

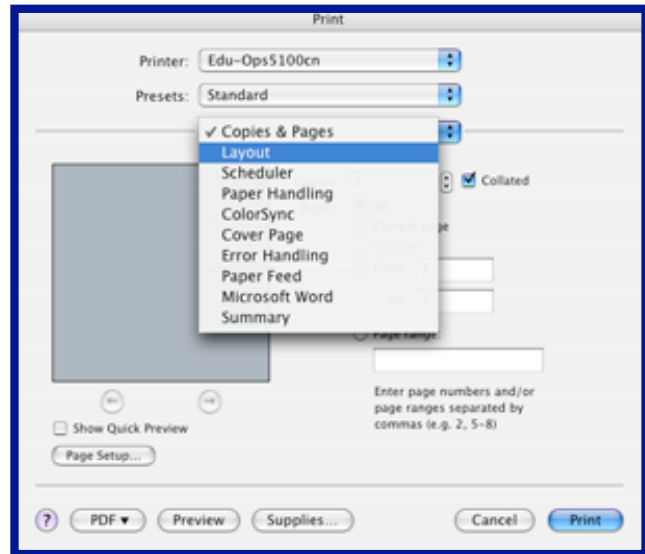
Kermit was Wrong - It is Easy to Be Green!

Did you know many of our printers print double-sided copies? The Green Team and IS worked together last year to purchase “duplexing” printers to replace the old, non-duplexing printers. Duplexers can print on both sides of paper, enabling all of us to use less paper.

Next time you are printing an item that is more than one page long, please consider whether you can print on both sides. No need to go off the grid or become a vegan to change the world – here’s an easy step in your journey to greenness! Awww, Kermie would be so proud of you...

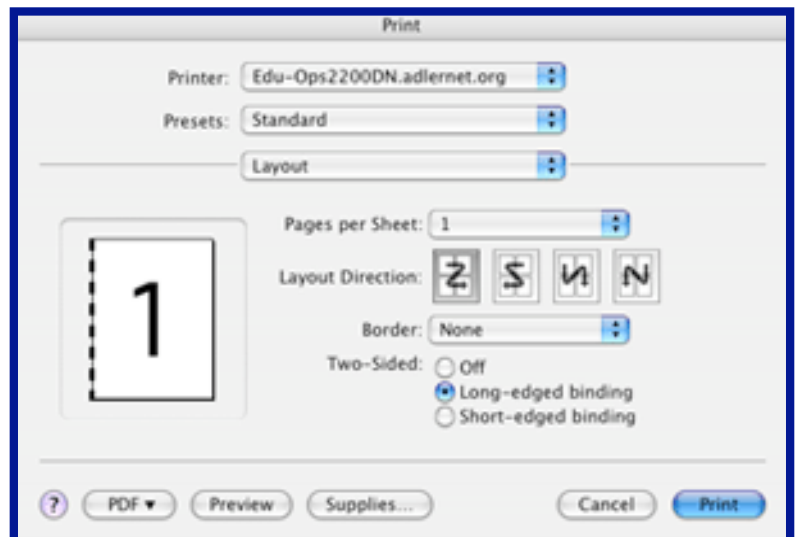
To print double-sided:

1. In the print window, choose “Layout” from the third pull-down menu.



2. On the next screen, click the “Long-edged binding” button for double-sided printing of regular vertical pages (“huh?” you say – for example, this notice is printed vertically). If you are printing horizontally, choose “Short-edged printing” instead.

3. Click “print” and watch the magic of technology help you be nicer to the environment!



Not green enough for you? Ready to take the next step? Talk to your Green Team department representative or join the team yourself!