

Revisions to this Memorandum of Understanding will not be accepted.

Memorandum of Understanding between
The United States Environmental Protection Agency
and

I. Common Agreements and Principles

A. This is a voluntary agreement between "ENERGY STAR® Scanner Partner" or "Partner") and the United States Environmental Protection Agency (EPA), by which joins the ENERGY STAR Program. The terms of this Memorandum of Understanding (MOU) shall apply to scanners sold by Partner under its own brand name(s).

B. Partner and EPA agree that the primary purpose of the ENERGY STAR Program is to promote the manufacturing and marketing of energy-efficient equipment, thereby potentially reducing combustion-related air pollution.

C. Partner and EPA agree that the use of energy-efficient equipment may also increase profits and competitiveness.

D. Partner and EPA agree that the ENERGY STAR Program may also improve or enhance equipment's useful lifetime, customer satisfaction, and overall product quality.

E. Partner and EPA agree that publicizing the ENERGY STAR Program is important to demonstrate the following: the concern of Partner for the environment, the vitality of the free enterprise system in reducing costs, and the capability of partnership programs to achieve environmental goals.

F. Partner and EPA agree that maintaining public confidence in the ENERGY STAR Program is critical to achieving the shared goals of Partner and EPA.

G. Partner and EPA agree that membership in the ENERGY STAR Program is essential to the cooperative effort to achieve the shared goals stated above.

II. Definitions

A. Scanner: For purposes of this MOU, a scanner is defined as an electro-optical device for converting color or black-and-white information into electronic images that can be stored, edited, converted, or transmitted primarily in a personal computing environment. Scanners defined as

ENERGY STAR is a U.S. registered mark.

Scanner MOU - Version 1.0

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such are typically used for digitizing hard-copy images. The intent of this MOU is to focus on widely-used desktop scanners (e.g., flatbed, sheet-fed, and film scanners); however, high-end office document management scanners that meet the specifications outlined below may qualify for the ENERGY STAR label. This MOU is for stand-alone scanners; it does not cover multifunction products with scanning capabilities, network scanners (i.e., scanners that connect exclusively to a network and are capable of managing the scanned information for transmissions to multiple locations on the network), or scanners that are not powered directly by the building power supply.

B. Base Unit: The base unit is defined as the most basic version of a scanner that is actually sold as a fully operational model. The base unit is typically designed and shipped in a single piece, and does not include any external power-consuming accessories that may be sold separately.

C. Scanner Model: For purposes of this MOU, a scanner model is defined as a base unit and one or more specific accessories that are advertised and sold to consumers under a single model number. When advertised and sold to consumers without any additional accessories, a base unit is also considered a scanner model.

D. Accessory: Any piece of additional equipment that is not necessary for the standard operation of the scanner, but that may be added in order to enhance or change scanner performance. An accessory may be sold separately under its own model number, or sold with a base unit as part of a scanner package or configuration. Examples of accessories include automatic document feeders (ADFs) and transparency adaptors.

E. Low-power Mode: For purposes of this MOU, the low-power mode is the lowest power state the scanner is designed to enter after some period of inactivity, without actually turning off. The scanner enters this mode within a specified period of time after the last image was scanned.

F. Default Time: The time period set by the Partner prior to shipping that determines when the scanner will enter the low-power mode. The low-power mode default time shall be measured from the time the last image was scanned.

III. Effective Date of MOU and Duration

A. This MOU shall be effective when signed by both EPA and Partner.

B. Both parties agree that Partner may begin to qualify scanner models pursuant to Section IV.B., below, beginning on April 1, 1997.

C. The terms of this MOU shall remain in force until such time as EPA institutes new specifications or discontinues the ENERGY STAR Scanner Program. Both parties agree that as

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technologies and markets change, it may become desirable to change the technical specifications included in this MOU in order to keep the ENERGY STAR Scanner Program responsive and to maintain its integrity.

D. Both parties agree that this agreement can be terminated by Partner or EPA at any time, and for any reason, with no penalty. However, both parties agree that termination for noncompliance would only occur in accordance with the procedures of Section VI., below.

IV. ENERGY STAR Scanner Partner's Responsibilities

A. Partner agrees to appoint a responsible representative of the company as liaison with EPA for the ENERGY STAR Scanner Program and to notify EPA within one month of any change in liaison designation. (See Attachment A.)

B. Product Qualification for the ENERGY STAR Logo

Partner agrees to introduce one or more specific base units that meet the specifications outlined below.

Table 1. Criteria for the ENERGY STAR Scanner Program

Low-power Mode	Low-power Mode Default Time
≤ 12 watts	≤ 15 minutes

After shipping, Partner or customer may change the low-power default time or disable the low-power mode in order to accommodate a customer's usage patterns. The time setting shall not exceed a Partner set maximum of 60 minutes.

C. Testing

1. Partner agrees to perform tests, as necessary, to determine which base units comply with the specifications. Based on the results of these tests, Partner shall self-certify those scanner models that it determines are compliant with the specifications outlined above. Partner may submit information to EPA on compliant scanner models on a voluntary basis.

2. Power consumption shall be measured from the outlet or power supply source to the product under test. Partner shall measure the average power consumption of the base unit. See EPA

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ENERGY STAR Scanner Testing Guidelines for more information.

D. Employee Education

Partner agrees to provide information about the ENERGY STAR Scanner Program to all of its employees whose jobs are relevant to the development, marketing, sales, and service of ENERGY STAR compliant scanner models.

E. Customer Education

1. Product Literature:

Partner shall provide general information to end users regarding the ENERGY STAR features of compliant scanner models. This information might include a description of the ENERGY STAR Scanner Program and a discussion of the energy savings associated with the product. Partner may determine the best manner through which to disseminate this general information to users. Examples of acceptable approaches include: special brochures provided with qualified scanner models, sales literature, user's manuals, point of purchase displays, information in specification sheets, savings comparisons, etc. Brochures and advertisements shall be worded to avoid misleading interpretations.

2. Logo Use:

To help consumers become familiar with the ENERGY STAR Scanner Program, the Partner shall consider placing the ENERGY STAR logo onto *all* qualified scanner models or their packaging. The logo may appear on the front/top of the scanner model, on the nameplate, or on the shipping box. The Partner shall also consider including the ENERGY STAR logo in brochures, manuals, and advertisements for qualified scanner models.

F. Proper Use of the ENERGY STAR Logo and Name

1. Partner understands that participation in the ENERGY STAR Scanner Program does not constitute EPA endorsement of Partner or its products.

2. It is the responsibility of the Partner to associate EPA, the ENERGY STAR logo, the ENERGY STAR name, and the ENERGY STAR Scanner Program only with those specific models that qualify under the terms and conditions of this MOU. See EPA's Logo Use Guidelines for more details and specific examples.

