

Porsche Korea IT Quick Start

Seoul, South Korea

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1.1 Bitlocker / Windows Login

Bitlocker

The hard disk of all PKO devices are encrypted with BitLocker. You have to enter BitLocker PIN before booting your devices. The PIN will be provided by IT.



After 4 times of failed attempts, you must enter BitLock recovery key which is maintained by PKO IT.

Please contact IT helpdesk to get the key.

BitLocker r	ecovery	
Enter the recovery k	ly fait this drive	
Elizaber samt provinsion	May be unless your drive because 2nd	na Link has been
The second second and an	Name and Post of the	

• Windows Login data:

User: firstname.lastname

Password: see PKO IT Initial Password document provided on first day

Password Rules: minimum 12 characters, Contain characters from **three** of the following four categories: English uppercase characters (A through Z) English lowercase characters (a through z) Base 10 digits (0 through 9) Non-alphabetic characters (for example, !, \$, #, %)

You will then be asked to change your password.

If you are **not** requested to change your password, please wait until Windows started completely and press the following keys at the same time:

CTRL+ALT+DEL

You will then see a screen where you can click 'Change a Password...' and afterwards a screen to change your password.

If you have trouble to change your password, please contact us the IT help desk (see Chapter O).

• Password Management (KeePass)

Passwords can be stored in an encrypted database, which can be unlocked with one master key.

1. Run "KeePass 2" application on your laptop or desktop.



2. Create your own Key file and save it on local drive (C) or H drive.



3. Set the master password.



4. Add the system passwords by selecting "Add Entry"



1.2 Porsche Network / Wifi

To access to Porsche network, a wired LAN cable has to be connected to laptop or desktop.

The main cable is connected to desk phone and additional cable is connected from phone to laptop.



Corporate Wifi connection is available. Choose a SSID "vw-group" and it will be connected automatically without any credential.

<i>(</i>	w-group Secured		
	Connect autom	natically	
		C	onnect
<i>(</i> , ¹	Porsche Hotstpot Secured		
(k.]	F Secured		
Netwo	ork settings		
li.	∲	all	(iji) Mohile
WiFi	Flight mode	Mobile	hotspot
P) _ ^ @ 👄 🖫 🕸	》 ② ඞ _2	7:53 PM 2/6/2020

Guest Wifi can be also available with SSID "Porsche Hotspot" and it will be connected automatically without any credential.

1.3 Outlook

Outlook is the Porsche's email application.



To set up your email signature, click:

File-> Options-> Mail -> Signatures

Outlook Options		?
General	Change the settings for messages you create and receive.	
Mail		
Calendar	Compose messages	
People	Change the editing settings for messages.	Editor Options
Tasks	Compose messages in this format:	
Search		
Language	ABC Always check spelling before sending	Spelling and Autocorrect
Advanced	Ignore original message text in reply or forward	
Customize Ribbon	Create or modify signatures for messages	Signatures
Quick Access Toolbar		Jignatures

Add your signature.

	tionery				7	2
-mail Signature	Personal Static	onery				
iele <u>c</u> t signature t	o edit			Choose default sign	ature	
New messages	1. vi		0	E-mail account:		1
Replies and for	wards			New messages:	New messages	- i
				Replies/forwards:	Replies and forwards	Ì
Delete	New	<u>S</u> ave	<u>R</u> ename			
dit signature						
Arial	v 11 v	BIU			🔠 Business Card 🛛 🔂 🛞	
Best regard	s/감사합니디	ł				
Kelly Park	박수진					
Kelly Park	/ 박수진					
Kelly Park	박수진 팀장					
Kelly Park / Head of IT / Porsche Ko	박수진 팀장 rea Ltd.					
Kelly Park A Head of IT / Porsche Ko 26F Parnas	박수진 팀장 rea Ltd. Tower, 521 T	eheran-ro,				
Keily Park / Head of IT / Porsche Ko 26F Parnas Gangnam-g	(박수진 팀장 rea Ltd. Tower, 521 T u, Seoul, Kor	eheran-ro, ea 06164				
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1.4 Network Storage

Porsche Korea uses a network drive to share and save/backup all your department and personal data.

You should be able to access your department's folder, as well as the *PKO_Pool* drive and your personal storage area. If you are missing access permissions, please contact us.

If you double-click This PC icon , you should see two network locations, your own and the department drive.



