

## Achieve business and environmental goals

Using HP Web Jetadmin functionality and HP Eco Solutions reports to reduce environmental impact

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## Overview

HP Web Jetadmin software offers business intelligence capabilities, as part of the Enterprise Edition software service, that help IT managers assess printing behaviors and lower their organization's environmental footprint. HP Eco Solutions reports enable measurement of environmentally relevant capabilities, settings and use patterns. IT can use the results to spotlight opportunities to decrease energy and paper consumption—for a printer, group of printers or an entire fleet.

HP Web Jetadmin then makes it easy to establish settings across networked printers to reduce costs and manage the impact of printing and imaging. This whitepaper shows how you can use select HP Web Jetadmin capabilities and the HP Eco Solutions reports to drive environmental initiatives forward in your organization.



# Assess using HP Eco Solutions reports

If you don't know your organization's current printing practices, you can't know its potential for improvement. HP Web Jetadmin collects data from networked devices to give you insight into these details. This information enables you to track printing and manage device settings to help improve environmental performance.

The optional HP Web Jetadmin Enterprise Edition software service includes a business intelligence module that provides access to this database of information and equips you to run a range of intuitive HP Eco Solutions reports to measure printing along key environmental metrics. The HP Web Jetadmin Enterprise Edition is a single solution that helps you to evaluate your environment and take action to reduce both the cost and environmental impact of office printing.

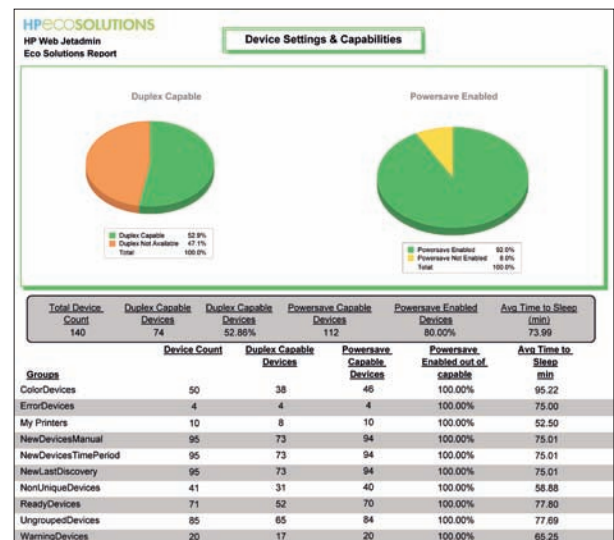
## HP ECO SOLUTIONS REPORT TYPES

### Device Settings and Capabilities report

Reports the availability of paper-saving features as well as the availability and use of energy-saving features. Data include:

- Device count—quantity of devices detectable by HP Web Jetadmin.
- Duplex-capable devices—the percentage of all reported devices with automatic duplex feature installed, listed by individual device status. This shows your total opportunity to drive paper savings via duplexing.

- Powersave-capable devices—devices that have this energy-efficient capability. Highlights your potential to further decrease energy consumption.
- Powersave-enabled devices—percentage of devices with Powersave capability that have Powersave features enabled, listed by individual device status. Shows untapped potential to decrease energy consumption by enabling Powersave on capable devices.
- Average time to sleep—average of “time to sleep” settings across a selected group, in minutes. Shorter “time to sleep” settings will reduce energy consumed by moving devices out of higher energy states, such as ready mode.



## Copy/Digital Send Capabilities Exception report

Reports devices without copy or digital send capability; addition of digital send capability can enable digital, rather than paper-based, information management, reducing paper consumption. Data include:

- Device count—quantity of devices detectable by HP Web Jetadmin.
- Copy-capable devices—devices with copy capability; such devices can also scan to locally connected devices.
- Digital send-capable devices—devices capable of copying to file and copying for digital sending.

This report can help you uncover alternatives to paper-based processes. Using digitally green alternatives to printing or copying and sharing documents can help your organization speed processes and decrease paper consumption.

