# IDEXX Computer Maintenance Routines

<table>
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<th>Document Purpose</th>
<th>This document provides computer maintenance suggestions. These suggestions are merely the result of service observations done by technicians on the phone. Computer Maintenance is always the responsibility of the owner/user. Failure to regularly maintain computer equipment can result in less than desirable performance.</th>
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| General Suggestions | • Verify all computers areas are clean and dry.  
  • Verify all computers have proper ventilation.  
  **Note:** Improper ventilation may cause the equipment to overheat.  
  • Personal software and applications are not recommended.  
  • Create a disaster recovery plan. Contact support for assistance. |
| Weekly Suggestions | • Restart the server and workstations.  
  • Perform antivirus updates and full scans.  
  • Install Windows Updates. |
| Monthly Suggestions | • Run disk defragmenter and disk cleanup.  
  • Clean computers and peripherals using compressed air.  
  **Note:** Do not use anything other than compressed air, and ensure all equipment is shut down and unplugged from power for two minutes before attempting.  
  • Clean tape drives.  
  • Clean label printer head using manufacturers specified cleaner. |
| Quarterly Suggestions | • Shut down and unplug from power the entire system including: switches, routers, print servers and modems.  
  • Verify backup. Contact support for assistance.  
  • Create a Disaster Recovery disc/tape of your Server. |
| Yearly Suggestions | • Test Battery Backup.  
  • Purchase and cycle tapes. |
| 3 - 4 Years Suggestions | • Replace battery backups and surge protectors.  
  • Extend Dell warranties or purchase replacements. |

For further assistance, please call IDEXX Hardware Support at 1-800-695-2877 and reference KB2998.