3. Partner understands that the ENERGY STAR name is a registered mark of the EPA. As such, Partner shall note this registered status, as appropriate. This may include (a) inserting the registered symbol, ®, next to the ENERGY STAR name (i.e., ENERGY STAR®) each time it appears

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in a brochure, poster, advertisement, or other document *or* (b) providing the following statement with the first use of the ENERGY STAR name: "ENERGY STAR is a U.S. registered mark." See the Logo Use Guidelines for more details.

4. When the ENERGY STAR logo is used, Partner agrees that it shall be accompanied by the following statement: "As an ENERGY STAR Partner, _____ has determined that this scanner meets the ENERGY STAR guidelines for energy efficiency." When the ENERGY STAR logo is applied directly to the product, Partner may place this statement in the user's manual.

5. Partner shall not utilize the logo in a manner that directly or otherwise implies EPA endorsement of the Partner or of Partner's products, other than with regard to a product's energy efficiency.

6. Partner agrees not to alter the ENERGY STAR logo.

7. If either EPA or Partner terminates this agreement, Partner will no longer be entitled to apply the ENERGY STAR logo to newly manufactured scanner products, and will no longer make reference to the ENERGY STAR Scanner Program so as to convey continuing involvement in the program.

G. Since this is a self-certifying program, Partner shall not include misleading statements in product literature that imply a product is approved or certified by the EPA, i.e., Partner shall not make claims such as "this scanner is EPA approved," or "this scanner is EPA certified."

H. If Partner tracks customer reactions to the ENERGY STAR features of ENERGY STAR compliant scanner models, then Partner agrees (assuming that no confidential or competitively valuable information is disclosed) to share this information with EPA in an effort to continually improve the ENERGY STAR Scanner Program and ensure its relevance in the marketplace. In turn, EPA agrees to share the information it collects (appropriately aggregated to preserve any confidential information) with all Partners.

V. EPA's Responsibilities

A. EPA agrees to designate a single liaison point for the ENERGY STAR Scanner Program (i.e., ENERGY STAR Program Manager), and to notify Partner within one month of any change in liaison designation. Please send signed MOU and other correspondence to this person. (See Attachment A.)

B. EPA agrees to accept test data as submitted by Partner, whether it is self-determined or determined by an independent third party. EPA will not officially approve any individual test reports voluntarily submitted by Partner.

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C. While this is a self-certifying process, EPA reserves the right to conduct tests on scanner models bearing the ENERGY STAR logo from either the open market or other available sources, or voluntarily received from Partner.

D. EPA agrees to make an effort to encourage consumer acceptance of models introduced under this agreement and bearing the ENERGY STAR logo.

E. EPA agrees to provide Partner with recognition for its public service in protecting the environment by performing analyses about the pollution prevented by corporate participants, and providing this and other program information to appropriate news media sources for publication.

F. EPA agrees to promote energy-efficient equipment, and to inform consumers about the ENERGY STAR Scanner Program and ENERGY STAR logo by writing articles and/or cooperating with the news media by sharing information, where appropriate.

G. EPA agrees to work with Partner independently and/or in conjunction with other Partners to coordinate the placement of advertisements to promote energy-efficient equipment, educate consumers about the ENERGY STAR Scanner Program and logo, and provide Partner with due recognition for its public service in protecting the environment.

H. EPA agrees to loan Partner, at no charge, materials from which Partner can reproduce the ENERGY STAR logo.

VI. Conflict Resolution

A. Each party agrees to exercise good faith as a general principle for resolving conflicts arising under the ENERGY STAR Scanner Program.

B. Both parties agree to informally notify each other if any problems or issues arise under the ENERGY STAR Scanner Program and to work together to provide maximum public confidence in the program.

C. Procedure for Addressing Noncompliant Products

1. If EPA receives information that one or more scanner models certified by Partner as ENERGY STAR compliant may not meet all of the conditions of this MOU, then EPA will immediately notify Partner and attempt to address and resolve the problem informally.

2. If these informal discussions do not produce a mutually agreeable resolution, EPA shall notify Partner in writing that Partner shall be terminated from the ENERGY STAR Scanner Program unless it undertakes the specific corrective actions sought by EPA. Partner agrees to reply to EPA in writing within 20 business days of receiving EPA's letter. At that time, Partner shall

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agree to do one of the following: (a) undertake in a timely and effective manner, the corrective actions sought by EPA; or (b) voluntarily terminate this agreement. If Partner does not respond to EPA's letter within 20 business days, or does not agree to either (a) or (b), then this agreement is terminated.

D. If Partner believes that EPA is not meeting all of its commitments, Partner agrees to formally notify EPA in writing. EPA agrees to respond in writing within 20 business days of receiving Partner's letter. At that time, EPA will do one of the following: (a) undertake the corrective actions sought by Partner, or (b) explain why such corrective actions cannot be undertaken.

VII. Freedom of Information Act and Confidential Business Information

Both parties understand that information provided by Partner to EPA will be treated in accordance with EPA's public information regulations under 40 Code of Federal Regulations, Part Two.

* * * * *

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The undersigned hereby execute this Memorandum of Understanding on behalf of their parties. The signer of this agreement affirms that he/she has the authority to commit Partner to participation in the ENERGY STAR Scanner Program.

For the U.S. Environmental Protection Agency (EPA):

Signature: _____ Date: _____

Name: Paul M. Stolpman

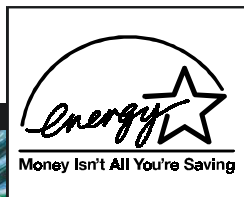
Title: Director, Office of Atmospheric Programs

For _____ :

Signature: _____ Date: _____

Name: _____

Title: _____



ENERGY STAR® Logo Use Guidelines

Introduction and General Guidelines

Introduction

This document provides guidelines for use of the ENERGY STAR name and logos. There are four logos available to ENERGY STAR stakeholders for use in their marketing and communications efforts:

- **Certification Mark.** Used as a label on products, homes, and buildings that meet or exceed ENERGY STAR performance guidelines.
- **Partnership Mark.** Used to promote an organization's commitment to ENERGY STAR. This mark is only available to those organizations that have signed an ENERGY STAR Partnership Agreement or Partnership Letter.
- **Promotional Mark.** Used on promotional materials that feature ENERGY STAR. This mark includes a tagline, "Money Isn't All You're Saving," that helps convey the benefits of ENERGY STAR labeled products, homes, and buildings. This mark is available to organizations running public education campaigns on the benefits of ENERGY STAR. The promotional mark should be used anytime a partner wishes to display the ENERGY STAR logo next to its corporate logo.
- **Linkage Phrase Mark.** Used in marketing materials to show that a company sells either ENERGY

STAR labeled products or services that can deliver ENERGY STAR performance levels.

