

## **This is the best way to leave your PC at the end of the day.**

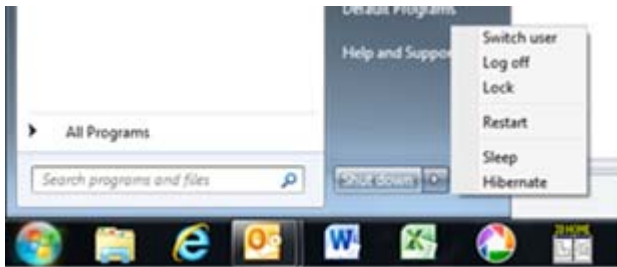
### **During the night your PC does the following:**

Updates the Windows software with security updates  
Updates other software like Adobe, Java, Flash player, etc.  
Updates the anti-virus definition files  
Backs up all your documents to the server

If your PC is turned OFF these things don't happen. Also if it is turned ON and you have opened files or e-mail they may not be backed up or backed up incorrectly. Also, software updates could affect them.

### **So here is the recommendation:**

The last step of your work day should be a RESTART of your PC. Do this by closing all your opened programs, then click "start". Now click the arrow > next to "Shut Down" and select "Restart"



Now turn off the monitor (use the button) and your PC is set to run all its scheduled nightly tasks.