NIH Mindful Printing Campaign 2015 Fact Sheet for Paper Reduction

* Adopt and promote a Mindful Printing attitude. Think twice before you print. When less than the full document is needed, print a custom range of only the pages that are needed.
* Share documents with your colleagues as electronic files, rather than as paper copies.
* For items that must be printed, confirm the number of copies that are needed to avoid making extra copies. Please use 100 recycled content paper or at a minimum use 30%.
* Adopt an organizational policy which instructs employees to use duplex printing and requires the procurement of copiers and printers that have the capability to duplex print. Then ensure that computer and copier default settings are set to duplex print.
* Preview and proofread documents as much as possible on the computer monitor before printing.
* Keep copiers and printers in good repair. Schedule maintenance for copiers that are performing poorly, and report error and alert messages, such as low toner warnings. Copiers operating with low toner jam more frequently and waste paper.
* To avoid paper jams which waste paper, fill copier trays correctly. Some paper is directional, and should be loaded into the copier tray according to the arrows shown on the packaging.
* Learn to host paperless meetings. Project the meeting agenda and materials on a screen, rather than distributing paper copies. Share materials electronically with meeting attendees before the meeting. Take notes on a laptop, and distribute them to the attendees electronically.





For more information visit: [http://nems.nih.gov/Pages/paperfree.aspx](http://cm.nems.nih.gov/Pages/Mindful_Printing.aspx)