

Holzager Technology Services, LLC
P.O. Box 535
Fair Lawn, NJ 07410-0535
(201) 797-5050
info@tech4now.com



Volume 10, Issue 4

April 2018

**Celebrating over
SIXTEEN YEARS
of Service and
Satisfied
Customers!**



“As a business owner, 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 finally and forever!”

**Fred Holzager,
IT Director**

**Holzager Technology Services
and
Publisher of
*The Tech Insider***

Inside This Issue

Successful Leadership Tips	2
Speed-Up Windows 10 Updates	3
Tax Trivia	3
Learn About PII Protect	3
The Lighter Side	4
5 Reasons to Choose VoIP	4

Snapple Fact # 1325

The Great Wall of China is 13,170.7 miles long, over five times the distance from LA to NYC .

GO GREEN: To help save a tree, please send us an e-mail to request electronic delivery. Kindly submit your request to subscribe@tech4now.com



The Tech Insider



“Insightful Tips To Make Your Business Run Faster, Easier and Be More Profitable”

Security Tips for Filing Taxes Online

It’s that dreaded time of year again— Tax Season! This year, because April 15 falls on a Sunday, the official deadline to file your 2017 taxes is Tuesday, April 17. While filing online offers a convenience that makes the process a little less stressful, it’s also subject to many security risks. Here are some tips to help avoid those risks.



1. Protect and Clean Your Computer First

To avoid any potential issues, make use of an antivirus program to find and eliminate any security threats that could endanger your information. Additionally, before you start your tax return and enter any important information, clean your Web browser. To do this, go to your browser settings and clear both caches and cookies.

2. Update Your Software to Patch Vulnerabilities

Outdated software can be just as much of a security risk as a compromised operating system. Older software doesn't have the same security that more up-to-date technology offers, because hackers have had more time to find exploitable security weaknesses.

So if you're using TurboTax, H&R Block or

similar programs, make sure you have the program intended for the appropriate tax year—the most current version will have the most security support. As an added bonus, using current tax software will ensure you are abiding by current laws and deadlines, which could help protect you from audits or fees.

3. Store Your Information in Several Secure Locations

Make sure you keep your tax returns from the past three years, as the IRS can perform audits on those tax returns. But remember: Keeping your information in only one location is a good way to lose it. There are several ways you can safely store physical copies of your documents, including making use of a safe deposit box or home safe. Make copies of your digital documents, too, and keep them stored in several locations—not just on one computer. If anything happens to your device, or if a malicious program holds your documents for ransom, you’ll be glad to have backups. A USB or other external drive is a great place to store additional copies of your tax documents.

(Continued on page 2)



“We Love Referrals” 2018 Offer

Keeping with the spirit of helping others, if you refer a business to us and they become our customer, we will donate \$100 to your favorite charity.

At Holzager Technology Services, we believe that referrals are the greatest form of flattery. By recommending your partners, associates, or professional contacts, you can help them enjoy worry-free IT and support a worthy cause of your choice!

For more information, please see our website at www.tech4now.com/we-love-referrals, contact us by phone at 201-797-5050 or email us at info@tech4now.com .



Quotations

"Intelligence is the ability to adapt to change."

Stephen Hawking

"If you tell people where to go, but not how to get there, you'll be amazed at the results."

George S. Patton

"Laughter is the closest distance between two people."

Victor Borge

"Failure is an amazing data point that tells you which direction not to go."

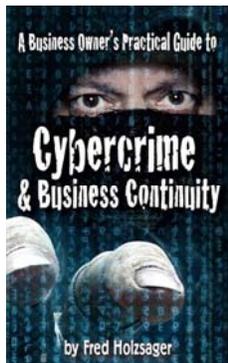
Payal Kadakia

"Be as you wish to seem."

Socrates

"To succeed in life, you need three things: a wishbone, a backbone and a funny bone."

