W.8 We keep a stack of previously used paper near printers to be used for scratch paper or internal memos, made into notepads, or loaded into a designated bypass tray on printer for printing internal or draft single-sided documents.

Intent
Reusing paper reduces the amount of trees cut down for new paper products. According to the report published by the U.S. Environmental Protection Agency (EPA), pulp and paper mills are among the worst polluters to air, water and land of any industry in the country.

Point Value
1 point

Instructions

How to load paper in bypass tray:
1. Open bypass tray and place paper from scratch pile on tray, blank side down. Be sure the paper is all the way in towards the printer, the slide guides are adjusted to holding the paper flush with the side, and the paper is not curled.
2. In the menu, select the bypass tray for the paper source. Select the size and type of paper used.

Note: When loading paper in the bypass tray, the side facing down is the side that is printed on.

How to make used paper into notepads:
1. Collect previously used one-sided paper in a central location
2. Drop off your previously used one-sided paper at the Campus Copy Center and they will make them into notepads.

Resources
Campus Copy Center http://www.campuscopycenter.com/