These logos are in effect and supercede all other logos. You must agree to abide by these Logo Use Guidelines to use any of these marks.

General Guidelines

The ENERGY STAR name and logo are registered US marks and are owned by the US government. The tagline provided with the promotional mark ("Money Isn't All You're Saving") is also owned by the US government.

Organizations must enter into an agreement with ENERGY STAR to use the logo artwork as provided in this document. The following general guidelines apply to all four ENERGY STAR marks.

1. The logos may not be altered, cut apart, separated, or otherwise distorted in perspective or appearance.
2. The logos and ENERGY STAR name may never be used in any manner that would imply ENERGY STAR, EPA, or DOE endorsement of a company, its products, or its services. Neither the logos nor the ENERGY STAR name may be used in any other company name, product name, service name, domain name, Web site title, or the like, except as provided for Program Sponsors in the ENERGY STAR Handbook.



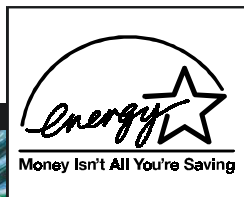
3. The logos may never be used in a manner that would disparage ENERGY STAR, EPA, DOE, or any other government body.
4. The logos must not be altered and must stand alone (e.g., the logos should not be incorporated into other logo designs). Watermarks of the logos are allowed provided the usage complies with these Logo Use Guidelines. The words "ENERGY STAR" may also be used as a watermark.
5. The logos may never be associated with products, homes, or buildings that do not qualify as ENERGY STAR.
6. Partners and other authorized organizations are responsible for their own use of the ENERGY STAR logos, as well as use by their representatives, such as ad agencies and implementation contractors.
7. The ENERGY STAR name should always appear in small capital letters.¹
8. The registration symbol must be used with the ENERGY STAR name as follows:
 - ® symbol should always be in superscript
 - There is no space between the words "ENERGY STAR" and the ® symbol
 - Use the ® symbol the first time the words "ENERGY STAR" appear in a document
 - Repeat the ® symbol in a document for each chapter title or Web page
9. The statement "ENERGY STAR and the ENERGY STAR certification mark are registered US marks" may be used in addition to the registered symbol to indicate their ownership by the US government. This statement should be placed where normal explanatory information is found (e.g., the bottom of an advertisement or poster, at the bottom of the relevant page in a manual or brochure, or on the product packaging).

Integrating the New Logos

ENERGY STAR stakeholders should begin using the new logos **immediately** for any campaigns or materials currently in development or planned for the future. Materials currently in circulation with old versions of the logo do not need to be pulled from distribution at this time. However, as these materials are updated or revised, the new logos should replace the old.

ENERGY STAR will not recognize as correct any previous logos after April 1, 2001.

¹ Small caps can be found in both Microsoft Word and Word Perfect in the "Format" Menu under "Font." If the small caps function is not available, type the word in all capital letters and make the "ENERGY" and "STAR" two font sizes smaller than the E and S (e.g., 12 point for the E and S and 10 point for the rest of the letters).



ENERGY STAR Review Policy

- Advertisements where the certification mark is placed next to qualified products do not need to be approved.
- ENERGY STAR must approve educational or promotional campaigns that feature the ENERGY STAR name and/or logo prior to final production or printing. The submitted materials will be reviewed for compliance with these guidelines within five (5) business days of receipt of the materials. Materials should be submitted to your Account Manager or primary program contact.

Logo Violations

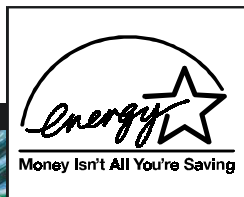
ENERGY STAR actively monitors proper use of the ENERGY STAR name and logos. The following explains the general course of action for addressing logo violations:

1. Anyone who misuses the logos will be contacted in writing or by telephone.
2. A reasonable amount of time will be given to correct the error(s) per ENERGY STAR's discretion. The timeframe will be dependent upon the medium in which the violation appeared and the severity of the infraction.
3. Follow-up will be conducted to ensure that the error(s) has been corrected. Failure to make the required changes may result in termination of a stakeholder's participation in ENERGY STAR and/or legal action.

In addition, through periodic retail visits, ENERGY STAR will identify any logo violations on promotional materials, product packaging, and/or the products themselves. ENERGY STAR will work with the violator to produce and implement a detailed action plan to quickly remedy the situation and establish procedures to avoid future errors.

Questions about the Logo Use Guidelines

If you have questions regarding these Logo Use Guidelines, please call your Account Manager or primary program contact, or the ENERGY STAR Hotline at 1-888-STAR-YES (1-888-782-7937).

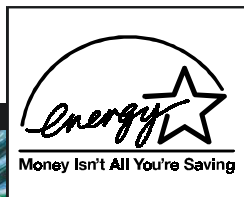


ENERGY STAR® Logo Use Guidelines

Program Stakeholders

The summary table below is provided to generally assist partners and others in identifying the ENERGY STAR mark(s) authorized for their use.

Purpose	Condition	ENERGY STAR Marks			
		Partnership Mark	Certification Mark	Promotional Mark	Linkage Phrase Mark
Highlight ENERGY STAR partnership	<ul style="list-style-type: none"> Effective Partnership Agreement or Partnership Letter (includes agreement to terms of Logo Use Guidelines) 	✓			
Label a qualified product, including loan products	<ul style="list-style-type: none"> Effective Partnership Agreement with commitment to testing procedures and performance specifications for the product (includes agreement to terms of Logo Use Guidelines) 		✓		
Label a qualified building	<ul style="list-style-type: none"> Qualification verified by third party Agreement to terms of Logo Use Guidelines 		✓		
Label a qualified home	<ul style="list-style-type: none"> Qualification verified by third party Agreement to terms of Logo Use Guidelines 		✓		
Educate the public on the benefits of ENERGY STAR (as an ENERGY STAR partner)	<ul style="list-style-type: none"> Effective Partnership Agreement (includes agreement to terms of Logo Use Guidelines) Approved by ENERGY STAR 		✓	✓	✓
Promote own services or products and link to ENERGY STAR	<ul style="list-style-type: none"> Agreement to terms of Logo Use Guidelines 				✓
Highlight product or service that contributed to the achievement of an ENERGY STAR labeled commercial or industrial building	<ul style="list-style-type: none"> Building owner approval Agreement to terms of Logo Use Guidelines 		✓		
Promote benefits of ENERGY STAR (as non-governmental organization (NGO) or Trade Association)	<ul style="list-style-type: none"> Agreement to terms of Logo Use Guidelines 			✓	✓



ENERGY STAR® Logo Use Guidelines

ENERGY STAR Certification Mark



ENERGY STAR Certification Mark

The ENERGY STAR certification mark is used to identify products, homes, and buildings that meet or exceed ENERGY STAR guidelines.

