



What's New at BalanceLogic



Audrey Sample Joins the BalanceLogic Team!

We are very excited to welcome a new team member to BalanceLogic! Audrey will be joining the team as our new IT Operations Specialist. Audrey's will be working with our IT Department and making sure daily operations and IT projects stay on course. Please help us in welcoming Audrey to the BalanceLogic team!

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Fun Facts

60 billion emails are sent daily, 97% of which are spam.



Interesting Information: Smart Phones & Small Business

Technology is constantly changing and helping to make small businesses more productive and communicating information more secure. Both smart phones and tablets can be used in the office to eliminate wasted time and energy, as well as secure information and communication.

Camera

Smart Phones and Tablets have the ability to take pictures and record video. These capabilities can help employees work together who may not be in the same office and share ideas more efficiently.

Email

Smart phones and tablets have the capability to host work email for employees. There is also an option to require a password on any device that hosts the email, to create an extra layer of security.

Scanning Capabilities

9 out of every 1,000 computers are infected with spam.

51% of internet traffic is "non-human". 31% is made up from hacking programs, spammers and malicious phishing.

HP, Google, Microsoft, and Apple have one thing in common - apart from the obvious that they are IT companies. They were all started in garages!

Over 6,000 new computer viruses are released every month.

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Suggestion Box

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

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

There are several applications on smart phones that have the ability to scan documents and then send them to software programs like Microsoft Office. This can allow multiple people to share one document instead of printing out copies for everyone.

Secure Your Information

Not only are smartphones a great tool for productivity, they are very secure. Most smart phones and tablets can be set with a pass code or password. On top of that, most phones can be accessed remotely, if they are stolen or lost, and the SIM card can be wiped clean. Smart Phones and Tablets can also be located.

#1 TIP: ABOUT IT MANAGEMENT

Backing up your computer regularly can protect you from the unexpected. Keep a few months' worth of backups and make sure the files can be retrieved if needed.

Monthly Tip: Set a Password on Your Device

Protect your information by setting a password on your smart phone or tablet. This password locks your device while you are not using it and will help keep your contacts, emails, and information safe in case your device is lost or stolen.

iPhone (iOS7)

Go to "Settings" and select "General"

Select "passcode Lock"

Select "Turn Passcode on".

Enter a passcode (not an easy combination like "0000")

To enter a more complex passcode, turn "Simple Passcode" off. You can then enter any length of password and use characters as well as numbers in your password.

Android

Tap the Menu button from the Home screen

Choose Settings > Security > Screen lock

Follow the instructions to lock your device by Pattern, PIN, or Password

Blackberry

From the Home screen click Options > Security Options (or Security) >

General Settings

Change the Password field to Enabled and then click Save

Type the password you would like to use (it can be 4-14 characters in length)

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

About Us

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!™

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