

University Printing Guidelines

Printing has a significant environmental impact through paper consumption, energy use and ink production. The university prints and photocopies a high volume of pages every day, so even small changes in individual habits can collectively reduce costs, conserve resources, and support the University's sustainability goals.

This guide provides practical actions for both students and staff in helping reduce unnecessary printing and photocopying while maintaining productivity and academic quality when using the Multi-function Devices.

This guide is part of an initiative to encourage progression to lowering our overall environmental footprint.

Print Only When Necessary

Always think twice before printing, and consider the alternatives below:

- Use PDFs with digital annotations. Compared with using paper, using PDFs will help you easily find key words in the document, and edit your notes easily.
- Share online documents using Teams/ One Drive.
- Use QR codes linking to resources.
- Scan instead of photocopying the documents

Print Smarter

When printing is necessary:

- Use **double-sided printing** (which is set as default) whenever possible. This could help save up to 20% of current paper purchases which is an additional cost.
- Print in **black and white** (which is set as default) whenever possible. The cost of colour printing is 300% higher than black and white. (Any colour text will charge at colour cost be it an email; logo or “”
- Print **multiple pages per sheet**, especially for drafts, lecture slides, or reference material. You can set this up in the “print” settings.