The screen depends on your department association, but you should see PKO_POOL.

Please save all data on these network drives. Your personal computer will not be backed up and your data will get lost if there are problems with your computer.

(So please avoid storing too many documents on the desktop and local documents folder)

1.5 PPN Portal and SAP

Porsche Partner Network Portal is a web-based communication platform, as well as a SingleSignOn Service to various Porsche IT systems. It can be the communication channel to our dealers, so instead of writing emails to a group of dealers, think about publishing the information on the PPN Portal.

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PORSCHE	
Welcome to Porsche Partr	ner Network
Welcome to Porsche Partr	ner Network
Welcome to Porsche Partr	ner Network
Welcome to Porsche Partr	ner Network
Velcome to Porsche Partr	ner Network
PPN usemanne kellypark	ner Network
PPN username kellypark Password Remember my PPN username	ner Network

Some of the **SAP** Systems can be accessed via PPN. Sometimes you will need to login directly to the SAP systems. In this case, please open *SAP Logon*, located on your desktop.



				n.
😁 Workspaces	Name *	SID	Group/Server	Message Server
• 🧰 Arvato	🙀 K04 Konsolidierung Importeure Japan / Australien	K04	SPACE	sapk04.emea.porsche.b
• 🛄 Local	🙀 K16 Konsolidierung PIA Marktstufe Asien Pazifik	K16	SPACE	sapk16.emea.porsche.b
• 🥅 PAG	👷 KV4 Konsolidierung & Test C@P Asien / Australien	KV4	SPACE	sapkv4.emea.porsche.b
• 🧰 Porsche Werkzeugbau	📩 🙀 P04 Produktion Importeure Japan / Australien	P04	SPACE	sapp04.emea.porsche.l
• 🧰 vw	2 P16 Produktion PIA Marktstufe Asien Pazifik	P16	SPACE	sapp16.emea.porsche.h
	PV4 Produktion C@P Asien / Australien	PV4	SPACE	sappv4.emea.porsche.b

Please keep in mind, before you can use any SAP System, your manager needs to request a new user setup.

1.6 Data Security

As already mentioned in the employee handbook, you have to ensure data security and confidentially by working after Porsche's data security best practices:



Clearly classify and tag all documents (confidentiality levels and retention requirements)



Ensure that nothing is left after the meeting – and remove the information on your flipchart and whiteboard.

Conversations can be overheard - be aware of your environment! Be critical when inquiring about official content from unknown persons!



Close down all files containing confidential information when leaving the office. Especially look the computer.





The desk becomes a "clean desk" – confidential information never goes away, it's stored in lockable furniture. The room is closed when leaving.



In compliance with legal requirements and deadlines:
Confidential documents should be placed in closed document disposal containers

Disposal of 'Secret' documents with the appropriate specification shredder.

Be sure to encrypt volumes containing confidential documents. Only use certified media.

- Employees are required to lock (Ctrl+Alt+Del) their notebook whenever absent from workplace.
- Clean Desk Policy to be applied
- Documents have to be filed away after usage/work.
- Drawers have to be locked after work.
- Save your work on the department drive, your private information on the private folder and limit the information on the C-drive.
- Sending or downloading offensive material is not acceptable.
- Excessive and inappropriate personal use of email and internet is not endured. Access is intended to be used for business purposes.
- Do not disclose your passwords under any circumstances.
- Use only software which has been approved/certified by Porsche for your work. The use of software from other sources like the internet is not allowed.
- The use of equipment and storage media (e.g. USB sticks, smartphones, external hard disks) which has not been approved/certified by Porsche is not allowed.

Rules on storing and transmitting data

You can transmit data with the approved USB sticks only.



You have to save digital data according to table 1. If you have questions on how to request Approved USB sticks and use the encryption software, please contact us.

	Project and internal department network drives	Portable storage media (e.g. USB sticks, CDs) or in IT systems	internal exchange platform (e.g. Data exchange server)	Porsche internally accessible Porsche network drives	External exchange platform (e.g. Dropbox) or Cloud services (e.g. Google Docs)
Public	-				
Internal					0
Confidential	-			0	0
Secret				0	0

Table 1: Data must be stored as follows depending on the confidentiality level:

Notes:

- Currently, the hard disk of a Porsche desktop PC is not automatically encrypted. If you want to store secret data on this equipment, you can use a container encryption software.
- Use the encrypted area on the Porsche USB stick for storing data which is worthy of protection.
- If available use LanCrypt (to be requested from your PC coordinator) for storing encrypted data on a Porsche network drive.

