Top Tactics for More Sustainable Printing in the Workplace

Reduce the environmental impact of your print fleet.

ITEC | A **xerox**™ Business Solutions Company

Transform your print environment to create a greener more sustainable workplace

Sustainability is becoming a growing focus for businesses across all industries. According to a study by Quocirca, 41% of respondents report that sustainability is extremely important to business performance, and this is set to rise to 68% by 2025.

Businesses are now looking at the ways they can reduce the environmental impact of their workplace print environments. To help achieve sustainable printing there are three key areas of focus; the printing technology, the consumables such as ink and toner and the print materials such as paper.

Sustainability isn't just good for the planet; it can bring many profitability benefits to businesses too. In this guide, we will look at the top tactics to help you achieve sustainable printing, better manage your ROI, increase print security and reduce print waste.

REALIGN YOUR PRINT FLEET

At the start of your sustainable print journey, your Managed Print Service (MPS) partner may suggest conducting an audit on your print fleet. This will help them identify how many devices you have and their locations as well as highlight where inefficiencies may be.

An audit of your print fleet can help determine any devices that could be replaced with more energy-efficient devices and may even help you reduce the number of devices you need to help you immediately reduce your environmental impact.

USE REFURBISHED MACHINES

We work hard to extend the life of hundreds of devices each year. We have developed a comprehensive system for taking back end-of-life products, which processes assets through remanufacture, refurbishment, parts reuse, recycling or broker sales, each of which fully supports our waste-free initiatives.

We pioneered the practice of remanufacturing, reusing and recycling office equipment. Xerox® machines are designed to be environmentally responsible, from parts selection to efficiency in operation, while extending the life of parts and enabling reuse in manufacturing.

ITEC Group's remanufacturing facility significantly extends the lives of Multi-Function Devices (MFDs) and provides customers with 'As New' devices including warranty.

CHOOSE DEVICES THAT BEAR ECOLABEL RECOGNITION

When it comes to choosing print devices and MFDs for the workplace it is recommended to look for those that bear the EPA ENERGY STAR® and EPEAT labels. Ecolabel recognition helps consumers easily identify products that are deemed "environmentally preferable" and can help towards becoming more sustainable.

Many Xerox® products meet or exceed the requirements of the world's most widely recognised certifications for product environmental performance.

RECYCLE TONER & USE RECYCLED PAPER

As part of our Managed Print Service, we can help your workplace become greener by recycling your spent toner cartridges. When you run out of toner, we can take your spent cartridges and give them a new lease of life. We will clean, refill, test and send your toner either back to you or to another organisation.

Recycling toners and using recycled toners prevents millions of supply items from entering landfills each year and contributes to a circular economy. In addition to recycling toners, print on recycled paper or FSC-certified paper and make sure you recycle any waste paper.

ENERGY SAVING SETTINGS

Make sure your printer driver is set up to enable double-sided printing to use less paper. Deselect the cover sheet option and you will save an extra sheet every time you print.

Make sure your print devices are running in energy saving mode and implement secure printing to hold print jobs at the device until a user enters a PIN to claim them. A time-out feature deletes unclaimed jobs. This prevents forgotten prints from piling up at the device and also improves print security.

OPTIMISE PRINT BEHAVIOURS WITH PRINTING INSIGHTS

To help break employees' bad habits you may want to consider incentivising sustainable behaviour as a way to continuously reinforce your sustainability efforts and keep your digitisation efforts top of mind. For example, creating a program that rewards sustainable behaviours such as rewarding teams with the lowest prints per employee with a team lunch.

The Xerox® Print Awareness Tool provides insights into your printing behaviour to take a unique approach to sustainability management and reducing print volumes. It can help you make better choices concerning printing and learn new ways to improve print efficiencies.

REDUCE ENVIRONMENTAL IMPACT WITH REFORESTATION

Reforestation and carbon offset programs are a way to return trees to the forests and offset the carbon emitted from paper production. Essentially, you are planting trees to replace what you have used in paper consumption.

Our initiatives have reforested more than three hundred thousand trees across the world. From the Amazon to Madagascar, its initiatives have contributed to offsetting more than two and a half billion pages.

FIND THE RIGHT MANAGED PRINT SERVICE PARTNER

Finding the right MPS partner can help you make it easier to make your print more sustainable as they will do all the work to optimise your print environment and provide the technology and solutions you need to reduce your impact on the environment and remove the burden of managing your print fleet.

Seek a partner that shares your sustainability goals and can help drive your sustainability efforts. Choosing a partner that is aligned with your sustainability values ensures that you are on the same path.

Our Managed Print Services include analytics, workflow automation, content management, security solutions and print infrastructure optimisation to help workplaces become more efficient, employees more productive and data more secure.

5 TIPS FOR MORE SUSTAINABLE PRINTING

1. Adjust your print settings to enable double-sided printing, reduce margin sizes for a larger print area, set the print area and check the layout before printing and print in draft mode unless a top-quality copy is needed.

2. You can also set some automatic adjustments on Xerox printers via the Earth Smart setting to help reduce toner use and paper waste. Some Xerox printers, for example, the Xerox B and C Series also have a '1 button' Toner Saver mode which automatically reduces the amount of toner applied to the sheet.

3. Sample your document before printing multiple copies of a large document. The Sample Copy option pauses printing after the first copy is printed so you can check it through. The printer will hold the remaining copies in the queue until you've reviewed and approved the sample copy. When you're ready, you can release or delete the remaining copies.

4. Implement secure printing to hold print jobs at the device until a user enters a PIN to claim them. A time-out feature deletes unclaimed jobs. This prevents forgotten prints from piling up at the device and avoids unwanted prints.

5. Ensure you recycle all waste print paper and consider recycling your spent toner cartridges to prevent suppliers from needlessly entering landfills.

▶▶▶ WHY ITEC?

Greener intelligence is the centre of Xerox's workplace offering. As part of the Xerox family, we can help your business implement a variety of solutions that drive a sustainable workplace, ITEC are your trusted technology partner.

If you have any questions or would like to learn more about our Digital Services and how they can drive sustainability and profitability, please get in touch

Learn more at itecgroup.co.uk

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