

THINK GREEN.... PROTECT OUR EARTH....



GREEN TIPS

- ◆ **Use both sides of paper:** When making copies, set your machine to use both sides of paper and cut your consumption in half.
- ◆ **Shred and reuse unwanted paper:** Instead of throwing away old documents, shred them and reuse them as packing material in shipments.
- ◆ **Reuse boxes:** When you get shipments in, save your boxes so that you can use them again for shipments out.
- ◆ **Offer paper recycling:** Put a paper recycling receptacle next to every printer, copier and fax machine so that employees can deposit unwanted paper in them.
- ◆ **Avoid color printing:** Color printing generally uses more ink, so print in black and white when you can.
- ◆ **Print in draft mode:** To conserve even more ink, print in draft mode. It will generally lighten the shade, but you'll still be able to read your copy clearly.
- ◆ **Distribute memos via email:** Instead of printing out memos for distribution, email them and let employees decide whether or not they wish to print them.
- ◆ **Store manuals, policies and other documents online:** Don't print out huge employee handbooks. Allow employees to access PDF copies at their leisure.
- ◆ **Reduce margins:** Reduce your margin settings so that your printer uses less paper.
- ◆ **Unplug equipment when not in use:** Encourage employees to shut down and unplug copiers, printers and other equipment when they leave the office every evening.
- ◆ **Turn off lights when not in use:** Ask employees to turn off lights when they leave.
- ◆ **Videoconference:** Whenever possible, try to videoconference instead of traveling to meetings.