

# Top tips & ways to save: MPS Digital Printers & Copiers

**1** Set the print driver to “double sided prints” and double side all your prints.

**2** Colour prints are expensive. Set the print driver to black and white and only change back when you need to.

**3** Some print drivers have a “print hold” or “secure print” button. It will hold the print until you go to the machine to print it, allowing you to cancel and make adjustments or delete the printed page.

**4** On average the typical busy office only use the printer/copier 3.5% of a normal 9 to 5 day. If your printer is not being used every 5 minutes, set the printer driver to “energy-saving” mode. The printer will only come on when you go up to print.

The hottest part of a printer/copier is the fuser roller which is kept at 200 degrees. By engaging the “energy-saving” button the machine will drop the temperature down to a minimum so it can start up in a minute or so. This will ultimately save a considerable amount of money in energy costs.

**5** Utilise the printer on and off timer. This will ensure the printer is turned on and off every day, avoiding someone leaving it on all night. You can set this up to suit your working hours.

**6** Ask us to review your contract T’s & C’s. We have uncovered some unprofessional practices that our clients have unknowingly sign up for. We can expose and recommend solutions to these issues.



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