

Basic maintenance to Keep your Computer(s) Happy and working

If your well off you don't need this booklet or any other maintenance. You can just buy a new machine every 2 years or less. Of course you may lose your data or have to go through the pain of getting your data from old to new. Usually this and reloading the new machine with your programs takes about as long as the time that you'll spend keeping your machine happy. Also you'll be surprised that the Internet actually connects every time.

WHAT DO YOU HAVE TO DO TO KEEP IT GOING?

Here is your schedule

The Workstation Maintenance Time Chart.

Computers, like automobiles, need certain maintenance work done on them every so often to keep them running in good fashion. Contrary to autos however, they don't need to cost an arm and a leg. Though you can farm them out to Computer specialists (CALPAC TECHNOLOGY of course) to perform these tasks.

The times given in this chart are suggestions that assume average operational hours per month for home or small business use. If all you do is some email and a little net surfing some of these actions don't need to be performed as often, on the other hand you want to make absolutely sure that your anti-virus ware is up to date. But if you do any amount of downloading from Free Music sites e.g. Kazaa, Morpheous, The you better do the Intruder checks and cleans, weekly or more often.

Contact us for our Maintenance plans and you won't need to worry. 805-988-9540

Maintenance Needed	Frequency	Notes and Explanations
Defragment Hard Drives	3 - 6 Months	Most do this too often
Scan Hard Drives for bad spots and defects	3 - 6 Months	
INTRUDER DEFENSES		
Load/Update Anti Virus Ware signature files	At Least Monthly	

Load /Update Anti Spy ware Programs	Weekly to Monthly	Recommend both Spybot and Ad aware be used
Scan for Spyware and other intruders	weekly to Monthly	
Check to be sure Spam Ware filter is functioning	2-3 Months	
Check to be sure Pop Up filter is latest version and functioning	2-3 Months	

If you don't want to do this Just call us and we'll take care of it for you Call 805-988-9540

- DVD _____
 - Monitor _____
 - Other Computer Hardware _____
-
- Operating System _____
 - Firewall _____
 - Phone Modem _____

- **DSL / Cable Modem and Router Information**
For full information on this that you should collect see our " Broad-band Trouble Shooting Guide"

APPENDIX A COMPONENT LIST

It's a good idea to keep a list of the components that make up your computer(s). It's a lot easier to look at this than to pull the case of because the component will not be identified correctly on the device manager (Start / Settings \ Control Panel \ System in 2K) Start \ Control panel \ in XP). Enter the name of the Manufacturer of the component and model numbers at least specifications won't hurt.

Computer name and Model #

• Processor

• Motherboard

•

RAM _____

• Video card _____

• Sound Card _____

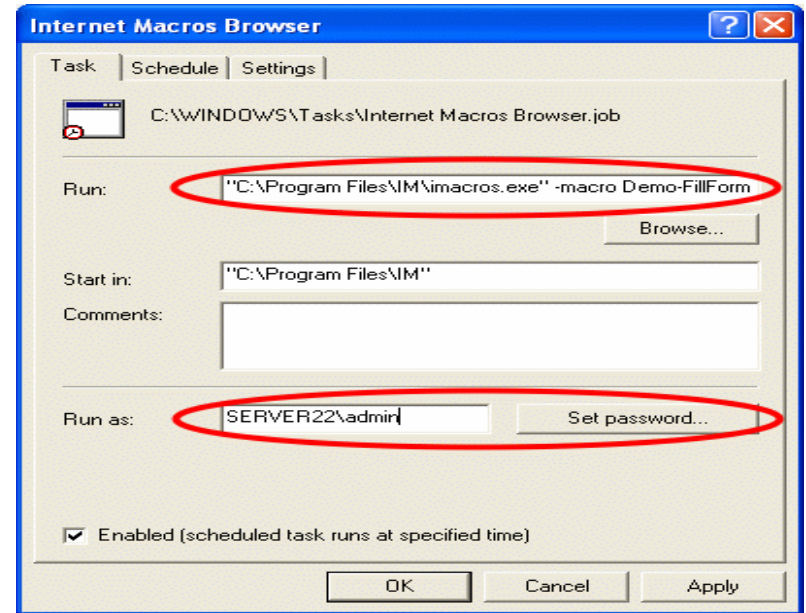
• Hard Drive (s) _____

• CD-ROM And CD-RW _____

Maintenance Needed	Frequency	Notes and Explanations
Data Protection		
BACKUP YOUR DATA	DAILY TO WEEKLY	How important is your data
	A full backup at least weekly on business machines	
Do Disk Cleanup	1-2 weeks	
Run Windows Update	Every month or two	
Update your programs	Every 2-3 months usually OK	

