



Cathy's Message

I am sitting here looking out my window this morning and realizing that snow is in the forecast. I feel I took the best advantage of summer as I possibly could and truly enjoyed it. Now it is time to be thankful for the next Season.

We are all so fortunate to live in this part of the country. We see all four seasons, have a low cost of living and people are kind and generous. I am so thankful for all of you and everything you do on a daily basis.

In honor of our customers, we are hosting a Customer Appreciation Night on December 6th at the Erie Insurance Arena.

I have more information about this on the third page. This is going to be a fun, family oriented event. A great opportunity to see the Arena and meet new friends.

We hope you can make the party!

Take care and have the best month ever!
Cathy & David

Used Equipment

We have great news. Great news for everyone we work with and great news for you.

Our office has all new Lenovo Laptops. They are awesome and using the new technology. If you would like a demo of any of them, let us know we would love to set something up with you to check them out. We can assure you that you are going to love these new laptops.

With new laptops for the office comes used laptops that they were using. They are gently used and have a warranty too.

We would love to sell you one of these Lenovo laptops. There is nothing wrong with them. The only issue is they got pushed to the side when we all got new laptops. Even I got a new laptop. I got a new Lenovo Carbon and it is simply my favorite laptop I have ever had.

The slightly used laptops prices varies on the models that we have. Email today to see what we have on hand to sell you.

7 IT Policies And Procedures That Companies Under HIPAA Regulations Must Have

HIPAA and HITECH have been around for quite some time. Even so, many companies covered by these laws are way behind the times when it comes to actual implementation. And when you really think about it, even companies not covered by these laws should have the requisite policies and procedures in place.

Access Control Policy. How are users granted access to programs, client data and equipment? Also includes how administrators are notified to disable accounts when needed.

Workstation Use Policy. Requiring secure passwords, monitoring logins and limiting unsuccessful logins are just a few of the basics covered. Policies also need to cover basic security best practices such as not allowing passwords to be written down or shared with others.

Security Awareness Training. Organizations must ensure regular training of employees regarding security updates and what to be aware of. You must also keep an audit trail of your reminders and communications in case you're audited.

Malicious Software Controls. You must have documented policies for the frequency with which anti-malware and antivirus software are updated and what happens if an infection/outbreak occurs.

Disaster Recovery Plan. How you respond to emergency situations (of all shapes and sizes) must be fully documented and tested regularly. A full Disaster Recovery Plan is something our company can help you with.

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Happy Thanksgiving

I hope you like these little known facts about Thanksgiving

- ◆ The turkeys typically depicted in Thanksgiving pictures are not the same as the domestic turkeys most people eat at Thanksgiving. Domestic turkeys usually weigh twice as much and are too large to fly.
- ◆ The average long-distant Thanksgiving trip is 214 miles, compared with 275 miles over the Christmas and New Year's Holiday.
- ◆ Thanksgiving Day is actually the busiest travel day, even more so than the day before Thanksgiving as most people believe.
- ◆ Americans eat roughly 535 million pounds of turkey on Thanksgiving
- ◆ One of the most popular first Thanksgiving stories recalls the three-day celebration in Plymouth, Massachusetts, in 1621. Over 200 years later, President Lincoln declared the last Thursday in November as a national day of Thanksgiving, and in 1941 Congress established the fourth Thursday in November as a national holiday.
- ◆ Baby turkeys are called poult. Only male turkeys gobble and therefore, are called gobblers.
- ◆ Thanksgiving football games began with Yale versus Princeton in 1876

Videos

We hope you are enjoying our weekly videos. If you have a specific topic you would like to see us cover please let us know.

If you would like us to add someone onto the list we will certainly take care of that.

We feel the more education we can get out to you, the better.

3 “Techie” Reasons You Can Be Thankful This Season

Cyber Thieves Keep A-Knockin’ But They Can’t Come In. A study presented at the International Conference on Dependable Systems and Networks showed that **small-business networks are attacked every 39 seconds** by some type of hacker or malicious software. Thankfully, having the proper firewall and office network security tools can prevent even the most determined cyber hacker from getting his hands on your network.