Organizations Authorized to Use the ENERGY STAR Certification Mark

The following organizations may use the certification mark:

- Partners who have products or homes that meet ENERGY STAR specifications and have signed a Partnership Agreement with ENERGY STAR (for example, manufacturers, homebuilders, and lenders)
- Partners who promote the benefits of ENERGY STAR and have signed a Partnership Agreement with ENERGY STAR (for example, retailers, utilities, or states administering energy efficiency programs)
- Organizations who have commercial buildings that score 75 or higher on the national building benchmarking scale, meet indoor air quality (IAQ) criteria, and have been awarded the ENERGY STAR label (for example, building managers/owners)
- Organizations whose product or service has contributed to the

performance of an ENERGY STAR labeled building

Placement of the Certification Mark

The certification mark must appear directly on qualified products (or, where appropriate, on product packaging, lender application forms, and user manuals), homes, and buildings. Managers/owners of qualified buildings must display their ENERGY STAR plaques on the front of the qualified building or in the lobby. ENERGY STAR-approved, self-sticking labels for qualified homes should be placed on the exterior of the utility panel. In addition, an optional plaque or label may be placed near the entryway on the exterior of the home. ENERGY STAR must approve custom plaque or label designs for ENERGY STAR labeled homes. *The mark should never appear on or near products, homes, or buildings that do not meet the ENERGY STAR specifications.*

In advertisements or other promotional materials, print or electronic, the mark should be placed on or directly adjacent to the qualified product, home, or building.

- If multiple models are featured and they all meet the ENERGY STAR specifications, the mark only needs to appear once and may be placed anywhere in close proximity to the models
- If multiple models are featured and some of them do not meet the ENERGY STAR specifications, there are two options: 1) place



the certification mark on or directly adjacent to the qualified models, or 2) use the linkage phrase mark, as directed in the linkage phrase section of these logo use guidelines

Correct Usage of the Certification Mark:

- Used on products, homes, and buildings that meet ENERGY STAR guidelines (including packaging, boxes, specification sheets, lender application forms, and user manuals)
- Used by retailers to identify products that meet ENERGY STAR guidelines - logo must be on or adjacent to qualifying products only
- Featured in Web sites, product catalogs, advertisements, promotional materials, etc. - logo must be adjacent to a picture of, or text describing, the qualifying product or building (only with building owner approval)
- Used by ENERGY STAR and regional implementers (e.g., utilities, states) administering energy efficiency programs in promotion of ENERGY STAR, with an accompanying explanation, (See page four of this section)
- The only time the certification mark may be used without making reference to a specific product, home, or building is when informing the public about the purpose of the mark.

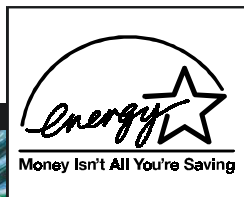
For example, you may use the statement “Look for the



on our products. It means the product meets ENERGY STAR guidelines for energy efficiency.”

Incorrect Usage of the Certification Mark:

- Used on anything other than products, homes, or buildings that qualify for the ENERGY STAR label, or their advertisements
- Used to imply an organizational endorsement by ENERGY STAR, EPA, or DOE
- Used with the ENERGY STAR logo altered in any way
- Used on partner letterhead, business cards, or other stationery
- Used on T-shirts, hats, or similar promotional items
- Included in advertisements or promotional material not on or adjacent to a picture of, or text describing, the qualifying product
- Used to imply a certification or endorsement of a service provided to a home or building (such as duct sealing)
- Used to imply that the government is funding ENERGY STAR financing and mortgages
- The image of the brass plaque (for buildings) should not be used as the certification mark



Minimum Size and Clear Space Recommendations for the Certification Mark

The certification mark may be resized, but the proportions must be maintained. For legibility, it is recommended that the mark not be reproduced smaller than one inch wide by one-half inch tall.

It is recommended that a minimum amount of clear space surround the mark, separating it from other elements such as text, to ensure that these do not appear to be part of the logo. The recommended clear space is one-quarter inch on both sides and the bottom and one-eighth inch on the top. (To measure the bottom clear space, start at the baseline of the logo and then allow one-quarter inch of clear space before adding any other design elements.) If the logo is placed on a similarly-colored background, you may use a contrasting color as an outline around the logo for contrast.

Color Identity of the Certification Mark

Use the .tiff or .eps color logo art provided by ENERGY STAR to recreate the desired full-color logo accurately.

Sample of the 4-Color Mark:



One-Color Line Art Mark

It is strongly preferred that the one-color mark be rendered in blue (Pantone 287), yellow (Pantone 129), or green (Pantone 368). Requests to use a different color must be submitted to ENERGY STAR for approval prior to the production of any materials.

Samples of the Black and White Line Art Mark:

Black and white mark



Reversed mark



Manipulation of the Certification Mark

The certification mark may never be altered, cut apart, or separated. As such, the word “energy” embedded within the mark must remain in English and never be translated to other languages, even when the mark is used in countries outside of the United States.



Sample Explanations for Use with the Certification Mark

While not required, partners can use explanations in order to educate the consumer. Below are some sample explanations:

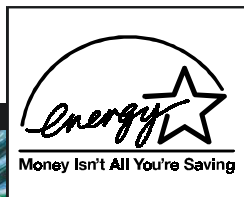
- “Products/homes/buildings with the ENERGY STAR[®] label are designed to use less energy, help you save money on utility bills, and help protect the environment.”
- “Choose energy-efficient products/homes/buildings with the ENERGY STAR[®] label. It’s an easy way to protect the environment while also saving money.”
- “Buying ENERGY STAR[®] labeled products/homes/buildings is an easy way to help protect the environment and save money on utility bills.”

These explanations can be made available in several other languages.

Explanations may be provided in any font. To ensure the type is legible, a minimum 2.5 point type size should be used.

Obtaining Copies of the ENERGY STAR Certification Mark

Beginning in January 2001, the logos will be available from the ENERGY STAR Web site at www.energystar.gov/logos.



ENERGY STAR® Logo Use Guidelines

ENERGY STAR Partnership Mark



ENERGY STAR Partnership Mark

The partnership mark is used to describe and promote an organization's involvement in ENERGY STAR. The purpose of the mark is to describe and promote an organization's involvement in ENERGY STAR. As such, the mark may be associated with a partner's name, but never with any specific products, homes, or buildings being sold or advertised.

Organizations Authorized to Use the ENERGY STAR Partnership Mark

Any organization that has signed a Partnership Agreement or Partnership Letter with ENERGY STAR may use the partnership mark. Conversely, any one who has not signed a Partnership Agreement or Partnership Letter is expressly prohibited from using the partnership mark. Partnership Agreements and Partnership Letters pertain to specific types of companies and organizations.

