OFFICE ENERGY REDUCTION

A/V Equipment
Projectors should be turned off when not in use, but to make it simpler on the user, standby mode should be defaulted. The steps to adjust this setting vary depending on the brand, so refer to the user manual for your machine. Some brands, like Epson, have an Eco setting that sets the projector to sleep mode and adjusts other settings to reduce energy.

Copiers & Printers
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.

Computer Energy Saving
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
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.