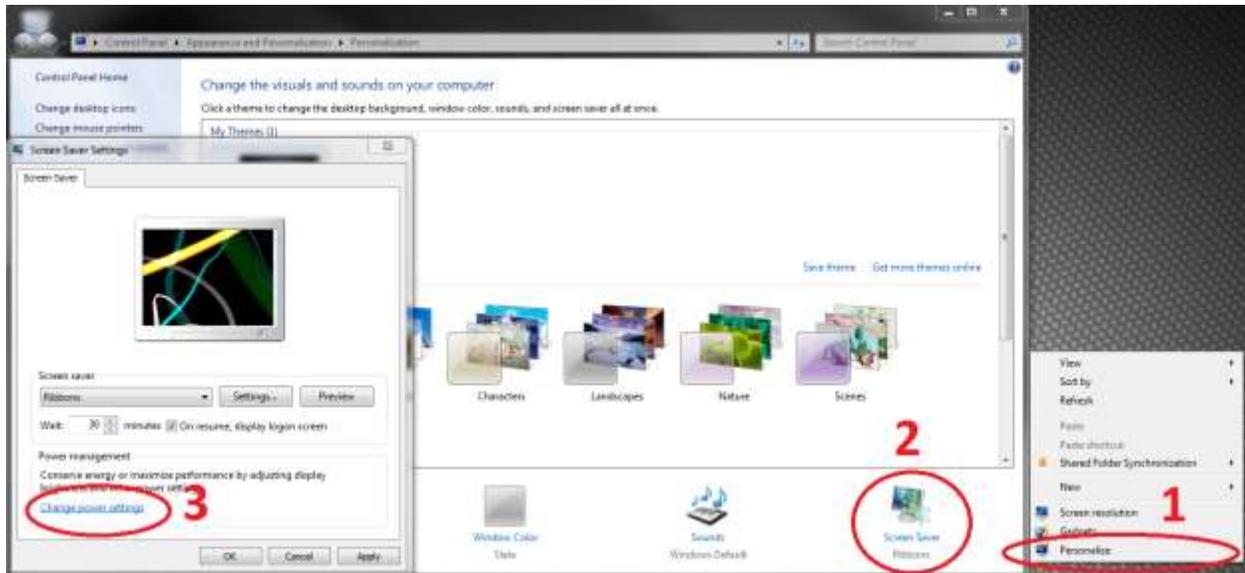
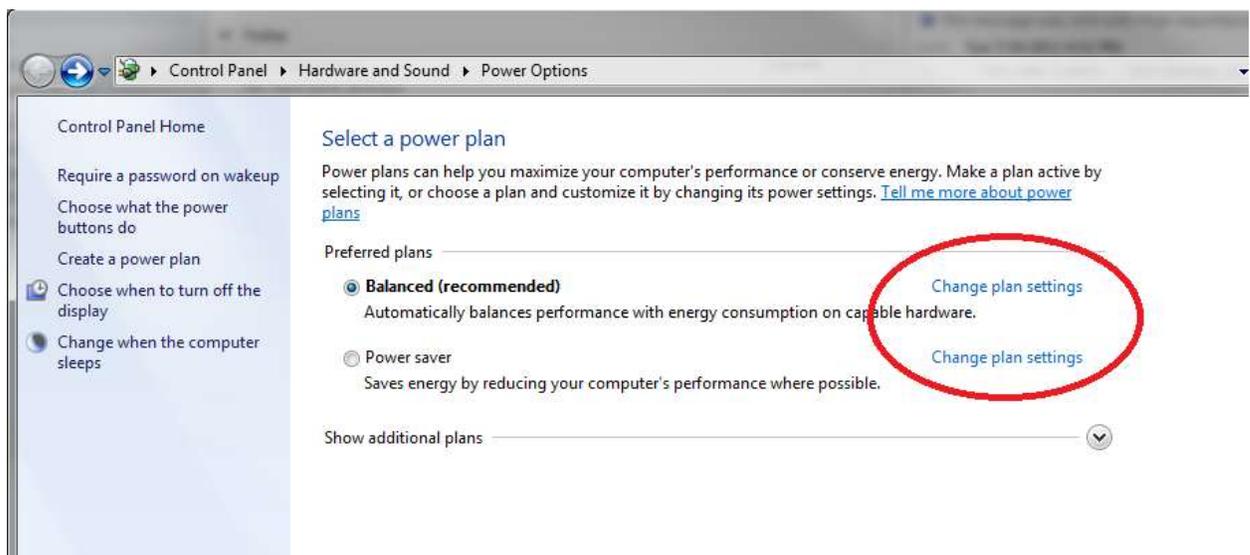


Windows 7: Set PC to Lock in Less Than 30 Minutes

1. Right click on an empty area of the desktop and select “Personalize”.
2. The Personalization Control Panel will open. Select “Screen Saver” in the bottom right
3. The Screen Saver Settings will open. Select “Change power settings” in the bottom left.



4. The Power Options Screen will open. Select “Change plan settings” on the right hand side. Ensure you click on the “Change plan settings” that is on the same line as your selected power plan. In the example below “Balanced” is selected so the top “Change plan settings” that is on the same line should be clicked.



5. "Edit Plan Settings" will open. Changing the value of either "Turn off the display" or "Put the computer to sleep" to LESS THAN 30 minutes will lock the computer in addition to performing the plan settings. Using the example below: Selecting 10 minutes in "Turn off the display" will, after 10 minutes of inactivity, turn off the display. Additionally, after you wake the monitor by moving the mouse or pressing a key on the keyboard, it will require you to push ctrl+alt+delete and put in your UMW password.

