

↓ *Kilowatt Countdown* *Home Office Checklist*

Computers

- Buy a laptop instead of a desktop. A laptop consumes six times less electricity. (*The Carbon Buster's Home Energy Handbook, Stoyke*).
- 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 button when finished' on your scanning program.
- Consider using voice dictation to reduce keyboarding time.

Monitors

- Use 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 to 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 secondhand CRT.

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.

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