

10 easy steps for making your office green.

- 1 Use both sides of paper:** When making photocopies, set your copier to use both sides of paper. This is an easy way to half your paper consumption!
- 2 Buy paper wisely:** Create a policy to buy only chlorine-free paper with a high percentage of recycled content.
- 3 Reduce margins:** Reduce your margin settings so that your printer uses less paper.
- 4 Use electricity wisely:** Turn off all computers, printers, photocopiers, and other equipment that doesn't need to be left on at the end of the day and don't turn them on until you need to use them again.
- 5 Give your computer a nap:** Ask your IT department to set your computers to go to sleep when not in use. Creating short energy breaks can cut energy use by up to 70%
- 6 Cut your electricity:** By simply changing the light fixtures to compact fluorescent lamps and opting for new energy-efficient heating and cooling equipment, for example, small businesses can cut about 25% to 30% from their energy bill.
- 7 Choose a laptop:** A laptop uses about six times less electricity than a desktop computer. And it's a lot easier to carry around!
- 8 Pack in Reusable Containers:** Bringing lunch to work in reusable containers is likely the greenest (and healthiest) way to eat at work. Think of the energy you'll save not walking back and forth to the vending machine!
- 9 Stamp Out Junk Mail:** If you saved up all the unwanted paper you'll receive this year, you'd have the equivalent of one and a half trees. Write or call The Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, P.O. Box 3861, New York, New York 10163-3861; phone: 212-768-7277 ext. 300 and ask them to stop your name from being sold. This action should reduce your junk mail by 75%.
- 10 Update your technology:** Switch from a traditional fax machine to an Internet Fax service to cut down on paper, energy, and toner usage. Bonus: Internet fax services like MyFax will also cost you 89% less than a traditional fax machine.

About MyFax

MyFax is the fastest growing Internet fax service used by individuals, small, medium, and large businesses to send and receive faxes using existing email accounts or the web. MyFax offers services in North America and Europe, including the United Kingdom, to industries recognized among the fastest growing adopters of internet fax including finance, insurance, real estate, healthcare, transportation and government. More than 15,000 new customers subscribe to MyFax each month. Additional information is available at www.myfax.com and www.myfax.uk.com.

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