



**Inclement Weather Preparation**

**pute.us**

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## End User Operating Procedure

**Tip:** Prior to changing or moving any equipment, it is helpful to take photos of all equipment and the connections including network, power, monitor and USB devices.

### **COMPUTERS: Shut down the operating system.**

<u>Windows 10</u>	
<b>Step 1</b>	Click the <b>Start square</b> in the lower left corner.
<b>Step 2</b>	Click the <b>Power icon</b> .
<b>Step 3</b>	Click <b>Shut down</b> .
<b>Step 4</b>	<b>Unplug</b> the Ethernet cable from the back of computer or docking station.

<u>Windows 7</u>	
<b>Step 1</b>	Click the <b>Start circle</b> or the <b>Start button</b> in the lower left corner.
<b>Step 2</b>	Click <b>Shut down</b> . If Shut down is not available, click the arrow to the right of Log Off or Restart to select <b>Shut down</b> .
<b>Step 3</b>	<b>Unplug</b> the Ethernet cable from the back of computer or docking station.

<b>NOTE</b>	<b><u>If connected to a surge protector or battery backup/UPS, unplug from the wall outlet.</u></b> If wall outlet is not accessible, unplug power cables from the surge protector/UPS.
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	→ <b>If plugged into a battery backup/UPS</b> , be sure to power it off as it will start to beep, notifying you that it is on battery power. The battery backup/UPS will continue to beep until the battery drains.
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## PRINTERS

<b>Step 1</b>	<b>Power off</b> the printer.
<b>Step 2</b>	If connected to a surge protector – <b>unplug</b> as described in <b>NOTE</b> .
<b>Step 3</b>	<b>Unplug</b> the Ethernet cable from the back of the printer.
<b>Step 4</b>	<b>Unplug</b> the phone cable from the back of the printer if a fax line is connected.

## SERVERS and NETWORK EQUIPMENT

<b>Step 1</b>	Please <b>contact <a href="http://pute.us">pute.us</a></b> to have us make a final off-site backup and power the server off for you. This step applies to all critical workstations, such as <b>radiology</b> and <b>dental</b> .
<b>Step 2</b>	<b>If you want to disconnect the server and network equipment, please <a href="http://pute.us">contact <u>pute.us</u></a></b> to determine if this is recommended.
<b>Step 3</b>	Battery backups → <b>power off</b> and then <b>unplug</b> them.

## PHONES and PHONE SERVER

<b>Step 1</b>	<b>Contact <a href="http://pute.us">pute.us</a></b> to set or update closing and weather-related messages in the system. → <b>Do not</b> power down or disconnect phone server or connections. <b>Contact <a href="http://pute.us">pute.us</a></b> with further questions.
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## **PROTECT FROM WATER & WIND**

**When a major storm is predicted**, elevate your CPUs, printers, servers, and other network devices, as well as other electrical appliances, off the floor. For high winds, move computers away from windows. If there is a possibility of water leakage, cover computer equipment with plastic.

## **CONTINUING OPERATIONS AFTER THE STORM**

**If you are in the path**, power and internet connectivity may be hard to come by for a few days. Ensure you have current printed references such as price lists, inventory lists, etc. on hand to continue business during loss of power or internet.

## **Reconnection Procedure**

→ **Ensure that power to the building is stable** and unaffected by water and wind damage.

**Tip:** Plug a fan or other non-critical device into power and power it on to confirm that there will be no safety issues with reconnecting the rest of the devices in the building.

If pictures were taken prior to disassembly, please refer to those images for proper reconnecting of equipment.

### **Order of Reconnection – CONTACT [pute.us](http://pute.us)**

<b>Step 1</b>	<b>Connect networking equipment</b> (or their respective battery backups) to power first, modem/router/network switches. Battery backups must be powered on before items connected to the battery side will receive power.
<b>Step 2</b>	<b>Connect Server battery backup</b> to power, power on the battery backup and power on the server. Confirm with <a href="http://pute.us">pute.us</a> that the server is visible and unaffected by the storm.
<b>Step 3</b>	<b>Confirm with <a href="http://pute.us">pute.us</a></b> that the phone server is visible and unaffected by the storm.
<b>Step 4</b>	<b>Reconnect the ethernet cable to the phones</b> and once the phone has booted, confirm that you are able to dial out.
<b>Step 5</b>	<b>Connect workstation/lab/radiology computers, battery backups, and printers</b> back to power and network and power them on.

	→ If plugging equipment back into a battery backup/UPS phone, double check that any printers are NOT plugged into the battery section of the outlets, ONLY the surge portion.
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**If the building has power but internet is unavailable**, we can keep computer and phone networks connected using the failover 4G connection. This failover is not automatic, please contact **pute.us** to enable the failover connection. Internet speeds will be slower than normal, but it should be stable enough to keep credit card processing functional. Phone service will also run through the 4G connection in the event the building has power but no internet.

**If the building does not have power**, please contact **pute.us** to ensure that a failover cell number is active and functional for your facility.