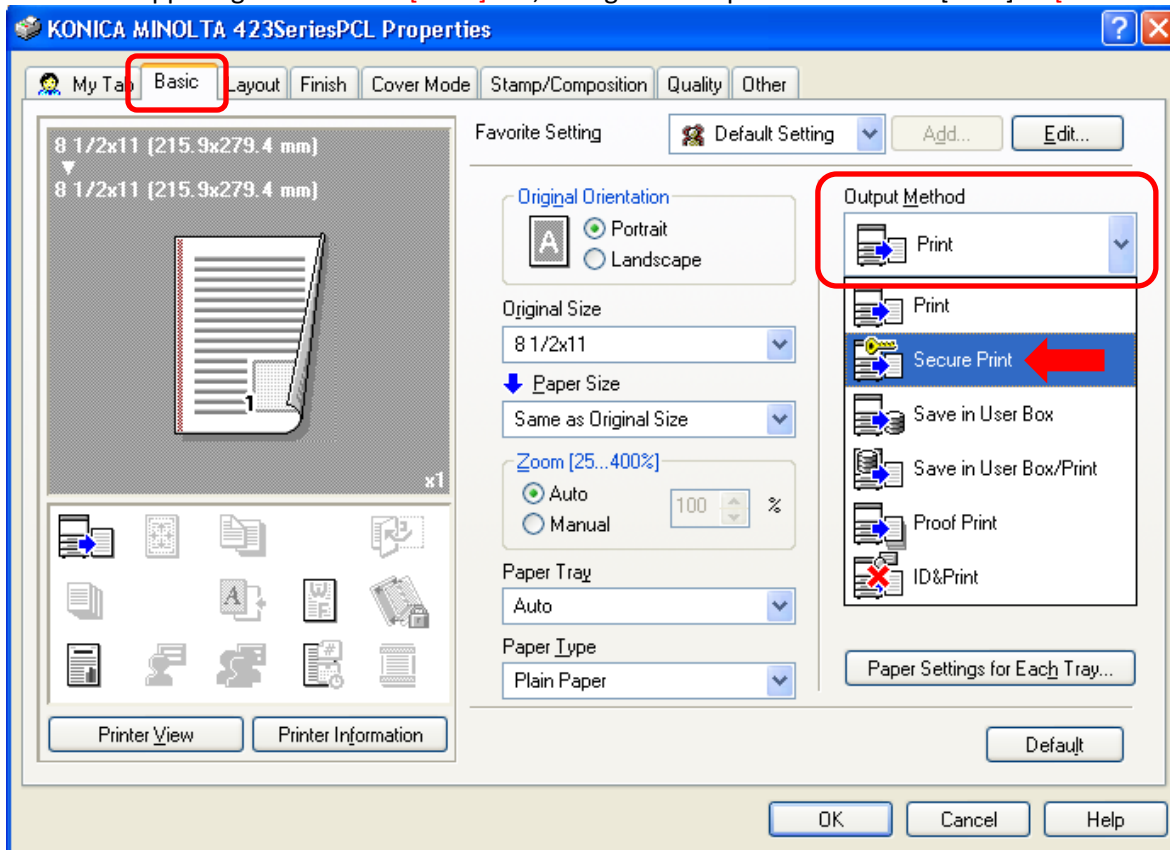
Secure Printing

Secure print is a networked Multi–Function Device (MFD) feature that keeps print job(s) queued (but not printed) until a password is entered on the device's touchscreen. This feature is useful when printing confidential or sensitive documents to a shared office printer and when printing multiple documents to avoid their getting mixed in with another print job.

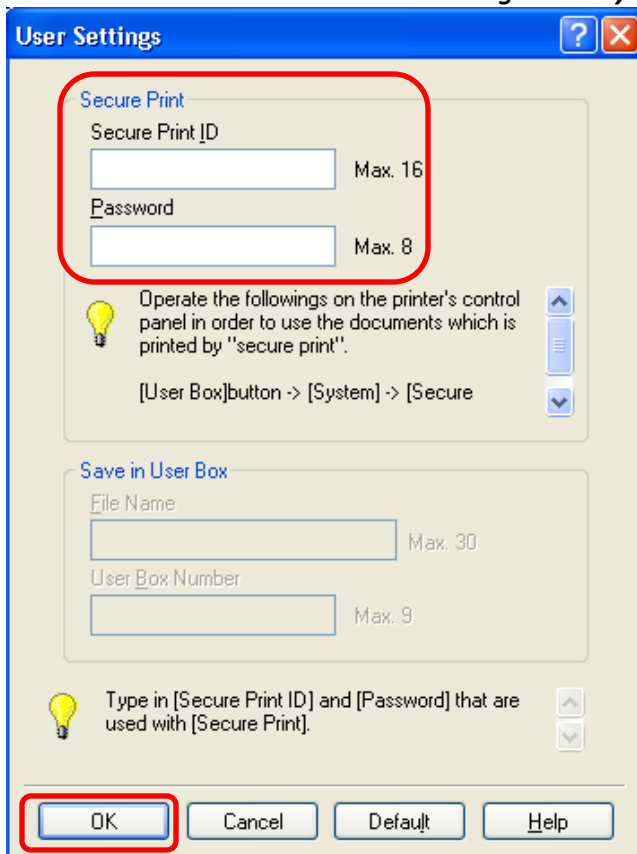## *Set Up a Secure Print Job from your Computer*

