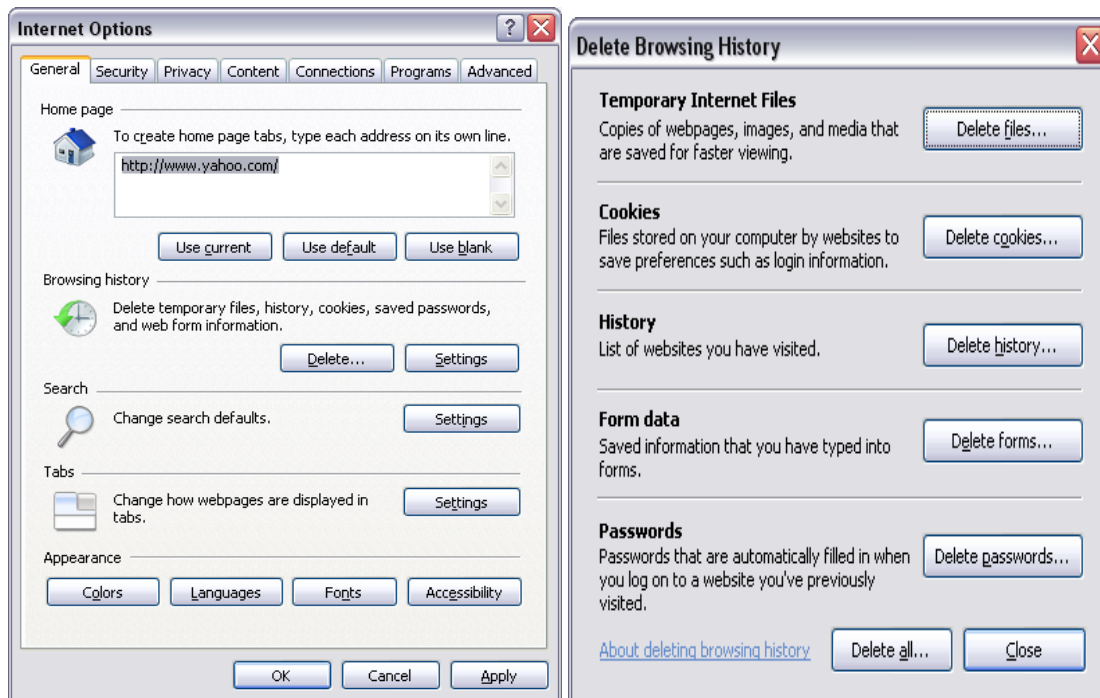


Laptop and Desktop Maintenance

Step 1: Right Click on Trash can on your desktop. Select Empty Trash from the pull down options.

Step 2: Open Internet Explorer: Select the Tools pull down menu. Select Internet Options. From the General Tab, select Delete under Browsing history.

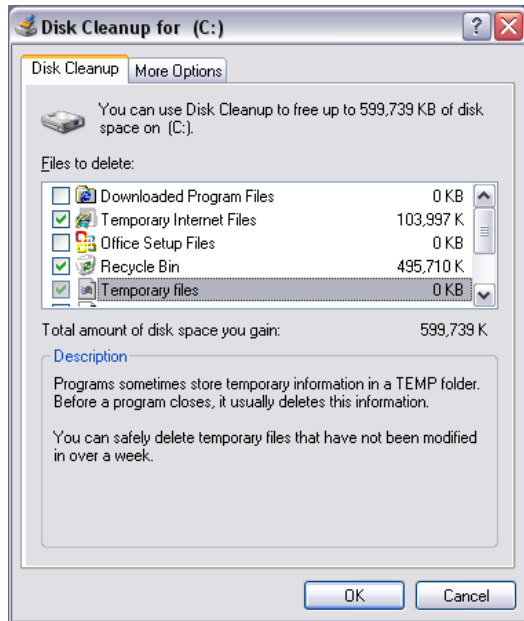


You will want to Delete Temporary Internet Files and Cookies. I usually do the **Delete All** at the bottom of the screen. When finished Close and go back to the desktop.