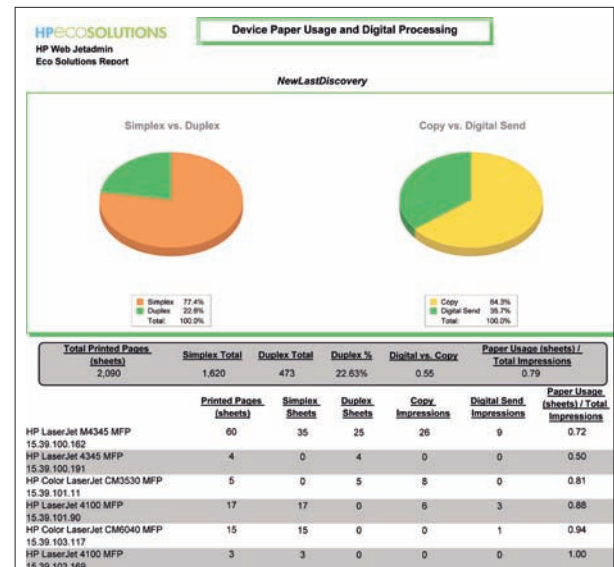
HP eSOLUTIONS HP Web Jetadmin Eco Solutions Report			
Copy/Digital Send Capabilities Exceptions			
Devices Not Copy- or Digital Send-Capable			
Color Devices	IP Address	Copy Capable	Digital Send Capable
HP Color LaserJet 2840		X	
HP Color LaserJet CM2320n MFP		X	
HP Color LaserJet CM2320n MFP		X	
HP Color LaserJet CM1312n MFP		X	
HP Color LaserJet CM1312n MFP		X	
Color Devices		Device Count 20	Copy Capable Devices 100.00% Digital Send Capable Devices 75.00%

## Device Paper Usage and Digital Processing report

Reports device use, showing both paper-based and digital information management. This allows comparison of simplex and duplex printing, as well as the use of digital send capability rather than copy. Data include:

- Total count—paper throughput, in sheets.
- Simplex sheets—number of single-sided prints.
- Duplex sheets—number of sheets of paper printed in duplex (double-sided) mode; includes sheets printed on one side while the device is in duplex mode.

- Simplex v. duplex—percentages of one-sided and two-sided printing. A higher percentage of simplex pages indicates potential to save paper with duplex printing.
- Copy impressions—number of impressions processed in copy mode; each impression counts once, regardless of whether copied to a single-sided or double-sided copy.
- Digital send impressions—number of impressions processed in digital send mode.
- Copy versus digital send—graphs percentage of copy count and digital sends. The higher your copy percentage, the greater your potential to save paper and reduce waste moving to digital processes.
- Paper usage (sheets)/total impressions—ratio indicating how much information (impressions) is managed with paper. The lower the ratio, the more efficiently the device is being used (i.e., less paper is used to transfer information).



## Top 5 Paper Usage report (from select group)

Reports the printers with the greatest paper usage among selected groups, enabling prioritized follow-up. Data include:

- Simplex count—number of single-sided prints.
- Duplex count—number of sheets of paper printed in duplex (double-sided) mode; includes sheets printed on one side while the device is in duplex mode.
- Total count—paper throughput, in sheets.
- Copy impressions—number of impressions processed in copy mode; each impression counts once, regardless of whether copied to a single-sided or double-sided copy.

