



# Green Office Printing Guide

5 Easy Ways to Print Leaner and Greener!


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# Everyday your office printer consumes more paper, more toner, more energy and creates more landfill.


This guide will provide you with simple and effective strategies your business can use to print leaner and greener. We assure you, each of the following ideas are extremely easy to execute and you'll find yourself putting an end to avoidable waste in no time.

**Together, we can help the environment.**

## Shocking Factoids

 10,000 pages are printed by a typical office worker each year

 17% of those pages are never used

 70% of empty toner cartridges are not recycled

 5 minutes is the average life span of a printed page

You may think we're not an office printing services provider showing you those numbers, but we see it all the time.

There are tremendous amounts of avoidable waste (and expense) that can be quickly reduced with the coaching you will receive in this guide!









# 5 Easy Ways to Print Leaner and Greener!

## 1. Create a Green Office Print Policy

Projected Impact: You'll reduce print related waste by **20%** and expenses by **30%**.

You can make this as simple or complex as you want. Anything is better than not having any commonly understood rules that everyone agrees to in writing. Popular examples include the following:

-  **Who's allowed to print?**
-  **Are they allowed to copy too?**
-  **How much can they print?**
-  **Can they print in color?**
-  **Is double sided printing mandatory?**
-  **Where should our empty print cartridges go?**

You probably have policies for other things like parking, long distance charges, etc. So why not have a policy for the way you print?

Ask your local Cartridge World for a sample "Office Print Policy Template" if you'd like to learn more!

The key is to gain consensus, clearly state what is expected and get everyone to sign on the dotted line.

Get a total team commitment to going green.



### Re-set print driver default settings

Set print drivers to print two-sided and black and white as standard defaults.



### Print color only when necessary

Color printing should be done only for external / customer facing documents.



### Avoid printing emails if possible

Emails are the #1 culprit of avoidable waste!



### Print multiple images on one page

Reduce paper consumption and cost for presentations, reports, etc.



### Recycle used printer cartridges

It takes up to 1,000 years for a printer cartridge to decompose in a landfill!



### Send larger print jobs to a larger printer

Get your jobs completed faster and improve the reliability of smaller devices.



### Use digital documents when possible

Avoid printing by scanning, storing and sharing digital documents.



### Turn devices off at the end of the day

Power down to save energy during evenings and weekends.



### Reduce the font size before printing text documents

Include more text on a page to reduce avoidable waste.

## 2. Use Environmentally Friendly Toner Cartridges

Projected Impact: You'll reduce your toner spend by up to **50%** and reduce landfill by **100%**.

Some people still think they need to pay up to 50% more for a brand-new toner cartridge made by the printer manufacturer. Our latest premium quality remanufactured cartridges have become our biggest sellers for businesses looking to print leaner and greener. That's because they save customers money and prevent empty cartridges going to landfill.

### Remanufactured Print Cartridge Advantages

- **100% Recycled**
- **100% Guaranteed**
- **100% Quality**

For over 20 years Cartridge World has established an excellent reputation for supplying reliable ink and toner consumables to businesses in Cyprus. Our own brand is guaranteed to print the same quality and page yield as a more expensive original brand (or your money back)!



### HELP US! To rid the World of single-use plastics

We ask that you RETURN YOUR EMPTY ink and toner for zero-waste-recycling. Please Give to our driver or drop into our shop. We are licensed by the Ministry of Environment to collect empty cartridges. We then pass them on to a licensed broker for REUSE or Recycling for a zero waste solution that fits with our ideal of a circular economy.

*Oh! And as an added extra, we keep record of the cartridges returned by businesses and each year in March, present each business with a Green Office Award Certificate detailing the kilos of solid waste returned and the CO2 - Carbon Off-set saved. This is valuable information to a business that is tracking their own actions to benefit the environment (i.e. ISO14001).*

### 3. Reset Your Printer Default Settings

Projected Impact: You'll cut paper consumption by **50%** and reduce toner cartridge cost by up to **75%**.

