



Ten Ways Technology Will Green Your Office: The Green Office Guide

Produced by

AccuNet



INTRODUCTION

Office energy use on a per square foot basis is greater than school buildings, average retail spaces, and more than double the energy intensity of a church. It costs, on average, \$1.59 per square foot per year for the energy needed to power an office.

- US Department of Energy

Global warming. Water quality. Air pollution. Landfills. Not a typical to-do list for another day at the office, but every workday each of us makes hundreds of decisions that affect all of these issues. Many of these choices are tiny—whether to toss an outdated report in the trash or in the recycling. Others are more substantial—whether to implement an online collaboration tool in order to reduce paper printing. In every case, though, the decisions make a difference for better or worse.

As a concerned company about the environment and as a Microsoft Small Business Specialist and Microsoft Gold Certified Partner with an Information Worker Competency, AccuNet has created a list of ten ways to use technology to become a Green Office. While technology does use energy, using technology to work with you will save even more energy in printing and copying costs as well as money in reduced printing and overhead. Using technology to Green your office not only reduces energy consumption, global warming pollution, and paper waste but it also reduces production costs, making businesses more competitive and improving the local economy.

Simply stated, energy-efficiency, waste reduction, and other resource-efficient technology practices are better for the environment and your bottom line. Considerable cost savings can be achieved by using resource-efficient products and practices. By taking advantage of these practices and using products with energy saving modes, you can avoid resource waste and save money on your utility and office operation bills.

Use this guide to do your business a world of good and do the earth a favor too.

In This Guide

- 1 Measure How Much You Use & How Much You Waste!
- 2 Think Before You Print.
- 3 Use Online Collaboration Tools
- 4 Invest In An Enterprise Content Management System
- 5 Reduce “To Go” Documents While Out of the Office
- 6 Use Electronic Invoices
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- 8 Save Energy
- 9 Recycle Office Equipment
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TEN WAYS TO GREEN YOUR OFFICE

Case In Point

Owens Corning (worldwide)

Owens Corning recently made all of its offices worldwide "paperless."

Having previously had 14,000 file cabinets around the world, the company has already saved \$30 million in lease costs.

- City of Portland, Office of Sustainable Development

1 Measure How Much You Use & How Much You Waste!

Keep track of the number of copies you make. Use the counter on your machine to work out just how much paper is being used. Prepare to be surprised! Knowledge into your business practices is key to understanding the impact you are having on the environment and the potential for saving on your bottom line.

Calculate the weight and volume of paper used in your office each year and let your staff know how much they use

2 Think Before You Print.

A vast majority of paper waste is due to mindless printing. Always check on screen for errors before your print and ensure layout accuracy by using the Print Preview function found in any Microsoft® Office® application.

Instead of writing long to do lists or using pads of post-it notes, use the Task functions in Microsoft Office Outlook. Create to-do lists, see overdue task, schedule future tasks, set reminders, and even assign tasks using your Outlook Task Pane.

Avoid making multiple copies of large documents with summary pages, PowerPoint presentations, online documentation and email.

Minimise paper waste by archiving emails you want to save. Save the emails to a central file or save each email against the project you are working on.

3 Use Online Collaboration Tools

Save the trees by using online collaboration tools instead of printing multiple documents to be reviewed and edited by various employees. With Microsoft® Small Business Server® 2003 SharePoint® Portal Service, you can easily share information in one centralized location, allowing version control of documents and access for team collaboration. You can find the most current version of a document and have it available to you. Your internal Web site (intranet) can also be made available remotely so you have access to information over the Internet.

4 Invest In An Enterprise Content Management System

Store critical documents, agreements, emails, forms, and instant messages without wasting paper and space. By utilizing an enterprise content management system, such as Microsoft Office SharePoint Server 2007, you can secure valuable business documents in a central repository. Use Microsoft Office SharePoint Server 2007 for built-in workflow templates to automate approval, review, and archiving processes. With Office SharePoint Server 2007, you can also create, maintain, and analyze custom workflows, enabling you to streamline your collaborative processes.

Get the Facts

A ton of 100 percent recycled paper saves the equivalent of 4,100 kWh of energy, 7,000 gallons of water, 60 pounds of air emissions, and three cubic yards of landfill space.

Conserving energy and natural resources can be as simple as recycling and buying recycled paper products. Look for the recycling symbol.

- City of Portland, Office of Sustainable Development

Electronic forms provided through InfoPath Forms Services are an integral part of such workflows. These InfoPath designed electronic forms make it easy to collect and validate information that drives your business processes. And you can collect and validate this information right from the Microsoft Office client applications you use every day.

5 Reduce “To Go” Documents While Out of the Office

Reduce paper usage by accessing your business critical data remotely with Microsoft Small Business Server 2003 Remote Web Workplace and decreasing your need to print a lot of “to go” documents when working away from the office. Remote Web Workplace also provides automatic backup of user information stored in the My Documents folder, the ability to access network applications and resources, and immediate access to information that others have shared on the network.

6 Use Electronic Invoices

Start using electronic invoices to bill your customers and ask your vendors to do the same with you. Its easy to create a PDF invoice and then email. As a bonus, the sent invoice now has a date stamp it was sent in case any issues arise.

