



You Asked About...

Greening Your Office Equipment - Choices and Settings

Printers, photocopiers and fax machines are a vital part of any office, however they do have an impact on the environment. By purchasing environmentally friendly office equipment and taking advantage of the many programmable energy and paper saving features, you can save money and reduce the impact on the environment.

Purchasing Printers

Greening your office printers begins with purchasing environmentally preferable products that are designed with energy and paper saving features. Ask about the following features when purchasing new printers:

- ✓ **Can it print double-sided?** Most printers and copiers can either print double sided or have optional duplexing units that can be installed to allow for automatic double-sided printing. While these duplexing units may represent an additional cost up front, this cost will be offset by reduced paper and energy costs in the long run.
- ✓ **Does it have an Energy Star rating?** Energy Star products consume less energy overall and have programmable energy saving features that you can customize. For more info see www.oeenrcan.gc.ca/energystar
- ✓ **Can it use recyclable or refillable toner cartridges?**
- ✓ **Can it use low VOC (volatile organic compound) or vegetable base inks?**
- ✓ **Does it minimize the release of ozone and dust?**
- ✓ **Was it manufactured without the use of CFCs?**

Products with these features are readily available - all you have to do is ask.

Programmable Settings

Printers, copiers and fax machines come complete with a number of programmable settings that can be used to save energy and reduce paper use. Review them to determine how you can reduce the environmental impact of your office equipment and reduce operating costs:

Printers

- ✓ **Duplex Option:** Once you have purchased a printer with a duplexing unit, make sure that the duplexing function is turned on when the printer is installed. You must also make sure that the duplexing function is enabled on your computers. This can be done by following these simple steps:

In your PCs "Start" menu, select "Printers", then right click on the desired printer and select "Properties". Look under the tab labelled "Device Settings" for a menu heading called "Installable Options". Click on the menu option "Duplex Unit" and select "Installed" from the drop down menu.

- ✓ **Sleep Option:** Setting your printer to go into sleep mode when idle for a specific period of time can reduce the printers energy consumption by up to 65%. For example, many printers, have "Powersave" or "Sleep timer" options within the configuration menus. Once set, your printer will go into sleep mode when idle for the amount of time you specified, and will return to full power when a print job is sent or when a menu button is pressed.

Fax Machines

- ✓ **Sleep Option:** Set your fax machine to go into sleep mode when idle for a specific period of time. Fax machines are typically only used about 5% of the time that they are turned on. Using the sleep option can reduce the machine's energy consumption by up to 50%. The information on how to set the sleep option on your specific fax machine can usually be found in the owners manual or operating instructions in the "Features" or "System Set Up" sections.
- ✓ **Confirmation Reports:** An easy way to save paper costs is to set your fax machine to only print a confirmation report when a fax doesn't go through, rather than printing one after every fax. You can also go one step further and set your fax machine to only print daily transmission reports. Reporting features can be changed in the fax machine's "Features" or "Setup" menu.
- ✓ **Do you need a confirmation report immediately for filing?** You can force the the fax machine to print a confirmation report on demand.

The ENERGY STAR symbol is a simple way for consumers to identify products that are among the most energy-efficient on the market. Only products that meet the ENERGY STAR criteria can have the ENERGY STAR symbol on their label. Choosing an ENERGY STAR-labelled product over a conventional model could save you hundreds of dollars in energy costs and help protect the environment by reducing greenhouse gas emissions and other pollutants. For more information see www.oeenrcan.gc.ca/energystar



Photocopiers

Duplex Option: Make use of your photocopiers duplexing option and copy documents double-sided. Look under the "Copy Mode" options and you can choose to copy single-sided documents as double-sided documents or copy double-sided documents as double-sided.

Sleep Option: Set your photocopier to go into sleep mode when idle for a specific period of time. Energy Star copiers can also be set up to shut off automatically after a period of inactivity, reducing the copiers energy use by up to 60%. Look for the "Energy Saver Setting" in your photocopiers operating menu.

Did you know ...

Your computer monitor uses 75% of the energy consumed by your computer.

Computer Monitors

You can save a considerable amount of energy by simply setting your monitor to go into sleep mode when idle and by turning off your monitor when you're going to be away from your desk for long periods of time. Remember, screen savers and security log-in screens are not the same as sleep mode. Sleep mode puts the monitor into a low energy state, while screen savers and log-in screens do not reduce energy consumption at all.

Turn Your Office Equipment Off

Sleep mode is not the same as turning off your printer, copier or computer. Sleep mode is simply a lower energy state, and does not save as much energy as turning the machine off. So be sure to turn off your office equipment overnight and the weekends to maximize your energy and cost savings.