

FAA Green Team Tips



Print and copy wisely!

Did you know? Save a tree and money. Print on both sides!

Most UWM work groups have access to a shared, Ricoh Multifunctional Device (MFD). By setting your MFD for “2-Sided” printing as default, you’ll use less paper, create fewer CO₂ emissions, and save the University money! Call the UWM Help Desk for assistance or use the web form at: <http://GetTechHelp.uwm.edu>.

Recycle toner cartridges

Call Print & Copy Services at 414-229-4458 to pick-up spent Ricoh cartridges. For information about the proper disposal of non-Ricoh toner cartridges, contact UWM-Safety at 414-550-9190.



Don’t buy small, “individual use” office printers

MFD’s print, copy, and scan. Switching from a personal to networked printer serving multiple staff saves 40-65% for ongoing operational and maintenance costs for the lifetime of the equipment. Because they are built sturdier, and serve a variety of needs, they require less energy and last longer. Personal printers cost more to operate and end up in the landfill sooner.

Confidential or sensitive information?

Use the “Locked” or “Hold” printing options to queue and store printouts until you’re ready to retrieve them. If you’re dealing with sensitive information, locked printing allows you to set a private password to use when you’re ready to release the copies. The “Hold” feature doesn’t require a password, but the items are visible to others in a shared folder.



Would you like to know more?

Contact Print & Copy Services for onsite training at 414-229-4458.

Contact the UWM Help Desk with special printing and scanning requests at 414-229-4040 or use the web form at: <http://GetTechHelp.uwm.edu>.

Watch these online videos to learn more!

- [How to Combine Originals with your Ricoh Multifunction Copier System](#)
- [How to Scan File Formats](#)
- [How to Maintain the Security of Your Documents Using the Locked-Print Feature](#)

If you have any questions, please email the FAA Green Team at: faa-greenteaminfo@uwm.edu

“Helping to create a more sustainable university”

-FAA Green Team