Have you personalized your printer default settings? When most businesses install a printer, they just plug it in and let people start printing. This means that the printer defaults used are those set by the printer manufacturer who wants to sell more toner and printing supplies.

#### The 2 BIGGEST Leaner & Greener Default Settings



##### Print all documents 2-Sided

This automatically places an image on both sides of a printed document. Users can still override the default setting if they want to print something single sided.



##### Print only in Black & White

Color printing requires 4 different color toners to be applied to a printed page. Printing in color not only costs 7 – 10 times more than a black and white printed pages, but it also creates more empty toner cartridges since you're using much more toner.

By making slight changes to your print driver default settings, you'll immediately be much leaner and greener at the printer where you and the environment pay for each page produced.



## 4. Consolidate Hardware Devices to Reduce Energy Consumption

Projected Impact: According to the EPA, the energy required to power a typical office MFP costs \$225 per year.

Most offices have more hardware devices they need to print, copy, scan and fax. Perhaps your office is also guilty of having a standalone copier in one corner, multiple printers throughout the office, an old fax machine and a scanner plugged into the wall too?



**When we perform our Complimentary Office Print Assessment, most reports show that businesses have 2-3 times the amount of hardware they really need.**

### Annual Energy Costs

- \$ 1 Device = \$225**
- \$ 5 Devices = \$1125**
- \$ 10 Devices = \$2,250**
- \$ 20 Devices = \$4,500**



Newer multifunction technology allows you to shrink your fleet of devices into one multi-function printer (MFP) that can print, scan, copy and fax. Plus, it's Energy Star Compliant which means a newer device will appear more prudent on your energy bill.

We make it easy for our clients to consolidate multiple prints, copiers and MFPs with our exclusive [“Why Buy a Printer?”](#) Program. You simply agree to buy our toner and we'll provide your business with the right printers and on site service at no charge.

**We make it that  
easy to print leaner  
and greener.**

## 5. Replace Paper with Digital Documents

Projected Impact: **Save 100%** on print costs and avoidable waste by scanning vs printing.

The elusive “Paperless Office” is coming with new, easy to use scanning technology. A single touch of a button can now scan, store and distribute a paper document faster, cheaper and more secure than traditional hardcopy business processes.

### Scanning vs. Printing Benefits

- **ZERO Printing Costs**
- **ZERO Waste**
- **No Physical Storage Space Required**



In the past, scanning technology tended to be too complicated so people avoided it and kept on printing.

As more and more environmentally conscious millennials enter the workforce, it's highly likely that scanning will continue its upward trajectory in popularity and user adoption.

If your business doesn't have a scanning strategy, it may be time to rethink your paper document workflows to identify where you can save time, money and waste.

Today's scanning technology makes it easier than ever to perform popular functions like scan to cloud applications, protect confidential data and convert manual steps into automated, secure digital workflows.

If you're like most offices, chances are you too can scan more and print less.





## Leaner & Greener Takeaways

There's a reason this guide is so popular.

Most people want to do the right thing for their bottom line and the environment.

In the past, "going green" tended to come at a premium cost and businesses simply wouldn't pay for it - but things have changed.

Using any one or all these strategies will immediately help your office print leaner and greener and we're eager to help if you'll let us!

If you would like to speak to someone about reducing the amount of printing or paper usage at your office Cartridge World has the perfect solution for you! View our exclusive Print Policy to learn how you can start saving your office money on every print you make!

### NEW OFFICE PRINTING POLICY

[Click Here](#)



### Why Cartridge World?

Our disruptive approach to traditional business printing eliminates the need for your company to buy or lease printers and pay extra for printer service / repairs when you use our premium quality toner cartridges.

For over 20 years, we've helped businesses like yours reduce your print related expenses and avoid time, expense and frustration associated with your office printing, so you can focus on what you do best.

[Contact Us](#)