

# Computer System Routine Disk Maintenance Windows 7 for ChemStation, OpenLab, and MassHunter

To help optimize the performance of your analytical software it is important that you schedule routine maintenance (e.g. deleting unnecessary files) for the computer. The following instructions should be used as part of your routine maintenance schedule to ensure optimal performance. This procedure **MUST** be run as an administrator.

## Run the Disk Cleanup Utility

1. Select **Start > Programs > Accessories > System Tools > Disk Cleanup**.
2. Select the Drive (C:, D:, etc) you want to clean up.
3. Select **Temporary files, Temporary Internet, Thumbnails** and **Recycle Bin**.

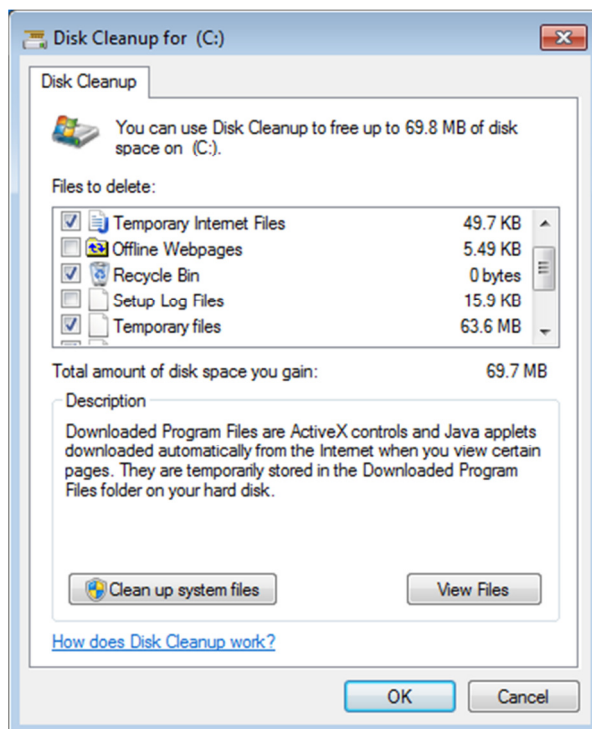


Figure 1. Disk Cleanup

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The information contained herein is intended for use by informed individuals who can and must determine its fitness for their purpose.

You may select other types of files to delete, depending on your understanding of these file types, and the way you use this PC. It is possible to delete vital files with the Disk Cleanup utility, so DO NOT delete files types that you do not understand. You may wish to Click “View Files” to see which files will be deleted. **Do NOT “Compress old files” on a ChemStation or MassHunter computer.**

4. Once you are satisfied with the selections, click **OK**.
5. Repeat these steps for other drives on your system.

If you are running ChemStation, perform step 6 and skip step 7. If you are running MassHunter, ignore step 6 and skip to step 7.

6. ChemStation uses some temporary folders that are not cleaned by the Disk Cleanup utility. You should delete the contents of these TEMP folders as part of your disk maintenance routine:
  - a. Navigate in Windows to the C:\Chem32\x\ director where x is your instrument number (1,2,3, or 4). You will have at least the 1 folder. Find the “**TEMP**” directory and double-click to open it.
  - b. Delete the contents of this folder. **Do NOT delete the TEMP folder itself.** If you accidentally delete the TEMP folder, re-create one by right-clicking in the C:\chem32\1\ directory and choose *New > Folder*. Name the new folder “TEMP”.
  - c. Repeat a and b for your other instruments (2,3, and/or 4).
7. MassHunter uses a temporary folder that is not cleaned by the Disk Cleanup utility. You should delete the contents of this TEMP folder as part of your routine disk maintenance:
  - a. Navigate in Windows to the D:\MassHunter\ directory. Find the “**TEMP**” directory and double-click to open it.
  - b. Once inside, delete the contents of this folder.

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## Run the Disk Check Utility

1. Open **My Computer** on the desktop and right-click on the C: drive.
2. Choose **Properties**.
3. From the **Tools** tab, choose “Check now” under the “Error-Checking” section.

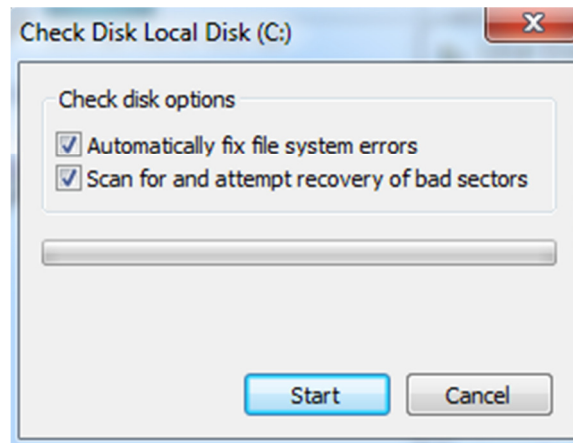


Figure 2. Check Disk

4. Enable both options, then click on **Start** and reboot the computer. The error check will begin while the computer is rebooting.
5. If your computer is partitioned into a C: and D: drive, repeat the procedure on the D: drive.

