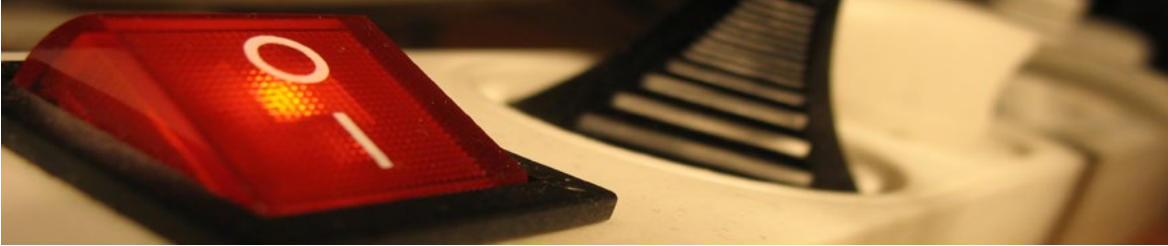


HOW

TO...

# RECEIVE FREE TIMERS THROUGH ERP EXPRESS



## SUSTAINABILITY OPPORTUNITY

In spring and summer 2015, the Office of Sustainability (OOS) conducted studies on the potential energy savings from implementing several energy efficiency measures that were revealed through the Plug Load Equipment Inventory. The pilots definitively showed that campus-wide installation of timers on water coolers, commercial coffee makers, cable boxes, and hot water dispensers would lead to significant savings. In fact, this simple measure is expected to save the university \$16,000 per year once timers are installed on all qualifying equipment across campus. To facilitate this process, timers are now available to be installed on these select equipment types for free through the ERP Express program and installed in your building by interns in the Office of Sustainability.

## HERE'S HOW:

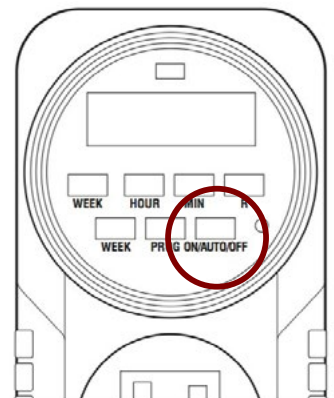
- 1. Find out** when your building is scheduled to receive its timers. The Office of Sustainability will be in contact with each building manager to schedule an installation time.
- 2. Share details** about the equipment identified to receive timers with the intern who is installing them. The Office of Sustainability has predetermined which equipment qualifies for timers, but we want to hear from YOU. Here are some things we encourage you to share during the installation visit:
  - How often the equipment is used
  - If you typically experience any problems with the equipment
  - If the equipment is ever used during non-working hours
  - At what times you prefer the equipment to be turned off at night and back on in the morning
- 3. Learn how to use the timer.** The Office of Sustainability intern will show all interested occupants how to use the timer. The timer is approximately the size of a coffee mug and is

## This Equipment is on a Timer

To save energy, this machine is automatically turned off between the hours of \_\_\_\_\_pm and \_\_\_\_\_am, as well as on weekends.

### To override the timer control:

Hit the "ON/AUTO/OFF" button until "ON" is displayed. When you are finished with the equipment, hit the button again until "AUTO" is displayed



Questions? Feedback? Contact your Green Building Champion!



HOW

TO...

# RECEIVE FREE TIMERS THROUGH ERP EXPRESS

*CONTINUED*

plugged into an outlet. The equipment is then plugged into the timer. The timer is programmed to turn off and on at set hours according to your preferences. When the timer turns the equipment OFF, it cuts power to the equipment entirely, making sure that sneaky “standby” or “vampire” loads are not being drawn when no one is in the building (typically at night and on weekends). This can cut the total energy consumption of the equipment by up to 50%! For more information or to adjust or reset the timer, more instructions can be found [here](#).

- 4. Sign the pledge form.** Once you’ve learned how to use the timer, take a pledge to use the timer correctly! The pledge form will be posted next to the equipment where the timer was installed, and all you need to do is add your signature! As timers are installed, the buildings with the highest participation via the pledge form will be rewarded with a special event offered by the Office of Sustainability!
- 5. Educate your peers** by spreading the word about the timer’s functionality, showing them how to override and then reset the timer when needed, and encouraging them to sign the pledge form! The more people who are aware of the timer and how to use it, the longer the timer is likely to continue working. As the timer continues to function, the energy and cost savings to your department will only grow!
- 6. Monitor the timer.** If you’re willing to go the extra mile to achieve energy and cost savings, here are some extra actions you can take:
  - Check the timer every once in a while to make sure it’s still functioning according to its set schedule. If not, simply set it back to “AUTO” or reset the programmed hours according to the instructions above.

- If issues arise with the timer, contact the Office of Sustainability rather than simply unplugging the timer. We will do our best to fix any problems with the timer and make sure all occupants are satisfied! Contact information for OOS staff is listed at the bottom of this page.
- Contact the Office of sustainability if circumstances change and you no longer need the timer. We will remove it for you and use it somewhere else.

## TIMER OVERRIDE INSTRUCTIONS

Each piece of equipment that receives a timer will have a sign next to it that lists the on/off schedule and shows how the timer can be overridden if needed. Do not unplug the equipment from the timer, as overriding the timer is very straightforward. Here’s how:

- Find the lower righthand button on the timer that says, “ON/AUTO/OFF.”
- Press that button until the digital screen shows the word “OFF” in the lower right hand corner. This will turn the timer OFF, and the red light at the top of the timer should turn off accordingly.
- When you’re ready for the timer to function normally again, press the “ON/AUTO/OFF” button until the word “AUTO” appears at the bottom of the digital screen. This will make the timer follow its set schedule.

### MORE INFORMATION

#### CARDINAL GREEN OFFICE PROGRAM

<https://sustainable.stanford.edu/cardinal-green/campaign/cardinal-green-office-program>

### CONTACTS

ERP Express Timer Direct Install Program: Moira Hafer, [mbhafer@stanford.edu](mailto:mbhafer@stanford.edu)  
Sustainability Programs: Fahmida Ahmed, [fahmida@stanford.edu](mailto:fahmida@stanford.edu)



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