

# Keep your electronic devices safe when you're on the go

## Why does it matter

Loss of your device's contents may cost the company much more than its retail value if your identity and confidential, personal, and/or proprietary information is stolen, or if our company's computing resources are breached. In the wrong hands, access to all this information could become a serious incident for the company.

## Use these tips to prevent yourself from being an easy mark:



### Don't leave your device unattended!

Never leave your device unattended, even for a few seconds.



### Lock it up

Never leave a device in an unlocked vehicle, even if it is in your own garage or driveway. If you have to leave your device, best to store it in a locked vehicle if not keep it in your hotel room, preferably in a vault.



### Don't leave your laptop in plain sight

Never leave a device in plain sight in a car. Move it to the trunk or cover it up.



### Keep yourself between a thief and your device

Keep devices in front of you, on your lap, or between your feet. Phones stored in your back pocket are an easy target for pickpockets. Instead, store phones in a purse or internal pocket or holster.



### Disguise your laptop bag/case

Store your device in something inconspicuous. Cover or don't use a case with our company's name or logo.



### What to do if you've lost or had a device stolen:

*Don't put yourself in danger trying to locate a stolen device.*

- File a police report.
- Contact IT Support Center:

Phone the helpdesk or log a ticket through  
the Service Portal at  
<https://itsupport.cookmedical.com>

North America: 1.866.920.6508

Europe: +35-3-61-239477

Asia/Pacific: +61-7-3434-6006

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