

Computer tips for phone system and website:

Make sure you have antivirus software installed and that it's kept up to date, performing a regular virus scan will help ensure your PC is protected and clean.

Conduct regular backups of your business data and applications, and where possible, keep them offsite. Most importantly do a regular check to make sure your backups are working and you are able to restore data from them.

Enable windows firewall - or even better, install a 3rd party firewall, these help protect your PC from unwanted intrusion from the internet, and stop any malicious applications from sending data about you from your PC if you have been infected already.

Defragment your PC - this is a bit of a blast from the past, that a lot of people stopped doing when hard drive sizes increased, but it is still a VERY good idea. Doing a "defrag" organises your data in your PC in an easier and quicker format and can make significant improvements to the speed of your computer.

Ignore programs on the internet that state they will speed up your computer, or fix all your registry problems. 99% of the time they actually make things worse, and you end up having to get a professional out to undo the mess they create.

Clear out you temporary internet files regularly, this will save you a bit of space on your computer and speed up things like antivirus scans and defrags.

Make sure you keep up to date with Windows updates and patches from your application providers. There are always optimisations made to make windows run better, make it more secure and your applications more stable. You won't realise the benefits of this unless you keep your computer up to date with these changes.

Put a password on your computer - This sounds like a no brainer, but many users don't password protect their PC. If you have a password protected PC it makes it far less vulnerable to interference, both from the internet and physically at your home or office.