



ENERGY STAR[®]

Buyer's Guide to Purchasing ENERGY STAR Labeled Office Equipment

Most of us don't think about saving money and improving the environment when we flip the switch on our computers or photocopy an important document. But with efficient ENERGY STAR[®] labeled office equipment, you can do just that!

Office equipment, led by computers, is the fastest growing electric load in the business world. In fact, office equipment accounts for about 11 percent of all commercial sector electricity usage. However, much of this energy is wasted. According to Lawrence Berkeley National Laboratory, most people leave their computers on throughout the business day although they only use their machines for four hours on average. What's more, approximately 57 percent of computers are left running at night and on weekends.



What is ENERGY STAR Labeled Office Equipment?

ENERGY STAR labeled office equipment helps reduce wasted energy. When an energy-efficient computer in not in use, it enters a low-power "sleep" mode. Sleep mode reduces the equipment's energy waste and saves money without sacrificing features, performance, or cost. An ENERGY STAR labeled computer in sleep mode consumes about 90 percent less electricity than it does in full-power mode.

Many of the manufacturers who produce the office equipment sold worldwide participate in ENERGY STAR. By looking for the ENERGY STAR label, you can easily identify products that save money and prevent air pollution.

ENERGY STAR vs. Conventional Equipment: What's the Difference?

When you see the ENERGY STAR label on a product, you can be sure that it meets the following efficiency guidelines:

- **Computers:** Power down to 15 watts or less in the low-power mode when using a 200-watt power supply.
- **Monitors:** Power down to 15 watts or less after 30 minutes of inactivity, and then down to 8 watts or less after a cumulative period of 60 minutes of inactivity.
- **Printers and Fax Machines:** Power down to 10-100 watts or less depending on the model's output speed and printer type after a predetermined period of inactivity set at the factory.
- **Mailing Machines:** Power down to 10-85 watts or less depending on the model's output speed after a predetermined period of inactivity set at the factory.
- **Copiers:** Depending on output speed and format type, power down to low-power mode after 15 minutes of inactivity and/or to 5-20 watts in off mode after 90 minutes or less of inactivity, ensuring that equipment is off during evening and weekend hours. Double-sided copying is recommended for medium- and high-speed models.
- **Scanners:** Power down to 12 watts or less in the low-power mode after 15 minutes of inactivity.
- **Multifunction Devices:** Power down to a low-power and/or sleep mode of no more than 25-105 watts after 15-120 minutes of inactivity, depending on output speed and format type.



- **Upgradable Digital Copiers:** Power down to a low-power and/or sleep mode of no more than 5-20 watts after 15-120 minutes of inactivity, depending on output speed and format type.

Conventional and ENERGY STAR labeled office equipment cost the same, but ENERGY STAR labeled equipment offers two important benefits: it saves money and helps the environment. Once ENERGY STAR labeled equipment is installed, savings can add up quickly. Multiply the per-unit savings by the number of products in your office to estimate how much you can save each year!

- Computer/Monitor \$45 per year
- Printer \$25 per year
- Medium-speed Copier \$25 per year
- Fax Machine \$9 per year
- Scanner \$7 per year

In a typical office of 100 people, annual savings could reach almost \$5,000 per year:

| | |
|-----------------------------|---------|
| • \$45/year x 100 computers | \$4,500 |
| • \$25/year x 10 printers | 250 |
| • \$25/year x 4 copiers | 100 |
| • \$9/year x 4 fax machines | 36 |
| • \$7/year x 2 scanners | 14 |

TOTAL ANNUAL SAVINGS: \$4,900

It takes ten times more energy to produce a piece of paper than to copy an image to it.

Lawrence Berkeley National Laboratory



Did You Know?

According to EPA estimates, if all purchasers in the United States bought ENERGY STAR labeled instead of conventional office equipment, the annual pollution prevented would be equivalent to removing the emissions from more than 14 million cars by 2010.