7 Save Toner

Send and receive faxes from your computer desktop without printing a single page using Microsoft Small Business Server 2003 Shared Fax Service. Faxing is still a requirement in today’s business world, but now you can save paper by not printing a single sheet to fax or to receive a fax.

Draft quality printouts use less toner. Select 'draft' printouts when using the 'Print' command on your computer – this is usually changed under Printer Options on the Windows Print Dialog box.

Invest in a scanner to store documents electronically in a central repository where assigned users can access it for review, approval, and archiving purposes.

Donate your empty printer cartridges to charity who recycle them in order to receive donations from certain companies.

8 Save Energy

Make sure all computers and other office equipment are turned off when they are not being used and that lights are turned off when natural light is sufficient.

Make sure energy saving features on PCs, printers and photocopiers are enabled. If your company does take advantage of online collaboration to reduce printing

costs, then the energy saving mode on printers will save your company money when the computers are not in use.

CASE IN POINT

IBM (worldwide)

The computer giant estimates it saved \$17.8 million worldwide in 1991 alone by encouraging employees to turn off equipment and lights when not needed.

- City of Portland, Office of Sustainable Development

9 Recycle Office Equipment

Responsible disposal of obsolete and broken computer equipment is more than a moral imperative -- it is essential for avoiding serious fines and litigation. When a computer or monitor has failed or you are replacing an old one, recycle the office equipment through a certified office equipment disposal and recycling company. Such companies will also minimize data security risks by providing data erase sweeps on all computers, thus ensuring the data on the discarded PCs is completely erased.

10 Stay Informed and Keep Improving

Each year, new technologies emerge that not only help improve business practices, but they also help to reduce waste and save energy. Stay up to date with the latest Microsoft product releases to find out even more ways to go paperless, collaborate across the business, work remotely, and save on your bottom line and the environment.



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Partner

About AccuNet, Inc.

AccuNet is a Microsoft Small Business Specialist, which means we recognize that small business customers have needs for information technology and are able to provide high-quality solutions built with Microsoft technologies. These solutions are configured according to the customers' needs and supported to ensure customer satisfaction.

Further more, as a Microsoft Gold Certified Partner, AccuNet holds an Information Worker Competency which means we have met the requirements (certifications, exams, customer referrals) to help our customers better manage, prioritize, and collaborate on increasing volumes of information, including:

- Messaging and Collaboration
- Office System Desktop Deployment
- Enterprise Project Management
- Portals and Enterprise Content Management
- Office Smart Client Development

Staying Green

AccuNet strives to maximize its Green Office efforts every day from conserving energy on unused printers to saving paper by using Microsoft® online collaboration tools. As a technology company, we also deal with a lot of confidential client data and old hardware. We use a confidential shredding and recycling company to dispose of client data as well as a triple erase all hard drives before sending them an office equipment recycling company.

**For more information about the How To Use Technology To Green Your Office:
CALL 877-994-9991 or VISIT www.accu.com**

DO MORE WITH LESS: SAVE TIME AND MONEY

Windows Small Business Server 2003 R2 lets you do more with less by providing technology and tools to help you run your business more efficiently, improve employee productivity, and reduce costs. SBS 2003 R2 helps:

- Provide one central place to store business information, making it easy for employees to find, access, and share information and schedules.
- Work from virtually anywhere, anytime, with access to e-mail, internal Web sites, network files, and even business applications from any Internet-enabled PC. SBS 2003 R2 also integrates with Microsoft Windows Mobile-based and Smartphone devices.
- Share resources and equipment. SBS 2003 R2 enables you to share resources and equipment such as Internet access, printers, and fax machines.
- Protect your investment in Windows. SBS 2003 R2 is built on Microsoft Windows Server 2003, the leading network platform technology, so you can protect your investment in training, applications, and hardware.
- Run your business application of choice. SBS 2003 R2 Premium Edition includes a powerful, integrated data management and reporting solution that supports the largest selection of business software applications.
- Reduce costs and increase flexibility through expanded client access license (CAL) rights. SBS 2003 R2 entitles you to access additional servers in your network (Microsoft Exchange Server 2003, Microsoft SQL Server 2005 Workgroup Edition, Windows Server 2003), saving you money and offering you more flexibility in growth.
- Invest in a product you can grow with. As your business needs change, SBS 2003 R2 grows with you by providing a “technology building block” for additional servers and a seamless transition path to the full line of Windows Server System products.

CONNECT WITH CUSTOMERS

Windows Small Business Server 2003 R2 gives you the tools to take better care of customers, present a professional appearance, and manage customer relationships more effectively. With SBS 2003 R2, you can:

- Stay connected with customers anywhere, anytime. With SBS 2003 R2, you can access business information and resources, e-mail, calendars, contacts, internal Web sites, network files, business applications, and more from any PC with Internet access.
- Present a professional image. SBS 2003 R2 delivers tools to create a customized Web site and personalized communications to increase your credibility with customers.
- Streamline customer communications with one-to-many e-mail capabilities and a shared contact database to manage customer information, so you remain top of mind with customers.