# ECO-SMART OFFICE GUIDE:
## ENERGY & PAPER USE REDUCTION

Send Computers Into Energy Saving Mode

When leaving your desk for an extended period of time, consider putting your computer and monitor to sleep. In the evenings and on weekends, computers should be turned off. When left on, a typical desktop computer and monitor will together use between 50 and 150 watts. By comparison, when these devices are put to sleep or turned off, they can use as little as 1 watt.
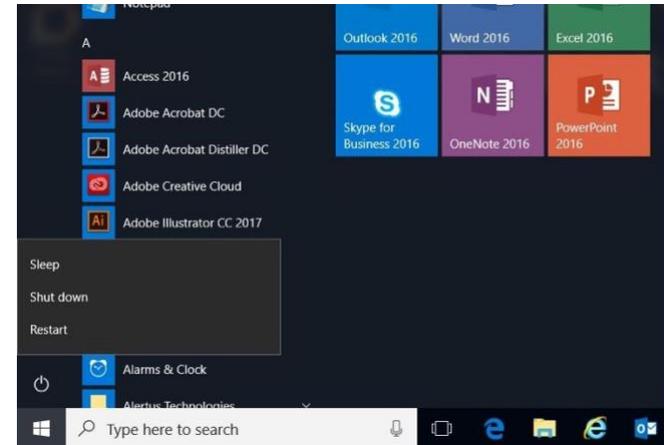

Power Management Setting to Turn Screen Office for Certain Amount of Time

When computers are not shut down during off-hours or are left to idle for extended periods of time, they should be put in sleep or standby mode. This can be done automatically with power management setting.
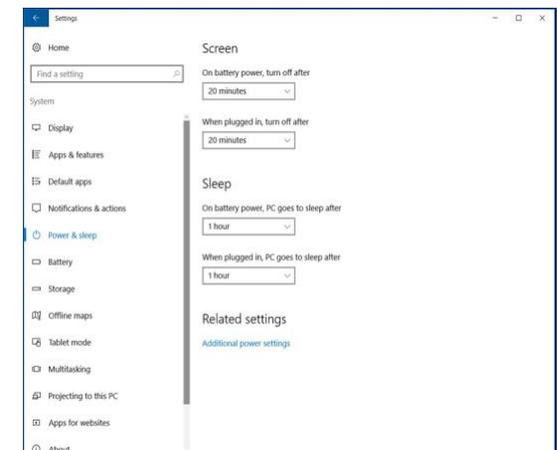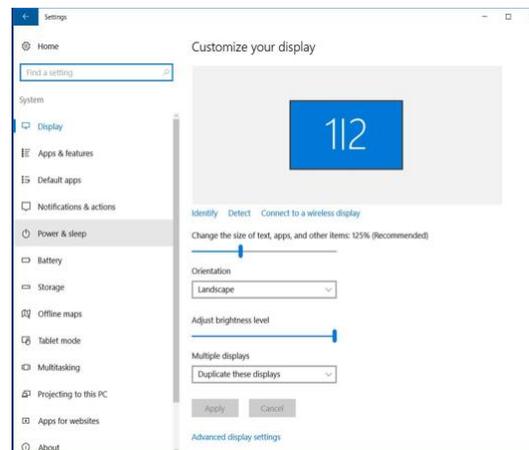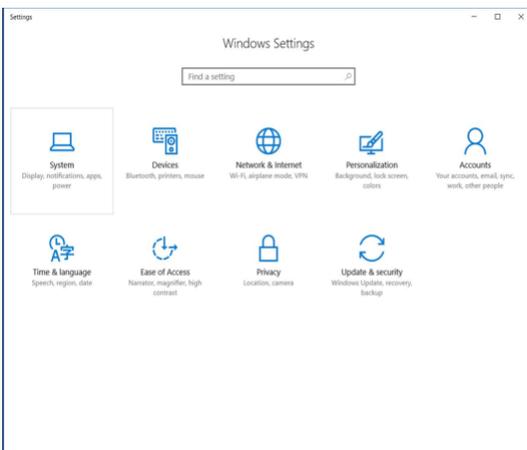
Set Printers and Copiers to Energy Saving Mode

