

SAVE \$\$\$ ON OFFICE OVERHEAD NOW

Looking for big results by making small changes?
Integrate these 11 tips into your office policies.

October, 2009

A mini White Paper, compliments of
Reliable Technologies Inc.

1. **Turn off and unplug devices.** Small, large, old or new... even in standby mode a machine can use 1-6 watts of energy an hour. Make it a practice for over the weekend and even overnight. Turn on the machines only when they are needed. This goes for print devices as well as computers, so be sure to schedule backups and system scans during business hours, or all on one evening per week so you can turn machines off all the other evenings.



2. **Use standby mode settings for daytime use.** On a PC monitor a screen saver does not save you any energy – instead use the standby mode after 5 or 10 minutes of inactivity for your PC. This will save 54 to 249 watts per hour, de-

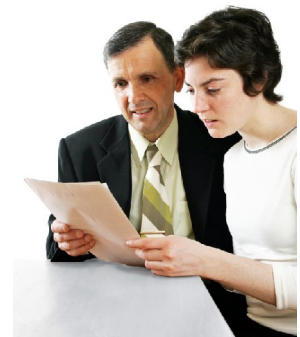
pending on the specifications and use of the machine.

3. **Take advantage of freebies.** There are many free programs out there that allow you to remove blank pages when printing off the internet, save easy to open and secure digital copies of documents to your hard drive, and print device monitoring software. Our LaserWatch 2.0 comes at no charge to our toner purchasing customers. One school system, after having LaserWatch 2.0 installed for only a month, discovered that an after school group was printing about 500 color prints every week! This information helped them save over \$800 a month on toner alone.
4. **Reduce the number of pages printed on.** The average office worker uses 10,000 sheets of copy paper per year! Printing multiple pages to a sheet and duplexing are great

ways to reduce that by at least half. Did you know the paperless office has actually INCREASED the amount we print? First a document is printed, then it is scanned and destroyed. Then it is printed, copied, and distributed from file and destroyed multiple times during its stay on a hard drive. If the original document had just been filed at least 2 pieces of paper would have been saved.

5. **Color is great, but...** The average cost per page of a laser color machine varies greatly from \$.07 to \$.25 per page, but a monochrome printer can be as low as \$.001 per page. Even if you print only black on a color printer it costs you more. On older machines printing black only still uses a small amount of color mixed in. Though some very new models do address this by increasing the black toner in a cartridge and using only black toner for black print, you are still heating up 4 fusing mechanisms when you could be heating up only 1 on a monochrome printer.

6. **Design with cost in mind.** A little while ago we had a graphics arts company design us a great looking Power Point presentation, but the background was all blue. Since we have to print this for most presentations, we asked them to create slides with white backgrounds, and used the dark background slides only as accents. Another tip is to reduce margins and fonts when you can, especially if it saves a few lines from running on to the next page.



7. **Networking is key.** Though it is never a popular idea, eliminating desktop printers (especially costly ink jets sold on the “razorblade” model) is the easiest way to reduce energy costs, toner costs and unwanted prints. Small desktop printers often take on too much of a workload, causing them to break more often. Did you know under-utilizing robust machines can cost you money? You are already paying for the energy, why not use the machine? And, the convenience factor of not having a printer on ones desk makes people more carefully consider what really is necessary to print.

8. **Quality compatibles can save you money.** Just make sure they come from a reputable company who will stand behind the product. Often people find they get what they pay for. Purchasing directly from the manufacturer means no trouble returning and you know your returned cartridge will be recycled and not disposed of in a landfill.

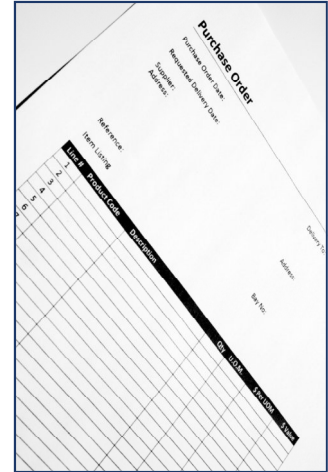


Buying USA made avoids overseas shipping, reducing carbon emissions, and contributes to the increase of the US Gross Product Margin.

9. **Switch to high yield.** Sure, some cartridges have a “visible” higher up-front cost, but consider this: standard retail on our Q7553RX for 7,000 prints saves you nearly \$.01 per page over the Q7553RA. If you print 100,000 pages per year on a P2015 and use high yield toners you save almost \$1000. Also consider the cost of the employees’ time to re-order and install 19 more cartridges than were needed.

10. **Carefully consider device replacement.** So often we have a customer come to us and say “I need a printer for this amount of money.” When you put budget concerns over purchasing the right size machine you run the risk of over or under buying. Analyzing the use of your fleet before a purchase can really save lots of money in the long run. Some things to consider are replacing multiple machines with a multifunction – this can save floor space, electricity and on toner. Consider the warranty and service plan that accompanies the machine – the extra expense is often worth it for a high use machine.

Think of the total cost of ownership – often an inexpensive machine requires lots of expensive toner. If budget is still a major concern, consider Reliable Certified or leasing or cost per page programs.



11. **Reduce printer down time and IT infrastructure costs.**

Managed Print Services doesn’t mean putting the IT department out on the street – it frees them up to work on core initiatives. For example, installation of LaserWatch 2.0 can reduce IT help desk calls by 40% for printer related issues. How? Machines are regularly maintained and cleaned based on page counts. Maintenance kits are replaced before they completely run out, saving downtime and future damage to the machine. Also, there are far fewer toner ordering mistakes with Just-In-Time toner delivery and install, and much more storage space in your office, too!

Reliable Technologies, Inc. has been helping the community reduce costs and increase efficiency since 1991. Reliable does this with a focus on the customer, the community and the environment, and strives to be a partner in helping the community increase environmental sustainability. Businesses, health care facilities, schools and the public sector count on Reliable Technologies Inc to provide them with all aspects of Managed Print Services. Managed Print Services includes LaserWatch 2.0, a vendor neutral networked print environment surveillance program, a Reliable supply chain of SMTP quality compatible and original manufactured laser toner, environmentally responsible office products, and a team of professionally trained service staff for print device repair needs. Reliable Technologies is one of New England’s few elite HP authorized warranty repair providers, and is a Xerox IT Advantage Partner. These partnerships allow Reliable Technologies to offer the best the industry has to offer in convenient multi-function, stunning color LaserJet, ecological solid ink technology, and efficient single function monochrome print devices. Reliable Technologies Inc. delivers value, expertise and efficiency in an area under-looked by most. To learn more, please visit www.reliabletechnologiesinc.com.

