PERFORM REGULAR MAINTENANCE

Regular computer maintenance will keep your SpeedLine Stations performing at peak efficiency:

- Restart your stations at least once a month.
- If you're using Windows 7 or later, Windows Automatic Maintenance (or Task Scheduler in Windows 7) will run Windows updates, security scanning, disk defragmentation, and other system diagnostics daily at a scheduled time (by default, 2 AM) as long as no one is actively using the station (it's OK for programs to be running).
- If you are open at 2 AM, you can change the scheduled maintenance time (SpeedLine suggests 5 AM).

Find out how to safeguard your business data, maintain your new POS, and keep your system secure from hackers.

SECURE YOUR SYSTEM

Prevent viruses and other "malware" from causing costly POS down-time:

- Run anti-virus software continuously, and keep it updated. SpeedLine Support can recommend the most compatible brands.
- Many viruses are spread via email: be cautious if using computers on your store network for email. Don't click links in messages or open attachments unless you know and trust the sender.
- Avoid "hotbeds" of virus activity like social media sites, chat, photo or file downloads. Restrict employee access to the internet—SpeedLine Support can show you how.
- Protect your data from hackers with strong passwords. It makes sense, and it's required by PCI DSS. See the Password Management page on the Support site, or the *Password Management* info sheet, available in the Document Viewer on the Store Manager Today tab.

BACK UP YOUR DATA

Backups are an inexpensive insurance policy for your valuable customer, employee, and transaction data:

- If you ever get a HotBackup failure warning, don't ignore it. The SpeedLine HotBackup utility protects your data from power outages and hardware failures, and without it, your data is at risk. See the Backing Up Your Files video on the Support site.
- Develop a strategy for creating regular off-site backups. See the Backing Up Your Data Offsite tutorial, or the *Creating an Offsite Backup of Your POS Data* article, available in the Store Manager Document Viewer, and in the Knowledge Base.

POS DATA

BACKUP POS DATA