

# KEEP YOUR COOL



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the office or home, log on to  
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## Energy Saving Tips for Office Air Conditioners

- Keep cool air in by closing doors and windows when the air conditioner is on.
- Strategically position blinds and drapes to block the warm sun and keep the office cooler.
- Set the thermostat to the warmest comfortable setting.
- If possible, turn off the air conditioner at the end of the work day.



Earning the **ENERGY STAR** label means a product meets strict energy efficiency guidelines set by the U.S. Environmental Protection Agency and Department of Energy. **ENERGY STAR** qualified room air conditioners use at least 10% less energy than conventional models.