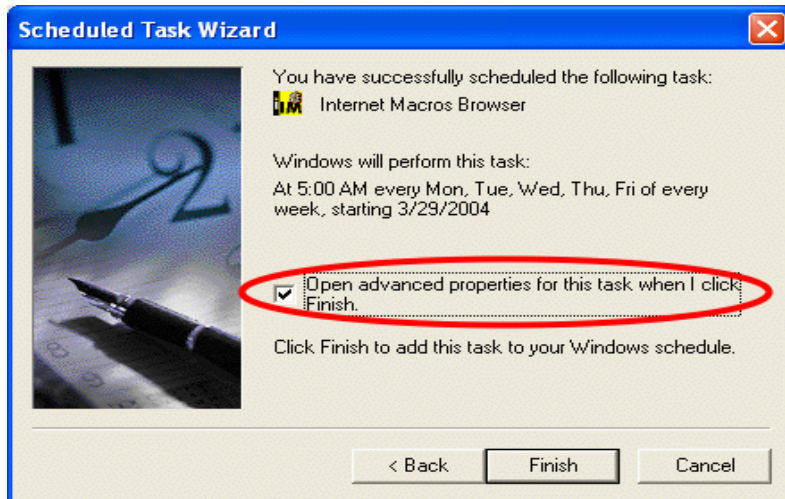
General Maintenance		
Clean PC Case and Insides	Once a year. If really dirty more often	
Diagnose Hardware	Every 6mo to a year	
Clean Up Programs	Every 6 Month	
Clean Mouse	2-3 weeks and as needed	
Clean up Printer	2 months or as needed	

NOTES and cleaning records



If you do not find "your" program in this list, simply select any other program. You can always change the settings later and, for example, point it to a batch file (*.bat) or Windows Script (*.vbs).

2. For more options, mark the "advanced properties" box



Background explanation: A trigger is a set of rules that will cause the task to be executed. There are two types of triggers: time-based and event-based. Time-based triggers cause a task to be executed when the time/date of the trigger has been reached. Event-based triggers cause a task to be executed when certain system events occur such as start up, log on, or idle.

2. In the advanced options, check the executable path

So what you enter at the "Run" file could look like this:

```
"c:\Program Files\InternetMacros4\imacros.exe" -macro YourMacro -tray -loop 50
```

Important: The command line options must be placed OUTSIDE of the "" that surround the path.

"" are needed because otherwise path names with spaces (like in c:\program files\) can not be interpreted correctly by the task scheduler.

Important: If you want your task to run even if no user is logged in, you must enter a user name and password in the "Run As" box.

Tip: Alternatively you can point to a Batch file that contains the specific command line instructions to start the software. Also, with batch files you can conveniently execute several commands in a sequence:

Tips and instructions for the various procedures in the chart

Defragment Drive(s)

Most people do this too often hoping that the machine will go faster. It takes a lot of time and unless you really need it don't worry so much about the red bars in the program. The manufacturers push this for historical reasons only. Follow the instructions of the program used and if your stuck with the Microsoft one do it in Safe Mode. This does not apply to CDs (or Flash Drives unless really big , then maybe).

Scan Hard Drives for bad spots and defects

Be careful when doing this. There is a level of risk especially if you loose power or cut it off in the middle without following the proper procedure. The Microsoft one is OK for this Norton/Symantec is better.

Run the Check disk function to find the errors on the drive it is not setup in the system you will need to make a shortcut to it. Its located at **C:\windows\system32\chkdsk.exe**. **Select chkdsk.exe** . Windows Explorer will get you there. For help see our "using the Path" brochure.

Load/Update Anti Virus Ware signature files.

Load /Update Anti Spyware / intruder Programs

This and the anti intruder ware must be kept up to date with the signature files provided by the Manufacturer. Fail to do so and risk becoming somebody's Zombie, i.e. they use your machine , not you and will do to you what they want.

Scan for Spyware and other intruders

Scanning for viruses and Intruders is the most important thing you can do to keep your machine functioning properly

. If you are using Norton Virus protection or Mc Affee its less important. However, the speed with which other intruders are created and the variety makes scanning with your Ad Aware and Spybot most important. If your using something else then even more important.

Check to be sure Spam Ware filter is functioning

Check to be sure Pop Up filter is latest version and functioning.

These should be Check regularly and kept updated. Regularly. If they fail you will know of course by the number of insurance and Viagra ads that come up to annoy you..