Others

For those organizations that do not sign a Partnership Agreement but interact with the customer during the purchase or installation of ENERGY STAR qualified products (including but not limited to HVAC and roofing contractors, duct sealers,

remodelers, insulation installers, and home inspectors), ENERGY STAR has developed the linkage phrase mark. Please refer to the section on linkage phrase marks for more information.

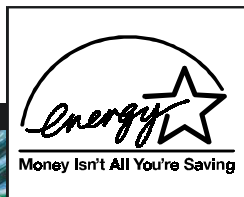
Placement of the Partnership Mark

It is acceptable to include the partnership mark in annual reports, promotional materials describing ENERGY STAR participation, stationery, letterhead, fax cover sheets, business cards, advertisements, signs, placards, Web sites, and similar materials. To promote their participation to building occupants and others, partners committed to improving their energy performance may also include the mark in their promotional efforts.

When using the partnership mark in stationery/letterhead, fax cover sheets, and/or business cards, partners must be careful not to imply that they manage the ENERGY STAR program or are EPA or DOE employees.

When used in advertisements, the partnership mark must appear in close proximity to the partner's company name or logo (often the lower left or right hand corner of the page). The mark may not be placed on or next to a picture of a product.

The partnership mark must never be applied to a product (including its packaging), home, or building. In addition, the mark must not be used



on point-of-purchase materials or displays.

Correct Usage of the Partnership Mark:

- Used by partners in advertisements, promotional materials describing participation, annual reports, Web sites, letterhead, fax cover sheets, business cards, and other similar stationery

Incorrect Usage of the Partnership Mark:

- Used on any product, home, or building
- Used to imply that any product, service, or organization has met the ENERGY STAR performance criteria
- Included on point-of-purchase materials
- Used by anyone other than partners
- Used to imply that the government is funding ENERGY STAR financing and mortgages

Minimum Size and Clear Space Recommendations for the Partnership Mark

The partnership mark may be resized, but the proportions must be maintained. For legibility, it is recommended that the mark not be reproduced smaller than one inch square.

It is recommended that a minimum amount of clear space surround the mark, separating it from other elements such as text, to ensure that

these do not appear to be part of the logo. The recommended clear space is one-quarter inch on both sides and the bottom and one-eighth inch on the top. (To measure the bottom clear space, start at the baseline of the logo and then allow one-quarter inch of clear space before adding any other design elements.) If the logo is placed on a similarly-colored background, it is acceptable to use a contrasting color as an outline around the logo for contrast.

Color Identity of the Partnership Mark

Use the .tiff or .eps color logo art provided by ENERGY STAR to recreate the desired full-color logo accurately.

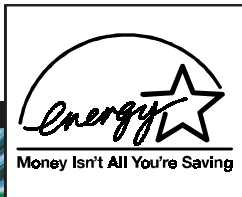
Sample of the 4-Color Mark:



One-Color Line Art Mark

It is strongly preferred that the one-color mark be rendered in blue (Pantone 287), yellow (Pantone 129), or green (Pantone 368).

Requests to use a different color must be submitted to ENERGY STAR for approval prior to the production of any materials.

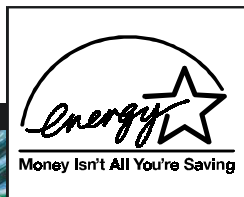


Sample of the Black and White
Line Art Mark:



**Obtaining Copies of the ENERGY
STAR Partnership Mark**

Beginning in January 2001, the
logos will be available from the
ENERGY STAR Web site at
www.energystar.gov/logos.



ENERGY STAR® Logo Use Guidelines

ENERGY STAR Promotional Mark



ENERGY STAR Promotional Mark

ENERGY STAR makes it easy for everyone, both at work and at home, to protect the environment while also saving money. To help partners and other stakeholders communicate these benefits, the ENERGY STAR promotional mark includes the tagline “Money Isn’t All You’re Saving.”

Organizations Authorized to Use the ENERGY STAR Promotional Mark

The following organizations may use the promotional mark:

- Any organization that has signed a Partnership Agreement or Partnership Letter with ENERGY STAR and wishes to promote the benefits of ENERGY STAR
- Organizations seeking to promote the benefits of ENERGY STAR, such as non-governmental organizations (NGOs) and trade associations

Placement of the Promotional Mark

The promotional mark may be used on any promotional materials that feature ENERGY STAR (e.g., point-of-purchase displays, sales materials, T-shirts and hats, etc.). The tagline “Money Isn’t All You’re Saving” helps to educate the consumer by providing a brief explanation of the mark and the benefits that labeled

products, homes, and buildings provide.

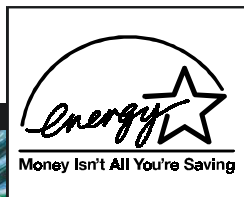
The promotional mark is not intended to be used to signify qualification with ENERGY STAR. In addition, the mark should not be used to denote or imply ENERGY STAR partnership or EPA/DOE endorsement of an organization and its products or services.

Correct Usage of the Promotional Mark:

- Used by partners, media, and others (per ENERGY STAR discretion) to promote ENERGY STAR
- Featured on ENERGY STAR promotional or educational materials (e.g., point-of-purchase displays, sales training materials, Web sites, etc.)
- Featured on promotional materials on or adjacent to qualified products (e.g., hang tags)

Incorrect Usage of the Promotional Mark:

- Used on any product, home, or building to signify qualification with ENERGY STAR
- Used to imply that any product, service, or organization has met ENERGY STAR performance criteria
- Used on letterhead, business cards, and other stationery
- Used to denote ENERGY STAR partnership or endorsement



- Used to imply that the government is funding ENERGY STAR financing and mortgages.
- Used in advertisements featuring non-qualified products, homes, or buildings
- Included on promotional materials on or adjacent to a non-qualified product, home, or building

Minimum Size and Clear Space Recommendations for the Promotional Mark

The promotional mark may be resized, but the proportions must be maintained. For legibility, it is recommended that the mark not be reproduced smaller than one inch wide by one-half inch tall.

It is recommended that a minimum amount of clear space surround the mark, separating it from other elements such as text, to ensure that these do not appear to be part of the logo. The recommended clear space is one-quarter inch on both sides and the bottom and one-eighth inch on the top. (To measure the bottom clear space, start at the baseline of the logo and then allow one-quarter inch of clear space before adding any other design elements.) If the logo is placed on a similarly-colored background, it is acceptable to use a contrasting color as an outline around the logo for contrast.

Color Identity of the Promotional Mark

Use the .tiff or .eps color logo art provided by ENERGY STAR to recreate the desired full-color logo accurately. You may change the color of the tagline "Money Isn't All You're Saving."

