

TIPS FOR GREEN COMPUTING

Do not leave the computer running overnight and on weekends. Go to Start, click on Shut Down. If you have a LYNX machine, your machine will turn on in the late evening to perform updates. Beginning March 2007, your machine will automatically shut down after the updates are completed.

Power off your monitor overnight and on weekends.

Power off your monitor when not in use during the day instead of using screensavers.

Just tap the space bar when your computer is in SLEEP mode and it will automatically come back on.

Use efficient ENERGY STAR® products.

Review document drafts and emails onscreen instead of printing them out. When necessary to print, print on recycled-content paper. Use the files in your e-mail program to save e-mail you want to refer to later.

Use double-sided printing when available.

Turn off or unplug all peripherals (scanners, speakers) until they are to be used.

Choose dark backgrounds for your screen display. Do not use bright-colored displays which consume more power.

Do not turn on the printer until you are ready to print out your documents. Network/share printers where possible.

Reduce the light level in the room when working on the computer.