POWER MANAGEMENT

For Apple computers

1. Dock > System Preferences
2. Customize settings in Energy Saver

*Suggested Guidelines:*
- Turn off Monitor: 5 min
- System Standby: 20 min

*You can also manage your computer's power manually. Just go to the apple menu and put your computer to sleep.*

For Windows XP laptop and desktop

1. Start > Control Panel > Power Options
2. Customize settings in the Power Schemes tab

*Suggested Guidelines:*
- Turn off Monitor: 5 min
- System Standby: 20 min
- System Hibernate: 45 min

*You can also manage your computer's power manually. Just go to Start > Shut Down > Standby or Hibernate* 

ADDITIONAL TIPS

- You can also save energy by using a laptop computer instead of a desktop and monitor
- Screen “savers” actually use energy: turn yours off by going to:
  Apple: System Preferences > Screen Saver or Windows: Start > Control Panel > Screen Saver