

Stay Informed | Stay Secure | Stay Ahead

TECHNOLOGY TIMES

Your Back-to-Business IT Checklist: Is Your Technology Ready for Q4?

Summer is over, and business is back in full swing! As your team returns to full capacity and as Q4 planning ramps up, now is the perfect time to make sure your technology is ready. In this month's issue, we're focusing on back-to-business IT readiness, security health checks, and practical next steps you can take before the year-end rush begins.

Your Back-to-Business Security Checklist



September is your chance to tighten things back up before Q4 gets busy. Here is what to review this month:

- Review user access: Are former employees still in your systems? Did summer interns have access that should be removed?
- Check for pending updates: Software and security patches pushed back during summer should be installed now.
- Test your backups: A backup you cannot restore is not really a backup.
- Revisit your incident response plan: Make sure emergency contacts and escalation procedures are current.
- Refresh security awareness: Remind your team about phishing red flags and password best practices.

Catching these issues now, before you're in the middle of a launch, audit, or holiday rush, makes a real difference.

EMPLOYEE SPOTLIGHT

Employee of the Month:
Jojo Jones



Congratulations to Jojo, our August Employee of the Month! Jojo has gone above and beyond leading efforts related to the Texas office transition while continuing to support teammates across the organization. His willingness to step in wherever needed and commitment to getting things done have made a significant impact on the team.

Tech Genius of the Month:
Mike Trotz



Congratulations to Mike Trotz, our August Tech Genius of the Month! Mike consistently demonstrates technical excellence while helping both clients and teammates solve complex challenges. His expertise, responsiveness, and dedication to delivering exceptional service make him a valued member of the Vector Choice team.

Gadget of the Month

Targus Portable Laptop Stand + USB-A Hub

Working from home, the office, or on the road should not mean choosing between good posture and enough ports. The Targus Portable Laptop Stand + USB-A Hub solves both problems in one compact, travel-friendly design. This aluminum stand elevates your laptop to eye level, reducing neck strain during long work sessions, while the built-in USB-A hub expands your connectivity without needing a separate dongle. It folds flat, weighs less than a pound, and works with laptops up to 16 inches, making it ideal for hybrid workers, frequent travelers, or anyone setting up temporary workspaces.



Who It's For:

Businesses that know AI matters but aren't sure where to start. Organizations that want more productivity and consistency across teams without adding headcount. Companies that need to explore AI in a way that's secure, responsible, and aligned with their goals.

Why It Matters:

AI adoption without strategy leads to inconsistent results, wasted resources, and unnecessary risk. With Vector Choice as your guide, you'll move forward with confidence, knowing your AI use is secure, effective, and built to support your business.

3 Questions to Ask Your IT Provider Before Q4

If your business relies on an external IT provider, Q4 is when you need them most. Here are three questions every business leader should ask their IT partner:

1. How quickly can you respond during an emergency? Make sure you know your provider's actual response commitment.
2. When was the last time you tested our backups? If they can't tell you, that is a red flag.
3. What is your plan if our systems go down during our busiest season? Your provider should have a clear escalation and recovery plan.

Who It's For:

CEOs, executives, owners, and leadership personnel who need faster response times, reduced downtime, and personalized support that keeps them productive and focused on growing the business.

Why It Matters:

Your executives' time is your most valuable asset. Premier Support provides peace of mind knowing that expert assistance is always just a call away, with priority handling and exclusive guarantees designed to keep your leadership team connected and productive.

Preparing for Cybersecurity Awareness Month

October is Cybersecurity Awareness Month — a great opportunity to refocus your team on security best practices before the month even begins. A few quick wins to implement now: enable multi-factor authentication (MFA) on critical systems, run a phishing awareness reminder with your team, review who has administrative access to your systems, and update your password policies to encourage longer passphrases. Security doesn't have to be overwhelming — small, consistent improvements add up to real protection over time.

Who It's For:

Growing businesses that need consistent email branding, regulated industries with compliance requirements, and organizations that want centralized signature control without complexity.

Why It Matters:

Your email signature is part of every message your team sends. Centralized management ensures your brand stays consistent, your compliance requirements are met, and your team projects a polished, professional image every time.



Tech Tips You Can Use Right Now: August Recap

1

Password Fatigue is Real

Explains the risk of password reuse and recommends using password managers to keep credentials secure.

2

Update Your Software

Covers why security patches matter and shares automatic update best practices to keep systems protected.

3

Review Admin Access

Explains why limiting administrative privileges reduces the impact of a potential breach.

