Before you print ask yourself "Do I need to print this?" Please print only when necessary.

Before you print in color ask yourself "Is color required?" Please print in color only when necessary.

Always print and copy double sided. Set your printer to this default.

Do not print multiple copies of one document. Print one copy, proofread it, and when certain there are no errors, make copies. This is especially important when printing a document with color on some but not all pages (see next note).

When making color copies always select "Auto Color Select". If you choose "Full Color" all pages will be considered color copies even if they are black and white.

Please pick up everything you print. Even if you printed in error, it is your responsibility to retrieve the document and recycle it.

When you replace paper in the tray use the entire ream. There is no reason to leave half a ream of paper in the box.

Forward emails instead of printing them. Receipts, invoices, flyers, invitations, etc. should be shared electronically whenever possible.

Thank you!