The Kinetix Group

"The Basics" Presentation

The Basics

- Our Address:
 - 29 Broadway, 26th Floor New York, New York, 10006
- Wireless network: Kinetix
 - Password: 29broadway
- Remote Email Access:
 - Type in https://outlook.office365.com as the URL address
 - Enter your TKG credentials
 - o Email and password
- Printers in the NYC Office
 - Color: Canon
- General Office Hours:
 - 9:00 am 6:00 pm, may vary depending on workload



Important Contacts

UIT (Plumchoice)

Need: All computer hardware & software and IT issues

o Phone: 888-244-1748

Uncomplicate IT Service Desk email: <u>support@uncomplicate.tech</u>

*If you have a major computer hardware/software issue that UIT can't solve, contact Roxanna to provide a spare laptop.

• ProTravel:

Sharon Calderone: To book flights and/or car service, and other travel arrangements

Email: <u>sharon.calderone@protravelinc.com</u>

o Phone: 866.431.1140

Kinetech- Office Phones

Tom Cerabona

Email: tomc@kinetechvoice.com

o Phone: 888.954.6383 x105



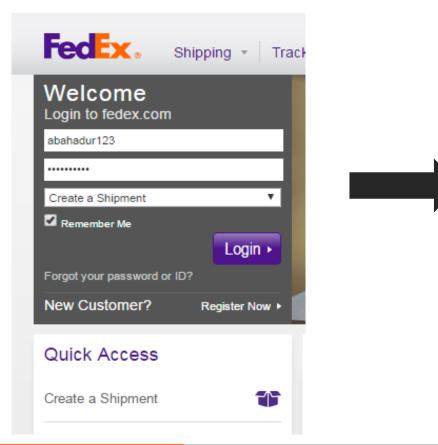
FedEx Shipping Manager

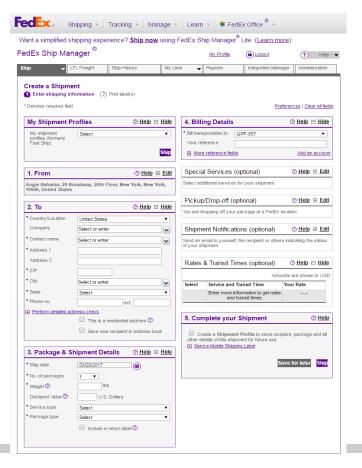
Go to : <u>www.fedex.com</u> and enter login information.

Select from the drop box menu: Create a Shipment or pick from Quick Access :

Create a shipment.

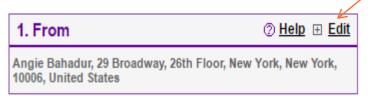
After you login, the next page should be the Ship Manager shown below.



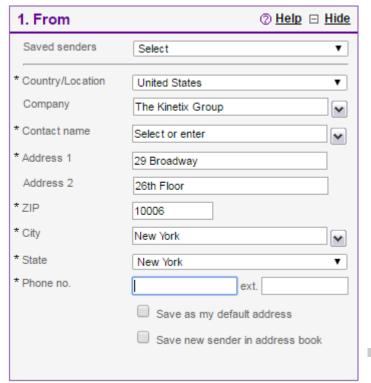


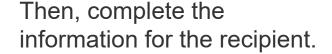
Filling out the information

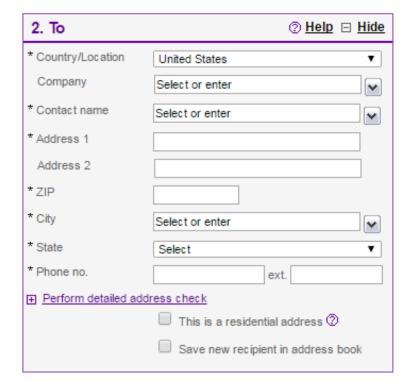
The default information needs to be changed to sender's name in this part. Click on Edit.



A drop menu will appear. Put your information. The fields with the stars are mandatory.

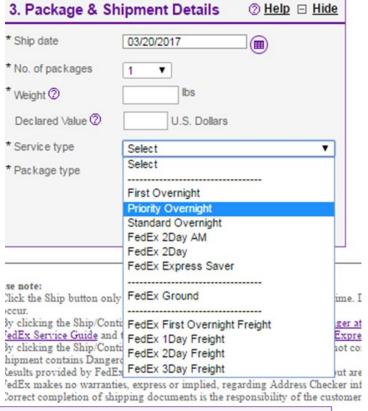








Select package type and details.



3. Package & Shipment Details ② Help
☐ Hide Ship date 03/20/2017 (**m**) * No. of packages * Weight ② .5 Declared Value 2 U.S. Dollars * Service type Priority Overnight * Package type FedEx Envelope Include a return label 2 Mark this if return is needed In this section a Job code has to be written.



More options...

A pickup can be schedule at our office .

Press Edit here.

Pickup/Drop-off (optional)	② Help	⊕ Edit
You are dropping off your package at a FedEx location.		

