Preventative Maintenance

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BACK OFFICE PC

1) Use monthly/bimonthly to blow out the PC to keep it from overheating.
    a. Do not take the computer apart.
    b. Blow the front and back of PC where the fans and any breather holes are.

2) Do not install camera software on the Back office PC.
    a. Every camera used records 1 Gig of space each day.
    b. This action will fill the hard drive quickly making the PC unusable for back office functions, such as SMP.

3) Do not download music onto the Back office PC.
    a. This action will fill the hard drive and download viruses and spyware.

4) Do not allow crew members to use MySpace.
    a. This action will download viruses and spyware onto your PC.

5) Use the computer logons that have been set up on the PC.
    a. This action will ensure that crew are unable to surf the internet as the crew login does not have internet access.
    b. Available Logins
    User = storemgr   Password = storemgr
    User = shiftmgr   Password = shiftmgr
    User = crew   Password = crew

RECEIPT PRINTER

1) Use to blow out your receipt printer. Little shavings are left in your printer that will eventually jam the cutter.
    a. Open the lid and take the paper out
    b. Spray the cutter and the inside where the paper lays.
    c. Replace the paper and close the lid.

TOUCH SCREENS

1) Use on touch screen POS terminals.
    a. Wash screens with a damp rag and dish detergent.
    b. Dry screens with a clean rag.
    c. To avoid scratching screens, use cotton towels.
    d. Clean on a weekly basis to avoid dirty screens and inaccurate ringing.