



“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!”

**David Downs**, Owner  
Pro Computer Solutions

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## Don’t Make These 3 Mistakes With Your Next Office Move

Moving is always a pain in the rump, but it doesn’t have to be a horrific, expensive experience. The No. 1 lament from someone who’s experienced a “bad” move is “I didn’t know I needed to...” followed closely by “I completely forgot that...” In other words, *it’s what you don’t do that makes the move a disaster*. To make your move easy and effortless, here are the 3 most common mistakes you want to avoid:

### Mistake #1 — Trying To Save Money By Using Your Employees To Move Your Computer Network

Don’t ask your staff to disconnect, move and reconnect computers, phones and other devices just to save a few bucks. You’ll frustrate them and end up with phones ringing at the wrong extension, lost cables and PCs that get dropped. You don’t want to let your movers do this job either; they may be great at moving furniture, but a network is a lot more sophisticated and sensitive. *Be smart and hire an IT pro to pack and move your network.*

### Mistake #2 — Not Hiring The RIGHT IT Firm To Move Your Network

While we’re on the topic, make sure you know what to look for when outsourcing the move. A few things to look for would include references from other clients, proof of insurance (get them to fax you a copy), a service-level guarantee limiting the amount of time you are down and a professional, organized approach to quoting the move. A real pro will insist on visiting your current location as well as your new location to conduct a detailed site survey. NEVER hire anyone who wants to quote moving your network over the phone.

### Mistake #3 — Not Giving Your Phone, Internet And Cable Vendors Enough Advance Notice

80% of unexpected communications blackouts and cost overruns on network moves are caused by failure to properly plan voice, data and electrical installation *in advance*. Just because the prior tenant had computers and telephones is no guarantee that the cabling is suitable for *your* phones and *your* computer network. Allow at least 6 weeks for Internet and telephone connections to be installed. Advance planning will help you avoid emergency rush fees or Band-Aid fixes to make things work.

**Planning an office move? Call us today at 816-229-2290 to see how we can help ease your transition!**



**Who Wants To Win A Brand-New TV?**  
*Time is running out to enter our contest!*  
*See page 4 for details.*

Get More Free Tips, Tools, and Services: [www.procomputersolutions.com](http://www.procomputersolutions.com).

## The Lighter Side

*These Are Just Plain Punny*



- Two anglers were having a discussion and opened quite a can of worms.
- The man who keeps his feet firmly on the ground has trouble putting on pants.
- If we don't conserve water, we could go from one ex-stream to another.
- Men who leap off cliffs often jump to conclusions.
- The general started bowling before his aide had entered his name on the score sheet. He had launched a preemptive strike.
- War doesn't determine who is right; it determines who is left.
- The man who runs in front of cars is likely to get tired.
- A library should have several floors because it is a multi-story building.
- He who sneezes without a handkerchief takes matters into his own hands.

## Are You Using Videos To Onboard New Employees?

Most small businesses give new team members an Employee Handbook that outlines (in approximately 43 mind-numbing pages) everything anyone needs to know about the company. We expect our new hires to read this brick and be ready to pick an insurance plan, a 401K choice, know the company dress code, code of conduct and even what they can and cannot do online. We often include a boring video for safety or sensitivity training.

Many companies are now fast-tracking onboarding into a series of short videos that go through everything they need to know. It's revolutionizing the new-hire onboarding process, and here's why it's such a great idea:

1. **Your employees are already watching videos:** Many spend 95% of their time at work in front of a computer, and even outside work, they're still staring at their smartphone or watching YouTube videos. People are used to getting information in this format, so why not use it?



2. **It works for employees of all trades:** Even if your employees aren't at a computer all day, videos are still a viable solution. You can e-mail the video to them so they can watch it on their smartphones or at home. Companies like GuideSpark, who create training videos for employees, let you know that the videos were opened. You can't guarantee that your 43-page booklet has ever been cracked, much less read.
3. **It makes participation easier:** Training videos should be short...3-5 minutes at the most. You probably have more than 5 minutes of content, so break it up into chunks. It's a lot easier for someone to read 2 pages and watch a 5-minute video than to read 43 pages, attend a class and watch a 30-minute 1970s training video.
4. **It makes delivery of information easier:** Companies that are changing their insurance coverage, adding a rule or changing their dress codes may want to think about sending out a video e-mail with the explanations. Recent studies suggest two-thirds of employees would prefer to watch a video rather than go to a live meeting explaining the change.
5. **It cuts your orientation time:** By cutting the time of your orientation with short videos that they can watch on their phone or laptop, you could save yourself some money and have the new employees you just hired out and doing their jobs much faster.

