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Volume 15, Issue 10

October 2023

**Celebrating over  
TWENTY TWO  
YEARS  
of Service and  
Satisfied  
Customers!**



“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!”

Fred Holzager,  
IT Director

Holzager Technology Services  
and

Publisher of

*The Tech Insider*

### Inside This Issue

Quotations	2
Quick Security Tip	2
Optimize A Dual Monitor Setup	2
I Didn't Know	2
Ponderings...	3
Quick Tech Productivity	3
Learn About Dark Web ID	3
5 Reasons to Choose VoIP	4
The Lighter Side	4

#### Snapple Real Fact #130

“Koalas and humans are the only animals with unique fingerprints.”

**GO GREEN:** To help save a tree, please send us an e-mail to request electronic delivery. Kindly submit your request to [subscribe@tech4now.com](mailto:subscribe@tech4now.com)

# The Tech Insider

**OCTOBER IS CYBER SECURITY  
AWARENESS MONTH**

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



## Cybersecurity Skeletons In Your Business' Closet

Let’s dive into a topic that might give you the chills—*cybersecurity skeletons in the closet*. You may not have old skeletons hidden away in the basement, but there’s a good chance of cybersecurity vulnerabilities lurking in the shadows just waiting to wreak havoc.

You can’t fix what you can’t see—it’s time to shine a light on these hidden dangers, so you can take action to protect your business from potential cyber threats.

Here are some of the most common cybersecurity issues faced by Small & Medium-sized Businesses (SMBs):

**Outdated Software: *The Cobweb-Covered Nightmare*** Running outdated software is like inviting hackers to your virtual Halloween party. When software vendors release updates, they often include crucial security patches. These patches fix vulnerabilities that hackers can exploit. Keep everything up to date to ensure your

digital fortress is secure.

**Weak Passwords: *The Skeleton Key for Cybercriminals***—if your passwords are weak, you might as well be handing over your office keys to cybercriminals. Instead, create strong and unique passwords for all accounts and devices. Consider using a mix of upper and lowercase letters, numbers, and special characters.

**Unsecured Wi-Fi: *The Ghostly Gateway*** Ensure your Wi-Fi is password protected. Make sure your router uses WPA2 or WPA3 encryption for an added layer of security. For critical business tasks consider a virtual private network (VPN). It can shield your data from prying eyes.

**Lack of Employee Training: *The Haunting Ignorance*** Employee error is the cause of approximately 88% of all data breaches.

*(Continued on page 2)*



### “We Love Referrals” 2023 Offer

**Keeping with the spirit of helping others,  
if you refer a business to us and they become our customer,  
we will donate \$100 to your favorite charity.**

**At Holzager Technology Services, we believe that referrals are the greatest form of flattery. By recommending your partners, associates, or professional contacts, you can help them enjoy worry-free IT and support a worthy cause of your choice!**

**For more information, please see our website at [www.tech4now.com/we-love-referrals](http://www.tech4now.com/we-love-referrals), contact us by phone at 201-797-5050**



## Quotations

*"Don't quit. Suffer now and live the rest of your life as a champion."*

—Muhammad Ali

*"I can't change the direction of the wind, but I can adjust my sails to always reach my destination."*

—Jimmy Dean

*"Change before you have to."*

—Jack Welch

*"The more difficult the victory, the greater the happiness in winning."*

—Péle

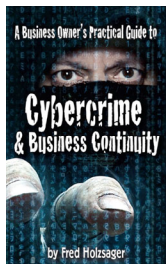
*"I'm as proud of many of the things we haven't done as of the things we have done. Innovation is saying no to a thousand things."*

—Steve Jobs

*"Some people come in your life as blessings. Some come in your life as lessons."*

—Mother Teresa

## Read Fred's Book!



If you would like to have us speak to your organization and give away some free copies to attendees, give us a call. For more details on the contents and how to get your own copy, please visit our special web page at [www.tech4now.com/cybercrime](http://www.tech4now.com/cybercrime)

**"We make all of your computer problems go away without the cost of a full-time I.T. staff"**

Ask us about our fixed price services HTS Insight Hassle-Free Agreements— Computer Support at a flat monthly fee you can budget for just like rent!

## Cybersecurity Skeletons In Your Business' Closet

(Continued from page 1)

Without proper cybersecurity training, your staff might unknowingly fall victim to phishing scams or inadvertently expose sensitive information. Regularly educate your team about cybersecurity best practices.

Such as:

- Recognizing phishing emails
- Avoiding suspicious websites
- Using secure file-sharing methods

**No Data Backups: *The Cryptic Catastrophe*** Imagine waking up to find your business's data gone, vanished into the digital abyss. Without backups, this nightmare can become a reality.

Embrace the 3-2-1 rule. Have at least three copies of your data, stored on two different media types, with one copy stored securely offsite.

