

Solutions

Introducing VOIP – Utilize The Internet For Phone Service

You may have heard of a new communication technology called Voice Over IP or VOIP. Voice Over Internet Protocol is the technology used to make phone calls over an Internet connection, rather than traditional copper phone lines. VOIP sends voice transmissions to the recipient via IP packet switching, much like email. Provisioning phone service this way, with voice and data transmissions being run on one network, is much less expensive for the providers and ultimately, the customer. VOIP is typically billed at a flat monthly rate for unlimited Local and Long Distance calling, eliminating per minute call charges and toll fees!

Switching to VOIP is advantageous because of the cost savings; however, features, such as mobility and web administration make it an extremely valuable service. With VOIP, it's easy to add, move, or change an employee's phone connection. Simply unplug the phone you wish to move from the data network jack and plug it into a different jack anywhere in the office. There is no need to contact the phone vendor to update the phone system. VOIP has a web interface and personal call center that allow you to forward incoming calls to a different number, lookup previous incoming and outgoing calls, and perform other administrative functions. Included are features that phone companies charge extra for, such as call waiting, call forwarding, and caller ID. Another advantage is the "Soft Phone", which allows you to plug a headset into your laptop to make and receive calls via the Internet. You are charged for the call as if you were calling you're your office, no matter where the call was made from.

To determine if this developing technology is right for your business, please contact us. ☺

For more information contact Doug Morgan at ext 227

Smart Phones Allow You To Stay Connected With Just One Device

In the demanding world we live in, it has become imperative to have instant access to email, schedules, the internet, and our cell phones. However, carrying a PDA, laptop, and cell phone can get burdensome. Now, with innovations for Smart Phones, you can get all of these capabilities and more with one small handheld device.

Of the many Smart Phones on the market, three in particular; Palm Treo 650, HP iPAQ hw6515, & BlackBerry 7520, are really turning heads. These devices combine a cellular phone, internet & email access, and software for scheduling, contact lists, word processing, spreadsheets, and more.

Some of the key features for each are as follows:

Palm Treo 650

Operating System:	Palm OS5.4
Built-in Devices:	Camera, Antenna, Display, Speaker
Software Included:	Tasks, Browser, Calendar, Contacts, Messaging, RealPlayer, Palm VersaMail, HotSync Manager, DataViz Documents To Go 7
Input Devices:	Stylus, Keyboard, Touch-Screen, 5-way Navigation Button
Connectivity:	IrDA, Bluetooth
Dimensions:	2.3"W x .9"D x 4.4"H; 6.3oz

HP iPAQ hw6515

Operating System:	Microsoft Windows Mobile for Pocket PC Phone Ed. 2003 SE
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Smart Phones – *Continued on Page 2*

A Multi-Tasking Printer

Have you coveted the ability to print fast black-and-white documents and dependable, brilliant color when needed, all at an affordable price? The HP Color LaserJet 3000n can bring it to you. With speeds of 30ppm black-and-white and 15ppm color, the 3000n not only provides the high quality output you expect from HP, but also the speed necessary to run your business.

With the HP JetDirect Fast Ethernet print server, and a duty cycle of 60,000 pages/month, the 3000n can meet the network printing needs of your small business. The ability to manage color access and track color usage by specific users or applications makes printing easier and more affordable. Printer management tools allow the user to view printer and supply status, perform simple troubleshooting, and manage printer functions from their PC. Because the toner and imaging drum are integrated, replacing a print cartridge ensures quality by refreshing the imaging system with each replacement.



If you are looking for an affordable color printer that can handle all your printing needs at around \$1200, look to the HP Color LaserJet 3000n. ☺

For more information contact Dave Roberts at ext 225

Worldox Gets A Face Lift & Some New Features

The newest version of Worldox Document Management Software, Worldox GX, was released in fall of 2005. This latest release of the software has a XP-style that incorporates new graphics as well as a customizable interface. Worldox GX introduces many new features that enhance the functionality of the software as well as the performance. Some of the exciting new features include:

- ❖ File level security now incorporates Active Directory. The security restrictions you setup on your documents when you profile them, will also limit access via Windows Explorer and other means of accessing documents.
- ❖ The Toolbar Lists and Buttons have been improved to give the program a more up-to-date appearance. The new icons make common commands more recognizable.

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Smart Phones – *Continued from Page 1*

HP iPAQ hw6515 (cont.)

