

VGA CABLE



MONITOR POWER CABLE

How to turn on a desktop computer

Locate and press the [power button](#) on the front or top of the computer. The button should be similar to the picture shown at the top of this page. When looking for the computer button, look in the middle center, or top-right corner of the [computer case](#). Some smaller form computers, like the [Mac Mini](#), may also have the power button on the back right corner of the computer.



Note

After the computer is turned on, if your computer resembles the desktop computer shown above, you need to also turn on the [flat-panel display](#) (monitor). If your computer is an [All-in-One computer](#), you should only need to press one power button. For more information, If you found the power button, but the computer does not turn on when the button is pressed, your computer may have a problem.

How to turn on a laptop or netbook computer

Laptop Computer



Usually, the power button for a [laptop](#) or [netbook](#) computer is located above the keyboard on the left, center, or right side. If you cannot find the power button above the keyboard, look on the right hinge on the screen.

Note

If the laptop [battery](#) is charged, a laptop can be powered on with or without the power cable. However, new computers or a computer that hasn't been powered on for a long time may require the [power adapter](#) until the battery is fully charged.

If you found the power button, but the computer does not turn on when the button is pressed, your computer may have a problem.


Shut down, sleep, or hibernate your PC

Windows 10 Windows 8.1 Windows 7

There are many ways to shut down your PC—you can turn the PC off completely, you can make it sleep, or you can hibernate the PC.

Turn your PC off completely

To shut down:


- For Windows 10 Select **Start** and then select **Power > Shut down**.
- For Windows 8.1 /
Windows RT 8.1 Move your mouse to the lower left-hand corner of the screen and right-click the **Start** button or press Windows logo key + X on your keyboard.
Tap or click **Shut down or sign out** and choose **Shut down**.
- For Windows 7 Click the Start button  and then click the **Shut down** button.

Sleep

This uses very little power, your PC starts up faster, and you're instantly back to where you left off. You don't have to worry that you'll lose your work because of your battery draining, because Windows automatically saves all your work and turns off the PC if the battery is too low. Use sleep when you're going to be away from your PC for just a little while—like when you're taking a coffee break.

For a lot of PCs (especially laptops and tablets), your PC goes to sleep when you close your lid or press the power button.

To make your PC sleep:

1. Open power options:
 - For Windows 10, select **Start**, then select **Settings > System > Power & sleep > Additional power settings**.
 - For Windows 8.1 / Windows RT 8.1, swipe in from the edge of the screen, tap **Search** (or if you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**), enter **Power options** in the search box, and then tap or click **Power options**.
 - For Windows 7, click the Start button , click **Control Panel**, click **System and Security**, and then click **Power Options**.
2. Do one of the following:
 - If you're using a desktop, tablet, or laptop, select **Choose what the power buttons do**. Next to When I press the power button, select **Sleep**, and then select **Save changes**.
 - If you're using only a laptop, select **Choose what closing the lid does**. Next to When I close the lid, select **Sleep**, and then select **Save changes**.
3. When you're ready to make your PC sleep, just press the power button on your desktop, tablet, or laptop, or close your laptop's lid.


On most PCs, you can resume working by pressing your PC's power button. However, not all PCs are the same. You might be able to wake it by pressing any key on the keyboard, clicking a mouse button, or opening the lid on a laptop. Check the documentation that came with your computer or go to the manufacturer's website.

Hibernate


This option was designed for laptops and might not be available for all PCs. (For example, PCs with InstantGo don't have the hibernate option.) Hibernate uses less power than sleep and when you start up the PC again, you're back to where you left off (though not as fast as sleep).

Use hibernation when you know that you won't use your laptop or tablet for an extended period and won't have an opportunity to charge the battery during that time. First check to see if this option is available on your PC and if it is, turn it on.

To hibernate your PC:

1. Open power options:
 - For Windows 10, select **Start** , then select **Settings > System > Power & sleep > Additional power settings**.
 - For Windows 8.1 / Windows RT 8.1, swipe in from the edge of the screen, tap **Search** (or if you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**), enter **Power options** in the search box, and then tap or click **Power options**.
 - For Windows 7, click the Start button , click **Control Panel**, click **System and Security**, and then click **Power Options**.
2. Select **Choose what the power button does**, and then select **Change settings that are currently unavailable**. Under **Shutdown settings**, select the **Hibernate** checkbox (if it's available), and then select **Save changes**.

Now you'll be able to hibernate your PC in a few different ways:

- For Windows 10, select **Start** , and then select **Power > Hibernate**. You can also press the Windows logo key + X on your keyboard, and then select **Shut down or sign out > Hibernate**.
- For Windows 8.1 / Windows RT 8.1, move your mouse to the lower left-hand corner of the screen and right-click the Start button or press Windows logo key + X on your keyboard. Tap or click **Shut down or sign out** and choose **Hibernate**. Or, swipe in from the right edge of the screen and then tap **Settings**. (If you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, and then click **Settings**.) Tap or click **Power > Hibernate**.
- For Windows 7, click the Start button , click the arrow next to the **Shut down** button, and then click **Hibernate**.

Note: If devices connected to your PC (like monitors, printers, or scanners) aren't working properly after waking up from sleep or hibernate, you might need to disconnect and reconnect your device or restart your PC. You should also make sure that you have the most current drivers for all of your devices.