Sustainable
Printer Recommendations

REDUCE WASTE AND SAVE MONEY WITH MULTI-FUNCTION PRINTERS

Benefits of centralized multi-function printers/copiers

- Multi-function printers/copiers (MFP) serve as printers, copiers, scanners, and fax machines.
- Centralizing the print function with a MFP reduces energy use and waste and saves money.
- Departments can save about $250/yr per personal printer eliminated. This includes:
  - $25/yr average energy savings
  - $225/yr reduction in toner, lease, and maintenance costs
- Simplifying toner needs has major benefits:
  - Cost savings: Individual toners for personal printers are expensive.
  - Less wasteful: Since there are so many different types of printers, toner purchased as backup may dry out or become obsolete if the printer fails.
  - Less hassle: Toner for Xerox MFPs is sent automatically when the device is running low, which also reduces storage needs

Tips for purchase and set up

- Select Energy Star or EPEAT certified equipment to take full advantage of reduced energy consumption.
- Set default settings to automatically print on both sides of the sheet.
- Set up secure print for all employees to reduce waste and keep print jobs private. Secure print holds jobs until the user enters a PIN to activate printing. A time-out feature deletes unclaimed jobs to prevent forgotten prints from piling up at the device.
- Enable sleep settings to save energy when the device is not in use.

U-M print reduction initiatives reduced paper purchases by 35% between 2009-2019.

Adoption of MFPs has been key to this success (departments reduced personal printers by an average of 60% between 2012-15), along with digitization and the visibility of printing data at the individual and department level in MiWorkspace.

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