HP Eco Solutions HP Web Jetadmin Eco Solutions Report					
Top 5 Paper Usage					
Paper Usage From Selected Groups					
Device Name	IP Address	Simplex Count (sheets)	Duplex Count (sheets)	Copy Count (impressions)	Total Paper Count
<b>ColorDevices</b>					
HP Color LaserJet 4730 MFP		10,000	400	216	10,616
HP Color LaserJet 4730 MFP		3,440	320	0	3,760
HP Color LaserJet CM6040 MFP		0	1,272	0	1,272
HP Color LaserJet CM6040 MFP		600	0	0	600
HP Color LaserJet CM3530 MFP		0	80	64	144
<b>ColorDevices Total Device Count: 8</b>					
<b>NewDevicesTimePeriod</b>					
HP LaserJet 9040 MFP		20,320	840	4,160	25,320
HP LaserJet 9000 MFP		10,880	1,440	784	13,104
HP Color LaserJet 4730 MFP		10,000	400	216	10,616
HP LaserJet 4345 MFP		1,760	6,080	1,856	9,696
HP LaserJet 9040 MFP		3,668	3,360	336	7,364
<b>NewDevicesTimePeriod Total Device Count: 24</b>					
<b>ReadyDevices</b>					
HP LaserJet 9040 MFP		20,320	840	4,160	25,320
HP LaserJet 9000 MFP		10,880	1,440	784	13,104
HP LaserJet 4345 MFP		1,760	6,080	1,856	9,696
HP LaserJet 9040 MFP		3,668	3,360	336	7,364
HP LaserJet M3035 MFP		6,200	0	0	6,200
<b>ReadyDevices Total Device Count: 17</b>					

## GENERATING HP ECO SOLUTIONS REPORTS

HP Web Jetadmin provides comprehensive information about your printer fleet and its use. HP Eco Solutions reports provide an intuitive presentation of environmentally relevant data from the HP Web Jetadmin tool, allowing IT managers to quickly assess opportunities to reduce the environmental impact of their organization's printing, and track progress toward green IT goals over time.

These intuitive HP Eco Solutions reports are available only through the business intelligence module included with the optional HP Web Jetadmin Enterprise Edition software service.

### To access the reports:

- Once HP Web Jetadmin Enterprise Edition is installed, direct database access is established for applications such as Business Objects Crystal Reports, which comes with the Enterprise Edition software service.
- Users open Crystal Reports 2008 and specify the HP Web Jetadmin Enterprise Edition SQL Server database and views to access.
- HP Eco Solutions reports can be generated to review print devices and usage behaviors, and model changes across your printing environment to help you make informed business decisions.
- HP Web Jetadmin can then be used to make the adjustments to your print fleet that will drive business and environmental benefits.

For more information on generating HP Eco Solutions reports, refer to the instructions that come with the HP Web Jetadmin Enterprise Edition software service.

# Manage using HP Web Jetadmin

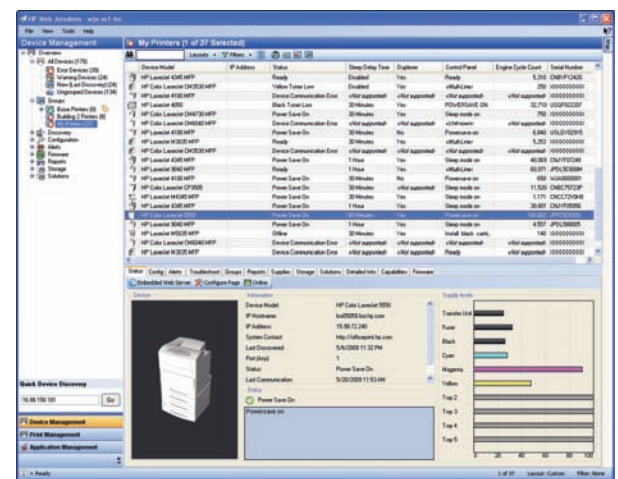
Based on the assessment of printers and printing in your organization, you can implement changes that will bring business and environmental benefits. Use HP Web Jetadmin to manage energy, paper and supplies use.

## ENERGY SAVINGS

Managing and reducing energy expenses associated with printing—an area you help control—is important to most organizations. With HP Web Jetadmin, you can establish network-level settings that help reduce the amount of energy your printer fleet uses.

### Powersave/Sleep Delay

One way you can reduce energy consumption is by ensuring printers consume as little power as possible when not in use. Powersave mode, also known as Sleep Delay (or Sleep mode,) lets you specify the length of time each printer must be idle (called the Sleep Delay Time) before it automatically enters an energy-efficient Sleep mode. Shorter Sleep Delay generally means greater energy efficiency (i.e., less time in higher energy modes). With HP Web Jetadmin, you can set a Sleep Delay Time for Powersave-capable printers (see Figure 1).



