

## Print Etiquette and Sustainability

### Printer Etiquette

- 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.
- When retrieving your documents, double check to be sure you are taking only your own work.
- If you encounter a problem, please report it promptly by calling the Xerox HelpDesk (1-855-365- 9046) and logging the problem. Or call Service Desk, 510-987-0457 option 2.
- For non-standard printing such as labels or color paper, use the bypass tray, located under printer properties.
- If you use the last of the paper, please reload.
- There is toner located at every device. Please change the toner if needed.

### Sustainability Tips

- Consider distributing documents electronically rather than printing.
- Print two-sided.
- Print in black & white, even if you are printing to a color printer.
- 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