

Are you sure?

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Before printing a document, think about whether you really need a hard copy. Maybe you can email it instead.

Printing and writing papers use the least amount of recycled content – just 6%. Tissues use the most, at 45%, and newsprint is not far behind, at 32%.

Get it right  
first time!

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Before you print a document, check it for mistakes in preview mode in order to avoid wasted prints.

The average employee prints 6 wasted pages per day. That amounts to 1,410 wasted pages per year per person!

Show now,  
send file

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Is it really necessary to distribute handouts at the time of your presentation? Many people find that emailing the electronic files afterwards is just as effective. If you do need handouts, make sure to print in 'handout mode'. It is easier for your audience, and better for the environment.

One ton of paper requires the use of 98 tons of various resources.

How many do  
you need?

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If you intend to distribute copies of a report, or handouts of your presentation, check how many sets you need. Excess copies that are thrown away are a waste of resources.

The average American office worker uses an average of 10,000 sheets of office paper per year.

Keeping  
it tidy

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When taken out of its packaging, paper quickly becomes untidy, moist, and impossible to use. For that reason, it is best to put it into the copier's paper tray as soon as it has been unwrapped.

It takes 3 tons of wood to produce 1 ton of copy/print paper.



## Less is more



People typically print emails when the message is longer. Be concise in your business correspondence. Your message will be easier to understand, and the recipient less inclined to print it.

It takes roughly 24 trees to produce a ton of printing paper. One mature tree can release enough oxygen back into the atmosphere to support two human beings.

## Switch it off



Please make sure to switch off your copier and printer after office hours. Not switching off an electrical appliance is like letting the tap run when you have finished washing up.

While on standby, electrical appliances are still using electricity. Amazingly, this accounts for up to 6% of all electricity usage in the building!

## Double up

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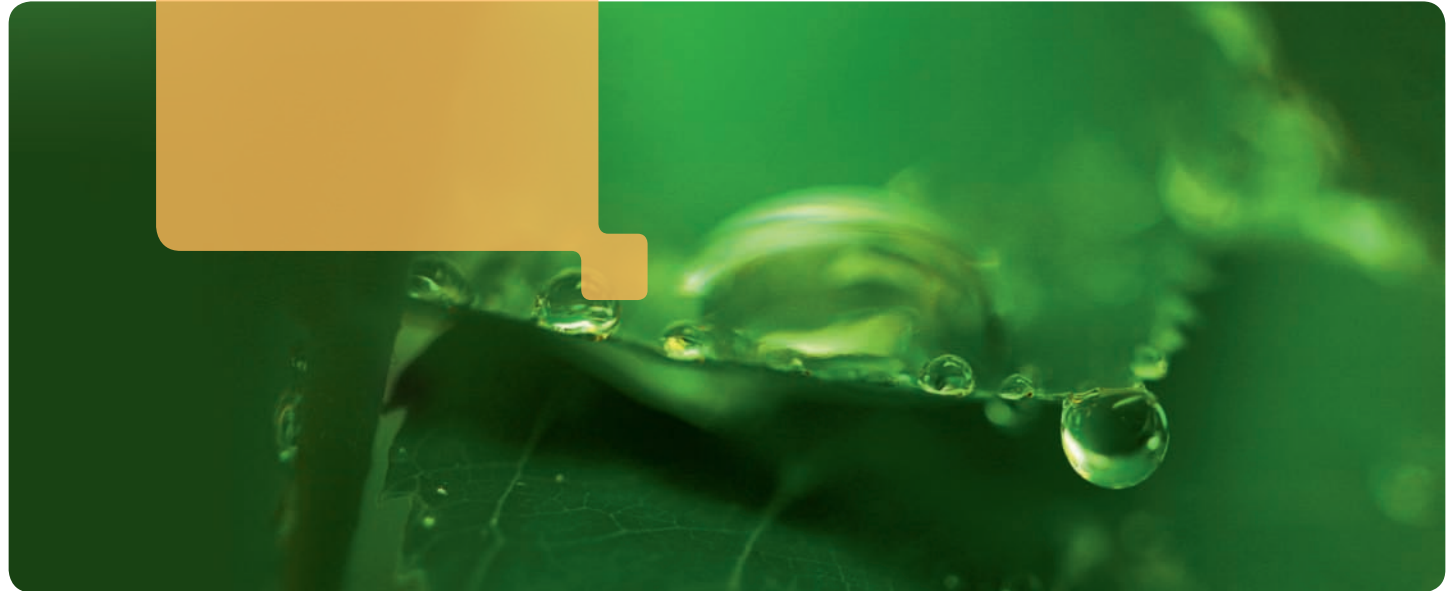
Make it a habit to copy/print double-sided. Duplex copying/printing saves paper – but that is not all. It will allow you to carry less weight in your briefcase, and your files will take up less space in the office cabinets.

About 25% of what we throw away is paper.



Fit it on  
one page

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By adjusting the page margins bottom, left and right, or tweaking line spacing and font size, you can save space and fit your message on one page instead of two.

The paper production process requires water. It can take over 38 cl of water to make one single sheet of copy/print paper – that is more than the contents of a typical soda can.

Select the  
print area



If you want to print Web pages or Excel files, select the print area before pushing the Print button. This ensures that the right pages are printed and waste is avoided.

For the production of 1,000 kg of copy/print paper, 11,134 kWh of electricity is used. That is the same amount of energy used by an average household in 10 months.

# Win back

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By sending back your used genuine supplies, you support sustainable business practice. The Ricoh Return Program provides an easy way to win back resources.

By using this program you conserve the materials and energy it would take to make new ones.

The production of one new toner cartridge requires about 3.5 litre crude oil. Using returned components in the production process of new cartridges significantly decreases resources.