This Issue:

Coronavirus: A Threat to Your Staff, Cyberthreat to Your Operations

COVID-19, or coronavirus, has been a major global health concern over the past couple of months. At this point, it is clear that this disease could have serious impacts on the workplace. We wanted to provide a brief rundown of good workplace and network health practices, as well as a few pointers on how you can handle health-based employee absences.

How to Minimize General Exposure in the Office
Based on what is currently known...

Read the Rest Online!
https://dti.io/covid19

For Earth Day, Properly Dispose of All Your Electronics

April 22nd is Earth Day, which began 50 years ago as a means to hold businesses and corporations accountable for the damage that their highly industrialized pollution was introducing into the world. As the digital age has introduced a new environmental concern, it only seems prudent to address the challenge we face today: e-waste.

What is E-Waste, and Why is It Such a Problem?
E-waste (short for "electronic waste") is the term given to discarded electronics and the assorted accessories and other peripherals (like wires, drives, etc.) that accompany it. As of January 2015, much of it can no longer be thrown out with regular garbage. When the New York State Electronic Equipment Recycling and Reuse Act became law in May of 2010, manufacturers were required to maintain programs that enabled people to recycle their old devices, and five years later, disposing of these devices by just throwing them out was banned in New York State. These acts cover more technologies than you may initially expect them to… although there are also a lot of items that are excluded.

Included Items:
Computing Devices
- All-in-one devices
- Desktop workstations
- E-readers
- Laptops
- Tablets
- Thin clients

- VR headsets
- Cables

Peripherals
- 3-D printers (weighing less than 100 lbs)
- Label Printers
- Monitors

- Printers
- Small-scale servers

Small Electronics
- Cable box
- Converter box
- DVR
- DVD player

Is a NAS Right for Your Office?

Today's business generates a lot more data than in the past. For a small or medium-sized business storing this data, it can get pretty expensive pretty quickly. One way to store and manage all this data is by using Network attached storage (NAS). Today, we will define NAS and explain when it might be a good fit for your business.

What is Network Attached Storage?
It is exactly as the name suggests: a network-attached device that houses removable hard drives for easy data storage. Since the device is part of your network, data that is stored on a NAS-based hard drive will be accessible via the network, and typically can give you offsite access to the data. Your average NAS device is also configured to connect to a variety of cloud applications and storage options, providing your users quick and secure access to company data on nearly any device from anywhere that has an Internet connection.

NAS devices have become increasingly popular for home users and home offices. They are relatively inexpensive, and offer some scalability options to replace traditional external hard drives. For example, you might set up a NAS device to store all of your media, so you can access it from all of your different devices at home. We're going to talk more about the business-related functions, but it's important to understand that most consumer NAS devices fall short of what a business needs.

25+ YEARS IN BUSINESS
est. 1993

"Computers are useless. They can only give you answers."
- Pablo Picasso

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Strategies that Help Prioritize Productivity

Businesses are always looking for a way to boost productivity. Some businesses will try almost anything to do so. For the individual, however, managing your productivity is a little less complicated. That's not to say that it is always simple. Typically, the best way to improve productivity is to improve time management. How does one go about changing their behaviors to improve their productivity? Let's take a look at a couple of ways.

Monitor Your Time

An individual will always think he/she will know how long a certain task will take when they've done the task numerous times. It's surprising to them to find out that their estimations are pretty far off. In order to definitively know how long tasks take, monitoring how much time they take is a great solution. Once you know how much time you take, you can make a conscious effort to take less time.

Take Breaks

Breaks are actually great for productivity. Getting away from a task, especially one that is time intensive, can help rebuild any lost focus.

Work with Reasonable Deadlines

A lot of people work better with a little bit of stress from an impending deadline. Sometimes, however, the deadline is counterproductive. If you are able to set your own deadlines, make sure you leave yourself with a reasonable amount of time to get everything done. This will help stay ahead of the workload.

Limit Your Exposure to Meetings

What percentage of your meetings, would you say, are a giant waste of time? If that percentage is high, consider that one study found that the average employee spends 31 hours a month in meetings. If you are wasting over 30 hours a month in meetings, cutting that down will most certainly improve your overall productivity.

