

# Being green is...

# *easier* than you think!



## Everyday tips for a green routine:



**Utilize the energy-saving features of your office products.** Features such as “Quick Start” and “Energy Save” mode on your Canon devices shorten warm-up time and reduce power consumption so you can save time and costs.



**Paper has two-sides—use them both!** Utilize duplex capabilities and Image Combination modes for printing, and cut your paper and toner usage in half.



**Preview documents before printing.** Canon offers multiple ways to preview your documents and print settings—either at the device or from a desktop—to prevent unwanted pages from being printed.



**Leverage scanning technology.** You can easily scan and convert paper documents into electronic files for fast, cost-effective communication of information to save paper and time.