

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

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**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.

Transition Brockville 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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