



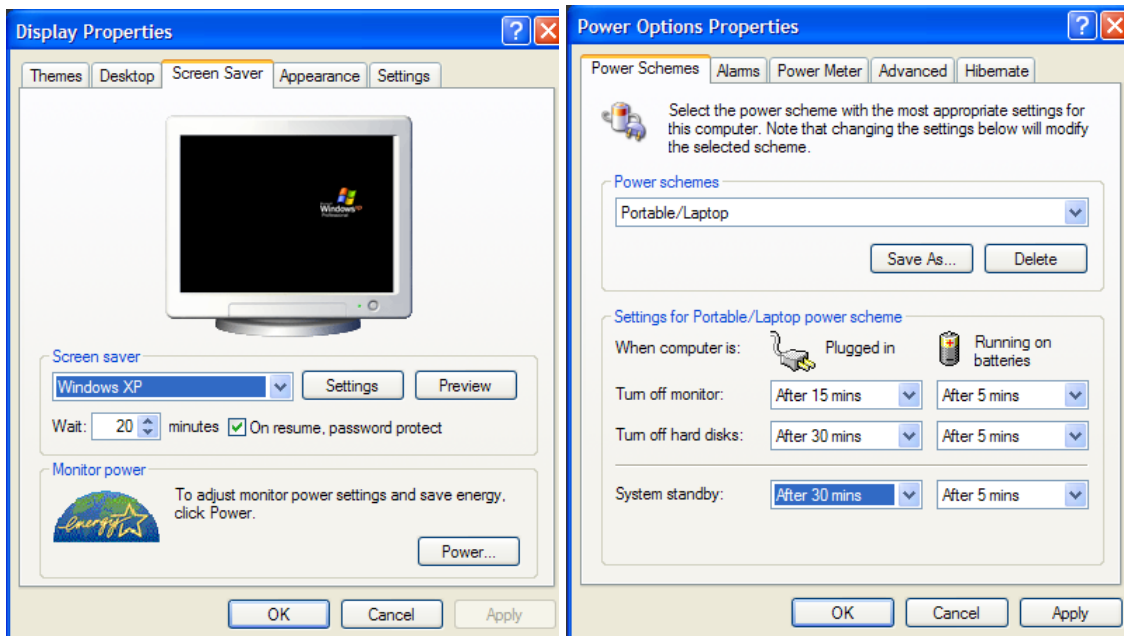
GREEN IT TIPS AT HSSU

[1: In the Office]

Turn off your computer and monitor at night or when leaving the office for long periods of time.

Remember, you can set your computer to automatically conserve power.

1. Right click on the computer desktop and select "Properties" from the menu.
2. The Display Properties window will open. Select the tab that reads "Screen Saver."



Items on your computer that use the most electricity (when idling) are the monitor and hard disks. Set your computer to turn off these items after a reasonable period of time.

Also, putting the system in Standby Mode after 30 minutes automatically helps reduce the energy consumption when you are not present. To reduce energy consumption even more, be sure to completely shut down your computer at the end of the day.

Save even more energy by powering down peripherals such as printers and scanners when they are not in use and at the end of each day. Shut down your computer first, and *then* turn off scanners and printers.

[Important Info]

The HSSU campus has approximately 250 faculty and staff computers in operation. **We can save almost \$19,000 each year by optimizing power consumption of computers alone.**

Save wear and tear on computers by shutting down equipment. **Most hard drives spin at 5,400 RPM (more than 7,775,000 revolutions every day of operation). Heat that builds up in computers and devices decreases the lifespan of many electronic components and increases building cooling costs.**

[2: In the Classroom]

All classrooms are equipped with a computer, a Smart Sympodium, VCRs/DVDs, and projectors.

Turn off all devices at the end of a class. This is especially important for the projectors, which have bulbs with a limited lifespan. Remember that it costs about \$0.25/hour to run the computer and projector in a classroom (projector bulbs can cost between \$350 and \$500 and are only designed to last about 2,000 hours). It costs about \$700 a year to operate a classroom, and leaving equipment running can increase the cost to approximately \$2,500 a year.

[3: At Work and Home]

RECYCLE COMPUTER CONSUMABLES

Recycle ink and toner cartridges — often you earn credits with the suppliers. Have your administrative assistant check with your toner supplier on their recycling policies. If you are recycling your own cartridges, check with office stores such as Staples and Office Depot for recycling programs. These programs also often provide credits for recycled cartridges.

HSSU has a large paper-recycling bin on the east side of the Dr. Henry Givens, Jr. Administration Building. Be sure to utilize this bin for unwanted paper material (*always* shred documents that contain sensitive information).

[4: Working Online]

USE ELECTRONIC METHODS FOR DISTRIBUTING DOCUMENTS

Keep in mind that tools such as Blackboard and MYHSSU allow instructors to post materials in electronic form. Posting syllabi, grades, assignments, handouts, and tests on Blackboard and MYHSSU saves money and resources. For example, in 2008, there were 14,784 course enrollments. Printing syllabi, handouts, assignments, and tests could easily represent 35 pages per student enrollment (more than 500,000 printouts per year). Save money and time by posting all your materials online.