

Windows Power Saving Settings for Laptops and Desktops

Locate the Control Panel from within the start button. There may also be an option for a Settings menu under the Start menu and within the Settings menu Control Panel should be listed. Select Control Panel and the Control Panel window will open.

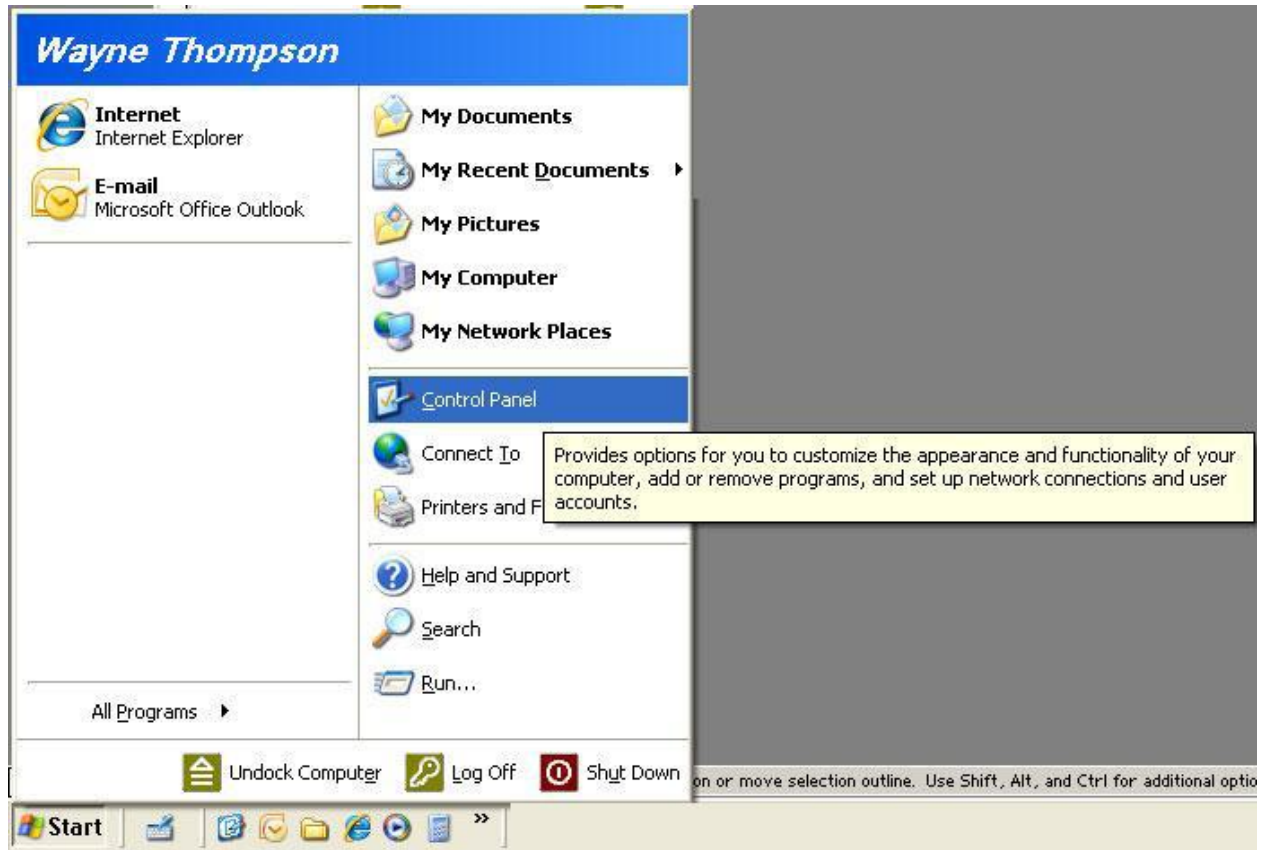


Figure 1: Select Start menu then Control Panel

2. The Control Panel window displays menu items listed in alphabetical order as shown in Figure 2. Locate the menu item titled Power Options. Double-click on Power Options and the Power Options Properties window will open.

