



## Songs of the Season

### You're a Mean One, Mr. Grinch

The famous Dr. Seuss published *How the Grinch Stole Christmas* in 1957. The children's story, written in rhymed verse chronicles how a solitary creature tries to steal Christmas by pilfering holiday items from the residents of Whoville. About a decade later, in 1966, when the book was turned into a children's holiday TV special, the song "You're A Mean One, Mr. Grinch" debuted. Since then, both the show and the song have become holiday staples.

The Grinch is, of course, a fictional character hiding in the shadows wreaking havoc on the town of Whoville. There are a lot of "mean ones" like the Grinch, hiding in the shadows of the dark web and sometimes making their way onto your network or even onto your PC or other devices, whom you want to avoid. Here are some tips to help you and your staff lower their risk of a visit from a computer Grinch, especially during the holiday shopping season:

#### Handle with Care

Protect your passwords with more care than the way you would wrap an expensive heirloom gift you ship out to Aunt Edna on the west coast! We suggest at least 12 and a mix of characters. Avoid names, places and dictionary words.

#### Better Watch Out

Use only secure websites and official apps for any web browsing or shopping. Look for "https" in the URL to ensure site security. The "https" means the site is secured using an SSL certificate. To get the certificate, the company/site must go through a validation process.

#### Make a List

Put in place an *Acceptable Use Policy* for your organization of the types of sites that are okay to visit with company devices versus what is not. Clearly spell out inappropriate use and designate a manager who has responsibility for updating and enforcing the policy.

#### Check It Twice

Don't just "click, click, click" like St. Nick on the housetop, check every link and every website—twice—before doing any business or sharing any personal or financial information. Check the spelling on the link by hovering over it; understand where the link came from; and never click on anything that communicates urgency for doing so as that is surely a scam.

#### Baby, It's Cold Outside

Avoid public Wi-Fi for any shopping. Shop at home where it is warm and you know your wireless network is secure.

#### Do You Hear What I Hear?

Consider implementing two-factor authentication when logging in to your network remotely or into sensitive sites. Then, even if malicious individuals have your credentials, they will not be able to log in.

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### What's New

#### December 7 WEBINAR

10-Min Tech Talk:  
Desktop & Server Planning  
[www.it-radix.com/webinar](http://www.it-radix.com/webinar)  
Starts @ 12:10pm sharp

#### 10 Months of Giving Back - Military Care Packages -

IT Radix is celebrating our 10th Anniversary with 10 Months of Giving Back. This month, we are putting together care packages for Troops and their Military Working Dogs stationed in Afghanistan.

#### 'Tis the Season

...for celebrating with family and friends. Our office will be closed Tuesdays, Dec 25 and Jan 1. If you need assistance during this time, please call 973-298-6908 and one of our on-call support staff will be happy to assist.

If you would rather receive our newsletter via email, sign up on our website or send an email to [resource@it-radix.com](mailto:resource@it-radix.com)



More free tech tips at:  
[www.it-radix.com/blog](http://www.it-radix.com/blog)



## Grandma Got Run Over by a Reindeer

While the song “Grandma Got Run Over by a Reindeer” may evoke smiles and laughter, if it were your business being run over by a disaster, we suspect you wouldn’t be smiling. Getting backups and disaster recovery (DR) right can be difficult. Add cloud technology into the mix and the complexity can increase even more. So, while many say, “there’s no such thing as a disaster,” but as for us at IT Radix, we believe.

Being prepared for disaster starts with a plan, and sadly, more than 65% of small-to-medium businesses don’t have one. So, let’s get started on your DR plan:

- Inventory your systems, services and operations. Knowing what is needed is the first step.
- Backup all critical systems regularly.
- Have all critical data and applications backed up offsite.
- Prioritize what is needed most.
- Assign responsibilities so that everyone is clear. Don’t forget to include how to contact them in an emergency.
- Identify what must be done onsite versus what could be done at an alternate location.
- By conceptualizing a disaster in advance, you can understand alternatives and remain operational in the event of a disaster. You may need to adjust some of your operations and procedures to accommodate for a disaster situation.
- Work with your partners and vendors to ease the entire process from plan creation to actual DR plan execution.
- And don’t forget, once you’ve got your plan in place, to practice and test it to ensure your team is ready in the event your business gets run over by a reindeer.

Finally, don’t put your plan away like holiday decorations—it’s a living document that should be modified whenever your business operations change. Need help getting started? Give us a call today.

Being prepared for a disaster starts with a plan.

Thanks  
for the  
referrals!