A drop box like the one below will appear. Choose your option



Orop off:

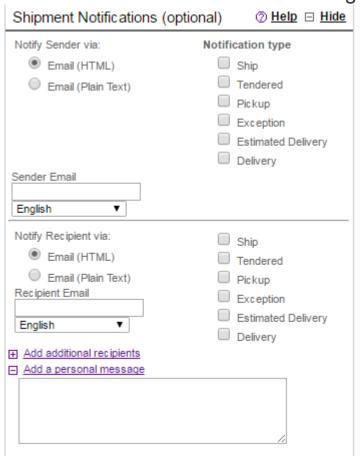
- $\circ You$ can schedule a pickup online under the Pickup/Drop-off section.
- ONearest drop off:
 - oDuane Reade 37 Broadway (Next door)
 - o40 Rector St. (just around the corner) or schedule a pickup online

THE KINETIX GROUP

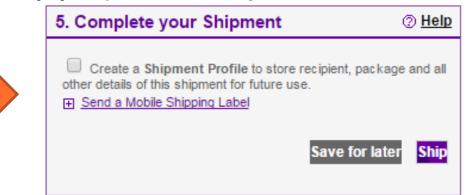
To get email notifications, press **Edit** here



A drop box menu will appear and give you options to select where to email the tracking information.



Lastly, you press the **Ship** button to create label.



A label will be created. Print label and place it in your package or envelope.

Envelopes, boxes and label paper are located In the copy/supplies room.

You're done!

Commonly Used Programs

Survey Monkey

Use: Create surveys and ability to analyze results

o http://www.surveymonkey.com/

Login: TKG_Admin Password: Kinetix29!

Bli Messaging, Constant Contact, Mail Chimp

Use: Fax and e-mail blasts

Bli: http://www.blimessaging.com/

Login: tkg

Password: kinetix1

Constant Contact: http://www.constantcontact.com/index.jsp

Login: tkgadmin@thekinetixgroup.com

Password: 29Broadway!

Mail Chimp: <u>www.mailchimp.com</u>

Login: KinetixGroup

Password: 29broadway



Dropbox

The Kinetix Group Team –

Main shared folder is called: *The Kinetix Group Team Folder*

Team Folders – Accessible <u>only</u> to team members included in a team group **Shared Folders** – Available to members who shared the folders via link or addition

Folders and files can be shared via:

- Generating a link to share
- Share by creating a shared folder and adding users
- Selecting file/folder and adding a user to share
- Please contact UIT to help with synch folders and storage issues

Internal & External Collaborative Communication

Microsoft Teams

- Calls, chat, share screen options
- Mostly for internal meeting/calls
- Used for client calls

Slack

- For internal communication
- Chat and call options
- Share and screen
- Send files

Zoom

- Calls, chat, share screen options, webinar
- Mostly for Client meetings if preferred by client



E-Mail Signature Update (2018)

Note: Make Sure You Click "Enable Content"

- 1. Fill in information below (First name, Last name, Office #, Mobile #, Email Address)
- 2. Press "Copy Mail Signature Button" after you filled in your information (this will automatically copy your mail signature in the correct format)
- 3. Set Mail Signature: Go to Outlook → File→ Options→Mail→Signatures→New→ Paste Text (Command V)

Copy Mail Signature

FirstName LastName

Office | 000.000.0000 Mobile | 000.000.0000 email@thekinetixgroup.com www.thekinetixgroup.com



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E-Mail Formatting Update (2018)

- 4. Change E-Mail Font Go to Outlook → File→ Options→Mail→Stationery and Fonts→
 - New Mail Message: Arial / 10.5
 - Replying or forwarding messages: Arial / 10.5

Composing and reading plain text messages: Arial / 10.5



Office Supplies & Business Cards

- Send email to Roxanna with office supplies needed.
 - Supplies will be ordered and sent to the NYC office if based in NYC or directly to remote employee's address.
 - Supplies arrive within 2 days approximately
- Business cards can be requested by sending an email to Roxanna with:
 - Tittle
 - Phone numbers
 - Email



TKG NYC Office Visits

- Send email to Roxanna with planned date(s) of visit
 - First time visit to NYC office may require to check in with building security
 - Wednesdays are suggested for in person but can visit other days if more convenient
 - Lunch is provided when groups are in the office
 - You may sit at available offices or in any desk by the open space area
- Put your name on the visit date(s) on the visitation calendar on Dropbox or ask Roxanna to add you to the list on specific days

You can find the document in Dropbox:

The Kinetix Group Team Folder → NYC Office → Assigned Space Tracker → Office Visitation schedule 2022.xlsx

Use **Save** if you made a change. Please do not **Save As** this file, this will create another copy of the document and it will be confusing.

Also, it is required by NYC to provide proof of vaccination before you visit the NYC office. Please show me or send Vaccination status via email, Slack or flash during a quick video call.



TKG Employee Gifts



Gift options & how to claim

- 1. Webcam HD 1080p Mic-Disabled, Certified for Zoom and Microsoft Teams, TAA Compliant
- 2. Streaming Webcam: 1080p 30 FPS / 720p 60 FPS Ring Light w/ Adjustable Brightness Built-in Microphone Advanced Autofocus
- 3. Video Conference Lighting Kit, Ring Light Clip-on Laptop Monitor with 5 Dimmable Color & 5 Brightness Level for Webcam Lighting
- 4. Adjustable Laptop Tower Stand (standing desk)
- 5. Memory Foam Footrest
- 6. Chair Pillow
- 7. Temperature Control Mug
- 8. Heated Neck Wrap
- 9. Bluetooth Single-Ear (Headset with Noise Canceling)*
- 10. Wireless Bluetooth Speaker for Softphone and Mobile Phone*

Please provide the following information via email to Roxanna to claim your items:

- 1. Your item(s) selection (use numbers preferably)
- 2. Shipping address

THANK YOU!