



See our maintenance packages over leaf

Maintain Your PC

Here at 4ward computer services we specialize in repairing & maintaining PC's. We've put together a handy selection of hints and tips to help you get the most out of your PC. By making use of these tips you can ensure you gain maximum performance and life out of your PC.

Protecting your hardware and your files

• Surge Protection and UPS

With Queensland's unpredictable weather we are subject to many electrical faults such as power surges, black outs & brown outs etc. Getting yourself a quality surge protector or UPS could save your computer from a trip to the trash can. UPS's are battery back-ups which allow time for you to safely shutdown your PC.

• Data Backups

Your data is stored on Hard Drives which contain mechanical moving parts. Hard drives therefore can fail and cause you great grief and expense to retrieve your data. The safer and cheaper option is to back up your important data onto USB flash drives, external hard drives or DVD/CD's. Reduce your risk by making a getting into a regular routing of backing up your data.

Security Issues

• Viruses & Malware

Viruses are forever evolving and attacking computers without relent. Everyday new viruses and malware are released into the world with anything but friendly intentions. You should update your virus protection on a regular basis, so you're protected against all the latest viruses and malware before it gets to your PC. At least once a week a full virus and spyware scan should be performed to keep your computer free from any little nasties. If you find a virus that can't be removed by your virus scanner, give us a call and we'll be glad to help.

• Windows Updates

Microsoft releases weekly updates to neutralize security risks that may be found in their software (Windows & Office). The best option to keep up with the latest updates is to set windows to perform automatic updates. You can also manually run the updates by going to "Start – All Programs – Windows Update".

Maintenance

• Disk Cleanup

While using your computer it holds on to many temporary files which take up space on your Hard Drive and in turn cause it to work harder than need be. Windows contains a built in program called "disk cleanup" which can be found in the system tools folder. We recommend giving your computer a disk cleanup at least once a month.

• Unnecessary Programs

Over time you accumulate many programs on your computer which you may not use. These programs take up space and use up your system resources. It's good practice to remove programs which you don't use and you may find after doing so you experience increased performance.

• Clean Out Your PC

It doesn't take long for the insides of your PC to build up dust, dirt and grime. This can cause electrical shorts, corrosion, faulty fans and overheating. We recommend getting 4ward to give your PC a physical cleanout and replace any faulty fans while we're at it.

If at any time you're not 100% confident in performing any of the above tasks we recommend letting the experts take care of it. You can see our maintenance packages on the following pages, just give us a call and we'll be happy to help.

4ward
Computer Services

- ✓ Computer Repairs
- ✓ Server Support
- ✓ Virus Removal
- ✓ Website Design
- ✓ Laptop Repairs

- ✓ Sales & Support
- ✓ Networking PC's
- ✓ E-Mail Hosting
- ✓ Back Up Service
- ✓ Maintenance

PH: 1300 084 449

Quick Service

HARDWARE

- Clean dirt and grime from inside the pc with compressed air
- General clean of PC exterior
- Run your Memory (RAM) through vigorous testing
- Check your Hard Drive (HDD) for any errors / bad sectors
- Replace Noisy / broken fans*
- Installation of 1 piece of hardware (RAM, Extra Hard Drive, DVD Drive, Floppy Drive, PCI Cards, Video Card, CPU) **

SOFTWARE

- Update windows with the latest updates
- Update existing Antivirus with latest virus definitions / Install AVG if none
- Scan with Antivirus
- Install and scan with Malware Bytes Anti Malware
- Cleanup Unnecessary Startup Items

After the basic service your PC you will be provided with a written report which will identify any issues that were found. If your PC is found to have malicious viruses / malware we can remove these with your permission at an extra cost of \$60. Should any faulty hardware be found you will be notified of the price of replacement hardware and up to 1 item of hardware is covered for the installation labour in the basic package.

* The hardware cost for new fans is not included in the package – we will require your consent after notifying you of the hardware cost if a replacement is required

** The replacement CPU must be compatible with your existing motherboard



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Full PC Optimization

HARDWARE

- Clean dirt and grime from inside the pc with compressed air
- General clean of PC exterior
- All New Data Cables
- Complete Cable Management
- Run your Memory (RAM) through vigorous testing
- Check your Hard Drive (HDD) for any errors / bad sectors
- Stability Test your machine
- Replace Noisy / broken fans*
- Clean your Heatsink & CPU. Also reapply Thermal Paste (Keeping your computer nice and cool)
- Installation of up to 2 pieces of hardware (RAM, Extra Hard Drive, DVD Drive, Floppy Drive, PCI Cards, CPU) **

SOFTWARE

- Update windows with the latest updates
- Update existing Antivirus with latest virus definitions / Install AVG Free if none
- Scan with Antivirus
- Install and scan with Malware Bytes Anti Malware
- Cleanup Unnecessary Startup Items
- Clean Temporary and unused files
- Remove Unnecessary / Unwanted Programs
- Defragment your Hard Drive (The more fragmented your drive is the harder it has to work and in turn the shorter the lifespan of your drive)

After the basic service your PC you will be provided with a written report which will identify any issues that were found. If your PC is found to have malicious viruses / malware we can remove these with your permission at an extra cost of \$60. Should any faulty hardware be found you will be notified of the price of replacement hardware and up to 2 items of hardware is covered for the installation labour in the Full PC Optimization package.

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** The replacement CPU must be compatible with your existing motherboard



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