



TECHNOLOGY TIMES

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

Windows 10 Upgrade Notice!

On **July 29th**, Microsoft will be releasing their next major Operating System, Windows 10. This will be released as a free upgrade to customer with Windows 7 and Windows 8 Operating Systems.

The Zaphyr Support Team is requesting that you and your staff **DO NOT UPGRADE TO WINDOWS 10** at this point.

Any Operating System upgrades have to be pre-approved by the IT Support Team. This is because we want to ensure that all your covered applications are supported and will work with Windows 10 before we start any OS upgrades.

Upgrading to Windows 10 Prematurely may cause one or many of the following :

1. Application Incompatibility

- Some of your Line of Business Application(s) may stop working or may work haphazardly.

2. Loss of Remote Monitoring Support

- Our Health Monitoring Agents may not be able to properly proactively monitor the health of your computers and know if there are any issues.

3. Hardware Incompatibility

- Some of your connecting hardware may stop functioning or may function irregular.
- This could potentially also cause your computer to crash.

If you **DO** see any system tray icons that say that you are qualified for a **Free Upgrade** or that **Your Windows 10 Upgrade is Ready**; please discard that notice and call your dedicated Primary Support Representative at Zaphyr.

We request that you share this notice to others within your organization so there are no 'accidental upgrades'.



"As a business owner, 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!"

- Shawn Butt
Zaphyr Technologies

July 2015

Whippany, NJ

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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.

We Love Introductions!



For any company that you introduce to us, we will give you a \$100 that you can use for yourself or donate to your favorite charity. If they become a client we will send you an additional \$100 check!

If you know someone that is looking IT support contact us by:

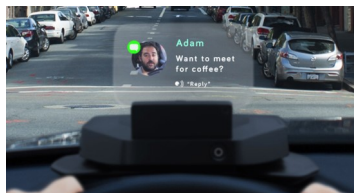
➤ Calling us at 973-560-9050

OR

➤ Emailing us at Newsletter@Zaphyr.net

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Shiny New Gadget Of The Month:



Navdy

Many of us realize how dangerous it is to check e-mail or text messages while we're driving, but we don't feel like we can afford to ignore our phone. Brand-new product Navdy to the rescue!

Navdy is a transparent Head-Up Display (HUD) that projects information as if it's floating six feet in front of you. It's very similar to what commercial airline pilots use. Navdy works with any car, and with all iPhones and Androids.

Using the apps you already have on your phone, and with no service plans required, Navdy allows you to focus on the road and not on your phone.

As a phone call comes in, Navdy's built-in camera allows you to simply swipe in midair to answer calls (or dismiss them), so you no longer have to fumble with buttons or touch screens. Plus, Navdy's voice recognition uses the voice commands you're already familiar with, whether you use Google Now or Siri.

Any notification on your phone (such as text messages or social media) can be played, read aloud or disabled, based on your preferences. Navdy even allows you to keep your teenagers safe by giving you parental controls.

The product is rumored to retail at \$499, but is available now for pre-order for \$299. Just visit their web site at: www.navdy.com

"Adding Value to Your Job"

Adding value to your job – making your contribution unique – is key to survival and success in a competitive job market. What could you do within your existing (or future) company to increase your value and influence? The seven job skills that follow won't mean you necessarily work harder, but that you work differently and more creatively. You can add value if you choose to be:

Experience Manager. Every interaction with another person creates an experience that leaves a memory of you and your work. How are you consciously designing these experiences to be positive? Enriching? Rewarding? Lasting? Since most people don't tell you about their experience unless it is awful, you have to work intentionally to design experiences that draw people back for more and that get them to tell others about you, your products, and your services.

Value Creator. All great employees (including CEOs, owners, board members, etc.) add value to the organization's offerings. Being a value creator is a form of job security. Value neutral employees are interchangeable or worse, replaceable.

