

HOW

TO...

IMPROVE PRINTER EFFICIENCY



SUSTAINABILITY OPPORTUNITY

In summer 2014, the Office of Sustainability conducted a Plug Load Equipment Inventory that revealed that there are over 6,000 printers on campus that together cost nearly \$200,000 per year to operate. Printers consume different amounts of energy when they're "in use," "on," and in "sleep mode." Most printers even use power when they're turned off! This is referred to as standby power. There are many actions that individuals can take to improve printer efficiency and reduce wasted standby power for both personal printers and shared printers throughout your office!

HERE'S HOW:

1) Use smart strips, timers, and sleep settings

- Personal printers can be put on smart strips so they automatically turn off when your computer turns off. See the [How To Use Smart Strips and Timers Guide](#) for more information.
- Shared printers can be put on timers so they turn off at programmed times. In an office setting, this ensures that the printers turn off at night. See [How To use Smart Strips and Timers Guide](#) for more information.
- Large copier/printers usually have internal sleep settings that can be adjusted. Talk to your colleagues and adjust your copier's sleep settings to agreed upon times, or work with your department's IT group to help you do so. You can even set on/off times for some copiers to make sure they shut all the way down at night.

2) Upgrade printers to energy efficient models

If your office is replacing its shared printers, make sure you purchase Energy Star models. Energy Star is a government rating system that sets standards for efficient electronic devices. All Energy Star certified models will have the Energy Star logo displayed on the device and use less than 1 watt of standby power. These upgrades will allow you to save energy both when your printer is on AND off!

- Another way to receive an efficient printer is to participate in the Cardinal Green Office Program. Take the [online pledge](#) to sign your building up for the program. Office of Sustainability staff and interns will conduct an audit of your building and provide recommendations for how to improve your sustainability performance. Once your building has completed these recommendations, you will qualify for free, energy efficient printers offered in partnership with Procurement and Office Max.



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CONTINUED

3) Consolidate Printers

The most efficient way to reduce your building's printing-related energy consumption is by encouraging a group of people who either work in close proximity or collaborate often to share one printer.

- Be sure individuals who work with confidential paperwork are allowed to continue using personal printers.
- Make sure any personal printers that are no longer used are unplugged. If the printers belong to the university, give them to Surplus Sales.
- After a 'Shared Printer Team' has been formed, assign the team to a printer. Be sure to assign an appropriate amount of people for the size and speed of each printer.
- Be sure that each team member is comfortable with how to use the shared printer. Work with your department's IT group to get each computer networked to the correct printer, and learn how to change cartridges, replace paper, etc.
- You can even encourage friendly competition among printer teams to encourage turning off the printers at night, using less paper, or recycling toner cartridges.

QUALIFY FOR A FREE NETWORKED PRINTER BY PARTICIPATING IN THE CARDINAL GREEN OFFICE PROGRAM

Large networked printer



Small networked printer



Personal printer



MORE INFORMATION

CARDINAL GREEN OFFICE PROGRAM

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

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