Small Office WiFi and Router Security Checklist

Secure the network without guessing

Before changing anything

Record the router model, support contact, and how to reconnect. Save a configuration backup if supported. Plan a short outage and have permission from the network owner.

Router sign-in

Change the default administrator password to a unique one. Store it in the team password manager. The router admin password and WiFi password are different.

Firmware

Use the router's official update feature. Back up its settings first and follow the manufacturer's instructions. Replace equipment that no longer receives security updates.

WiFi security

Prefer WPA3-Personal when all devices support it, or WPA2-AES for compatibility. Avoid open networks and outdated WEP/WPA. Use a long, unique WiFi passphrase.

Guest access

Create a separate guest network. Block guest access to local devices if supported. Keep payment terminals and sensitive work devices on an approved separate network.

Switch off risky shortcuts

Turn WPS off. Disable remote administration from the internet unless an IT provider has a specific secured need. Review port forwarding and remove only rules you know are unnecessary.

Inventory your devices

List each device, owner, purpose, and network below. Investigate unknown devices before blocking them. Reconnect and test printers, payment tools, and shared files after changes.

Keep a review date

Review users and firmware after staff changes and on your regular maintenance schedule. Share guest access without sharing the administrator password.

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Device inventory

Write one device per line

Device / owner / work or guest / last checked

Device 1

_____

Device 2

_____

Device 3

_____

Device 4

_____

Change record

Date: _____ Changed by: _____
Settings changed: _____
Reconnect test and next review: _____

Need the exact menu?

Router menus vary. Use the manual for your exact model. Do not reset a working router just to match this sheet.

Want a hand? Explore IT Support & Team Setup at https://rosscoreit.com/