



The following are UIT's recommendations for saving energy over the holidays/weekends and in your every day routine. Please review and speak with your IT representative should you have any questions.

COMPUTER MONITOR

Every Evening/Weekend/Holiday: Turn off your monitor (much of the energy in your desktop is used by your monitor).
As a default setting: Configure your monitor to go to stand-by mode after a short period of inactivity. This can be done simply in the Power Use menu. Reduce screen brightness to a level comfortable for your eyes.

DESKTOP COMPUTER

Every Evening/Weekend/Holiday: Consider turning off your computer; but be mindful of updates when you are turning it back on (ie. delay in start up due to updates). Some updates can be implemented in stand-by mode.

- Unplug USB devices when not charging or data-transferring.

LAPTOP

Every Evening/Weekend/Holiday: Consider turning off your computer; but be mindful of updates when you are turning it back on (ie. delay in start up due to updates). Some updates can be implemented in stand by mode.

- Unplug USB devices when not charging or data-transferring.
- Unplug your laptop during work-hours when you don't need it - allow the laptop to run on battery, plugging in only to re-charge and before leaving for the day to extend your battery's life.
- Reduce brightness on your monitor for normal use.

PERSONAL PRINTER

Every Evening/Weekend/Holiday: Turn off then unplug your printer. Be safe, do not turn off the device if the switch is difficult to reach. Always unplug from the socket, not the device.

Consider eliminating your personal printer and using departmental/network printer to reduce energy consumption. Departmental printer power settings can be set to energy savings.

PHOTOCOPIER

Every Evening/Weekend/Holiday: Turn off your photocopier.

Check with the person responsible in your department in the event that there is data tracking.

As a default: Set department photocopier power settings to energy savings, or ask your IT rep or photocopier rep to do so.

SHREDDER

Every Evening/Weekend/Holiday: Turn off your shredder.