



Thinking Globally Acting Locally

Green IT is the key to innovative green growth

“Green IT” means information technology (IT) that is “green”, that is to say environment-friendly. It refers to the building of a low-carbon society by designing, manufacturing, using and disposing of IT devices with minimal or no impact on the environment, and using IT as a catalyst or facilitator to decrease the impact of other sectors on the environment.



Practicing Green IT is the first step towards a green life

The increase in use of IT devices has led to a rise in carbon emissions. Greening our IT products, applications, services and practices is both an economic and an environmental imperative, as well as our social responsibility.

It is of the utmost importance to make it a habit to save energy in our everyday lives. Green IT is not only a wise response to climate change but also contributes to achieving low-carbon growth.

BUY

Choose IT products with energy-efficient certification

Check if the product you want to buy is certified as energy-efficient. For example:

- If you are using an International product, check for the following mark:



- If you are using an American product, check for the following mark:



- If you are using a Chinese product, check for the following mark:



Choose energy-efficient IT products

- Select the right-sized monitor for your needs. (The bigger the monitor, the more energy it uses)
- Purchase flat-panel liquid crystal display (LCD) monitors when possible instead of conventional cathode ray tube (CRT) monitors. (LCD monitors provide up to 70% power savings and have a lifespan of up to twice as long)
- Purchase low-power consumption laptop computers rather than high-power consumption desktop computers. (Laptop computers use five times less energy than desktop computers)
- Buy multifunctional equipment for tasks such as photocopying, scanning and faxing. (Multifunctional equipment saves up to 50% in space and 20% in energy)
- Select products that provide an “auto-sleep mode” function. (This will result in savings of 30-50% in power consumption)

USE

Turn off devices when not in use

- Turn off the power of PCs that are not in use for more than one hour. (Standby power is 10% of regular power consumption)
- Turn on the power of peripheral devices such as printers, scanners and speakers only when you need to use them
- Unplug PCs, peripherals, chargers and mains adaptors when they are not being used

Make a habit of using power mode

- Remember to use the sleep mode on your PCs and peripheral devices. (This means all devices go into standby or hibernate when not in use)
- Set the brightness of monitors to around 70% and do not use screensavers. (This will save up to 40% of power consumption)



Think before you print

- Switch from a paper-based to an electronic workflow, creating, editing, viewing and delivering documents in digital rather than printed form
- Send documents as e-mail attachments rather than faxes
- When printing is unavoidable, save paper and reduce GHG emissions by using two-sided printing and smaller margins and fonts. (An internal study conducted by HP showed that a Fortune 500 company can save 800 tons of paper a year, saving over \$7 million, by using two-sided printing)
- Avoid printing in color. (Color printing of an A4-sized page costs at least five times more than black-and-white printing)
- Use smart web printing software to conserve paper



Regularly delete unnecessary data from your PC

- Deleting unnecessary files from a PC reduces search time and thus saves energy. (Delete unnecessary data can save 336 watts of power a month)

Use online e-government services

- Using online services saves time and travel costs, and reduces GHG emissions
- Receiving files via e-mail saves paper and reduces GHG emissions



Clean your IT equipment regularly

- Cleaning the inside and outside of IT equipment increases cooling efficiency, saving power and extending equipment life
- Leave a space of at least 10cm between IT equipment and any wall. (The closer IT equipment is to a wall, the slower it will run and the more likely it is to stop working)



Make your office paperless and use a videoconferencing system

- Increase the use of electronic resources, communication and storage to reduce printing costs and paper consumption
- Workers should be encouraged to telecommute, as this will reduce the amount of office space that needs to be heated or cooled, the number of computers required on site, and the time and energy used by employees traveling to and from work
- Use teleconferencing, videoconferencing and area-wide learning platforms to reduce traveling
- Network printers and copiers to decrease their idle time and provide more cost-effective use of equipment



Check your IT equipment's carbon footprint

- Use software that automatically records and manages carbon emissions from the use of devices by individuals or departments
- Unplug devices that are not in use

RECYCLE



Repurpose old IT devices when possible

- Repurpose old IT equipment, such as for data back-up, and save resources instead of disposing of low-performing equipment. (Old computers are perfectly adequate for word processing, compiling spreadsheets and other non-memory-intensive tasks)

Reuse old IT devices when possible

- Old computers and other devices still in working order can be donated to schools, nonprofit organizations or others in need

Recycle old IT devices in an eco-friendly way

- Select usable parts of old IT devices to make new items. (For example, old printer cartridges, cell phones and paper can all be recycled)
- Send old devices to companies that have a "take back" system
- Outsource the discarding process to organizations specialized in the eco-friendly disposal of equipment and urban mining. (0.6g of gold and 4g of silver can be extracted from a PC)

For More Information, please visit:
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