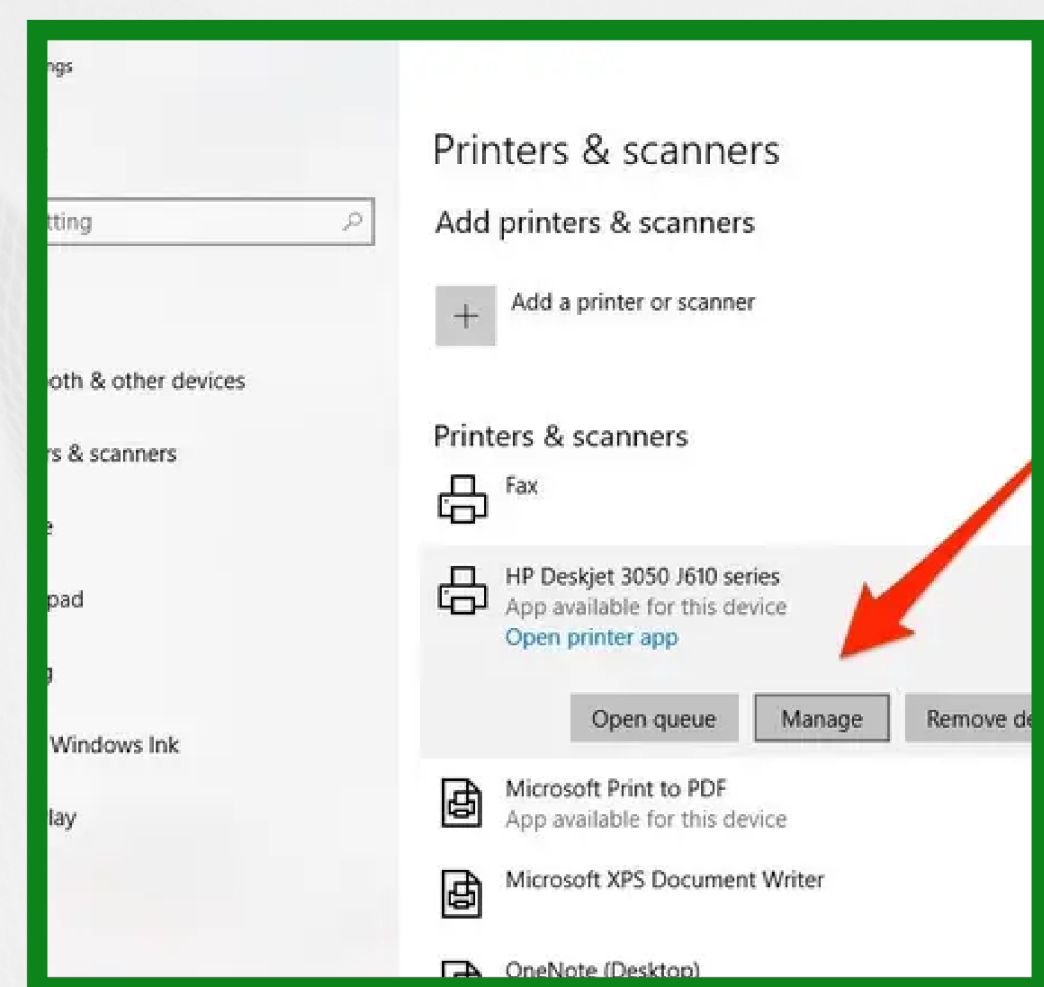
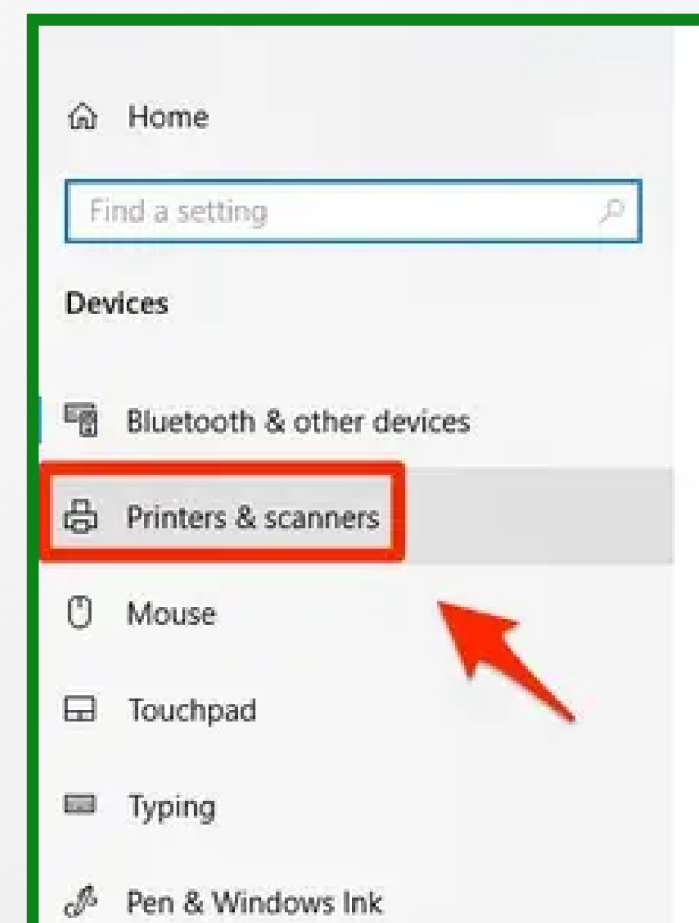


