



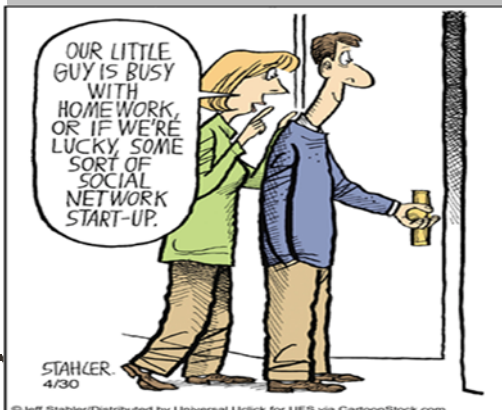
# BeckTek Journal

ISSUE 15 NOVEMBER 2014

“As a business owner, I know you don’t have time to waste on technical and operational issues. That’s where we *shine!* Call us and put an end to your IT problems once and for all!” - **Scott Beck, BeckTek**

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## “Hope” as an IT Plan Exposes You to Risk

Having been at this for over a decade, I learned early on that in general, my industry has done a disservice to fellow business owners and executives. Far too often we talk about the bits and bytes of technology and not the BUSINESS impacts, good or bad, that technology can have on your business.

Just last week I was talking with a business owner where, as it turns out, he was under the mistaken impression his business was backed up, protected and easily able to be back up and running quickly if something went wrong. The system was a couple years old, was never checked to see if it was actually working and data recoverable. When we looked at the business realities of the system he learned even IF the backups were working he was still looking at 4 to 5 days to recover in a major outage. He was shocked to learn this and upset no-one had talked about what recovery time line was acceptable to him before implementing a backup solution. He said, and I agree, it’s hard to make an informed business decision about acceptable risks if you aren’t aware of what those risks are!!

Another business, hit by CryptoWall last month, was left with no access to computer files, client data, word docs or financials for over a week. Staff sat idle and unproductive and there was no revenues generated while the network was stabilized and data recovered. The owner expressed any past savings from ignoring technology and reacting to problems went out the window with just this one incident. He expressed his previous provider had never explained the risks of “hoping” nothing went wrong were actually creating for his business.

Sometimes business owners’ perspectives are out of alignment with the reality they are facing. I met with a business that knew they had issues and wanted to make changes. Their request; spend less AND get better results. The reality was the amount they were spending was causing them problems and exposing them to increased risk, spending less couldn’t possibly resolve the issues being experienced and lower their risks. The expectation and desired results weren’t compatible.

**In November, lets talk about the Business IT Realities facing your organization. Stop using “hope” as your IT plan...Give us a Call for a FREE no risk Business IT Assessment. Call 506-383-2895**

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## Win With BeckTek Trivia



**Michelle Flannagan  
Wilbur Law**



**Paulette Wynberg  
Downtown Moncton**

They correctly answered the question from last month:

What are traditional Halloween colors:

d) orange and black

**Now, here's this month's trivia question. The winner will receive a \$25 gift card.**

**The National Remembrance Day Ceremony on November 11 is held where:**

- a) National Military Cemetery
- b) Wall of Remembrance
- c) National War Memorial
- d) Wall of Remembrance

Email [newsletter@becktek.ca](mailto:newsletter@becktek.ca) right now with your answer!

**\*\*Winner determined by random draw on the third Friday of the month and announced in next months newsletter. \*\***

## 5 Tips To Make Your Desk Comfortable



There are many measures you can take to become more productive, from using the latest technology to minor changes that make tasks easier and therefore quicker. One area many managers and business owners don't look into is making their office or workspace more comfortable. An ergonomic desk can go a long way in reducing work related injuries, while making you more at ease and thus able to work more efficiently too. Is your desk set up to be ergonomically efficient?