Step 3: *This step is for our teachers who received a Lenovo R61 in the fall of 2008.* We have found that several of the Thinkvantage programs, although they make some of the above steps easier, compromise the machines memory and speed. You can safely remove these programs. From the Start menu, go to the Control Panel. Select the Add or Remove Programs Icon. Scroll to Rescue and Recovery and click on REMOVE. If the program is not there, don't worry about it, the tech department has probably already removed it for you. Other Thinkvantage programs which can be removed which will make slight improvements to speed are:

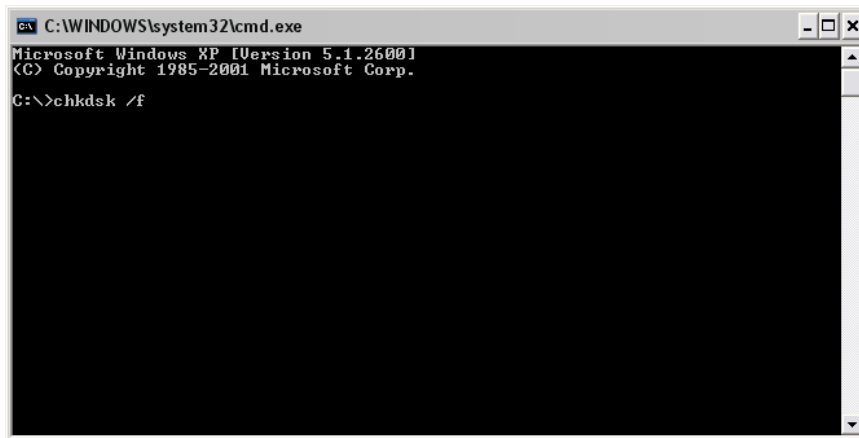
ThinkVantage Sytem Update
ThinkPad Power Manager
System Migration Assistant
Help Center

Step 4: From your Start button on the desktop, go to All Programs. Next select Accessories, System Tools, Disk Cleanup. Select drive C: The machine will do a scan and then come up with a screen showing clean up options. You can place a check mark by all options without causing harm to your machine or programs. Note..... If the disk is extremely "dirty" it can take a great deal of time to clean it up. If you are in a hurry, you can remove the check mark from the Compress Old Files option. (note, you could skip step 1 & 2 and just do this, but it will take much longer and sometimes is not a thorough)

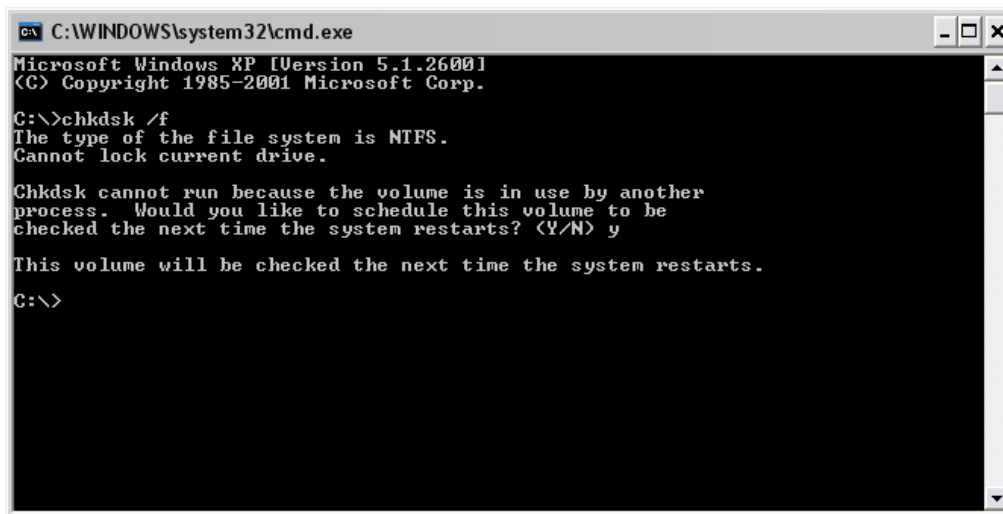


Step 5: From your Start button on the desktop, go to All Programs. Next select Accessories, System Tools, Disk Defragmenter. Select drive C: Click on the Defragment option. Note, this can take several hours to complete, dependent upon the amount of data on your drive and the percentage of fragmentation.

Step 6: From the desktop, go to START and select Run. On the Run line, type cmd. This will bring up a Console type screen. From the C:\> prompt type: chkdsk /f. You will be asked if you wish to do the chkdsk when rebooting your machine. Enter Y. Following the verification message that the drive will be checked upon rebooting, type EXIT and hit enter.



```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.
C:\>chkdsk /f
```



```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.
C:\>chkdsk /f
The type of the file system is NTFS.
Cannot lock current drive.

Chkdsk cannot run because the volume is in use by another
process. Would you like to schedule this volume to be
checked the next time the system restarts? (Y/N) y

This volume will be checked the next time the system restarts.
C:\>
```

Step 7: From the Start menu, go to the Control Panel. On the left pane, you should see an option to install windows updates. This is a good thing to do every so often.

Step 8: Make sure your virus checker is updated, run a full scan, and verify that your virus checker is still working.

Should you be uncomfortable doing these maintenance tasks, please file a tech request, and we will make an appointment for you to bring your laptop to the tech department for routine maintenance.