**No Multi-Factor Authentication (MFA): *The Ghoulish Gamble*** Adding MFA provides an extra layer of protection. It requires users to provide extra authentication factors such as a one-time code or passkey. This makes it much harder for cyber attackers to breach your accounts.

**Disregarding Mobile Security: *The Haunted Phones*** Ensure that all company-issued devices have passcodes or biometric locks enabled. Consider implementing mobile device management (MDM) solutions.

These will enable you to enforce security policies.

## Tips To Optimize A Dual Monitor Setup

Two monitors are often better than one when it comes to getting things done efficiently. A dual-monitor setup can significantly enhance your productivity. This is true whether you're a gamer, a creative professional, or an office wiz who loves to multitask.

It's common for people to feel "off kilter" when trying to work from two monitors. The cause is usually the setup.

**"Regularly educate your team about cybersecurity best practices."**

**Shadow IT: *The Spooky Surprise*** Shadow IT refers to the use of unauthorized applications within your business. It might seem harmless when employees use convenient tools they find online.

Regularly audit your systems to uncover any shadow IT lurking under cover.

**Incident Response Plan: *The Horror Unleashed*** Develop a comprehensive incident response plan. It should outline key items such as how your team will detect, respond to, and recover from security incidents. Regularly test and update the plan to ensure its effectiveness.

### QUICK SECURITY TIP:

Have you heard of Airplane Mode on your smartphone? You've probably used it when flying to a destination, but did you know its other benefits? Some reasons to use it include: Save that precious battery life; Boost your charging speed (by about 4x); A tranquil escape from notifications; Focus Mode: Engaged! Prevent embarrassing moments; Roaming woes, be gone! A digital detox; Avoid unwanted radiation ...and Save data and money. *Who knows, it may help.*

Here are some dual-monitor setup best practices to help you improve your two-screen experience and take it to the next level.

1. Match size and resolution
2. Get the right cables
3. Positioning is everything
4. Embrace the Extended Desktop
5. Focus on Taskbar Tweaks
6. Leverage Shortcuts

## "I DIDN'T KNOW"

Unfortunately, That Excuse Doesn't Replenish Your Bank Account, Resolve A Data



**Breach Or Erase Any Fines And Lawsuits.**

It's coming ...

- That day a hacker steals critical data, rendering your office useless
- That day when your bank account or credit card is compromised
- Or that day when your customers' private lives are uprooted

Cybercriminals and hackers are constantly inventing NEW ways to infiltrate your company, steal your assets and disrupt your life. The ONLY way to STOP THEM is this:

**You Must Constantly Educate Yourself On How To Protect What's Yours!**

Now, for a limited time, we have the perfect way to help reduce your risk and keep you safe! Simply sign up to receive our FREE "Cyber Security Tip of the Week." We'll send these byte-size quick-read tips to your e-mail inbox. Every tip is packed with a unique and up-to-date real-world solution that keeps you one step ahead of the bad guys. And because so few people know about these security secrets, every week you'll learn something new!

Get your FREE "Cyber Security Tip of the Week"  
at <https://www.tech4now.com/cyber-security-tip-of-the-week/>

# Ponderings...

Have you ever noticed how some famous people expose their humanity with witty comments? Here are some fine examples...

☺ *"The difference between fiction and reality? Fiction has to make sense."*—Tom Clancy

☺ *"I'm not offended by blonde jokes because I know I'm not dumb...and I also know I'm not blonde"*—Dolly Parton

☺ *"Behind every great man is a woman rolling her eyes."*— Jim Carey

☺ *"I have noticed that even people who claim everything is predetermined and that we can do nothing to change it look before they cross the road."*—Stephen Hawking

☺ *"Before you marry a person, you should first make them use a computer with slow Internet to see who they really are."*—Will Ferrell

☺ *"The man who says his wife can't take a joke, forgets that she took him."*—Oscar Wilde

☺ *"There is nothing so annoying as to have two people go right on*

*talking when you're interrupting."*  
—Mark Twain

☺ *"People who think they know everything are a great annoyance to those of us who do."*  
—Isaac Asimov

☺ *"A good rule to remember for life is that when it comes to plastic surgery and sushi, never be attracted by a bargain."*  
—Graham Norton

☺ *"To steal ideas from one person is plagiarism; to steal from many is research."*—Steven Wright

☺ *"Adults are always asking children what they want to be when they grow up because they're looking for ideas."*—Paula Poundstone

☺ *"The word abbreviation sure is a long word for what it means."*  
—Zach Galifianakis

☺ *"Never doubt the courage of the French. They were the ones who discovered that snails are edible."*  
—Doug Larson

☺ *"I don't need you to remind me of my age. I have a bladder to do that for me."*—Stephen Fry

