## Weekly Computer Maintenance Routine:

(For customers that had us originally set up or reformat their computer)

## First open your Maintenance folder:



First click on the "Windows Update" Button.

You should get to this screen after a minute or so.

| 🖉 Microsoft Update - Windows Internet Explorer   |   | _ 8 🛛   |
|--|---|---|
| Coo v 🚯 http://www.update.microsoft.com/microsoftupdate/v6/default.aspx?in=en-us   | 💌 🗟 🍫 🗶 🚼 Google                            | . م   |
| X Norton - Norton Safe Search Search 🧭 Safe Web - 🔘 Identity Safe -  |   |   |
| 👷 Favorites 🛛 🎪 🧰 CELL INFO + 🚞 HNS + 🦉 Voicemail RC 🖾 DBREEZE WEBMAIL 💎 Hughes 🔊 HNS ORD 🖉 DBR Order 😰 DBR Nett 👫 RSI DBR572158 🔜 DIRECTY 🔊 W   | Widblue Login 🙋 DSI 🦞 P10 🙋 Comcast 鼝 Cl    | servire 🙋 DIRECTV CO-OP   |
| Ge Microsoft Update  | 🚹 • 🖾 🗉 🖶                                   | • Page • Safety • Tools • 🔞 •   |
|  | Quick Links                                 | Home   Worldwide  |
| Microsoft  | Search Microsof                             | t.com for:  |
| Microsoft Update   |   |   |
| Vectors Vector   |   | Vatomatic Updates:<br>Turned ON.  |
| Review your update history<br>factor the factor         Keep your computer up to date<br>Dred to set if your need updates for Windows, your programs, your hardware or your devices.           FAQ   |   | Your computer is set to receive<br>security & critical updates<br>automatically.<br>Pick a time to install updates. |
| Law defaunds also motions<br>Find hardware support Concerned about prevage "Units you dead for graphings Concerned about prevage" Units you dead for graphings Concerned about prevage" Units you dead for graphings Concerned about prevage "Units you dead for graphings" Concerned about prev | igrams need. To learn more, see our privacy |   |
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|  |   | 🔏 😚 🛛 🍢 🥪 🖗 👸 5:02 PM   |

Click on the "Custom" button.

After a couple of minutes the page should go the next illustration. Go through all of the categories on the left hand side and check to make sure that all that apply are selected.

Then click on "Review and install updates" and follow all of the prompts to install each update. This process can take anywhere from a couple of minutes to a couple of hours.

Repeat this step until your screen shows like the one below with no available updates.

After this process is done close you browser and move onto the next item in the "Maintenance Folder"  $\rightarrow$  "Spybot Search and Destroy"



Once Spybot loads you should get to the main program screen:



First Click on the "Update" button. If there are any updates you will see the next screen. (If there are no updates it will tell you so.)

If there are updates, the following box will pop up. I usually use the "Safer Networking #2 Europe" server.

After you have selected it click on the "Continue" Button.

| 🔎 Spybot - Search  | a & Destroy                       |  |                         |
|--------------------|-----------------------------------|--|-------------------------|
| File Mode Language | Help                              |  |                         |
| E Spybot-S&D       | Spybot - Search & Destroy 1.6.2   |  |                         |
| <b>1</b>           |                                   |  |                         |
| Search & Destroy   | Use this button to start          | scanning your system for spyware and all other threats detected by Spybot - Search & Destroy.        |                         |
| *                  | Use this button if you n          | ptice some problems that have occurred during a recent removal of problems, and you want to undo som | ne changes.             |
| Recovery           | Fecovery                          |  |                         |
|                    | Search for Updates                | is recommended to update the detections at least once a week!  |                         |
| Immunize           |                                   | 🔚 Spybot-S&D Updater 📃 🗖 🔀   |                         |
| 10 A               |                                   | Please select a download place to download the updates from.   |                         |
| ∐pdate             |                                   | location.  |                         |
| <b>.</b>           |                                   | Mirror  Security Evertipe Networks (Netherlands)   |                         |
| <u>D</u> onations  |                                   | FastSpeedTest.com (USA) FreewareArchiry (Germany)  |                         |
|                    |                                   | Gehimbrand (Germany)   |                         |
|                    |                                   | Grail (COA)  |                         |
|                    |                                   | LakeFront Web Design #1 (USA)  | as my sewryer of choice |
|                    |                                   | LakeFront Web Design #2 (USA) Netzwelt de (Germanu)  |                         |
|                    |                                   | SaferNetworking #1 (Europe)  |                         |
|                    |                                   | Saw Networking #4 (France)   |                         |
|                    |                                   |  |                         |
|                    |                                   |  |                         |
|                    |                                   |  |                         |
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|                    |                                   |  |                         |
|                    |                                   |  |                         |
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|                    | Sea                               | rchErDes   | troy                    |
|                    |                                   |  |                         |
| 🛃 start 🚽 🍊        | 🛯 🕘 🧶 🎽 🍇 Jasc Paint Shop Pro 💋 💋 | Spybot - Search & De 🔎 Spybot-S&D Updater  | 🕐 🌹 📑 🛃 5:06 PM         |



