Printing Best Practices

Print Reduction and Paper Conservation

Maryland Department of General Services 2015





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Print Reduction Best Practices

Use non-paper methods to work, store and communicate

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

Make efficient use of paper and only print what you need

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

Conserve resources through recycling and purchasing

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.

1. Click [File] \rightarrow [Print]	
2. Click [Properties] Print	X
Copies: 1	olack and white)
Pages to Print	Co <u>m</u> ments & Forms
	Document and Markups
O Current page	Summarize Commen <u>t</u> s
Pages 9 - 12 More Options	Scale: 96%
	8.5 x 11 Inches
Page Sizing & Handling 👔	
Size Poster 🖺 Multiple 📄 Booklet	SECRE PRINTING
○Eit	This is used for sensing out-fiderial industriation to proce restaurable MPD.
O Actual size	Power the Designborne rearra, shown File, and Print Conso the Power box and shown the Konion Montal APPer
 Shrink oversized pages 	3. Cârlo co Popreán.
OCustom Scale: 100 %	E form
Choose paper source by PDF page size	
	4. Pours the Dasis tab, conform prior settings for document. 5. On the upper right size of the Basis tab year will nee the Origonit Related the physics of the origin empirical form Point and Statem Point (2) and Related.
 Print on both sides of paper Flip on long edge Flip on short edge 	Original Standard Standard Standard version and the charge for company and the disk on Priority is Standard Training of Media Manual, and the standard sta Standard standard stand
Orientation:	
Auto portrait/landscape	9
O Portrait	
	Page 1 of 4
Page Setup	Print Cancel

Set Up a Secure Print Job from your Computer

3. On the upper right side of the [Basic] tab, cha	nge the output method from [Print] to [Secure Print]
SKONICA MINOLTA 423SeriesPCL Properties	?⊠
My Tay Basic Layout Finish Cover Mode Stamp/Com	position Quality Other
8_1/2x11 (215.9x279.4 mm) Favorite Settin	g 🌠 Default Setting 🔽 Add Edit
	Orientation Output Method Portrait Print
Original Siz	e Print
► Paper Same as	Size Secure Print
x1 Som [2 Auto Man	
Paper Tray	ID&Print
Paper Iyp Plain Page	Paper Settings for Each Trau
Printer <u>V</u> iew Printer Information	Defauļt
	OK Cancel Help

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)

User Settings 🔹 💽
Secure Print Secure Print ID
Max. 16 Password
Max. 8
Operate the followings on the printer's control panel in order to use the documents which is printed by "secure print".
[User Box]button -> [System] -> [Secure
Save in User Box Eile Name
Max. 30 User <u>B</u> ox Number
Max. 9
Type in [Secure Print ID] and [Password] that are used with [Secure Print].
OK Cancel Default <u>H</u> elp

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)

Job List	eady to copy.		Copies: 1	Power	
Hame Status	Basic Original Set BBBASSiona Paper Density IBBBARGODOD BSSec			Power Save @	
	the second se		Rotate OFF	Mode Memory Utility/Counter	
tovel K	2/03/2014 09:07 enory 100%		Language Selection		
Brightness *	User Box Fa	x/Scan Co	py F	Reset	
2. Select [Syste	m User Box] -)	Fighthere Secure D	ocument U	ser Box] \rightarrow [l	Jse/File]
Job List Check Job	Select the desired Us Use the keypad to inp Public	ser Box to use or but and specify th User B		e. Save Document	Power
ns	Secure Print User Boy Bulletin Board User Box	Polling TX User Box	Secure Document User Box	Computering Nembury Rive User Box	Power Save @
1	Annotation User Box	Re-Transmission User Box	Password Encrypted Pof User Box		Mode Memory
Delete Job Details	Enter User Box No. 2/03/2014 09:07			Use/File	Utility/Counter
	emory 100%			Language Selection	
Brightness 🔅	User Box	Fax / Sca	in Cop		Reset

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

Secure Print	Bocamant Paismord	
	- 19ie	
		1

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

Job List	Select document(s) and th choose the desired function	en on.		Power
Check Job Preview	Print	EALC?Non		
Selected Documents Hicrosoft Hord - 3	Secure Print Heer Box		V d	Power Save C
	HICTOSOFT N		Kinz	Mode Memo
17 A 4			Reset Dotail Vice	Utility/Coun
Creet R	12/03/2014 09:41 Hemory 99%		Cancel	
Brightness *	User Box	Fax/Scan	Сору	Reset

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



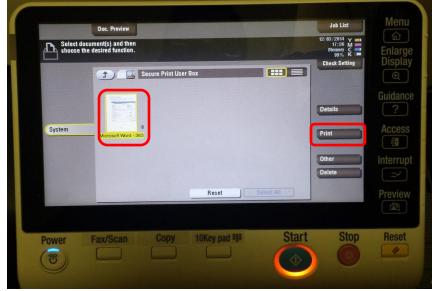
2. Select [System] → [Secure Print]



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

Password	C	Enlarg Display
← → Delete		()
1 2 3 4 q w e a s d	4 5 6 7 8 9 0 - = `` r t y u i o p []] `` f g h j k l ; '	Guidanc ? Access
ZXC	v b n m , . /	
	Cancel	
Power Fax/Scan	Copy 10Key pad 🖽 Start Stop	Reset

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



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