

General IT Rules for ALL Staff

Do not save any files locally on your computer onto Desktop, My documents etc, make sure **everything** is saved to the server in your assigned work folders.

Create **ONLY** shortcuts to files on your Desktop, ensure you do not copy or move the originals.

You must never plug **any** mobile phones or personal USB drives into any of the company's PC's.

You are not permitted to change **any** settings on the PC, this includes personal desktop wallpapers, screensavers etc.

You must never use your work email account for **ANY** personal emails, **this is strictly forbidden**.

If you accidentally delete or move a file or folder on the server, contact Steve or Simon urgently. Firstly, send an email outlining what is missing and where it was located on the server, then call or text, emails may not be read for hours. Do not recreate the folder using the **same name** as this will erase the previous backups with an empty folder!

Do not duplicate files or folders across the server, there only needs to be **ONE** copy at any time. Please create a shortcut to the file you need, and do not copy it to your folders!

Screensavers **MUST** be left on ALL computers, to lock the PC within 15 minutes, this is to comply with GDPR.
DO NOT TURN THEM OFF!

Please do not wrap any form of tape around cables to any of the IT equipment including Sellotape on Monitors etc. If you need cables tidying, please ask Steve to do it for you.

Heaters/Fans **MUST NEVER** be plugged in to your extension lead with the PC – this is a massive **FIRE** risk!

Ensure all vents to computers and printers are not blocked by papers, folders, or bags, they have vents to breathe, blocking these can cause the hardware to fail or worse, if the vents are blocked it can lead to a fire.

Ensure you shut down your computer when you finish work, **do not** leave them on all night. If you finish for any holidays, please turn off your mouse & keyboard so the batteries are not drained when you return.

If you need any I.T. support, email Steve on sales@mobilepcrescue.co.uk or call them on 07813 111 956



Mobile PC Rescue

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