# DOUBLE-SIDED PRINTING

Save paper by changing your settings to double-side printing. This helps reduce paper waste and allows paper to be used more efficiently.

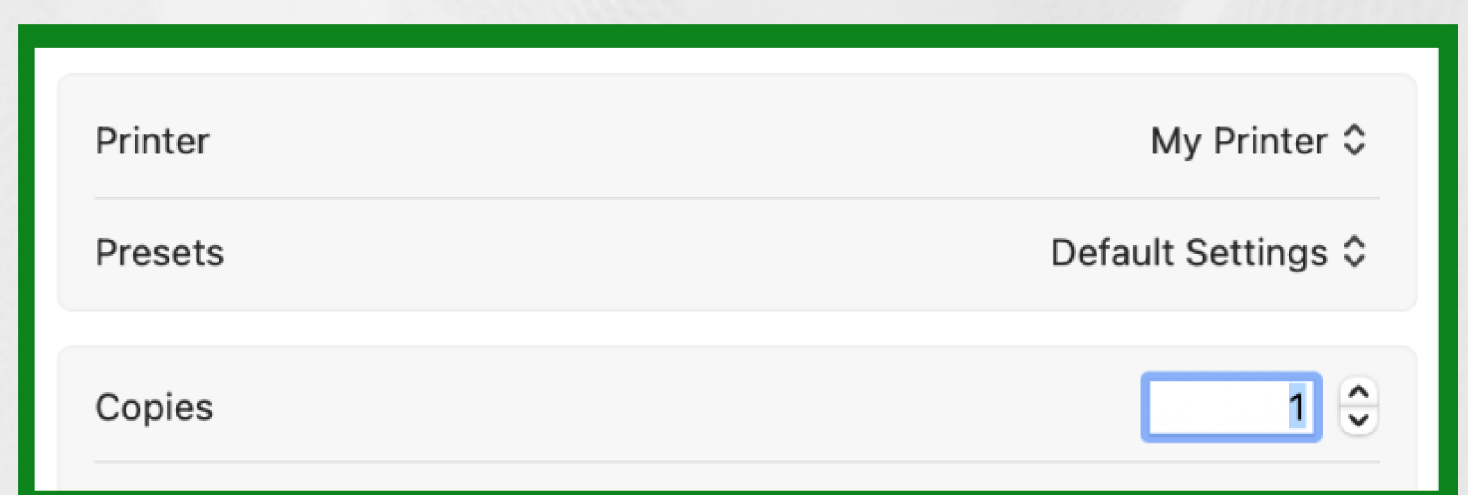
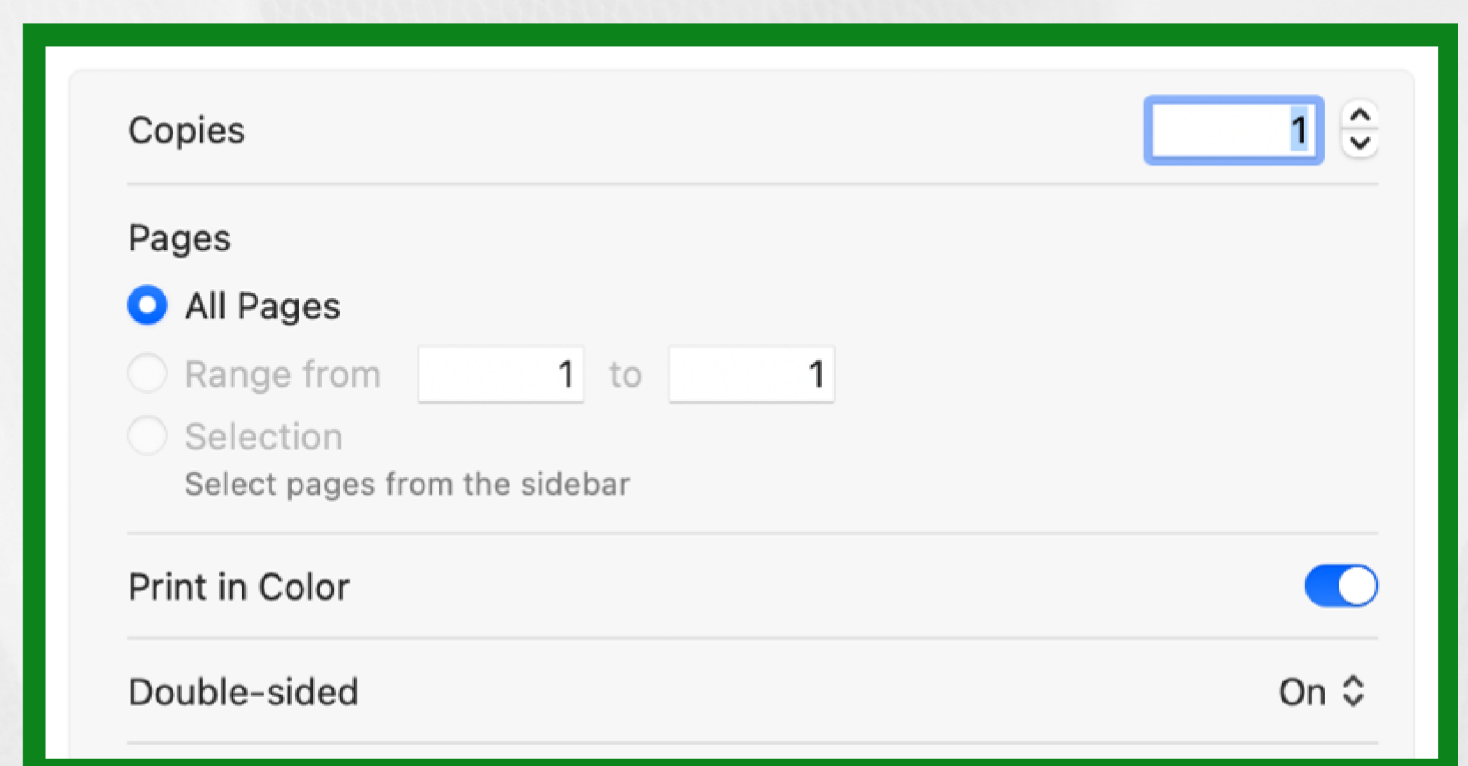
## For Windows (PC) Users

1. Click the Windows button on the bottom left corner.
2. Click Settings ➔ Devices ➔ Printers & scanners
3. Select your primary printer and click **Manage**. Then select **Printing Preferences**.
4. Depending on the printer make/model these settings may differ - there will typically be a section with the option to select '**Two-Sided**' or '**Double-Sided**' or it can also be presented as '**Duplex Printing**'
5. Make sure to also save your preferences after your selection.



