

A big THANK YOU

Early in the month of December we sent out a newsletter about our goal of raising \$2,000.00 for a gift donation that would help us GIVE AWAY THE FARM. This gift would provide a community in an impoverished country with a small farm of animals which would not only give the people of that community food, but also help the entire community financially as they would be able to sell dairy, meat and other goods from the resources that this small farm of animals provide.

Our plan to accomplish this goal required the help of each of our customers. 2% of every service call, computer system and phone system purchased in the month of December was set aside for our goal of GIVING AWAY THE FARM.

Several of our clients provided us with feedback, Here are just a few of the comments we received.

"It was refreshing to get PCSI's 'giving away the farm' newsletter. So, will 2% of our Server, rack and block of 25 hours go to World Vision (we weren't too early, I hope!)"

Andy Owens,
O'Brien International, LLC



"...I wanted to say "Great Idea" on working with the World Vision organization. They do great work and I would sure rather have that than a card & candy. Good luck in achieving your goal and have a blessed holiday season"

Sally Ladwig,
Arro Corp.

We all have a reason to celebrate! The services and solutions that each of our clients allowed us to provide in the month of December helped us to collectively give a gift of **\$4,000.00**. With your help, we **GAVE AWAY 2 FARMS!**

Children and families are going to be impacted from this gift for years to come. (Talk about a gift that keeps on giving.)

Everyone at PCSI thanks you for your continued trust in our team during 2007 and we look forward to partnering with you throughout 2008.

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Don't forget to Check out our back page for THE 10 MINUTE TUTOR

SOMETHING TO THINK ABOUT?

A recent study discovered that, of companies experiencing a "major loss" of computer records, 43 percent never reopened, 51 percent closed within two years of the loss, and a mere 6 percent survived over the long-term.

Basic Backup Health Exam:

- 1) Do you know when your last successful backup took place? (No) (Yes) (Date _____)
- 2) Have you performed a test restore recently to ensure the health of your backup? (No) (Yes) (Date _____)
- 3) Does your backup fit on one tape? (No) (Yes)
- 4) Are you taking a successful backup offsite regularly? (No) (Yes) (Date _____)
- 5) Have you verified that what you need backed up is part of the daily backup routine? (No) (Yes) (Date _____)

If you have answered NO to any one of these questions - you could be at risk of losing valuable data which could result in the loss of revenue, customers and time.

Do you need help getting your backup healthy? - Give our help desk a call TODAY - your business might depend on it.



CLIENT SPOTLIGHT

Every month we choose a very special person to be in the spotlight. It's our way of acknowledging clients and thanking those who support everyone at PCSI with referrals and repeat business.

This month's spotlight is Lynn Buchko, office manager of the law firm, George S. Feiwell, P.C. in Chicago, IL. This law office specializes in family law and civil litigation, and has been working with PCSI for over 16 years. Lynn wears many "hats" in her position at George S. Feiwell, P.C., one of which the responsibility of spearheading their recent move to new office space in the downtown area. Lynn says "Once I knew that we were moving, I contacted Vince to get his recommendation with regards to making sure the new space was properly wired and to ensure a smooth transition of our phone and computer systems. PCSI was competitively priced and was able to handle the relocation of our phone lines, internet service, phone system and computer network."

Lynn's request of our team was easily accomplished due to our extensive experience working with all of aspects of business technology; including telephone line carriers and union buildings in the downtown area.

"PCSI worked with AT&T to have our phone lines and internet moved. PCSI also relocated our Nortel phone system and made sure that it was reprogrammed neatly to match our new office layout. They also made sure that all of our computers were up and running for our next business day. Thank you PCSI, for all of your help!" - Lynn

Lynn, we would like to congratulate your firm on the move into your new office space. We would also like to treat you to a wonderful, relaxing dinner for two at Maggiano's. Enjoy!

You may be in our next Client Spotlight.....watch for your name here!

SMART MONEY

We know everyone needs to save money, we'll be offering specials and technology cost saving advice and tips in this section.

We'll pay you \$10 to use our new E-waste recycling service.

Purchase any new flat panel from us through Feb 29th and we will give you a \$10 voucher to recycle your old monitor or towards the recycling of other old computer equipment.

Visit: PCSI NEWS at
www.preferredsys.com
or call 708.781.7110

ATTENTION SMALL BUSINESSES: GET FREE ADVICE THAT CAN SAVE YOU THOUSANDS!

Are you planning on expanding or relocating your offices or facilities? Call us today for FREE advice that can help save you time and money.

PCSI is the cure to your computer & telephone system relocation

Nightmares!