1. Click [File] → [Print]
2. Click [Properties]
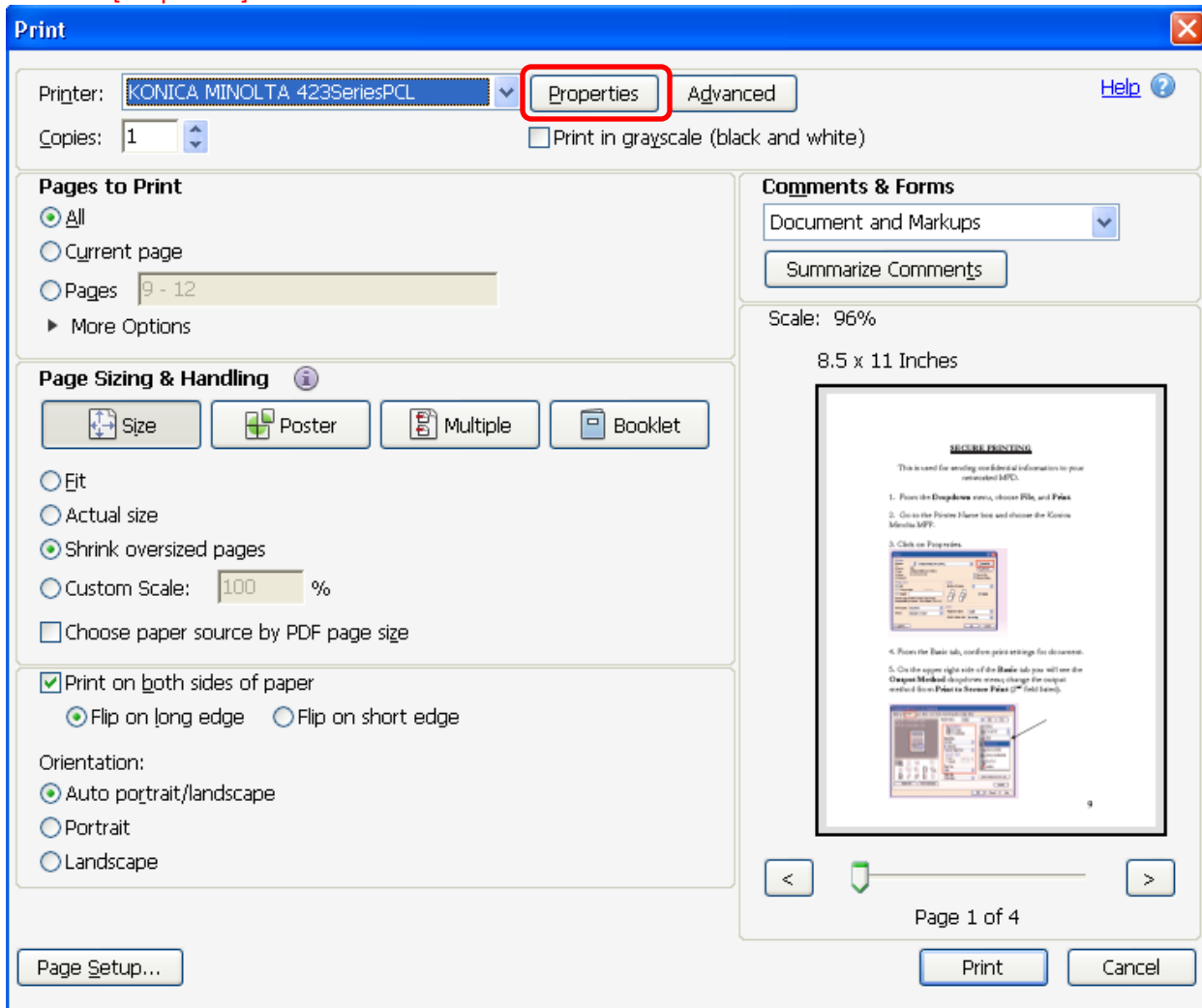
3. On the upper right side of the [Basic] tab, change the output method from [Print] to [Secure Print]

