

**When you're not  
looking, your  
computer monitor  
will go to sleep...  
(It's a Power Nap!)**



Our offices are participating in an Office Equipment Efficiency Program designed to:

- Save energy
- Help the environment
- Ease the strain on California's electric system.

As part of the program, we have enabled the ENERGY STAR® features of your computer monitor. If you haven't used your monitor for 10-15 minutes, then your screen will go blank. Your monitor will be saving energy in "sleep" mode. Simply move your mouse to wake it up when you need it again.

This program is funded by California utility customers and administered by the state's investor-owned utilities, under the auspices of the California Public Utilities Commission. The program is managed by Energy Solutions of Oakland, California.

**For more information...**

For additional information concerning the Office Equipment Efficiency Program, visit the Energy Solutions website at:  
[www.energy-solution.com/off-equip](http://www.energy-solution.com/off-equip)  
or contact:



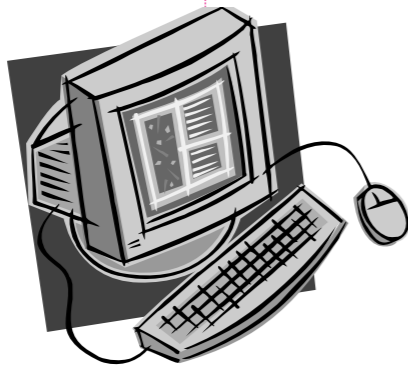
## ENERGY STAR savings from computer monitors –

- **safe**
- **adjustable**
- **worthwhile**

**Safe:** because the computer itself is not asleep. Simply move the mouse or hit a key and the computer monitor will wake up. We have not changed any “sleep” settings for the computer’s internal workings, so there is no need to worry about losing unsaved documents or network connections. Long computations don’t stop when the monitor sleeps. Today’s equipment is designed around ENERGY STAR features; sleeping does not shorten its life.

**Adjustable:** because you can change the monitor’s sleep settings. By setting the monitor to sleep after 10 to 15 minutes of inactivity, the program seeks to capture savings during the daytime period of “peak” electricity use. However, if this setting does not work for you, the last section of this flier tells you how to change the timing.

**Worthwhile:** because each time your monitor goes to sleep, it saves energy. With all of California’s computers set this way, we could save as much electric power as is produced by a medium-sized powerplant. We could also save 430 thousand tons of greenhouse gas emissions per year! Screen savers look nice, but they save no energy.



## What else can we do?

Besides letting your monitor sleep when you don’t need it, here are some things you can do to save energy and help avoid electricity shortages:

- Continue to manually shut off your computer monitor, lights, personal printer, etc. when you leave for more than an hour or two.
- If the office is notified that California is facing an imminent electricity shortage, be more aggressive. Turn off everything you can. Share heat-producing equipment such as copiers and laser printers. Turn off perimeter lighting.

• If you have task lights or other plug-in devices, consider plugging them into a “smart” power strip that will shut them off when you are away and wake them up when you return. In a small office, the overhead lighting may be automatically controlled too. An occupancy sensing switch can replace your wall switch. There may be samples

available in your office, and you can check out the website on the last page of this flier for more information.

- Save energy at home. When you leave for work, turn off everything that isn’t needed.



## Office equipment facts...

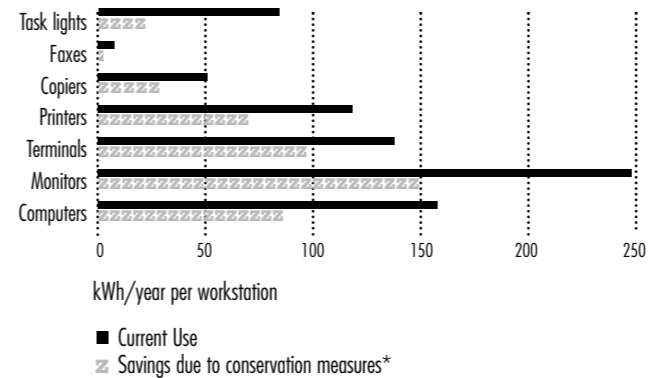
**Fact #1:** A typical computer and monitor uses about \$120 worth of electricity per year if left on all the time with ENERGY STAR features disabled.

**Fact #2:** Enabling ENERGY STAR features and shutting down at night can cut costs to about \$20 per year. This saves about 1000 pounds of CO<sub>2</sub> greenhouse gas emissions and \$100 or more per year.

**Fact #3:** There are more than 12 million computers in California!

**Fact #4:** Computer monitors take no more than ten seconds to wake up from sleep mode.

Office equipment electric use and potential savings



\*Includes turning off at night and enabling “sleep settings” (Source: “San Francisco Energy Efficiency Office Program: A Comprehensive Approach to Reduce Office Plug Load”. Hetch Hetchy Water and Power/City and County of San Francisco, 1998).

## Setting the time delay before “Sleep”

You can change the delay time before your monitor goes to sleep.

## Windows 95, 98, 2000 or ME

Click on the Start Button, choose Settings, then “Control Panel” and then click on the “Power Management” icon.

Don’t change the stand-by or hard disk settings without checking with your IT staff.

## Macintosh computers

Select the Energy Saver control panel under the Apple menu.

## Recommended time delay

To capture savings during the daytime “peak” period, we have set a 10-15 minute delay; if you choose 30 minutes, the screen will only rarely go off during phone calls but will save energy during meetings and lunchtime.

It is OK to enable “sleep” mode on your monitor. However, check with IT staff before changing sleep settings for hard disks or system standby. If these features are already enabled for the hard drive, please leave them on; they are saving energy apparently without causing you any problems.