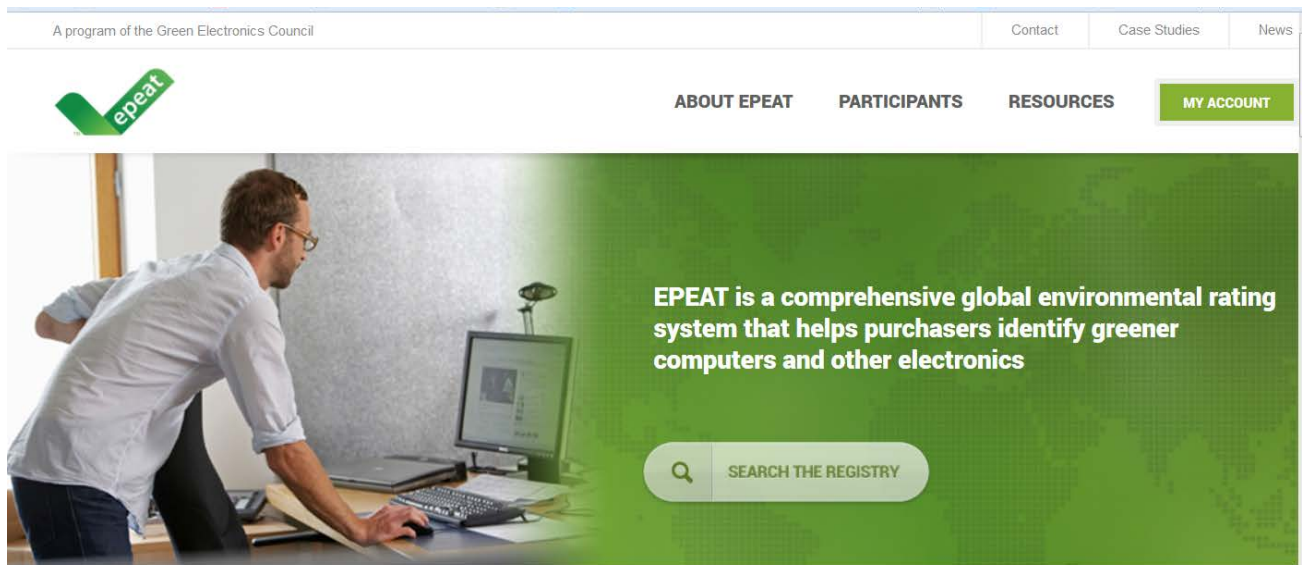




How to Buy EPEAT® Registered Products – A Tutorial

It's easy as 1-2-3

1. Adopt a [policy](#) that requires the purchase or lease of EPEAT registered products whenever they are available and meet your technical specifications.
2. Insert [language](#) in purchasing Requests for Proposals, bids and/or vendor contracts stipulating EPEAT registered products. Also consider requiring that your vendors [track and report](#) to you which products you purchased are EPEAT registered. Many examples of contract language are available on the [EPEAT website](#).
3. To identify EPEAT registered products, go to www.EPEAT.net and pick the “[search registry](#)” button at the bottom of the screen.



CONTINUES ON NEXT PAGE

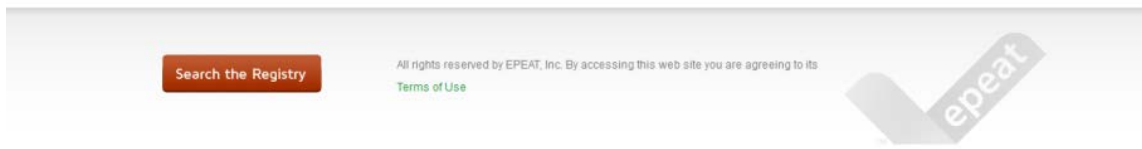
Then on the left, under quick search, use the drop down box to select a device category (and pick United States under select a country).



Quick Search

Select a Device Category
 Select a Device Category
 Computers & Displays
 Imaging Equipment
 TVs

Search by Manufacturer/Country
 Full Search



This will reveal a summary of the number of products registered by EPEAT qualification level (bronze, silver, gold).



Quick Search

Imaging Equipment
 United States

Search by Manufacturer/Country
 Full Search

	BRONZE	SILVER	GOLD	Total
Copier	2	24	4	30
Digital Duplicator	0	4	0	4
Facsimile Machine (Fax Machine)	5	0	0	5
Mailing Machine	0	0	0	0
Multifunction Device (MFD)	130	174	45	362
Printer	59	89	10	158
Scanner	17	22	0	39
Totals	222	313	63	598



CONTINUED ON NEXT PAGE

From this point there are many ways to search:

- Click on any of the numbers in the row with the product type you are interested in and this will reveal details of the products that are registered at that level.
- Or, click on the “total” number.
- Or, click on search by manufacturer if your organization has a vendor preference.

For example, if you pick “copier”, clicking on the “30” under “total”, all of the copiers results will appear, as follows:

SEARCH RESULTS

30 Search Results Found | [Search Again](#)

You Searched For:

COUNTRY:	United States
PRODUCT STATUS:	Active
PRODUCT TYPE(S):	Copier
RATING:	All

[Compare Products >>](#)

Options:

[Export Product Info >>](#)

[Export Product and Criteria Info >>](#)

Show entries

Search:

[Add/Remove Columns](#)

Compare	Product	Country	Product Category	Rating	Opt.Pts	Reg. Date
<input type="checkbox"/>	RICOH Aficio MP 4002G	United States	Copier	Gold	19	2/11/2013
<input type="checkbox"/>	RICOH Aficio MP 5002	United States	Copier	Gold	19	2/11/2013
<input type="checkbox"/>	RICOH Aficio MP 5002G	United States	Copier	Gold	19	2/11/2013
<input type="checkbox"/>	RICOH Aficio MP 4002	United States	Copier	Gold	19	7/26/2013
<input type="checkbox"/>	RICOH Aficio MP 7502	United States	Copier	Silver	18	2/11/2013
<input type="checkbox"/>	RICOH Aficio MP 9002	United States	Copier	Silver	18	2/11/2013
<input type="checkbox"/>	RICOH Aficio MP 6002	United States	Copier	Silver	18	7/26/2013
<input type="checkbox"/>	Xerox WorkCentre 5325	United States	Copier	Silver	16	5/22/2013
<input type="checkbox"/>	Xerox WorkCentre 5325T	United States	Copier	Silver	16	5/22/2013

There are hyperlinks from each product name for more details. Or you can select several products to compare. Or you can narrow down your search by manufacturer.