



## Tips to Save Energy in Your Office

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### Reduce Your Use!

- Activate low power settings on computers (try "Power Options" in the Control Panel).
  - If your workspace light has a dimmer or occupancy sensor, set the light level according to your needs and ensure that the light turns off when you leave.
- If you sit by a window, operate the blinds to keep heat out in the summer and to keep heat in during the winter.
  - Take the stairs for short trips between floors if you are able.
- Print less and print mostly in "Black and White" and "Double Sided" (to set these as default printer settings, click on "Properties" from the "Print" dialogue box).

### Turn it Off!

- Shut down computers completely on evenings and weekends.
- Turn off lights in your office, meeting rooms, and other common areas when you leave.
- If your workspace is by a window, on sunny days try turning off your lights completely and just use natural daylight for your lighting needs.
- Plug most peripheral devices (monitor, task lights, chargers, etc) into a power bar and switch it off when you leave at night.

### Unplug it!

- Completely unplug all small electronic devices that aren't used on a regular basis.  
Many small appliances use energy even when they are turned off!
- Eliminate unnecessary equipment from the common areas of your workplace (extra printers, paper shredders, mini fridges, etc). Sell, recycle or donate.

**Take Action! Encourage at least two more people to save energy.**