4

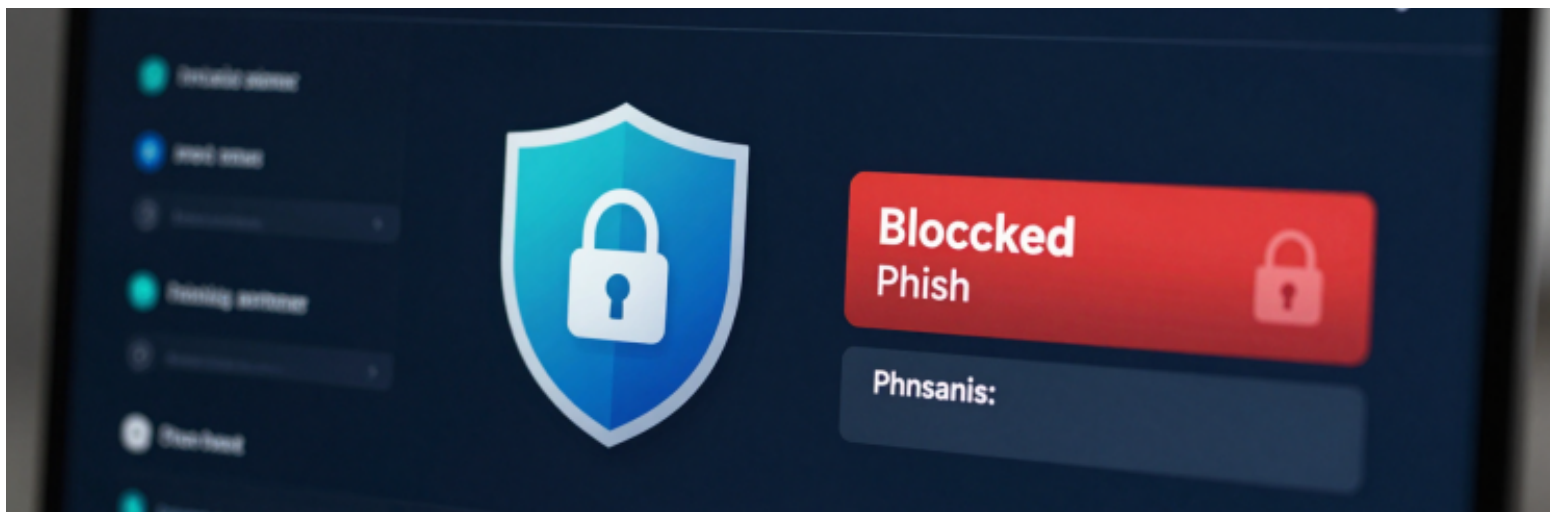
Enable Alerts

Details real-time monitoring and what to watch for so issues are caught before they escalate.

Want the September tech tips before next month's recap?

Sign up for our weekly tech tip emails now by scanning the QR code below:





What Should Be on Your IT Roadmap for Q4?

As Q4 brings year-end deadlines, budget reviews, compliance audits, and planning for the year ahead. It also brings travel, holidays, and reduced staffing. Your technology needs to keep up with all of it, and that means having a clear IT roadmap instead of reacting to problems as they come up.

A strong Q4 IT roadmap helps you close out the year with a foundation for a smoother 2027. Here is what should be on it.

Cybersecurity Review and Updates:

Q4 is when phishing campaigns spike, year-end financial activity increases, and attackers take advantage of reduced holiday staffing. [Schedule a security review now](#) to identify gaps, update security tools, test your backup and recovery process, and make sure multi-factor authentication is enabled across every critical system.

Software and Hardware Refresh Planning:

End-of-life equipment and unsupported software create security risks and operational delays. If devices are reaching five years old or operating systems are nearing end of support, add them to your roadmap now so you are not scrambling in Q1 2027.

Compliance and Documentation Prep:

Q4 is the right time to update your acceptable use policies, review data retention practices, confirm vendor security documentation is current. Good documentation also makes tax season easier. Make sure your IT spending, contracts, and asset inventory are organized before year-end.

We've Moved!

We're excited to share that our Lubbock office has moved to a new location!

You can now find us at:

**1500 Broadway St, Suite 1112
Lubbock, TX 79401**

Our phone numbers and email addresses remain the same, and there's no interruption to your service or support. We're still the same team, ready to help with the same fast, reliable IT and cybersecurity support you count on... just with a new view.

As always, feel free to reach out anytime with questions or if you need anything at all.