## For Apple (Mac) Users

1. With a document open on your Mac, choose File ➔ Print
2. Choose **On** or **Off** from the Double-sided section of the pop-up menu
3. To save as a preset for future use, click the Preset section in the pop-up menu, then choose **Save Current Settings as Preset**
  - a. *Preset Name*: Type a preset name.
  - b. *Available for*: Either click the printer name or click **All printers**
  - c. *Type*: Click Print Job Preset to save it as a general print job preset



# MOST DISPOSABLE CUPS CANNOT BE RECYCLED.

*Every day, millions of disposable cups get sent to landfill.*

Save money and a cup by bringing your reusable travel mug every time you purchase a coffee or tea.



The **Lug-a-Mug** program provides customers with a **50 cent** discount when they bring their own travel mug to the following locations:  
**Tunnel Junction & Loeb Café**

Learn more by visiting the Sustainability Carleton website or the Carleton Dining Services website.



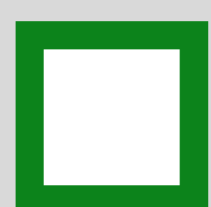
Sustainability  
CARLETON UNIVERSITY



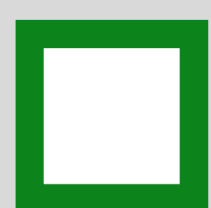
# LEAVING FOR THE HOLIDAYS?



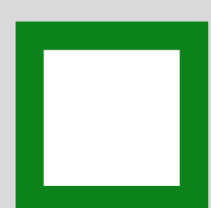
*Use this checklist before you go to keep up with your sustainability efforts even when you are away!*



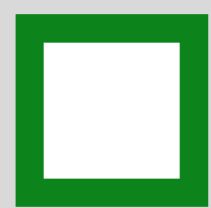
**LOWER THERMOSTATS TO 60°F/ 15°C, IF POSSIBLE**



