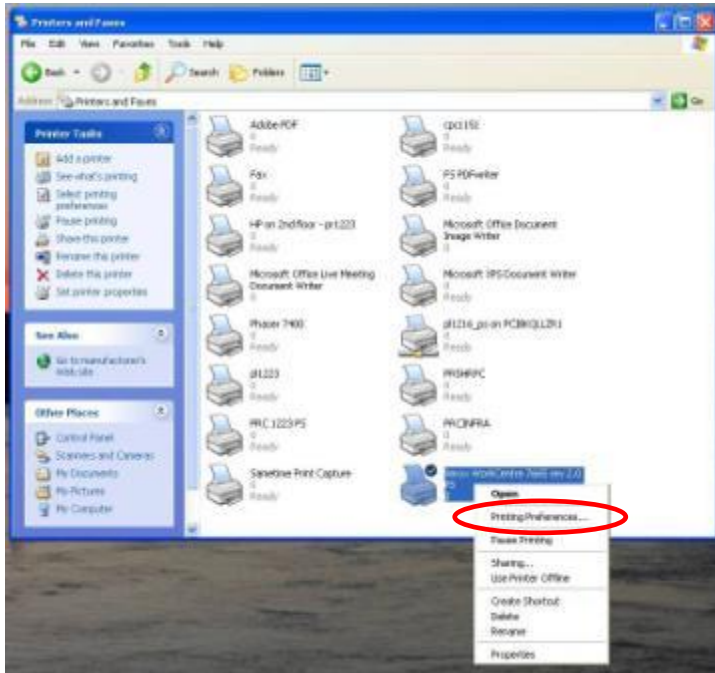


How can you save paper in the RO?

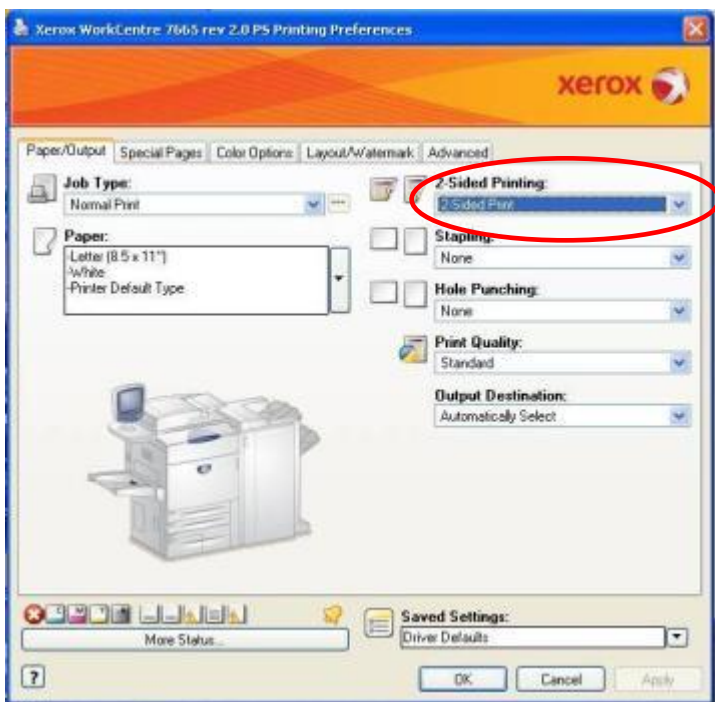
- 1) Don't print anything you don't absolutely need in hardcopy
- 2) Set up your printer to default to 2-sided printing, without a banner page (if you need 1-sided printing, you can change this when you print a document)

Instructions for changing settings on the Xerox Workcentre copier/printer (others are similar):

