



HOW TO TAKE CARE OF ORGANISATION COMPUTERS



HOW TO CARE FOR YOUR COMPUTER



- ☐ **Never EVER Switch Off your Computer without waiting for Windows to Shut it Down.**



Welcome, Hedi Regaya

Manage your security

Choose a new password

Old Password

New Password

Password strength: **strong**

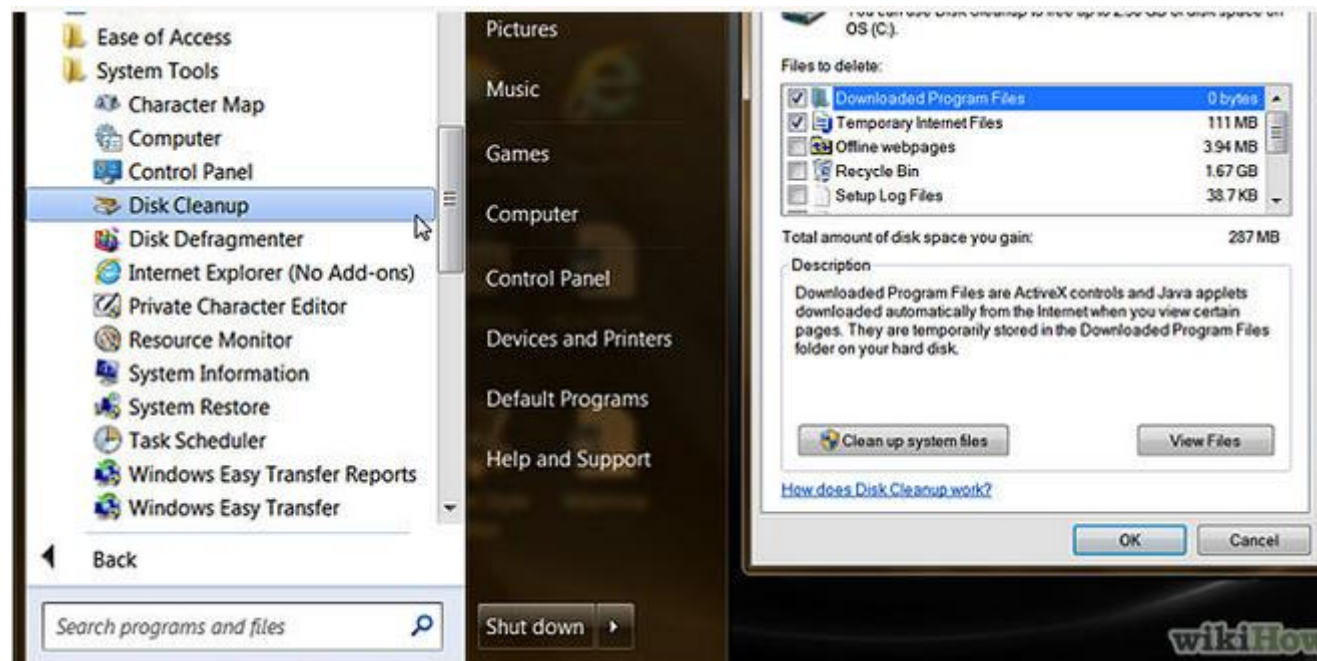
Password must:

- Have at least one letter
- Have at least one capital letter
- Have at least one number
- Not contain more than 3 consecutive identical characters
- Not be the same as the account name
- Be at least 8 characters

