5/17/18
Computer Team Meeting

Attendees: Aaron Smothers, Melissa Pappas, Gerard Forys, Julia Hupperts, Diane Anastos, Chee Chang, Ron Sexton, Keri Levin, Phil Lee

No meeting in June. The next meeting will be July 19th.

Aaron Smothers spoke about recent computer issues that have been reported.
Site admins will get all passwords for their sites including the Winselect password. Computer Peer admins will have passwords for the sites you are sent to. Peer team manager will have all passwords.
Passwords cannot be changed without prior approval from Diane and Julia. All passwords should be changed and updated every six to eight months.
A new image needs to be made for all hi-rise computers. This will make restoring computers after issues much easier. This applies to the family site labs as well. Images will be available online and on a hard drive downtown.
All PCs should be updated monthly.
Routers, printers, etc. should be checked for updates every three months.
Every computer should be cleaned weekly. (Monthly for offsite admins.)
PC insides should be cleaned every two months.
Computer Peers need to complete training on updating and maintenance before starting.
Peers must comply with all PHA rules. No more personalizations and things like that. (That will make it easier to clone systems and use one image for all computers.)

Buying computers in bulk was suggested. This will make cloning easier and hi-rises might be able to get a discount buying in bulk.

Don't apply the latest Anniversary Update just yet. There are conflicts with Faronics.

Note that Canon printers need their rollers cleaned often to prevent paper pickup problems. (All printers should have their rollers cleaned occasionally because they pick up paper dust and crud as they are used.)
If a printer is having paper pickup issues you should first try cleaning the rollers. If that doesn't work then check inside the printer and paper tray to see if anything is bent or damaged.