



# Guide to Green Computing

eSupport immediate help online: <http://support.cumc.columbia.edu>  
5-Help (212-305-4357) [5help@columbia.edu](mailto:5help@columbia.edu) <http://www.cumc.columbia.edu/it>

## Computers at Columbia

Here at Columbia we have approximately 30,000 computers in our student housing, offices and labs. By conservative estimates, these computers consume 3.5 million kWh of electricity each year, resulting in the release of more than 4.5 million pounds of CO<sub>2</sub> into the atmosphere. If these computers aren't properly recycled at the end of their useful lives, their toxins may contaminate soil and water.

Our use of computers and how we dispose of them has a significant impact on the environment. This handout outlines a practical guide to practicing green computing in our offices and homes. More information on Green Computing can also be found on the Environmental Stewardship's web site at [http://www.environment.columbia.edu/docs-wycd/green\\_guide](http://www.environment.columbia.edu/docs-wycd/green_guide)

*Local IT Support Policies* - Columbia's Guide to Green computing offers general suggestions for reducing the environmental impact of your personal computing practices. In particular situations, the requirements of your local computer support department may differ from the recommendations presented here. Always follow instructions from your local support personnel, and be sure you are in compliance with HIPAA regulations when disposing of equipment that contains Electronic Protected Health Information or other sensitive data.



## What You Can Do: A Quick Summary

- Buy Green. Buy new equipment only when you need it. When you do buy, select Energy Star-compliant devices and consider the long-term energy requirements of your purchases.



- Reduce Energy Consumption. Enable the power management functions of your computer, and turn off your computer and printer when you're not using them. See the other side of this document for basic instructions, or visit the Energy Star for more information on activating power management features: [http://www.energystar.gov/index.cfm?c=power\\_mgt.pr\\_power\\_mgt\\_users](http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_users)
- Print and Copy Responsibly. Always consider circulating and editing documents electronically. Print and copy on both sides of the paper whenever possible, and follow other tips to conserve paper, ink and toner.
- Dispose of Your Computer Properly. When you must part with your computer, consider donating it to Columbia or to a community organization. If its useful life has come to an end, see that it is recycled, never discarded. Never discard your equipment along with regular waste. Computers, monitors, and printers contain toxic metals and other long-lasting pollutants that shouldn't end up in a landfill.
- Spread the Message to Your Friends and Colleagues. Tell others about the ease and importance of green computing. A typical desktop PC with a 17" flat panel LCD monitor left on 24/7 for one year will use enough electricity to release the equivalent of driving 820 miles in an average car. Sharing information like this can help inspire everyone to help make a difference.

For more information including computer recycling and donation programs, please visit:

[http://www.environment.columbia.edu/docs-wycd/green\\_guide](http://www.environment.columbia.edu/docs-wycd/green_guide)

# Guide to Green Computing: Turning on the Power Save Features in Your Computer

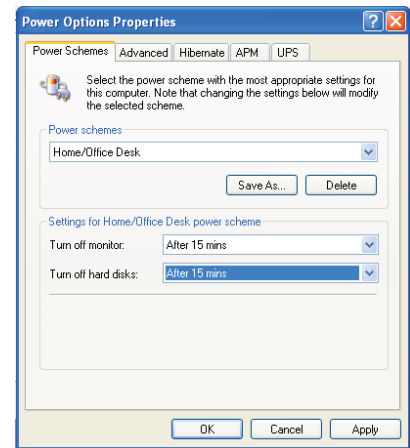
In addition to turning your computer off at night, adjusting your Power Options settings will help you conserve power during the day. Please use the appropriate instructions below based on your computer's Operating System.

## Windows XP

1. Open the **Display** option your Windows Control Panel (**Start** button - **Control Panel**)
2. Select the **Screen Saver** tab at the top of the **Display Properties** window.
3. Select the **Power...** button at the bottom of the Screen Saver tab.
4. Suggested settings:
  - Turn off monitor: After 15 mins
  - Turn off hard disks: After 15 mins
  - System Standby\*: Never

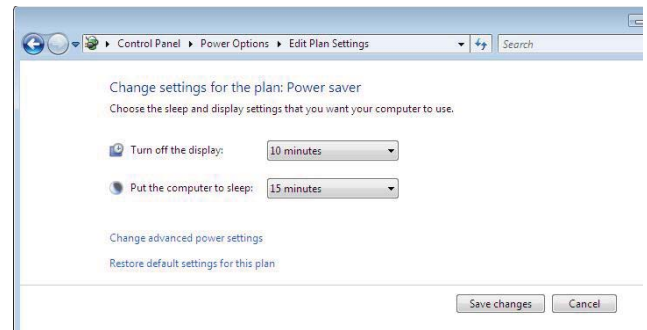
Laptop Users: There may be two sets of power saving options: one for when the device is plugged in and one when the device is running from the battery. You should adjust the **on batteries** setting with timeouts equal to or less than when plugged in.

\* System Standby has been known to cause occasional problems and data loss when a Windows XP computer comes out of standby. We suggest that you use this feature with caution.



## Windows Vista

1. Select **Power Options** in your Windows Control Panel (**Start** button - **Run** - **Control Panel**; you may have to select the **System and Maintenance** link first).
2. Select the **Power saver** radio option, and then select the **Change Plan Settings** link to adjust.
3. Suggested Settings:
  - Turn off the display: 10 minutes
  - Put the computer to sleep: 15 minutes



## Macintosh OS 10

1. Select the Apple icon in the top left corner of your screen and open **System Preferences**.
2. Select the **Energy Saver** icon under the **Hardware** heading.
3. Suggested Settings:
  - Put the computer to sleep when it is inactive for: Never
  - Put the display to sleep when the computer is inactive for: After 15 mins
  - Check the option to **Put the hard disk(s) to sleep when possible**.

