

Printing Facts

- An average worker prints 7,200 pages per year, 2,520 of which are waste
- An average worker wastes \$151 per year by printing unneeded content
- One tree is cut down for every 17 reams of paper
- Production of 1 ton of copy paper uses 11,134 kWh, the amount one household uses in a year
- Eliminating print waste is easy with GreenPrint!

GreenPrint Enterprise Suite Benefits

- Eliminates waste before it goes to the printer!
- Removes unwanted pages
- Removes unwanted images
- Removes unwanted text
- One click to print in B&W
- Auto duplex setting
- Easy PDF creation
- Saves \$60 - 90 per user/year
- Individual user reports

Enterprise Suite Savings

Below is GreenPrint's typical annual savings per 500 PCs:

- \$37,800
- 630,000 pages
- 150 trees
- 450 lbs of CO2

Support

For additional information about GreenPrint, please email us at staplessupport@printgreener.com or call us at 888-640-0706

GreenPrint User Education Guide

Making It Easy to Print Only What You Need

Your organization is providing you GreenPrint Enterprise to help reduce the costs & environmental impacts of printing. This document is designed to help you get the most out of GreenPrint, which is a simple software efficiency tool that will help you eliminate unwanted content from your every day print jobs.

Basic Usage and Tips

It is highly recommended that you watch the 5 minute "Getting Started" tutorial video at <http://www.printgreener.com/staples/> before using GreenPrint.

GreenPrint can be used with any application and will appear as your default printer in the Print dialogue box (see **Figure 1**).



Figure 1: GreenPrint as the Default Printer



Figure 2: Removing Whole Pages, Images or Selected Text

GreenPrint is a tool intended to be used for most of your everyday print jobs to help you only print the pages you need. However, should you have a large document or other circumstance that requires you to print around GreenPrint, you can do so by simply selecting a different printer in the Print dialogue box. When you print with GreenPrint, the preview appears and displays all of the pages in your print job on the screen at once. You can then remove whole pages, images or selected text from your print job, and can also see real time costs & savings (see **Figure 2**). When you're finished making changes to the print job, hit the 'print' button in the GreenPrint preview and pick up your job at your selected printer...it's that easy!

What to Expect from Using GreenPrint

Expect a short delay the first time you use GreenPrint each day as essential Microsoft components are loaded. The subsequent print jobs will appear much more quickly. You can use GreenPrint for most of your print jobs, but you can print around it if necessary. To see your aggregate print consumption and savings data over time, you can click on the "Report" button within the GreenPrint preview window.

Want to learn more? Watch the tutorial video on the GreenPrint home page.