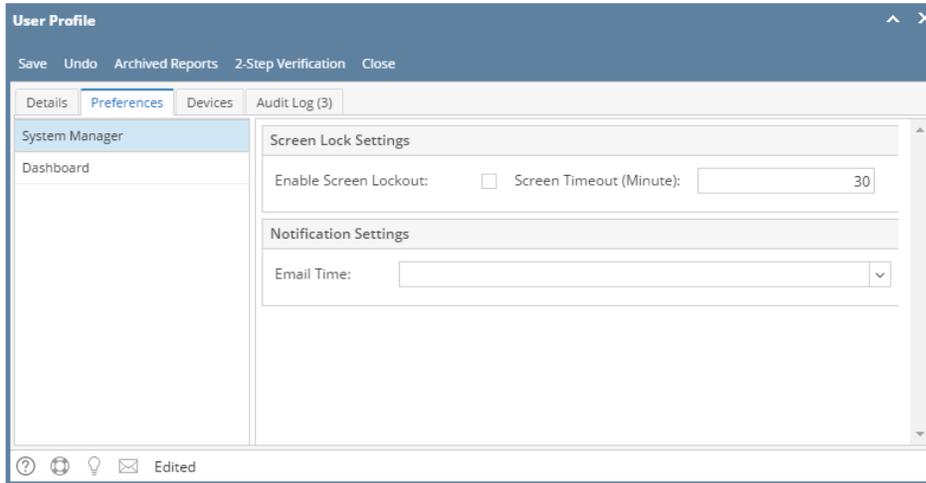


How to Configure Screen Lock Settings

A User Preference to automatically log a user out after a set number of minutes/hours.

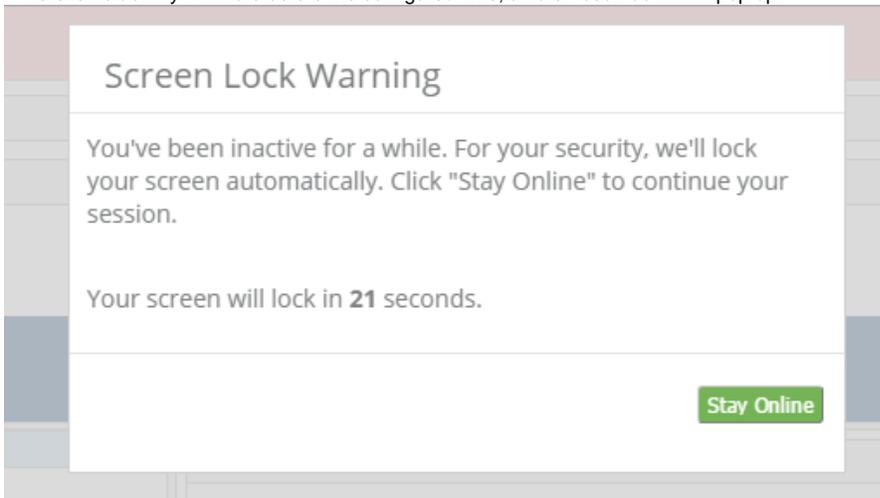
1. From main menu, click the **User's** name so dropdown menus will appear
2. Click **Profile** button to open User Profile
3. Navigate to Preferences tab



4. Tick **Enable Screen Lockout**
5. Input **Screen Timeout** in the field provided

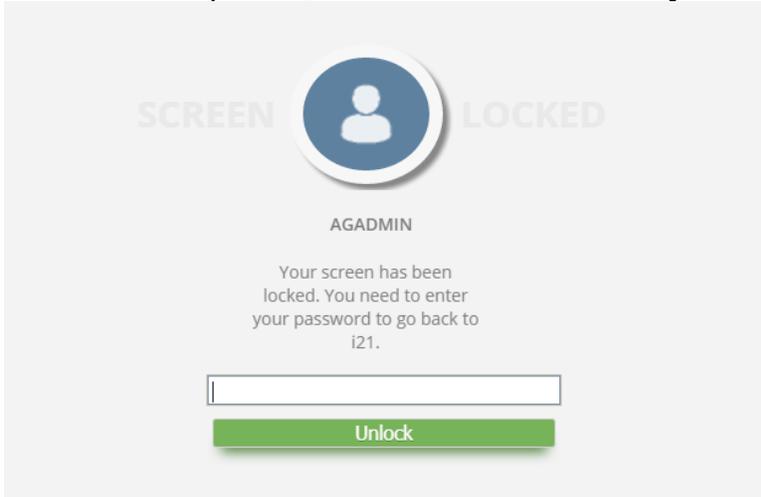


6. Click **Save** toolbar button
7. If there is no activity 1 minute before the configured time, an alert countdown will pop up:



8. To continue session, click **Stay Online** button

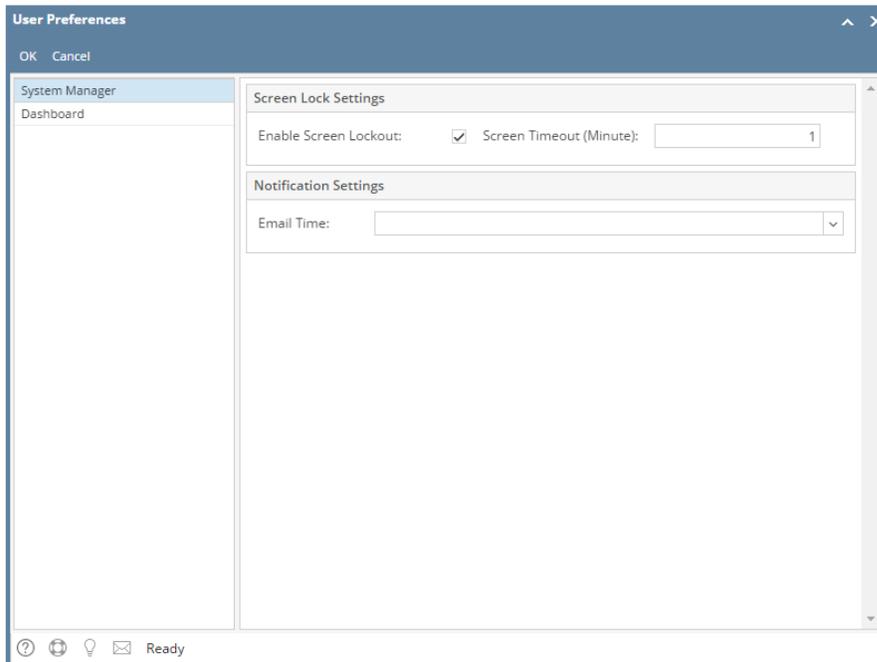
9. When there is no activity in the i21, Lock out screen should show after configured time



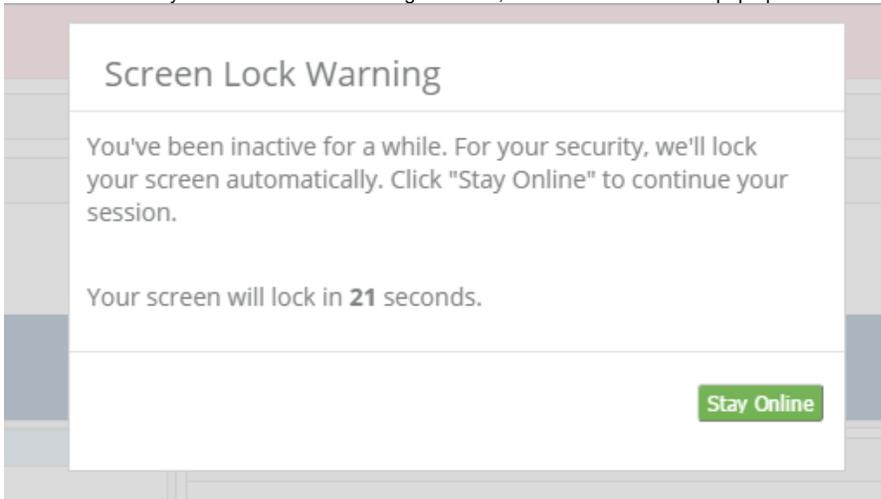
1. On the user's menu panel go to **Common Info** folder then click **User Preferences**
2. Tick **Enable Screen Lockout**
3. Input **Screen Timeout** in the field provided



4. Click **Ok** toolbar button



5. If there is no activity 1 minute before the configured time, an alert countdown will pop up:



6. To continue session, click **Stay Online** button

7. When there is no activity in the i21, Lock out screen should show after configured time

