

## Nightly shutdown of PCs Policy

All PCs should be shut down every night when they are not needed. It is recommended that users shut down their machines manually to ensure all data is saved and to maximise energy savings. This includes switching off monitors as well.

In order to capture machines which are not needed and have not been manually shut down CIS have implemented the Managed Desktop Service (MDS) automatic nightly shutdown scheme. This is a technical procedure which automatically shut down any MDS PCs which are left on. This happens at a specified time every night.

If your PC needs to run overnight on an ad hoc basis there is an option to manually exclude your machine from the automatic nightly shutdown scheme via the Start menu (CIS Utilities, Exclude from shutdown). This can be run for two consecutive nights, after which you will need to let your machine shutdown.

If your PC needs to run overnight (other than on an ad hoc basis) there is the option to permanently opt-out of the scheme (you are able to specify days or opt-out totally). Any requests to opt-out must be formally submitted on the ['opt-out of the nightly shutdown form'](#) and must be authorised by your head of department / college. There must be a valid reason for opting out of this scheme.

Specifics of the MDS automatic nightly shutdown scheme:

- It commences automatically at 19:00 every evening
- There is a 10-minute countdown (from 19:00) to allow anyone who is logged on to save their work, or abort the shutdown via the Start menu (CIS Utilities, Abort shutdown). You will need to save your work before the shutdown starts otherwise you will lose it.
- Any machine can be switched on again after it has been shut down, if required
- The process is repeated Saturday and Sunday evenings to maximise savings.
- Please note MDS laptops will not shutdown if in use away from your office.



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to big change**

