



**R**ecycling and  
**E**nvironmental  
**A**ction  
**P**lanning  
**S**ociety

# Greening Your Office

...one tip at a time!

We care about the environment and we know you do too. Your office is a great place to make little changes that make a big difference. Here are some ideas to help you do just that. Provided monthly by R.E.A.P.S., we hope they inspire you to create change!

## GREEN TIP #47:

March 2014

### *Do you hear me now?*

It is important to share ideas with one and other but it is not always possible to have everyone in the same city. Instead of flying all over the country for meetings use videoconferencing or teleconferencing. Both of these systems are helpful because they allow people to connect without leaving town. This saves emissions by lowering the amount of driving or flying. When it is important to be able to see one and other videoconferencing will provide face to face chat without all of the travel as well.



Ever wonder how to teleconference or videoconference? If you are talking with only one other person you can grab your phone and simply put it on speaker phone. While this might not be ideal (depending on the quality of the phone's speakers) this can provide a useful form of communication.

To talk with multiple be in different cities you can set up a multi-caller option with your phone provider or use a system such as Skype which allowed group calling.



Skype will also allow you to videoconference several people allowing you to share ideas face to face. For larger groups you can invest in a projector and attach a computer to allow several people to communicate with one person. If you do not own a projector and do not need one all of the time you can investigate renting or borrowing one from local companies.

*Do you have any questions or suggestions? Call or email us at [green\\_solutions@reaps.org](mailto:green_solutions@reaps.org)!*