

A Happy Christmas Shutdown

A Quick Guide to Protecting Your Computers Over the Holidays

Before you go ... if you're planning to close your business for a week or two over the holiday season, it's worth taking a few minutes to prepare your computers and tech to ensure everything is safe and sound when you return.

Here's my simple checklist to help keep your IT in good shape for your return

1. Back Up Your Data

Make sure all your important files are safely backed up. Cloud storage or an external hard drive will do the trick. This backup is your safety net in case something unexpected happens while you're away.

2. Update and Relax

Updates, may not be the most exciting thing, but they're important. Install any waiting updates, especially for antivirus software, before powering down. A secure computer is a happy computer.

3. Turn Off and Unplug Everything

Switch off all computers, printers, and other equipment. If possible, unplug them to protect against power surges, which are more common in colder weather.

4. Prepare for the Chill

If your office isn't going to be heated, low temperatures could affect your equipment.

- Cover your computers with breathable fabric to keep out dust and moisture.
- Pop a few silica gel packs nearby—they're great for absorbing dampness.
- When you're back, let your devices warm to room temperature before turning them on. This prevents condensation from causing damage.

5. Restart Gently

After the break, take your time to restart. Let your office and equipment warm to a comfortable temperature. Power everything up slowly, remember networking equipment, like routers, switches and wifi, often work better started in a specific order,. Make sure everything is working smoothly, and run some simple tasks as tests.

6. Reach Out if You're Unsure

If you're unsure about any of this, I'm happy to help. Whether it's closing down, running backups and updates, advice about cold-weather care, or walking through the startup process, I'm just a message away.

Have a wonderful break, and here's to a fresh, smooth start, to your prosperous New Year!