Further, you have to apply the following rules while transmitting electronic data according to table 2.

Table 2: Data must be transmitted as follows depending on the confidentiality level:



Notes:

- In order to encrypt internal Porsche e-mails using Lotus Notes, activate the "Encrypt" security option under the Delivery Options.
- For sending encrypted e-mails externally, use PGP encryption (to be requested via Porsche SecureMail Workflow in Notes).
- For sending encrypted content externally in an unencrypted e-mail, use a password-protected, encrypted ZIP file (the password must be transmitted using an alternative route).
 - Basically external web mailers (e.g. GMX, Google, Telekom) are not permitted for company-related information.

Data Loss Prevention Solution

DLP identifies, monitors and protects data stored in our network or on desktops.

It detects and prevents the unauthorized use and transmission of corporate data such as sending a web mail, copying a file to a USB or leaking data.

You may see the following icon on your PC.



There are 3 policies defined.

- Detection
- Monthly inspection is scheduled at 11:30 am on the 15th of every month.
- Resident registration number, Foreign Registration Number, Driving license number and passport number will be detected.
- Once the inspection is done, you will see the completion message with the number of patterns or files were found.

It may have a false positive. You can set an exception rule by setting the Data Type as below.

Contents (42)	Uninspectable (0)	Attribute	e (0)				
🔒 Encrypt	X Delete	Set Type	Approval		III Colu	umns	₹ Filter
D Name		The Tar	14	5 B C		••••	
75A21383.	pptx.pia	Data type					
20191126_	WIFI 구축외.xls.pia		elect the dat	a type of files displ	aved in the path list		
SMWS6LN	11.cookie.pia			- Alter an under ander			
29F688788	650D5F8801D50A388.	- Dath					
20190801_	5층 Rack이전 작업.xl.	Path					
20191126	WIFI 구축외 (002).xls	C#0	sers#	WAppDataWLoca	al#Microsoft#Windows#iNetC	Cache	
20191126_	WIFI 구축외 (003).xls						
20191126_	WIFI 구축외.xls.pia						
20191126_	WIFI 구축외_2019120	Data Tv	De				
٢.		Selecti	ing the Privat	e Data Type will be	audited and reported.		
Detected Items		11	1.1	100 0000			
C:#Users#	#AppData#Loca		き冊	: 분류 되지 8	않은 개인 정보 문서 (최초 검출	에 기본길	5
		O TK		; 고객 정보기	포함된 문서		
		UN	9	: 내부/외부 3	직원 정보가 포함된 문서		
		0719	2	: 가족/친구/	동장회 정보 등이 포함된 개인	소유의 문	-14
		•) 0¶ 5	4	: 오탐이거나	개인 정보 문서가 아닌 경우		

Please delete or encrypt the detected files if they contain personal or confidential information. If you'd like to decrypt files at once, you can select all files in "Reaction" tab and click Decrypt.



- Prevention
- USB : Data read and write is available on the PKO registered USB sticks.

Data read-only for the unregistered USB. If you'd like to copy files into the unregistered one, you can ask approval for the one time use.

It will be also applied when you are not connected to the PKO network.

- Upload : File upload to webmail(e.g. Naver, Gmail...) or blog will be monitored. If you upload a file contains personal information, it will be blocked.
- Retention
- Monthly inspection is scheduled at 11:30 am on the 10th of every month.
- The files are older than 4 years will be encrypted. You have to review the files and delete the unnecessary ones.

1.7 Meeting Environment

- Wireless presentation
- Clickshare at all meeting-rooms
 - 1. Connect a USB dongle to your laptop.



2. you will see the following pop-up. Please run ClickShare_for_Windows.exe.



CD Drive (D:) ClickShare

Choose what to do with this disc.

Install or run program from your media



Run ClickShare_for_Windows.exe Published by Barco N.V.