Sample of the 4-Color Mark:



One-Color Line Art Mark

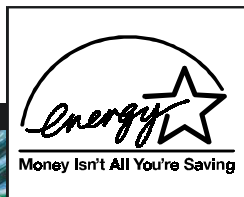
It is strongly preferred that the one-color mark be rendered in blue (Pantone 287), yellow (Pantone 129), or green (Pantone 368). Requests to use a different color must be submitted to ENERGY STAR for approval prior to the production of any materials.

Sample of the Black and White Line Art Mark:



Obtaining Copies of the ENERGY STAR Promotional Mark

Beginning in January 2001, the logos will be available from the ENERGY STAR Web site at www.energystar.gov/logos.



ENERGY STAR® Logo Use Guidelines

ENERGY STAR Linkage Phrase Mark



ENERGY STAR Linkage Phrase Mark

The ENERGY STAR linkage phrase mark is used in marketing and advertising materials to show that a company carries either ENERGY STAR labeled products or services that can deliver ENERGY STAR performance levels. The mark includes two approved linkage phrases: “Ask About ENERGY STAR” and “We Sell ENERGY STAR.”

Organizations Authorized to Use the ENERGY STAR Linkage Phrase Mark

Any party interested in marketing either its ENERGY STAR labeled products, or its services that can deliver ENERGY STAR performance levels, may use the linkage phrase mark, once it enters into an agreement with ENERGY STAR regarding the terms of the Logo Use Guidelines. Authorization to use this mark is not contingent upon signing a Partnership Agreement or Partnership Letter. The linkage phrase mark was created for dealers and distributors who work with ENERGY STAR manufacturing partners, HVAC and roofing contractors, remodelers, and other similar organizations.

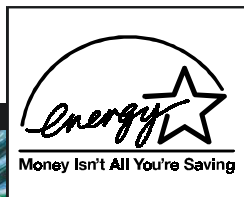
Placement of the Linkage Phrase Mark

The linkage phrase mark may be used on any promotional materials that feature ENERGY STAR (e.g., retail circulars, point-of-purchase displays, sales materials, T-shirts and hats, company-owned cars and vans, etc.).

In advertisements, it is preferred that the linkage phrase mark appear at the top or bottom of the ad along with the organization name. More importantly, the mark must never be associated with any specific product models; the certification mark should be used for this purpose.

If multiple models are featured in an advertisement and some of them do not meet the ENERGY STAR specifications, the linkage phrase mark may be used to indicate that ENERGY STAR qualified models are available without specifically identifying them. The mark should be placed at the top or bottom of the ad or in some other general location that is not product-specific.

The linkage phrase mark must never appear on qualified products (including product packaging), homes, or buildings. Finally, the mark should not be used to denote or imply ENERGY STAR partnership or EPA/DOE endorsement of an organization and its products or services.



Correct Usage of Linkage Phrase Mark:

- Used to promote ENERGY STAR in advertisements, promotional materials, Web sites, letterhead, fax cover sheets, business cards, and other similar stationery
- Placed in promotional materials in a general location that is not product-specific

Incorrect Usage of Linkage Phrase Mark:

- Used on any product, home, or building
- Used to imply that any product, service, or organization has met the ENERGY STAR performance criteria
- Used to denote ENERGY STAR partnership or endorsement
- Used to imply that the government is funding ENERGY STAR financing and mortgages

Sample Explanations for Use with the Linkage Phrase Mark

The following explanations can be used to help educate consumers. Below are some sample explanations:

- “Products/homes/buildings with the ENERGY STAR® label are designed to use less energy, help you save money on utility bills, and help protect the environment.”
- “Choose energy-efficient products/homes/buildings with the ENERGY STAR® label. It’s an easy way to protect the environment while also saving money.”

Minimum Size and Clear Space Recommendations for the Linkage Phrase Mark

The linkage phrase mark may be resized, but the proportions must be maintained. For legibility, it is recommended that the mark not be reproduced smaller than one inch square.

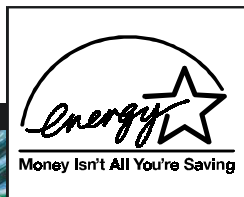
It is recommended that a minimum amount of clear space surround the mark, separating it from other elements such as text, to ensure that these do not appear to be part of the logo. The recommended clear space is one-quarter inch on both sides and the bottom and one-eighth inch on the top. (To measure the bottom clear space, start at the baseline of the logo and then allow one-quarter inch of clear space before adding any other design elements.) If the logo is placed on a similarly-colored background, it is acceptable to use a contrasting color as an outline around the logo for contrast.

Color Identity of the Linkage Phrase Mark

Use the .tiff or .eps color logo art provided by ENERGY STAR to recreate the desired full-color logo accurately.

Sample of the 4-Color Mark:





One-Color Line Art Mark

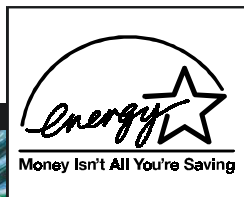
It is strongly preferred that the one-color mark be rendered in blue (Pantone 287), yellow (Pantone 129), or green (Pantone 368). Requests to use a different color must be submitted to ENERGY STAR for approval prior to the production of any materials.

Sample of the Black and White Line Art Mark:



Obtaining Copies of the ENERGY STAR Linkage Phrase Mark

Beginning in January 2001, the logos will be available from the ENERGY STAR Web site at www.energystar.gov/logos.



ENERGY STAR® Logo Use Guidelines

ENERGY STAR Terminology

When writing and talking about ENERGY STAR, here are some guidelines and examples to follow.

ENERGY STAR Terminology

Correct

The only two acceptable terms to refer to the label on a specific item:

1. ENERGY STAR labeled TV (or VCR, building, etc.)
2. ENERGY STAR qualified TV (or VCR, building, etc.)

Unacceptable

An ENERGY STAR TV

ENERGY STAR compliant TV
ENERGY STAR certified TV
ENERGY STAR rated TV

ENERGY STAR labeled building

ENERGY STAR Building(s) label

ENERGY STAR label for buildings

Products/homes/buildings with/bearing the ENERGY STAR label

ENERGY STAR product (e.g., TV)
ENERGY STAR products (referring to the suite of Products)

Products/homes/buildings displaying the ENERGY STAR label

ENERGY STAR equipment
Endorsed by EPA/DOE
Meeting ENERGY STAR standards

A building manager can “measure,” “rate,” or “benchmark” a facility’s energy use

ENERGY STAR rated building
ENERGY STAR Building(s) “standard”
ENERGY STAR “standards” applied to a building or facility

