

Computer Maintenance Guidelines

Daily

- 1) Each computer should be shut down daily. This cleans up the buffers and makes things run more smoothly. This will also extend the life of the unit. Typically—a shutdown at night before leaving should work well. Check for Windows Updates Icons in the lower right icon area. Each machine should be setup for automatic updates and any updates received should be run as soon as possible. Note that daily evening shutdown may not always be possible especially in a business environment. (It's ok if necessary to go a day or two without a shutdown or reboot). If you have a dial up connection – always check for updates to your virus program before doing anything else!!

Weekly

- 1) Every computer should have a working and **up to date** Virus Scanner. A good free Antivirus program is available at: http://www.microsoft.com/security_essentials Perform a weekly full scan—either manually or setup an automatic scan at a preset time. I schedule mine to run twice weekly when the computer is on and I'm not going to be using it for an hour or so. You can also start a scan at the end of the day and let it run overnight once a week. Make sure your virus definitions are getting updated prior to running your scan. If you do find a virus—make sure it is eliminated and removed from the quarantine area before shutting down or rebooting the system.
- 2) Empty the recycle bin and clear out any print jobs that are stuck in the print buffers.
- 3) Backup any data deemed to be critical if something should go wrong. Preferably—burn it to a cd! At the very least, make a copy to another location or hard drive --- a USB Flash drive works well for critical files. Don't forget email data and address books. If you have any files that are needed for day to day business and change frequently---make a copy daily to a backup location or hard drive. There are some great options to image the entire machine. Contact me if you are interested in an automatic solution for backups.

Bi Monthly

- 1) Have a program to remove spyware on every computer. My current best recommendation is **SuperAntiSpyware**. You can download it through my website: http://callmypcdr.com/?page_id=122 Just click on the banner there. As alternatives you could also try: Malwarebytes: <http://malwarebytes.org> or Spybot Search & Destroy -- <http://www.spybot.info> They can be downloaded for free—**make sure to use these exact links!** First check for updates and then run any of the programs to clean up any spyware that has been downloaded to the machine. SuperAntiSpyware has a paid version that offers real time protection and scheduled scanning which I highly recommend. If you are using older versions of these programs---you may need to uninstall and then download and install the newer version for best protection.

Monthly

- 1) Manually check for Windows Updates. Use Internet Explorer and go to---Tools—Windows Update and then scan for updates. Make sure to install any critical updates immediately. Other updates are optional but will keep the machine running more smoothly and keep everything as current as possible. Windows Update files are sometimes very large and may not be possible to download if you are working with a dial up connection.
- 2) Run Disk Cleanup. Go to Start Menu---Programs---Accessories---System Tools---Disk Cleanup and run from there. This program could also be placed on the desktop for easy access. The main thing for this one is to cleanup: temporary internet files, downloaded program files, recycle bin, and other temporary files. It should automatically run these. For a more thorough cleaning—download and run <http://www.ccleaner.com/download>

Quarterly

- 1) Make sure all of the above are done and then run Disk Defragmenter. Make sure all other programs and windows are closed. Don't run anything else on the machine until this program completes. It's in the Start Menu---All Programs---Accessories---System Tools---Disk Defragmenter.

Semi Annually

- 1) Run all of the above. Vacuum and clean around the machine to make sure it can move air properly for cooling and not get loaded up with dirt inside the machine.

Please give Rusty a call if any questions!

(360) 687-2838 – Rusty@CallMyPcDr.com -- <http://CallMyPcDr.com>

Copyright © 2010