

CHANGE THE COLOUR OF BUSINESS

USE ENERGY STAR®-QUALIFIED EQUIPMENT.

ENCOURAGE THE PURCHASE OF ECO-FRIENDLY CARPETING AND BUILDING MATERIALS.

PRINT ON BOTH SIDES OF THE PAPER.

MAKE IT HABIT TO TURN OFF YOUR COMPUTER WHEN IT'S NOT IN USE.

REPLACE BULBS WITH ENERGY-EFFICIENT COMPACT FLUORESCENT LIGHTS (CFLS).

TURN INTERIOR LIGHTS OFF WHEN LEAVING THE ROOM FOR 15 MINUTES OR MORE.

TEN TIPS FOR GREEN PRINTING

1. PRINT ON BOTH SIDES OF THE PAPER.
2. LOOK FOR PRODUCTS WITH ENERGY STAR AND AN ENERGY-SAVING "SLEEP" MODE.
3. SCAN AND SHARE DOCUMENTS ELECTRONICALLY TO SAVE ON UNNECESSARY PAPER WASTE.
4. RE-USE ONE-SIDED DOCUMENTS BY KEEPING A SCRAP BIN NEAR YOUR PRINTER.
5. PRINT MORE THAN ONE PRESENTATION SLIDE PER PAGE—OR OMIT HANDOUTS ALTOGETHER.
6. SWITCH YOUR SETTINGS TO A TEXT-ONLY OPTION TO REDUCE THE AMOUNT OF INK NEEDED.
7. RETURN EMPTY CARTRIDGES FOR REUSE AND RECYCLING.
8. PLACE RECYCLING BINS NEAR THE PRINTER FOR EASY PRACTICE.
9. PURCHASE PAPER WITH A POST-CONSUMER WASTE (PCW) CONTENT OF 30% OR MORE.
10. RECYCLE OLD ELECTRONICS—CHECK WITH THE MANUFACTURER TO SEE WHAT CAN BE SENT BACK FOR RECYCLING.