

RECOMMENDED DO'S AND DON'TS

Sparsh Communications

What you should do

Do's

Use the Start Button on the Windows Taskbar to shutdown your computer. It is also necessary to first save any files you were working with and close all applications running in the taskbar. This is called a clean shutdown. Windows is a program that needs to close, so always use the Start Button.

What not to do

Don't

Switch off your computer without shutting down using the Start Button

Do's

Run Scandisk regularly to check the condition of your hard disk and if necessary make repairs. It is good practice to always run Scandisk if your computer did not shutdown properly. Scandisk can run in the background, but for fastest results close all other applications otherwise Scandisk will have to restart every time data is written to the hard disk.

Don't

Terminate Scandisk prematurely when your PC did not shutdown properly

Do's

You should always properly shutdown the computer. Then it is okay to turn off any peripheral devices such as printer, scanner, monitor, speakers etc....

Don't

Switch external devices on and off several times hoping that may be a cure

Do's

Keep your keyboard and screen clean. It is also necessary to clean your mouse. Keeping the printer, scanner and other peripherals clean by wiping the chassis is one way to attract a buyer when it is time to upgrade. It is easy to clean the keyboard and keys. I would not recommend submerging the mouse or keyboard in water, then leaving them out to dry. There are easier methods you can follow.

Don't

Eat or drink over the keyboard and mouse mat.

Don't

Disconnect the keyboard, mouse, monitor, printer or any peripheral if the PC is powered on at the mains.....

Don't

Move, kick, knock or bump
the computer when it is
powered on.

Don't

download or install
unwanted software which
will effect your system
performance.....

Don't

**Use any kind of Mass storage
drive, Pen drive, Mobile
storage in our network**