



## NIH Baltimore Goes Greener!

### NIH Baltimore Environmental Management System



NIH is committed to using natural resources responsibly, including our use of energy, by encouraging our employees to use office equipment in an efficient and environmentally sound manner.

### Simple Actions to Conserve Energy

You can take very simple actions to reduce the environmental impact of your daily use of printers, copiers, and fax machines.

Here are some tips on what you can do to conserve energy with these devices:

- ✓ 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.

## Power Down Your Office

## Printers, Copiers & Fax Machines

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National Institute on Aging ■ ◆ ✦ ✧

**NIDA** NATIONAL INSTITUTE ON DRUG ABUSE  
The Science of Drug Abuse & Addiction

### Reduce Your Use

Energy consumption is not the only environmental impact created when you use copiers, printers, and fax machines. The daily operation of these devices also consumes natural resources such as paper and results in waste that goes into area landfills. Here are some tips on what you can do to conserve natural resources when using these devices:

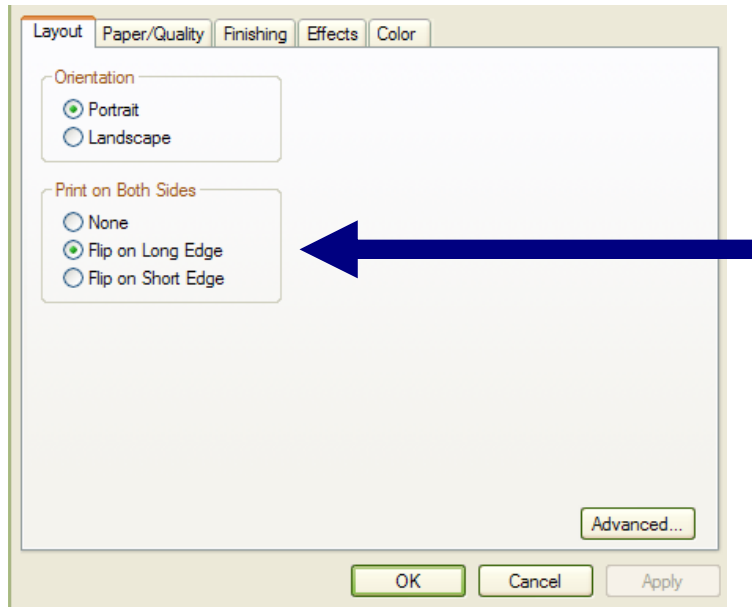
- ✓ Load recycled paper with a minimum 30% post-consumer fiber content.
- ✓ Copy and print all materials double-sided.
- ✓ Minimize the number of hard copies and paper drafts.
- ✓ Disable the printer test page feature.
- ✓ Set fax machines to print a confirmation sheet only when there is a problem.
- ✓ Recycle used office paper.
- ✓ Recycle ink/toner cartridges.



## 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.

