# LOK-IT

SECURE FLASH DRIVE®  - ADMINISTRATOR GUIDE

## Contents

## Minimum Requirements

USB 2.0, 1.1 (Version 2.0 recommended)

## Features

LOK-IT is a secure, host-independent USB flash drive that integrates user authentication and on-the-fly encryption with portable storage to protect sensitive data in the event the drive is lost or stolen. The solution is host/platform and operating system independent, and functions equally well on Windows, Mac, Linux, and embedded systems.

PIN (Personal Identification Number) access control
- 7 to 15 digits in length
- Supports both user PIN and Master PIN

Self-Contained Encryption
- Military grade AES 256 bit
- Hardware based on-the-fly

USB 2.0 compliant

Auto-locks when drive is disconnected or loses power

Drive recovery in case of forgotten PIN
- Drive reset
- Master PIN

Hacking detection
- Permanent lockout after ten (10) unsuccessful attempts

Rechargeable battery

## Operating Your LOK-IT Secure Flash Drive™ with Master and User PINS

The drive is shipped disabled (Factory Default State) and will remain disabled until a PIN is set. LOK-IT can be utilized without the Master PIN functionality. When deploying the drive with a Master and User PIN, it is recommended (but not required) that the Master PIN be set first. Once a Master PIN is set it may be given to the User for setting the User PIN.

It is necessary to set a User PIN in order for the User to begin using the drive. Once the User PIN has been set the drive is locked and will require entry of the correct PIN to unlock it.

**NOTE**: In the event a User PIN is set first, a Master PIN may still be set but requires the drive first be unlocked with the User PIN.

### Visual Indicators

**RED LED**
1. Red constant = Factory default state. Drive is locked. User PIN not set
2. Red blink = Drive is locked. User PIN set.

**GREEN LED**
1. Green constant = Drive is connected to USB port and unlocked
2. Green single blink = Drive is unlocked in User Mode while powered by battery
3. Green double blink = Drive unlocked in Master Mode while powered by battery

**RED LED/GREEN LED**
1. Red/green constant = Change of PIN initiated
2. Red/green single blink = Accepting User PIN input
3. Red/green double blink = Accepting Master PIN input
4. Red/green alternating blink = A PIN entry error has been made; retry PIN entry

**BLUE LED**
1. Blue constant = Drive is unlocked and inserted into a powered USB port
2. Blue flicker = Drive is unlocked, inserted into a powered USB port and data transfer is occurring

**BLUE LED/RED LED**
1. Blue blink/Red blink = Drive has been inserted into a USB port while locked. The red LED will stop blinking. The blue LED continues to blink. Remove drive from port and enter PIN.

**NO LED**
All LED indicators off = Drive is in sleep mode

## PIN Requirements

PINS must be a minimum of 7 digits. PINS with less than 7 digits, PINS with repeating numbers (1-1-1-1-1-1-1, etc.) and PINS with sequential numbers (1-2-3-4-5-6-7, etc) are blocked.

## Setting the Master PIN from the Default Factory State

The Master PIN is clear upon customer delivery. To set a Master PIN from the Default Factory State:

1. Double press the KEY button holding the 2nd press for 3 seconds. The 1st and 2nd presses must be performed within 1⁄2 of a second.
2. When both red/green LED's illuminate, release the KEY button
3. Red/green LED's will blink once and remain lit for 10 seconds indicating accepting a Master PIN initiated
4. Enter a Master PIN between 7 and 15 digits before the drive reverts to Sleep Mode
5. Press KEY button
6. Both red/green LED's will *double* blink in unison for 10 seconds before reverting to Sleep Mode
7. Re-enter the Master PIN before the drive reverts to Sleep Mode
8. Press KEY button
9. A green continuous *double* blink confirms the Master PIN is accepted
10. If a mistake is made entering the Master PIN an *alternating* red/green blink is displayed indicating an error has been made. Start over beginning at Step 1.

### TIPS

**Step 2** - It is possible when more than one Administrator manages drive distribution a Master PIN may have been set without the knowledge of other Administrators. If a Master PIN has already been set, an *alternating* red/green blink is displayed at Step 2 above.

