



Encrypted Flash Drive quick setup guide

Dear Colleague,

You have been issued with a HSE approved encrypted flash drive (memory stick) which has AES 256-bit hardware encryption.

When you first insert the memory stick into a USB port on your laptop or PC, drivers will be installed. After a few moments, you may be prompted to reboot your machine. Ensure you take out the memory stick before rebooting.

This is a short instruction document on how to initially configure the memory stick for use. A longer instruction document is available on the memory stick itself. Please refer to the longer instruction document for USB Flash Drive Usage, Restoring to Factory Settings (if password is forgotten) & FAQ's.

Quick Setup Guide

When you next login, insert the memory stick into the same USB port.

Open the "Computer" icon from your Desktop to see the list of available drives.

You will see a number of drives listed, one of which looks similar to Figure 1.

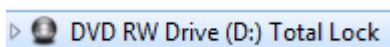


Figure 1

Double click on this drive.

In the list of files, locate the UserManual.pdf file.

Open this and refer to it so you can setup for use.

In the same file list, double click on TotalLock.exe file to start setup (Figure 2).

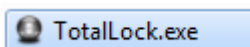


Figure 2

The first screen is to accept Terms and Conditions. Click Agree.

You are now on Page 6 of the longer User Manual document. Please note, the document is a general guide and not all screens will be exactly as shown. For example, the Language window defaults to English whereas in the document you need to select English from the drop down menu. Personal information is also optional.

Please pay special attention to the Password format required. There is also an option to setup a Password hint. However, it may be beneficial to keep a record of the password securely in a file somewhere in your home folder. If you cannot remember the password, Service Desk is unable to reset it so any data on the stick will not be accessible.

Complete the setup and ensure you keep the memory stick secure.

If you lose the device, then you must report it. The Mobile Device Incident Procedure form is located at http://hsenet.hse.ie/OoCIO/Service_Management/PoliciesProcedures/Procedures/

When finished using the stick, do not pull straight out of the USB port. On the bottom right hand side of the taskbar, is an arrow button (Show Hidden icons). Click once and a submenu of icons will appear, one of which is "Safely Remove Hardware and Eject Media". Click once and from the submenu, select "Eject DVD RW Drive....." (Figure 3). You can now remove the memory stick safely.



Figure 3

Kind Regards,

NSD Customer Services Team