

# TECHLORE

“Insider Tips to Make Your Business Run Faster, Easier and More Profitable”

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“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!”  
 - Jim Stackhouse  
 Neolore Networks Inc.

## 3 Office Relocation Blunders That Will Stress You Out, Demolish Your Budget And Set You Back Hours, Days Or Even Weeks...And How To Avoid Them

If you’d rather have a root canal than move your office, you’re not alone...

The No. 1 lament from anyone who’s ever gone through a stressful office move is “Sheesh – I never would have guessed THAT would happen!”...followed closely by “Yikes! We have to wait how long for our cable to get hooked up?!?”

A smooth move requires careful planning. And a critical part of your planning process is knowing what pitfalls to avoid. Here are three things to NOT do when moving your office:

**Moving Blunder #1:** Letting your staff try to move your computer network just to save a few bucks.

Your computer network is a complex, delicate and mission-critical system. You wouldn’t let your dentist’s receptionist pull a tooth or fill a cavity for you, would you?

Allowing untrained staff members to move your computer network almost always leads to unexpected glitches, frustration (on your part, and theirs...) and added expense. Even professional movers can mess things up – they simply are not specialists in computer networks...and neither is your staff.

**Moving Blunder #2:** Hiring the WRONG IT firm to move your network.

There are several warning signs that you may be dealing with an inexperienced or downright incompetent IT firm to move your network. If you don’t see these in the IT firm you’re considering to run your office move, then run away:

- A systematic, well-organized approach to moving your network
- References from other clients whose networks they’ve moved
- Proof of liability insurance
- A service-level guarantee limiting your potential downtime

• A policy in place that will apply the charges for conducting a site survey against the total cost of the move if you choose them

If they don’t INSIST on visiting your current location as well as your new one to conduct a detailed site survey, beware. And NEVER hire anyone who wants to quote moving your network over the phone.

**Moving Blunder #3:** Not giving your electricity, phone, Internet and cable vendors sufficient advance notice of your move.

Waiting until the last minute to map out a moving plan for your computer network virtually guarantees you’ll be dealing with emergency rush fees and band-aid fixes to make things work...

An estimated 80% of unexpected communications blackouts and cost overruns during a network move can be avoided simply by

planning your voice, data and electrical transfers ahead of time. Internet and telephone connections require as much as six weeks’ notice to be installed, tested and ready the day you move in.

And if you are building a new office, leaving it up to the builder to decide how many power outlets and network and phone connections you get may leave you woefully shorthanded. Consult with your IT provider during the design phase to ensure that you have what you need before the drywall goes up.

When it comes to moving your office, it pays to remember that Murphy’s Law prevails (in spades).

Your best defense against the painfully unexpected is to invest the time it takes to map out your game plan before the fun begins. It’s easy and all too tempting to underestimate how much time it takes to create an effective plan. Yet it’s the one thing that controls

whether your move is a success – or disaster.

The key to a stress-free move is to plan well in advance. Avoiding pitfalls with careful planning will ensure that your calls and connections don’t get crossed – or worse yet, lost – in the transition.



**Hire Us For Your Next Office Move And Get A \$500 Office Move Toolkit...FREE!**

If you – or someone you know – is planning an office move, contact us for a FREE Office Move Toolkit. You’ll receive:

- “The Office Relocation Planner”: This step-by-step guide for relocating your office – and keeping your data systems intact – could save you untold hours of downtime and frustration.
- FREE Office Move Checklist to make sure you don’t miss the critical action items, dates and deadlines you’ll need for a stress-free move.
- FREE Site Survey and Network Move Plan. At no charge, we’ll map out your move to help you cut costs and minimize downtime.

**To Receive Your \$500 Office Move Toolkit – FREE!  
 Call Us Today At  
 (613) 594-9199.**

## Shiny New Gadget Of The Month: RokBlok A New Spin, on Vinyl



RokBlok is the world’s first infinitely portable, wireless record player. It combines lightweight quality construction with features such as Bluetooth, built in speaker, and a rechargeable battery.

You can use it on any flat and level surface without fear of damaging your records. This 3.2oz player works by evenly

distributing its weight across its scratch-proof rubber wheels so the needle doesn’t take the brunt of the weight on the record grooves. Instead of the record turning around and around, the unit itself navigates around the record itself by following the grooves at either 33RPM or 45RPM.

This rechargeable unit, measuring only 4.33 x 2 x 2 inches, is totally self-contained only needing a record to play on. Sound is produced using its internal full range speaker, or through the airwaves using Bluetooth as far away as 10 meters.

To learn more go to:  
<https://www.kickstarter.com/projects/pinkdonut/rokblok-a-new-spin-on-vinyl>

# Is Your Business Prepared for a Disaster?

Most business managers are fully aware of the importance of implementing a robust business continuity and disaster recovery plan (BCDR), yet so many fail to actually put their plans into action.



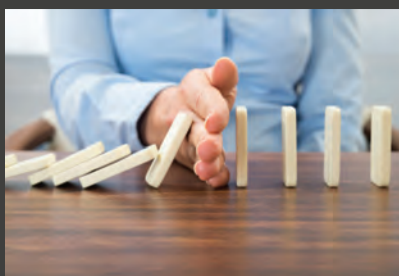
If anything clearly exposes the need for all businesses to have a BCDR, it's Hurricane Matthew, which forced businesses throughout Florida and the Carolinas to completely shut down. Many of these businesses did not have a disaster recovery plan in place and learned their lesson the hard way.