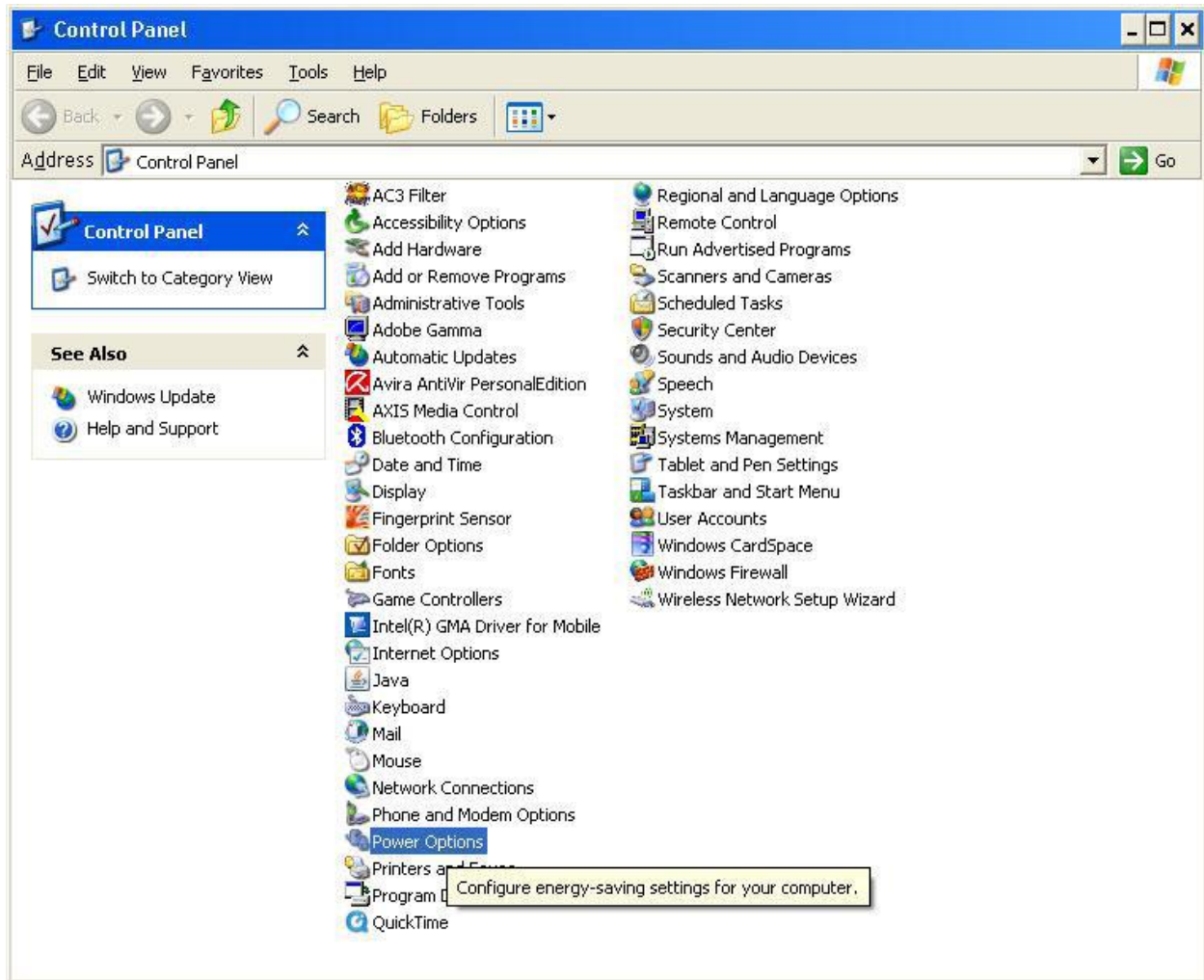


Figure 2: Control Panel

3. The Power Options Properties window will have a number of options. The option needed here is the first tab that should open by default titled Power Schemes. Laptops should have the default power scheme setting Portable/Laptop. Desktops should have the default power scheme setting Home/Office Desk.

4. Elon recommends the following settings:

- **Laptops (Plugged in):** 15 Minutes for monitor, 30 Minutes for Hard disks and 45 minutes for Standby**. (Figure 3)
- **Laptops (Running on batteries):** 2 Minutes for Monitor, 5 Minutes for Hard disks and 15 minutes for Standby**. (Figure 3)
- **Desktops:** 15 Minutes for monitor, 30 Minutes for Hard disks and Never for Standby**. (Figure 4)

**Standby can cause issues with the operating system and though it may be rare can result in data loss in particular on desktops. It is highly recommended that you shut down your computer when it will not be in use for an hour or so at a time whether a laptop or a desktop.

