

Hot Tip #19



Spring has Arrived!

Believe it or not - Spring is already upon us! For many, this time of year means a fresh start - often through "spring cleaning" or even a move to a completely new office. Check out some suggestions below on how to make your spring cleaning or move easier on you!



Spring Cleaning E-Files:

1. Run **Disk Cleanup** to clean up space on your hard drive.
2. **Defragment Disk Drive** on a weekly basis so that your files can be located faster.
3. Check for software patches or updates.
4. **Remove old files** by using the recycle bin.
5. **Clean your equipment**, much of which can be done with a compressed air can.
6. **Archive important files** to prevent data loss and damage caused by disk failures, power outages, virus infections and other damaging events.
 - o ITS' **NetBack-Up** solution automatically backs up your data to a secure, off-site location where it is recoverable in case of complete building failure from a natural disaster. Netback up can also perform bare metal recovery on-site or server virtualization for a failed server.

Spring Cleaning Hard Files:

1. **Clear Out the Clutter**
Are you using your filing system like your junk drawer? Clear it out by emptying every folder and archive or throw away any paperwork classified as obsolete. Then, go through remaining "keeper" folders and clean out unnecessary and outdated paperwork. Remember that only current and relevant documents should reside in your active files.
2. **A New Coat of Paint**
While you've got your file system emptied, take a minute to look at your supplies and see if they pass muster. Replace old raggedy files, get some fresh labels and neatly type or print the correct title for each file and consider replacing your filing cabinet if its dysfunctional, with dented and hard-to-open drawers.
3. **Put It All Back In Order**
Finally, place all of your file folders labeled and placed in the drawer. Organize any loose

piles of paper sitting out, so that every piece of paper in your office has a home and should be easy to locate whenever you need it.

Move Pass - ITS' program developed as an additional benefit to existing clients when you move or establish a new location with ITS services. Includes:

- Coordinate the move or establishment of new telecommunication services.
- Provide move checklist with standard lead times.
- Provide an assessment of your wiring and cabling needs.
- Spread out the payment of set-up fees over 3 month period.
- 20% off set-up fees for all new lines and features.
- 20% off telecommunications service calls required for move.
- 20% off Network Service calls required for the move.

Call our Engineering team at 800.876.4ITS (4487) or www.itstelecom.com for complete details today!

Check out the link below for details on these two special promotions from ITS!!

20,000 Local Minutes Free/Month
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\$20 Gift Cards to Celebrate 20 Years!

To help celebrate our 20th Anniversary, ITS is randomly selecting customers to receive a \$20 ITS Gift Card each month! Winners will receive the Gift Card included with their bill, so be sure to check yours!

Congratulations to the following April winners!

Modern Concepts, Arcadia
Sutherland & Associates, Simi Valley
First Allied, Los Angeles
Rizzolio's Automotive, San Luis Obispo
N Rex Awalt, San Miguel

Also, congratulations to these randomly selected "Customer of the Week" Gift Card winners -- in appreciation of your loyalty and celebration of our 20th Anniversary!

New West Symphony, Thousand Oaks
M2 Environmental, Monterey

Commercials Unlimited, Los Angeles



\$20 off any New Service

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mention promo code: ITS2020-1
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ITS realizes that these days all businesses are looking for ways to save money and improve efficiencies. In response to this, ITS has put together this Hot Tips mailing with the goal of providing our customers tips on how to save money or improve efficiencies in their business. You can look forward to a new Hot Tip in your mailbox every month.

At ITS, we truly value our customers and are committed to helping you with your communications and networking solutions by being your telemangement expert so that you can focus on what you do best and not worry about technology getting in the way. If you have ideas you would like us to explore further or would just like to send us feedback, please send an email to HotTips@its-omni.com.

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