

Cheap Network Switches

Keep a couple of inexpensive (about \$20) four- or eight-port network switches on hand. You don't want to use them for your main network infrastructure, but they sure come in handy when you need to add a computer or printer somewhere, and you don't have an available network jack. For example, suppose one of your users has a short-term need for a second computer, but there's only one network jack in the user's office. Rather than pulling a new cable to the user's office, just plug a cheap switch into the existing jack and then plug both of the computers into the switch.

The Complete Documentation of the Network on Tablets of Stone

I mention several times in this book the importance of documenting your network. Don't spend hours documenting your network and then hide the documentation under a pile of old magazines behind your desk. Put the binder in the closet with the other network supplies so that you and everyone else always know where to find it. And keep backup copies of the Word, Excel, Visio, or other documents that make up the network binder in a fireproof safe or at another site.



WARNING

Don't you dare chisel passwords into the network documentation, though. Shame on you for even thinking about it!



TIP

If you decide to chisel the network documentation onto actual stone tablets, consider using *sandstone*. It's attractive, inexpensive, and easy to update (just rub out the old info and chisel in the new). Keep in mind, however, that sandstone is subject to erosion from spilled Diet Coke. Oh, and make sure that you store it on a reinforced shelf.

The Network Manuals and Disks

In the Land of Oz, a common lament of the Network Scarecrow is, "If I only had the manual." True, the manual probably isn't a Pulitzer Prize candidate, but that doesn't mean you should toss it in a landfill, either.



REMEMBER

Put the manuals and disks for all the software you use on your network where they belong — in the closet with all the other network tools and artifacts.