Wait a while and soon your screen will look like this:

| 🔄 Spybot-S&D Updater 📃 🗖  |       |        | _ 🗆 🔀      |  |
|---|-------|--------|------------|--|
| Please select the updates to download here.   |       |        |            |  |
| Update  | Info  | Size   | Date       |  |
| Important Files   |       |        |            |  |
| 3 MB 2011-07-0  |       |        | 2011-07-06 |  |
| Detection i   | ules: | 853 KB | 2011-07-06 |  |
| Make sure all the files have this green check<br>mark indicatring they downloaded properly<br>Then click Exit<br>Detection rule: Update downloaded<br>Back to miror ist Develops: K Egt |       |        |            |  |

Now when you get back to the main Spybot window first click on "Immunize" After it has scanned for unprotected files click on the upper "Immunize" button.







Now that you are done with Spybot Search and Destroy go back to the Maintenance folder and select "Norton Internet Security"



Click on the "Run Live Update" Button. Keep on running Live Update repeatedly until you see the following screen below. It is not uncommon for the computer to need restarting after some of the updates.

| Your Norton product has the latest protoc |               |
|---|---------------|
| our worton product has the latest protec  | tion updates. |
| Item                                      | Status        |
| 🤣 Check for updates                       | Completed     |
| Ø Download updates                        | Not Required  |
| Process updates                           | Not Required  |
|   |               |

After it is updated Click on the "Scan Now" Button and select "Full System Scan" Button and wait for it to scan and remove any threats.



This screen is what you want to see when the scan is complete.

| 🚇 Quick Scan                 |  |                       | - X - |
|------------------------------|--|-----------------------|-------|
| Quick Scar                   | 1  |                       | Help  |
|                              | All detected security risks I                  | have been resolved.   |       |
| Results Summa                | ny Attention Required Det                      | tailed Results        |       |
| ,                            | Total items scanned:                           | 10,300                |       |
| •                            | Total security risks detected:                 |                       |       |
| •                            | Total security risks resolved:                 |                       |       |
|                              | Total items that require attention:            | 0                     |       |
|                              | If you think there are still risks, click here |                       |       |
|                              |  |                       |       |
| <b>Norton</b><br>by Symanter |  | Export Results Finish |       |

Next go back to the "Maintenance Folder" and click on "Disc Defragmenter" Highlight the main (Usually "C" Drive) and click on the "Defragment Button"

This process can take from 10 minutes to a few hours if it has not been done in a while.

| 🚱 Disk Defragmenter   |   |   | 🛄 🗗 🔀  |
|---|---|---|--|
| File Action View Help   |   |   |  |
|   |   |   |  |
| Session Status File System  | Capacity Free Space                         | % Free Space  |  |
| MAIN (C:) NTFS  | 200 GB 129 GB                               | 64 %  |  |
| BACKUP (C) NTFS   | 98.08 GB 35.77 GB                           | 36 %  |  |
| Estimated dil usage before an egneration:<br>Estimated dil usage before an egneration:<br>Estimated dil usage of the for generation:<br>Endote: Defenser: Pause 200 | Highlight Ti<br>Then click o<br>This box wi | e main drive use<br>n "Defragment<br>I come up when | willy the "C" Drive.         the process is complete. Having some files not defrymented is normal:         View former tools not be defrymented.         See files on the value cold not be defrymented.         Note the defrymentation ingoin for the list of these files.         View former tools not be defrymented. |
| Fragmented files Contiguous files Unmovable files 🔲 P   | free space                                  |   |  |
|   | _   |   | 🗩 🥙 🚙 🖏 🚳 10-57.0M   |

Now on to the last Item in the "Maintenance Folder" Select "System Restore"



And that is it. If you do this once a week you can keep your computer up to date. It does not mean you are completely protected and you should always practice Safe Surfing and Safe Email Practices.

If your computer is running Windows 7 then system restore points are automatically done. Windows 7 Windows update is similar but less complex. If it says there are files to update, select all of them and follow the prompts and let do its thing.

If your computer gets infected by a virus that these utilities cannot get rid of than it is time to back up your important files and contact your computer repair person. DBREEZE DIRECT can help if you don't already have a repair person.

## DBREEZE DIRECT, Inc. (209) 524-2225 <u>sales@dbreeze.com</u>

On-Site repair rates are \$100 for the 1<sup>st</sup> hour and \$75 for each additional hour.

Off-Site repair rates are \$40/hr if the repair is done in our office. In-Office repairs are normally done on office paperwork days.

Over the phone repair rates are on a case by case basis.

Also remember DBREEZE DIRECT, Inc. sells, installs, and services many products:

For TV we sell: DirecTV, Dish Network, and Charter Cable.

For Internet/Phone we sell: Hughesnet, WildBlue, Charter, Comcast (Business Class), Sprint, and Ring Central.

We do home theatre design, installation, and repair: telephone system design, installation, and repair: Computer Networking, design, installation, and repair: Webpage design and hosting (small business) and have referral partners for larger business websites.