



HINTS OF THINGS YOU CAN DO TO MAXIMIZE AND PROTECT YOUR COMPUTERS

* The data contained on your systems is the sole responsibility of the user. Your data should always be stored on a properly designed and installed File Server in order to ensure maximum reliability. Once installed, proper backup is essential! AEC can assist you in establishing a reliable backup procedure. This way, if a crash does occur, we can quickly and easily recover your data.

* Power protection for your systems is required in most cases, and varies at each site. With a range of confusing choices available, we will be glad to select the appropriate power protection methods for your particular environment.

* Infection by viruses can cause application errors and/or loss of data, resulting in costly downtime. Make sure your system is adequately protected. For recommendations and assistance, please call us.

* Many software products available on the market today may not be suitable for your business systems. As a general rule, try to avoid game programs and software that are intentionally designed to alter normal operation, such as "first-aid" programs, disk recovery programs and utilities, disk or RAM compression schemes, and uninstaller programs. Some of the trendy screen savers are also known to cause compatibility problems. Feel free to call us for professional advice before you buy.

* By far, the major cause for computer malfunction is user intervention. In other words, most problems are introduced by the user. All users should be instructed not to attempt to change system settings or try to integrate new technology in their computers without management approval. Due to the popularity of home computers, many employees are apt to bring software from home to install on their business machines. It is not recommended that unlicensed software is duplicated. Neither the software vendor or AEC will provide support. Additionally, equipment that has been tampered with, or unauthorized attempted repairs made by other than a qualified technician is not covered under your Agreement, and may void your Manufacturers' Warranty. Rework services are available by us at our standard rates.

* The overwhelming choice of equipment and vendors available today is astounding. The most costly mistake business users make is attempting to "do-it-themselves". After countless hours of installation & configuration hassles, they are left with working, but nonfunctional systems, no support services, and no clear upgrade path. Furthermore, the products purchased are usually not ideally suited for the task. In the long run, this wastes a large amount of valuable time and money. Please contact us when you need a recommendation for a specific task.

* Workplace ergonomics is an important consideration for employees that spend a significant amount of time at the computer. Here are some guidelines on choosing and installing a good work environment:

- Choose an LCD monitor instead of CRT monitor. They are less stressful on the eyes, in addition to emitting no radiation and using less power to operate.
- Monitors are designed to be viewed from a distance of about 2 feet and should be at eye level.
- Avoid fluorescent lighting if possible. The flicker rate of this type of

lighting, in combination with the refresh rate of displays, is not noticeable by the eyes, but is picked up by the brain, causing unnecessary stress.

- Do not use a plastic (or rubber) mat under the desk. These can cause large amounts of static, which can damage computer components. Additionally, if these mats are used on a solid floor (concrete) they create a breeding ground for fungus and mold.

* Security is becoming a concern today among many business owners whose data is considered sensitive. We are qualified to evaluate your site, and advise you of concerns and recommendations.