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@WORK**



# Energy Saving Tips



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## TIP OF THE WEEK

AWAY FOR  
MEETINGS

### How to leave your workstation behind

- **Turn off the lights** in your room or at your desk before you leave.
- If the meeting takes longer than half an hour:
  - **Switch off your monitor;**
  - Set your computer to **stand-by/ sleep/ suspend mode** or **hibernate** it.
- In case the meeting is expected to take more than 2 hours, **switch off your computer.**
- Print only what is absolutely necessary for the meeting.

**PLEASE PUT A RELEVANT LOCAL  
PICTURE TO THE FRONT PAGE**





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## Away for meetings: how to leave your workstation behind

Meetings are also part of office work. There are two important aspects related to them: energy saving during the meetings and how you leave the electronic equipment of your workstation behind. This tip will focus on the latter because the next one will be all about energy saving at the meetings and other types of office events.

Here are a few ideas on how to save energy while you are away for a meeting:

- **Turn off the lights** if all of you leave the room for the meeting. If there are some colleagues staying, still make sure that your desk lamp is off.
- **Turn down the heating a little** if you are the only one using it and the meeting is expected to take some hours.
- **Switch off your monitor** in case you are away for more than 10-15 minutes. Don't worry, frequently switching the monitor off and back on doesn't decrease its lifetime. **Avoid using the screen saver**, as with the new generation of monitors its practicality is greatly reduced, moreover, instead of saving energy it uses the monitor at its full capacity.
- When leaving for a meeting that takes longer than 30 minutes, set your computer to stand-by/ sleep/ suspend mode or hibernate it. After hibernation it takes a bit longer to "wake up" the computer, but this mode requires no energy! In case the meeting is expected to take more than 2 hours, **switch off your computer** too.



Change the power management settings on your computer, so that all this becomes automatic. For Windows look for Power Options under the Control Panel. Mac users can change the settings by adjusting the Energy Saver preferences.

- If you have a laptop, think twice before you take it to the meeting. Maybe a few sheets of paper and a pen will do just as well.
- Print only what is absolutely necessary for the meeting. Don't forget about duplex printing, using the draft mode and printing more original pages to one page.

### Further reading and ideas:

See more information on computer use at Level 1, and on printing and copying at Level 5 of the Green Clicks Tool. [add link](#)

Revisit the 3<sup>rd</sup> energy saving tip on computers, laptops and monitors and the 5<sup>th</sup> energy saving tip on printing and copying. [add links if available online](#)

### Source:

<https://it.uottawa.ca/employee-services/energy-saving-tips>

