



NIH Environmental Management System

Take Action to Protect the Future



NIH is committed to using natural resources, including energy, responsibly. As the largest energy consumer in Montgomery County, we play an important leadership role in energy conservation. NIH's Energy Conservation program helps our employees contribute to energy savings by keeping them aware of energy issues and providing them with training and tools to reduce their energy. NIH employees can make measurable contributions to conserve energy conservation by using office equipment in an environmentally friendly manner.

Simple Actions to Conserve Energy

Here are some tips for conserving energy with your printers, copiers, and fax machines:

- ✓ Configure the power saving features so that printers go into sleep mode when not used for more than 30 minutes during the workday.
- ✓ Turn off printers and copy machines at the end of the workday.
- ✓ Turn off group printers at the end of each workday, on weekends, and when nobody will be using them for an extended period of time.
- ✓ Use copiers instead of printers to produce multiple copies.
- ✓ Save documents on your hard drive to create a virtual filing system instead of printing out hard copies.

Reduce Your Use

In addition to consuming energy, office equipment consumes other natural resources. Here are some tips that you can do to conserve these resources:

- ✓ Load recycled paper with a minimum 30% post-consumer fiber content.
- ✓ Copy and print all materials double-sided.
- ✓ Minimize the number of hard copies and paper drafts.
- ✓ Disable the printer test page feature.
- ✓ Set fax machines to print a confirmation sheet only when there is a problem.
- ✓ Recycle used office paper.
- ✓ Recycle ink/toner cartridges in Toner/Ink Jet cartridge recycling bins.
NIH Charities receive \$1 for each cartridge that is recycled.

Power Down Your Office

Printers, Copiers & Fax Machines

For more information, please contact:
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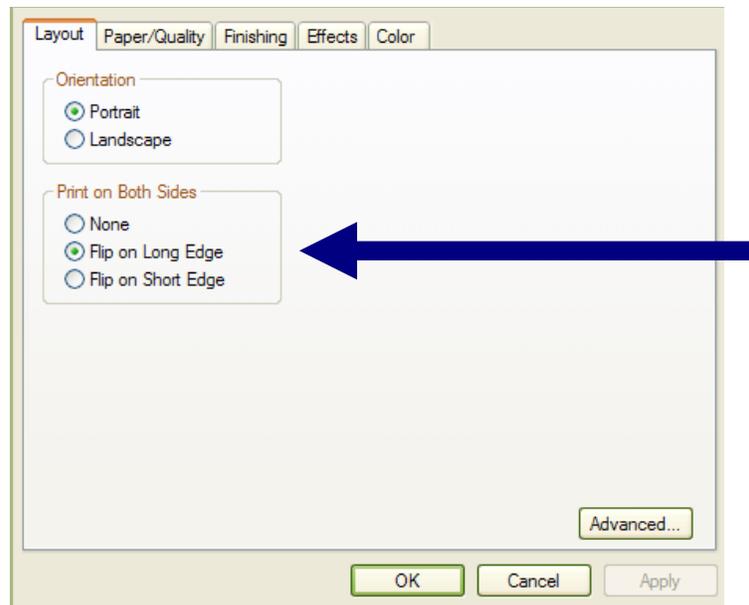




Enable Your Printer's Duplex Feature

Most of us are familiar with the duplex feature on a copier. But did you know that some printers offer the same feature?

Once this feature is installed through the printing settings, you can enable the printer to print double-sided by altering the printing preferences.



Using the duplex feature will cut the amount of paper used to produce your print job in half.