

## **Suggested Protection and Maintenance Schedule**

### **Basic Protection**

1. Install and use a good Anti-Virus program
2. Ensure that your Anti-Virus program is set to automatically protect your system
3. Have the best quality surge protection you can justify
4. Install and use a quality Anti-Spyware program
  - a. We recommend that you have at least 2 such programs
5. Install and use a software firewall, at the very least make sure the windows firewall is protecting your connection
6. Ensured that you have enabled Automatic Windows Updates

### **Daily**

1. Run a virus scan
  - a. Your Anti-Virus program may be set to perform and automatic daily scan. If not, run a manual scan
2. Install any Windows Updates you are prompted to install.
  - a. There have been reports of updates causing problems but it is still advisable to install them.
3. Backup

### **Weekly**

1. Update your Anti-Virus software. Most will update automatically. If yours doesn't auto update, set it so it will
2. Update and run your Anti-Spyware programs
3. Perform a Disk Cleanup
4. Backup

### **Monthly or Quarterly - Depending Upon your Computer Usage Pattern**

1. Perform a Hard Disk Error Check (used to be called scan disk)
2. Perform a Disc Defragmentation "defrag"
3. Backup

### **Yearly**

1. Turn computer off and unplug the power cable, at the mains power. Unplug do not just turn off switch.
2. Open the case and clean the dust out with compressed air (the air in the can, made for computers). Be gentle
3. *If unsure of how to do this call a professional*
4. Give the area where you store the computer a good vacuuming
5. Check your backup CDs or other media to make sure they still are in good shape, working and contain all your data.
  - a. CDs and DVDs have been know to fail
  - b. We suggest burning a new CD or DVD on a regular basis

### **In an Electrical Storm**

1. Unplug your computer and equipment for the mains power, do not just turn it off, unplug it
2. Unplug the phone line from your modem to the phone connection.