## Shiny New Gadget Of The Month



### Jawbone UP

UP is a system, wristband + mobile app that tracks your activity to help you feel your best. Jawbone UP (and UP24, for those who like Bluetooth capabilities and real-time syncing with the app) helps you understand how you sleep, move and eat so you can make smarter choices; this little wristband keeps you in touch with your body and on top of your health.

The new app displays movement and sleep, details and delivers insights, celebrates milestones and challenges you to make each day better. You can even team up with your friends in the UP app and share your accomplishments!

Because you can achieve anything when you take it one day at a time, the UP Insight Engine suggests daily goals based on your unique patterns. Go further, stay hydrated and sleep better for a sense of accomplishment each and every day. Get your Jawbone UP at [www.jawbone.com/up](http://www.jawbone.com/up) for \$129.99.

## A Quick Note On Cyberbullying

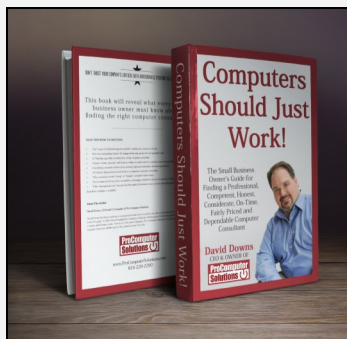
It used to be that everyone's biggest threat on the playground was getting roughed up by the class bully who was twice as big as every other kid on the block. But cyberbullying is something very different.

Cyberbullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. It has to have a minor on both sides because once adults become involved, it is plain and simple cyber-harassment or cyber-stalking.



Turns out digital devices and the web make it much easier for a bully to harass someone; the anonymity and use of social-media sites often make them bolder than they would be in a face-to-face confrontation, and give them more opportunities to badger their target. As a parent, this is just another good reason why you should be monitoring your child's PC and cell phone, as well as their Facebook, Twitter, SnapChat and other social-media site usage. Most social-media sites have a way for you to report this type of abuse and get violators and hateful commentary taken down from their sites.

If your child becomes the target, you can try to get your school involved, but many schools have been shot down, even sued, for trying to interfere. If the abuse becomes physical or sexual, or if the abuser threatens physical or sexual harm, call the police. The schools aren't equipped to handle that level of abuse. The police are.



### ***Computers Should Just Work!*** **Now Available for Order**

Recently released—the ultimate small business owner's guidebook for IT solutions, written by Pro Computer Solutions CEO David Downs. In this book, David reveals the top tips and secrets to turning technology into a competitive advantage for your company.

Order your copy today: [www.procomputersolutions.com/book](http://www.procomputersolutions.com/book)  
Free copies available to select readers. Visit our page to learn more.



Connect with Pro Computer Solutions on our LinkedIn company page for business tips and service updates throughout the month!





## LED TV Referral Contest

Refer a friend to Pro Computer Solutions by September 30th for a chance to win a new 39" TV! For each referral that turns into an appointment, we will enter your name into a drawing for a brand-new TV. Even if you don't win, every qualified referral will earn you a cash reward (or an equivalent donation to your favorite charity). Please visit [www.pcsiweb.com/referral](http://www.pcsiweb.com/referral) for full contest details.

### 1. PICK ONE

- ⇒ 816-229-2290
- ⇒ [referral@pcsiweb.com](mailto:referral@pcsiweb.com)
- ⇒ [www.pcsiweb.com/referral](http://www.pcsiweb.com/referral)

### 2. REFER A FRIEND



### 3. GET MONEY



### 4. GET A CHANCE TO WIN



## 10th Anniversary: Picnic Celebration

*Thanks to everyone who came out to celebrate with us!  
Here are a few pictures of our special day.*



### Who Wants To Win A \$25 Gift Card?

Last month's Trivia Challenge Quiz stumped our readers! The question was Which of the following is a definition of the word "august"?

The correct answer was A) Respected and impressive. **Now, here's this month's trivia question. The winner will receive a gift card to Scooter's: Who is the current head coach for the Kansas City Chiefs?**

A) Herm Edwards B) Andy Reid C) Dick Vermeil D) Todd Haley

*Call us right now with your answer!*

**816-229-2290**



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