Other choices



Open folder to view files File Explorer



Take no action

3. Please wait for a while until your laptop is connected to ClickShare.



4. Now you are ready to share your screen.



5. You can just click the button to share your screen.



- Conference system
- Web conference (MS Teams)
 - 1. Connect a Clickshare to your laptop.
 - Select the devices which you'd like to use on conference call. the default. Settings -> Devices -> Audio Devices / Camera

Audio devices	
Room Speakerphone	\sim
Speaker	
Echo Cancelling Speakerphone (Room Speakerphone)	\sim
Echo Cancelling Speakerphone (Room Speakerphone)	
Speakers (Realtek(R) Audio)	
Speakers (ClickShare Speaker)	
올 Make a test call	

Audio devices

Room Speakerphone

Speaker

Echo Cancelling Speakerphone (Room Speakerphone)

Microphone

Echo Cancelling Speakerphone (Room Speakerphone) $\qquad \qquad \lor$

Echo Cancelling Speakerphone (Room Speakerphone)

Microphone Array (Intel® Smart Sound Technology for Digital Microphones)

Secondary ringer

Camera

None

Automatically adjust camera controls

Open camera settings (i)



1.8 IT Request Forms

You will find IT Request Forms on the Adobe Sign:

	×П	
Library	Name	Last Modified
Recent Templates	Account Workflows	
Templates	යි. IT2 - VPN Application	05/19/2022
worknows	品 IT1-System Access Request Form	05/19/2022

1.9 Telephone, Printer and Scanner

Telephone

If you want to make an <u>internal</u> call, you have to dial the last four digits of the phone number

Last 4 digits

(e.g. 9153)

If you want to make an <u>external</u> call **within Korea**, you have to dial 8 + Telephone number (e.g. 8-2-2055-9153)

If you want to make an <u>external</u> call outside Korea , you have	to dial
8001 + Country Code + Telephone number	(e.g. 8001-49-711-911-29600)

How to log in to the desk phone before work

1. Check a virtual phone number between 7000~7100 on your desk phone's display panel.	16 32 Thu 02/25/21 Pickup Transfer
Note.	7002 + Call Log
If you see a number start with 9***, you should log	
out of the desk phone and	
log in with your office phone number	
2. Press *50 on your dial panel.	16:33 Thu 02/25/21 Pickup
	Dial again Unanswered calls Incoming calls





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How to log out of the desk phone after work

1. Press *51 on your dial panel.	16:33 Thu 02/25/21 Pickup *5 Transfer Dial again Indexered calls Incoming calls Call Log
2. You can see the messages in the following order and wait for 10 second.	17:01 Thu 02/25/21 Pickup Mob. HFA Logoff started Transfer Please hold Image: Comparison of the started of
(1) Mon. HFA Logon started Please hold (2) Logoff successful	Call Log
Next, you can see the virtual number between 700~7100 (i.e 7002), then the logout is complete.	16 56 Thu 02/25/21 Pickup Transfer
	① Logoff successful Call Log
	16 32 Thu 02/25/21 Pickup Transfer
	7002 → Call Log

Notes.

- If you miss a call after work hours, it will be saved and you can see it after login at your new seat. To see the missing calls d press the button next to 'Call Log' sign.
- If you see a number start with 9***, you should log out of the desk phone and log in with your office phone number

• Printer and Scanner

Touch your access card to the reader.

(This may not work if you have temporary access card. Use method mentioned below.)



Once logged in successfully, your windows ID will be displayed. Manual login (typing windows ID) is also available with Key button.

Your windows ID is "firstname.lastname"

	Enter UserID.	B Guest
	Cancel	🛷 Enter
Log b	UserID: Kelly, park	
- Account On	1 2 3 4 5 6 7 8 9 0 -	Backmare

Select "Private Charge Print" to print out individual documents.



The spooled job will be purged every 24 hours which means unprinted job will be automatically deleted.



You can scan documents in E-mail menu.

- cours validated		
Copy	Fax / Internet Fax	E-mail

Your ID will be automatically populated in recipient field. Therefore, you don't need to search your name or email address anymore. After documents are scanned, press a green button to send an email.

Ready to Send E-m From: pko-scanner Subject:	ail. ©porsche.co.kr	Confirm 1 kelly.park	0	1)	
E-mail	Advanced Layout E-mail Opt Settings Adjustment	lons	1 2	(3)	
Address Book	1. To: kelly.park	PKO-PT-Seoul		6	재설정
Recipient		Subject		Ő	긴급작업 🤍 정지
Add Me		Message	7 8	9	
Preview				(#)	((C+
Color Scanning Color	Scanning 1 Sided Text	PDF	- C		

Contact Us – IT Help Desk PKO

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