Check to be sure Pop Up filter is latest version and functioning

If you don't you may wonder why its not working.

BACKUP YOUR DATA.

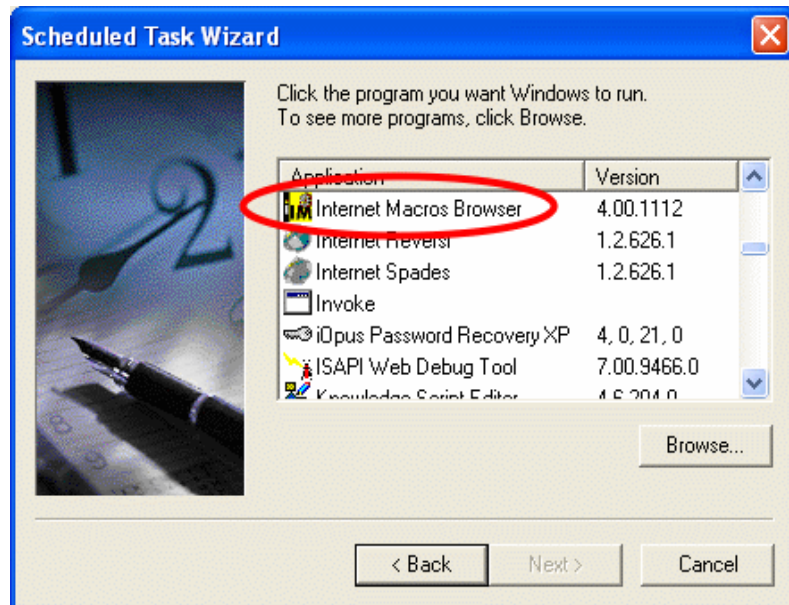
Get a good backup program to automate this function and be sure its running. TIP 2 Back up to a drive other than the one you are backing up from. It won't help you when your hard drive goes south that you have a full backup on it. Devices to use maybe Flash Drives, CDs or External USB drives. Do incremental backups and then full backups to a different place. CHECK YOUR BACKUPS regularly to see that they are useable. How many backups are being done so badly they are useless when finally needed.

Do Disk Cleanup

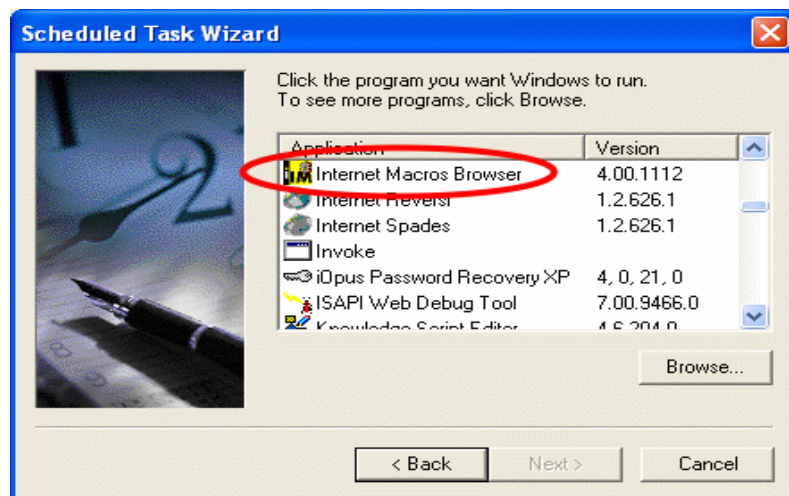
Using the Disk Cleanup function in your System Tools which is under ACCESSORIES in your Windows Start Menu is very useful to keep the garbage down on your drive(s) It gets rid of the old deleted files as well as the temp files and old Internet Explorer histories etc.

Run Windows Update

Its not necessary to do this as often as Microsoft says . If a



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1. Introduction to the Microsoft Windows Task Scheduler

By using Task Scheduler, you can schedule tasks such as to automate web testing and site monitoring or system tools like the Disk Defragmenter to run at a time that is most convenient for you. Task Scheduler starts each time you start Windows, and runs in the background. With Task Scheduler, you can: Schedule a task to run daily, weekly, monthly, or at certain times (such as system startup).

Disclaimer: The Tips & Tricks in the following are based on our knowledge and experience. If you should spot any error and omissions in this text, we would like to hear from you so that we can improve this page.

