

TECHNICALLY Speaking

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Printing with a conscience: Thinking green means saving green



During the past decade, the term “paperless office” was a trendy buzzword. Business forecasters believed printing would become obsolete as systems and applications allowed for swift information exchange and collaboration over shared networks.

Not quite paperless

Many legitimate business reasons for printing still exist. Official documents needing signature and paycheck stubs from ULink are good examples. In some cases it makes more sense to print an item than to leave it in electronic format. The idea of paperless encourages considering necessity before printing.

Average paper consumption

According to Environmental Paper Network’s 2007 report

[The State of the Paper Industry](#) the average American uses 700 pounds of paper in one year. Over the past five years, the UofL community used over 2 million pounds of paper at a cost of nearly \$1.5 million.

The hidden cost of paper

Aside from the price of the paper itself, ink cartridges, shipping, and recycling fees are all real costs associated with paper consumption.

The environmental price

The wood needed to produce paper encourages deforestation while paper manufacturing processes create greenhouse gasses and use critical energy resources.

UofL is using less paper than before

The good news is that UofL

is already using less paper. Budget reports are available online and email has replaced the paper memo. Applications such as Microsoft SharePoint, OnBase document imaging and Plone (UofL’s content management system) are available to distribute information in paperless format.

We can still do more

Environmentally and economically speaking, the UofL community can do more to decrease paper consumption while reaping major sustainability benefits.

A few easy tips for paper reduction:

- ◇ Print documents two-sided
- ◇ Share meeting documents with attendees using Microsoft SharePoint
- ◇ Project meeting documents on-screen instead of printing multiple handouts
- ◇ Collaborate on documents, presentations and spreadsheets using Microsoft SharePoint

These tips alone can save thousands of dollars and thousands of trees, but more can be done. Look for more tips in the future as the University of Louisville continues efforts to reduce paper consumption.

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Mark Your Calendar:

- August 11, 2010 - between 1 a.m. and 6 a.m., Tegrity access will be intermittent while the vendor applies a software update. No action is required after the update is applied.
- September 30, 2010 - GroupWise users have through Thursday, September 30, 2010 to upgrade to the new client. After this date, the GroupWise 7 desktop client will no longer function. The new GroupWise 8 desktop client is available through [iTech Xpress](#) via web download (free) or CD (\$8).
- October 1, 2010 - IT will upgrade the PeopleSoft Student Administration and Human Resources (SA/HR) system to version 9.0. During the upgrade, which will occur over approximately 5-6 days (including the weekend), users will be unable to access the SA/HR system and ULink self-services such as paycheck viewing, degree application, and class schedule viewing.
- Mid October - IT will implement a new account provisioning and password management system, Oracle Identity Manager. After the implementation you will be required to set new password recovery (challenge) questions the next time you change your password. More info to come as the implementation approaches.

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Microsoft SharePoint: A smart tool to reduce paper consumption!



Reducing paper consumption at UofL requires more than simply printing less paper. Employees need a way to collaborate and share documents electronically. Information Technology offers Microsoft SharePoint, the market leading document collaboration solution.

SharePoint is available to all schools and units free of charge. Request a site at <http://louisville.edu/it/services/document-management>. High-level workflow and form creation are available through Next Gen Services for a fee. Email Sherry Roark (sherry.roark@louisville.edu) for more information.

What Can I Do with Share Point?

Create	Mass Load	Create
Custom	Documents	Report
Workflows		Libraries
Business	Create	Browser Based
Process	Custom	Forms
Forms	Reports	

In the future, Next Gen Services will also support two popular social media tools: blogs and wikis.

SharePoint training is available through IT. Visit <http://louisville.edu/it/training> to see a list of available classes.

Need help? Contact the IT HelpDesk at 852-7997 or helpdesk@louisville.edu.

Planning, Design and Construction orders new “green” color printer

University Planning, Design and Construction (UPDC) is leading the way in adopting environmentally sustainable technology. Working with the IT Copier Management program, UPDC is the first unit at UofL to order ColorQube, Xerox’s newest, “greenest” color printer. ColorQube utilizes solid ink, a cartridge-free technology, producing 90% less waste than a comparable laser printer.

ColorQube offers new environmentally conscious printing options through free GreenPrint software. When printing, GreenPrint allows users to:

- ◇ Print to PDF format instead of paper
- ◇ Tile several pages across one 8½x 11 sheet to reduce the paper used for a print job
- ◇ Select draft quality output to decrease the amount of ink used

Additionally, GreenPrint software automatically decreases paper use by removing wasteful pages (i.e. blank pages with only a logo, banner ad or URL footer) from print jobs.

Director of Planning, Design and Construction Ken Dietz ordered the printer to set the example for sustainability at UofL. UPDC currently practices multiple sustainability techniques. One example: Technology Specialist Robin Stewart sets all printers to default to double-sided, saving paper and lowering the cost to print.

For UPDC’s substantial printing needs, the ColorQube also made sense economically. The monthly fee for ColorQube is about equal to the printer it is replacing. Now UPDC can take their sustainability efforts to the next level. “We’re excited about it,” says Dietz.

IT Copier Management offers affordable, sustainable printing



At UofL, reducing paper consumption is a worthwhile strategy, but the need to print still exists. IT Copier Management helps units find the balance between printing and conservation by consolidating multiple desktop printers into one multifunction (print, copy, fax) device.

A single desktop laser printer consumes precious energy and financial resources. When left powered on all the time, a desktop laser printer uses about 60 watts, or \$44, worth of electricity in a single year. Additionally, desktop printers do not easily allow double-sided printing and replacement toner cartridges are over \$100 apiece. All of these costs for only one person to print.

Consolidation is key to being green and saving green. Copier Management multifunction devices:

- ◇ Have energy-saving standby mode to use minimal energy when the copier is not being used
- ◇ Allow double-sided printing, decreasing the amount of paper used
- ◇ Includes toner in the monthly charge
- ◇ Recycles all spent toner resources

To learn more about the benefits of Copier Management, contact Will Barnett at will.barnett@louisville.edu.