Save paper

Four habits that save the most at this machine.

Print double-sided. Look for 2-Sided or Duplex.

Count the class first. Spares can come later.

Big job? Print one copy and check it first.

Collect what you print, or cancel it.

Questions? Ask _____.

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Save paper sign

TEMPLATE

BEFORE YOU PUT IT UP

- [ ] Change the double-sided line to the word on this copier's own button, such as 2-Sided, Duplex or 1 to 2.
- [ ] Make one double-sided copy yourself, following the sign, so you know it works on this machine.
- [ ] Fill in who to ask with a real name and a room, not a department.
- [ ] Put it at eye level beside the copier, never over the screen, and put the same sign on every shared copier.

CHANGE THESE FIRST

- [ ] Make double-sided the default on every copier and in every print driver the school controls, so the habit on the sign is already the setting.
- [ ] Set the copy room's usual class set to double-sided, so most requests start that way without anyone asking.
- [ ] Agree a rule for spare copies with the copy room, so teachers are not rounding up to be safe.
- [ ] Decide where uncollected copies go and when they are recycled, and tell staff once.
- [ ] Write down how many sheets the school uses in a normal month now, so you can tell later whether anything changed.

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