

BLACKBERRY ACTIVATION STANDARDS AND PROCEDURES

PRE-REQUISITES FOR BLACKBERRY ACTIVATION

1. Client must be a current staff or faculty member.
2. Client must have a legitimate business need for a Blackberry device associated with The University of Toledo's Blackberry Enterprise Server (BES).
3. Client must have an Enterprise Data Plan associated with the device.

PROCEDURE FOR ACTIVATION

Client must request either through **Rocket Wireless at 419-530-7998, Client Services, or the IT Helpdesk at 419-530-2400** the activation of the Blackberry Device.

The account is created on the BES and the activation password is communicated to the appropriate entity. The activation password will remain viable for 48 hours. If, after the 48 hours has elapsed, the device has not been activated, another request must be made to reset the account and receive another 48 hour window.

The activating entity then follows the below procedure to activate the device:

- a. Open the setup wizard
- b. Choose the email setup option
- c. Choose to set up the device for a work email (BES) account
- d. Choose the option that the administrator has given the activation password
- e. Enter the client's email address as first.last@utoledo.edu
- f. Enter the activation password
- g. Depress the roll button, or screen key and choose activate in the menu

BLACKBERRY SECURITY POLICY

The following information must be presented to the client regarding our security policy and measures taken on the Blackberry device:

- EACH BLACKBERRY DEVICE CONFIGURED TO USE THE BLACKBERRY ENTERPRISE SERVER WILL BE CONFIGURED FOR ENCRYPTION AND IT WILL HAVE THE ABILITY TO PERFORM A REMOTE WIPE OF THE DEVICE.
- THE DEVICE WILL REQUIRE A SEPARATE PASSWORD TO ACCESS THE DEVICE'S FEATURES.
- AFTER 10 INCORRECT ATTEMPTS TO UNLOCK THE DEVICE, THE DEVICE WILL AUTOMATICALLY WIPE ITSELF.
- THE DEVICE WILL AUTOMATICALLY LOCK ITSELF AFTER 15 MINUTES IF IDLE.
- IF THE DEVICE IS LOST OR STOLEN, THAT INFORMATION MUST BE PRESENTED TO IT AS SOON AS POSSIBLE.