

Performing weekly maintenance tasks

Perform these maintenance tasks every week to keep your Prinergy system running in optimum condition.

1. Execute a full restart of all Prinergy servers:
 - a. On the primary server, start **Prinergy Administrator**.
 - b. From the **File** menu, select **Stop**, then select **All Servers** and click **Stop** to stop Prinergy.
 - c. When the Prinergy software is stopped, restart all Prinergy server computers.
 - d. Log on to Microsoft Windows when the servers are restarted.
 - e. On the primary server, start **Prinergy Administrator**, and from the **File** menu, select **Start** to start Prinergy.
2. Check the RAID and other volumes for free space. Ensure each volume has a minimum of 20% free space.
3. Check the RAID and other volumes for fragmentation. Defragment if the fragmentation is more than 20%.

You can use the PerfectDisk program to defragment. See Kodak Customer Portal at <https://customer.kodak.com> for a white paper on this program. Search for "PerfectDisk" or "Defragmentation".
4. Check that automatic virus updates are happening, and that all volumes are scanned for viruses and worms.

See Kodak Customer Portal at <https://customer.kodak.com> for more information about installing and using approved antivirus software on Prinergy systems.
5. Check that each Prinergy server is set up to receive automated Microsoft Windows security updates.

Kodak workflow servers are configured to automatically download Microsoft security and critical updates from Microsoft.

For information about Microsoft Windows Server critical and security updates, see [*Microsoft Windows security updates for Kodak Workflow Servers \(Prinergy workflow family\)*](#), available on Kodak Customer Portal at <https://customer.kodak.com>.