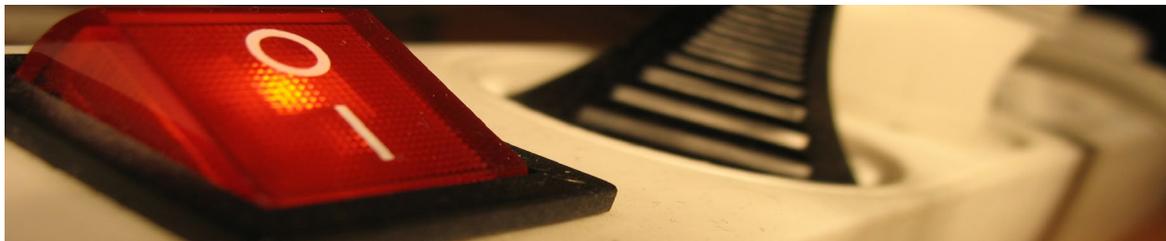


HOW

TO...

HOW TO USE SMART STRIPS AND TIMERS



SUSTAINABILITY OPPORTUNITY

In summer 2014, the Office of Sustainability conducted a Plug Load Equipment Inventory, which revealed that the university could save nearly \$200,000 per year in electricity costs through the installation of smart strips and timers. Smart strips and timers could control the energy consumption of sixty-three percent of the more than 110,000 pieces of equipment on campus. These energy efficiency devices automatically reduce wasted energy from standard office devices and are eligible for instant rebates, which make them an easy and inexpensive way to reduce your building's footprint!

HERE'S HOW:

1) Determine the number of smart strips and timers to order

Contact the Office of Sustainability for data on how many smart strips and timers would make sense for your building. If desired, Office of Sustainability staff/interns can also conduct an audit through the Cardinal Green Office Program to help you determine other sustainability opportunities for your building.

- Timers should be installed on hot water dispensers, water coolers, cable boxes, shared printers, subwoofers, scanners, plotters, and some coffee makers.
- Smart strips should be installed in any office space with a computer (whether it's a laptop or desktop) that has peripheral devices like speakers, a personal printer, a headset, subwoofers, a desk lamp, etc.

2) Purchase smart strips and timers

Smart strips are purchased through Office Max.

- From the SmartMart homepage, click the "OfficeMax" button.
- In OfficeMax, click "Create New Order."
- Click on the "Stanford Contract ERP Express Office Equipment" folder. Inside, you will find a listing for smart strips.
- Enter the quantity of smart strips desired and click "Add to Cart."

Timers are purchased through Grainger.

- From the SmartMart homepage, click "Favorites."
- On the left side, under "Shared," click "BLSP Energy Saving Equipment."
- Choose the programmable timer and click "Order from Supplier"
- On the new page, enter the number of timers you'd like to order and click "Add to Cart."

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3) Install smart strips

- Follow the diagram to the right.
- Make sure the smart strip is plugged into the wall and that the switch is turned to the “On” position. The green “Ground & Surge” light should turn on as well, meaning the surge protection function is working.
- If your smart strip is malfunctioning, try adjusting the white knob on the side of the smart strip. This knob controls the threshold at which power is allowed or cut to the peripheral devices.

4) Install timers

Timers cut power to appliances at pre-scheduled time intervals. In an office setting, this means they can be set to cut power overnight when the office is unoccupied and turn power back on in the morning. In order to do so:

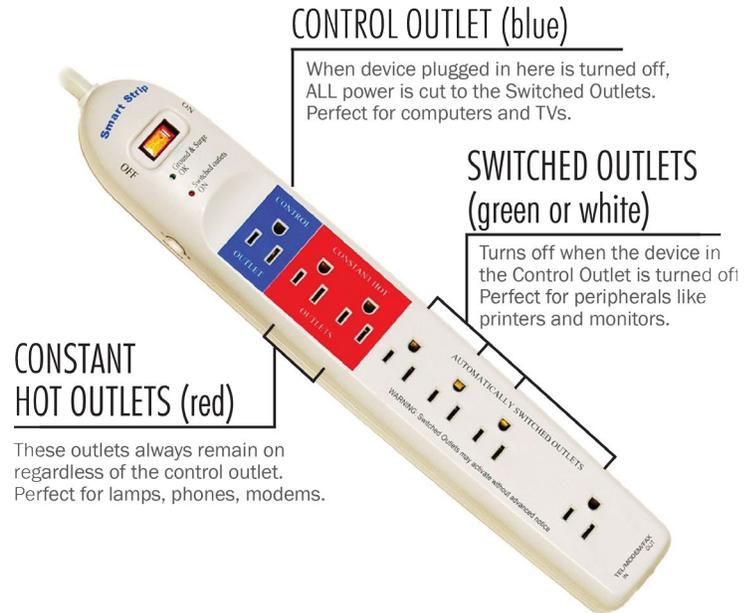
- Turn the timer dial clockwise until the arrow points to the correct time. The dark area represents night and the white area represents day.
- Depress the grey pins (each is equal to fifteen minutes) that correspond to the times you’d like the device to be turned ON. Leave pins in raised position for OFF time. You can have multiple on and off settings for each 24 hour period. The master switch on the side needs to be set to “On” in order to do this. When you’re finished, set the master switch to “Timer.”
- Plug appliance into socket on body of timer. Then plug timer into outlet.
- If you need to override the timer for any reason, move the master switch on the side to “On” instead of “Timer.” Be sure to set it back to timer when the override is no longer needed.

5) Promote correct use of devices

- Encourage your colleagues to use the devices correctly. Sample emails and flyers are available through the [Cardinal Green Office Program](#).

6) Apply for ERP Express Rebates

Ten dollar rebates are available for smart strips and five dollar rebates are available for timers. For more information, see [How To Obtain ERP Express Rebate Funding](#).



MORE INFORMATION

CARDINAL GREEN OFFICE PROGRAM

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

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