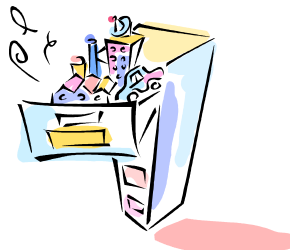




Over the past twenty five years, there have been drastic changes in the way we store our work-related and personal documents. In the past, we kept financial documents tucked away in folders or file cabinets; likewise, we organized pictures into photo albums. With the advancement of computer technology, we have been storing increasing amounts of information on our computers. More and more of us keep a combination of both work-related and personal files together on a single computer. This poses a problem when the computer's hard drive crashes, or if you are unable to transfer your files onto a new computer. Which files would you miss the most? Do you have a current backup of your files? If your office has a server, is your data stored on it? All of us have heard of some terrible story where someone that we know has had their computer crash, but it's never happened to you...right?

Not having any backup of your files is a risky proposition. According to a recent

Carnegie Mellon study roughly 3% of hard drives fail each year.¹ Ensuring that your data is backed up and/or stored on a server provides multiple advantages. For example, when you have a problem with your computer, your information can be easily retrieved from the server or a backup. Likewise, when your computer crashes, your



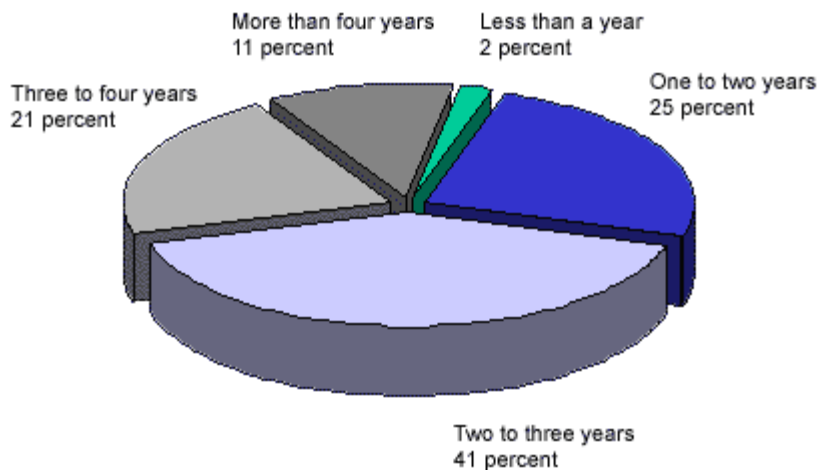
information could be lost forever -- recovering data from a hard drive that has crashed is costly and not always successful. You may want to use a backup solution such as an online solution or an external hard drive. Storing your files onto a server can also save on costs when upgrading to a new computer. It is important to note however that storing your file on

the server and backing up your files are two different things. You should at all costs try to save all of your data to a server if possible and backup the data from the server. These are both important steps to protecting you data but one should never replace the other. Keep in mind that the average computer is used for just three years. Switching computers without having your data saved onto a server may lead you to forget important files in the process.

So what can you do? If you are saving documents to your desktop or straight to your "My Documents" folder, your files are most likely not being saved to the server. If you have a mapped network drive such as a "Z: drive" that may also say "User on Server," this is where you should save your documents. First and foremost, regularly talk with us and your technical representative to ensure all important data is located on a server if at all possible and also being backed up.

