



Don't Take the Bait: How to Avoid Phishing

Thankfully, phishing attacks are preventable, as nearly all email attacks require the recipient to physically click on a link or open an attachment. Cybersecurity provider Proofpoint's '2019 Human Factor' report states 99 percent of all cyberattacks relied on human interaction to execute. You can avoid becoming a victim through your actions—don't click on a link or open an attachment in a phishing email. Here are some red flags to help you detect phishing scams:

- The sender is someone you don't ordinarily communicate with
- You don't recognize any of the other recipients of the email
- The email concerns something outside of your job responsibilities
- The message within the email is vague
- It contains an attachment you didn't request or weren't expecting
- The domain of the sender's email address has typos (for example, @amazorn.com)
- Hovering over a hyperlink with your mouse reveals a website unrelated to the sender
- The hyperlink contains a misspelling of a known website (for example, @droppbox.com)
- It requests you provide personally identifiable information or account numbers and passwords

While you can educate yourself and your employees about how to detect phishing emails, people make mistakes. We receive a lot of emails each week...it's easy to let your guard down. Therefore, the best way to protect yourself from phishing scams is through technology. Spam filters, internet browser settings, multi-factor authentication, data backups, and regularly updated security software eliminate the human element and provide much-needed layers of protection against phishing scams.

Effective Team-building Activities Your Employees Will Actually Enjoy

Scavenger hunts – Who doesn't love a scavenger hunt? These collaborative efforts are exciting, fun, and engaging while eliciting teamwork from their participants.

Escape rooms – These now-ubiquitous experiences place a group of team members in a themed room, arming them with a mission to uncover clues and hints that enable them to 'escape' from the room. They're a challenging but enjoyable way for people to work together and toward a larger goal, without singling anyone out.

Corporate social responsibility (CSR) activities – Banding together for the greater good is an activity with which few people can find fault. Whether it's working a shift in a soup kitchen, a day spent building houses with Habitat for Humanity, or performing a beach cleanup in your community, CSR activities facilitate teamwork and bonding while helping others.



How Much Are Paper Documents Costing Your Business?

The cost of working with paper – Paper in itself might not be expensive, but the costs associated with paper-based processes and managing paper documents can be a financial burden.

Inefficient processes – Working with paper documents prevents you from utilizing automated business processes. Manual, paper-based workflows are inefficient, rife with errors and redundancy, and inhibit collaboration.

Less-than-ideal security – File cabinets and locked desk drawers are simply not enough to keep confidential data safe. Paper documents are also susceptible to risks such as fires, floods, and natural disasters that could lead to their destruction.

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Canon imagePRESS C165

The imagePRESS C165 facilitates diverse output and in-house printing. The printer realizes high-productivity output of 65 pages per minute (ppm) when outputting A4 documents in landscape mode while achieving a small installation area similar to that of an office multifunction device. The imagePRESS C165 improves production efficiency by making possible the on-demand, in-house production of items necessary for sales promotions that would otherwise be outsourced—such as pamphlets, business cards and posters.



- Print speed: Up to 65 PPM in Color and B&W
- Network Ready
- Standard Duplexing
- Maximum Paper Size: 11" x 17"
- Max Paper Capacity: 7,050 Sheets



Ricoh C7210X

Go beyond CMYK with Ricoh's 5th Color Digital Production Systems to produce high-value, premium applications that stand out from the competition with the ability to print clear, white, neon yellow, neon pink and invisible red toner.

This advanced system expands the creative possibilities of digital printing and opens up the door to new opportunities. Take advantage of oversized sheet options and proactively offer customers new creative ways to tell their story while expanding your base and increasing your bottom line. Benefit from next generation technologies, including a 17" Smart Operation Panel with remote capabilities, white plus CMYK in a single pass and inline sensors that maximize uptime and enhance output quality.

- Print Speed: up to 95 ppm in Color and B&W
- Network Ready
- Standard Duplexing
- Max Paper Size: 13" x 49.6"
- Max Paper Capacity: 16,200 sheets



Hewlett Packard PageWide E77660dns

Quality printing for a great value is a smart choice for any business. Produce premium, professional-quality documents at a competitive low cost with the HP PageWide E77660dns, built to make your work—and your business—look its best.

- Print Speed: up to 60 PPM in Color / 80 B&W
- Network Ready
- Standard Duplexing
- Max Paper Size: 11" x 17"
- ENERGY STAR Qualified



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Bad Office Behavior—What Really Annoys Your Co-workers

Constantly showing up late for meetings: For most of us, there aren't enough hours in the workday; minutes spent waiting for co-workers to show up after a scheduled meeting has started add up. Not to mention, it's disrespectful to your colleagues.

Eating pungent food in the office: Certain foods are particularly acrid and introduce unwelcome aromas in an office. Hard-boiled eggs, raw onions, reheated seafood...all of these foods can present a most unpleasant olfactory experience for your co-workers. Be considerate of others' noses when packing your lunch.

Coming to work sick: We're all mortal and vulnerable to illnesses. That's what sick days are for; use them. If you're under the weather and not at your best, don't be a hero. Do yourself and your co-workers a favor by staying home. You'll get much-needed rest and your fellow employees won't be exposed to your germs.



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