

January 2019



The PC Works Plus Family hopes you all had a great holiday season.

Here is to a successful 2019!



Win 7 nearing the End of Life

Since we have recently passed the 1-Year remaining mark, we wanted to follow up to our previous communications to all our clients about the impending end of support for Microsoft Windows 7. As a reminder, Microsoft has set Tuesday, January 14th, 2020 as the last day of Extended Support for this popular Operating System.

Got a wish list for the new year?

Make sure you include PC Works Plus in on your plans. Did you know that if you are a SmartOffice Connect or ITCare agreement client, you receive **free** consultation on anything related to technology. **It's True!**



Sometimes you might not realize how connected a new addition to your network, like a piece of software, a copier or medical devices, is to your technology infrastructure. With the Internet of Things (IoT), additional items can mean security, network performance and structure design issues. Without proper planning, we have seen some customers pay twice the amount than they expected, because there was not a plan in place to install the new item.

PC Works Plus knows that you have a business to run and you do the best for your business to find the best deals on hardware, like pcs, laptops and printers. We run a business, too and know that budgets can sometimes be tight, so please do not feel that you cannot ask us questions when looking at buying new items, even if it is not through us. As a matter of fact, we encourage you to shop around.

Also, let us be part of your Line of Business software decisions. We do not sell any specific software to clients, other than Microsoft products, but we have a lot of experience working with other vendors (29 years to be exact). We may be able to guide you in your decision to switch or upgrade your software. Most software vendors have requirements that might not fit your current infrastructure and you end up in the middle of your upgrade with unforeseen costs and purchases of additional hardware. Coordination between the IT Provider and software provider is a very crucial step to making sure the installation is smooth.

Call today to let us know your new year's plans, so we can help you guarantee a smooth project with no surprises.

Email Help@pcworksplus.com or call Tim Sheehan at 8124-742-9750.



What is Reasonable and Appropriate for your Security Structure?

There are a lot of different opinions on security these days. Some people think that without security policies and all the bells and whistles, they are vulnerable to every hacker. Some people think that if they have the basics, like a firewall and AV, they are protected from any attacks. Both thoughts are correct, if you consider what is reasonable and appropriate for your business.

The main security concern for data is **confidentiality, availability and integrity**. Can you afford for your data to be lost or unavailable for several days, weeks or months? If you can anticipate that your data might be vulnerable, you are obligated to make sure that you do what is reasonable and appropriate to safeguard that data.

Some things to consider:

- Size of company. The larger the company, the bigger the chance... but that does not mean that smaller businesses will not be a target.
- Complexity of IT infrastructure. Do you have multiple servers and several locations?
- Hardware and software age and supportability. Are these able to be updated with manufacturer patches and security updates?
- Probability of a breach. Do you have something of value in your data that is worth a hackers time?
- Knowledge of Employees. Are your employees aware of kinds of threats and what is at stake if they click on an email that leads to ransomware?

Of course the very basic security is finding and fixing the things that stand out like a sore thumb.

- Is the data in plain sight? Do you have it printed and hung on a wall for anyone to see?
- Are you pcs and laptops encrypted, so if stolen, the thief will not have access to your data?
- Do you have requirements like HIPAA or PCI that you have ignored, because you think you will never be hacked?

There is no cookie cutter approach to your security. That is why it can seem difficult to tackle. The best thing is to document what you have done to make your data secure and make sure that everyone in your organization understands the rules and the consequences, if you should be hacked.

Call or email us today to set up a free consultation on what you should be doing about your security.

Call 814-742-9750 or email help@pcworksplus.com and ask for your free security consultation.



Cold and Flu Season tips to make your PC germ free

Since most of us touch a computer daily, we sometimes do not think of the germs lurking in the crevices of your keyboard. This is the same for your phone. Did you know research shows that your keyboard could be dirtier than your toilet seat? <http://www.center4research.org/bacteria-computer-keyboards-toilet-seats/>

Here are a few tips to help keep your office space germ free.

- ◆ Make sure your keyboard is inactive by turning off the pc or unplugging it from the pc. Use a can of compressed air over a trash can and blow out any crumbs and dust.
- ◆ Use anti-bacterial wipes or a damp Q-tip with alcohol over each key of your keyboard, over your mouse, and the handset or mouth piece of your phone headset.
- ◆ Clean at least once a month, but if there are any germs in the office (cold & flu), a more frequent cleaning is best.

Coughs and sneezes spread diseases. PC hygiene goes a long way...