

Small Ways to Save Computing Energy

In an age when businesses depend on computers, and their staff use them constantly throughout the workday, energy consumption should be a concern for any business trying to save money. Here are some tips to help your computers use less energy.

Energy Star Certification

Get rid of any old computer that is not Energy Star certi-

fied. Products that display the Energy Star symbol have been tested and have been found to meet or exceed higher energy efficiency levels without compromising performance.

Ditch the CRT Monitor

If you have an old CRT monitor, then you are using a lot more energy than you would be if you were using a newer LCD screen.



Swap Sleep for Screen Savers

It is commonly believed that when the screen saver is on, the computer is drawing very little power, but this is just not true. In fact, most computers have moving screen savers that draw almost as much power as when the computer is actively being used. Instead, you should use the sleep function. Set your computer to go to sleep if it is not in use for longer than 15 minutes. Sleep function uses about 90 to 98% less power than when the computer is running.

Shut the Power Off

Many people believe shutting down their computers frequently will shorten the life of their computer. In theory this is true, but the fact is that your computer will become obsolete long before it dies from the effects of turning it on and off. Remember, too, to power off the router, printer,

modem, etc. (as long as you are not sharing these components with coworkers who may still be using them). The easiest way to save money when running all of these components is to use a power strip and shut the power strip down at the end of the night, or any time you know you will be away from your computer for a considerable amount of time.

Taking little precautions to save energy with your computer or computers may sound petty, but at the end of the year the money you save will be worth the while. Plus you can feel better knowing your environmental footprint is a tiny bit smaller! **T**



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Innovative Solution Feature:

Rentals For Adagio Makes Equipment Rental Management A Snap

Ideally suited to the construction industry, Rentals for Adagio is specifically designed for companies that rent, sell or service construction equipment, where recurring billing and rental inventory management are crucial.



Great for companies that rent:

- construction equipment
- machinery
- tools
- scaffolding
- fencing
- forms

Rentals for Adagio integrates seamlessly with Adagio Accounting Receivables, Inventory, Sales Analysis and Ledger. Invoices are automatically generated, printed and transferred to Receivables. The rental contract and invoice forms are user-defined.

Rental contracts can be open-ended with periodic

billing of rented items, consumables or miscellaneous charges. The billing methods are versatile and capable of billing in advance or arrears, on different cycles and rates.

Service records can be applied to rented items. When these are combined with original cost and rental revenue, you can get a clear picture of your return on investment.

Several summarized rental reports are provided, as well as management reports, to help you identify booking conflicts and delinquent items.

Current Adagio users will appreciate the common 'look & feel' and shared functionality. For example, customer and item maintenance, contract filters and styles, data entry, reporting and backup functions are all similar to Adagio.

Users new to Adagio will find Adagio Accounting's intuitive user interface and logical workflow easy to learn, with the power and flexibility to grow with your growing rental business. **T**

theTechnoTips

Tips for Microsoft Outlook:

Using the Blind CC

You can use Blind CC (Bcc) to send an email to multiple people without revealing the other recipients' identities. To send a message to someone without other recipients of the message knowing, use the Bcc line in the message. Bcc stands for blind carbon copy. If you add someone's name to the Bcc line, a copy of the message is sent to that person, but his or her name is not visible to other recipients.

This is useful, too, if you wish to send an email to many people, while respecting their right to keep their email addresses private. Send the email to yourself, and Bcc all the recipients.

Quickly See The Next Or Previous Mail Message In A Conversation Or Thread

In a message, click the small arrow next to the Previous Item button or Next Item button, and then click Item in Conversation Topic.

Automatically Add A Signature Or Logo To Each Message You Send

On the Tools menu, click Options, and then click the Mail Format tab. If you have more than one account, select the account you want to create the signature for, and then click Signatures.

Does Your Mailbox Need A Quick Cleanup?

On the Tools menu, click Mailbox Cleanup. Select options to find items that are old or large and then move or delete them. Click AutoArchive to move old items to Archive Folders, or click Empty to permanently delete items from your Deleted Items folder. **T**