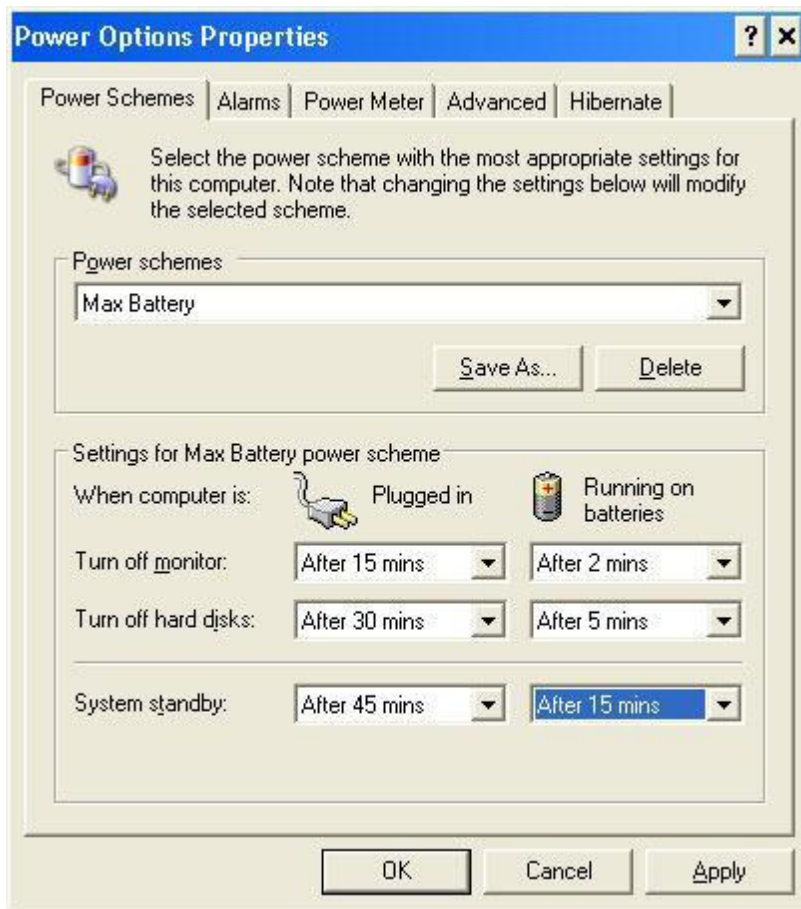


Figure 3: Laptop Power Options

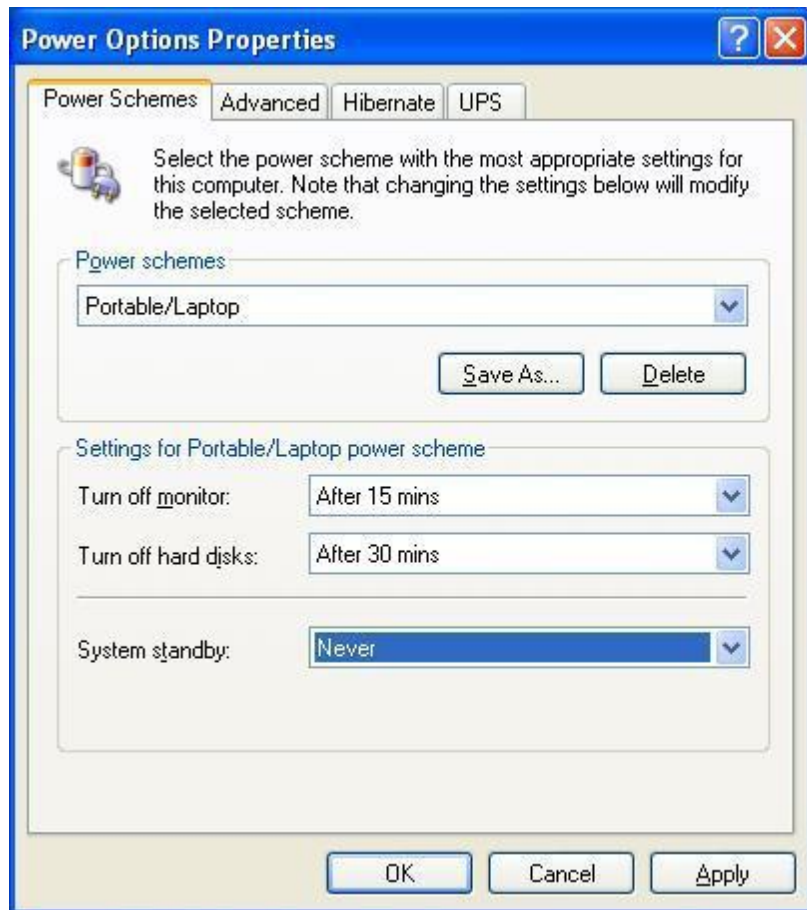


Figure 4: Power Options for a Desktop

5. After you have selected your preferred settings click the 'OK' button at the bottom and changes will be saved.