

## **IPad Security Tips\***

**1. Set a pass code.** Creating a pass-code screen lock is an easy and effective way of keeping strangers from picking up your iPad and examining its files. While a four-digit passcode isn't as effective as a well-crafted password, it's strong enough to discourage stupid and lazy thieves. To create your pass code, go to Settings > General > Passcode Lock.

**2. Activate auto-lock.** An iPad should never be left unattended, but for those times when common sense departs on a well-earned holiday, it's a good idea to use the Auto-Lock feature to automatically lock the screen while you're away on other business. Tap Settings > General > Auto-Lock and select a countdown-to-lock duration of 2, 5, 10, or 15 minutes.

**3. Set a maximum allowable number of pass code attempts.** Any iPad user, who is hurried, tired, or otherwise fumble-fingered, is apt to mistype his or her pass code, maybe even two or three times. But 10 times? Not likely. Anyone with that many failed pass code attempts is probably trying to guess his or her way into someone's iPad. The wipe setting is off by default, but it can be turned on by tapping Settings > General > Passcode Lock.

**4. Password-protect your iPad-stored documents.** If you're like most iPad users, most of your device's sensitive data is contained inside word processing, spreadsheet, and presentation documents. Apple's three major iPad business apps -- Pages, Numbers, and Keynote documents -- allow you to password-protect documents. The downside is that you can only invoke the protection on the Macintosh versions of these programs. Fortunately, it's easy to create password-protected documents on a desktop or portable Mac and then transfer the files over to your iPad (particularly if you use a file synchronization service like [Drop box](#)). Once the documents are on your iPad they will be continue to be password-protected, as well as fully readable and editable (but only after you've entered the password).

**5. Disable Bluetooth when not in use.** While there are some legitimate reasons for keeping the iPad's Bluetooth short-range wireless function continuously running (such as using an external wireless keyboard), the capability also provides an open door for data spies. Unless you're actually using a Bluetooth accessory, you can bolster your iPod's

security, and even save a little battery life by disabling the connection (Settings > General > Bluetooth > Off)

6. **Track it down.** When all is lost, and you realize that your iPad has been either lost or stolen, it's time to call in the electronic bloodhounds. You'll see your device's location on a map and you can choose to have it display a message or play a sound, remotely lock the device or delete all of its data.

**\* These tips are based on industry recommended practices and are provided for your information only. Spartanburg Regional cannot help you configure or troubleshoot the recommended settings.**