Lockbox Encrypted CDs
User Guide
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User Guide for Password Protected CDs
# Effective 1/1/2015

Overview
To protect the data on the Lockbox CDs from unintended use, Klik has moved to an encrypted/password protected CD. The guide below is meant for customers who wish to access their data and/or store the data on a local computer.

## Step 1: Create directory for CD data
For the new CD product, you must store the data on a local drive and folder in order to access the data. Create a directory/folder per your company's guidelines for data storage.

Step 2: Opening disk
When the disk is inserted into the disk drive on the computer, the following screen will pop up:
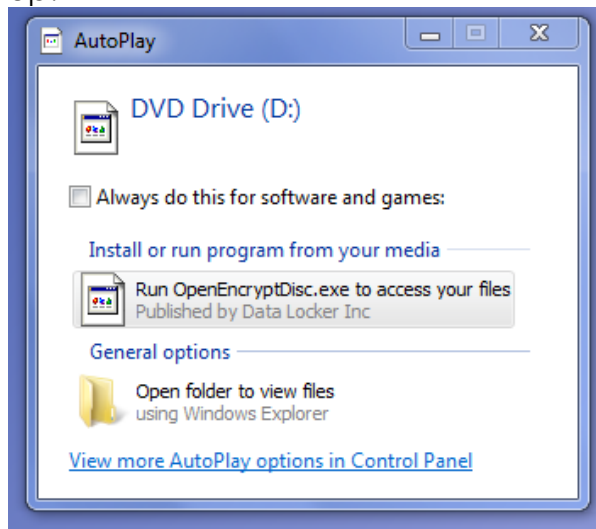

To access the CD, you should double click on the Run Open EncryptDisc.exe icon. Alternatively, if the pop up does not appear, you can launch the application from your browser as shown below. Double click on the OpenEncryptDisc application icon to launch.
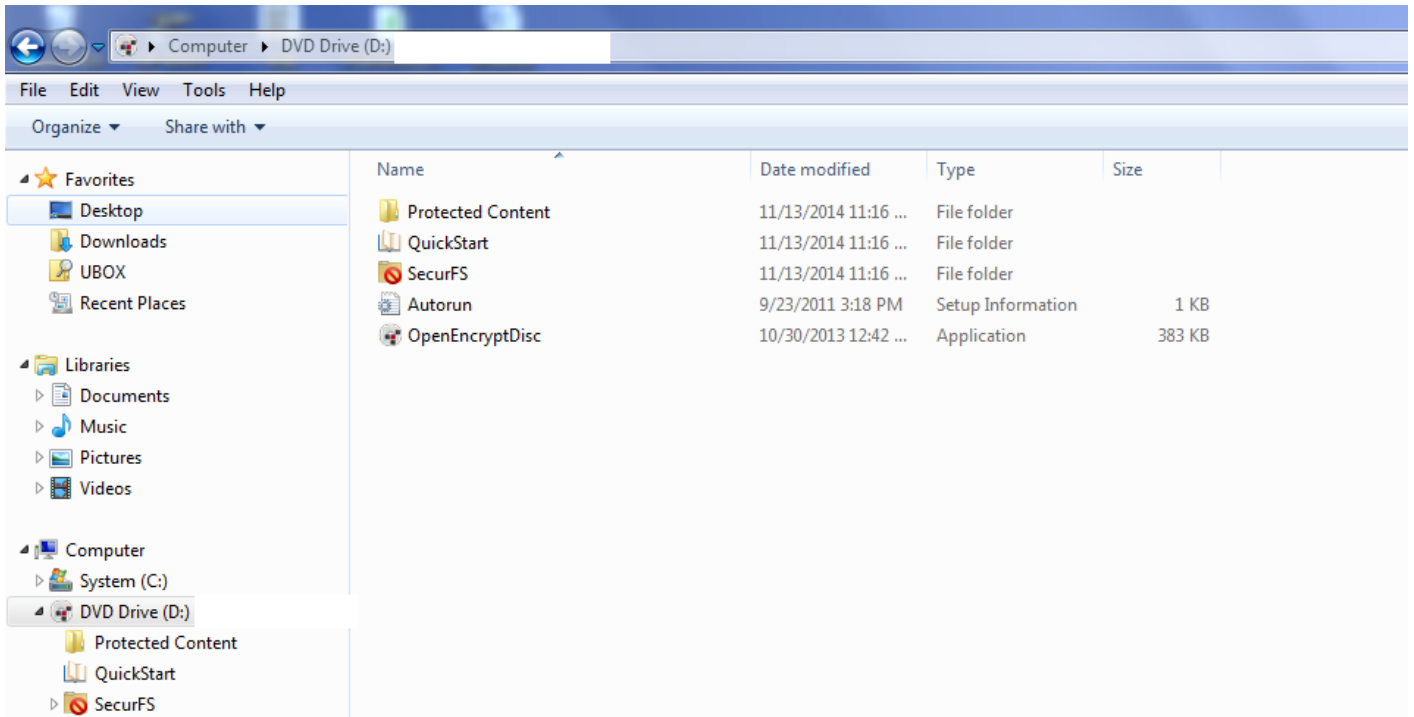
Step 3: Entering Password

