

## Reusing Paper in Laser Printers

Reusing paper a second time by printing on the blank side is simple! This method is great for any internal documents that don't have to look nice, like emails and drafts. And it saves us \$\$ because we don't have to purchase as much paper.

### How to do it:

1. Open the document you would like to print. Click File, then Print.
2. When the Print menu pops up, click on the **Properties** button.
3. The Document Properties menu will pop up. On the **Paper/Quality** tab there should be a drop-down list called **Paper Source** or **Paper Tray**. Click on the arrow and select "Manual Paper Feed." Then click OK. Click OK again on the first Print menu.
4. Walk to your printer and take the required number of sheets of paper from the **Paper Reuse Box**. Insert paper with the blank side facing up into the manual feeder. While you wait for your document to print, use the time to stretch.



If you have questions about reusing paper, please contact the IT department. They'd be happy to show you how it works.

## Reusing Paper in Laser Printers

Reusing paper a second time by printing on the blank side is simple! This method is great for any internal documents that don't have to look nice, like emails and drafts. And it saves us \$\$ because we don't have to purchase as much paper.

### How to do it:

5. Open the document you would like to print. Click File, then Print.
6. When the Print menu pops up, click on the **Properties** button.
7. The Document Properties menu will pop up. On the **Paper/Quality** tab there should be a drop-down list called **Paper Source** or **Paper Tray**. Click on the arrow and select "Manual Paper Feed." Then click OK. Click OK again on the first Print menu.
8. Walk to your printer and take the required number of sheets of paper from the **Paper Reuse Box**. Insert paper with the blank side facing up into the manual feeder. While you wait for your document to print, use the time to stretch.



If you have questions about reusing paper, please contact the IT department. They'd be happy to show you how it works.