Like many other electronics, copiers and printers still consume energy when not in use. Most will have an Energy Saver button that will put the printer or copier into energy saving mode, helping to reduce energy consumption in the office. Also, when purchasing new printers and copiers, ensure they are ENERGYSTAR certified.
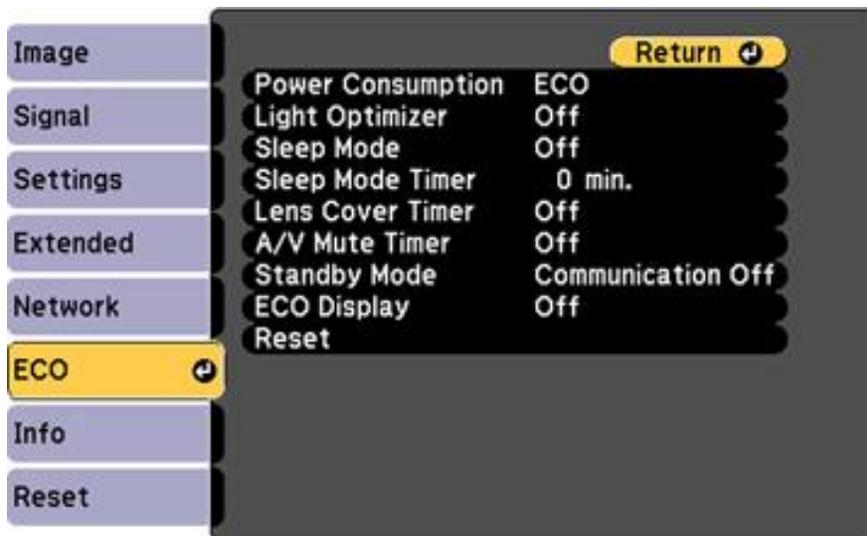

Standby Timers for Projectors When Not in Use

Projectors should be turned off when not in use, and standby settings should be defaulted. The steps to adjust projector settings can vary depending on the brand, so refer to the user manual to set standby mode as a default setting. Some brands, such as Epson, have an Eco setting, that sets the projector to sleep mode and adjusts other settings to further reduce energy consumption.

Duplex Printing

Even when using 30% recycled-content paper, the production of just one case requires ½ tree and 500 gallons of water, and produces 125 pounds of greenhouse gases and 40 pounds of solid waste. By setting your printer to double-sided printing, paper consumption can be reduced by half.
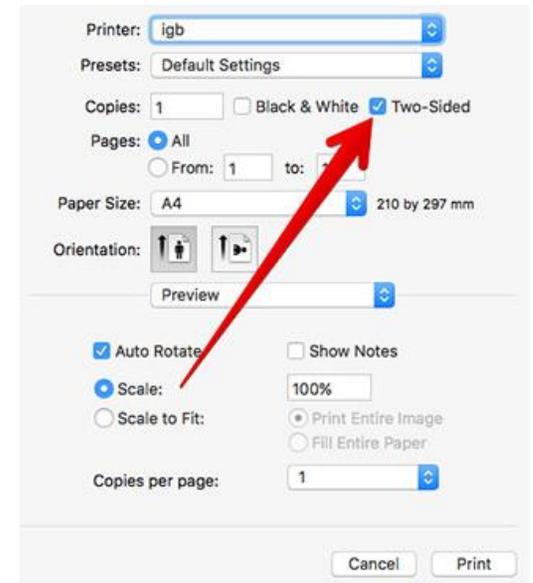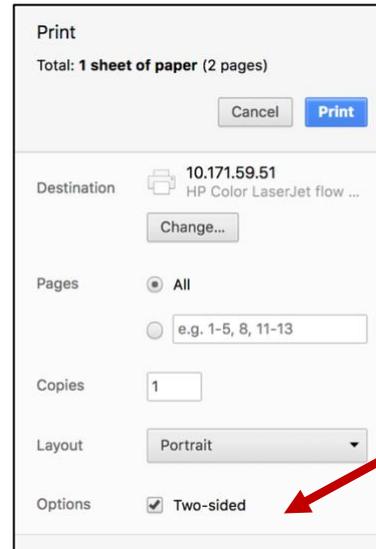
Reduce Document Margins

For most documents, paper margins can be reduced without any noticeable difference. Set margins to 0.5 inches or less when possible to reduce paper consumption.