



# PC Cooperative Newsletter

*"Creating Clients for Life"*

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## Computer System quick check list

- Is there a maintenance plan for your computer?
- Is your computer data backed up?
- Is your computer running a current version of an anti-virus program?
- Do you keep updated on the latest virus patterns?
- Have you checked your computer for spyware?
- Do you have a UPS on your computer?
- Are you running Windows 2000 or Windows XP?



### Computer Maintenance

The need for computer maintenance is one of the most overlooked aspects of Computer Services. Through regular maintenance, your workstation can work faster, longer and more reliably. CCSI has developed a 20 point inspection for workstations and servers that will help you gain more from your investment. Ask one of our computer service professionals for details about this valuable program.



### A New Threat: Spyware

A new form of nuisance called the Spybot is on the rise. Our staff has been finding that many of our clients are infected by these programs without their knowledge. Spyware is software that is installed on your computer as you surf the Internet. The software can gather information about your usage. Information such as how you shop online, where you go and what you do on the internet. Spyware can load advertisements and other "pop-up" ads to try to sell you merchandise. Being aware of this type of an issue is not enough. You should run a program called Spybot Search and Destroy to help rid your computer of the problem.



## Antivirus Programs

Updating your virus definitions on at least a monthly basis is an important tool in the protection and prevention of viruses. But there is another issue that is important in the fight against viruses. You need to update the program that you are using each year (every two years at a minimum.) An example is if you are running Norton Antivirus version 2001, you should have updated to Norton Antivirus 2003 by this time. Many of our clients are running Norton Antivirus Corporate Edition and they should be on version 8.0 or better.



## Backup Systems

All clients should be on some type of off-site data backup system. You should never have your backups in the same location as your computer. Laptop users should always back up their data to the network. Our staff can help you set up a backup system that will work for you.



## Uninterruptible Power Supplies (UPS)

You are sitting in your office, it is 4:30 PM and your presentation is due at 5:00 PM. You are just putting the finishing touches on the document and the screen goes black, the fluorescent lights above you flicker. You have just lost 3 hours of work. The company you work for has a lot of power problems. Every day the lights flicker for just a minute. You get a lot of computer problems. You have talked to the Power Company a number of times and they can't find any problems. You just know that the problems with your computer have to do with the bad power from the Power Company. But you can't get any help.

Well there are ways to protect you from these types of problems.

An Uninterruptible Power Supply (UPS) is a device that connects between the computer and the wall outlet much like you would connect a power strip or surge suppressor. When the electricity from the Power Company goes out or goes below a certain voltage the UPS will turn on and provide power to your computer for about 5-20 minutes or until power is restored. This gives you a chance to save your work and do a proper shutdown until power is restored. A UPS system for the average computer costs about 90.00. That is a very small price to pay for the problems that are experienced by most computer users. Many companies have a UPS installed at every workstation to prevent problems like these.

If you would like more information on power protection call Creative Computer Solutions and get a FREE **Complete Guide to Surge Protection** and find out how to buy the right surge protection for your computer



## **Network Monitoring**

CCSI purchased a \$40,000 network monitoring product branded as CCSI-NOC (Network Operations Center) in September of 2003. The initial sales plan was to sell the product as a way for our larger network clients to keep their networks online and notify the appropriate people should a failure occur.

What our staff has found is that CCSI-NOC is the ideal tool smaller clients that do not have full time IT staff. The CCSI-NOC system monitors critical small business systems such as Internet connections, Microsoft Small Business Servers and Verities backup systems and tape drives so that we are notified if any of their important systems have a problem. When a failure occurs, appropriate staff is notified and we can often times resolve issues before the client knows that there is a problem.

### **Recommended Links**

Need a Dictionary: Try <http://www.dictionary.com>

Need help finding information on the internet: Try <http://www.google.com>

Need driving directions: Try <http://www.yahoo.com/maps>