



# Be green with the copy machine!

Follow these tips when using the photocopier and help save the environment and money too!

- 🌍 Implement power down modes on the photocopier.
- 🌍 Put some energy into saving energy! Switch off when not in use, particularly at the end of the day.
- 🌍 Set the photocopier to print double sided. This reduces the amount of paper you have to buy!
- 🌍 Turn over an old leaf - use the reverse side of miscopies as scrap paper.
- 🌍 Use the blue bins to recycle used office paper.
- 🌍 Buy recycled paper. Every tonne of recycled paper saves 32,000 litres of water!



If you require more recycling bins or have any questions please contact the Energy and Environmental Management Unit

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**A photocopier left on overnight uses enough energy to produce over 1500 copies!**