



Guidance on Switching Off Office IT Equipment

Introduction

IT equipment, including servers, can account for up to 25% of the total amount of electricity consumed in a typical office in the University¹.

This guidance, which has been developed by the Environment and Energy Section in consultation with University Information Services, outlines steps that we can each take to reduce the amount of energy consumed by the IT equipment we use at work.

PCs

- Shut down your computer via the software when you leave the office for the day.
- Make sure your computer unit is set up to enter sleep mode during office hours, **we suggest after one hour of inactivity**. Contact your local Computing Officer if you need help with this (for many departments, contact details for the local Computing Officer can be found on the departmental webpage).

PC Monitors

- Turn your computer monitor off whenever you leave your desk, for example, at lunchtime, to attend a meeting, and at the end of day.
- Make sure that your monitor is configured to automatically enter sleep mode during office hours, **we suggest after 10 minutes of inactivity**. Make sure the screen powers down completely and does not display as screen saver, as these still use energy.
- Third party network applications should also be avoided, as they use energy and therefore are not free to run!
- If you still have any CRT (large old style) monitors in your work area, it is beneficial from an energy and carbon perspective to replace these with modern flat screens.

Digital Signage

- Digital signage can be switched off via the computer network. Make sure they are shut down via the appropriate software at the end of the working day and during periods when the building is particular quiet (bank holidays, out or term time).
- Check that, like PC monitors, the screens are set up to enter sleep mode after a period of inactivity – again, we suggest ten minutes.

¹ Based on a University building that does not contain laboratories used for scientific and technical research.





Printers

- Use shared printers or shared multifunction devices, rather than everyone having their own printer.
- Printers should be set up to automatically go to sleep after one hour of inactivity.
- Make sure all printers are fully switched off at the end of the working day. If you share a printer or MFD, make it common practice for the last person out to switch it off, or set up a rota so that all users take it in turns.

Servers

Servers are by far the most energy intensive pieces of IT equipment that many of us will ever need to make use of so, if you or your department are considering buying a new server, consider your options carefully. The different options available to you are listed below in order of their preference from an energy perspective (the first being the most energy efficient option, the last being the least):

- Rather than buying your own server, consider buying in to a shared server at the Data Centre managed by the University Information Services;
- If buying your own server, consider hosting it at the Data Centre, which is purpose built for hosting servers and highly energy efficient;
- Whenever buying your own server, make sure you are choosing the most energy efficient model suitable to your needs;
- If hosting your server in your own building, make sure it is located in a dedicated server room, with appropriate and efficient cooling and ventilation.

We recommend that you retire servers once they have reached 4-5 years of age, and replace them with new and more efficient models. Make sure that 'retired' servers are physically removed from the building and disposed of properly, rather than being left running 'just in case' they might be needed one day!

