



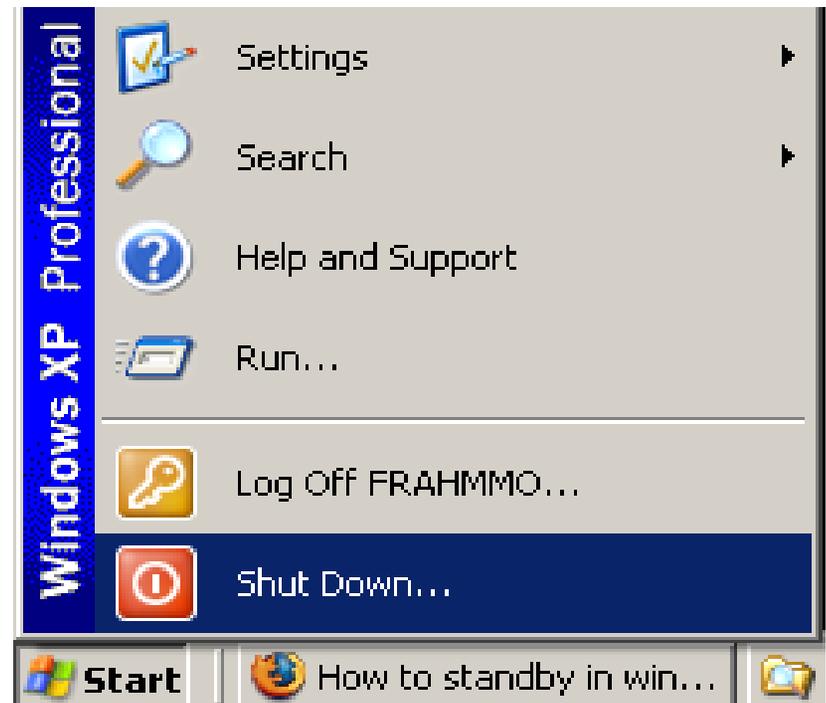
Virginia Information Technologies Agency

Using stand by mode for your PC



Placing PC in stand by mode

- To place your PC into stand by mode (low-power state), follow the instructions below.
 - Select **START** →
 - Select **Shut Down** →



What do you want the computer to do?

- Select **what do you want the computer to do?** Drop list. →
- Select **Stand by**



Select stand by

- Select **OK**.
- The PC will begin the stand by process. Your monitor and PC will go into a low-power state.
- To restore full power to the PC, press the power button on the PC.





Summary

- Reduces the need to restart PCs each morning
- Stand by preserves users settings
 - Pressing power button returns PC to useful state in 5 seconds
- Press power button to place in stand by or use manual process
- Selecting *Start* followed by *Shut Down* powers off the PC
- Holding power button for 5+ seconds will force PC to power off, which may cause data loss
- Restarting your PC once per week is recommended