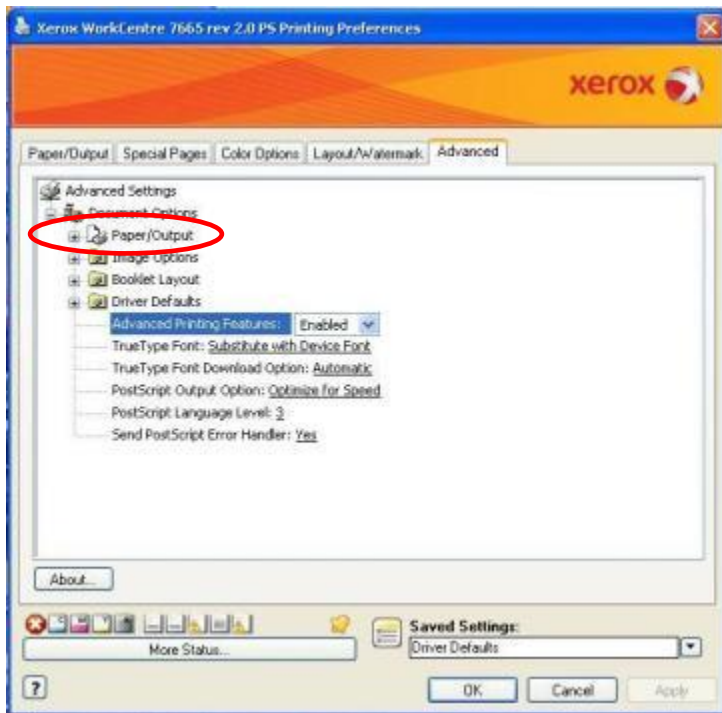
- a) On your computer, click "Start" and choose "Printers and Faxes" from menu. (Some may have to choose "Settings" after "Start.") In new window, right click on the Xerox icon and choose "Printing Preferences..."



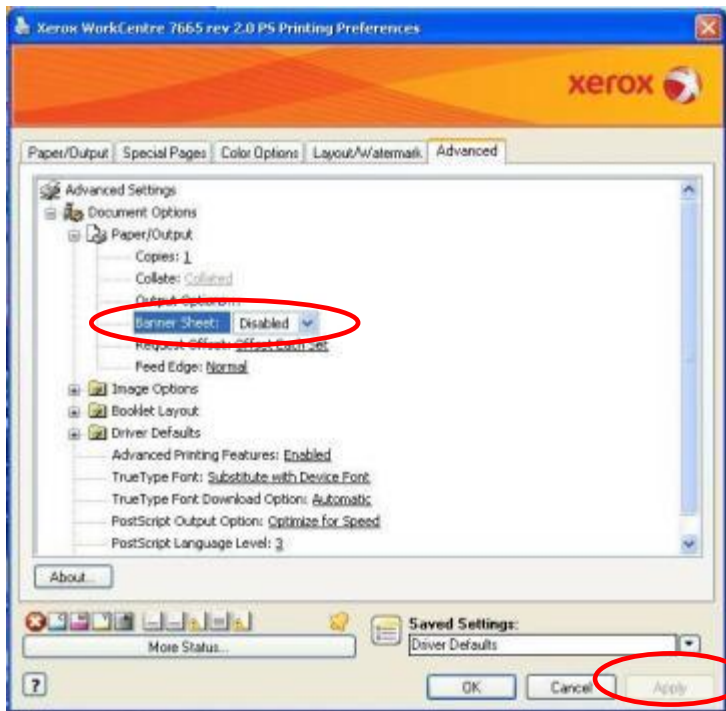
- b) In new window, on the "Paper/Output" tab, change "2-Sided Printing:" to "2-Sided Print"



c) On the “Advanced” tab, expand the “Paper/Output” section by clicking on the “+” sign



d) Change the “Banner Sheet” option to “Disabled.” Be sure to “Apply” the changes.



Apply the changes

NOTE: If you disable your banner sheet, you will have to pick up your printing as soon as it is complete, because there will be nothing to identify whose printing it is. (You can, under the “Layout/Watermark” tab, put a watermark on the top of each page with your name to identify your printing.)