Downtime Should Be A Thing Of The Past. Thanks to monitoring and maintenance tools that are openly available, any reputable computer company can now actually notice when things go awry and prevent your computers from having issues. Hot fixes, patches and security updates are generally items that, **when maintained on a regular basis, keep a network healthy and up and running**. If, for some reason, your network still has some kind of downtime, cloud-based remote management tools allow your IT professional to access your system from anywhere, getting you up and running more quickly than ever before.

If Disaster Strikes, You Can Be Back Up & Running In Minutes Instead Of Days. In addition to lost data, many businesses’ operations would be completely down for days or weeks if a major disaster like fire, flood or theft ever occurred. Here’s where Back-up & Disaster Recovery solutions (BDR) can help you feel very thankful indeed. Most of today’s BDR solutions include a “virtualization” component, which means **an exact “picture” of your server and computers is taken throughout** the day and stored elsewhere. If you ever need to get back up and running, your IT company simply restores that image...and you’re back in business.

Shiny New Gadget

Leap Motion Controller

Just when you thought technology couldn’t make things any easier, they’ve gone and done it again! With a wave of a hand or lift of a finger, you’re about to use your computer in a whole new way. The Leap Motion Controller senses the way you naturally move your hands. So you can point, wave, reach and grab. Even pick something up and put it down. Just like in real life. It’s an amazing device for the things you do every day and for the things you never thought you could do.

Browse the web, read articles, flip through photos and play music just by lifting a finger.

Draw, paint and design with your fingertip. You can even use a real pencil or paintbrush.

Sculpt, mold, stretch and bend 3D objects. Take things apart and put them back together.

Pick, pluck, strum and drum. Play air guitar, air harp or air anything.

Slice fruit and shoot bad guys with your finger.

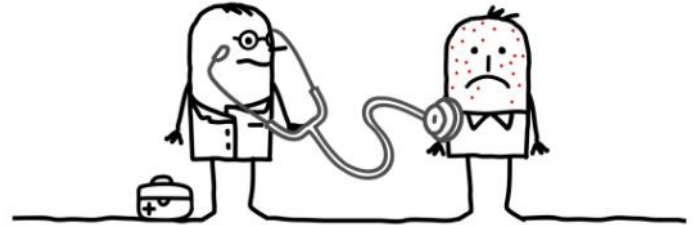
You literally hold all the power in your fingertips. This sensitive device provides superb accuracy up to 1/100th of a millimeter. Get yours today for \$79.99. <https://www.leapmotion.com/product>



HIPAA Training

Here At Szymanski Consulting, we understand that medical professionals face very real challenges when it comes to IT. The complexities of Electronic Medical Records combined with the regulatory issues of remaining HIPAA compliant can be daunting. That’s where we come in. Guided by the mission to ensure your practice remains secure and compliant, **we provide training tools and educational opportunities at a discounted rate.**

If you are interested in our online training, contact Cathy and she will be happy to direct you to the resources for the training.



7 IT Policies And Procedures That Companies

Under HIPAA Regulations Must Have

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Media Disposal Policy. How do you dispose of old computer equipment and data? You must have policies and procedures in place that cover exactly how all equipment is properly disposed of and logged.

Review And Audit Procedures. There’s much more to HIPAA compliance than the 6 items discussed here; however, be certain also that whatever you do has a firm audit trail/log that shows that everything has been executed according to plan.

These are just starting points. If you’re subject to HIPAA or just want to make sure that your company is covered by these simple best practices, contact our office and we’ll be happy to review these areas with you.

Save The Date

December 6, 2013, we are hosting a fun family and friends night at the Bayhawks game at the **Erie Insurance Arena**. The party will be in the suites at the new Arena

We will have a couple of technology experts speaking at 5:45 then the game begins at 7 p.m.

There will be plenty for your family members to do as well as plenty of food and drink.

We have 200 tickets for the evening for the suites. Please contact cathy@szy.com asap to get your tickets saved. don’t be shy on how many you need. This is going to be a fun evening filled with fun, food and drink.

We will also have Windows 8 machines that you can play with.