In addition to lowering operating costs, ENERGY STAR labeled copiers, multi-function devices (MFDs), and printers can also reduce paper use. Many provide duplexing (double-sided) capabilities, recommended as a default setting for medium- and high-speed models. By making double-sided copies, you can save \$50-\$150 per year on paper purchases for a medium-speed copier. Duplexing also adds to overall energy reduction.

Besides the cost savings, ENERGY STAR labeled equipment offers other important advantages:

- **Added Comfort:** ENERGY STAR labeled equipment produces less heat by powering down when not in use. This feature contributes to a cooler, more comfortable workspace and reduces air-conditioning costs.
- **Improved Reliability:** Heat can cause equipment failure. With the power-management feature, ENERGY STAR labeled equipment may last longer because it generates less heat.

Components that cycle, such as hard drives and microprocessors, are also more reliable when power management is enabled.



Is "Sleep" the Same as "Off?"

No! Equipment in sleep mode still uses some electricity, so always turn your equipment off if it will not be in use for long periods of time. Also, if you see a monitor with a screen saver, don't assume that it's saving energy. Screen savers are not an energy-efficiency feature. If you do use a screen saver, be sure your monitor is set to display images for a pre-determined period of time and then enter sleep mode.

What Else Should I Know About ENERGY STAR Labeled Office Equipment?

- Manufacturers are required to ship ENERGY STAR labeled equipment with the sleep feature enabled. It should arrive at your office that way.
- You may adjust the power management setting to conform to your work pattern using the Control Panel. Some computers require accessing the sleep feature through the BIOS or setup screen. If you have questions about activating or changing the sleep feature, refer to the owner's manual or call the manufacturer's help line.
- If your business operates on a Local Area Network (LAN), be sure to specify that the power-management feature on your computer is compatible with the existing network system. (As of this writing, the Windows NT operating system does not support power management.)



Did You Know?

The federal government is the single largest purchaser of information technology (IT) equipment in the world, accounting for approximately 5 percent of total IT sales. By purchasing energy-efficient IT products, the federal government is expected to save \$1.1 billion between 1999 and 2010.

Lawrence Berkeley National Laboratory, 1998

- For additional savings, purchase printers and fax machines that print on both sides of a piece of paper. Buying a printer with a duplexing mode could save over \$45 a month in paper costs, and purchasing a fax machine that scans double-sided pages saves copying and paper costs. Also consider buying a combination printer/fax unit, which will consume less energy since one unit can do the work of two.

How Can I Purchase ENERGY STAR Labeled Office Equipment for the Federal Government?

President Clinton's Executive Order 13123, issued on June 3, 1999, requires that federal agencies purchase ENERGY STAR and other energy-efficient office equipment. How can you buy ENERGY STAR labeled equipment? Just list ENERGY STAR as a requirement in your specification. The ENERGY STAR Web site, www.energystar.gov, includes information on specific procurement language to use.



How Should I Specify ENERGY STAR Labeled Office Equipment When Ordering from a Manufacturer?

When considering the purchase of ENERGY STAR labeled office equipment, it is important to use procurement language that includes ENERGY STAR specifications. Procurement language should indicate that



the equipment "shall meet the ENERGY STAR specifications for energy efficiency." Language should also provide a detailed explanation of each ENERGY

STAR specification. Complete procurement language is available at www.energystar.gov.

ENERGY STAR

ENERGY STAR is a trusted national brand symbolizing superior energy performance in over 30 categories of consumer electronics and appliances, as well as office buildings, schools, and homes. ENERGY STAR for Office Equipment is a voluntary

partnership between the U.S. Environmental Protection Agency (EPA) and the office equipment industry that promotes energy-efficient products. Reducing the energy wasted in operating this equipment can help combat smog, acid rain, and climate change by decreasing emissions from energy generation.

For More Information

Visit www.energystar.gov. Choose "Find Products," then "Institutional Purchasing."

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