

IN THIS ISSUE ...

- ☞ Introduction
- ☞ Duplex Printing
- ☞ For More Information
- ☞ Glastonbury's Green Initiatives Program

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Please consider the environment before printing a copy of this bulletin. The information will remain available on our web site.

GREEN PRINTS



The Town of Glastonbury



INTRODUCTION

The Town of Glastonbury has implemented procedures for environmentally friendly printing. The implementation of printer defaults to duplex printing, along with the purchase of recycled paper for printers and copiers, helps to preserve our valuable resources.

The focus of this bulletin will be on duplex printing.

DUPLEX PRINTING

If you are wondering why we should save paper: Paper accounts for more than half of all municipal solid waste (a.k.a. trash). Anything we can do to save paper will help reduce the amount of trash going into landfills, and it will also reduce energy use and pollution associated with manufacturing, transporting, and recycling paper products. Perhaps most importantly, when we save paper, we reduce the need to cut down trees to make new paper.



This HP printer has an automatic duplex feature which allows the user to produce 2-sided output without having to revisit the printer, manually reinsert the paper or encounter conflicts with other users' print jobs.

WHAT CAN DUPLEX PRINTING DO FOR YOU?

Duplex printing, also referred to as two-sided printing, allows you to print on both sides of the page, cutting your paper use by up to 50%.

Save time: *Automatic* duplex printing saves you time by allowing you to print double-sided without having to wait and reinsert the pages yourself.

Save space: Less paper takes up less room. It's that simple!

Shrink your carbon footprint: Beyond the trees that go into making paper, there is also an environmental impact to transporting paper and producing it; imagine lessening that impact by half! ■

FOR MORE INFORMATION

For additional information on related topics, please see the following Glastonbury Goes Green Bulletins:

- ☞ [Power Management for Computers and Monitors](#)
- ☞ [Server Virtualization](#)

GLASTONBURY'S GREEN INITIATIVES PROGRAM

Glastonbury's Green Initiatives program operates under the direction of the Town Manager. The committee is chaired by the Purchasing Agent and the Superintendent of Sanitation. Committee members from across Town departments participate and contribute ideas and suggestions committed to a "greener" community.

The committee assembles information about products and services and makes the information available to specific departments that can evaluate them and develop applications in Town projects with the approval of the Town Manager.

These "Go-Green" bulletins contain information about the results of product evaluations and other accomplishments of Town departments. We hope this information can provide you insight to the Town's green initiatives and also lead others in the community to find ways to use environmentally preferable products. Please contact us if we can help you with further information or if you have additional suggestions. ■