Device Model	IP Address	Status	Sleep Delay Time	Engine Cycle Count
HP LaserJet 4050	192.168.1.101	Ready	30 minutes	5,212
HP LaserJet 4050	192.168.1.102	Ready	30 minutes	200
HP LaserJet 4050	192.168.1.103	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.104	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.105	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.106	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.107	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.108	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.109	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.110	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.111	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.112	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.113	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.114	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.115	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.116	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.117	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.118	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.119	Ready	30 minutes	100
HP LaserJet 4050	192.168.1.120	Ready	30 minutes	100

Figure 1 – Sleep Delay Time column

To configure Sleep Delay Time:

- Select the Config tab.
- View the Device category; capable printers will contain a category labeled Sleep Delay Time.
- Select any of various supported values depending on printer model (see Figure 2).

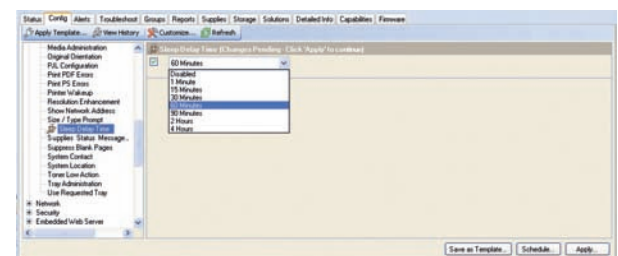


Figure 2 – Sleep Delay Time configuration

## Wake Time

Many newer printer models combine Sleep Delay with the ability to schedule a printer to automatically wake from Sleep mode at a particular time (see Figure 3). Wake Time configuration ensures the printer is ready each morning before users begin sending print jobs, eliminating wait time for printer calibration. Wake Time can be set to a different time each day, if desired.

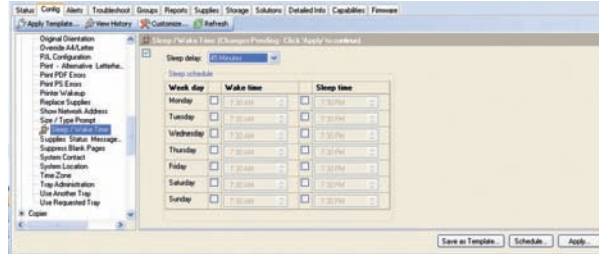


Figure 3 – Wake Time configuration

## ENERGY SAVINGS:

- Assess your organization for Powersave capabilities and current settings.
- Schedule sleep and wake times by printer or for an entire fleet.
- Manage Sleep mode settings to maximize energy savings.

## Advanced Sleep/Wake options

Some devices offer advanced options to specify Sleep mode and Wake Times (see Figure 4). The following Sleep mode options can first be set to dictate which Sleep Delay, Wake Time or Sleep Time settings will be used:

- **Off** puts the printer into Sleep mode at a set time.
- **Use Sleep Delay** causes the printer to go into Sleep mode at the desired time.
- **Use Sleep Schedule** defines when a device will go into Sleep mode and wake up again.
- **Maximize Energy Savings** allows the printer to determine which are the best sleep options.
- **Custom Energy Savings** allows user-preferred settings for Sleep Delay, Wake Time and Sleep Time to be used simultaneously.

If multiple, concurrent sets are made, the Custom Energy Savings option will be automatically selected. If awakened during a set Sleep schedule, the device will return to sleep after the Sleep Delay setting or 15 minutes of inactivity, whichever is less.