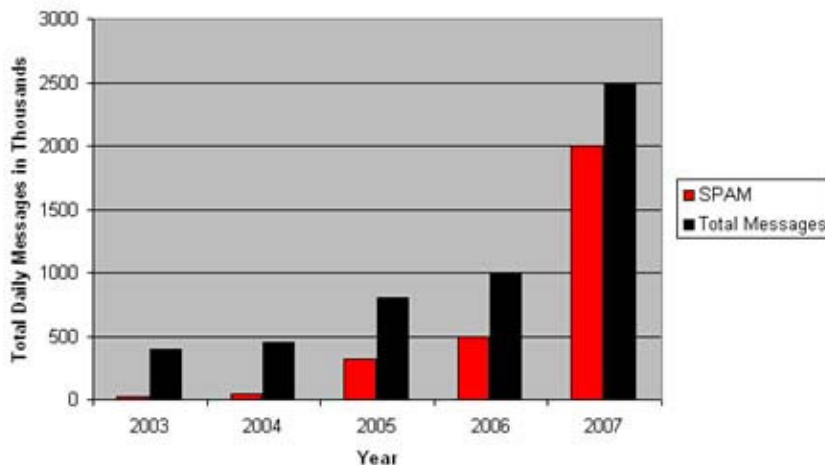
¹<http://www.peworld.com/zoom?id=131168&page=1&zoomIdx=2>

Inside the Numbers



Average usable lifespan of a PC in a business environment, supporting the standard of a 3 year life cycle for PCs.

Daily Volume of SPAM 2003-2007



A chart showing the increasing percentage of spam compared to total e-mail messages



The Importance of a System Recovery Plan Adam Gadoury

There are a lot of people who would never think twice about whether they have a plan in the event of a system failure. Most would think that they are safe with just the data being backed up onto external drives or tapes. However what if the server was to fail completely? What would happen if you needed to install everything from scratch? The nightly backup to tapes or external drives does backup the data, however it does not backup the programs installed on the server or the workstations or the licenses. In this event the IT guys would need to install all the programs from the CDs or download the software but they would still need the licenses or proof of purchase. The IT guys would certainly install everything and try their hardest to get everything back the way it was before the crash and would reinstall everything that was given them, but would they have all the CDs and licenses they needed provided to them to get back to the original state of the server. Many times companies are forced to re-buy software and licenses that they misplaced or lost along the way in the event of a major crash. Sometimes the client may find the software or licenses but it takes hours to find which will cost them much more in labor costs because the IT department needs to wait till that software is found.

To use an analogy, what if someone decided to

just toss all their tax return forms, and W2s and documents for the past 5 years into their attic and garage or wherever they may find space for that given day. Then the IRS decides to knock on the door to do a full audit. Well this person is going to be in a lot of trouble if he can't find all the documentation. They would scramble to find everything but chances are they will not find all the paperwork. They may be missing a W2 here, or have a 1099 that was chewed up by their dog. You can't very well tell the IRS that the dog ate it. Most people have a system that they keep though in filing their tax forms and paper-



work. They make sure it is all together and safe from harms way. Companies must also do the same with their computer documentation and software. A lot of people just get a new computer or server and toss the documentation or software into a closet or on a desk somewhere. They may have a book that has all the CDs but maybe not the licenses that go with those CDs. We at M&H Consulting feel it is very important to have all the licenses and software media put together in one place. So that

when an emergency does happen a client is not being charged for time trying to find the CDs or documents, and also not having to be charged for software they already purchased.

M&H Consulting has decided to take action and is now offering a new addition to our TFaD maintenance plans. We will come in once a year and put together an Emergency System recovery kit for the client. We will look through all the software and computers and find out what would be needed if a computer or the server were to crash and needed everything re-installed from scratch. We would then enter in all the licenses into a data base that was off site to ensure that the documents were safe and secure. We would also gather all the software CDs and put them together so they can be found right away so there is no longer any scrambling to try to find the CD for the tech guy. M&H is offering this as two separate plans that can be added to the Tech for a day plans. The first would include all computers and all the servers. The second plan would just include the servers. Be sure to ask your M&H rep for more information and we will be glad to assist in giving a quote to ensure that you are safe if disaster hits.

TAKE \$\$\$CASH\$\$\$ FROM M&H CONSULTING

Refer a new Tech-For-A-Day client to M&H Consulting and mention this offer to us, and you will receive \$25 for each PC the new client has. Call for details.