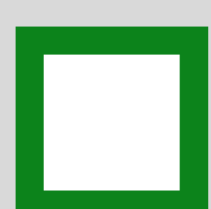
**CLOSE CURTAINS/BLINDS FOR MORE INSULATION**



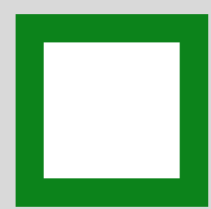
**UNPLUG ALL APPLIANCES NOT PLUGGED INTO POWER STRIPS**



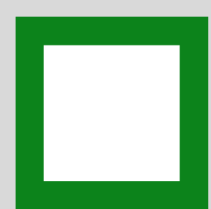
**MAKE SURE ALL FAUCETS ARE TURNED OFF AND REPORT ANY LEAKS**



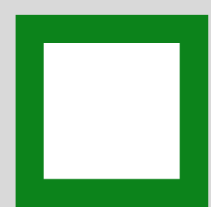
**CLEAN OUT FRIDGE TO PREVENT FOOD SPOILAGE**



**SHUT OFF POWER STRIPS**



**WATER ANY PLANTS**



**TURN OFF ALL LIGHTS**

*HAVE A SAFE AND HAPPY HOLIDAY!*



# SAVE WATER. EVERY DROP COUNTS



**TAKE SHORTER SHOWERS**

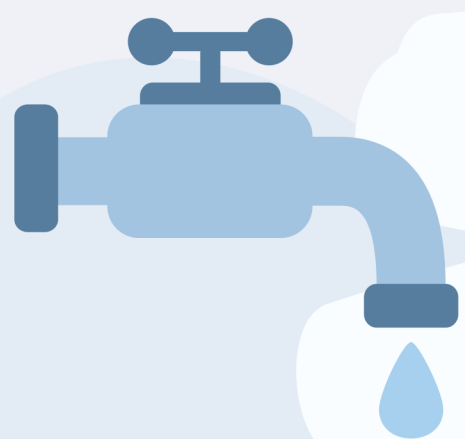
**USE THE HALF-FLUSH OPTION ON DUAL  
FLUSH TOILETS WHEN APPLICABLE**



**USE TAP WATER OR A FILTERED WATER  
PITCHER INSTEAD OF BOTTLE WATER**



**REPORT ANY LEAKS TO FMP AT 613-520-3668  
OR [FMP.SERVICE.CENTRE@CARLETON.CA](mailto:FMP.SERVICE.CENTRE@CARLETON.CA)**



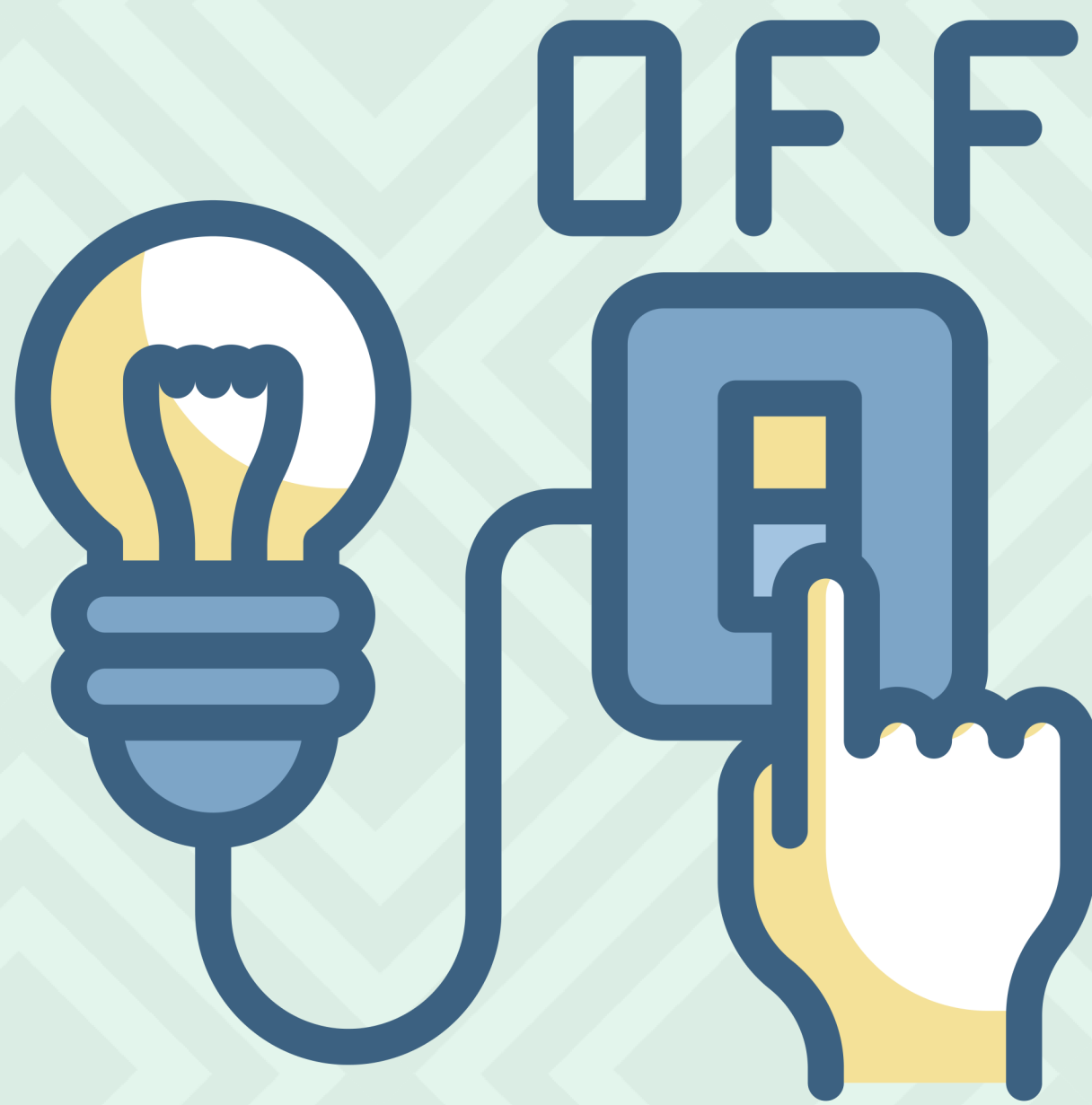
**TURN OFF THE TAPS WHEN BRUSHING  
YOUR TEETH AND WASHING YOUR FACE**



# HELP SAVE ENERGY



## TURN OFF THE LIGHTS



## ON YOUR WAY OUT



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