Here are five ways you can make your desk more ergonomic:

1. **Don't use the keyboard feet**  
Many keyboards have feet at the top which can be used to move the top of the keyboard up. The reason for this isn't actually for improved ergonomics, but to make the keys easier to see. If you type with two-fingers, this is effective, but if you are a touch typist, keeping the feet deployed could actually cause strain on your wrists. It's best to keep the feet folded, and your keyboard as flat as possible.
2. **Focus on the location of the B key**  
In order to reduce muscle, wrist and elbow strain, it's important that you position your keyboard and mouse correctly. While you are sitting at your desk, you should make an effort to line up the B key with the center of the desk, or directly in front of you if you don't sit at the center of your desk. What this does is ensure that your wrists rest in a more natural, and comfortable position. You should also keep your mouse on the same level as the keyboard, and in close proximity. Basically you should move horizontally, not vertically.
3. **Adjust the height of your seat and monitors**  
The height of your seat is vital as the ideal seat height will allow you to sit with your feet flat on the floor, and your arms are at the same height as the desk, or where your keyboard and mouse are. While you are at it, you should also adjust the height of your monitor. While seated at your desk, you should be looking at the upper 2-3 inches of your monitor. If you find yourself looking at the bottom of the screen, it is a good idea to try and lower your monitor a little, or practice a better posture.
4. **Practice good posture**  
When spending long hours at a desk, it can be tempting to slouch into your chair. While it definitely feels comfortable, it's not the best for our bodies. The optimal posture is one where your feet are flat on the floor with your heels slightly in front of your kneecaps, back straight, with elbows close to your body and arms at the same height as the desk. While sitting at your desk, it's a good idea to maintain this posture, but relax your back and neck muscles. If they are tense, you are putting pressure on various nerves which could cause more problems. For example, the ulnar nerve, which is the main nerve of the arm, runs up through the neck. Having a tense neck could put strain on this and lead to increased chances of a repetitive strain injury.
5. **Keep important things within reach**  
If you find yourself always reaching for something that is just out of your grasp, you could be putting undue strain on your body. You should take a step back and think about what you use the most, then move this within reach. This will reduce strain in the long run, and make you more efficient. Having an ergonomic desk likely won't make you noticeably massively more productive, but it will make you productive in the long run, because it can minimize the risk of injury which can take you away from your work. If you are looking into making your workspace more ergonomic-friendly, contact us today to see how we can help.

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## Shiny New Gadget Of The Month:



### Pebble Steel

Pebble Steel does more than just tell the time — this smart watch displays e-mail, text messages, caller ID and other notifications from your favorite apps, reading them straight from your iPhone or Android phone. Pebble cleverly vibrates on your wrist to alert you of incoming calls, meeting reminders or approved notifications. Leave your phone in your pocket as you go about your day-to-day activities.

The long-lasting battery life and the easy-to-use design makes this watch both stylish and necessary in this day and age, and its e-Paper screen makes it easy to see in both direct sunlight and even underwater.

Pebble Steel is available on Amazon.com for \$149.99. With this gadget, whose battery can go for a week without charging, the integration of technology in your life will be smoother and much more hands-free.

## Microsoft Windows Server 2003 Set To Expire In 2015

Microsoft has announced that as of July 14, 2015, it will discontinue support for its 11-year-old server operation system, Server 2003. This follows in the wake of its recent discontinuation of support for Windows XP this past spring. Failure to upgrade your server off of this operating system dramatically increases any company's cyber-security risks.

With server migrations taking on average 200 days from planning to completion (industry average), if you still have a server running this software active on your network, now is the time to start planning.

### End of support for Windows Server 2003 means:

- No further updates or security patches released. 37 critical updates were released for Server 2003 in 2013 alone. No updates will be released after 7/14/15.
- Loss of compliance. Various industry regulations and industry standards will no longer be able to be achieved if you are using Server 2003 actively on your network.
- Increased security risks. Any server running this operating system will be completely exposed to serious hacker attacks aimed at taking control of your network, stealing your data or crashing your systems.

### Free Server 2003 Migration Plan Gets You Started

As your preferred Microsoft Certified Partner, we are committed to helping your company by offering a Windows Server 2003 Migration Plan for FREE.

To secure your FREE Server 2003 Migration Plan, call us today at 506-383-2895 or go online to: <http://www.becktek.ca/server2003>.

