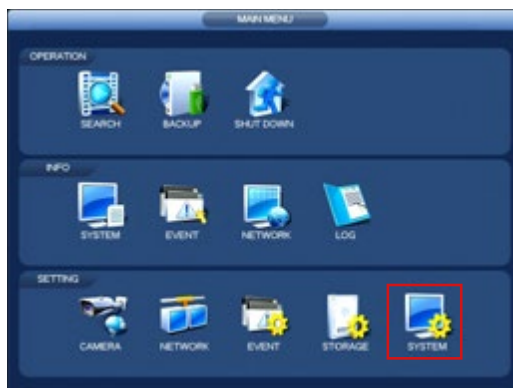


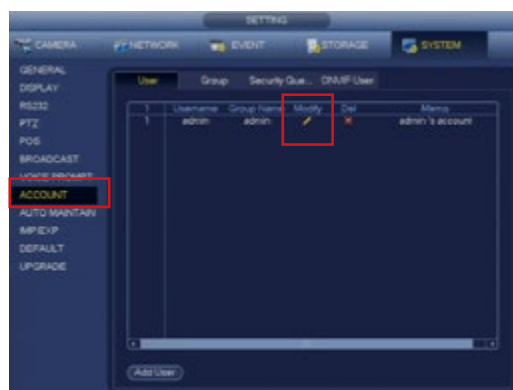
Change Passwords and Use strong passwords

This should go without saying, but the number one reason a system is compromised is due to weak or default passwords. We recommend never using a default password and choosing a strong password whenever possible. A strong password is at least 8 characters and is made up of a combination of special characters, numbers and upper & lower case letters. To change the password on the system follow the steps below:

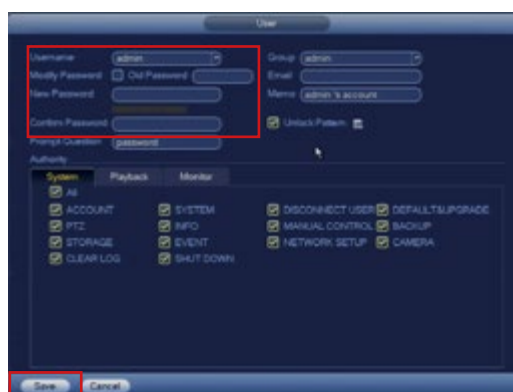
1. Enter the Main Menu (Right Click > Main Menu)



2. Select System settings (Bottom Right) and click Account from the left sub menu list. On the account you want to change the password for, click the Modify Icon



3. Select the modify password check box and enter your current password into the old password text box. Enter your new password into the new password & confirm password text boxes. It is recommended to choose a strong password with a minimum of 8 characters combining lower case, upper case, numbers & special characters.



4. Click Save to confirm the new password changes

Changes Passwords Regularly

Regularly change the credentials of your devices to help ensure that only authorised users are able to access the system. This is especially important when an employee with access to the system leaves a company.