Reba McEntire



If you would like to have us speak to your organization and give away some free copies to attendees, give us a call. For more details on the contents and how to get your own copy, please visit our special web page at www.tech4now.com/cybercrime

"We make all of your computer problems go away without the cost of a full-time I.T. staff"

Ask us about our fixed price services HTS Insight Hassle-Free Agreements—Computer Support at a flat monthly fee you can budget for just like rent!

Security Tips for Filing Taxes Online

(Continued from page 1)

4. Make Sure Your Passwords Are Secure

The first barrier of protection between the data on your computer and a thief is the password you use; so, keep that fence strong by setting a strong password. Don't use the same password across all accounts, and especially avoid using a duplicate password on your tax accounts. Using a combination of upper and lower case letters, symbols, and numbers adds another layer of security. Longer passwords are harder to crack, so make sure you use a minimum of ten characters. Finally, if you haven't changed your passwords in a while, do so before you dive into your taxes—not after.

5. Know Which Sites You Can Trust

While you're filing your tax return, it's likely you'll need to consult online information to make sure you're doing it correctly. Knowing what sites you can trust will prevent you from making costly mistakes. Look to the URL ending for a good indicator of authority. Sites ending in ".gov" like the IRS official website, www.IRS.gov are more official than sites like IRS.com or IRS.net, which aren't backed by the US government. Another way to ensure the website you use is safe and reliable is to make sure the web address begins with "https," as opposed to "http."  Https sites send data over encrypted connections to protect your information and

make it more difficult to intercept. If a web page doesn't display "https"—or if your browser warns you of an insecure connection—don't use that site.

6. Avoid Interacting with Ads While Filing Your Taxes

Unsolicited advertisements are one of the most prominent ways malware can get on your computer. Clicking on ads could loop you through a series of redirects to get to a website you have no way of verifying. The more sites you are directed to, the more opportunities for your data to be compromised. It's never a good idea to click on unknown links, but especially not when you are filing your taxes. Keep in mind that the IRS will only initiate communication through physical mail. If you have not previously requested information from the IRS, but receive a phone call or email from someone claiming to be with the IRS, do not give them any of your information.

7. File Your Tax Return Early

The IRS doesn't have time to verify all tax returns at once. However, the agency does watch for multiple filings under the same social security number. By getting your tax return in early, you increase the chances that your correct return will be filed first, making it harder for identity thieves to access your refund.

By implementing some of the tips above, you are taking steps to protect your tax information and most importantly your identity. Please contact us at (201) 797-5050 or www.tech4now.com with any questions.

Successful Leadership Do's and Don'ts

Successful leaders embody certain admirable qualities that enable their success. Below we share do's and don'ts of successful leadership.

- 1. Don't mask insecurities,** but instead maintain humility and acknowledge mistakes and weaknesses.
- 2. Don't go overboard with emotions.** Instead of suppressing feelings, real leaders stay aware of how their emotions influence their behavior.
- 3. Do accept criticism with open arms.** Instead of protecting a fragile ego, mentally strong leaders take unfavorable feedback and use it to improve their processes.
- 4. Do take responsibility for your actions.** When a good CEO messes up, they apologize with sincerity and accept the consequences of their behavior.

5. Don't mistake kindness for weakness.

Offering extended bereavement leave isn't letting your employees take advantage of you – it's a common courtesy.

6. Don't confuse confidence with arrogance.

Though they're sure of themselves, a good leader recognizes the necessity and competence of their team. They don't put themselves over others.

7. Don't fear other people's success.

When someone else is doing great things, a good leader knows it doesn't diminish their own accomplishments.

Remember that successful leaders are learning and growing all the time. Knowing that you can continually improve is another important quality of successful leadership.

Trivial Matters

Since tax day is typically dreaded by most, we wanted to lighten up a particularly stressful time with these interesting, somewhat funny and crazy facts.

