

## July 2009

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## Important Dates:

### Dates to Remember:

4th - Independence Day

26th - Parent's Day

### In History:

1814 - George Stephenson invented the first steam locomotive engine for railways

1863 - The Battle of Gettysburg took place, the last major attempted invasion of the North by the Confederacy

1934 - John Dillinger, who had been dubbed 'Public Enemy Number One' by J. Edgar Hoover, was shot and killed by federal agents when he was betrayed by a female companion, who told authorities she would be wearing a red dress while attending the theater with Dillinger. She was later dubbed 'the lady in red'

1953 - The Korean War ended in an armistice

1969 - Millions of people watched on TV as Neil Armstrong became the first man on the moon, along with fellow astronauts Buzz Aldrin and Michael Collins

1996 - Summer Olympics were held in Atlanta, Georgia

## Little Bits:

The FDA allows an average of 30 or more insect fragments and one or more rodent hairs per 100 grams of peanut

## Disaster Preparedness:

**“At least it wasn’t our computer systems!”**

This was the statement made by a spokesperson for the City of Mission, Kansas recently. For nearly two days, their phone systems were down and no city services, i.e. police, fire, water and tax departments, or any others, could be reached by phone! And yet, they were glad to have their phones down rather than be without their computer systems!

When a disaster strikes, many businesses are caught unprepared. Here we are in the midst of storm season in the Midwest — we’ve already had clients experience outages and equipment failures due to some of the recent storms in the area. If possible, avoid panic and plan ahead for contingencies. Here are just a few tips to help get you started:

- Even if your company is highly dependant on computers, make sure you can still continue to operate without them in case of an extended power outage. Periodically practice “old-fashioned” manual systems.
- Allowing telecommuting, or remote access, will permit key employees to keep working from home if they can’t get to the office for some reason.
- Make arrangements to set up a secondary work location if your primary facility is out of commission.
- Cross-train employees to be able to better fill-in for employees that may not be able to get to the office or return to work.
- Keep procedures simple, as possible, so that a new hire or temp can pick up easily.
- Back up all mission critical computer data to a location offsite from your primary place of business.
- Prepare for an extended stay at your location by storing basic clothing, cooking supplies, first-aid kit, and possibly sleeping materials.
- Read and stay up-to-date on business continuity procedures.
- Create a communication plan to disseminate information in the event that phone lines, cell towers and power lines are down

Although it’s difficult to do, a little planning in this area can go a long way to keep your business going, and avoid a lot of stress, when unexpected events transpire.

## To Vista or not to Vista.....The series

### Part Four - Improved Return on Investment

(We are frequently asked about the benefits of upgrading to Vista, and what impact it might have on a business. In this multi-part series, we will attempt to answer many of those questions. )

New technologies in Windows Vista help make it faster, easier, and less expensive to deploy than previous Windows operating systems. These include improvements to planning, testing, deployment, and migration.

With fewer images to deploy and more efficient deployment models, Windows Vista can be up and running faster than previous operating systems. Windows Vista introduces image virtualization with the Windows Imaging Format (WIM), which companies can use to deploy a single disk image across hardware types.

The Microsoft Deployment Toolkit (formerly Business Desktop Deployment) enables Windows desktop and server operating systems to be deployed using the same tools, helping IT professionals work more efficiently. As a component of Windows Server 2008, Windows Deployment Services enables multicasting for Windows Vista deployment. This allows an IT administrator to image multiple computers simultaneously, dramatically saving network bandwidth.

A top concern with any new operating system is compatibility with existing IT systems. Device compatibility has improved dramatically since the initial release of Windows Vista. In the past year, the number of available drivers has more than quadrupled, with over 79,000 devices supported out of box or through Windows Update. The Microsoft Application Compatibility Toolkit (ACT) 5.0 identifies which applications are compatible with the Windows Vista operating system and which require further testing. ACT helps customers lower application compatibility testing costs, prioritize application issues, and deploy Windows Vista more quickly.

## Product Watch:

Many business people spend a lot of their time on the go these days. We are no longer tied to the office to conduct business. Here is a nifty way to turn your phone into a scanner!

ScanR.com could replace both your fax machine and your scanner for just \$5 a month! All you need is a digital camera or a phone that has a camera with autofocus and at least 2 megapixels. Snap a picture of any document, business card, or whiteboard, and upload it to scanR.com’s website. In a few minutes, scanR turns it into a digital file. Business

one or more peanut halves per 100 grams of peanut butter.

Charles Carroll was the last of the 59 men who signed the Declaration of Independence to die. He passed away in 1832 at the age of 95.

The Bic pen was named after its French inventor Marcel Bich. However they decided to drop the 'H' from the name fearing that the American market might pronounce the name 'Bitch'.

Joseph Swan invented the light bulb in 1879, one year before Thomas Edison did. However, Swan didn't patent the idea and was widely accused of copying Edison - who did patent the idea and was therefore recognized as its inventor. Swan continued to be denied recognition until some time later when it was shown that both light bulbs were produced using different processes. Edison and Swan later formed a joint company using the best of both technologies.

**Contact Info:**

Traci McKown  
816-415-2310  
tmckown@blueoaktech.com

it to scanR.com's website. In a few minutes, scanR turns it into a digital file. Business cards become vCards, and documents become searchable PDFs. Download, share online, or send faxes straight from your phone — no other hardware required.

Now, isn't that handy?!

*Excerpt from Inc.*

**Make Company E-mails a Sales Tool:**

The average employee sends about 38 e-mails per day. Each of those e-mails represent an opportunity for your company to promote your product or service!

Assist your employees with using the signature features in Outlook, or whatever other mail program you use, to develop a customized addition to each e-mail generated or replied to. Include a couple lines of text that describe your service, highlight a product, or outline the benefits to be attained by working with your company.

You may very well point out a product or service that a current customer was not aware of, but has interest in. Or the e-mail correspondence may be with a potential customer that learns of a way to meet a need. Many e-mails are forwarded these days, and as a result, who really knows how many people might learn about your company?

Why limit signatures to just a name, title and your company name? You may be wasting valuable real estate.

**On the Lyte Side:**

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**“We rarely back up our data. We prefer not to keep a permanent record of everything that goes wrong around here.”**