

INFORMATION SHARING REPORT

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Interesting Tidbits (IT) Tips:

Phone lock feature –

The phone lock feature helps prevent unauthorized use of the device by disabling outbound data and making calls. The device is still able to receive calls and place emergency 911 calls.

1. With the handset open and from the main screen, navigate: Menu> Settings & Tools> Phone Settings. Utilize the 5 ways navigation pad to highlight then press the center button to select Security
 - Enter the phone lock code then select OK>the default lock code is the last 4 digits of the mobile number
 - Select Lock Phone Now
2. To enable or disable the phone lock when the device is powered on:
 - A. Select Phone Lock Settings
 - B. Set the desired option
 - Unlock
The phone is never locked (lock mode can be used)
 - On Power Up
The phone is locked when it is turned on



PASSWORD Creation – Keeping it secure

Below you will find a few tips to keep your passwords safe in your work and personal life -

- Never write it down
- Keep your smart phone locked – Never use a sequence of numbers like 2222 or 1234
- Use a trusted app such as – Last Pass or Robo forms – Some are free!
- Never use the same password more than once
- Never use the same password and add a character or number to it
- Never include dictionary words or use a character in place of the first letter and ending of the word
- Never include patterns of characters
- Be unique from other accounts
- Contain a mix of uppercase and lowercase letters, punctuation, numbers, and symbols.