COMPUTER SHUT DOWN POLICY

Turn off screen savers
While these programs do help with burn damage to monitors, they waste power keeping your computer active.

Turn off equipment when not in use
Contrary to popular belief, turning off older computers and printers will not wear them down more quickly (as long as it is not to excess more than six times daily). Turning off equipment at night can cut annual energy costs by as much as $200 per computer.

Consider upgrades
If your budget allows, look into newer computer models. Flat-screen monitors are quickly becoming the most energy-efficient part of the system. Although they do cost more, they will save you money (about 1/3 less energy consumed) and office space in the long term.

Share printers
If you have several computers, network them to one printer to save energy.

Configure your computer for "sleep mode"
ENERGY STAR® settings are being built into more and more computer systems. For ideal savings, set your power management to turn off your monitor after ten minutes and your hard disks after twenty minutes. Detailed Windows & Mac instructions are widely available.

Donate older equipment
Many non-profits, schools, churches, and other charitable organizations require computer and office equipment. We use a national recycling program or donate PCs to non-profits.

Consider laptops
They tend to use about ¼ the electricity of most desktop models.

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