Get a Gold Star for Being Green

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Today’s Tech Talk:

- NU’s Green Office Certification
- Tips & tools to:
  - Reduce energy
  - Reduce waste
  - Commute & meet more sustainably
Green Office Certification:

- A toolbox to engage your office to help green the space where you work
- Facilitated by the Office of Sustainability, but led by you!
• Checklist of simple actions
• Tools & signage
Green Pledge:

http://greenpledge.fm.northwestern.edu/
Did You Know:

- Desktop computers can use 60 - 250 watts/hour
- Laptop computers can use 15 - 45 watts/hour
- On sleep/standby mode, only 1 - 6 watts
- Behavior Change:
  - $1.5M in vampire draw
  - 254 avg. US homes
- Takes less than 30 seconds to update!
Conserve Energy:

Computers:
- Update power-saving settings
- Turn off computers & monitors when not in use

Copiers, printers, & electronics:
- Turn off & put to sleep all communal copiers, printers, & other electronics when not in use

Only print when necessary:
- When you must print - double-sided, in black & white, & shrink margins
Power-Saving Settings:

**Computer**

- Turn off your monitor or enable "power saving" functions. Turning off the monitor when you are not using your computer will help conserve energy. The life of a monitor is related to the amount of time it is in use. If you will be away from your computer for an extended period of time, placing your monitor in a 'power saving' (or sleep) mode is as efficient as turning it off.

  For **Windows** users, use the steps below to configure energy-saving settings:

  1. From the Start menu, select Control Panel.
  2. Double-click **Power Options**.
      a. Select the **Power Schemes** tab.
      b. Select a time to turn off the monitor from the **Turn off monitor** drop-down menu.
      c. Select a time to turn off the hard disks (if permitted) from the **Turn off hard disks** drop-down menu.
  3. Click the **Apply** button to save your changes.
  4. Click the **OK** button to close the **Power Options Properties** window.

  For **Macintosh** users, use the steps below to configure energy-saving settings:

  1. Launch **System Preferences**.
  2. Click **Energy Saver**.
      a. Select the **Sleep** tab.
      b. Move the **Put the computer to sleep when it is inactive for** slider to the appropriate time (if permitted).
      c. Move the **Put the display to sleep when it is inactive for** slider to the appropriate time.
      d. Check the **Put the hard disk(s) to sleep when possible** checkbox (if permitted).
      3. Select **Quit System Preferences** from the **System Preferences** menu.

- **Disable your screen saver.** Screen savers keep the computer in use and generate energy. The best solution is to turn off your monitor. Please consult your local IT support if you work in a public area where your screen is easily viewable by others. Screensavers are sometimes employed

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**Change settings for the plan: Balanced**

Choose the sleep and display settings that you want your computer to use.

- Dim the display:
  - On battery:
  - Plugged in:
  - 2 minutes
  - 5 minutes

- Turn off the display:
  - 3 minutes
  - 10 minutes

- Put the computer to sleep:
  - 5 minutes
  - 15 minutes

- Adjust plan brightness:

Change advanced power settings

Restore default settings for this plan
Power Management Options:

**Power Strips vs. Smart Strips**

Electronic devices still create energy flow, even when they are turned off! Use a power strip or smart strip to reduce energy waste.

**Power strips:**
- Power flow is controlled manually through a switch.
- When the strip is turned off, devices plugged in are not creating energy flow.
- Many strips include surge protection.

**Smart Strips:**
- Effective with devices that are used at the same time, like computers, printers, and speakers.
- Automatically cuts off power flow to other devices when primary device, like a computer, is turned off.
“Please bring your laptop or tablet. To reduce paper waste, we will **not** be printing the agenda for this meeting.”
Only Print When Necessary:

Print less & save paper

1. Did you need to print this?
2. Did you print double-sided?
3. Did you print in black & white?
4. If you don’t need it, could you use it as scrap paper?
More GOC Suggestions:

Reduce Waste:
  • Recycle all e-waste, batteries, & ink cartridges

Meetings & Events:
  • Distribute meeting materials electronically
    • How to use the projector
    • Attached or email agenda in advance
    • Use electronic file sharing: Box

Transportation:
  • Encourage conference calls rather than traveling for meetings
    • Skype/Lync
    • Setting up conference calls
Questions:

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