Referrals are the best form of compliment! We would like to thank the following for referring us to their friends and colleagues:

Chris from Grey Sky Films  
Joe from Landel Bernstein & Kalosieh  
Lisa from NJ Builders Association  
Mary Beth from Renew International  
Viviana from Real Endpoints

Visit us at [www.it-radix.com](http://www.it-radix.com) to learn more about our **Referral Rewards Program!**

## You’re a Mean One...

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### Deck the Halls

Just like your home needs a little updating for the holidays, be sure you update your operating system as well as apps and browsers that you use. The latest versions are always the recommended way to avoid holiday mishaps.

### Three French Hens

When shopping with the crowds, turn off the three French hens (Wi-Fi, Bluetooth and Location Services) on your phone to provide for greater security. Disable Wi-Fi, Bluetooth and location services so the bad guys cannot find you. Don’t worry, Santa can still find you without any of those services turned on.

These holiday hints will ensure that no Grinch steals your holiday. “Fah who foraze, Dah who doraze” everyone!

OUR CLIENTS  
SPEAK OUT:

## THE BUZZ

“As a small, family-owned manufacturing company, we appreciate IT Radix’s attention to detail and their response time which is very crucial in our business. E&H supplies aerospace manufacturers and MRO companies, and we cannot afford to be off the ‘internet highway.’ Therefore, we greatly appreciate the expedient service we receive and look forward to continuing to receive the same great service from IT Radix for many years to come! The team at IT Radix goes above and beyond to solve all of our system problems, no matter how big or small. They always come through!”

Alvernia “Ally” Afflito, VP/Operations — E&H Laminating & Slitting Company

## Run, Run Rudolph



Few songwriters have enjoyed hits with two songs about the same character. However, Johnny Marks did. He wrote "Rudolph, the Red-Nosed Reindeer" a 1949 hit for Gene Autry as well as "Run Rudolph Run" a 1958 hit for Chuck Berry. Both were based on the fabled reindeer created for Montgomery Ward in 1939.

Rudolph suggests you avoid the "reindeer games" that hackers use in phishing emails sent to scam you out of your data and financial resources. His top-three tips to keep your technology nose clean and bright are:

- **Watch the Web Address:** Misspelled or odd words, or extra letters at the end of a URL signal that this email came from someone on Santa's naughty list.
- **Shop Secure Sites:** The most secure sites have the "https:" prefix indicating all communications between your browser and the site are encrypted.
- **Trust your Nose:** Rudolph did! If it looks funny or smells funny, do not click!

Run, Run Rudolph...keep those hackers out of town.

Proudly folded & stuffed by ESC School of Morris



### SPECIAL OFFER

Oh, What a Tangled Web We Weave!

Sign up for IT Radix's Dark Web Monitoring service during the months of October, November and December, and get the 1st month of monitoring service free.

Visit **IT Radix** at [www.it-radix.com](http://www.it-radix.com) to learn more about our services!

## Be Smart and Protect the Halls



While you're decking the halls, why not protect them at the same time! We talk a lot about business security and how the internet can spell trouble if the right precautions aren't put into place. As we swing into the holidays this year with Christmas and the new year right around the corner, it's worth considering your home network. The star of our article is none other than the Internet of Things—the term used for the conglomerate of "smart" devices like your fridge, Apple Watches, Samsung Gear, smart homes, and any other device that connect to your personal network.

All of these gadgets add a level of convenience to our lives that wouldn't be otherwise available. They help us share important updates with friends and family, stay connected despite distance, and give us control over things we wouldn't otherwise have, like order food delivery from your fridge. The problem is cybercriminals have also noticed this trend as the increase in devices spell more opportunities for exploitation.

Now, before you start to wonder if your smartwatch or refrigerator is compromising your data or putting your friends and family's privacy at risk, we have a few game-changing tips to protect your data and privacy.

### Keep your devices updated.

Any of our clients know how strongly we feel about updates, and for good reason. There is a real danger of malicious attacks compromising your data, and perhaps more importantly, your business' reputation. Your personal data, however, can hold the same weight as your business' data; and the two may even overlap depending on your existing configuration. It's imperative that you keep your smart devices up to date. This is especially relevant to your phones and wearables, as those are exposed to the world everywhere you go. Sure, the update may change the look or feel of how an app or particular function on your device operates, but it's well worth the learning curve to keep your information safe.