- President Lincoln instituted the first income tax in 1862 during the Civil War to pay war expenses.
- The US tax code is longer than all of Shakespeare's works and *War and Peace* combined!
- In 1913 the federal tax code was only 400 pages in length but by 2010 it was 70,000 pages long.
- There are over 500 tax forms on the IRS website.
- The easiest form, the 1040EZ, has thirty-three pages of instructions.
- Americans spend over \$27.7 billion every year doing their taxes.
- The US makes citizens pay taxes, even if they've permanently moved abroad.
- A person who reports their employer for tax



evasion is eligible to receive 30% of the taxes subsequently collected!

- Following Jimmy Carter, every U.S. president has released their tax returns, except Donald Trump.
- If you turn 100 and live in New Mexico, you can stop paying income tax!

- New York charges a tax for altering bagels, aka slicing or putting toppings on them.

- Madison Square Garden has been exempt from property taxes since 1982, which means New York City is missing out on \$50 million a year.

- If you get your coffee to go in Colorado, expect to pay a tax for a lid.
- In Texas, cowboy boots are exempt from sales tax. Hiking boots are not.
- Albert Einstein once said, "The hardest thing in the world to understand is the income tax." Apparently, harder than figuring out the theory of relativity!

Good luck filing your taxes!

Quick Tech Productivity Pointers

Speed-Up Windows 10 Updates

Keeping up with Windows 10 updates is absolutely critical if you want the latest features and security fixes on your computers. However, the updates can take hours, especially when a major new feature is being released. Fortunately, there are a few things you can do to speed things up.

Free Up Storage Space and Defragment Your Hard Drive

Because many Windows 10 updates take up a lot of space in your hard drive, you need to leave enough room for them. This means deleting files and uninstalling software you no longer need. You'll also want to defragment your hard drive, a process that organizes data on your hard drive so it can read and write files faster. While this may sound complicated, it's actually as easy as pressing the Windows button and typing *Defragment and Optimize Drives*. From there, just select the hard drive, click *Analyze*, and if the drive is more than 10% fragmented, press *Optimize*.

Disable Startup Software

Before your update begins, you should also disable third-party applications that can potentially cause disruptions. To do this, press the

Windows button again and type *msconfig*. In the System Configuration Window, go to *Services*, click *Hide all Microsoft services*, then click *Disable all*. Afterwards, access Task Manager (press Ctrl + Alt + Delete) and disable any startup program, such as an Adobe app or printer software, that might interfere with updates.

Optimize Your Network

Sometimes a faster connection is all you need.

Consider switching to fiber optic cables or purchasing more bandwidth from your internet service provider.

Schedule Updates for Low-Traffic Periods

In some cases, however, you may have to accept the fact that certain updates do take a long time. So

instead of installing them during the day, schedule them for after hours when you're not using your computers. Simply go to *Settings* and specify when you prefer updates to be installed.

If you need help with any of the tips contact us today at (201) 797-5050 or www.tech4now.com to meet with our Windows specialists!



Are You Protected From A Data Breach?



Think cybercriminals only target the big companies?

More than 75% of data breaches target small and medium sized businesses.

We can help you with the following:

- 1. TRAIN YOUR EMPLOYEES**
Train your employees to help protect your sensitive data.
- 2. PROTECT YOUR NETWORK**
Protect your network with VPN's, firewalls, vulnerability scans, penetration testing, etc.
- 3. SECURE YOUR DEVICES**
Identify, track, and secure (encrypt) your employee's devices—smartphones, USB drives, tablets and laptops.
- 4. SECURE PHYSICAL SPACE**
Track and log visitors, limit access with locked doors.
- 5. CREATE CLEAR POLICIES**
Create clear and concise written policies on the use and disposal of sensitive data.
- 6. WHERE'S YOUR DATA?**
Locate, understand, and limit where all of your sensitive data resides.
- 7. PROPER DISPOSAL PROCEDURES**
Ensure that you have the proper procedures and documents in place to dispose of any devices, equipment, and paper records.



LET US HELP YOU PROTECT YOUR BUSINESS AND DATA.

