INSTRUCTIONS FROM IT FOR TEAM LEADER

1. The team leader is responsible for the given IT equipment. All the equipment must be protected, saved, and should not be used in personal purposes. The equipment must be used only for that purpose and only in this way as manufacturer has provided.

2. Using laptops and the Internet, strictly forbidden: to visit porn sites, sites with illegal content (torrent, eMule, etc.) networks, to download unknown files, clicking on the obscure links, to connect external data storage device without verifying that it does not catch viruses on the computer.

3. It is forbidden to save any personal or illegal information on the compiuters. Also it is prohibited to install any software to the equipment, provided by the company. If additional software needed, always consult with IT department Кестас Стасюлис +370 65265799.

4. Corporate Email must be used only for work purposes. And for work purpose must be used only corporate Email.

5. Any problems occurred due to Emails and IT equipment must be solved only through the IT department. Consulting is available by Skype, Email or phone (Kestas Stasiulis +370 65265799).