### Turn off your network when you're not home.

While this may sound drastic, unplugging your router when you're not home for an extended period of time severely reduces your network's exposure. Depending on how your configuration is set up, your network is probably advertising itself as available outside your home. That means your neighbors, or even a passerby's mobile device, may try to connect to your wireless connection simply because it is available. By disconnecting your network when you're not home, you will reduce the availability of your network for other people and greatly improve your home security.

### Improve your baseline security.

Perhaps turning off your network when you're away from home isn't an option. Maybe you have security cameras set up, or you use your smart home to manage climate control for your pets. If that's the case, despair not. Your home router has settings to improve your network's encryption and hedge your bets against unwanted access and can also reduce the signal strength of your network. On top of that, you can prevent your network from advertising itself as available. Don't worry if that sounds too "techy" either. Ask your internet provider what precautions they have in place for you, and they'll be able to help you put your best foot forward with your home security setup.

Still concerned? Give us a call, and we'll be happy to talk through some best practices for keeping your home network safe and sound.

“Christmas is not as much about opening our presents as opening our hearts.”

— Janice Maeditere



“It looks like everyone will be getting what they want this year...somebody posted my credit card number on the internet!”



## Christmas Fun Facts!

- Rudolph the Red-Nosed Reindeer was created as a promotion for Montgomery Ward. In 1939, the department store hired Robert L. May to write a Christmas story to be given away to holiday shoppers.
- The first eggnog made in the United States was consumed in 1607 in the Jamestown settlement. "Nog" was a variation of the word "grog" which refers to any drink made with rum.
- Queen Victoria established the Christmas tree tradition in Great Britain in 1848 when she set up a tree at Windsor Castle.
- The real St. Nicholas was born around 280 A.D. in Patara, near Myra in modern-day Turkey.

From the desk of: Cathy Coloff

I’m often asked about our newsletter and who does it for us. I’m always proud to answer with the exception of a few guest articles now and then, it’s developed and created entirely in-house by our own IT Radix team. As you can imagine, this is no easy task, but happily, we have a number of creative individuals that make each newsletter happen. You may have noticed that each quarter we play off a theme that helps get our creative juices flowing and allows us to have some fun in the process. Of course, this quarter was no exception. Who doesn’t remember silly Halloween songs like “Monster Mash” or the theme song to *Ghostbusters*?



Our intent in creating these newsletters is to educate our clients and prospects about all things IT. From my perspective, it’s a labor of love. I love learning new things and sharing that knowledge. I’m a sucker for a corny joke, and I particularly enjoy visually interesting things—be it art, a document or a simple image. So, as we wrap up another year, I thought it appropriate to ask you what you’d like to read about in one of our upcoming newsletters. Have a topic that interests you or that you’d like us to dig into deeper? Let us know by emailing us at [resource@it-radix.com](mailto:resource@it-radix.com).

While my son discovered the secret of Santa last January, he’s still compiling a wish list of Christmas gifts. What’s on your wish list? As I’ve grown older and our house has filled with stuff, I’ve come to realize that it’s not the stuff that matters but rather it’s the moments. Try explaining that to an impulsive eleven-year-old. I keep trying and occasionally I see glimmers of success; for example, when he suggests a family hug instead of me suggesting it. Thankfully, he’s not too old or cool for hugs yet; but I fear it’s coming!

Let me wrap up this quarterly with the corny line—at IT Radix we make beautiful music with you...our readers, clients, friends, and family. I know each of us has our own spiritual beliefs and customs, so I’m going to honor mine by saying, Merry Christmas to you! I wish you all the best during this holiday season and the new year to come.



## My Grown-Up Christmas List

You might recall the 1992 song, “My Grown-Up Christmas Wish” written by David Foster and his then wife, Linda. Natalie Cole was the first to record this holiday standard, but it was Amy Grant’s version that became the big hit. The lyrics showcase an adult writing to Santa and asking for much more than material things: the end to war, friendship for all and love that would never end.

While we totally agree and support the sentiments of that song, we do know achieving that for humankind is a tall order. At IT Radix, we have a Grown-Up “IT” Christmas List for our clients below, and we can help Santa deliver this list to them every day—not just during the holiday season!

- Maximum uptime for all networks and operations
- Speedy recovery and return to business in event of natural or technical disasters
- Secure, encrypted communications—internally and externally
- No ransomware or phishing attacks
- Secure passwords that are changed frequently
- Fast responses and solutions to everyday computer problems faced by users
- Ability for our staff to work remotely with 100% productivity whenever the need arises
- All your key emails, contacts and important appointments in the palm of your hand

Let Santa’s favorite IT company, IT Radix, gift you the peace of mind knowing that you are secure in all things IT related!