Advanced Computing .co
a division of Computertemps.co.nz

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Mon - Fri 9-6p

Be Prepared

Effective NZ Small Business Redundancy and Disaster Recovery

Most small enterprises prepare for catastrophic events such as fire, theft or natural disasters by purchasing insurance and writing documentation.

Unfortunately, in a significant event, these techniques do not enable real business continuity.

Any solution for maintaining continuity begins with your IT infrastructure.

This brief document offers some recommendations how to not only survive but continue functioning in negative situations.

Key:

Section 1: Communications
Section 2: Intellectual Property
Section 3: The Value of Mobility

Section 1: Communications

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Effective Small Business IT
Redundancy and Disaster Recovery

The primary reason for failure is related to power supply.

In many cases, even if business power is supplied the telephone exchange may have lost power and no longer provides call or cell routing, or access to the Internet broadband.

In a disaster everyone of these points of communication may fail, but usually not at the same time. Therefore the best course of action to protect your business communications begins with **power supply** & **redundancy**.

Power Supply

Uninterrupted Power Supply

Needed to keep **all** components running or recharging for 10-20 minutes

Section 1: Communications

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Redundancy

Computer

Landline

Wireless

Cellular

Network

PBX

Laptops should be setup to offer full business PC redundancy that is mobile.

Ensure that the laptops configured with the exact same software.

Cell phones and secondary landlines can be used when main business phone is not working.

Key is to setup call forwarding or automatic rerouting in case of need.

Cell phone infrastructure varies by company.

Always keep access to multiple cell phones that use different companies ‘ cell towers.

Eg. Telecom & Vodafone.

Broadband and all internet connections will fail.

Keep connected with access to mobile broadband or distinct broadband points.

Cable modem vs. DSL

The more redundancy for each system, the more likely you will remain operational for longer, in order to **finish sales transactions, let clients know of outage, & backup data.**

Section 1: Communications

Shopping List NZD

Laptop

Buy quality laptops as they get more abuse than desktops.
Recommended brands include: Asus, HP, Toshiba
Estimated price: $ 1,500 Second battery: $ 175

Call Forwarding

Have your business line setup to automatically forward calls or setup to have dual line with one going to a cell phone.
Estimated price: $ 240 /annual

Variable Infrastructure Cell Phones

Your cell phone relies not only on power, but also on sufficient prepaid time or account access. Have access to at least two distinct competing carriers.
Estimated price: $ 480 /annual

Mobile Broadband Stick

Purchase at least one prepaid mobile broadband stick that can provide a short term solution if broadband goes down.
Estimated price: $ 240 /annual

Automatic Backup Hard disk

Buy a backup hard drive that comes with easy to use software.
Recommended brands include: Clickfree, WD with software
Estimated price: $ 250

UPS

All electronics require some form of line filtering (from spikes) and immediate outage control giving at least 10-20 minutes.
Estimated price: $ 250

Battery Lighting

Install several LED battery powered lights for at least 10-15 hrs of extra lighting, in addition to your existing emergency lights.
Estimated price: $ 150

We are happy to help with any procurement, ensuring you get the best price and products.

Section 2: Intellectual Property

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Data Loss

Fire

Lightning

Flood

Theft

The easiest method for protecting your intellectual property is **stop relying on paper** documents and to regularly back up business data and to **store it offsite**.

Scan

Set aside time to scan all essential documents such as contracts, company records, tax and banking details. These items when scanned can be encrypted with passwords and then placed in a safe location.

Backup

Purchase a portable hard disk drive that comes with quality and easy to use backup software. This reduces time to backup & increases likelihood you will perform regular backups.

Store

Invest in a quality fire proof & water proof box or quality safe that is located at a second site.

It is helpful if the site is easily accessible should the need arise for getting your backup data.

Section 3: The Value of Mobility

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The more nimble and mobile your business, the more likely it is able to quickly rise from a major event and continue to serve clients and gain income.

In the event of a major issue, it is our hope that your business can continue to succeed.

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