

## Computer Tips:

Please take the time to complete the following important procedures to prevent serious problem with your computer an/or network.

- Norton Antivirus:
  - Keep up your annual subscription (never allow it to expire).
  - Set for weekly automatic definitions updates (verify update status each week)
  - Run complete virus scan every two weeks.
  - Be sure that email scanning is ON.
- Adaware:
  - Install AdAware (download free from [www.lavasoft.com](http://www.lavasoft.com))
  - Run the “check for updates” and a smart system scan weekly.
  - Delete all CRITICAL objects.
- Firewall:
  - If you have Norton or other firewall program turn it on.
  - Configure the program to allow the following address ranges
    - 192.168.0.1 – 192.168.0.255
    - 192.168.1.1 – 192.168.1.255
    - 192.168.2.1 – 192.168.2.255
    - 192.168.3.1 – 192.168.3.255
    - 192.168.4.1 – 192.168.4.255
- System Cleanup:
  - Run system cleanup (Start + Programs + Accessories + System Tools + Disk Cleanup
    - Delete temporary files found
- Norton Speed Disk or Defrag:
  - Run Norton Speed Disk monthly. If you don't have Speed Disk, run Defrag. Start + Programs + Accessories + System Tools + Disk Defragmenter + Analyze (defrag if recommended)
- Avoid Installing Free Software from the Internet: Avoid download of free software you are unfamiliar with. Many of the pop-up blockers and internet tool bars are actually designed to bridge access between your computer and other advertising servers and could provide a point of entry for viruses. (Installation of any software on company computers in not permitted)
- Battery Backup: Please be certain that you have a battery backup with built in surge protection. (This is not vital on notebook computers.)
  - Be sure the computer is plugged into the BATTERY side of the backup.
  - Be sure that printers /scanners, etc. are plugged into the SURGE ONLY side of the backup.
  - If the backup has system monitoring capability, install the software and connect the cable.
- Data Protection and Backup: Take of note what is important on your computer and take the time to back it up each week or so. When a hard disk drive fails, all data can be lost.
  - A USB virtual drive is a fast backup device or alternatively you could backup to a RW CD.
  - Select you're my Documents directory, Database directory for ACT or Top Producer, Outlook.pst file (contains email and calendar) and other items that are important to you,
- Wireless Network Access: The wireless at all office is set up to broadcast the name ERA. It's important to assign this as a preferred network and delete other competing networks so that the ERA wireless access point is automatically connected to your computer.