Printing Good Practice Standards

Think before you print

Our long-term plan is to go paperless. Where possible, save and share information electronically. This will help you to:
- provide information more quickly
- reduce storage, costs and our carbon footprint
- contribute towards our net zero emissions by 2030

Can you save and share your information electronically?

- Use your laptop or tablet and approved Council systems to share, view and edit documents online
- Where possible use email rather than post
- Help to reduce our paper records and the need for scanning paper documents in the future, by providing information digitally
- Review which forms and documents you currently use in paper format and develop online versions instead
- We recognise that some people may have accessibility requirements and need paper versions of documents, but this should be the exception.

General printing good practice

- After considering electronic alternatives, if you have to print, only print in black and white and double sided where possible
- Preview your documents before printing to make sure they look as expected and prevent re-printing.
- Print only the pages of a document you require.
- Use recycled paper where possible
- Contact Print Services for large volume, colour heavy print jobs and specialised print jobs. It costs significantly less for Print Services to do this on their printers, than on multi-functional devices.
- Where possible, use email rather than post. If you do have to write to someone, you must use myLetters. Provide links to online information rather than include enclosures where appropriate.

Exceptional Printing

We recognise that within our education settings and some service areas, printing needs are different.

- Printing of resources such as worksheets, Social Stories and visuals/symbols, in colour, single sided and using other paper types such as card or coloured paper, may be necessary for Additional Support for Learning needs and within classrooms.

- Printing in colour or on specialist paper to support pupil evidence for portfolios and exams, or the production of formal or legal documentation, may also be necessary within education settings and some service areas.

- Consider how the provision of individual digital devices through the Empowered Learning Programme can help reduce the need for printing of resources such as worksheets by sharing these resources electronically.

- Pre-plan your resources and use [Print Services](#) to help reduce the cost of your print job
  - What documents or resources do you need printed e.g.?
    - Large volume of prints
    - Colour heavy prints
    - Booklets
    - Posters/flyers
    - Prelim papers
    - Specialist jobs e.g. Year books, Christmas cards
  - How many copies do you need?
  - When do you need it? Print Services can turnaround jobs quickly.

Looking after printers/MFDs

- When not in use devices will enter an energy saving (sleep) mode. It is important that devices are not switched off
  - Monitoring software is used to manage consumables and capture device alerts. When switched off this monitoring cannot take place and consumables cannot be automatically ordered
  - Periodic calibrations are carried out to ensure ink and toners do not dry out and internal workings do not seize up when devices are unused for a period of time, if switched off these calibrations will not happen.
- If devices will be unused for a period of time e.g. during the school summer break or when an office is closed for a long period of time, the following guidance is recommended
  - Leave devices switched on
  - For Page Wide Devices (model no. E58650dn and E77660dns), when in sleep mode the device will run self-maintenance checks which include head cleaning, which means the ink flows periodically and stops ink drying up
  - For all models of devices, the self-maintenance routine will be engaging motors and drives periodically, reducing the likelihood of any seizing up
  - The self-maintenance routine will also perform calibration checks on print quality, stopping/reducing the need for technical support calls for lines on prints or poor image quality when not used for long periods
  - Dependent on the season and/or environment, paper can become damp (absorbing moisture from the surrounding air). Jamming and poor image quality can be the result of damp paper.
  - If a device is going to be unused for a long period of time, paper should be removed from the trays
  - If paper has been left in the MFD for a long period when not being used, before first use replace with fresh paper.
  - when the device is first used after a long period of time, if image quality issues are seen, you should run 10-20 pages through the device, in most cases image quality will return. If the quality does not return a request for technical support should be raised on the [Apogee portal](#)