Energy Preservation

Now a days use of computers, fax machines, copiers etc. is increasing exponentially resulting in increased use of energy. Most of the time we leave unneeded computers on, which leads to waste of electricity and money. In order to conserve energy and eliminate risk of electricity hazard, following are simple steps that each of us can take to reduce the overall consumption of energy:

Tips on efficient operation for:

Computers

- Be sure to enable **power management features** on your computer. This allows the computer to go into "sleep mode" when not in use-with no sacrifice in computing performance (for further assistance call IS)
- Using a computer's "sleep mode" can reduce its energy use by 70 percent.
- Turn off your computer after office hours

Printers

- Use the "print preview" option to find errors before printing.
- Before printing in color, make a black and white copy to edit.
- Avoid unnecessary printing like electronic mail and World Wide Web documents.

Photocopiers

- Turn off the copier on the weekends and at night.
- Enable the energy saver features.

Other ways to Preserve Energy

- Turn off your computer and/or peripherals when they are not in use. A modest amount of turning computer equipment on and off will not harm the equipment.
- Turn on each piece of equipment only when you intend to start using it.
- Don't turn on your printer unless you are ready to print.
- Turn off your entire computer system when you go to lunch or will be out of the office, to minimize / eliminate risk of electricity hazard.
- Off lights when you are out of office.
- Use energy saver instead of tube lights.
- Off LCDs when not in use.

Small contribution can lead to big success

Health Safety Environment
We can make a difference