

Easy steps to a greener office: UWS Green Office Program

Below are some easy steps you can take to help make your office more environmentally friendly.

Conserve energy by:

- **Adjusting your computer's power management settings.** A CRT computer and monitor left on for a year will generate the same amount of carbon dioxide as a car travelling from Sydney to Perth.
- **Turning all office equipment off** at the end of the day including your monitor! Log off from your computer.
- **Flicking the switch**—turn your light off if you'll be out of your office for more than 30 minutes.
- **Turning your office light off before you leave for home.** If you're the last person to leave a common work area, please turn the lights off for that area on your way out. By eliminating unnecessary lighting, you will also reduce heat, reducing the cost of air-conditioning.



Reduce paper consumption by:

- **Ensuring your print settings are set to double-sided.** This could effectively halve your paper consumption. By printing on both sides you avoid the unnecessary consumption of raw resources. It's as simple as using both sides of a sheet of paper.
- **Turning over an old leaf** - use scrap paper for notes. If you do have to print single-sided, save that paper for note paper. You've used one side so please use the other before you put it in your paper recycling bin!
- **Using the TRIM electronic filing system** instead of printing documents and filing them in hardcopy format.

Visit the [Green Office Program website](#) for more info

Reduce waste by:

- **Use the new mini desk bin waste system.** The mini desk bin sits on your desk and replaces the outdated under the desk bin. You are now responsible for your own waste and are asked to empty this every day.
- **Avoiding unnecessary packaging.** Use your own coffee mug and re-use items instead of throwing them away.

Recycle by:

- **Recycling all paper**—place all used paper that's no longer required in your paper recycling bin.
- **Getting green in the kitchen** and placing all plastic bottles, tins, aluminium cans, milk and juice cartons in the co-mingled recycling bin in your lunch room/common area.

Conserving energy with power management settings

Minimising the amount of energy your computer uses is as simple as adjusting the power management settings—click on Start > Control Panel > Power Options and change the settings to:

- Turn off the monitor after 5-15 minutes
- Turn off the hard disks after 20 minutes
- Standby after 30 minutes
- Hibernate after 4 hours

Then click "Apply". To wake up your computer after being away from your desk, just move your mouse or hit the power switch.

Reducing paper and ink consumption

To adjust your print settings to double sided printing, click on Start > Control Panel > Printers and Faxes. Select your default printer and click in "Select printing preferences" in the Printing Tasks menu on the left. The Printing Preference box will open. On the setup tab, set "Duplex" to "Open to Left" and set "Colour/black and White" to "Black and White" then click "Apply".

If you need to print a document in colour or single-sided, you can select those settings when you print that document.