



The HP Guide to Greener Printing for Schools



Print more efficiently for a greener classroom

'Greener' classrooms are rapidly becoming a top priority for schools. Since the UK government announced that all schools were to be "models of sustainable procurement" by 2020, the three 'Rs' have shifted from reading, writing and arithmetic to "reduce, reuse and recycle."



Whether you're a bursar counting the pennies or a teacher running a classroom, making the changes to meet these targets can seem like hard work.

That's why HP has created the Guide to Greener Printing for Schools. This simple-to-implement guide will help you improve the efficiency of your printers and copiers to save money, improving the environmental performance of your school in the long term.

Despite the move to electronic communications, printing and copying still have a huge part to play in the learning environment. If a school doesn't have a reliable and efficient print and copy environment then a lot is at stake - paper, energy and money as well as time and effort can all be wasted.



How green is your school?

To target problem areas and measure the success of any new environmental initiative, you need to know how well you are performing right now.

But these aren't the only culprits when it comes to waste, ink and toner can also play a part. Inferior-quality cartridges print fewer pages, sometimes below an acceptable standard, meaning more resources are consumed. And while many manufacturers design their printer and supplies to work together, fewer design their products to be easily recycled at the end of their life.

The best way of assessing your print environment is through an audit. The number of printers you have throughout the school, how much energy they use and how much paper you use are all helpful places to start.

And when the time comes for you to think about replacing your hardware, HP's Carbon Footprint Calculator tool compares the carbon footprint of your existing printers to that of new models to help you understand how the latest products can help reduce your school's impact on the environment.

The calculator assesses printer energy and paper use, the carbon impact of usage and associated monetary costs based on geographical energy assessments.

Click on this link to access the free tool to build an estimate of your printer fleet's carbon footprint: <http://www.hp.com/large/ipg/ecological-printing-solutions/carbon-footprint-calc.html>



ink



Teaching the whole school

The best way to reduce the environmental impact of your printing is to cut down on waste. Using efficient printing systems and supplies will help do this but educating pupils and staff on how to be more responsible in the way they print is also key.

There are plenty of ways to avoid wasteful printing but pupils and staff need to understand the impact of their actions on the environment and feel motivated to change the way they work. A few simple pointers can be communicated through posters and leaflets to encourage and educate anyone who prints to print greener. In fact implementing sustainable printing is a great case study for any lesson plans that deal with environmental concerns.

Pupils and teachers often print documents to check their work, but this can be minimised if people are encouraged to use the document-tracking features that come with their word processing programs as a matter of good practice. Using the print preview function to ensure the document looks the way it should before being sent to print will also save paper.

HP Smart Web Printing is a tool that saves paper by ensuring you only print what you need from the web – removing unnecessary information and adverts. You can download the tool and place it on all school computers so students always have the option to print smarter. Click here for a copy <http://h71036.www7.hp.com/hho/cache/482779-0-0-225-121.html>

Using both sides of the paper is a simple idea that has been around since digital printing first began and many printers now have the capability. To make double-sided printing a more common feature amongst users check whether your model has the capacity to print double-sided and have this setting enabled wherever practical.

Making classrooms responsible for their own print costs could motivate pupils and teachers to print more responsibly. By coupling print reduction targets with incentives – a donation to a green charity for example, or a green prize for the most environmentally sustainable classroom – you will prompt people to think before they print.



Monitor and control your print and copy environment

Gaining control over your printing will give you confidence that you are making a difference to your environmental footprint.

For those responsible for the whole of a school's printing needs a managed print solution will help you to reduce energy and waste and disposal costs by optimising the print environment. Solutions, such as HP's Web Jetadmin, monitor the print network to help ensure it runs efficiently and can cope with varying workloads. As well as reducing downtime by identifying devices that need ink or toner replacement before actually running out, HP's Web Jetadmin can also show where devices are being under or over-used. Click here to download the application <http://h20338.www2.hp.com/Hpsub/cache/332262-0-0-225-121.html>

Use recycled materials

Using recycled materials (either in the products themselves or in packaging) helps save resources and reduces waste. HP, for example, incorporates recycled plastics into many of its inkjet cartridges and also uses recycled material in the packaging of both its printers and printer cartridges. HP also offers HP Office Recycled paper, a 100% post-consumer waste product. Refilled and remanufactured print cartridges are often promoted as being better for the environment but beware, because they are second hand there is no way of telling how reliable they are.

