## Work Instruction: 4.4.6-EO
### Miscellaneous Equipment Operation

<table>
<thead>
<tr>
<th>Purpose</th>
<th>To ensure proper equipment operation is known and used by all DPPEA employees.</th>
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<tbody>
<tr>
<td>Responsible Staff</td>
<td>All DPPEA</td>
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</table>
| **Procedure** | 1. At time of employment either supervisor or Administrative Secretary go over all procedures of proper operations of office equipment (suggest a dry run on copier, fax, scanners, and phones).  
2. If new/different equipment is purchased, hold classes until the whole division has been shown all steps for proper equipment operation.  
3. Always be open to ideas that could improve the environment by doing things different (like used paper in copier).  
4. Any questions should be directed to employee’s section chief or the Administrative Secretary.  
5. For lights, space heaters/fans, radios and desk lamps, turn off when your office is unoccupied (e.g. during a meeting, lunch, breaks and when leaving for the day).  
6. For personal computers, refer to the online procedure for the Energy Star set-up at [http://www.p2pays.org/intranet](http://www.p2pays.org/intranet); this includes:  
   - How to set-up Energy Star applications  
   - How and when to hibernate your computer  
   - Shut-off during periods of inactivity |
| **Monitoring and Measurement** | 1. All procedures should be evaluated every six months to ensure the best procedure is in place. |

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