Built-in Devices: Camera, Antenna, Display, Speaker, GPS Receiver
Software Included: Tasks, Calendar, Contacts, File Explorer, MS Pocket Word, Excel, Outlook, Internet Explorer, Media Player, Voice Recorder
Input Devices: Stylus, Keyboard, Touch-Screen, 5-way Joystick
Connectivity: IrDA, Bluetooth
Dimensions: 2.8"W x .71"D x 4.65"H; 5.8oz

BlackBerry 7520

Operating System: Symbian OS
Built-in Devices: Antenna, Display, Speaker
Software Included: Tasks, Browser, Calendar, Messages, Address Book, BrickBreaker
Input Devices: Keyboard, Trackwheel
Connectivity: Bluetooth
Dimensions: 3"W x 1.1"D x 4.5"H; 6.1oz

In our experience, we believe the Palm Treo 650 stands out because of its solid performance, ease-of-use, and compatibility with software programs such as Time Matters. The recent release of the Palm 700w, with Windows Mobile OS, adds another great option in the Smart Phones industry. Take this into consideration if you are an on-the-go professional who wants to get the most out of one device. ☺

For more information contact Dave Roberts at ext 225

Postage: Don't Wait In Line – Order On-Line

Do you find that you are wasting time refilling your postage meter, running to the post office to buy stamps or to mail packages? If you visited a post office over the holidays, you know this can be very time consuming. Stamps.com allows you to print official US Postage from your PC without any extravagant hardware requirements. All you need is a computer, printer and an internet connection. Postage can be printed directly onto envelopes for a professional appearance or printed to labels for packages or bulky items. Insurance is available and items can be tracked using client codes.

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Maintaining Your PC & Software

As we begin the new year, remember your software applications and PC needs to be backed up. We recommend backing up all applications on a regular basis and prior to performing any maintenance.

- ❖ **Time Matters:** Archive events and to-do's for the previous year as well as closed cases and any related records. Remember that Time Matters stores the archived data in archived lists so it can easily be accessed when needed. Also consider keeping a closed case folder within your directory structure. As you close cases in Time Matters, you should also move the active case file to the closed folder in the directory structure.
- ❖ **Timeslips:** Close, archive, and purge slips from prior periods. When slips are archived they can easily be combined back into Timeslips. Purge closed clients, timekeepers, tasks, expenses, AR transactions, and funds transactions.
- ❖ **QuickBooks:** Password protect the prior year's transactions so they cannot be edited. If your data file is getting large then consider condensing it to reduce its size. Update your payroll tax tables to prepare for the new year's tax changes and plan to print any year-end documents for tax purposes.
- ❖ **Quicken:** Consider creating a new-year file that will retain all investment transactions and any prior uncleared transactions. This will protect all entries made in the previous year.

Keep in mind the start of a new year gives you a good reason to cleanup your PC. Verify that your antivirus definitions are up-to-date. Consider purchasing software that will actively monitor and block spyware as it attempts to infect your PC. Verify that your PC has the latest patches for the operating system and any additional applications such as Microsoft Office. Consider cleaning out the contents of your email inbox, deleted items, and sent items. Save any important messages to file or print them so that they can be accessed at a later date.

Performing year-end maintenance enables your applications and PC to run more efficiently and gives you a fresh start to the new year. ☺

For more information contact Stacie Sebeck at ext 211

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- ❖ The viewers have been updated to include the latest versions of popular software applications, such as Microsoft Office and Adobe.
- ❖ The Version Control System has been updated to allow for 256 versions of a document, each with its own profile.
- ❖ The Worklist Tabs have been modified so that they remain open within the Worldox window until you exit the application. The tabs have also been improved to include browser-style buttons, including back and forward.
- ❖ The ability to profile outgoing email messages has been added.
- ❖ A new Location Button enables you to view the history of the most recent file locations visited. You can navigate to any of the locations from the menu.
- ❖ Document Tabs have been added enabling you to view the profile of a file, preview the file, view comments and relations without navigating elsewhere in the program.
- ❖ Smart-email Profiling remembers the last profile saved for each e-mail address. When a new email is saved, the system will check the saved information and default the new profile with the previously entered data.

Please contact us to see how you can benefit from the new features in Worldox GX. ☺

For more information contact Stacie Sebeck at ext 211

Postage - Continued from Page 2

Stamps.com saves you money by printing the exact amount of postage needed; and saves time by sending Certified Mail and Return Receipt mail without filling out the forms or physically going to the post office. Additionally, stamps.com also allows you to track postage expense by using your own client codes.

Postage costs are the same as you would pay at the post office; however there is a monthly charge for the service of about \$16. There is a no-risk 4 week trial offer available if you would like to give it a try. ☺

For more information contact Leslie Hennessey at ext 228

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P L U M M E R S L A D E
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WHAT'S HAPPENING...
Plummer Slade has updated Training Manuals available for the latest versions of the following programs: <ul style="list-style-type: none">❖ Billing Matters 7.0❖ Time Matters 7.0 These manuals include instructions, examples and exercises. Visit our web site or call 412-261-5600 for more information on these manuals.
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Service Release 1 for Timeslips 2006 has been released. Please contact Plummer Slade for more information.