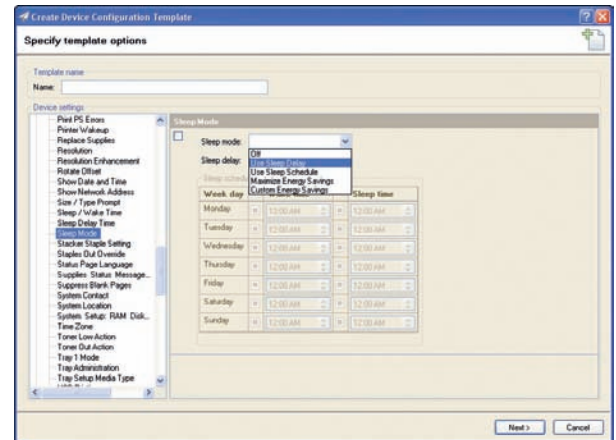


Figure 4 – Sleep mode configuration options



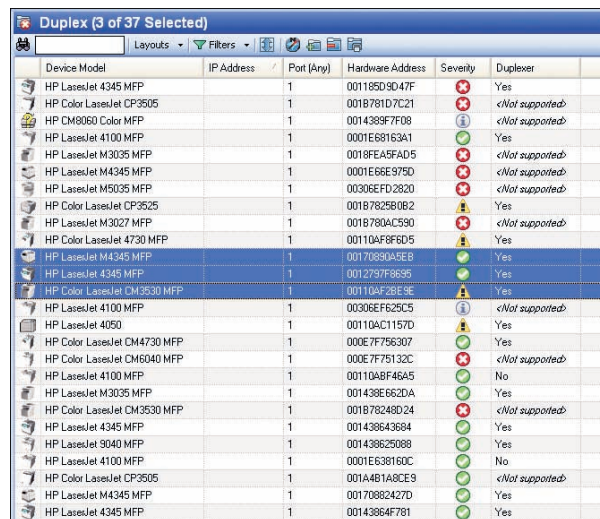
## PAPER REDUCTION

Lowering the amount of paper your organization uses for everyday office printing saves money while reducing waste and environmental impact. HP Web Jetadmin allows you to identify areas of potential paper saving and easily manage paper-saving settings across networked printers.

### Duplex printing

One of the primary ways to reduce paper use is by printing on both sides of a sheet of paper, called duplex printing. Tracking paper consumption and rates of duplex printing over time can enable a department or the entire organization to demonstrate progress toward paper conservation objectives.

You can use HP Web Jetadmin to establish duplex printing as the default mode on all networked HP LaserJet printers (see Figure 5).



Device Model	IP Address	Port (Any)	Hardware Address	Severity	Duplexer
HP LaserJet 4345 MFP		1	001185D9D47F	Yes	Yes
HP Color LaserJet CP3505		1	001B781D7C21	<Not supported>	<Not supported>
HP CM3060 Color MFP		1	0014389F7F08	<Not supported>	<Not supported>
HP LaserJet 4100 MFP		1	0001E68163A1	Yes	Yes
HP LaserJet M3035 MFP		1	0018FEA5FAD5	<Not supported>	<Not supported>
HP LaserJet M4345 MFP		1	0001E66E975D	<Not supported>	<Not supported>
HP LaserJet M5035 MFP		1	00306EFD2820	<Not supported>	<Not supported>
HP Color LaserJet CP3525		1	001B7825B0B2	Yes	Yes
HP LaserJet M3027 MFP		1	001B780AC590	<Not supported>	<Not supported>
HP Color LaserJet 4730 MFP		1	00110AF8F6D5	Yes	Yes
HP LaserJet M4345 MFP		1	00170690A5E8	Yes	Yes
HP LaserJet 4345 MFP		1	0012797F9635	Yes	Yes
HP Color LaserJet CM3530 MFP		1	00110AF26E9E	Yes	Yes
HP LaserJet 4100 MFP		1	00306EF625C5	<Not supported>	<Not supported>
HP LaserJet 4050		1	001104C1157D	Yes	Yes
HP Color LaserJet CM4730 MFP		1	000E7F756307	Yes	Yes
HP Color LaserJet CM6040 MFP		1	000E7F75132C	<Not supported>	<Not supported>
HP LaserJet 4100 MFP		1	00110A8F46A5	No	No
HP LaserJet M3035 MFP		1	001438E662DA	Yes	Yes
HP Color LaserJet CM3530 MFP		1	001B78248D24	<Not supported>	<Not supported>
HP LaserJet 4345 MFP		1	001438643684	Yes	Yes
HP LaserJet 9040 MFP		1	001438625088	Yes	Yes
HP LaserJet 4100 MFP		1	0001E638160C	No	No
HP Color LaserJet CP3505		1	001A4B1A8CE9	<Not supported>	<Not supported>
HP LaserJet M4345 MFP		1	00170882427D	Yes	Yes
HP LaserJet 4345 MFP		1	00143864F781	Yes	Yes

Figure 5 – Viewing devices with duplex capabilities

## PAPER REDUCTION:

- Assess your organization's duplex printing capabilities and settings.
- Set duplex as the default mode on all capable printers.
- Set printers to suppress blank pages.
- Determine digital-send capabilities and promote their use.