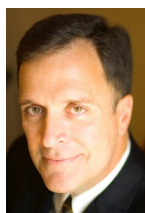
Talent scout. Identify people within and outside your organization who would be a valuable addition to your team. Talent scouts have the ability to understand the talents and abilities individuals possess and match them with organizational needs. This makes your team stronger, but it also makes you a go-to person for resources and talent advice. Others will want to know who you know who can help.

Ambassador. A person is known by the company he or she keeps, and an organization is known by the people it keeps. You represent your organization, as well as yourself, to customers and vendors. Learn the history of your organization well enough that you can share it frankly and passionately with outsiders.

Amplifier. Increase the good that happens around you by noticing and noting it to others. Most people can spot what's wrong and complain about it. An amplifier knows the work around him well enough to spot what's right, praise the work, and praise the person or people responsible for it. Good news often is so subtle that it needs amplification to be heard. Noticing good work and telling others is a positive influence on any organizational culture.

Router. Internet data is broken into chunks called "packets," and routers make sure those packets go where they are supposed to go. Similarly, a good communicator makes sure information gets to the right people in a timely manner. Peter Drucker famously said that good communication is about who needs what information and when. Developing the judgment and discernment for routing information correctly and efficiently is a valuable skill set.

Interpreter. As Erwin Raphael McManus put it, "People don't need more information. They need more insights." Understand information and how it applies to the people and circumstances around you. Offer context. Offer insights. Provide the links that turn chaos and confusion into order.



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.

Vacation Alert!

The ONE Thing You And Your Employees Should NEVER Do When On Vacation

'Tis the season when you and your team will be taking a little time off to head to the beach or your favorite vacation spot, and while we know we *should* completely disconnect from work, most of us will still check e-mail and do a little work while away — and that could end up causing some issues if you're not careful while working remote.

So before you head off to have a little fun with your laptop tucked under your arm, keep this in mind: never automatically connect to "any available network." Not all Internet connections are secure, so if you're going to log in to the company's network, e-mail or other critical cloud apps that are hosting sensitive information, **ONLY** do so on a trusted, secured WiFi and **NEVER** a public one. We recommend investing in a personal MiFi device that acts as a mobile WiFi hotspot IF you're going to be traveling a lot and accessing company info.

Second, turn off the ability to automatically connect for all of your mobile devices and laptops. You will still be able to connect manually, but it will prevent your laptop or device from connecting to a questionable network without your consent or knowledge.

Finally, disable all printer and file-sharing options on your mobile devices. This is another way hackers can gain access to your network. In an ideal world, you and your employees would take a true break from work, but if they aren't able to completely detach themselves, then at least require them to stay safe using the above tips.

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

Last month's trivia question was: **June was named after the Roman goddess Juno. She was the goddess of what? a) marriage and childbirth b) fruit and trees c) religion d) love and beauty**

The correct answer was **a) Marriage and childbirth**. Now, here's this month's trivia question. The winner will receive a \$25 Amazon Gift Card.

You can also choose to have your prize donated to a local charity of your choosing

Which kind of animal did Florence Nightingale often carry around in her pocket?

- a) Kitten b) Puppy c) Owl d) Snake

Call us right now with your answer!
973-560-9050

The Lighter Side:

Great Starting Salary



Fresh out of business school, the young man answered a want ad for an accountant. Now he was being interviewed by a highly agitated, arrogant little man who ran a small business that he had started from scratch.

"I need someone with an accounting degree," the man said. "But mainly, I'm looking for someone to do my worrying for me."

"How's that?" the would-be accountant asked.

"I worry about a lot of things," the man said. "But I don't want to have to worry about money. Your job will be to take all the money worries off my back."

"I see," the accountant said. "And how much will my position pay?"

"I'll start you at 85,000," responded the owner decisively.

"Eighty-five thousand dollars!" the accountant exclaimed. "How can such a small business afford a sum like that?"

"That," the owner said, "is your first worry. Now get to work."