

Facilities & Services needs your help to conserve energy. There are many ways you can make a difference:

- ✓ Shut down your computer at the end of the day.
- ✓ Turn off or unplug other office equipment such as fans, radios, non-networked printers, etc.
- ✓ Turn off the lights in your area, including under-cabinet task lighting.
- ✓ Power off your monitor when you leave your desk to go to lunch or to a meeting.
- ✓ Buy low wattage equipment certified by the EPA's "EnergyStar" program.
- ✓ Use the "print preview" option to find errors before printing.
- ✓ Consolidate and share under-used, energy consuming office equipment.
- ✓ Use double-sided printing functions when possible.
- ✓ Print on recycled-content paper.
- ✓ Re-use one-sided office paper.
- ✓ Use a fax "post-it" instead of a cover sheet.
- ✓ Always recycle.

By practicing these tips it will be possible to significantly reduce the amount of energy we use in our area. We thank you for your support in helping us lead the way in energy conservation at the University of Illinois.

