

## TECHNOLOGY/ELECTRONICS TRAVELING WITH A LAPTOP CHECKLIST

- Store and carry laptop in a padded, well fitting case
- Make sure battery is fully charged
- Airport screening:
  - Don't place laptop through the x-ray until you are ready to walk through
  - Prior to security check, power on computer and put in suspend in case you are asked to turn it on
  - Metal detectors may harm your computer; ask for x-ray instead
- If you are traveling out of the country, bring proof of purchase
- Don't place your laptop in checked baggage – carry with you
- Install and update security software including anti-virus, spyware, firewall, etc.
- Password protect access to the information on your computer
- Limit computer use on unfamiliar networks
  - Avoid credit card use
  - Avoid bank account use
  - Avoid personal identification use
- Make sure that you can access your e-mail from a remote source/browser
- Use your computer only in private areas where someone cannot look over your shoulder
- Bring laptop accessories:
  - Ethernet cable
  - Wireless (phone) card
  - Extra long power cord
  - Photo card reader
  - Computer locking cables
  - Cables to plug in accessories
  - Camera cables
- Store your computer out of sight, locked and in a temperature controlled environment
- Lock your computer to a desk or chair when using in a public area
- If using your employer's VPN access, test before traveling to make sure the connection is working
- Never leave your laptop unattended
- Have a record of the laptop's serial number, make and model in case it is stolen
- Etch or permanently mark your name and phone number on your laptop
- Backup your computer files and keep files in another location
  
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