

Green Guide for the photocopier.



Reduce

- Ensure that you understand the operation of the photocopier. A large amount of paper is wasted through trial and error photocopying.
- Ask yourself if you really need the copies. Could you borrow the document or use the phone instead?
- Only make the number of copies you need.
- Photocopy documents on both sides.
- Where practical, use the reduction feature to fit more on one piece of paper.
- Keep your photocopier in good order. Timely addition of toner can prevent ruined copies.
- Turn the power off or use the energy saver function on your photocopier then it is not in use.

Reuse

- Keep a collection box for the photocopier mistakes near the machine. These sheets of paper can be used for internal distribution of memos or FAX cover sheets. Or, cut these sheets into fours and use them for phone messages and scrap paper.
- Keep a photocopier paper tray filled with one-sided copies. Stack them neatly to avoid paper jams and unnecessary repairs.

Recycle

- Recycle copying mistakes that cannot be reused. Ensure that there is a recycling bin near your photocopier.
- Ensure that your office is recycling their toner cartridges. Certain companies will collect them to be refilled. This significantly reduced waste and ensures the proper disposal of chemicals.