

Photocopiers and Printers



The Océ photocopiers incorporate a number of sustainable features which help to reduce energy and waste. All machines are set to double-sided printing by default and most parts and accessories can be recycled or re-used.

Switch off photocopiers and printers at the end of the day

A single photocopier on standby through the weekend and nights uses around £63 of electricity per year and results in emissions of 270Kg of carbon dioxide a year.

Nominate a member of staff with the responsibility for switching off the photocopiers and printers at the end of the day.

Think before you print and only print or copy when really necessary.

A high percentage of printed and photocopied material ends up in the bin within a few hours. This not only wastes paper and ink; unnecessary printing also wastes energy.

Did you know?

A photocopier left on overnight uses enough energy to print over 1500 copies!

Follow these tips to use photocopiers and printers wisely:

- ✓ Use your computer efficiently to avoid waste
- ✓ Think before you print, and print only when absolutely necessary - do you really need to print that document or make so many copies of it?
- ✓ If you do need more than one copy, use the photocopier not the printer
- ✓ If you can, set your printer to print on both sides by default
- ✓ Use print preview and spell check before printing
- ✓ Use the correct printer setting
- ✓ Print two sides to a page where possible
- ✓ Double-side all printing and photocopying where possible
- ✓ Use a smaller font, reduce line-spacing and margin
- ✓ Use quick print, particularly for draft papers – this also saves printer cartridge costs
- ✓ Do not print emails – save in an e-file if you need them later
- ✓ Circulate documents via email as far as possible but with regard to the opportunities to ensure double-sided printing if circulated in hard copy
- ✓ Use the black and white option for printing drafts – this will save on colour cartridges
- ✓ Re-use paper in printers and for drafts and notes