

Triangle Tech Times



PALLADIUM
NETWORKS

***"Insider Tips To Make Your Business
Run Faster, Easier, And More Profitably"***

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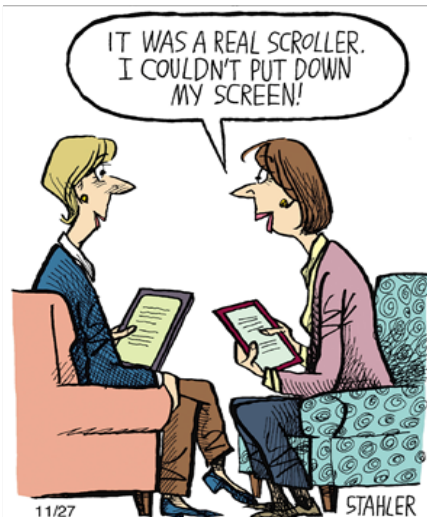
"As a business owner, I know you don't have time to waste on technical and operational issues. That's

where **we shine!** Call us and put an end to your IT problems finally and forever!"

—Rob Downs, Palladium Networks

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Your Company's Hidden Security Weakness: Your Home Wireless Network

As a business owner who also spends time working from home, do you make assumptions about your home's wireless network security? Between your home and business, chances are your home wireless security is lacking. This can prove to be a serious liability.

WiFi security at home tends to be more lax. It isn't something business owners worry about. You feel safe at home and you might assume since your business's network is locked down tight, your data is secure. When an intruder wants to access your business's proprietary information, they're going to search for the easiest point of entry.

That is often the home. Intruders are looking for information they can profit from, including financial and identity-related documents. The fact is, there are people who roam around searching for unprotected or poorly protected wireless access.

Never assume your data—personal or business—isn't accessible. You may inadvertently share critical data without realizing it. You may share files among colleagues and employees and simply forget to turn off sharing permissions. You may place documents and files in a publicly accessible folder. Data-sharing is convenient when you need it, but a liability when it's readily accessible.

What can you do to protect yourself and your company assets?

- Be aware of when you're sharing data. If you have any files in a public folder, move them to a more secure location.
- Use a strong password for all your wireless networks. A string of letters, numbers and symbols about 14 characters long is ideal.
- Use WPA2 security. Make sure your router is set up correctly. If you are using WEP or WPA security, change it as soon as possible.
- Change your network's name (SSID). Routers include a default name, and keeping the default tells potential intruders lax security measures may be in place.

**And ask yourself how protected your network—
and your data—really is.**

Get More Free Tips, Tools, and Services at www.palladiumnetworks.com

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

WORK FROM HOME GAMEPLAN

"The Ultimate Small Business Guide To Setting Up A 'Work From Home' System For Your Staff"



Secrets Every Business Owner Must Know Before Installing A 'Virtual Network' To Allow Employees To Work From Home, On The Road, Or From A Remote Office

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.
- How to get a **FREE** "Home Office Action Pack" (a \$97 value).

See 'Page 4' in this Triangle Tech Times Newsletter for more information on how to claim your **FREE** report & Home Office Action Pack

Reducing Distractions In The Workplace

Distractions are everywhere. Our phones, our computers, our tablets, our co-workers, and on and on. When we're trying to get work done, there is always something, and it's getting worse. We're more connected to the Internet than ever before, and there is always one more thing we want to check. It's safe to blame technology for this constant distraction, but we do need to step up and take a little responsibility for ourselves.

It's tempting to give in to distraction and let your mind wander for a few minutes, but a few minutes can easily slip into 20 minutes, then 30 minutes, and before you know it, you're through the first page of Reddit and you've filled your quota of cat pictures for the day. There's nothing wrong with a distraction every once in a while, but when deadlines loom and projects need to get done, it can do more harm than good.

And that doesn't mean missing your deadlines. The more distracted we become, the more stressed out we become. The deadlines aren't going to go away, and the more distracted you are, the less time you'll have to work. Productivity is lost.

What can you do to get productivity back and cut down on distractions? Consider the source of your distractions. Your cell phone? Put it on silent, or better yet, turn it off and put it in a drawer. Out of sight and out of mind. Make sure you cannot hear any notification sounds, whether it's a little ding or jingle or a vibration. This is crucial. Why? You may not realize it, but you've been trained to respond to those sounds, much like a cat to a can opener.

What about the Internet in general? If you're working on a project and you already have the materials or information you need, consider cutting yourself off. If you're connected to a WiFi network, disconnect. If you're hardwired, pull the Ethernet cord out from the back of your computer. It may sound like a drastic step, but it works.

If you work in a busy environment, where people are chattering, phones are ringing and the printer is printing away, see if you can't track down a different workspace. Look for an empty office or meeting room (don't forget to ask first, just in case someone has a meeting later), and close the door.

It's all about being proactive in cutting down the distraction. There isn't a foolproof way to eliminate them all, but a little adjusting can go a long way.

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Palladium's Featured Client Of The Month

Wilson Brothers Milling & Trucking Company, Inc.



