

GUIDELINE FOR PRUDENT USE OF TONER, PAPER AND ENVELOPE

1.0 INTRODUCTION

- 1.1 This guideline is designed to explain the use of toner, paper and envelope prudently to all staff in implementing saving measures to reduce spending.

2.0 OBJECTIVE

- 2.1 This guideline of prudent use of toner, paper and envelope is a measure of reducing the expenditure cost and to ensure that the above saving measures are implemented by all staff and all purchasing are made carefully as well as efficiently so that the financial management is at a satisfactory level.

2.2 Saving Measures:

2.2.1 Toner Use

- 2.2.1.1.1 Staff are encouraged to use photocopy machine for printing purposes. Avoid using printer to save toner.
- 2.2.1.1.2 Each department need to apply the 'One Island, One Printer' concept to reduce the cost of toner purchasing. The printer used for each island must be a printer that uses toner with standard price and not too expensive.
- 2.2.1.1.3 Each staff must review each document that need to be printed. Use the 'print preview' function before printing. Please ensure each document is in a correct manner before printing to avoid wastage.
- 2.2.1.1.4 Print documents as needed only.
- 2.2.1.1.5 Avoid printing draft documents. Print only documents that has been finalize. Use other medium such as memo or email for draft circulation.
- 2.2.1.1.6 Staff should plan wisely for printing a colored document using the colored toner. Avoid using color printing if not necessary. This can reduce the cost of acquiring a higher priced toner.

- 2.2.1.1.7 Avoid using color printer when printing black and white document. This is because the printer will use a combination of black and colored toner to match colors from the computer. If there is no other printer to be use, set the printer to print everything in black or gray-scale.
- 2.2.1.1.8 Use EconoMode or Draft Mode setting to reduce the dpi (dots-per-inch). Dpi setting can be set manually at Properties -> Paper Quality -> Print Quality -> choose lower dpi (600 dpi).
- 2.2.1.1.9 Each department must use the toner until it runs out before switching to a new toner. Although the "low ink cartridge" warning is displayed, the toner can still be used and it does not need to be switched to the new one immediately.
- 2.2.1.1.10 Staff need to make sure the printer's nozzle is clean regularly to prevent clogging which can cause the wastage of toner.

2.2.2 Paper Use

- 2.2.2.1.1 Plan the use of paper to avoid wastage.
- 2.2.2.1.2 Each department is encouraged to buy A4 70gsm paper to save cost.
- 2.2.2.1.3 Use both sides of the paper. Set printer for duplex printing.
- 2.2.2.1.4 Limit the use of letterhead. For internal circulation, please use memo or email.
- 2.2.2.1.5 Format the document needed to be printed to minimize wastage of space, such as using smaller font size and smaller spacing.
- 2.2.2.1.6 Read, edit and finalize document before printing to avoid over printing.
- 2.2.2.1.7 For outside circulation, print the address directly on the envelope rather than using a sticker label.

2.2.3 Envelope Use

2.2.3.1.1 Reuse the envelope for internal circulation.

2.2.3.1.2 Minimize the use of the envelopes especially for internal circulation.

3.0 EFFECTIVE

This guideline is effective immediately.

Services Management Division, Registry Office

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