



Walt Ely - President | CCC

# Technology Times

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

## How To Think Like A Geek (And Add An Extra Hour Of Free Time To Your Day)

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### Congratulations to Matt Burk and the Ohio Hurricanes.

System Care's Senior Engineer Matt Burk successfully coached the Ohio Hurricanes to the National Championship for the 10 and under age group. During the tournament the Hurricanes outscored their opponents 55-8. Great Job Matt. Now can you do something with those Cleveland Indians?



Who wants to find an extra hour of free time in their day, every day? Considering we're all stressed out because there's never enough time to get everything done, this is what I would call a "leading" question.

So how can you do it? By looking at the seemingly innocent, time-sucking activities you are spending time on every day and either automating them or speeding them to completion using technology. Can it really be that simple? It can, but you need to understand one critical factor first...



#### The "Latte" Factor

Best-selling author David Bach coined this phrase in his book "The Automatic Millionaire." The latte factor is based on the simple idea that all you need to do to become wealthy is take a hard look at the small things you spend your money on every day and see whether you could redirect that spending into savings.

For example, a little \$2 purchase made every day on common things like Starbucks (a latte), bottled water, fast food snacks, cigarettes, etc. REDIRECTED into an investment account earning 6% will become \$10,199.30 in 10 years. If that's true, why don't MORE people do it? Because saving \$2 a day seems so insignificant that people spend ALL their money on these things and then have nothing left over to invest.

#### 5 Time-Saving Techie Tips That Will Add An Hour Or MORE To Your Day

So the question is, what are some small, time-saving technologies we can use to automate or speed up what we get done to save us that precious hour? Here are our 6 favorites:

1. **Use an aggressive spam filter.** Over 80% of the e-mails being sent daily are not-so-delicious spam. And if you're like me, you're getting dozens of these every day, which can easily add up to 5-10 minutes per day sifting, sorting through and deleting the spam from the e-mails you want. We recommend SCI Spam Filtering because it not only reduces spam but you can

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# Shiny New Gadget Of The Month: *Livescribe Pulse Smartpen*



This month's gadget is PERFECT for not only students but also busy CEOs who love going to educational conferences and taking lots of notes. Here's why...

Taking good notes during class - even with the most rapid-fire professor - just got a whole lot easier. The Livescribe Pulse Smartpen may look like your average pen (it's about the size of a Sharpie), but it also packs in a voice recorder and up to 2 GB of storage. So far so good, but here's the really cool part: Not only does the Pulse remember everything you've written in digital form (you can sync your handwritten notes onto your PC or Mac and even share them online), it also keeps track of whatever was being said while you were scribbling a detail — just tap a word to hear all of what Professor Motormouth was saying at that particular moment.

What's the trick? The Pulse Smartpen's infrared sensor uses the tiny dots on the custom (and required) Livescribe notebook paper as reference points.

Price: \$199, plus \$13 to \$25 each for the "dot" notebooks

access your mail for 7 days in the event your email server goes down. Plus, eliminating spam temptations from your STAFF will not only cut down on the time they waste on it, but will also drastically reduce your chances of getting viruses and spyware on your network.

2. **Replace Old PCs.** While it's hard to truly estimate how much total time is wasted waiting on an old, slow computer to process tasks, start up, etc., I can tell ya, it adds up. Let's say your old PC takes 10 seconds longer to process a task than a fresh, new one. Might not seem like a lot, but with users averaging 100-150 tasks a day conservatively are wasting 16-25 minutes a day. Add in the crashes and other problems old PCs cause and you're probably closer to 30-35 minutes a day.
3. **Maintain Your Network.** Another tip that will save you a lot of time is patching, updating and optimizing your server and workstations. You'd be surprised how much slower even a new machine will start to run if not maintained properly.
4. **Document management.** This is a HUGE time-saver if you are a paper-heavy office (like attorneys, doctors, contractors, etc.). But even if you aren't, scanning and storing paper documents so they can be searched on and located in seconds rather than minutes or hours is a HUGE time saver. Plus, it's a greener solution, improves document security, enables users to access critical documents remotely AND (if that's not enough) prevents important paper from loss or damage.
5. **Implement SharePoint or Other Business Collaboration Software.** Be honest: how much time is wasted in your office because people are duplicating efforts, can't find information and documents they need or backtracking to FIX mistakes made? This, like time wasted on old PCs and downtime, may be hard to calculate, but I would conservatively guess that folks are wasting at least 30 minutes a day or MORE because of disorganization. That's why we recommend growing companies implement some type of collaboration software that will help organize projects and information, making it easier for everyone to get on the same page.

## Want To Implement Any Of These In Your Office?

Give us a call and we can show you how these technologies (and dozens of others we offer) can streamline your operations, saving you LOT of time!

## *The Lighter Side...*

### **Funny (And True!) Back To School Jokes**

A teacher was explaining compound nouns to her class. "They are made up of two or more words, such as boxcar or townhouse," she explained, "Can anyone think of another?" To which one little boy eagerly raised his hand and said, "Asphalt!"