Stop Multitasking

The idea that multitasking improves productivity is not new, but according to psychologists, it is wrong. Across the board they have found that it is detrimental to getting things done efficiently. If you want to improve productivity, focus on one task at a time.

Perfection Isn't Attainable

We all want to be good at our jobs, but if you're spending endless hours attempting to make something perfect, you will find that, from a different perspective, anything has flaws. Do your best, but don't try to be perfect, it is actually impossible...

Read the Rest Online!
https://dti.io/productstrat

For Earth Day, Properly Dispose of All Your Electronics

(Continued from page 1)
- Game consoles
- Digital music players
- Projectors with DVD compatibility
- VCR

Televisions
- Any that are larger than 4 inches diagonally

E-waste is an issue, mainly due to its environmental impacts. These kinds of devices contain a considerable amount of hazardous materials in them, including toxic metals like mercury and lead. If these devices aren't attended to properly, these hazards can leach into the groundwater and present severe health issues for the surrounding communities. Unfortunately, these concerns have not stopped these devices from entering landfills, and neither has the fact that many of the materials in these devices can easily be recycled and used again in newly-manufactured ones.

Are Businesses Supposed to Recycle These Electronics?

You may have noticed that many of these devices are typically (but not exclusively) found more often in the home, for personal use... so you may be wondering how, if at all, these laws could impact your business.

While these devices are all classified as "consumer" electronic equipment by these laws, these laws also define a "consumer" as "any individual, business, corporation, limited partnership, not-for-profit corporation, the state, a public corporation, public school, school district, private or parochial school or board of cooperative educational services or governmental entity located in New York State."

So yes, any New York-based business needs to abide by these laws, and by the NYS Electronic Recycling and Reuse Act, manufacturers need to enable "consumers" (again, including businesses) with recycling services. In fact, if you fall into one of the following categories, these services are free:

- Individuals
- For-profit businesses
- Corporations with fewer than 50 full-time employees
- Not-for-profit corporations with fewer than 75 full-time employees
- Not-for-profit corporations under internal revenue code 501(c)(3)
- Schools
- Government entities

What About My Sensitive Data?

Of course, as you are recycling your outdated technology, you do need to consider the data that is housed on the device. It is surprisingly hard to truly delete data without the hopes of recovery, so you will want a professional in...

Read the Rest Online!
https://dti.io/disposetech

Is a NAS Right for Your Office?

(Continued from page 1)
How to Choose the Right NAS Device?
Choosing the right NAS device can be difficult. Consumer-grade devices typically don't come with all the bells and whistles that are integrated into commercial-grade ones. Often, NAS devices are built with specific functionality in mind--some might be designed for capturing surveillance, while others are designed for storing and dishing out documents.

Businesses can use NAS devices for many different functions, but typically it is to store important information and to give people who work with that information, access to it. Therefore NAS devices that have strong networking features written into their OS are targeted by small businesses for their relative ease of use and their cost effectiveness.

Additionally, when it comes to NAS, size and scalability matter. Most models are defined by the number of hard drive bays they support, which is pretty straightforward. Then it's up to you to stock it with hard drives.

Since most NAS devices come with several storage bays, this means getting one that can store multiple terabytes of data, and even store it redundantly within the device itself is possible.

Here are some other considerations you are going to want to make when choosing a NAS device:

- **Connectivity:** Most NAS devices connect to a business' network via ethernet. There are some devices that feature wireless connections, but that's going to slow down access to your data, so you really need it wired to the network.
- **Hard Drives:** Unless the device comes bundled with hard drives already, you'll want to make sure you get drives that are compatible with the device, and are also designed for NAS usage. Keep in mind, if this is the first place you are storing your data, you'll want redundancy on the device. This means getting twice the storage you need and RAIDing the drives together.
- **Software:** The OS on a NAS device is typically some type of scaled-down Linux or Unix and may or may not need to be configured. Most top-of-the-line units take users through the setup process pretty simply and have pre-set designations depending…

Read the Rest Online!
https://dti.io/nasoffice

Biometrics Has a Privacy Problem

The inclusion of biometric security systems have been all the rage in a range of organizations, due, in large part, because of the thought that other security platforms aren't nearly as secure. Unfortunately, the superior security they are expecting may not be able to meet their expectations. Today, we will discuss biometric security, where it fits, and how it can be problematic for the small business.

