

# Reducing Color Printing Costs

Color prints and copies can often be the cause for additional charges on your monthly bill. Printing even one tiny logo, letter or ANYTHING in color will cause the entire page to be counted as a color print.

There are ways you can avoid these charges, and we at Consolidated Copier want to help you. We want to share with you some ways that will help you be more efficient with the number of copies and prints you do get, and how to reduce printing costs.

- Set all web pages to print in black
- Set all printouts of emails to print in black
- Check "Print Preview" before printing, and unselect any unnecessary pages
- Use "Shrink to Fit" in your print setting to print only one page
- Duplex two-sided printing
- Print multiple pages per sheet
- Scan documents to someone's email instead of always making a bunch of copies
- Consider using authentication codes so only specified users can print in color

