

01



Never Connect Unverified USB Devices

Treat USB drives as potential malware carriers; use only approved hardware.

02



Use Individual Logins; Do Not Share Credentials

Credentials are personal; sharing risks the entire network's security.

03



Lock Screens Before Leaving Your Workstation

Use Ctrl + Alt + Delete (Windows) or Control + Command + Q (Mac) to secure devices.

04



Report Any Unusual Computer or Equipment Alerts Immediately

Prompt reporting prevents possible cyber or operational threats.

05



Use Only Approved Software and Tools

Avoid installing unauthorized apps, websites, or personal devices on factory systems.

06



Double-Check Email Authenticity Before Clicking Links

Beware phishing emails impersonating management or IT. Verify before acting.

07



Keep Factory Equipment Software Updated

Regular updates protect against vulnerabilities and cyberattacks.

08



Prevent Unauthorized Entry to Facilities

Verify identities and coordinate with supervisors when maintenance personnel arrive.

09



Report Lost or Stolen Devices Without Delay

Missing devices pose critical risks; inform security or IT immediately.

10



When in Doubt, Consult Security or IT Teams

Early questioning can prevent breaches and operational disruptions.

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Contact **VYINGS** for
fractional cybersecurity leadership.

www.vyings.com

info@vyings.com



**Need help securing
your organization?**