~ Transporting And Delivering With Excellence ~
Since 1940

Wilson Brothers Milling and Trucking Company, Inc. began in an era of tough economic times. Near the start of World War II, in the year 1940, Walter A. Wilson established the company as "W.A. Wilson Poultry" specializing in Live Poultry Hauling and then later transitioned into the milling and integrated poultry business. Wilson Brothers originated from the ground up with no existing assets or equipment to work with. After striving and working through the challenging days of the early years in business and surviving some challenging economic conditions, the company decided to exclusively focus their trade on milling and retail feed sales. In the last twenty years, the Company has transitioned exclusively into a Freight Transportation Business. Today the Company hauls over 400 loads of freight per week and is licensed to haul anywhere in the United States. One important factor the company faces in this day, is the ever changing regulations set forth on the industry. Regulation is essential and necessary to the everyday process of the Trucking and Milling business. Wilson Brothers Trucking looks forward to a future of continued growth while remaining competitive with the use of technology. They find ease in providing a safe and enjoyable workplace for local individuals who seek employment with the small family business, offering competitive pay and benefits. Currently run by Jerry Wilson, Ann Wilson and their son Jeff Wilson the Wilson Brothers Milling & Trucking Company gains immense reward in keeping up with the competitive fast paced environment in which they work. In their personal life the Wilson family loves to spend time with their children, involving themselves with school, sports and activities. They are very active in their church and lead the Children's Youth Program. Wilson Brothers Milling & Trucking Company stands confidently proud of their third generation family owned and oriented business. For over 70 Years they have worked to provide safe and competitive employment opportunities for others, in an environment where the main priorities remain 1) Faith, Eternity & Salvation 2) Family and 3) Hard Work.

The Mission Of Wilson Brothers Milling And Trucking Company, Inc.

To set the standard of excellence in the trucking industry by providing exceptional service that consistently exceeds our customers' expectations while joined with offering our employees rewarding opportunities in a safe work environment, understanding that they truly make our Company great. Wilson Brothers Milling Co, Inc., will foster customer loyalty by presenting a united front to achieve and surpass our customers' expectations, as well as meeting our own goal of excellence in the Trucking Industry.



Security Briefing



Over the past months in adding this column to our newsletter, we have alerted readers to many different Credit Card breaches that occur all around the nation and always too often. In honor of the holiday season, we want to provide you with some tips and pointers on how you can best keep your personal information and identity safe from the cyber crime that is sure to be heightened. After all, criminals only want the very best for their family just as we do, the only difference is they heartlessly provide for their families on **your** dime. Unfortunately, we have learned that using your Credit Card at any retailer puts you at risk for your information to be stolen. If you choose not use your card in hopes to remain safe, the convenience that was once so easily at your fingertips has become a deadweight piece of plastic in your wallet. You can still have the convenience of online shopping while protecting your cards and identity by following these tactics.

- 1) **Always protect the online account associated with your card. To do this, use account alerts and fraud alerts that will advise you of possible fraudulent activity.**
- 2) **Set a strong passphrase to your online account and do not readily give out this information.**
- 3) **Check your account activity and statements often so that you know exactly where you stand and what is being charged to your card.**
- 4) **Shop wisely when it comes to purchasing things online, do not buy from a "not-so-well-known" source.**
- 5) **Be cautious of any emails and calls from your Credit Card company and be sure to always contact the company's direct number if you have questions about your account. Do not trust a phone number or email address that is given to you over the phone. Always validate this information for yourself.**

If you have questions about keeping yourself and your business safe give us a call at **919-386-1127** or send us an email at info@palladiumnetworks.com and ask us how we can help refine the safety of your sensitive information.

Did You Know That Palladium Networks Offers...

Telecommuting

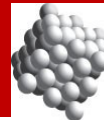
Remote System Set Up And Monitoring

We at Palladium Networks can get you fully set up to have your key employees and staff work from home by structuring a telecommuting environment wherever needed. This also allows for the ability to access your work while on the go outside of your office.



Palladium Networks offers a simple file sharing and backup solution, Palladium SYNC, which accompanies the ability to work from home. This solution allows users to share files and folders across multiple devices and offers secure access anytime, anywhere.

When opting into a work from home environment for your staff. It is very important that the security of the systems are closely monitored. Palladium Networks offers Managed Anti-Virus Solutions to cover your system security. Call us at **919-386-1127** today to learn more about our Managed Anti-Virus Solutions.



PALLADIUM
360°

Would you like to learn more about getting key employees, managers or staff set up for telecommuting?

Visit us [HERE](#) and Download your FREE report!