☺ *"You know you've reached middle age when you're cautioned to slow down by your doctor, instead of by the police."*—Joan Rivers

☺ Lady Astor: *"Winston, if you were my husband, I'd put poison in your coffee."*

Churchill: *"Nancy, if you were my wife, I'd drink it."*

☺ *"There is nothing so useless as doing efficiently that which should not be done at all."*—Peter Drucker

☺ *"Instead of getting married again, I'm going to find a woman I don't like and give her a house."*  
—Rod Stewart

☺ *"Tell people there's an invisible man in the sky who created the universe, and the vast majority believe you. Tell them the paint is wet, and they have to touch it to be sure."*—George Carlin


☺ *"True terror is to wake up one morning and discover that your high school class is running this country."*—Kurt Vonnegut, Jr.

*We hope you cracked a smile.☺*  
—Thank you to boredpanda.com for quotes.

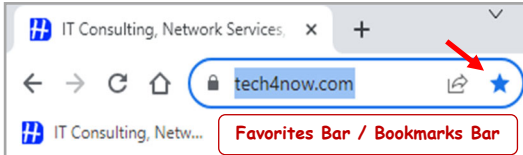
On May 4, 2023, we celebrated **World Password Day**. Please visit our website to get your free **Password Protection 101** PDF handout. Visit [https://www.tech4now.com/files/2023/04/Password\\_Protection\\_101\\_Infographic.pdf](https://www.tech4now.com/files/2023/04/Password_Protection_101_Infographic.pdf) to view and download it. **It's still valid info.**

## Quick Tech Productivity Pointers

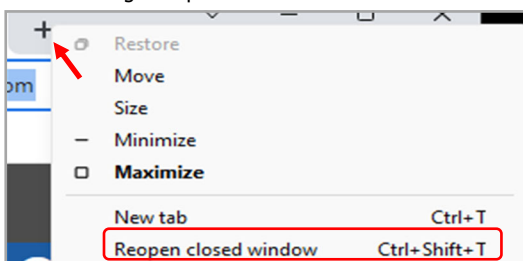
Over the years, Google Chrome, Microsoft Edge and other Chromium-based browsers have developed new ways to edit and perform tasks. Below are some of the more useful and popular techniques.

**The browser shortcut** is the saving of a link to the current page. The easiest way is to click on the star in the address line. Just look for on the far right side,  click it, and tell it where you want the shortcut stored. If you have the Bookmarks Bar or Favorites Bar displayed, you may drag the contents of the address bar with a single click, then drag it onto the Bar. Once you have created a shortcut link, the address bar will display a filled-in star on the address line, where before, it was only an outline.

**NOTE:** [Red arrow] Star, once a favorite, is filled in.



**Re-open a closed tab** is accomplished by using the keyboard combination of **CTRL+SHIFT+T** or just by right clicking on the **+** to the right of your tabs and selecting "Reopen closed window."



**Speed scrolling up and down within the page** can be done by pressing the **SPACE BAR** to go down a full page at a time and **SHIFT + SPACE BAR** to go back up in the same increments.


**Restart your browser to refresh your existing tabs** by typing either **chrome://restart** or **edge://restart** in a new window (browser specific). The screen will close the browser and reopen the same windows again, but refreshed!

**Zooming In and Out quickly** can be done in a number of ways...

**Zoom IN:**

Ctrl + + (keyboard)

Ctrl + Mouse wheel roll forward


Click on  "traffic light" in upper right corner, then click on "+" in the menu option entitled "Zoom."




**Zoom OUT:**

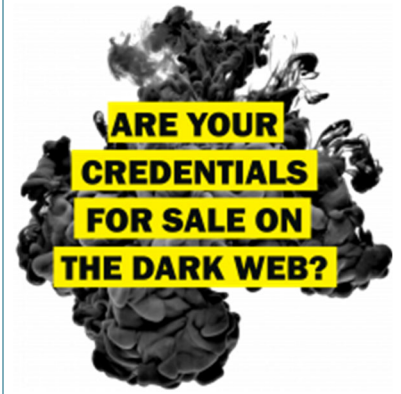
Ctrl + - (keyboard)

Ctrl + Mouse wheel roll forward

Click on  "traffic light" in upper right corner, then click on "+" in the menu option entitled "Zoom."

**Displaying the Bookmarks Bar / Favorites Bar** may be accessed via the  "traffic light", then menu:

Bookmark this tab...	Ctrl+D
Bookmark all tabs...	Ctrl+Shift+D
<input checked="" type="checkbox"/> Show bookmarks bar	Ctrl+Shift+B
Bookmark manager	Ctrl+Shift+O
Import bookmarks and settings...	



Find Out with a Complimentary Dark Web Scan

Did you know...?

- Cyber-attacks have continued to grow in cost, size, and impact—causing 60% of SMBs to go out of business within 6 months of a cyber incident.

