

Thank you for visiting Fairview's Paper Reduction Pledge page! With your help, we can reduce Fairview's paper consumption by more than 10%.

- Set your MFD (multi function device) printer defaults to double-sided by visiting the instructions attached to the email. Specialty applications (patient billing, etc) are "hard set" by IS and will continue to print one-sided. Note that a double-sided copy is now widely accepted as professional. Making these settings only affects your own User ID and your own print jobs.
- If you send your print jobs to a personal desktop or a laser jet printer, contact the IS Helpdesk at xxx-xxx-xxxx to switch your default to a nearby MFD (then set the defaults to print double sided). You can "password protect" your print jobs until you are ready to retrieve them, by following the instructions in the email. Note you can still manually select a color or personal printer when you need it.
- Commit to reducing your number of non-critical print jobs by at least one print per day.
- Avoid printing meeting minutes and agendas unless you are the meeting organizer. If you must make hand-outs for a meeting or work group, make sure you are printing them double-sided.
- Do not print in color unless you need to. One color copy costs five cents. One black-and-white copy costs less than a penny.
- Keep a stack of non-confidential office paper (envelopes too!) at your desk. After you have used it as scratch paper, dispose in the blue recycling bins or confidential bins.
- Commit to using the front-and-back of paper when you take notes.
- Think about the types of auto-reports that get printed for your job, and send at least one suggestion for reduction or elimination to _____.
- Copy and paste the "please don't print unless you need to" icon from the email and into your email signature.
- Proofread documents on screen before printing in order to avoid duplicate prints.
- Print only what you need: if you only need pages 4-7 from a 20-page report, print only that.
- Shorten documents – oftentimes, minor changes to formatting or fonts will reduce copies by a page or more.
- To see whether you would be a good candidate for Microsoft Live Meeting, review the document attached to the email. Live Meeting is a tool that lets you set up online meetings instead of in person.
- Commit to using the recycling bins for all unwanted (and non-confidential) office paper, including catalogs, junk mail, envelopes, and light cardboard (example, tissue boxes). Reduce unwanted mail. More than 5 million tons of junk mail ends up in U.S. landfills annually. Most junk mail will display a phone number, website, or email address that you can click on to "opt out."
- Request to send and receive scanned (emailed) documents instead of paper faxes, from at least one group or person with whom you frequently work.
- Commit to only using 1-2 paper towels in the break rooms and rest rooms, per trip.
- For those of you that are more tech savvy than others, help at least 1 coworker make these changes, too!