Teacher to student: "Give me a sentence that starts with the letter I"

Student: "I is..."

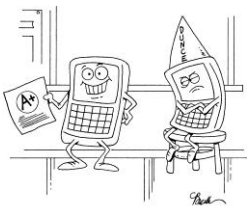
Teacher: "No, say, I am."

Student: "Okay...I am the 9<sup>th</sup> letter of the alphabet."

A teacher was assigned a new post of teaching English to prison inmates. Feeling a little nervous on his first day he started out by asking the class a basic question, "Okay, who can tell me what a sentence is?"

Driving through a neighborhood one afternoon, a teacher rolled through a stop sign. When she was pulled over, the cop realized he had just pulled over his 4<sup>th</sup> grade English teacher. "Mrs. Brown," he quipped, "those stops signs are a period, not a comma."

An elementary school had two second grade teachers; Mrs. Payne and Mrs. Hacking. One day a parent called into the main office to let them know her daughter would not be in class that day. The administrator asked, "Is she in Payne or Hacking?" Confused, the parent replied, "Neither...we have company today and I'm keeping her home."



A Smartphone And His Not So Smart Brother

## **Veteran Gets Free Laptop to Thank Him for Service.**

By ADAM MAWSON

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**LORAIN** — Air Force veteran John Mezlak, 47, of Lorain, wants to return to school and enroll in the wind turbine electronics program at Lorain County Community College. However, as a single parent and a disabled veteran, money is tight.

That's why Mezlak is so thankful for the Lorain County Veterans Service Commission, which was able to obtain a refurbished Dell laptop for him free of charge.

"It's a blessing from above," he said. "There's not too many places in Lorain County that can help like that."

Doug Bankston works as the Transportation/IT Systems administrator for veterans service and part of his duties include working with Lorain County Solid Waste to supply veterans with donated refurbished desktop computers. Bankston is a retired U.S. Coast Guard communication specialist and said he knows how tough it can be for veterans re-entering school and the workforce. He even personally takes the refurbished computers to the veterans' homes.

Bankston said he normally doesn't get laptops, but when he received the call from Mezlak on Wednesday, he knew a laptop would be essential for his education and really wanted to help. So Bankston called a former employer, president and COO of System Care Inc. in Westlake, Walt Ely, who was even more helpful than Bankston expected.

"I knew he was a big veteran supporter," Bankston said. "I'm telling him this story and he's like, 'Don't worry about this. I'll have it for you tomorrow.'"

Ely said he asked Bankston what he needed and said he would take care of it.

"Those guys give their lives for us and I think we should pay them back in any way we can."

True to his word, Ely purchased a refurbished Dell laptop and had it ready for Bankston to pick up yesterday morning.

"I didn't do it for notoriety," Ely said. "I did it because it needed to be done. (Bankston) was just calling, looking to help this guy out and I was more than happy to oblige."

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## **Warning: iPods Earbuds Are Known To Cause Permanent Hearing Loss**

Listening to music on the radio is about as antiquated today as using a payphone. Modern music lovers now carry thousands of songs around with them in their iPod and listen while driving, working, exercising, completing chores, etc. Problem is, the earbuds that come with the iPods (and similar products) let in a lot of ambient noise. That means users crank up the volume to drown out whatever is going on in the background.

The volume on an iPod can be raised to 115 decibels (db) which is the equivalent of standing next to a moving subway train and only 5 db short of an ambulance siren. The average individual can tolerate up to eight hours of sound at 85 db before suffering hearing damage. For every 5 db over 85, the exposure time before irreversible damage gets cut in half, say audiologists.

Because so many earbud users have suffered hearing damage, Apple was taken to court; but a federal appeals court exonerated the company, noting that Apple puts warnings on its packaging and iTunes site and offers instructions on how to set volume limits on iPods.

To hear music at a reasonable volume, users can purchase headphones with in-ear monitors (IEM) that reduce noise. You can also have an audiologist make custom earbuds for you to ensure a perfect fit and reduce background noise. They cost about \$400 but will save your hearing.

“I wanted people to know this company did so much for this veteran,” Bankston added.

“It had everything he needed for school. All the programs were already in it.”

When Mezlak opened the laptop, he found another present from Ely inside. A card inside thanked Mezlak for his service and Ely added his business card in case Mezlak needed any technical help as well.

Bankston also offered Mezlak his service as an IT professional to teach Mezlak how to use the laptop and the programs.

“Any kind of classes he has with the computer, I want to help the guy out,” he said.

“I’m not much of a computer enthusiast,” Mezlak said. “He’s definitely the kind of person you want to have in your Rolodex.”

Mezlak said veterans services have helped him in the past with groceries and housing and he owes them a great deal of gratitude.

“They’ve helped me out over the years and we need an organization like that in Lorain County,” he said. “My hat’s off to them. If it wasn’t for them I’d still be out there without a laptop and that’s essential for college these days.”

Bankston said he’s always glad to help a vet. He encourages any other veterans who may need the services to call veterans service at (440) 284-4624, or to visit them online at [www.loraincountyveterans.com](http://www.loraincountyveterans.com).