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

In This Report:

- **Get a FREE Home Office Action Pack (A \$97 Value)**
- **Learn The Ins And Outs Of Telecommuting**
- **Learn How One Company Saved \$11 Million By Switching Their Staff To Work-At-Home**
- **Learn The Single Most Important Thing You Must Have In Place Before You Begin**

Think Through Social Media Actions In A Heated Moment

1. **If you wouldn't say it to your grandmother, don't write it on Twitter.** The oldest test in the book is the grandma test. It still holds today. If she would be appalled, odds are that others will be too. It feels good to blast an opponent, but such outburst can easily be used against you.
2. **Remember that everything you say or do on the web is archived.** Even if the NSA happens to miss it, odds are that Twitter, Facebook, Google and/or other platforms have a way of archiving the information. Consider everything you write these days on the Internet to be permanent. Trolls may delete their comments but they still leave a trail.
3. **Still debating saying it? Sleep on it.** This is familiar but often good advice. If you really feel the need to say something that might be taken the wrong way, consider sitting on it overnight. Waiting until the next day will rarely hurt your point, and it may save huge amounts of embarrassment.
4. **If you do say it...make sure you feel that you could defend it in a court of law.** Falsely accusing someone of something is a big deal and the repercussions could amplify beyond your original intentions.
5. **Remember that your reputation is cumulative.** How you respond to the unfair and uncivil will either enhance or detract from your reputation. Don't let others bait you into ruining your reputation.

How do I react when I am targeted on social media?

1. **Grab screenshots.** If someone truly is going after you, the first move is to gather evidence. Make sure you have copies. Odds are that they will quickly realize what they have done and will try to erase their trail, so the best thing you can do is make sure you have a copy on hand.
2. **Report them.** Twitter, LinkedIn, Facebook and most other platforms have safeguards against those who harass others. Don't hesitate to put in a report—that's why it's there!
3. **Try not to react.** This goes back to my above points about guarding yourself. As hard as it is, try to remember that once integrity is lost it is extremely hard to recover. The more reaction, the more fuel you pour on the fire.
4. **Remember that the truth is the best defense.** As someone who has been egregiously accused of something I did not do, I took solace in the fact that I was innocent and as such the accusation cruelly asserted could never be proven.

We live in a world where unscrupulous people have migrated to online communities and live among the rest of us. I hope you never have to use the above actions, but that when you do, I hope they serve you well.

Mark Sanborn, CSP, CPAE, is president of Sanborn & Associates, Inc., an idea studio dedicated to developing leaders in business and in life. Mark is an international best-selling author and noted authority on leadership, team-building, customer service and change. Mark is the author of 8 books, including the best seller *The Fred Factor: How Passion in Your Work and Life Can Turn the Ordinary into the Extraordinary*, which has sold more than 1.6 million copies internationally. Learn more about Mark at www.marksanborn.com



Shiny New Gadget Of The Month:



Sony Xperia Z3 Compact

Every fall a batch of cool new phones from nearly every major manufacturer hits the market. People are clamoring for the new, larger Apple iPhone or the new Google Nexus phone. This October saw the release of a rather interesting new Android phone from Sony called the Xperia Z3 Compact. What makes Sony's phone remarkable?

Have you noticed how big phones have gotten lately? Not only that, but these big phones require quite a bit of battery power. The Z3 Compact is a premium phone that returns to a more palm-friendly size, with a 4.6-inch display. It also boasts a battery that lasts two days (or more, in some cases) with average use. That's basically unheard of anymore. It also runs the latest version of Android, and it's water-resistant. That's right! The Z3 Compact is certified water-resistant up to one meter for a total of 30 minutes.

The Lighter Side: Glowing Clouds Above Los Angeles



In the early 1990s, southern California was hit by a major power outage. During the outage, a number of people in Los Angeles called 911 to report very strange, glowing clouds in the night sky. It was something the worried callers had never seen. With the acid-rain scare still in many people's minds, their concern was understandable.

Of course, anyone who has lived outside of a city or has gone camping knows what those strange clouds in the Los Angeles sky were. No glowing acid rain here—it was the Milky Way! They were seeing an incredible flowing band of stars, gas and dust stretching across the entire sky for the first time in their lives.

When you see that band of stars, it's clear why we call our galaxy the Milky Way. Many other cultures have their own names for it, including "The Way the Dog Ran Away" (Cherokee), "Ganges River of Heaven" (Hindi), "The Road to Santiago" (Spanish) and "Hay Merchants Way" (Arabic).

Simple Ways to Use E-mail More Efficiently

There used to be a time when e-mail was supposed to increase productivity. Yet, that is often not the case. Many users don't use e-mail as productively as they could, and you may be one of them! Consider these tips to improve the way you use e-mail:

Skip attachments. Find alternate methods of sharing documents, such as Google Drive or Dropbox. It makes organization and collaboration more efficient, and it's easier to track who has what. Plus, many e-mail clients, such as Gmail, are notorious for marking e-mails with attachments and links as spam.

Watch your replies. When you reply to an e-mail, it's too easy to write and send, not realizing who might end up with your message. If you receive a CC'd e-mail with several names attached, be sure to reply only to the sender and not the group, unless it's 100% relevant. It creates useless in-box clutter for others and wastes time.

Use the subject line effectively. When a subject line is vague or difficult to understand, it's frustrating for the recipient. They might not even bother with it. Be clear and concise, while also being descriptive. The recipient should know what the e-mail pertains to before they open it.

Not everything needs a reply. Replying to every e-mail you get, or even a majority of them, wastes your time and the time of the recipient, especially if your reply doesn't say anything meaningful (such as a thanks or acknowledgment of a previous e-mail). Unless it's absolutely necessary to continue a conversation, move on.






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