**Sleep Mode** - If the drive reverts to Sleep Mode at anytime start over beginning at Step 1

## Setting the Master PIN *after* a User PIN is Set

The Master PIN is clear upon customer delivery. To set a Master PIN after a User PIN is Set:

1. Unlock the drive by entering the User PIN (see 'How to Unlock Drive with the User PIN' in this Guide)
2. With the drive unlocked, double press the KEY button holding the 2nd press for 3 seconds. The 1st and 2nd presses must be performed within 1⁄2 of a second.
3. When both red/green LED's illuminate, release the KEY button
4. Red/green LED's will blink once and remain lit for 10 seconds indicating accepting a Master PIN initiated
5. Enter a Master PIN between 7 and 15 digits before the drive reverts to Sleep Mode

6. Press KEY button
7. Both red/green LED's will *double* blink in unison for 10 seconds before reverting to Sleep Mode
8. Re-enter the Master PIN before the drive reverts to Sleep Mode
9. Press KEY button
10. A green continuous *double* blink confirms the Master PIN is accepted
11. If a mistake is made entering the Master PIN an *alternating* red/green blink is displayed indicating an error has been made. Start over beginning at Step 1.

### TIPS

**Step 1** – In some instances an Administrator may not be certain if a User PIN has been set. Press the KEY button as described in Step 1. A red LED *blink* confirms a User PIN has been set. A *constant* red LED confirms a User PIN *has not* been set. If a User PIN has not been set follow the instructions for 'Setting the Master PIN from the Default Factory State' in this Guide.

**Step 3** - It is possible when more than one Administrator manages drive distribution a Master PIN may have been set without the knowledge of other Administrators. If a Master PIN has already been set, an *alternating* red/green blink is displayed at Step 3 above.

**Step 7** – If the red/green LED's *single* blink in unison, the drive is in User PIN change mode. Wait for the drive to enter sleep mode and start over beginning with Step 1.

**Sleep Mode** - If the drive reverts to Sleep Mode at anytime start over beginning at Step 1

## How to Unlock Drive with the Master PIN

1. Double press the KEY button holding the 2nd press for 1⁄2 second.
2. Red/green LED's will *double* blink in unison continuously for 10 seconds before reverting to Sleep Mode
3. Enter the Master PIN before the drive reverts to sleep mode
4. Press the KEY button
5. Green LED *double* blinks continuously to indicate the drive is unlocked in Master Mode
6. If an incorrect PIN was entered the red LED will light indicating the drive is locked. Start over beginning at Step 1.
7. Connection to a USB port needs to be made with 30 seconds. If no connection is made within 30 seconds the drive will re-lock and enter Sleep Mode.
8. When connected to USB port green and blue LED's will illuminate in a constant state. Drive is ready for use.

**Step 2** - If the red/green LED's _single_ blink in unison continuously, the drive is in User PIN unlock mode. Wait for the drive to enter sleep mode and start over beginning with Step 1.

**Sleep Mode** - If the drive reverts to Sleep Mode at anytime start over beginning at Step 1

**User PIN** - Whenever the drive is unlocked using the Master PIN the **User PIN will be cleared** and must be reset. Data stored on the drive remains intact.

## How to Change the Master PIN

1. Unlock the drive with the existing Master PIN (see 'How to Unlock Drive with the Master PIN' in this Guide)
2. With the drive unlocked, double press the KEY button holding the 2nd press for 3 seconds. The 1st and 2nd presses must be performed within 1⁄2 of a second.
3. When both red/green LED's illuminate, release the KEY button
4. Red/green LED's will blink once and remain lit for 10 seconds indicating accepting a Master PIN initiated
5. Enter a Master PIN between 7 and 15 digits before the drive reverts to Sleep Mode
6. Press KEY button
7. Both red/green LED's will _double_ blink in unison for 10 seconds before reverting to Sleep Mode
8. Re-enter the Master PIN before the drive reverts to Sleep Mode
9. Press KEY button
10. A green continuous double blink confirms the Master PIN is accepted
11. If a mistake is made entering the Master PIN an _alternating_ red/green blink is displayed indicating an error has been made. Start over beginning at Step 1.

**TIPS**

**User PIN** - Whenever the drive is unlocked using the Master PIN the **User PIN will be cleared** and must be reset. Data stored on the drive remains intact.

