Computer Team Meeting
10/20/16
Attendees: David Owens, Melissa Pappas, Keri Levin, Yasmine Aminou, Gerard Forys, Aaron Smothers, Julia Hupperts, Diane Anastos, Richard Castonguay, Ron Sexton

Printer and toner use;
Most hi-rises ask residents to provide their own paper. Central provides paper. Some hi-rises have limits for how many pages that can be printed. At this time these limits are on the honor system.
Central, Exchange, and Montreal have copy limits.Mt. Airy is considering a copy limit. They have issues with PCAs printing out time cards and residents who want to print a large number of documents.
Central still has their printer locked up most of the time. They are considering moving it out into the community room. The issue there is concerns about rising toner costs once people start using the printer more.
Seal asks for donations for copies made.

Computer use protocol:
The new protocol has been approved. Tashira is working on making laminated copies to be posted at each hi-rise. Regular copies can be posted now.

Computers:
Microcenter has decent computers for $100 each. Aaron will look into how good they are.

Modem update:
Those who have purchased their own modems will need to buy a newer model. Arris SB 6190 or SB 6183 are possible models to purchase.
If your hi-rise rents a modem from Comcast you should see about getting it upgraded. (That should be done free.)
At present you should wait to hear from Aaron before buying a new modem.

Secure networks:
If a password is put n your network it will be posted so residents will still have access. The password is to prevent people from sitting in the parking lot or standing on the street and connecting to the wi-fi.

Having a password on the network is not required. There are only a few sites where outside use of the network is a real issue.
My. Airy would like to secure their network.

Comcast cost:
Many hi-rises pay different amounts for Internet. Those that have their own modems pay $39.95. With the modem rental fee the cost is usually around $56.04.

Faronics:
There still isn't an update for the Windows Anniversary edition. Don't do any updating at present.
We are still looking for competitors for DeepFreeze Cloud. We have only found one company with a comparable product. There will be mire information next month.

Hi-rise issues:
Exchange might have a computer with a hard drive problem. They are also having issues with the printer switch.
Mt. Airy is having problems with residents messing with the computers while they are updating.

Computer classes:
Classes will be starting at the end of the month. There will be two classes a week at each site. Monday will be computer basics. Wednesday will be Microsoft Office.

Help desk:
Help desk cards are being distributed to all the sites. The help desk is being used already.
The help desk should also be used to report things like residents viewing offensive content. (Also let the manager know about that.)

Program list for computers:
We need a set list of programs that should be on all computers. There is the possibility of some flexibility in this. (Exceptions would be made on a case by case basis.)

Computers should have the same configuration if possible though.
This will be discussed more next month.
Adblock plus needs to be installed on all browsers. Edge browser should be hidden until the Anniversary update is installed because it doesn't except extensions like adblock.

Cleaning computers:
Computers should be cleaned periodically. You can use a can of compressed air or a tech vacuum to clean vents. Keyboards should also be cleaned weekly.
Coffee filters lightly sprayed with Windex can be used to clean monitors.
Wet wipes can be used to wipe keyboards and mice.