THINK BEFORE YOU INK!℠

Reduce unnecessary print jobs

Reuse paper with two-sided printing

Recycle scrap paper for future use!

Remember!

- **No staples, holes, folds or tears**
  (nobody likes a paper jam)

- **Insert paper blank side up**

- ***MAC:*** *Print > Paper Feed > Manual Feed*
  PC: *Print > Properties > Source is: > Manual Feed*

Thanks and Happy Printing!