

Humor Spotlight

BUSINESS SURVIVAL TIPS

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The primary function of the design engineer is to make things difficult for the fabricator and impossible for the serviceman.

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To spot the expert, pick the one who predicts the job will take the longest and cost the most.

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Manager: After all is said and done, a heck of a lot more is said than done.

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The best time to start thinking about your retirement is before your boss does.

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People will accept your idea much more readily if you tell them Benjamin Franklin said it first.

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There are three ways to get things done. Do it yourself, subcontract the project or tell your staff they are not allowed to do it.

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SECURITY BASICS

If Technology Has Created a Paperless Office, Why Do We Have So Many Filing Cabinets?

Computers were suppose to create the “paperless office” but that concept is further from reality than ever before. Computers are actually generating more paper than ever before. The result is more paper and more copies of confidential, strategic and critical information that need to be securely stored.

As with any security application, the challenge to business owners and managers is to balance the needs of daily productivity with the need for security to protect long-term interests . With respect to files and file storage the need for accessibility and security has been addressed in a variety of ways.

File Cabinet Locks

Most file cabinet manufacturers equip their cabinets with some sort of locking system. The difficulty with these locks is that they are often keyed individually creating a nightmare of keys that need to be handled in order to access the cabinets.

Either the cabinets need to be opened by one person in the morning (and hopefully locked at night) or a pile of keys need to be issued allowing each authorized employee to have access to the cabinets. One solution to this problem is to have groups of cabinets fitted with sets of locks that are keyed

alike. This reduces the number of keys that need to be distributed and eliminates the daily confusion caused by a “shoe box full of keys.”

Auxiliary Locking Bars

While standard file cabinet locks provide a level of control, they are by no means secure. These locks can be easily bypassed and should not be used to secure important documents and information. To increase security in your cabinets, you should consider adding auxiliary locking bars. Most of these bars are designed to be mounted along the edge of the cabinet and use a padlock to secure the bar in place.

Keyless Locking Bar

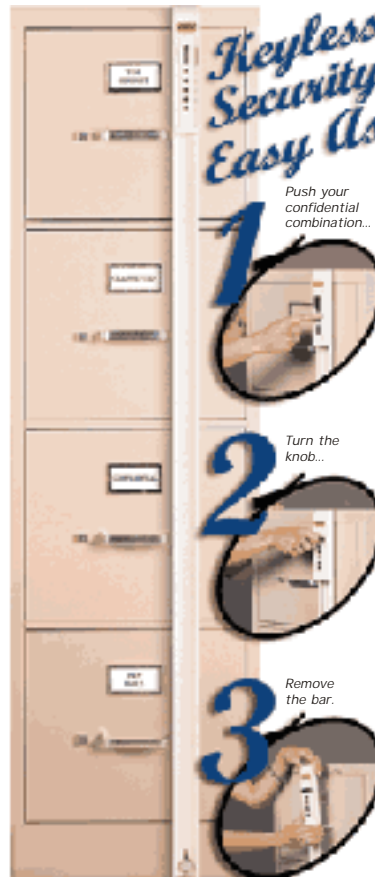
One new locking bar uses a familiar push-button technology to provide keyless access to your file cabinets. This lock uses a patented manual combination device that allows the user to set their own combinations.

This allows employees to

have access to the cabinets without the typical hassles associated with standard locks or traditional locking bars.

Paperless Office? Not Yet.

The dream of the paperless office may someday come true, but in the mean time you should consider your options of how to protect the critical “paper jamb” residing in your file cabinets.



File cabinet locking bars provide real security and eliminate the need for keys.