Instructions for setting the Sleep/Power Save Mode on Windows 2000
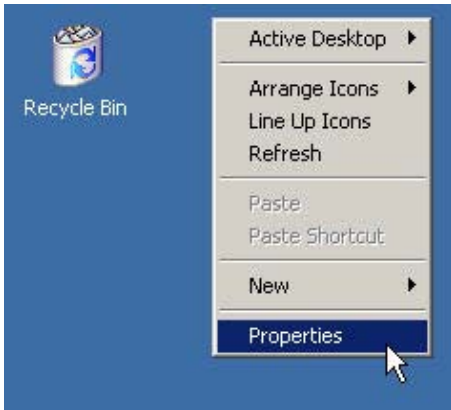
Green Tips—Computers[1]

Saving Energy with Monitor and Hard Drive Settings
Power Settings to Save Energy: Windows 2000

To determine whether your computer has energy-savings options and to adjust the energy-savings settings, take the following steps:

- Right-click on an empty area of the desktop. This will display a short menu list.

- Select **Properties** from the short menu list. This will open the Display Properties dialog box
- Select the Screen Saver tab.
  Note: NREL Cyber Policy requires all users to safeguard their computer accounts from unauthorized access. Employees are instructed to either use their screen savers or log off each time they leave their computers unattended. Otherwise, anyone can come along and use their accounts at the privilege level of the logged-in user. To save energy, use the most efficient screen-saver option:
 - Select **Default Screen Saver** from the Screen Saver list and
  - Check the **Password protected** box

- Select the **<Power…>** button from the Monitor power section. This will open the Power Options Properties dialog box.

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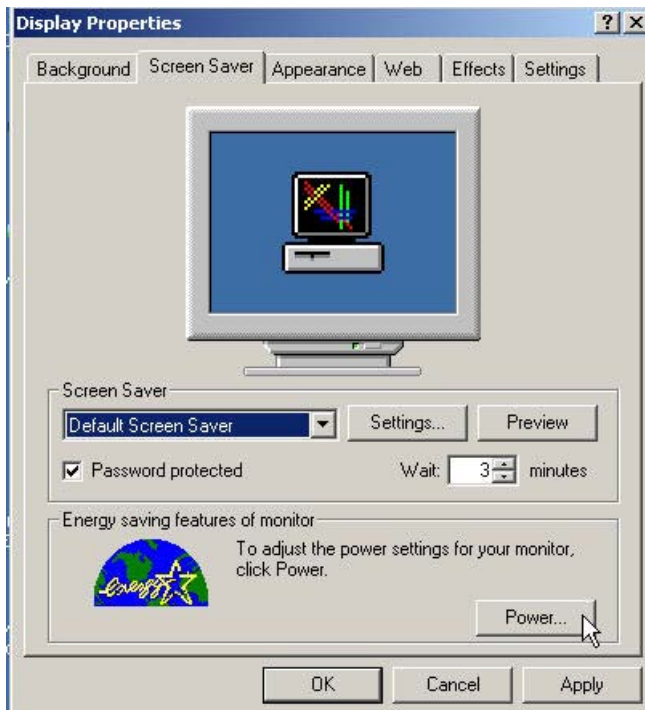
[1] National Renewable Energy Laboratory. "Green Tips – Computer Energy Savings." Accessed January 18, 2008 from the World Wide Web at http://www.nrel.gov/sustainable_nrel/energy_saving.html.

- Select **Home/Office** or **Portable/Laptop** from the power scheme list.
- Use the recommended scheme settings or create your own as required.
  - Recommended Home/Office scheme settings:
    - Select **After 10 minutes** for Turn off Monitor
    - Select **After 20 minutes** for Turn off Hard Disks
    - Select **Never** for System Standby
  - Recommended Portable/Laptop scheme settings:
    - Select **After 10 minutes** for Turn off Monitor
    - Select **After 20 minutes** for Turn off Hard Disks
    - Select **Never** for System Standby
      **Note: These recommended settings are generic. You should create your own scheme settings to accommodate your Portable/Laptop requirements when your computer is running on batteries.
- Select <**OK**> to save settings to the Power Options Properties
- Select <**OK**> to save and close Display Properties
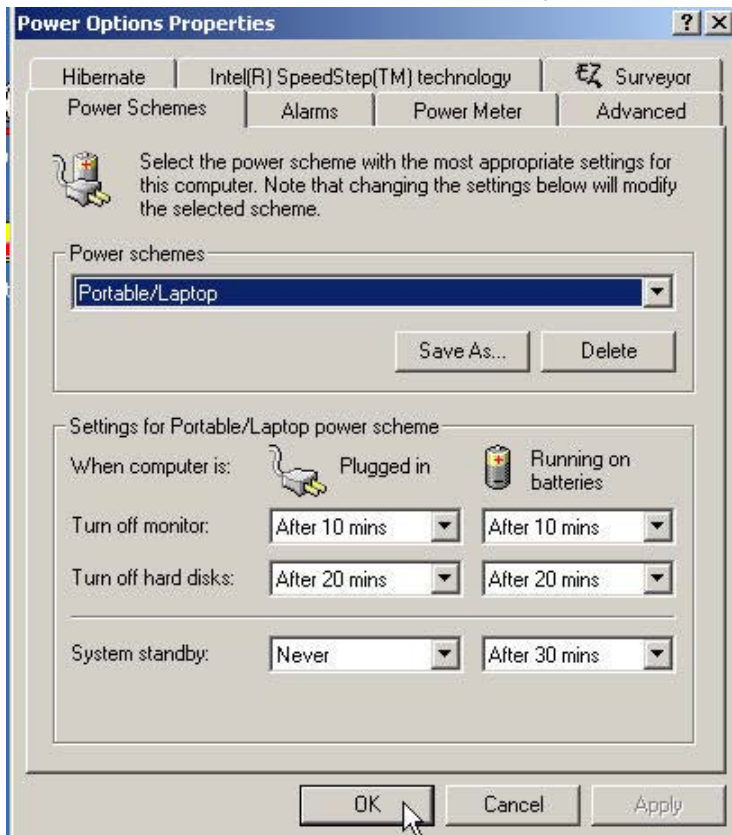
Notes about Laptop Computers and Flat Screens:

Laptops are often 90 percent more energy efficient, and have built in energy saving properties like LCD screens and sleep modes.[2] Flat screens monitors also use less energy.[3]

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[2] University Sustainability Action Committee, Syracuse University. "Sustainability Tips." Accessed January 18, 2005 from the World Wide Web at http://usac.syr.edu/sustaintips.cfm.
and
Jensen, Jessica. "10 Ways to Green Your Office." *Low Impact Living,* (January 8, 2008) Accessed January 18, 2008 from the World Wide Web at http://www.lowimpactliving.com/blog/2008/01/05/make-your-office-green/.

[3] National Renewable Energy Laboratory. "Green Tips – Computer Energy Savings." Accessed January 18, 2008 from the World Wide Web at http://www.nrel.gov/sustainable_nrel/energy_saving.html.