- Over 80% of data breaches leverage stolen passwords as the principal attack vector—often acquired on the *Dark Web*.

- Far too often, companies that have had their credentials compromised and sold on the Dark Web don't know it until they have been informed by law enforcement—but then, it's too late.

- To help keep your critical business assets safe from the compromises that lead to breach and theft, we are offering a complimentary, one-time scan with **Dark Web ID™ Credential Monitoring**.

If you are interested in learning more about the risks involved in ignoring your password security, give us a call at (201) 797-5050 or visit our website at

<https://www.tech4now.com/dwid> or [www.tech4now.com/bullphish](https://www.tech4now.com/bullphish)

### Do I Know You?

63% of identity deception-based email attacks impersonate a trusted individual or brand. Security awareness training for all employees can reduce your risk significantly



ACID 2019 Email Fraud Report

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YOUR Business!**

### Feedback & Suggestions...

Is there a topic or feature you would like to include in a future issue? Opinions and feedback are welcome and encouraged. Please send us an e-mail or call our direct line.

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## 5 Reasons To Choose A Hosted VoIP Phone System

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## Services We Offer:

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- ✓ Onsite and Offsite Backup
- ✓ Disaster Recovery and Business Continuity Planning
- ✓ Virus Protection & Removal and Dark Web Monitoring
- ✓ Network Security and Online Employee Security Training
- ✓ E-mail & Internet Solutions
- ✓ Wireless Networking
- ✓ Spam Filtering and E-mail Archiving & Encryption Solutions
- ✓ Storage Solutions and File Sharing
- ✓ System Audits, Network Documentation, and Dark Web Scans
- ✓ Voice over IP phone systems

**"We make all of your computer problems go away without the cost of a full-time I.T. staff"**

*Ask us about our fixed price service agreements—Computer support at a flat monthly fee you can budget for just like rent!*

*"Some companies approach you with a we know it all position, but in working with Holzager Technology Services, we have found that they listen to us to learn about how we work, what we do, and what the problem may be. This partnership in maintaining our business has raised them from "IT Guys" to "Trusted Advisors."—Bob Weissman, P.E., L.S., Weissman Engineering Co., P.C. Midland Park, NJ*

October 2023

## The Lighter Side...

*For Entertainment Purposes ONLY!*

### A Sanity Test

A reporter was writing an article on the treatment of patients in the psych ward of a hospital. He asked the doctor in charge how they determine if someone is insane.

The doctor replied, "We fill a bathtub with water and give the patient a teacup and a teaspoon. We then ask them to empty the tub."

The reporter then said, "I get it. A sane person would use the cup, but a crazy person would use the spoon."

The doctor then replied, "No, a sane person would pull the plug."

### The Pending Inheritance

Joey was a single guy living at home with his father and working in the family business.

When he found out he was going to inherit a fortune when his sickly father died, he decided he needed to find a wife with whom to share his wealth.

One evening, at an investment meeting, he spotted the most beautiful woman he had ever seen. Her natural beauty took his breath away.

He approached her and said, "I may look just like an ordinary guy, but in a few years, my father will pass and I shall inherit \$200 million."

Intrigued and impressed, the woman asked for his business card; three weeks later, she became his stepmother.

**Moral:** Women are so much better at financial planning than men.

### A Good Natured Challenge

Wife: "Honey, let's play a game."

Husband: "Okay, what is the game about?"

Wife: "If I mention a country, you will run to the left side of the room and touch the wall. And, if I

mention a bird, you will run to the right side of the room and touch the wall. If you run in the wrong direction, you will give me all of your salary for the month."

Husband: "Okay. And if you fail, I will have you give me your salary, too, right?"

Wife: (smiling) "Yes, darling."

Husband: "Okay!" (stands up in the middle of the room and ready to run in any direction.)

Wife: "Are you ready?"

Husband: "Yes, ready."

Wife: "Turkey"

### Marital Logic

A woman tells her mathematician husband to go to the store. "Buy a jug of milk," she tells him, "and if they have eggs, buy six."

An hour later, the husband returns home from the store with six jugs of milk.

"Why did you buy six jugs of milk?" the astonished wife asked him.

The husband replied, "They had eggs."

### How I Learned To Mind My Own Business

I was walking past the mental hospital the other day, and all the patients were in a yard shouting, "13...13...13...13."

The fence was too high to see over, but I saw a little gap in the planks, so I looked through to see what was going on.

Some idiot poked me in the eye with a stick, then, they all started shouting, "14...14...14...14."

### Results Of A Recent Study Are Now In...

A recent study found people who take coffee black are more likely to exhibit psychopathic traits. And people who order a quad shot, non-fat, vanilla soy, extra foam, light whip with a caramel drizzle are more likely to be their victims.