

Preventive Computer Maintenance

Throughout the school year it is important to maintain your computer and equipment to keep it running as it should. If you follow these instructions you should have fewer problems.

- Try to save files to a flash drive rather than the hard drive.
- Run regular Windows Updates. Open the Internet and click on “Tools”, choose “Windows Update” and follow the instructions.
- Limit your Internet downloads to only those programs that you need and come from a reliable source.
- Downloading games and elaborate screen savers will make your computer run more slowly.
- Clean the projector filters at least once a month.
- Wipe down the SMART Board with a damp, non-abrasive cloth to remove finger prints and smudges.
- Dust computers and equipment regularly.
- Keep all vents and fans clear. Make sure you don't lay papers or other items on top of the amplifier as this will keep the fan from working properly.
- When you are not using your NEC projector for more than 30 minutes hit the Pic Mute button on the remote to turn off the lamp rather than powering down.
- Turn off all equipment at the end of the day to save power. DO NOT turn off Phaser Printers unless it is for an extended school break.
- If you have an equipment problem, first try rebooting the computer. This will fix a multitude of problems (including printer and SMART Board issues).
- Report problems to a Tech Rep (via [SchoolDude](#)) as soon as they occur.