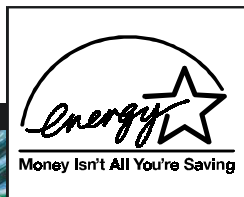
Facility/Building/School has been awarded/earned the ENERGY STAR label

Facility/Building/School has “won” the ENERGY STAR label

The ENERGY STAR label is jointly managed by EPA and DOE

ENERGY STAR and the ENERGY STAR logo are registered US marks

ENERGY STAR is a registered mark owned by the US government



Performance Guidelines

Correct	Unacceptable
ENERGY STAR guidelines	ENERGY STAR Standards*
ENERGY STAR specifications	ENERGY STAR Requirements
ENERGY STAR performance levels	EPA/DOE-approved
Voluntary programs	EPA/DOE-endorsed
	Received an endorsement by EPA/DOE

**Note: When talking about Federal Energy Efficiency Standards, the use of "standards" is correct.*

Partners

Correct	Unacceptable
An ENERGY STAR partner	An ENERGY STAR company
Company X, an ENERGY STAR Partner	Company X, a company endorsed by EPA
A company participating in ENERGY STAR	An EPA/DOE approved seller of ENERGY STAR equipment
A company promoting ENERGY STAR	Endorsed by DOE/Endorsed by EPA

ENERGY STAR Working with Key Sectors

Correct	Unacceptable
ENERGY STAR: [+ a tailored marketing message], e.g., ENERGY STAR: make your commercial real estate business more profitable	ENERGY STAR Commercial Real Estate Program
ENERGY STAR for Small Business ENERGY STAR for Schools	ENERGY STAR Small Business Program ENERGY STAR Schools Program
ENERGY STAR financing ENERGY STAR loans ENERGY STAR mortgages	ENERGY STAR Finance Program
ENERGY STAR labeled exit signs	ENERGY STAR Exit Sign Program

ATTACHMENT B

Please complete and return with the signed Memorandum of Understanding.

EPA Contact:

Mailing Address:

Craig Hershberg
Manager, ENERGY STAR Office Equipment
US EPA
Ariel Rios Bldg.
1200 Pennsylvania Ave., NW
(Mail Code 6202 J)
Washington, DC 20460

Overnight Delivery Address:

Craig Hershberg
Manager, ENERGY STAR Office Equipment
US EPA
501 Third Street, NW, 5th Floor
Washington, DC 20001
(202) 564-1251

Partner's Contacts:

Primary Contact (to receive all program administrative materials):

Name:
Title:
Address:
City, State, ZIP:
Telephone Number:
Fax Number:
E-mail Address:
Location of US Headquarters (if applicable):

Marketing/PR Contact (to receive marketing and communications materials):

Name:
Title:
Address:
City, State, ZIP:
Telephone Number:
Fax Number:
E-mail Address:

Customer Service Contact (to be given to the public for further information on products):

Telephone number:
Fax Number:
Web Site:



U.S. ENVIRONMENTAL PROTECTION AGENCY
ENERGY STAR® for Office Equipment (MC: 6202J)
Washington, DC 20460
(888) STAR-YES or (202) 775-6650 phone
(202) 565-2077 fax



TESTING CONDITIONS FOR ENERGY STAR® MEASUREMENT SCANNERS

Revised February 2000

In order to eliminate confusion and ensure consistency, the following protocol should be followed when measuring power under the ENERGY STAR® Scanners Program.

Outlined below are the ambient test conditions which should be established when performing the power measurement. These are necessary in order to ensure that outside factors do not affect the test results, and that test results can be reproduced later. A description of the specifications for testing equipment, as well as a discussion of testing issues, follow on the succeeding pages.

I. TEST CONDITIONS

Line Impedance:	< 0.25 ohm
Total Harmonic Distortion: (Voltage)	< 5%
Input AC Voltage: ¹	115 VAC RMS ± 5 V RMS
Input AC Frequency: ¹	60 Hz ± 3 Hz
Ambient Temperature:	25EC ± 3EC

¹ If products will be sold in Europe or Asia, testing should also be performed at the appropriate machine-rated voltage and frequency. For example, products destined for European markets might be tested at 230 V and 50 Hz. The logo should not be displayed on products shipped to Europe or Asia if the equipment does not meet the power requirements of the Program at the local voltage and frequency conditions.

II. TEST METHOD

Scanner Partners should measure and report the **average** energy consumption of their scanner products when in the low-power mode. Scanners should be tested in a configuration that is typical for their use and application to accurately record the low-power mode energy consumption.

To measure the average energy consumption, the scanner should be evaluated over a time period sufficiently long to include typical variations or surges in power (e.g., any cycling of the lamps). The recommended approach is to utilize a Watt-hour meter, and measure the energy consumption in the low-power mode of the scanner over one (1) hour. This will allow Partners to capture any variations in power usage that occur during the low-power mode. Dividing the measured energy consumption by the time period over which it is measured will produce average Watts. While this approach will provide the most accurate results, it is not essential to follow this for scanners whose idle-mode energy consumption does not vary. For scanners with constant idle-mode energy consumption, Partners may choose to utilize a high quality Watt-hour meter and take several measurements of instantaneous power.

III. TESTING EQUIPMENT

The goal is to accurately measure the TRUE power consumption² of the scanner. This necessitates the use of a **True RMS** Watt-Meter or Watt-Hour Meter. There are many watt-meters and watt-hour meters to choose from, but Partners will need to exercise care in selecting an appropriate model. The following factors should be considered when purchasing a meter and setting up the actual test.

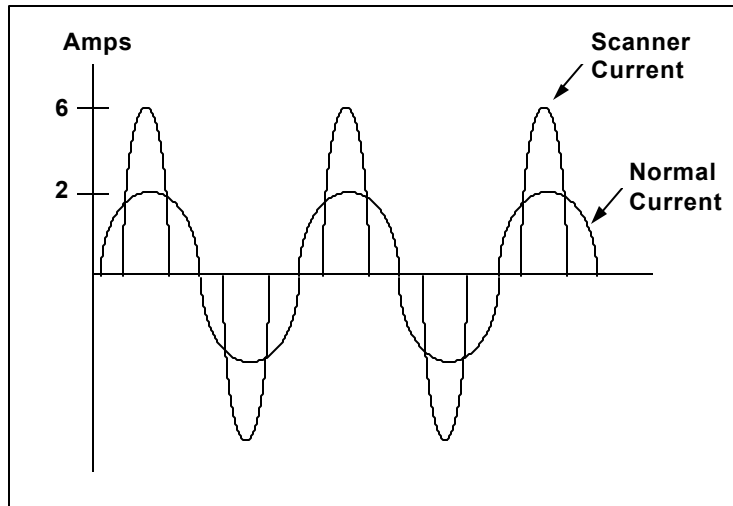
Crest Factor

It is important to understand that electronic equipment, such as scanners, typically draws current in a waveform different from typical sinusoidal current.³ Figure 1 shows the typical current waveform for an electronic product containing a switching power supply. While virtually any meter can measure a standard current waveform, it is more difficult to select a meter when irregular current waveforms are involved.

