



**Océ**

Eco-efficient  
printing  
guidelines

# Caring by Nature



**Printing for  
Professionals**

Thirteen ways to save cost and the environment

1. Print duplex
2. Use recycled paper
3. Print on a workgroup instead of a desktop printer
4. Pre-proof your document on screen
5. Send print jobs to the mailbox
6. Print multiple pages per page side
7. Reduce your print to a smaller media size
8. Make sure the printer's energy-saving mode is turned on
9. Scan-and-mail instead of copy
10. Use old prints as note or scratch paper
11. Throw obsolete prints in the recycling bin
12. Turn off document headers
13. Buy paper and toner in bulk to save on transportation

