Computer Maintenance

Icons and Taskbar

Icons for the **Start Menu**, **Windows Explorer | File Explorer**, **CCleaner, BleachBit** and **Firefox** are displayed on the **Taskbar**. The other icons are located in the **Pinned** area of the **Start Menu**.

Daily Maintenance (Run this application daily before you shut down the computer.)

CCleaner

1. Close all programs.
2. Click **CCleaner** (icon is a large red “C” with a paintbrush) on the **Taskbar**.
3. Click **Run Cleaner**.
4. **CCleaner** will close automatically after it runs.

NOTE: This program has a special configuration. Please **DO NOT** install or update this application manually; call or email for support.

Biweekly Maintenance (Run these applications every two weeks.)

BleachBit

1. Close all programs.
2. Click **BleachBit** (icon is a square with a paintbrush) on the **Taskbar**.
3. Click **Clean**.
4. **BleachBit** will close automatically after it runs.

NOTE: This program has a special configuration. Please **DO NOT** install or update this application manually; call or email for support.

Malwarebytes

1. Click the **Start Menu**.
2. Click **Malwarebytes** in the **Pinned** area and **wait** (~30 seconds) for the program to display.
    a. Close and ignore any marketing or advertising ads that may appear before or after the scan.
3. Click the **Scan** button and wait for the Threat Scan to complete.
    a. If the Threat Scan summary displays anything other than 0 (Zero), follow the instructions to quarantine and remove the object(s) or call for support.
4. Click **Done**.
5. Close **Malwarebytes**.

IMPORTANT: Close **ALL** programs and **RESTART** the computer **IMMEDIATELY** after closing the application to finalize the process and reset the application service.

Monthly Maintenance (Complete this process once a month.)

Defragment and Optimize Drives

1. Close all programs.
2. Run **BleachBit** (follow the instructions above) and wait for it to close.
3. Run **CCleaner** (follow the instructions above) and wait for it to close.
4. Click the **Start Menu**.
5. Click **Defragment and Optimize Drives** in the **Pinned** area to open the program.
6. Select **OS (C:)** and click the **Optimize** button.
7. Select **Storage (S:)** and click the **Optimize** button.
8. Wait for the **Current Status** to display **OK (…)** on both drives.
9. Close the **Optimize Drives** window.

Special Instructions

1. Shut down the computer when not in use; laptops **WILL NOT** hibernate or sleep when the lid is closed per this configuration.
2. To power off, click the **Start Menu**, click the **Power** button and select **Shut down**; wait for all lights to go out (except the Power light if the system is plugged in) before you close the lid on a laptop.