

Printing Guidelines

University Printing Infrastructure represents one of the highest IT equipment expenditures and our goal is to facilitate the appropriate and responsible business use of printer assets, as well as the control of overall financial commitment by preventing the waste of paper, toner, ink, etc. UAEU is moving ahead towards getting national as well as international recognitions and certifications in terms of its academic and administrative operations and infrastructure. One of our major role is to collectively develop and implement a green computing environment by adopting new approaches and best practices.

UITs is currently working on implementing best practices for managing UAEU printing resources. One of our major challenges is to eliminate the local printing practices. Considering usage, health and environmental issues related to local printers like energy consumption, Carbon footprints and heavy consumption of consumable waste such as paper, ink, toner and cartridges as well as financial resources, we highly discourage their usage within UAEU environment. Comparatively, the network printers and multifunction printers are more reliable, efficient and cost effective.

The best printing practices listed below can help to reduce the carbon footprint and minimize the cost associated with inefficient printing:

Before you print

- Use shared network drives to share files and collaborate with colleagues.
- Use AV and presentation equipment in meetings to display agendas, minutes, and other documents on screen instead of printing copies for each individual.
- Choose scanning to email instead of photocopying documents.
- Copy and paste from Web Browsers only the information you need into Word or a .txt file and use the bookmark feature for web page information that you wish to retain rather than printing.
- Configure the network printers and/or multi-functional printers to duplex (double sided) and set mono (black & white) color as default setting.