² True power is defined as (volts)x(amps)x(power factor), and is typically reported as Watts. Apparent Power is defined as (volts)x(amps) and is usually expressed in terms of VA or volt-amps. The power factor for equipment with switching power supplies is always less than 1.0; thus, true power is always less than apparent power.

³ The crest factor for a sinusoidal 60 Hz current waveform is always 1.4. The crest factor for a current waveform associated with equipment containing a switching power supply will always be greater than 1.4 (though typically no higher than 8). The crest factor of a current waveform is defined as the ratio of the peak current (amps) to the RMS current (amps).

(Figure 1)



It is critical that the meter selected be capable of reading the current drawn by the scanner without causing internal peak distortion (i.e., clipping off the top of the current wave). This requires a review of the meter's crest factor,⁴ and of the current ranges available on the meter. Better meters will have higher crest factors, and more choices of current ranges. When preparing the test, the first step should be to determine the peak current (amps) associated with the scanner being measured. This can be accomplished using an oscilloscope. A current range must be selected that will enable the meter to register the peak current. Specifically, the full scale value of the current range selected multiplied by the crest factor of the meter (for current) must be greater than the peak current reading from the oscilloscope. For example, if a meter has a crest factor of 4, and the current range is set on 3 amps, the meter can register current spikes of up to 12 amps. If measured peak current is only 6 amps, the meter would be satisfactory. However, if the current range is set too high in order to register peak current, then it may lose accuracy in measuring the non-peak current. Therefore, some delicate balancing is necessary. Again, with more current range choices and higher crest factors Partners will get better results.

⁴ The crest factor of a Watt meter is often provided for both current and voltage. For current it is the ratio of the peak current to the RMS current in a specific current range. When only one crest factor is given, it is usually for current. An average True RMS Watt-meter has a crest factor in the range of 2:1 to 6:1.

Frequency Response

Another issue to consider when selecting a Watt-meter is the frequency response rating of the meter. Electronic equipment that contains switching power supplies causes harmonics (odd harmonics typically up to the 21st). These harmonics must be accounted for in power measurement, or the Wattage consumption will be inaccurate. Accordingly, EPA recommends that Partners use meters that have a frequency response of at least 3 kHz. This will account for harmonics up to the 50th, and is recommended by IEC 555.

Resolution

When testing scanners whose energy consumption is close to the ENERGY STAR[®] requirements, Partners will probably want a meter that can provide resolution of 0.1 W.

Accuracy

Another feature to consider is the resulting accuracy that can be achieved. Catalogues and specification sheets for Watt-meters typically provide information on the accuracy of power readings that can be achieved at different range settings. When measuring a product that is very close to the MOU specifications, Partners will need to set up a test that will provide greater accuracy. For example, if the resulting accuracy for a Watt-meter at the test settings is ± 0.5 W, then be sure the measured energy consumption of the scanner is within at least 0.5 W of the MOU specification.

Calibration

Meters should be calibrated every year to maintain their accuracy.

QUESTIONS AND ANSWERS REGARDING TESTING PROCEDURES FOR ENERGY STAR® Scanners

Q: Are these testing requirements mandatory?

A: Stringency in testing is to your own advantage. It can help protect you from being accused of cheating by one of your competitors. However, the stringency and accuracy of your own testing can be determined based on your specific product. For example, if your product does not contain a switching power supply, some of the issues discussed are not relevant, and a more straightforward testing protocol could be used. Also, if you know your product is well below the MOU specifications, then you do not need to be as accurate in your measurement. If your product is closer to the MOU specifications, however, it is better to follow these guidelines.

Q: Where can I find a True RMS Watt-hour meter that will meet my requirements?

A: A true RMS Watt-hour meter can be ordered from several manufacturers. Some manufacturers that carry watt-meters that may be appropriate include: Basic Measuring Instruments, Dranetz, RFL, and Valhalla. When you call any of these manufacturers be sure to tell them what you need the equipment for, and request their specification sheets. (As companies find adequate meters, please let us know so we can share them with other Partners.)

Q: Can I send my scanner to an outside laboratory for testing?

A: Yes. It is also possible to send your scanner to an outside testing lab for measurement. You can make the decision to buy your own equipment, or pay to have it tested depending on the number of models you plan to test. Be sure to tell any lab about your accuracy requirements. A good test lab will be aware of the issues surrounding the power measurement for electronic devices such as scanners, but don't assume this is the case. You will probably want to give them copies of the EPA ENERGY STAR® testing procedure and equipment requirements.

Q: Will the voltage coming out of the wall have a harmonic distortion <3%?

A: Not always. However, a "resonant" line voltage regulator will help to regulate distortion to within 3%.

Q: Can I assume the voltage coming out of my wall socket is close to 115 V?

A: No. The voltage coming out the wall could easily vary by more than +/- 5 V from the suggested 115 Volts AC. By applying a "resonant" line voltage regulator between the wall outlet and the device under test, the input voltage can be regulated to 115 V +/-1%.

**QUALIFIED PRODUCT FORM
FOR
SCANNERS**



**ENERGY STAR® Product Information Form for Use by ENERGY STAR Labeled Scanner Partners
(Companies who have joined ENERGY STAR for Scanners by signing the Memorandum of Understanding)**

You may use this form to report only those products that are sold under your company's brand name. If your firm sells its models to another company that uses its own brand name, that company must join the program and report its own products. Information from this form will be added to the list of ENERGY STAR qualified scanner products. Please copy this form and return one for each product category to the address below.

Company Name: _____
(As listed in MOU)

Product Contact Information
(For public requesting product information)
Tel: _____ **Fax:** _____

E-mail: _____

Note: Please provide the following information on the configuration of the tested model ONLY.

Brand	Model	Type (e.g., Flatbed, Sheet-fed)	Watts in Sleep Mode	Date Product First Shipped
<i>Example</i>	<i>Generic</i>	<i>Flatbed</i>	<i>12</i>	<i>4/97</i>

Tested By: (Name of Firm or Self-Tested) _____

Please provide any other relevant information:

1. Applicable Characteristics:

Color (Y/N)	PC/Mac Compatible (PC, Mac, Both)	Optical Resolution	Max. Interpolated Resolution (if applicable)	Bit-Depth (Grayscale/Color)
Y	Both	400 x 800 dpi	1600 x 1600 dpi	8-bit/24-bit

2. Accessories/Other features (e.g., document feeder, transparency adapter, type of scanning software):

3. If this model is listed with the US General Services Administration, please include its schedule number and special item number. _____