

## Printing Smarter at UCOP

Major goals include consolidating printing to a network of high-efficiency devices and instituting sustainable print practices. Here are some tips on how you can support those goals.

### *Printer Etiquette*

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As with any shared service, networked printing works best if used with consideration for your fellow users. Please follow these guidelines for sharing the print devices:

- Please retrieve your print job promptly or use the secure print feature, which allows you to hold your print job in the queue until you arrive at the printer and enter your PIN code.....
- For large jobs (defined as >20 pages or multiple copies), please either:
  - distribute electronically or take to the Copy Center,
  - print them at low-usage times.
- If you encounter a problem, please report it promptly by calling the Xerox HelpDesk (1-855-365-9046) and logging the problem on the white board located by each printer.
- For non-standard printing such as labels or color paper, use the bypass tray, located under printer properties.;
- Devices will be monitored, but if you use the last of the paper, please reload. If you are unsure of how to do this, please ask for help.
- When retrieving your documents, double check to be sure you are taking only your own work.

### *Sustainability Tips*

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Please note that sustainable printing practices recommend the following defaults be used for 95 percent of your print jobs:

- Print two-sided.
- Print in draft mode whenever possible.
- Print in black & white, even if you are printing to a color printer.
- Rather than printing banner pages, in the print properties: change the JOB ID in the following path: Advanced tab...Document Options...Paper/Output...Job Identification to one of the following two options
  - Print Job ID in Margins – First Page Only
  - Print Job ID in Margins – All Pages
- Print to the multifunctional devices (MFDs) rather than the network printers (which simply print), as the MFDs are more energy-efficient.
- Whenever possible, print two or more pages per sheet for Word documents, PowerPoint presentations and other print jobs to conserve paper.
- Scan and archive electronically rather than printing hard copies whenever possible. Avoid editing on hard copies; instead use:
  - MS Word track changes editing feature, or
  - Acrobat Professional to edit PDF documents. (Contact the Tech Desk to obtain this software for your computer.)