

4 Change Security Device PIN 更改保安編碼器密碼

You may change the PIN for your Security Device anytime you want.

- 1 After turning on the device with your existing PIN, press and hold (8) for 2 seconds
- 2 When "NEW PIN" is displayed, enter 4 to 6 digits at your choice as a new PIN, then press (✓)
- 3 "SCB" and "PIN CONF" will be displayed, please re-enter the new PIN to confirm
- 4 "SCB" and "NEW PIN CONF" will be displayed upon successful PIN setup

您可以隨時更改保安編碼器的開機密碼。

- 1 以現有密碼開啟保安編碼器後，按 (8) 兩秒
- 2 當屏幕顯示「NEW PIN」時，輸入一組4至6位數字作為新密碼，然後按 (✓)
- 3 屏幕會顯示「PIN CONF」，請再次輸入新密碼以作確認
- 4 如成功設定密碼，屏幕會顯示「SCB」及「NEW PIN CONF」

5 Reset Security Device PIN 重設保安編碼器密碼

If you have input your PIN incorrectly 5 times in a row, your device will be locked, you may reset the PIN online.

- 1 Log in to Corporate Internet Banking
 - (a) If you are an Administrator, select "Administrator Functions" > "Reset Security Device PIN"
 - (b) If you are an Authorizer, select "Personalization" > "Reset Security Device PIN"
- 2 Follow the instructions to enter the required information, then click the "Confirm" button
 - (a) Your personal particulars as required
 - (b) Lock PIN Code
How to generate a Lock PIN Code?
Press (Ⓜ) to turn on the locked device. A 7-digit Lock PIN Code will be displayed
- 3 An SMS containing a PIN Reset Code will be sent to your registered mobile phone number once confirmed

- 4 After turning on your Security Device, press (Ⓜ) and then input the PIN reset code
- 5 When "LOCK NEW PIN" is displayed, enter 4 to 6 digits of your choice as a new PIN, then press (✓)
- 6 "LOCK PIN CONF" will be displayed, please re-enter the new PIN to confirm
- 7 "SCB" and "NEW PIN CONF" will be displayed upon successful PIN reset

如您連續錯誤輸入開機密碼5次以致保安編碼器自行上鎖，您可於網上重新設定密碼。

- 1 登入企業網上銀行
 - (a) 如您為行政管理者，選擇「行政管理者功能」>「重設保安編碼器密碼」
 - (b) 如您為授權批核者，選擇「個人化」>「重設保安編碼器密碼」
- 2 根據指示輸入以下資料，然後按「確定」鍵
 - (a) 所需的個人資料
 - (b) 解鎖編碼
如何產生解鎖編碼？
於已鎖定的保安編碼器按 (Ⓜ)，畫面上將會顯示一組7位數字的解鎖編碼
- 3 於確定後，重設編碼將會以短訊形式傳送至您已登記的手機號碼
- 4 開啟保安編碼器，按 (Ⓜ) 然後輸入該重設編碼
- 5 當屏幕顯示「LOCK NEW PIN」時，輸入一組4至6位數字作為新密碼，然後按 (✓)
- 6 屏幕會顯示「LOCK PIN CONF」，請再次輸入新密碼以作確認
- 7 如成功重設密碼，屏幕會顯示「SCB」及「NEW PIN CONF」

Security Tips 保安提示

- 1 Before confirming the Transaction Signing, please carefully verify the Transaction Specific Information such as the beneficiary account number that has been entered into your Security Device. Never enter any numbers that you are unfamiliar with.
- 2 If you are in suspicion of any unauthorized use of your e-banking account or aware of unusual pop-up screens, please report this to our Customer Service Hotline on 2818 0282 immediately.

- 3 Please take reasonable steps to keep the Security Device safe and do not disclose any Security Codes displayed on your Security Device to others under any circumstances. Our staff will never ask you for any information about the Security Code or any Security Code generated by the Security Device.
- 4 Setting e-banking passwords that are difficult to guess and different from the ones for other internet services.
- 5 Installing and promptly updating security software to protect your computers and mobile phones.
- 6 Refraining from using public computers or public Wi-Fi to access e-banking accounts.
- 7 Checking your e-banking accounts from time to time and reviewing alert messages and statements issued to you in a timely manner.

- 1 在確認交易加密簽署前，請小心核對您於保安編碼器上輸入的交易獨有資料（例如收款人戶口號碼），切勿在保安編碼器上輸入您不熟悉的數字。
- 2 如果懷疑您的電子銀行賬戶被盜用或有不尋常的視窗彈出，請立即致電本行客戶服務熱線2818 0282。
- 3 請採取合理步驟以妥善保管您的保安編碼器及在任何情況下均不應透露您的保安編碼器上顯示的保安編碼，本行職員亦不會向您查問任何有關保安編碼的資訊及任何保安編碼。
- 4 設定難以猜破及與其他互聯網服務不同的電子銀行密碼。
- 5 安裝並及時更新保安軟件，以保護電腦及手提電話。
- 6 避免透過公用電腦或公共無線網絡登入電子銀行賬戶。
- 7 不時查核電子銀行賬戶，並及時查閱本行發出的提示訊息及結單。

Enquiry Hotline 查詢熱線:

2818 0282

www.shacombank.com.hk/cibsecuritydevice

企業網上銀行 加密保安編碼器 Corporate Internet Banking PIN-protected Security Device

使用指南 User Guide



To further enhance the level of secure online banking services for our customers, we are pleased to introduce you to our new PIN-protected Security Device. In addition to having the two-factor authentication feature, the Security Device allows you to authenticate designated online transactions (including fund transfers to non-registered account(s)) by performing Transaction Signing.