This is always a fun night and this year it will be in the new Arena. Hope you make this EPIC evening. Let Cathy know asap how many tickets you need and we will get them to you.

As the year yields its harvest and shares abundant blessings, may your Thanksgiving come blessed with fruitfulness and overflowing love.

Essential Tips For Business Texting

You use your iPhone or Android for everything else. Your spouse even texts you to grab some milk at the store or to tell you they'll be gone when you get home. It's quick, easy and gets the job done. Why not in business too?

If you're going to text for business purposes, follow these 7 texting tips to keep it professional:

Consider if your message is urgent. Your text may interrupt your recipient...be sure there's a good reason for that interruption.

Is e-mail better? Most people prefer business communications via e-mail as it better respects their time and ability to respond appropriately. Text messages are also easily lost if sent at a bad time.

Do they only e-mail you? If yes, respond to them in the same way. If they e-mail, send an e-mail. If they call, call them back.

DON'T TYPE IN ALL CAPS. DON'T YOU FEEL LIKE SOMEONE IS YELLING AT YOU WHEN THEY TYPE IN ALL CAPS? DON'T SEND E-MAILS OR TEXTS IN ALL CAPS.

Proofread your message. Ever hear of "Auto-Correct" in text messages? Some can be downright embarrassing. If you're taking the time to write the message, take the extra seconds to proofread.

No abbreviations! Your recipient shouldn't have to decipher your text message with a decoder ring. Be as clear as you can with proper grammar and pronunciation. No sense in risking losing a customer who gets fed up with your messages.

Include your name in the message. Not everyone knows who you are simply by your cellphone number. Assume that the person doesn't know who the message is coming from.

If you do text in a business environment, especially with a customer or prospect, follow these 7 tips to ensure that you are perceived as the true business professional that you are!

XP End Of Life

The end of an era is upon us. After more than 10 years of service, Microsoft's most celebrated operating system of all time - Windows XP - will take its final bow and ride off into the sunset of history on April 8, 2014.

After April 8th, 2014, Microsoft will no longer support Windows XP or provide updates or security. Unlike the end of most operating systems, this will not go unnoticed by most computer users.

The statistics are quite extraordinary, given the fact that Windows XP is over a decade old and 3 operating systems have been introduced since its release - Windows Vista, Windows 7 and most recently the newly tooled, tablet-friendly Windows 8. Windows Vista support has already ended and the computer world barely noticed.

So what should you do if you're still using Windows XP? The simple answer is plan to upgrade now. Our tech department is ready to help you migrate your business systems from Windows XP to Windows 7.

The Windows 7 Upgrade offers the following Advantages:

Faster performance, better security, improved productivity and fewer IT support costs. If you have many computers that need an upgrade, the best strategy is to plan to upgrade a few systems at a time over the next six months to ease the transition and control your costs at the same time. Our technicians can help you plan an effective strategy for your upgrade. Just call us for details.

So what happens if you don't upgrade?

Nothing will happen immediately. Your computer won't suddenly shut down or stop working. However, the lack of support and updates for Windows XP will make any systems using it much more vulnerable to security breaches, viruses and malware. This will likely result in more calls to IT support and an increase in support costs. Not to mention lost time and productivity for your business.

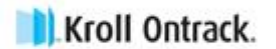
In addition, manufacturers will likely stop making new software or drivers for printers and other devices that are compatible with Windows XP. So if you want to update your printer in the future, it just might not work on your Windows XP computer.

Still Worried About Changing Computers to Windows 7?

You'll be happy to know that making the switch is relatively painless from a user perspective. Windows 7 is a rock-solid platform that is much more robust and secure than Windows XP. And you won't have too much trouble learning it, since it operates in much the same way as its predecessor with a few new features that you'll need to learn. In addition, we've found our Windows 7 users will experience much better system security and reduce their IT support costs as well. Don't be left behind, email Cathy at cathy@szy.com or call her at 814-455-6069 x300.

Taking Referrals

Do you have anyone you would like to refer to us! We have a referral program that we would love to share with you. Please email Cathy today to find out more information.



Szymanski Consulting, Inc.
8127 Nathan Circle
Erie, PA 16509
814-455-6069
www.szy.com

