

Protecting The Environment

Operation Green: Creating A Green Office

(NAPSA)—Going green in grade school was as simple as the three R's: Reduce, Reuse and Recycle. With the recent wave of environmental awareness sweeping the country, green initiatives are not only being adopted in schools and homes but also in the workplace. Today, it's easy to "go green" in the office to benefit the environment and reduce overall business costs. As an environmental leader in the technology industry since the 1950s, HP offers the following tips to easily and affordably convert your office into a more eco-friendly place:

Conserve resources. Reducing your office's energy bill and conserving energy is as simple as remembering to turn off equipment when you leave a room. In fact, according to the U.S. Department of Energy, shutting down office equipment during "off" hours can save up to 66 percent on power consumption—talk about great savings! Using printing devices with fuser technology such as the HP LaserJet P1006 with Instant-on Technology, which print a first page in just a few seconds from ready or Powersave modes, can save up to 50 percent in power consumption.

Recycle. Make it easy for employees to go green by setting up recycling bins in common areas (such as the copy room) and at individual desks. Easily drive greater reuse of products and materials through HP's environmental programs and services, which include one way recycling, buy back/trade-in and donation options.

Reduce costs. Print double-sided documents whenever possible to lessen the environmental impact. Studies show that companies can save at least 25 percent on paper expenses by setting duplex (double-sided) printing as



There are easy ways to affordably convert your office into a more eco-friendly place.

the default mode. Further reduce paper waste by capturing documents using a scanner or multifunction printer and digitally sending them to colleagues, rather than printing out copies.

Buy green. Make the environment a factor when purchasing equipment. Choose ENERGY STAR®-qualified products, which use less energy to reduce greenhouse gas emissions and overall energy costs. If you're ready to replace existing office equipment, many manufacturers offer trade-in programs that offer customers fair market value for their existing equipment when purchasing new technology. Lastly, consider consolidating devices—multifunction printers that combine printing, scanning, copying and faxing capabilities—that can use up to 40 percent less energy and materials compared to single-function products.

Make an impact. Creating a green office is a collective effort. Get your colleagues involved by creating a team to lead the company's eco-efforts and educate staff on the importance of green initiatives.

With HP's environmental expertise at your fingertips, you will be able to create a more environmentally conscious office to benefit both your business and the world.