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Whitepaper

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Hard Drive Maintenance

Regular Maintenance – Run Monthly

- 1) Run Disk Clean Up
 - a. Start Windows Explorer or open “Computer / My Computer” (depending on version of Windows)
 - b. Right click on C drive and choose Properties
 - c. Click on “Disk Cleanup” then OK on the next screen
- 2) Run Disk Defrag
 - a. Right click on local disk C
 - b. Click on the tab “Tools”
 - c. Click on Defragment Now (note: this could run for 10min to an hour)
- 3) Re-index and defrag CCS files
 - a. Start CCS then <F11 Utilities> then <C: System Maintenance Procedures>
 - b. Click option <A. Index Files>
 - c. Check the box “Also Compress (defrag) Files” then <F12 Start Indexing”

One Time Procedures (requires administrator access – do on all computers)

- 1) Turn off write behind caching
 - a. Start Device Manager (varies by version of Windows)
 - b. Expand Disk Drives
 - c. Right Click on your disk drive
 - d. Click on the tab “Policies”
 - e. Uncheck the box “Enable write caching on the device”
- 2) Disable SMB2 caching (for Vista, Win 7 & 8, Win Server 2008 & above – not required for XP)
 - a. Start CCS then <F11 Utilities> then <C: System Maintenance Procedures>
 - b. Click on <M. Registry Fix Procedure> and enter a level 9 password
 - c. Click on <F12 Run Procedure> and the procedures will make the necessary registry changes. After the procedure runs, you must reboot your computer before they will take effect.
- 3) Set Your Browser to Delete Temporary Files on Exit (Internet Explorer). This prevents the buildup of a lot of garbage on your hard drive.
 - a. From Internet Explorer, click on menu choice Tools and choose Internet Options
 - b. Click on the tab Advanced and scroll to the bottom of the list
 - c. Check the box labeled "Empty Temporary Internet files folder when Browser is Closed"
 - d. Click Apply and Exit