

7 Tips for a Greener Office



Here are seven tips to help manage your document workflow, output and equipment for a “greener” world.

One

Go digital – read, send and store digital documents.

Two

Use paper wisely.

Three

Recycle the paper you use.

Four

Reach for ENERGY STAR®.

Five

Replace stand-alone office products with multifunction systems.

Six

Return print/copy cartridges and supplies for recycling.

Seven

Seek office equipment designed for remanufacturing recycling.

For more information, please go to www.xerox.com/environment