Unfortunately, businesses have to deal with near-constant threats and need solutions that can protect the assets they have. Since every person's biometric profile is unique, it stands to reason that using this information as a solid authorization method would improve security. The problem, however, is that by upsetting the security/privacy counterbalance individual privacy is often sacrificed for the sake of security.

Business Using Biometrics
Biometric security platforms are now being deployed to protect the integrity of many different types of assets. Here is a brief list of the types of biometric security:

- Fingerprint identification
- Iris and retina scans
- Facial recognition
- Gait measurement
- DNA
- Handwriting recognition
- Voice recognition
- Brainwaves

...And more.

This is just a short list, there are many more. All of these options are used to effectively identify people and authenticate their identity for the purpose of gaining access to protected assets. A few years ago, these technologies were much more expensive and, truth be told, did a much better job at keeping unwanted entities out of a given space. Organizations like the People's Republic of China (facial recognition), the US's Federal Bureau of Investigation (fingerprint), and many, many private businesses have turned to biometrics. Ironically, the makeup of biometrics may be its downfall.

The Illusion of Security
With so many organizations depending on these biometrics systems, it becomes extremely difficult to protect the individual's privacy. In fact, these biometric security systems are truly only passable to determine identity. For smaller organizations, biometrics may work great as an authentication system; but, for larger organizations, the very real chance that extraordinary personal information is made available begs that the question be asked: can a system be a human identification system and also work as an authentication system?

If the prospect of your facial features, your eyes, your fingerprints, and dozens of other very personal pieces of information that aren't heavily protected…

Read the Rest Online!
https://dti.io/bioproblem

![directive]

Is Your Workforce Engaged?

Today, there is a lot to consider about how businesses handle mobility. Think about it, today it isn't surprising when someone pulls up work-related content on their phone outside of work hours. It's just part of their job. This shift is relatively new, and needs to be examined to see if the pros outweigh the cons for the employee, but also for the business.

The first thing you'd think of is that business owners and managers would be grateful for the access they have to their human resources while they are off the clock. This effectively patches any holes in customer support that an organization would normally deal with. It's not abnormal, nowadays, that a business will expect that their employees will do more for the company when they aren't really working. Employees may not feel the same way, but acquiesce because of the demands of their managers. The question becomes, is this new way of doing business good for everyone, or is one side taking advantage of the time-tested employer-employee relationship?

Added Mobility
When we talk about mobility,

we talk about two major issues. One is in the ability for a business' staff to do work while on the move, the other is the actual mobility of the workforce itself. Both are of great concern for the modern business, but today we aren't going to get into the vertical integration of the employees in the business, we'll instead focus on productivity while mobile.

Most modern workers possess a relatively new smartphone. This has nothing to do with the company they work for. Many of them finance these devices through their ISP, sometimes paying over $1000 plus finance fees, overpriced network fees, and Interest, just to have a smartphone that keeps up with the resource demands that the newest applications require.

If they don't have their own, many businesses will find a way to get these devices into their staff's hands. This is a strategic decision. So, while, sure, the modern worker

absolutely benefits from having access to the mobile computing resources found on most major smartphones, the business is the real winner here. All that extra coverage is only working to drive profitability up.

It is always cited that with that extra coverage thanks to employee smartphone use that there are situations where smartphones are at use inside of a business, and that wasted time is actually a huge drain on productivity. There aren't any easy ways to digest numbers that suggest that smartphones are bad for business, other than the ways they are already bad for society. Some people get copious amounts of personal correspondence on their smartphone, but even if someone is getting 30-to-40 text messages a day at work, there isn't always correlation with a loss in productivity. In fact, according to the numbers, the smartphone, if also used for business, works in the business' favor almost every time.

All you need to know, is that using smartphones as a part of a business strategy has helped boost productivity around 34 percent; and...

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YOU JUST LET HIM IN?
HE SAID HE WAS HAVING ISSUES GETTING PAST OUR FIREWALL.
HACKER