**Sleep Mode** - If the drive reverts to Sleep Mode at anytime start over beginning at Step 1

## Setting the User PIN

The User PIN is clear upon customer delivery.
To set a User PIN:

1. Depress and hold the KEY button for 3 seconds
2. When both red/green LED's illuminate, release the KEY button

3. Red/green LED's will blink once and remain lit for 10 seconds indicating accepting the User PIN initiated.
4. Enter a User PIN between 7 and 15 digits before the drive reverts to sleep mode
5. Press KEY button
6. Both red/green LED's will now _single_ blink in unison for 10 seconds before reverting to sleep mode
7. Re-enter the User PIN
8. Press KEY button
9. A continuous green _single_ blink confirms the User PIN is accepted
10. If a mistake is made entering the User PIN an _alternating_ red/green blink is displayed indicating an error has been made. Start over beginning at Step 1.

**TIPS**

**Sleep Mode** - If the drive reverts to Sleep Mode at anytime start over beginning at Step 1

## How to Unlock Drive with the User PIN

1. Press and release the KEY button
2. Red/green LED's will _single_ blink in unison for 10 seconds before reverting to sleep mode
3. Enter User PIN before the drive reverts to sleep mode
4. Press KEY button
5. Green LED will _single_ blink to indicate the drive is unlocked
6. If an incorrect PIN was entered, the red LED will light indicating the drive remains locked. Start over beginning at Step 1.
7. Connection to USB port needs to be made within 30 seconds. If no connection is made within 30 seconds the drive will re-lock and enter sleep mode.
8. When connected to USB port the green and blue LED's will illuminate in a constant state. Drive is ready for use.

**TIPS**

**Sleep Mode** - If the drive reverts to Sleep Mode at anytime start over beginning at Step 1

## How to Change User PIN

1. Unlock the drive with the existing User PIN (see previous section for instructions)
2. With the drive unlocked depress and hold the KEY button for 3 seconds
3. When both red/green LED's illuminate, release the KEY button
4. Red/green LED's will blink once and remain lit for 10 seconds indicating accepting the User PIN initiated.

5. Enter a User PIN between 7 and 15 digits before the drive reverts to sleep mode
6. Press KEY button
7. Both red/green LED's will now *single* blink in unison for 10 seconds before reverting to sleep mode
8. Re-enter the User PIN
9. Press KEY button
10. A continuous green *single* blink confirms the User PIN is accepted
11. If a mistake is made entering the User PIN an *alternating* red/green blink is displayed indicating an error has been made. Start over beginning at Step 1.

### TIPS

**Sleep Mode** - If the drive reverts to Sleep Mode at anytime start over beginning at Step 1

## How to Lock the Drive after Attaching to a USB Port

1. Disconnect drive from USB port
2. LED's will turn off
3. Drive auto-locks and enters sleep mode

## Activation from Sleep Mode

1. Press KEY button (numeric keys will be ignored)
2. Red or green LED will illuminate to show drive status (locked/unlocked)

## Hacking Detection and Prevention

After ten (10) consecutive unsuccessful PIN entry attempts to unlock the drive are detected, the following occurs:

1. The current encryption key is zeroized.
2. Both User and Master PIN's are cleared
3. Existing data becomes inaccessible
4. New PINS must be set
5. Drive requires reformatting due to creation of the new encryption key
6. Existing data is deleted

Each time hacking is detected the current encryption key is zeroized and a new PIN must be set. Resetting a new User PIN will require a reformat due to the creation of a new encryption key.

## How to Recover Use of Drive Using the Master PIN (Forgotten User PIN)

If the User has forgotten their PIN the Administrator can unlock the drive using their Master PIN. By entering the Master PIN, the **User PIN will be cleared** and must be reset. Data stored on the drive remains intact.

## How to Recover Use of Drive Without a Master PIN (Forgotten User and Master PIN)

If both the User and Master PINS are unavailable the drive may be recovered by consecutively entering ten (10) incorrect PIN numbers. Ten (10) consecutive incorrect attempts activates the **'Hacking Detection and Prevention'** feature of the drive which will zeroize the encryption key, clear the User PIN and clear the Master PIN. Resetting of new User and/or Master PIN's will require a reformat which will **delete all stored data.**