Innovationstechnik, one of the world's foremost quality assurance organisations, recently tested the performance of Original HP inkjet print cartridges vs. compatible, refilled brands. The tests revealed that Original HP inkjet cartridges deliver 34% more pages than compatible cartridges, and 69% more pages than cartridges refilled at refill stations. They also revealed that when you use a new, Original HP cartridge in your HP printer, there's virtually no chance it will fail; but if you use a non-HP cartridge, on average, there's a better than one-in-five chance it will be dead on arrival or fail prematurely.*

Visit www.hp.com/uk/inktestfor more information.

* Based on results of brands tested in 2006/2007 by Innovationstechnik GmbH. Test commissioned by HP. Testing performed on HP45A, HP 78A, HP 56 and HP 57 Inkjet PrintCartridges. Individual results may vary. See the Innovationstechnik study for full details.

Reuse unwanted paper

Instead of throwing away old or unwanted documents that are not confidential, why not shred them and reuse as packing material? Alternatively, collect unwanted single-side prints and offer them as note paper or rough working paper. Further to this, ensure that pupils and staff are aware of paper recycling schemes.

Recycle cartridges and equipment

If you're a user of HP toner and ink cartridges, the HP Planet Partners Programme offers free services for schools. HP will supply collection boxes for your used print cartridges which means that none of the cartridges returned through this scheme will be sent to landfill.

The EU Waste Electrical and Electronic Equipment (WEEE) Directive is now law in the UK, so this means manufacturers have to take responsibility for printers at the end of their life. HP recycles its computer and printer hardware and will collect the equipment from you.

For more information on HP's Supplies and Hardware recycling schemes visit www.hp.com/uk/recycle



ient

Using less energy

All school IT equipment uses energy when switched on or left in stand-by mode. In the UK alone, equipment left on standby is responsible for generating over 3 million tonnes of carbon dioxide each year, according to the Energy Saving Trust. So clock off and switch off.



It is good operational practice for schools to ensure that all desktop printers are completely turned off at the end of the day, and to ensure that equipment not used on a daily basis is switched off rather than left on stand-by. For example HP LaserJet printers, when left on revert-to-sleep mode use less than 1 watt of energy per hour.

Purchasing equipment from companies who have a Design for Environment Programme can make a significant difference. You should also look out for equipment accredited to schemes that include energy efficiency standards, such as US EPA ENERGY STAR® and the Blue Angel environmental label. Today, over 1,000 models of HP office products are Energy Star qualified and many HP products have Blue Angel certification.

Furthermore HP has introduced the HP Eco Highlights label which makes it easier for schools to identify the environmentally preferable features in HP products and services and the HP Eco Solutions programme which enables schools to reduce their environmental impact by helping them identify HP products, solutions and services with environmental features.



What should you do now?

1

Monitor and control your print environment more effectively

2

Think about whether pupils and staff are doing everything they can to make a difference such as using double-sided printing when possible

3

Ensure that there are initiatives to encourage staff and pupils to print more efficiently such as inter-class competitions

4

Implement schemes at your school to reuse scrap paper or recycle waste paper

5

Consider whether you are using manufacturers' recycling programmes for print cartridges and IT equipment

6

Switch off desktop printers at the plug so you can conserve energy and reduce costs in the longer term

For more information on what HP is doing and how we could help you reduce the environmental impact of your school, visit www.hp.com/uk/environment.

Sustainable Schools- Teaching and Learning
http://www.teachernet.gov.uk/sustainableschools/teaching/teaching_info_detail.cfm?id=62

Green Schools Online
<http://www.greenschoolsonline.co.uk/>

Eco-Schools
<http://www.eco-schools.org.uk/>



Print

Doodle page!

We hope you found this guide useful. Once you've finished implementing all the tips, why not re-use this page for notes or doodles before recycling?

A series of horizontal dotted lines for writing or doodling.

