

Tips for Using Recycled Content Paper

In a Spring 2008 survey conducted by Yale, 84% of Yale's Corporate Express purchasers reported that they were satisfied with the recommended 30% recycled-content paper (#CEB8511RCY) and 60% reported satisfaction with 100% recycled-content paper (#CEB8511RCY100.) In the few instances that the paper doesn't perform to your satisfaction, try the following:



- The higher the recycled content of the paper the more absorbent it is. Always leave reams of paper wrapped until you are ready to use them. Better yet, leave them in the box until the last minute.
- If a stack of paper is jamming your machine, first remove *all* of the paper and replace it with a new stack that has been properly stored.
- If you frequently open doors and windows near your machine in especially humid weather and opt out of air conditioning, try running an Energy Star dehumidifier near your machine.
- Contact your machine's service representative to change machine settings to accommodate the difference in paper weight between virgin and recycled-content paper. (The latter is lighter.)

If you have continuous problems with paper jamming, please notify procurement@yale.edu for additional suggestions.