Workstation Guide

Green spaces manage workstations responsibly, monitoring energy consumption and practicing green habits. One way office members can act more sustainably is by setting their default search engine to [Ecosia](#), which uses revenue from search ads to plant trees around the world. To date, the search engine has planted over 100 million trees.

Last One Out? Make Sure You Have:

1. **Turned off printers, copiers, faxes, and other electronic devices**
2. **Turned off/unplugged small appliances (microwaves, toasters, coffee makers, space heaters, etc.)**
3. **Turned off all lights**
4. **Closed windows, shades, and blinds**
5. **Reported any electric or plumbing issues to Facilities Services**
6. **Unplugged phone chargers, laptop chargers, etc**
7. **Put your computer to sleep**

Talk to your IT department before shutting down computers completely to avoid missing nightly updates. Instead use Energy Saver and Sleep Mode!

Saving Energy on Apple Computers:

A. ⇒ System Preferences
B. Customize settings in Energy Saver
C. Set Display Sleep to 10 minutes, after which computer screen shuts off
D. Set Computer Sleep to 15 minutes, after which computer enters Sleep Mode
D. OR manually go to ⇒ Sleep
- Turn off Screen Savers: ⇒ System Preferences ⇒ Screen Saver ⇒ Off
- Reduce Brightness and Increase Contrast setting on Monitors
- Turn Monitors Off

Saving Energy on Windows Computers:

A. Start ⇒ Control Panel or Settings ⇒ Power Options or System
B. Customize settings in the Power Options tab or Power & Sleep tab
C. Set System Standby: 15 minutes
D. System Hibernate (for laptops only): 30 minutes
- Reduce Brightness and Increase Contrast Setting on Monitors
- Turn Monitors Off When Not in Use

Green Cats Program

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