SERVICES WE OFFER:

COMPUTER SERVICES:

- ◆ Remote Help Desk Support
- ◆ General Network File Server Repair & Troubleshooting
- ◆ PC Repair & Troubleshooting
- ◆ System Backups & Data Protection
- ◆ Virus Protection & Removal
- ◆ Network Security
- ◆ Wireless Networks
- ◆ Document Management Solutions
- ◆ New Server & Workstation Hardware
- ◆ Office Computer Technology Relocation

TELEPHONE SYSTEM SERVICES:

- ◆ Remote Help Desk Support
- ◆ Phone system programming
- ◆ Additions, moves & changes
- ◆ Cabling for data & voice
- ◆ Circuit consultation & negotiation
- ◆ New Phone System & Voice Mail Solutions
- ◆ Voice over IP telephone solutions
- ◆ Blackberry & email integration
- ◆ Telephone & Voice Mail System Relocations



CALL US - OUR ENTIRE SERVICE TEAM IS READY TO GET YOU UP & RUNNING!

708.781.7110



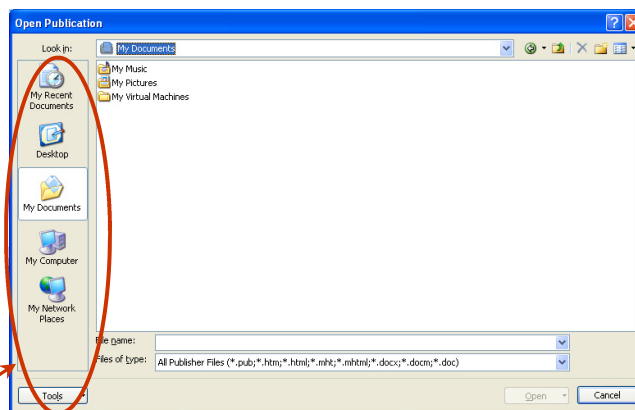
10 MINUTE TUTOR

Bringing you insights, shortcuts, cool web sites & technical tips that will help bring productivity through shared knowledge.

Navigate to regularly accessed folders in Microsoft Office *FAST!* Do you have one or more folders (or drives) that you regularly open or save files to? Did you know that you can use the *My Places bar* to quickly go to a folder to save or find a file that you need? The *My Places bar* could be a real time saver but only after it is customized. In this article, you will learn three basic steps to customize the *My Places bar*.

What are the benefits: You can use the *My Places bar* to specify folders that you want to quickly access when opening or saving files from within Microsoft Office 2003 and 2007. It might not seem like a huge time saver, however just saving 5 minutes a day could possibly save you a total of 20 working hours a year!

What is the *My Places bar*? The *My Places bar* is the area at the left side in some dialog boxes. When in an MS Office application, clicking on File > Open or File > Save As the following box appears. It's this area on the left.



What you will learn: You will learn three basic steps (1) How to add a folder shortcut and (2) Using small icons and (3) How to move the folder shortcut up to be more visible. All three of these steps apply to the *My Places bar* for Office 2003.

Step 1— How to add a folder shortcut to the *My Places bar*:

- 1) Open a MS Office application (Word, Excel). Click on File menu and then click Open or Save As.
- 2) At the top of the newly opened window will appear the "Save in" list, click the folder location for which you want to create a *My Places bar* shortcut.
- 3) Click on the Tools menu and click on Add to "My Places" Your new shortcut will be placed at the bottom of the *My Places bar* and won't be visible until you perform the next step.

Step 2— Using small icons on the *My Places bar*:

- 1) With the *My Places bar* still open, Right click and select Small Icons. This will allow more of your folder shortcuts to appear.

Step 3—Moving a folder shortcut up to be more visible on the *My Places bar*:

- 1) Open a MS Office application (Word, Excel). Click on File menu and then click Open or Save As.
- 2) Locate your newly created shortcut.
- 3) Right click and select "Move Up". This will move the icon up one place. Repeat this step if you would like to move the icons further up on the list.

Utilizing the *My Places Bar* may be a real time saver. Making changes to the *My Places bar* in any one dialog box causes the same changes to appear in other dialog boxes that use the *My Places bar*. Although we have shown the steps for Office 2003, this feature also applies to Office 2007 with some minor variations. Check out Microsoft Office Help for more information about the *My Places bar*.

WE WANT TO HEAR FROM YOU:

- Do you have feedback, critiques,
- ideas to share or other insights
- that may benefit our other clients?
- Send your comments to:
- connection@preferredsys.com

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