## Tip Of The Month

### \*\*STOP\*\* - Before Opening That Email Attachment



With the recent upswing in viruses spread by email, specifically CryptoWall 2, that is designed to bypass current security software and firewalls it is more important than ever to confirm where the attachment came from BEFORE opening it.

It's recommended you reply to the email or call the sender and confirm they did in fact send the email and not a virus impersonating that person.

Practice safe computing and don't open that attachment until after you CONFIRM the sender

## The Lighter Side:

### *How Balloons Teach Teamwork*



Once, in a seminar of about 50 people, the speaker decided to change his presentation to prove a point. He decided to do a group activity. He gave each person a balloon and asked them to write their names on it with a marker.

All the balloons were gathered up and put into a small room. The attendees were all let into the balloon-filled room and were asked to find the balloon with their own name on it within 5 minutes. As expected, everyone was frantically searching for their name, colliding with each other, pushing around others and creating utter chaos.

At the end of the 5 minutes, no one had found their own balloon.

The presenter then asked the attendees to randomly pick up one balloon and give it to the person whose name was written on it.

Within minutes, everyone had their own balloon.

"This is what is happening in our lives," the presenter explained. "Everyone is looking frantically for their own happiness, not knowing where it is."

Our happiness lies in the happiness of others. Give happiness to other people, and you shall find your own.

## 5 Easy Things You Should Do To Protect Your Business Now

Let's face it; no one likes to think about bad things happening to them, much less plan for them. With summer vacations over and Fall on the way, we want to give you a quick "brush-up" on simple things you can (and should) be doing to protect your business.

- 1. Review Your Business Insurance Carefully.** Most businesses carry some type of general liability insurance that would pay them if their building and the things in it were damaged. However, many businesses do not have enough coverage to replace all the computer equipment and devices, desks, art, supplies and other things they've accumulated over the years that are housed in their office. Make sure you review your policy every year and keep in mind new additions and assets you've accumulated during that year.
- 2. Consider Backup Imaging and Offsite Backup.** One of the biggest advantages of Image based backups is your data is stored as a complete snapshot of your server with a copy of the image securely kept offsite. That means if your building were destroyed or if your server melted down due to an unexpected hardware failure, everything you've worked so hard to create over the years is safe and not a sitting duck in your unsecured closet or server room. You can be back up and running in hours, instead of days or possibly even not at all.
- 3. Secure Your Data.** Making sure that your data is protected from theft is a never-ending battle you don't want to lose. Companies that get hacked and expose sensitive client and employee data can face severe penalties, lawsuits and massive loss of credibility in the marketplace. Make sure you never have to send an e-mail to your customers explaining the bad news that a hacker accessed their info through you. Further, if you keep any sensitive information (even passwords to portals containing sensitive information) on portable laptops, phones and other devices, make sure you have a way of controlling and safeguarding that information.
- 4. Write A Simple Disaster Recovery Plan.** The key word here is "simple." If your plan gets too complicated or difficult, you won't do it. But at a minimum, think of the disaster that is most likely to happen and that would have a severe and negative impact on your company's survival.
- 5. Review Your Employee Internet Policy.** With so many people "addicted" to Facebook and Twitter, it's important that your employees know where the line is in what they can and can't post online. We also recommend content-filtering software to block content and web sites you don't want employees visiting during work hours.

### **How Fast Could Your Business Be Back Up And Running After A Natural Disaster, Server Crash, Virus Attack Or Other Data-Erasing Catastrophe?**

### **Free Report Download: What Every Small Business Owner Must Know About Protecting And Preserving Their Company's Critical Data And Computer Systems**

#### **PROTECT YOUR NETWORK**

"What Every Business Owner Must Know About Protecting and Preserving Their Network"



**Don't Trust Your Company's Critical Data And Operations To Just Anyone!**

This report will outline in plain, non-technical English common mistakes that many small business owners make with their computer network that cost them thousands in lost sales, productivity and computer repair bills, as well as providing an easy, proven way to reduce or completely eliminate the financial expense and frustration caused by these oversights.

Download your FREE copy today at:  
[www.becktek.ca/protect](http://www.becktek.ca/protect)