4. Enter a Secure Print ID and Password of your choice in the[User Settings] dialog box that opens *(this ID and Password will be saved in User Settings unless you change it)*
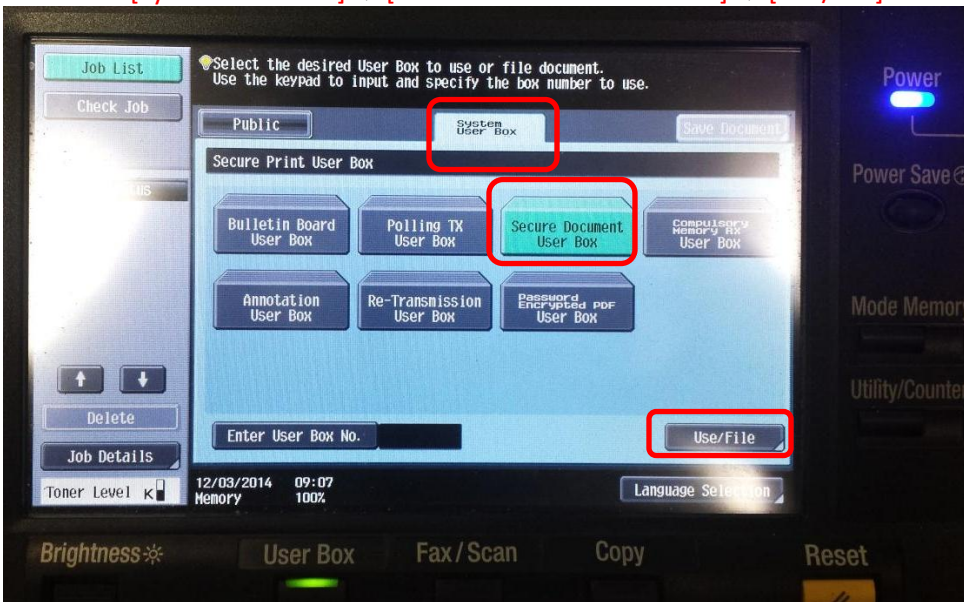

5. Click [OK] in the [User Settings] and [Properties] dialog boxes and then click [Print] in the [Print] dialog box

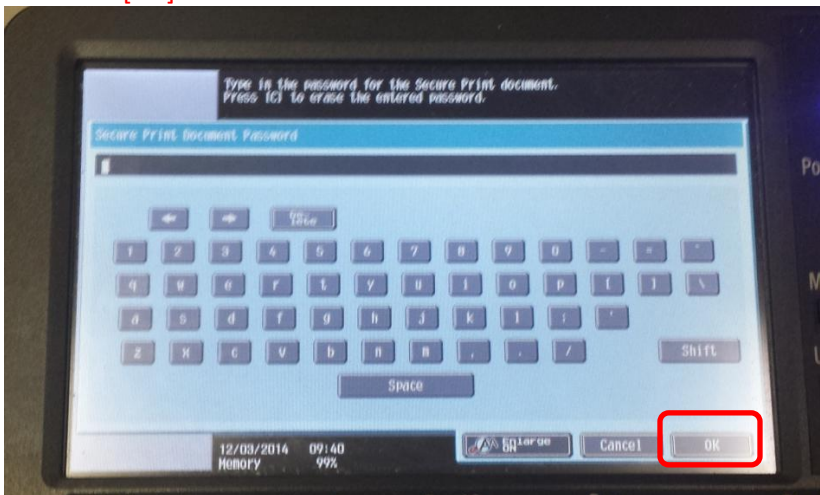## *Retrieving a Secure Print Job from a Phillips 363 Series MFD*

