



# NAUSET UNPLUGGED

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## **Turn off all lights in unoccupied areas.**

Whenever you leave a room, the lights should go out. There is no savings in leaving them on even if you are going to be back in 15 minutes. Savings begin 2 seconds after shutting them off!

## **Turn off idle PC's.**

This saves energy and will not harm the hard drives (unless done at a frequency of every five minutes or less). Don't turn on computers until they are needed, especially in the morning. Turn them off when attending meetings, at lunchtime, and *always* at the end of the day.

## **Turn the monitors off.**

Screen savers do not save energy. Even if networking prevents shutting down the PC itself (if it is a server), just turning off the monitor will save 30-60% of computer energy consumption. Don't forget to shut the monitor off at day's end!

## **Turn printers off.**

Idle printers, especially lasers, draw significant amounts of power. If possible, turn them off while preparing materials, attending meetings, at lunchtime, and *always* at the end of the day.

## **Edit on the screen.**

Save printing and paper energy by editing on the screen rather than on hard copies.

## **Use inkjet printers.**

Inkjets use just 5% of the energy of lasers. For drafts or interoffice documents, use the inkjet. and save laser use for presentation materials. Turn off the laser printer between uses.

## **Don't print or copy unless you have to.**

Send e-mail or put files for groups of teachers in the Common Folder on the network. When delivery of hard copy is not essential, don't print it!

## **Other resources for you.**

Lesson plans for students: <http://www.ase.org/educators/download.htm>