

慳紙貼士《傳真機篇》

- ☺ 盡可能使用 Notes Mail/互聯網方式分發文件，以代替傳真文件
- ☺ 利用局部區域網絡發送傳真，以代替使用傳真機，這便無須製作單面硬複本；如需將文件存檔作記錄，則以紙張雙面印製副本盡量重用單面用過的紙張
- ☺ 如必須使用傳真機，則將文件印在單面用過的紙張上
- ☺ 如文件的內容不解自明，避免附加傳真面頁

Paper-saving Tips - Fax Machine

- ☺ Use Notes Mail/Internet mail instead of fax to distribute documents whenever possible
- ☺ **Send faxes through the LAN** instead of a fax machine as this removes the need to print a hard copy of the document. Then, print the document on both sides of paper if the document has to be filed for records
- ☺ If a fax machine has to be used, print the document on paper printed on one side
- ☺ Avoid using a fax leader page if a document is self-explanatory.

慳紙貼士《影印篇》

- ☺ 以雙面影印影印前先準確計算所需份數
- ☺ 影印前先調校適當影印功能，以免浪費紙張
- ☺ 如可行的話，重用黃色收集箱內單面用過的紙張影印
- ☺ 如可能的話，使用「拼湊原稿」功能，將多份單面的原稿文件影印在同一張影印紙上，以節省用紙
- ☺ 影印完畢，按動「取消功能/狀態」的黃色鍵，以取消先前調校的影印功能
- ☺ 減少備存自用的複本；依賴存檔的硬複本或軟複本
- ☺ 切勿影印書本及手冊，這可能侵犯版權
- ☺ 減少影印，使用布告板或Notes Mail在部門內部傳閱薄紙副本及文件

Paper-saving Tips - Photocopying

- ☺ Check the exact number of copies required before you photocopy on both sides of the paper
- ☺ Check the machine setting before copying to avoid errors and wastage.
- ☺ Always try to reuse paper printed on one side. Copies are available from the Yellow Box for photocopying, if practicable
- ☺ If possible, use the "**Combining Originals**" function to copy multiple one-sided originals onto one sheet of copying paper
- ☺ Press the yellow "**Clear Function/Mode**" button to clear the previously entered copy-job settings after photocopying
- ☺ Make less personal copies; rely on the filed hard copy or the soft copy
- ☺ Do not photocopy books and manuals as copyrights may be infringed
- ☺ Reduce photocopying by using notice boards or Notes Mail for internal circulation of flimsies and documents

慳紙貼士《列印篇》

- ☺ 使用雙面列印功能
- ☺ 盡量重用單面用過的紙張
- ☺ 在與非政府機構通訊時，才使用潔白書寫紙
- ☺ 在向上司呈交文件草稿時，盡可能以 Notes Mail方式傳遞
- ☺ 認真考慮是否必需將電子版文件印成硬複本
- ☺ 準確估計印製會議文作所需的數量
- ☺ 避免為「毋須報覆」或「不予置評」的回覆製備薄紙副本
- ☺ 如可能的話，以一張紙印製多頁文件
- ☺ 減少製造不必要的文件，例如，向副本分發名單上各人員分發「毋須報覆」或「不予置評」的便箋

Paper-saving Tips - Printing

- ☺ Always use both sides of a piece of paper
- ☺ Reuse paper printed on one side as far as possible
- ☺ Use clean paper only for communication with non-government bodies
- ☺ Wherever possible, use Notes Mail to submit **draft documents** to your supervisors
- ☺ Critically consider the necessity for printing hard copies from their electronic version
- ☺ Accurately estimate the quantity required when producing meeting documents
- ☺ Avoid producing flimsies showing "nil" or "no comments" returns
- ☺ If possible, print multiple pages on a single sheet of paper
- ☺ Eliminate the creation of unnecessary documents, e.g. sending "nil" or "no comments" memos to all recipients under the distribution list