❑ Use cryptic passwords that can't be easily guessed, and protect your passwords



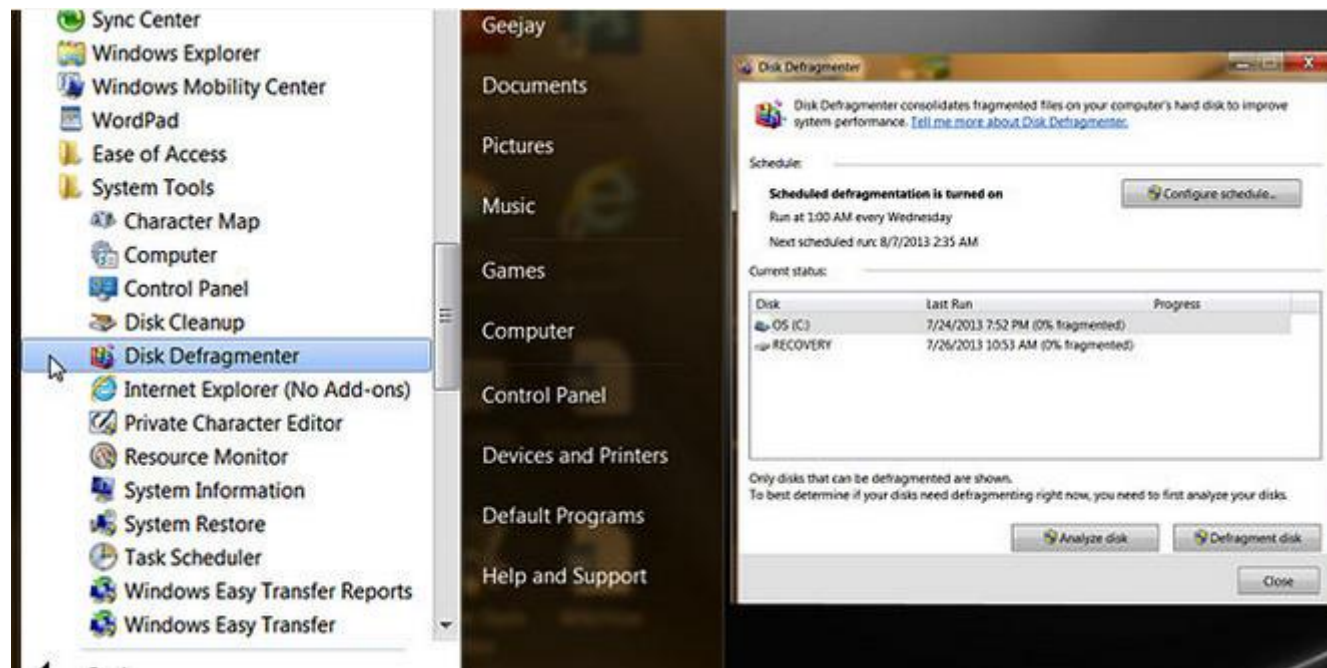
❑ Clean out all the junk left behind by browsers.



✓ You can use disk Cleanup utility included on the Windows systems



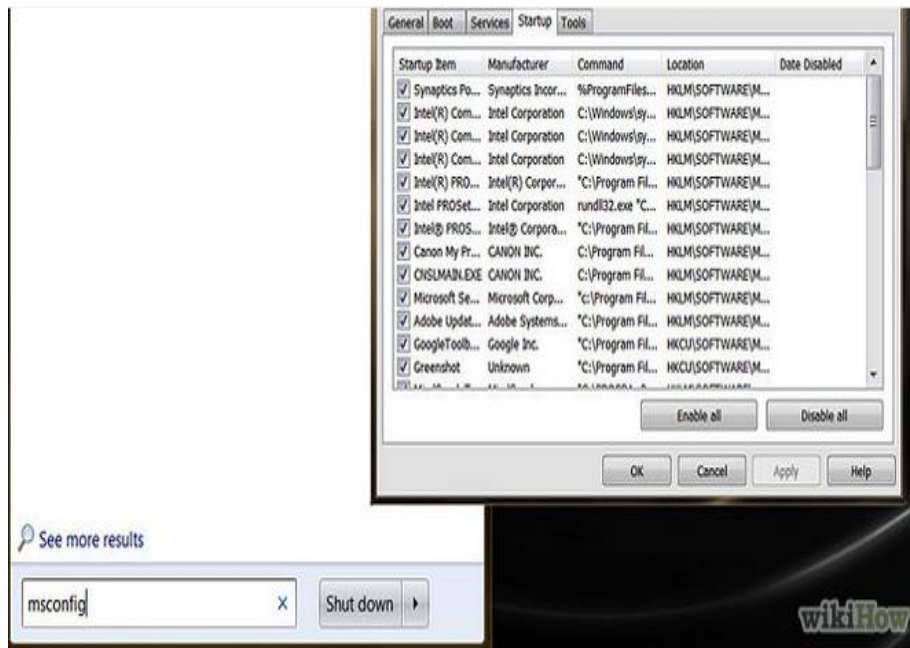
- ❑ Defragment your hard drive monthly to keep your computer running smoothly.



“Open "My Computer" & Right-clicking the Local Disk (C:) & Select Properties
“Click the Tools tab at the top of the window & Select "Defragment Now" button



- ❑ Use the msconfig command in the RUN command prompt to open up a window that will allow you to uncheck start up programs you don't use.



