Microsoft Surface Pro

- Increase Screen Timeout

Increase Screen Timeout

By default, the Surface Pro screen will go to sleep after 5 minutes of inactivity. Follow these steps to increase the time to 60 minutes.

Note: Following these steps will increase the time for one session - i.e. one class period. Follow the instructions below each time you want to increase the timeout.

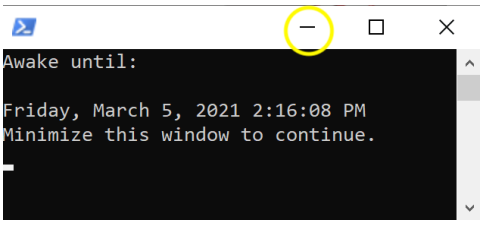
Instructions

From the desktop:

- Double click the **Increase Timeout** icon.



  - *If you do not have this icon, follow the instructions below for using the ZENWorks application launcher.*
- A new window will pop up letting you know that your computer will stay awake for 60 minutes. Hide the window by clicking the minimize icon and continue your work.



- When you're done teaching or completing your task, click the **X** to close the program.

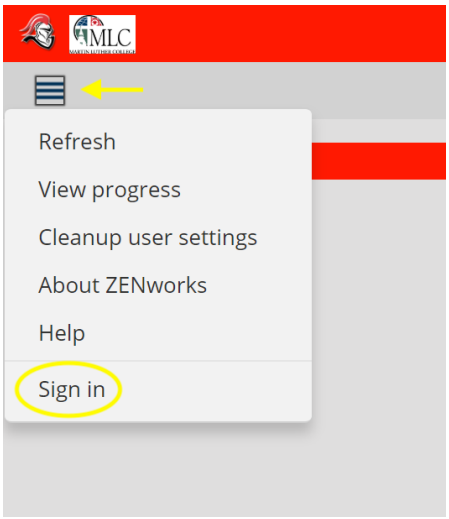
From the ZENWorks application launcher:

- Open the ZENworks application launcher by following the instructions below.
  - Click on the up arrow in the bottom right of the screen.

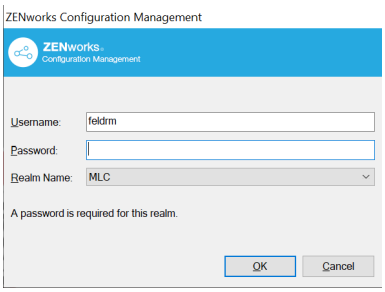


  - Click on the ZENworks icon.
- The ZENworks application launcher window will appear.

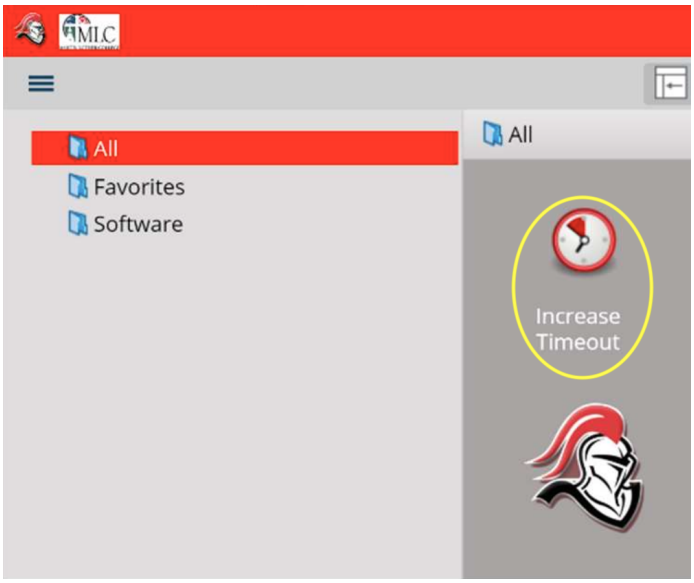
- Check if you are logged in by looking for your username in the top left corner of the window underneath the MLC logo.
  - If you are not logged in, click the hamburger icon in the upper left corner and click **sign in**.



  - Use your MLC username and password to log into ZENworks and click **ok**.

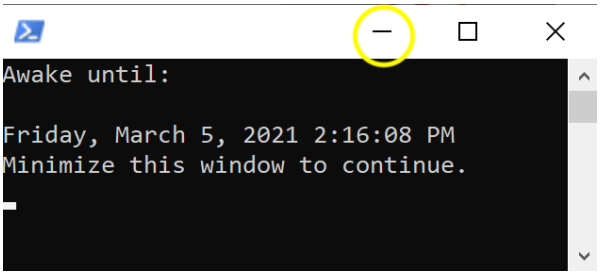


- Double click the **Increase Timeout** icon in the application launcher window.



  - If the icon does not appear, click the hamburger icon in the upper left corner and click **refresh**.

- A new window will pop up letting you know that your computer will stay awake for 60 minutes. Hide the window by clicking the minimize icon and continue your work.



- When you're done teaching or completing your task, click the **X** to close the program.