



OFFICE ENERGY SAVING TIPS

Use the standby function on your PC for meetings and lunch, and switch off your monitor

Why? When your computer is on (even if you turn your monitor off) it consumes 65 to 250 watts/hour. When it is on standby it only uses 1-6 watts/hour. This is a reduction in energy use of around 98%! If you do this every day just at lunch time it would save 30kg carbon dioxide per year per person.

Switch off your **monitor** when you go to lunch or for a meeting and when you go home as it uses 20W when it is on even if the computer is off!

How?

1. **Press the shut down button** on the start menu, then select **standby** from the drop down menu.
2. When you press the power button on your hard drive it will then resume your computer in the same state as you left it, i.e. with all your applications open.



Turn your PC off at the plug when you go home at night

Why? Even when your PC is turned off it consumes 5 watts per hour if it is still on at the plug. Mostly we are not using our computers for 15 hours of the day. So switching it off at the plug will reduce our energy consumption by 615Wh per week each. This would save 15kg of carbon dioxide per year.



Put your laptop in projector mode if being used with a screen

If you use a laptop as your main computer and plug it into a screen, **make sure the laptop is set to be a projector** so that you are not powering 2 screens. Do this by pressing Fn and F5 together.