## Run the Disk Defragmentation Utility

1. Open **My Computer** on the desktop and right-click on the C: drive.
2. Choose **Properties**.
3. From the **Tools** tab, choose “Defragment now...” under the “Defragmentation” section.
4. If your computer is partitioned into a C: and D: drive, repeat the procedure on the D: drive.

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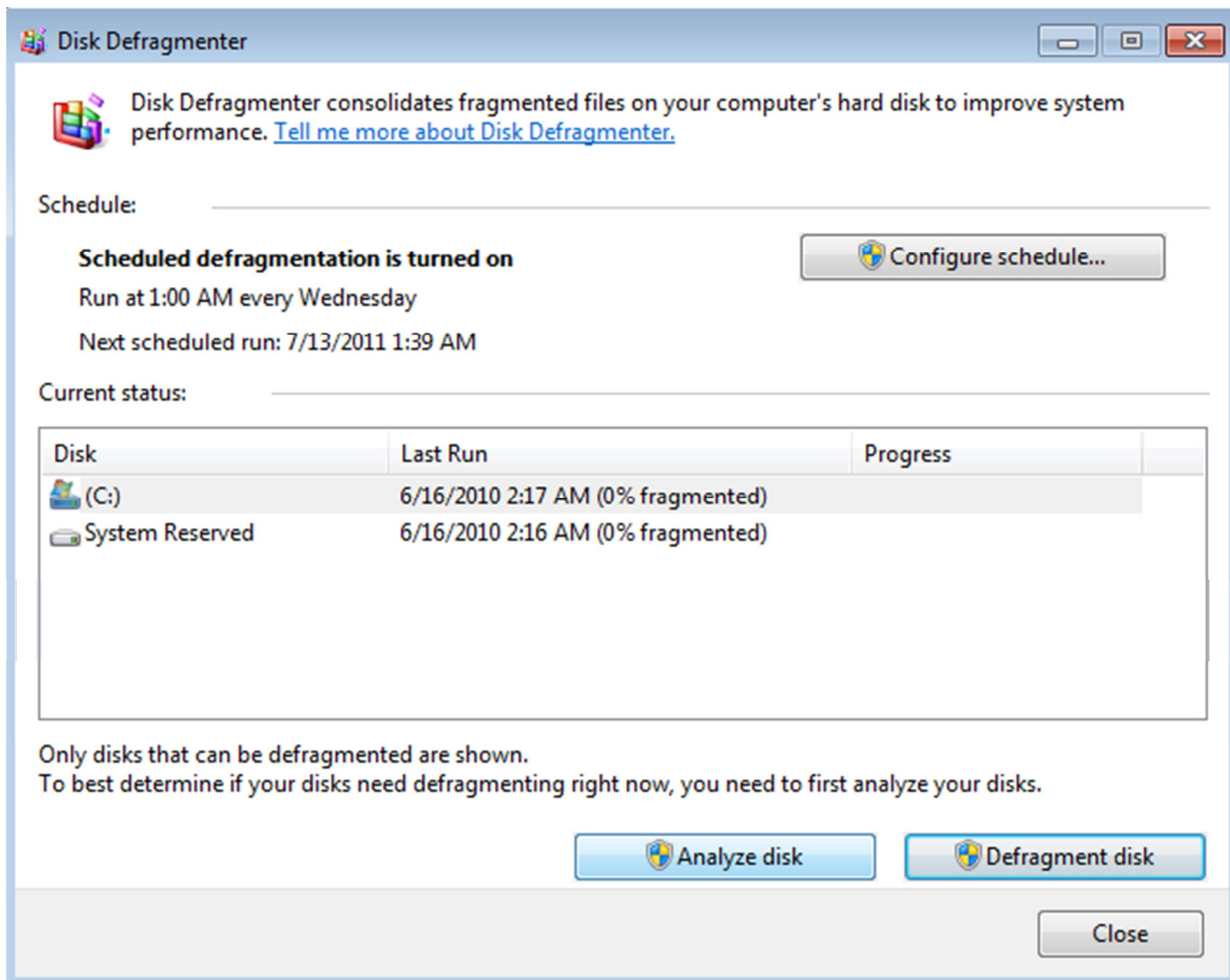


Figure 3. Disk Defragmenter

Please note the following suggestions for the use of these utilities:

- Choose a time when the system is not acquiring, processing or printing data to perform disk maintenance. Although it is possible to do other tasks while Disk Defragmenter is running, it is not recommended.
- Defragmentation can require a long time, depending on the size and condition of the drive being processed. Choose a time when you can allow the process to complete before acquiring, printing or processing data. Defragmenting more frequently can reduce the time required to complete the task.

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- Microsoft® recommends that disk drives maintain 30% free space, to ensure proper operation of the Disk Defragmenter utility. The utility will fail on drives that are almost full.

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