Personal computer user energy checklist

☐ Turn off your monitor when you won't use it for more than 20 minutes and turn off both your CPU and monitor if you won't be using your computer for over 2 hours.

☐ Set your power management as follows:
- Turn off monitor after 15 minutes.
- Turn off hard disks after 30 minutes.
- System standby after 1 hour.
- Hybernate after 2 hours.

☐ Set your printer to:
- Print double-sided.
- Sleep after 20 minutes of inactivity.

☐ Power down your computers, printer, and all peripherals by connecting it to a power strip. Turn off the strip at the end of each day.

Checklist compliance will be audited. For more information contact Facilities Management at (269) 387-8514 or the Office for Sustainability at (269) 387-0943.

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