

# SWITCH

# OFF

If you're not using the office equipment, **it doesn't need to be switched on**. Here are three easy actions for you to do at work:

**Switch off your PC and monitor** when you go for lunch and switch them off at the plug when you've finished for the day.

**Turn off the photocopier** and printer before you leave for the day.

**Turn down the brightness** of your monitor to save energy – you won't even notice the difference.

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▶ For lots more energy saving hints and tips go to **[energysavingtrust.org.uk](http://energysavingtrust.org.uk)**

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