



What's New at BalanceLogic



Anjie Lisbon Joins the BalanceLogic Team!

We are very excited to welcome a new team member to BalanceLogic! Anjie will be joining the team as our new Business Operations Manager. Anjie's responsibilities include the management of the finances and overall operations of the company. Please help us in welcoming Anjie to the BalanceLogic team!

Trinity Fitness Open House- October 25th

As the Marketing Partner for Trinity Fitness, located in White Plains, BalanceLogic is proud to be a part of their Open House! This is a great opportunity to see one of our newest clients in action and check out their brand new women's facility! Stop by the event from 12 PM to 3 PM to meet the Trinity Fitness staff, attend a nutrition seminar or participate in an exercise class!

Click [here](#) to see the full schedule of events.

This Month

[What's Happening](#)

[Interesting Information](#)

[Monthly Tip](#)

[About Us](#)

Quick Links

[More About Us](#)

[IT Support Services](#)

[Marketing Services](#)

[Graphic Design Services](#)

[Bookkeeping Services](#)

[Web Design Services](#)

[Business Consulting](#)

[Voice Solutions](#)



Interesting Information: Securely Using Smart Phones and Tablets In A Work Environment

The technological age in which we live means that there are always new and possibly better and more productive ways to work, live and play. While these devices can help improve office productivity, there is always a higher risk in using smart devices in the workplace. It is important to weigh the options and make sure all team members have informed of policies involving smart phones and tablets in the workplace.

Advantages to Devices in the Office

Testimonials

Fun Facts

The first cell phone cost nearly \$4,000! An Associated Press article from 2005 reports the actual price as \$3,995, and it weighed two pounds.

Cell phone users check their phones 150 times per day, according to an ABC News article.

The videophone was invented by Bell Laboratories in 1927.

One hour before Alexander Graham Bell registered his patent for the telephone in 1876, Elisha Gray patented his design. After years of litigation, the patent went to Bell.

Voice Solutions affordable for just about any small business!

The Avaya IP Office phone system will dramatically change how you communicate with your clients.



Find out how BalanceLogic can revive your voice and data connectivity

Suggestion Box

We are very interested in hearing feedback on how we can make *The BalanceLogic Insider* more valuable.

By having the ability to work remotely, team members can access important documents and information as well as complete projects and keep in touch with clients while they are out of the office. Tablets can also be acquired at a lower cost than a laptop and many come with free or very low cost apps which can improve productivity.

Concerns about Devices in the Office

There are a variety of concerns that may arise when deciding whether or not to integrate the use of devices into the office environment. While there can be several security risks that come with using devices, the most frequent is using the device for both business and personal use when it is designed for work only.

A way to combat this problem is to educate staff and team members on the risks of downloading files outside of work needs, including games, music and videos. If employees are downloading files on the network, you can also open yourself up to virus and vulnerability.

#1 TIP: Set PINS and Passwords!

To prevent unauthorized access to your phone, set a password or Personal Identification Number (PIN) on your phone's home screen as a first defense in case your phone is lost or stolen.

Monthly Tip: Apps for Office Productivity

There are plenty of apps available on all platforms that can help make you more productive in your office or your business.

Expensify:

Expensify is an expense reporting application. Employees are able to report expenses, approve expenses and export that information to accounting software with ease. It also allows staff to record mileage and other billable expenses quickly.

This app is free and is available through iTunes.

Scanner Pro by Readdle:

This application turns any iPhone or iPad into a portable scanner. Not only does this app allow you to scan documents, but it also allows you to save and send it over multiple channels including email, Dropbox, Evernote and Google Drive. This app is \$6.99 and is available through iTunes.

Google Drive

This app is an excellent solution to storage for any documents through your gmail accounts. Google Drive can be used to store files, notes, images, PDFs and more. The best part is that once they are uploaded to Drive, your files are synced and accessible from any computer or mobile device. Google Drive currently comes with 15 GB of free storage space.

Be Part of Our Conversation on **FACEBOOK!** We're Also Now on **INTEREST!**

About Us

Please let us know what you expect from this newsletter each month by sending an email to:
info@balancelogic.com

BalanceLogic® is a leading back-office support and services company providing [IT Support & Management Services](#), [Web Design Services](#), [Graphic Design Services](#), [Marketing Services](#), [Bookkeeping Services](#), [Business Consulting](#) and [Voice Solutions](#) to the small business community. Our focus is to provide our clients with services that result in cost savings and business operational efficiency.

The Answer for Small Business!™

50 Post Office Road | Suite 302 | Waldorf, Maryland 20602

Office: (301) 396-8455

Fax: (301) 396-8456

Email: info@balancelogic.com



Web: www.balancelogic.com