

## COMPUTERS

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- Buy a laptop instead of a desktop. A laptop consumes one-sixth of the electricity.
- Enable power management function. In Windows XP go to **Start > Control Panel > Power Options**. On a Mac go to **System Preferences > Energy Saver**. Set it to turn monitor off after about 10 minutes and computer off after 20 minutes. Turning off a computer or putting it in Sleep Mode extends its lifetime, contrary to misconceptions, because it runs cooler. When activated, this feature uses only 4 watts of power compared to 50 watts with a screen saver, or 100 watts with no control.
- When computer is left on to finish scanning, set a timer as a reminder to turn it off, or check the **Power off when finished** button in your scanning program.
- Consider using voice dictation to reduce keyboarding time.

## MONITORS

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- Use the smallest monitor needed. The larger the CRT monitor, the more energy it uses.
- Turn off monitor when not in use for more than 10 minutes. Monitors use 60% of computer's power.
- More colour, brightness and a higher resolution increase amount of energy required. Reduce brightness level of screen to lowest level comfortable.
- A black background for desktop may use less power than white or photo.
- Reduce office light levels or use blinds so that you can reduce screen brightness and use less energy.
- If computer must be on for network applications or other purposes, turn off monitors.
- When it's time for a new one, for most efficiency purchase a flat screen LCD ENERGY STAR® model instead of a second-hand CRT.

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## BROCKVILLE CLIMATE ACTION GROUP

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### *Energy-Saving Tips for your Home Office*

*All of the information provided within is for general information purposes only. It is recommended that you consult directly with a qualified professional to seek advice based on your specific circumstances. Neither the BCAG nor its volunteers are liable for any inaccurate or misleading information contained herein, nor for any actions taken or not taken in reliance upon such information.*



**You must be the change you wish to see in the world. MAHATMA GANDHI**

## PRINTERS, COPIERS, FAX MACHINES AND SCANNERS

- Turn equipment off when not in use.
- Minimize printing. Some printers, particularly lasers, use as much as 660 watts.
- Consider an ink-jet printer. Recent advances in ink-jet technology have substantially improved print quality and speed, although colour ink-jet printers are not significantly more efficient than colour lasers.
- ENERGY STAR® laser printers automatically cut energy use 60% by activating Sleep Mode.
- Choose a copier that is correctly sized. Amount of energy used is directly related to volume capacity.
- Be sure energy-saving feature on copier is enabled.
- Turned on 24 hours a day, fax machines are actually in use for only about 5% of that time. ENERGY STAR® fax machines with power management features can reduce energy costs by up to 40%.
- ENERGY STAR® scanners can cut electricity use by up to 50% and yet do not cost any more than standard scanners. Entering Sleep Mode when idle may also extend life of its light source.

## OTHER

- Read the owner's manual for information on power management features for office equipment.
- Use one large power strip for computer, broadband modem, scanner, printer, monitor, and speakers. Switch it off when equipment is not in use to cut 200 kWh/yr or more of standby losses.
- Equipment generates heat - ventilate office in summer and close windows on cool spring and fall days.
- Look for ENERGY STAR® symbol on all new equipment.

BCAG provides a non-partisan, collective voice for Brockville and area residents:

- To educate and empower individuals to take mitigative and adaptive action against global warming;
- To provide resources, information and support to those interested in climate action, through regular meetings and the establishment of a website and email database;
- To encourage local organizations, businesses and governments to reduce their carbon emissions and prepare for climate change impacts;
- To ensure a bright future for the coming generations.

This brochure has been made possible by

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