E.5 We examined our office’s use of networked printers and other electronic devices and worked with IT to consolidate use.

**Intent**
Electronic devices use energy when plugged in, even when they are off, so taking these devices offline will reduce energy consumption. Reducing excess printer and copier capacity can have a significant impact on energy consumption. Printers and copiers account for 20-25% of office electricity use.

**Point Value**
3 points

**Instructions**
Contact your IT support to discuss use evaluation and consolidation.
Consider whether there are printers that are only used a few times a day or if there are any unnecessary desk top printers. These are examples of potential opportunities to eliminate a printer and still have sufficient capacity. You may also consider keeping the extra printer(s) unplugged except for times of larger print volumes if they are not used daily but the office does have occasional instances when it needs higher capacity.

**Resources**
IT support for Staff listing  http://www.upenn.edu/computing/view/support/staff.html
Green IT website  http://www.upenn.edu/computing/greenit/