Still not convinced? Here are three compelling reasons as to why it is essential you have a

solid BCDR plan in place.

## Downtime is costly

This obvious, yet often overlooked, notion is something you simply shouldn't ignore. Can you afford downtime? Far too many organizations fail to take into consideration the real costs associated with the loss of productivity and revenue that results from the failure of business-critical applications. If you plan ahead, you can install contemporary BCDR products that allow you to run business-critical applications from virtual servers, meaning you



can keep up and running if a disaster hits and save your business some serious cash in the process.

## Backing up data does not constitute business continuity

Most businesses have a proactive data backup and management process in place. But, as some businesses in Florida recently found out, hurricanes can take out both your primary and secondary servers. To have a true BCDR strategy in place, you need to send data offsite to virtual servers and potentially even the cloud. If you can extend data backup to the cloud, an approach that is typically referred to as cloud DR or Disaster

Recovery as a Service (DRaaS), you can continue to run business-critical applications while the physical infrastructure is being restored.

## It allows you to access data from anywhere

Your data is critical; as such, you need to know that you can have full access to it at all



times. Your BCDR plans should consider the whole value chain of your business operations and should be based on solid risk assessments.

A disaster can hit at any time; make sure you're ready.

## Your Body

Okay, so your Numero Uno resolution this year is to get fit and lose weight... You may be tempted to "cleanse" your way to a tiny waistline, just like they do in Hollywood... Well, before you buy that new skinnier pair of jeans, here's a reality check on a couple of common myths that marketers promote about juice-cleansing your way to a sleeker, sexier you. Myth #1: "You must detox to get fit." No. Your body cleanses itself naturally, thanks to your liver, kidneys and gastrointestinal tract. Myth #2: "Cleansing is a good way to lose weight." During the first few days of a juice fast, your body burns stored glycogen, which can show up as weight loss. Yet once you come off a cleanse, if you go back to eating Twinkies and tacos, that number on your scale has a nasty way of popping back up again. Remember, just because Oprah mentions it, it doesn't mean you'll enjoy long-term health benefits. *LiveScience.com*

## Your Commute

Do you love your commute? I didn't think so... Here are a couple of ways to make it more productive – and maybe even fun. 1) Tweak your to-do list for the day. Top to-do list apps Wunderlist and Evernote make it easy to get organized across all your devices. And if your commute involves drive time, Dragon Dictation can help you keep your eyes on the road as you plan your day. 2) Clear your in-box. Gmail lets you do e-mail on any device with a web connection. If you're driving, you can use ASAM, a free app that reads your e-mails word-for-word – and lets you dictate a reply. There's nothing quite like arriving at the office with a clean in-box! *Blog.Hubspot.com*



## Your Workspace

What can we learn from companies like Google, Facebook and Apple about office design? Plenty, according to a study published in the Harvard Business Review. As it turns out, chance encounters at work affect the bottom line. In a good way... An engineer chats with a sales pro, and a successful new product is born. Or a better way of serving customers takes hold. One company tore out tiny coffee rooms in each department and replaced them with bigger, company-wide open areas. Now marketing folks talk with operations staff and accountants chat with customer-service reps. Ask yourself, what kind of outcomes would you like to improve? Redesigning your workspace could transform your real estate from a passive asset into a powerful profit-builder. *Harvard Business Review*

## NEO-Tech Tip of the Month: How to Check and Edit Privacy Settings for Google Accounts

Google makes its money by selling advertising. In order to do this, Google tailors ads to your interests. This means tracking where you go and what you do while on the internet. Some people avoid using Google for this reason. However, because Google provides many useful free products and services, here is a quick way to change your privacy and personal information. Go to <https://myaccount.google.com> and you will see the Personal Info & Privacy section. Here you can access what emails Google uses, you can manage your Google activity, change your ads settings and control your content.

## Free Report Download

### "The Ultimate Small Business Guide to Setting Up A Work-From-Home System For Your Staff"

You will learn:

- What telecommuting is and why so many small businesses are rapidly implementing work-from-home programs.

- The single most important thing you MUST have in

place before starting any work-from-home or remote office initiative.

- How one company slashed its turnover rate from 33% to nearly 0%—and increased productivity by 18%—by implementing a work-from-home program.

Get Your Free Copy Today:

<http://www.neolore.com/free-stuff/reports/>

## Who Else Wants To Win A \$25 Gas Card?

The Grand Prize Winner of last month's Trivia Challenge Quiz is Paul M. Paul was the first person to correctly answer last month's quiz question:

What are three ways you can get the most value from your lunch break??

Answer:

- 1) Break bread with clients
- 2) Workout over lunch
- 3) Take a nap!

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

Question:

Do you have a backup disaster recovery plan?

If not contact NeoLore today at 613-594-9199 or email [contact@neolore.com](mailto:contact@neolore.com) and let us help you implement one today!

My email password has been hacked. That's the third time I've had to rename the cat.