

Oakland County Shut Down Procedures

Information Technology recommends that you log into the network at the beginning of the day and log out at the end of the day. Logging in daily is important for several reasons. It is important to refresh your network connections and reconnect to servers that may have been down due to maintenance or other reasons. Also, during the login process you may receive virus definition or other software updates.

One thing you should not do is “kill” the power on your machine without logging out properly. This is an unsafe shut down and prevents Windows from properly closing applications, files and connections. If you find that your PC will not shut down properly, please contact the IT Service Center.

To log out of Windows and the Network:

1. From the **Start** menu, click **Shut Down**.
2. From the **Shut Down Windows** dialog box, click the down arrow and select **Log off username** (smithj).
3. Click the **OK** button.

This will return you to the **Ctrl - Alt - Delete to Begin** dialog box. This is usually the state you want to leave your PC in at the end of the day. Turn off the monitor to avoid leaving a ghost image on the screen.

Some people lock their workstations overnight by pressing the **Ctrl + Alt + Delete** keys simultaneously and clicking the **Lock Computer** button. This will not cause a problem if you are leaving your PC temporarily during the day but it does not log you out of the network. If someone else must use your computer while it is locked, they will have no other option than to kill the power on the machine resulting in an unsafe shut down.

To shut down (power off) your computer:

From the **Start** menu, click **Shut Down**.

From the **Shut Down Windows** dialog box, click the down arrow and select **Shut down**.

Click the **OK** button.

Your computer has now been shut down properly, and will power off.

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Important Note for Scheduled Power Outages

Occasionally, Facilities Maintenance and Operations may schedule a power outage at your location for maintenance reasons. It is important that you power down ALL PC's and other PC hardware such as monitors, printers, scanners, zip drives, etc. When the power is turned back on, the surge can be too much for a standard surge protector and can cause damage to your equipment. At the end of the day before a power outage, perform the following steps:

1. **Shut down** your computer. Remember to turn the power off.
2. Power off any other equipment plugged into a surge protector.
3. Turn off any surge protectors and unplug them from the power outlet.
4. Power off and unplug any other equipment not plugged into a surge protector.

These guidelines should cover most situations; however, there are always exceptions.

If you have any questions, please contact the IT Service Center at (248) 858-8812.

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