為進一步提升網上保安及確保客戶繼續享受到安全的網上理財服務，我們為您提供了全新加密「保安編碼器」。「保安編碼器」除了有雙重認證保障外，更備有交易加密簽署功能，以認證指定的網上交易，讓您於網上理財時得到更高的保障，靈活可靠。

1 Set Up Security Device PIN 設定保安編碼器密碼

The Security Device is PIN-protected. Please follow the steps to set up the PIN before using the Security Device for the first time. You are required to enter this PIN to unlock the Security Device before each use.

- 1 Press  for 2 seconds to turn on the Security Device
- 2 When “NEW PIN” is displayed, enter 4 to 6 digits at your choice as a new PIN, then press 
- 3 “PIN CONF” will be displayed, please re-enter the new PIN to confirm
- 4 “SCB” and “NEW PIN CONF” will be displayed upon successful PIN setup

這款保安編碼器使用密碼保護，於首次使用保安編碼器前，請按以下步驟設定密碼，並於每次使用時以此密碼開啟保安編碼器。

- 1 請先按  兩秒以開啟保安編碼器
- 2 當屏幕顯示「NEW PIN」時，輸入一組4至6位數字作為新密碼，然後按 
- 3 屏幕會顯示「PIN CONF」，請再次輸入新密碼以作確認
- 4 如成功設定密碼，屏幕會顯示「SCB」and「NEW PIN CONF」

2 Activate Security Device 啟動保安編碼器

- 1 Log in to Corporate Internet Banking
 - (a) If you are an Administrator, select “Administrator Functions” > “Activate Security Device”
 - (b) If you are an Authorizer, select “Personalization” > “Activate Security Device”
- 2 Follow the instructions to enter the required information, then click the “Send” button
 - (a) Your personal particulars as required
 - (b) The serial number shown at the back of the Security Device
 - (c) The 6-digit Security Code generated by your Security Device
- 3 You will receive an SMS on the registered mobile number upon successful activation

- 1 登入企業網上銀行
 - (a) 如您為行政管理者，選擇「行政管理者功能」>「啟動保安編碼器」
 - (b) 如您為授權批核者，選擇「個人化」>「啟動保安編碼器」
- 2 根據指示輸入以下資料，然後按「傳送」鍵
 - (a) 所需的個人資料
 - (b) 保安編碼器背後的序號
 - (c) 由保安編碼器產生的六位數字保安編碼
- 3 您登記於本行的手機號碼將會收到短訊，以通知您的啟動指示已經完成

How to obtain a 6-digit Security Code? 如何取得六位數字保安編碼？



- 1 Press and hold  for 2 seconds to turn on your security device and enter the PIN to unlock it
按  兩秒以開啟保安編碼器，然後輸入保安編碼器密碼
- 2 Press  again to generate a 6-digit Security Code
再按  以獲取六位數字的保安編碼

3 Use of Transaction Signing Function 使用交易加密簽署功能

Transaction Signing involves a more protected authentication process. To enjoy secure online transactions, you can enter Transaction Specific Information such as beneficiary account number, bill account number etc. on the Security Device in order to generate a unique Security Code.

Online Transactions that require Transaction Signing include but are not limited to:

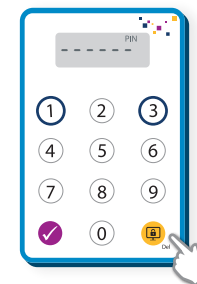
- Fund transfers to non-registered account(s)
- Pay non-registered bills of designated merchant(s)
- Purchase of Bank Draft

交易加密簽署是一項更嚴密的交易認證程序。保安編碼器可根據您輸入的交易獨有資料，例如收款人戶口號碼、賬單戶口號碼等，而產生相應的保安編碼，讓您的網上交易得到更高的安全保障。

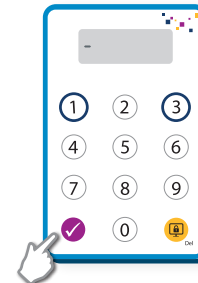
需要使用交易加密簽署之指定網上交易包括但不限於：

- 轉賬至未經登記的戶口
- 繳付未經登記之指定商戶賬單
- 購買銀行匯票

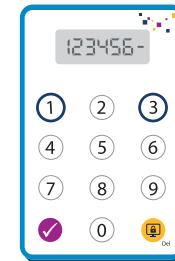
How to Perform Transaction Signing for Designated Online Transactions? 如何使用交易加密簽署進行指定網上交易？



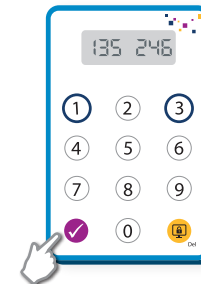
- 1 Press and hold  for 2 seconds to turn on your security device and enter the PIN to unlock it
按  兩秒以開啟保安編碼器，然後輸入保安編碼器密碼



- 2 Press  on your Security Device until “-” is prompted
於保安編碼器上按 ，直至出現“-”



- 3 Enter the Transaction Specific Information such as beneficiary account number, bill account number, etc.
輸入交易獨有資料，例如收款人戶口號碼、賬單戶口號碼等



- 4 Press  again to generate a 6-digit Security Code and enter it into your Corporate Internet Banking to continue the transaction
再次按  鍵獲取六位數字的保安編碼後，於企業網上銀行輸入保安編碼以繼續該項交易