CONDUCT A SECURITY RISK ASSESSMENT TO UNDERSTAND YOUR RISKS.

Contact us at (201) 797-5050 or www.tech4now.com/pii-protect.

Holzager Technology Services, LLC
P.O. Box 535
Fair Lawn, NJ 07410-0535
(201) 797-5050
info@tech4now.com



**Celebrating over
SIXTEEN YEARS
of Service and
Satisfied
Customers!**

**IT Solutions for
YOUR Business!**

Feedback & Suggestions...

Is there a topic or feature you would like to include in a future issue? Opinions and feedback are welcome and encouraged. Please send us an e-mail or call our direct line.

E-mail: info@tech4now.com
Phone: (201) 797-5050

5 Reasons To Choose A Hosted VoIP Phone System

1. COST SAVINGS
2. ANSWER CALLS ANYWHERE
3. ON-DEMAND SCALABILITY
4. WORLD-CLASS FEATURES
5. ENHANCED PRODUCTIVITY

As a small business, you need every advantage to be as efficient and productive as possible. Holzager Technology Services is proud to provide our clients with a cost-effective, feature-rich, world-class phone system that is easy to use and sure to enhance your business productivity.

For more information order our:

FREE REPORT

"The Ultimate Guide to Choosing the RIGHT VoIP Phone System"



Contact us at
(201) 797-5050 or
www.tech4now.com/services/voip-phones



Services We Offer:

- ✓ **Hassle-Free IT** powered by HTS Insight Managed Services
- ✓ General Network Repair and Troubleshooting
- ✓ Onsite and Offsite Backup
- ✓ Disaster Recovery and Planning
- ✓ Virus Protection & Removal
- ✓ Network Security
- ✓ Mobile and Hosted "Cloud" Computing
- ✓ E-mail & Internet Solutions
- ✓ Wireless Networking
- ✓ Spam Filtering and E-mail Archiving Solutions
- ✓ Storage Solutions and File Sharing
- ✓ System Audits and Network Documentation
- ✓ Voice over IP phone systems

"We make all of your computer problems go away without the cost of a full-time I.T. staff"

Ask us about our fixed price service agreements—Computer support at a flat monthly fee you can budget for just like rent!

"Your breadth of experience and speed to resolution helps us keep our business strong and current. The way we see you is not as an IT computer guy, but as a proven Trusted Business Advisor." —Nabil Ishac, Architect & Owner, Ishac Design Architect

April 2018

The Lighter Side...

For Entertainment Purposes ONLY!

Happy Hour Humor

One tequila, two tequila, three tequila, floor!



Q: What does tapas stand for in Spanish?

A: Still hungry.

Life After Death

"Do you believe in life after death?" the boss asked one of his employees.

"Yes, Sir," the employee replied.

"Well, then, that makes everything just fine," the boss went on. "After you left early yesterday to go to your grandmother's funeral, she stopped in to see you."

A Smile's Worth

A nervous taxpayer was unhappily conversing with the IRS auditor who had come to review his records. At one point the auditor exclaimed, "We feel it is a great privilege to be allowed to live and work in the USA. As a citizen you have an obligation to pay taxes, and we expect you to eagerly pay them with a smile." "Thank Goodness," returned the taxpayer. "I thought you were going to want cash."

Tremendous Pun

Q: How can you tell that it's a dogwood tree?

A: From it's bark.



Just for Laughs

☺ I got fired from my job as a taxi driver. It turns out my customers didn't like it when I tried to go the extra mile.

☺ Thank you student loans for getting me through college. I don't think I can ever repay you.

☺ There's a fine line between a numerator and a denominator. Only a fraction of people will find this funny.



☺ Not all math puns are bad. Just sum.

☺ My astronaut girlfriend has dumped me. She said she needs space.

☺ I tried to change my password to "14days". The computer said it was two week.

☺ A work week is so rough that after Monday and Tuesday, even the calendar says WTF.

☺ Deja moo. That feeling you've heard this bull before.