- ❑ Be careful when plugging in USB, Ethernet, speakers, printer etc. into your computer. Ports such as USB and Ethernet can easily be damaged from careless placement.





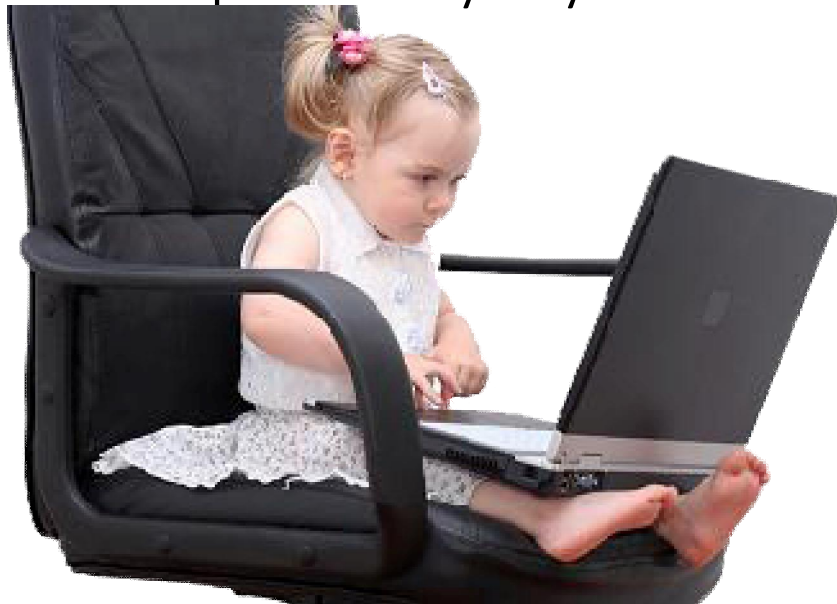
- ❑ Shut your computer down when leaving for the day. This ensures that your work is "saved" and saves the organisation's money!
- ❑ Always "shut down", "suspend", or "hibernate" your laptop before moving it. This allows the hard drive to "spin down" which prevents potential data loss when moving the laptop.
- ❑ Always use your carrying case when moving your laptop. Even a short fall can damage the hard drive and result in the complete loss of your data!



- ☐ Do not use water to clean LCD screens. Microfiber or very soft cloths are the best options for cleaning LCD screens.
- ☐ If at all possible, do not eat or drink around your PC. If you do, be extremely careful. Spilling liquid on your keyboard can short the computer out. If the machine does become wet carefully unplug the power from the wall and contact the Help Desk immediately!
- ☐ Computers need air circulation to keep them cool. As such don't place your PC in a cramped place. Do not block or push anything into the air vents.
- ☐ Do not leave your laptop or case unattended. Laptops are easy to spot and prime targets for theft!
- ☐ When travelling, do not check your laptop with your luggage.



- ☐ Don't freak out during freezed period. give the PC a good 30 seconds to think before taking any drastic measures or calling Help desk.
- ☐ Those with laptops, do not give office laptops to children at home. They can damage it at a time you do not expect.
- ☐ Do not store personal data such as videos, pictures, music and so on office computers. They may contain viruses which are harmful to the computer.



- ☐ Clean the Recycle Bin on a regular basis. Recycle Bin that has a lot of files will also take up memory space. Click the Recycle Bin>> click File>> click Empty Recycle Bin or when deleting file press **Shift+Delete** to permanently delete your files.



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- ☐ **Back up your data.** Computers crash more often so PLEASE back up your important data. You can back up your data by copying it to an external hard drives, CDs, DVDs, and USB flash. The IT office will help you out on this.
 - ☐ Insist to receive **PDF** documents as these do not get attacked with Viruses
 - ☐ Always save files in their appropriate locations, for easy searching
 - ☐ Avoid spending a lot of time on social networks such as Facebook, Skype and others. They take a good amount of bandwidth depriving those doing work related activities the necessary speed.
 - ☐ You are not allowed to access sites that are pornographic in nature. They are obscene and they have high likelihood of infecting computers with viruses.



**SCHEMING
CRAFTY
AGGRESSIVE
MALICIOUS**
DON'T LET THEM CON YOU

- ☐ Do not Freak when you see such warnings, These are not Viruses but Scams.



Don't click on popup windows that tell you that your computer is infected with a virus:

- ☐ No member of Staff is allowed to repair a computer without the approval of the IT personnel.





THANK YOU