



Get it right first time!

Before you print a document, check it for mistakes in preview mode in order to avoid wasted prints.

The average employee prints 6 wasted pages per day. That amounts to 1,410 wasted pages per year per person!

RICOH



Are you sure?

Before printing a document, think about whether you really need a hard copy. Maybe you can scan or email it instead.

Printing and writing papers use the least amount of recycled content – just 6%. Tissues use the most, at 45%, and newsprint is not far behind, at 32%.

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Show now, send file later

Is it really necessary to distribute handouts at the time of your presentation? Many people find that emailing the electronic files afterwards is just as effective. If you do need handouts, make sure to print in 'handout mode'. It is easier for your audience, and better for the environment.

One ton of paper requires the use of 98 tons of various resources.

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How many do you need?

If you intend to distribute copies of a report, or handouts of your presentation, check how many sets you need. Excess copies that are thrown away are a waste of resources.

Europe currently consumes 205 kg of paper per capita, four times the world average.

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Less is more

People typically print emails when the message is longer. Be concise in your business correspondence. Your message will be easier to understand, and the recipient less inclined to print it.

It takes roughly 24 trees to produce a ton of printing paper. One mature tree can release enough oxygen back into the atmosphere to support two human beings.

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Double up

Make it a habit to copy/print double-sided. Duplex copying/printing saves paper – but that is not all. It will allow you to carry less weight in your briefcase, and your files will take up less space in the office cabinets.

About 25% of what we throw away is paper.

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Select the print area

If you want to print Web pages or Excel files, select the print area before pushing the Print button. This ensures that the right pages are printed and waste is avoided.

For the production of 1,000 kg of copy/print paper, 11,134 kWh of electricity is used. That is the same amount of energy used by an average household in 10 months.

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