FLUXLABS

WALL POSTER · DESK SAFETY

Lock it when you leave.

An unlocked screen is an open door. It takes one second to close it.

WINDOWS

Windows key + L

Locks the screen right away.

MAC

Control + Command + Q

Locks the screen right away.

PHONE

Auto-lock: 1 minute

Set it once in your phone's settings.

Do

- Lock your screen every time you stand up
- Put papers with client details away at the end of the day
- Keep your laptop with you, or locked up, when traveling
- Shred printouts you don't need
- Ask visitors you don't know who they're here to see

Don't

- Write passwords on sticky notes or under the keyboard
- Share your sign-in, even with a coworker
- Leave a laptop in a car where it can be seen
- Plug in a USB stick you found
- Let someone you don't know follow you through a locked door

Lost a laptop or phone?

Call your IT support right away, day or night. They can lock it and sign it out before anyone gets in.

Free from Flux Labs, IT support for local businesses.
(850) 250-5590 · fluxlabs.net/guides

Security training for your team