2. Using Task Scheduler:

If the task scheduler is installed on your system, you will find it in the My Computer folder. (If not, scroll down on how to obtain & install it)

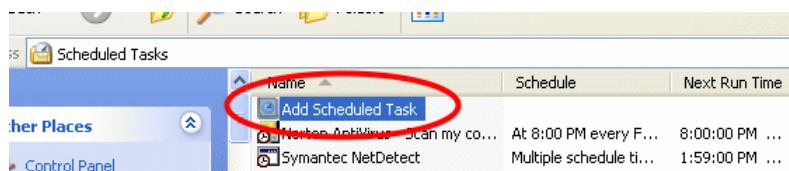
To use the scheduling service on **Windows 98, NT, 2000**, click on the My Computer icon located on the Desktop. Then double-click on Control Panel to get to the Scheduled Tasks folder.

On **Windows XP and Server 2003** you can access this from the Start Menu and clicking on Settings and then Control Panel to Scheduled Tasks.

Double-click Add Scheduled Task. Follow the instructions in the Add Scheduled Task wizard. Select the Open advanced properties for this task for more set up options.

The following screenshots highlight some of the more critical steps:

1. Add task and select program in the list of programs



If you do not find "your" program in this list, simply select any other program. You can always change the settings later and, for example, point it to a batch file (*.bat) or Windows Script (*.vbs).

2. For more options, mark the "advanced properties" box

really rotten intruder comes out they are usually well behind the anti intruder companies.

Update your programs

Its very useful to check for this by going to the manufacturers site, especially if the program is relatively new. All programs come complete with bugs that you want to reduce to the minimum and in some cases they give you nice enhancements.

Clean PC Case and Insides

Heat is the killer of PCs . To keep it from building up you need to Clean the insides of the PC. Do this by taking of the Case and with a good vacuum (not the little pocket battery things) vacuum out the dust bunnies and ESPECIALLY clean the coolinks fins on the CPU . That's the big think with the fan on it. It's usually best to blow it out with a can of compressed air. Also blow out all the fan blades as well as the inside of the power supply. That's the 4x6 box at the top of the. BE CAREFULL NOT TO HIT OR TOUCH THE PARTS EXCESSIVELY. You can cause damage with a heavy hand. Also Blow out the CD and Floppy slots.

Diagnose Hardware

Use one of the Windows Cleanup and diagnostic Utilities e.g. Norton/Symantec or Mc Affee to get rid of the Various useless and outdated shortcuts etc. that accumulate in your system and will slow it down and cause problems.

Clean Up Programs

It is a good idea to remove programs that are either not being used or you have no idea what they are and don't seem to be of any use. The safe way to do this is to put "OLD" at the end of the File / or folder names in Windows Explorer. If it will not accept the name change leave it alone.

Wait a few days/weeks if there are no problems delete the files. You can also use the Add and Remove programs in your Control Panel for some of this. **THE CAVEAT HERE IS TO KNOW WHAT PROGRAMS CAN SAFELY BE REMOVED.** The "OLD" method can be reversed by just taking it of. The Add and Remove Programs is FINAL. You can't reverse it so take care.

Clean Mouse

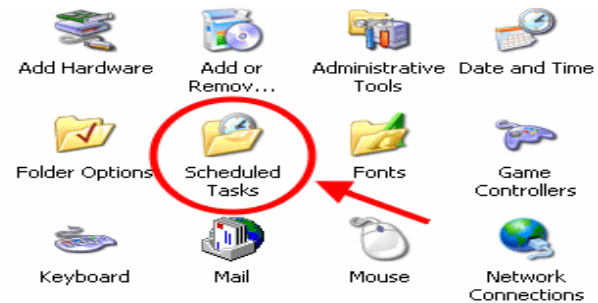
Clean your mouse regularly. Pounding banging and punching hard on the keys will not fix it. Many problems come up because The Optics are clogged or the axels and the Ball are all cruded up. Clean them. Alcohol and a Q Tip will help and the axels use finger nails or a piece of plastic don't use knife blades.

Clean up Printer

Follow the maintenance instructions for the printer and if its an Ink Jet run the ink head cleaning cycle(s).

AUTOMATING YOUR MAINTENANCE TASKS

Many of the tasks that need to be done frequently and are of a software nature can of then be automated by using the Automated task Scheduler available in XP and Vista. The functions for 98 and 2K are nastier
Here is how to set it up.



Introduction , Installation, Use & Problem Solution

The Microsoft Task Scheduler is an amazing little FREE tool that (in most cases) comes already with your Windows installation and "hides" in the "Control Panel" folder which is located in the "My Computer" folder on your desktop. In the following text we share our experiences to help you to make most out of this tool.