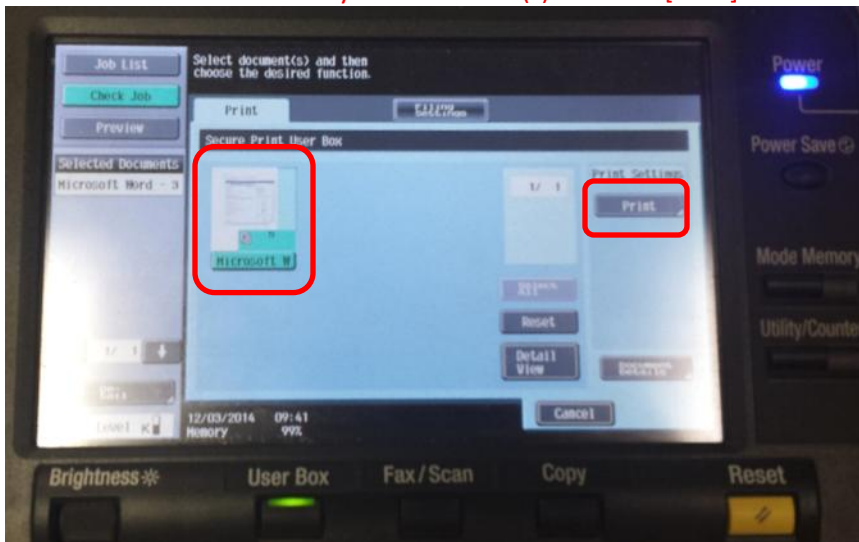1. Select the [User Box] key on the device's control panel (below the touch screen)
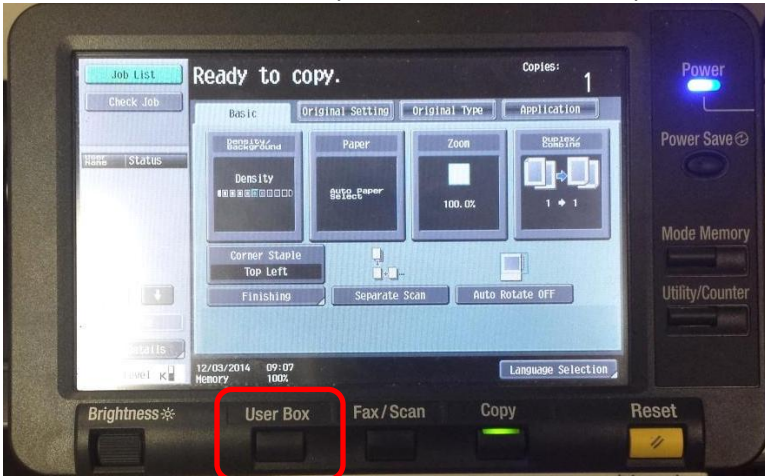
2. Select [System User Box] → [Secure Document User Box] → [Use/File]

3. Type in the Secure Print ID you created and select [OK]; then type in the Secure Print Password you created and select [OK]
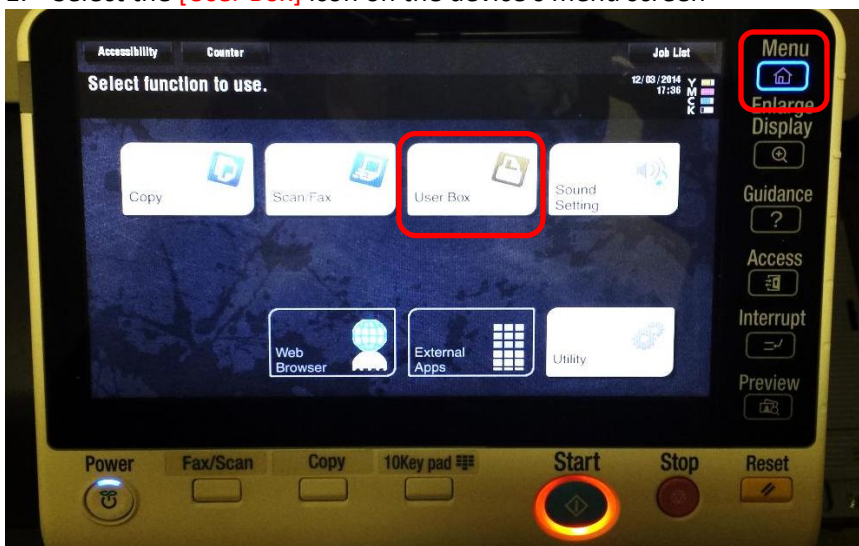
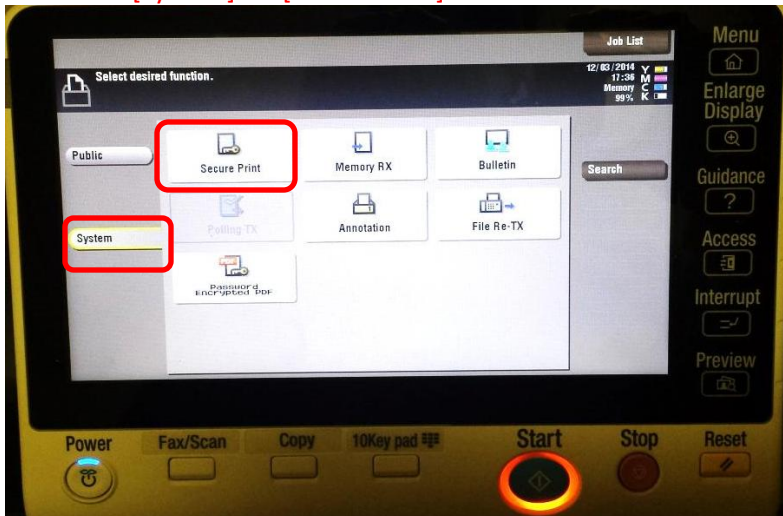4. Select the thumbnail of your document(s) and then[Print]

