



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
 - 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
- Phone: 888-244-1748
- Uncomplicate IT Service Desk email: support@uncomplicate.tech

*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: sharon.calderone@protravelinc.com
- Phone: 866.431.1140

- **Kinetech- Office Phones**

Tom Cerabona

- Email: tomc@kinetechvoice.com
- Phone: 888.954.6383 x105

FedEx Shipping Manager

Go to : www.fedex.com and enter login information.

User ID: abahadur123

Password: 29Broadway

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.

FedEx Shipping Tracking

Welcome
Login to fedex.com

abahadur123

.....

Create a Shipment

Remember Me

Login

Forgot your password or ID?

New Customer? Register Now

Quick Access

Create a Shipment



FedEx Shipping Tracking Manage Learn FedEx Office

Want a simplified shipping experience? [Ship now](#) using FedEx Ship Manager[®] Lite. [Learn more](#)

FedEx Ship Manager[®] My Profile Logout Help

Ship LTL Freight Ship History My Lists Reports Integration Manager Administration

Create a Shipment

1 Enter shipping information 2 Print label(s)

* Denotes required field. Preferences | Clear all fields

My Shipment Profiles Help Hide

My shipment profiles (formerly Fast Ship) Select Ship

4. Billing Details Help Hide

* Bill transportation to GPF-857

Your reference

More reference fields Add an account

Special Services (optional) Help Hide

Select additional services for your shipment

Pickup/Drop-off (optional) Help Hide

You are dropping off your package at a FedEx location.

Shipment Notifications (optional) Help Hide

Send an email to yourself, the recipient or others indicating the status of your shipment.

Rates & Transit Times (optional) Help Hide

Amounts are shown in USD

Select	Service and Transit Time	Your Rate
<input type="checkbox"/>	Enter more information to get rates and transit times.	---

5. Complete your Shipment Help

Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.

Send a Mobile Shipping Label

Save for later Ship

1. From Help Edit

Angie Bahadur, 29 Broadway, 26th Floor, New York, New York, 10005, United States

2. To Help Hide

* Country/Location United States

Company Select or enter

* Contact name Select or enter

* Address 1

Address 2

* ZIP

* City Select or enter

* State Select

* Phone no. ext.

Perform detailed address check

This is a residential address

Save new recipient in address book

3. Package & Shipment Details Help Hide

* Ship date 03/20/2017

* No. of packages 1

* Weight lbs

Declared Value U.S. Dollars

* Service type Select

* Package type Select

Include a return label

Filling out the information

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

1. From [Help](#) [Edit](#)

Angie Bahadur, 29 Broadway, 26th Floor, New York, New York, 10006, United States

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

1. From [Help](#) [Hide](#)

Saved senders

* Country/Location

Company

* Contact name

* Address 1

Address 2

* ZIP

* City

* State

* Phone no. ext.

Save as my default address

Save new sender in address book



Then, complete the information for the recipient.

2. To [Help](#) [Hide](#)

* Country/Location

Company

* Contact name

* Address 1

Address 2

* ZIP

* City

* State

* Phone no. ext.

[Perform detailed address check](#)

This is a residential address

Save new recipient in address book

Select package type and details.

3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date

* No. of packages

* Weight lbs

Declared Value U.S. Dollars

* Service type

* Package type

- First Overnight
- Priority Overnight**
- Standard Overnight
- FedEx 2Day AM
- FedEx 2Day
- FedEx Express Saver

- FedEx Ground
- FedEx First Overnight Freight
- FedEx 1Day Freight
- FedEx 2Day Freight
- FedEx 3Day Freight

Include a return label [Help](#)

Mark this if return is needed

se note:
lick the Ship button only
occur.
y clicking the Ship/Conti
edEx Service Guide and
y clicking the Ship/Conti
hipment contains Danger
results provided by FedEx
ut are
edEx makes no warranties, express or implied, regarding Address Checker inf
orrect completion of shipping documents is the responsibility of the customer

In this section a Job code has to be written.

4. Billing Details [Help](#) [Hide](#)

* Bill transportation to

Your reference

[More reference fields](#) [Add an account](#)

More options...

A pickup can be schedule at our office .
Press **Edit** here.

Pickup/Drop-off (optional) [Help](#) [Edit](#)

You are dropping off your package at a FedEx location.

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

Pickup/Drop-off (optional) [Help](#) [Hide](#)

Schedule a pickup

Drop off package at a FedEx location

Use an already scheduled pickup at my location

oDrop off:

- oYou 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

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

Shipment Notifications (optional) [Help](#) [Edit](#)

Send an email to yourself, the recipient or others indicating the status of your shipment.

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

Shipment Notifications (optional) [Help](#) [Hide](#)

Notify Sender via:

Email (HTML)
 Email (Plain Text)

Notification type

Ship
 Tendered
 Pickup
 Exception
 Estimated Delivery
 Delivery

Sender Email

English

Notify Recipient via:

Email (HTML)
 Email (Plain Text)

Recipient Email

English

[Add additional recipients](#)
[Add a personal message](#)

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



5. Complete your Shipment [Help](#)

Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.
[Send a Mobile Shipping Label](#)

Save for later **Ship**

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
 - <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: www.mailchimp.com
 - Login: KinetixGroup
 - Password: 29broadway

Dropbox

The Kinetix Group Team –

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

Team Folders – Accessible only 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

All Employees may choose 2 items

Zoom-Tastic Meetings



Choose Comfort



Standing Desk

Footrest

Chair Pillow

Toasty Beverage

Neck Pillow

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!