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Your source for business solutions, industry trends and office inspiration.



As we approach Earth Day on April 22,

it's a reminder that working responsibly is one way we can help create a "greener" workplace. Whether it's about using environmentally preferable* cleaning products or conserving electric energy during the day, it's all part of improving the work environment.

WORKING SMARTER

Power Off.

For many people with desk jobs, the computer is at the center of the workday. It's a necessary tool for getting the job done, from typing reports to setting up calendars. When the computer is not in use, though, it's simply draining energy. In fact, it's estimated that people waste over \$1 billion in electricity—each year. To help conserve energy, you can:

- Switch to energy-saving settings, like sleep mode.
- Shut off the computer when it's not in use.
- Unplug the power cord to save energy.



"Green" Up.

Replace everyday cleaning products with environmentally preferable choices from brands like Clorox GreenWorks®, CLR® and Seventh Generation® to help create a "greener" workspace.

[Download PDF](#) ▶

Recycle On.

Does your office recycle? If not, try creating a recycling station at work. Simply gather a few recycling bins and post guidelines above them. Acceptable items for recycling might include:

- Copy paper, envelopes and magazines
- Cardboard shipping boxes
- Soda cans and plastic bottles
- Aluminum foil, plastic bags and ink cartridges



Be sure to also check with local community resources, since not all communities recycle these items.

OfficeMax® has a FREE Ink and Toner Recycling Program. Here's how to enroll:

Have an OfficeMax driver?
Call 877.969.OMAX (6629) to arrange for your driver to pick up any boxed recyclables.

No Driver?
Simply print FREE shipping labels at officemaxsolutions.com/inkrecycle and send in your recyclables.

[Learn More](#) ▶



SPOTLIGHT ON



Greening Your Workplace

OfficeMax offers more than 4,300 environmentally preferable products. Take a look at just some of the must-have items any "green" office should keep on hand.

[View the new 2012 Greening the Workplace PDF.](#)

BY THE NUMBERS

11,691,518 =

The number of cartridges reused or recycled by OfficeMax and its customers in 2011.

OFFICE INPUT

You tell us...

How do you work responsibly at the office?

- I separate and recycle aluminum, plastic and paper every single day.
- I wipe my hands on my sleeve instead of using paper towels.
- Once in a while I'll reuse a piece of paper.
- I can't remember the last time I recycled something. I should work on that.

[Take the Survey](#) ▶

SAY WHAT?

Introducing you to the latest in office lingo, so you're never left speechless!

Word: greenovate* [v.]

Definition: To remodel or renovate a room or home in an "environmentally friendly" manner.

Now, try greenovate in a sentence:

We wanted to greenovate the conference room, so we unwired all the electricity and will instead install solar panels!

Source: urbandictionary.com

To place an order by phone, call Customer Service at 877.969.OMAX (6629)