To set duplex printing on enabled devices:

- Select the Config tab.
- View listings by Device category.
- Set Duplex Binding, specifying either Long Edge or Short Edge binding (see Figure 6).

It is important to note that a print driver may override this setting for special print jobs, but by making duplex the rule, you can see a measurable reduction in paper usage.

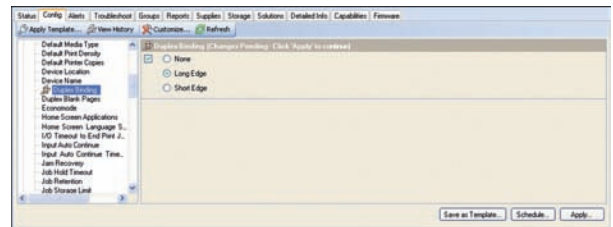


Figure 6 – Duplex binding configuration

### Blank page suppression

Allowing printers to suppress printing blank pages, which are otherwise common when printing from the web, can also save paper. When enabled, printers automatically skip blank pages. To configure this feature:

- Select the Config tab.
- View the Device tab.
- Change the Suppress Blank Pages setting to "on" (see Figure 7).

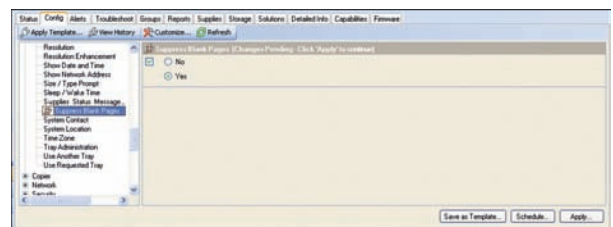


Figure 7 – Suppress Blank Pages configuration

# Summary

HP Web Jetadmin is an industry-leading tool for efficient management of networked printers, multifunction products and digital senders. This single solution allows you to remotely monitor and maintain your printing and imaging environment to reduce both the cost and environmental impact of office printing. HP Eco Solutions reports give IT managers a quick, intuitive way to assess their organization's printing fleet and identify ways to lower environmental impact.

Specifically, HP Web Jetadmin enables you to:

- Centrally manage large imaging and printing fleets
- Right-size your fleet by matching devices to user needs
- Understand your inventory—the number and types of devices
- Increase end-user productivity by maximizing uptime and proactively solving problems
- Improve IT efficiency by centralizing and automating device management
- Assess and understand your color print costs
- Optimize device use by creating trend reports by user or device

HP Web Jetadmin Enterprise Edition service offers even more robust reporting. HP Eco Solutions reports make it easy to identify opportunities to optimize settings and practices for more efficient energy and paper use. These reports are included as part of the business intelligence module of HP Web Jetadmin Enterprise Edition software, which offers:

- Robust reporting on business and environmental factors
- Opportunity to identify potential areas to reduce energy use
- Ability to uncover digital alternatives to paper output that can decrease paper consumption and waste
- Scalable performance to support more devices and help improve IT operations
- Easy integration into existing enterprise systems

With HP Web Jetadmin, HP Web Jetadmin Enterprise Edition, and the HP Eco Solutions reports, IT departments can take the lead in maximizing cost and environmental efficiency across the enterprise.

## HP ECO SOLUTIONS REPORTS:

- Device Settings and Capabilities
- Copy/Digital Send Capabilities Exception
- Device Paper Usage and Digital Processing
- Top 5 Paper Usage (from select group)



HP Web Jetadmin Enterprise Edition software service available late summer 2009.

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