

2/11/15

Computer Team

Printing Tutorials:

There are now tutorials for web printing and scanning with the Brother printers up on the PC website. Links are on the main page of the site. The tutorials will show how to print from websites and how to scan documents. There also is a tutorial which shows basic operation of the Brother printer.

Maintenance Schedule;

It was suggested to have a schedule for routine maintenance such as updates and virus scans. Doing these monthly should be sufficient. There is a sample maintenance schedule in the computer admin guide. (The KISS simple maintenance plan.) It details what should be done and how long it should take.

Wi-Fi Project:

Aaron has finished the initial hi-rise assessments. We are now working with Comcast on the possibility of installing additional access points at some hi-rises. (Some buildings with larger space might need more than one connection for better coverage.)

An outside company will do the wiring an installation of equipment to keep things in line with building codes and insurance liability.

All sites might get security boxes for the equipment because it is what maintenance would prefer.

The tentative deadline for project completion is the end of March. The first couple sites to be done will be Iowa and Wabasha.

So far the equipment cost is around \$8000. Installation costs will be another \$8000.

Computer Grant Funds:

We need to decide what specific items to buy. Computers were the first thing discussed. Jerry has been doing research into options.

ASUS and Lenovo computers are options. Jerry recommends the ASUS because of the specs and upgrade possibilities. It also has a bigger hard drive than the Lenovo.

The ASUS would be around \$369, Getting a bulk rate is something to be looked into. (Eileen will look into that.)MicroCenter has 24 inch monitors for \$104. That is a very good deal for those.

The computers would have a 1 TB hard drive and at least 4GB of RAM. A question was raised about the amount of storage space that is really needed. Residents should be saving files to their own flash drives. The main things that will be on the hard drive besides the OS are programs and Resident Council files. Cloud storage also makes hard drive storage not as necessary.

We will go with the ASUS computer and the monitor from MicroCenter. Desks were the next thing discussed. Nine desks will be purchased. (16 computers and monitors will be purchased.) the price range for desks is \$100-\$125 each.

A good paper shredder has been found on [amazon.com](https://www.amazon.com) for \$70.00. It can shred seven sheets of paper at a time. There is also one for \$50.00 that can do 12 sheets at a time.

Chairs were then discussed. Getting a few that can handle people over 250 pounds would be a good idea since there are people of all sizes in the hi-rises. Getting pricier chairs was mentioned because they would last longer than cheaper ones. Wooden chairs are another option. (Dining room type chairs.) Having less comfortable chairs might discourage people from being on the computers for hours too.

The type of chairs should be discussed at the individual hi-rises. Councils could then be reimbursed for the purchase.

Getting new printers was mentioned. The Brother printers use a lot of toner and that gets expensive.

Toner cartridges cost less for Epson and Canon printers. The number of pages per cartridge is comparable to the Brother.

Mats to go under computers were suggested for sites with non-carpeted computer areas. It was decided that funds would be better spent for other things.

VGA cords for monitors will likely need to be purchased.

Quickbooks:

Getting Quicken instead of Quickbooks was suggested. It should be more than sufficient for what the councils need to do. Having a simpler program might make it easier to retain treasurers too.

Getting a lesser version of Quickbooks like Pro was also suggested,

Windows 8:

We probably should stick with the licenses we have until Windows 10 comes out since we should be able to upgrade the Windows 7 and 8 computers to Windows 10 for free. The new computers will have Windows 8 on them. Windows XP computers will need to be replaced.

DeepFreeze:

We need to get 20 new licenses. We can update the last 12 licenses we bought to the newest version. (The service contract expired on the first batch of licenses we bought.) There are also several free programs that are worth looking into. They are Toolwiz TimeFreeze and Reboot Restore RX.