5. Select the [Start] key on the device's control panel.

Retrieving a Secure Print Job from a Phillips e Series MFD

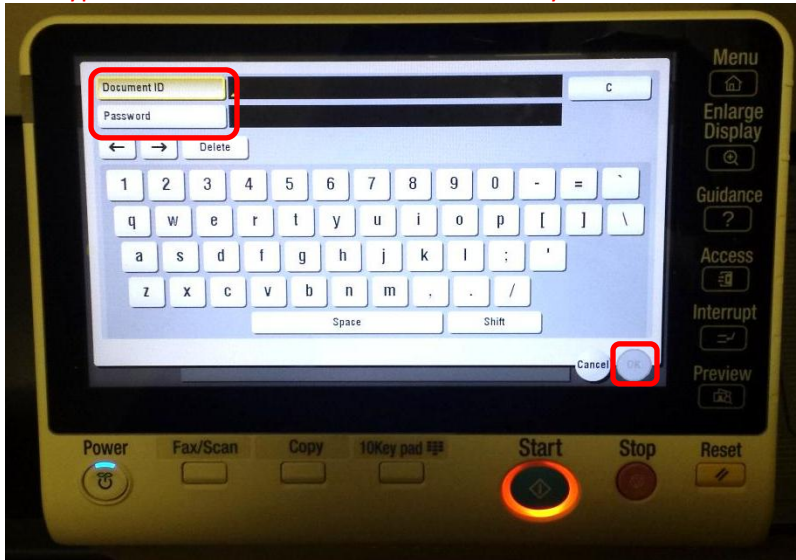1. Select the [User Box] icon on the device's menu screen
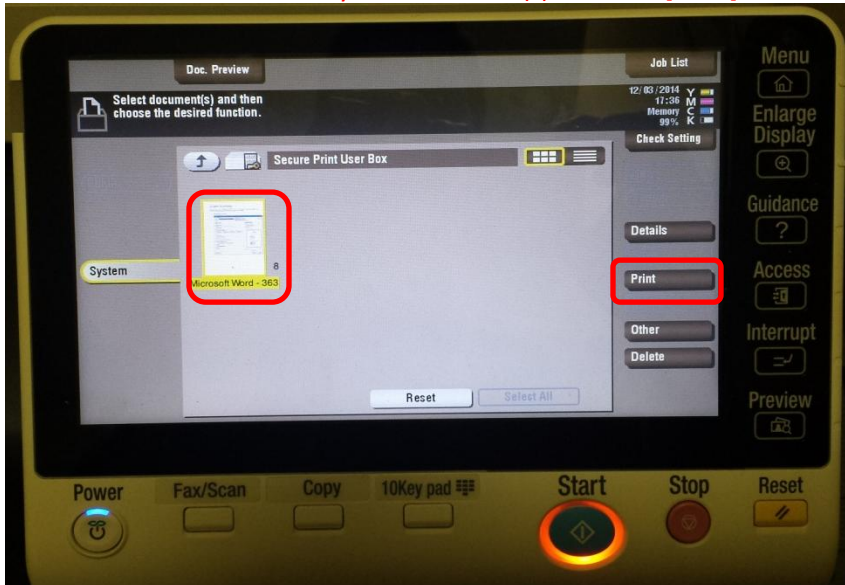

2. Select [System] → [Secure Print]

3. Type in the Secure Print ID and Password you created and select [OK]

4. Select the thumbnail of your document(s) and then[Print]

5. Select the [Start] key on the device's control panel.