

Energy-saving tips for computers:

- Set computers to switch into “stand-by” mode after 15 minutes of inactivity.
- Work with your department’s information technology expert to determine when computers can be turned off or put into sleep mode. Consider turning off (‘shutting down’) computers at night when you leave work. Security updates pushed out that night will install the next day when you turn the computer on.
- Laptops consume far less energy than desktops. Consider using only a laptop that plugs into a docking station at work.
- Turn off your desktop printer at night, or better yet, get rid of your desktop printer all-together.
- Use two power strips: one for essential equipment that can remain on, another for non-essential equipment that can be turned off at night.
- Print less. Make a goal of printing only one copy when necessary. Email documents instead of distributing at a meeting.
- Turn off smart boards when not in use.