Upon launching the application, the window below will be displayed. Enter the password provided to you via your Lockbox administrator and select OK. The recover password feature is not available at this time.
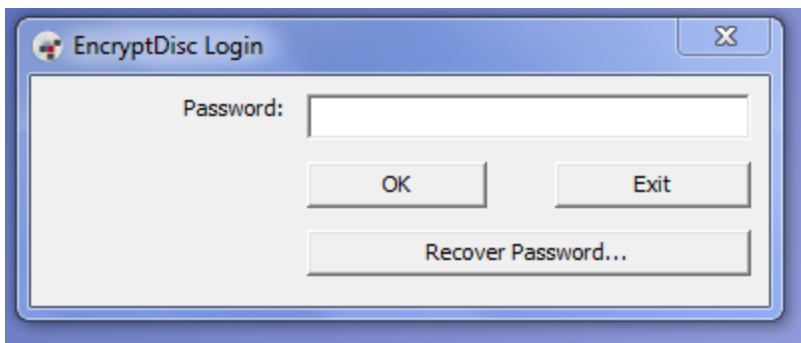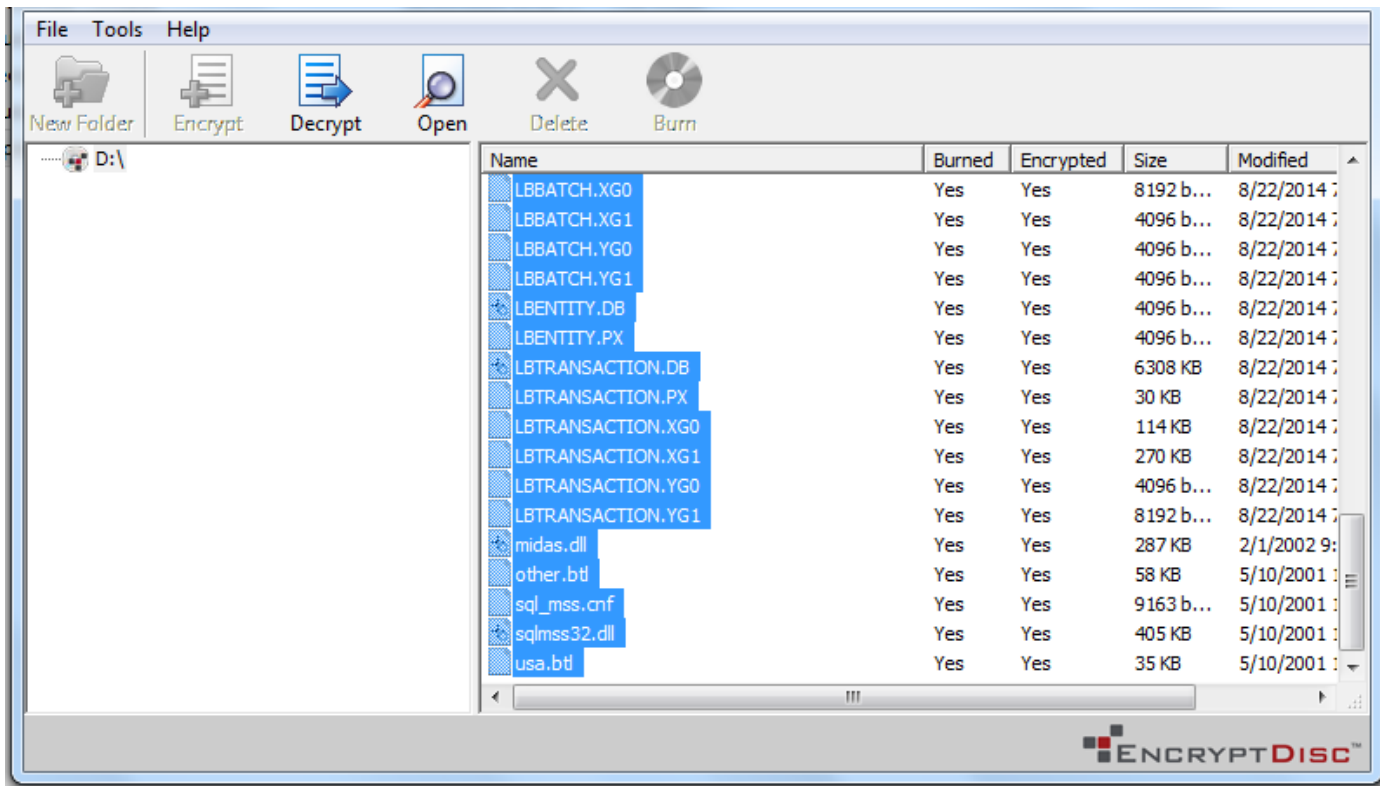
**Step 4: Downloading contents to computer drive or folder**

To access the data on the encrypted disk, the files must first be decrypted and downloaded to a folder on your computer. The below screen shot shows the initial view of the data files on the disk.
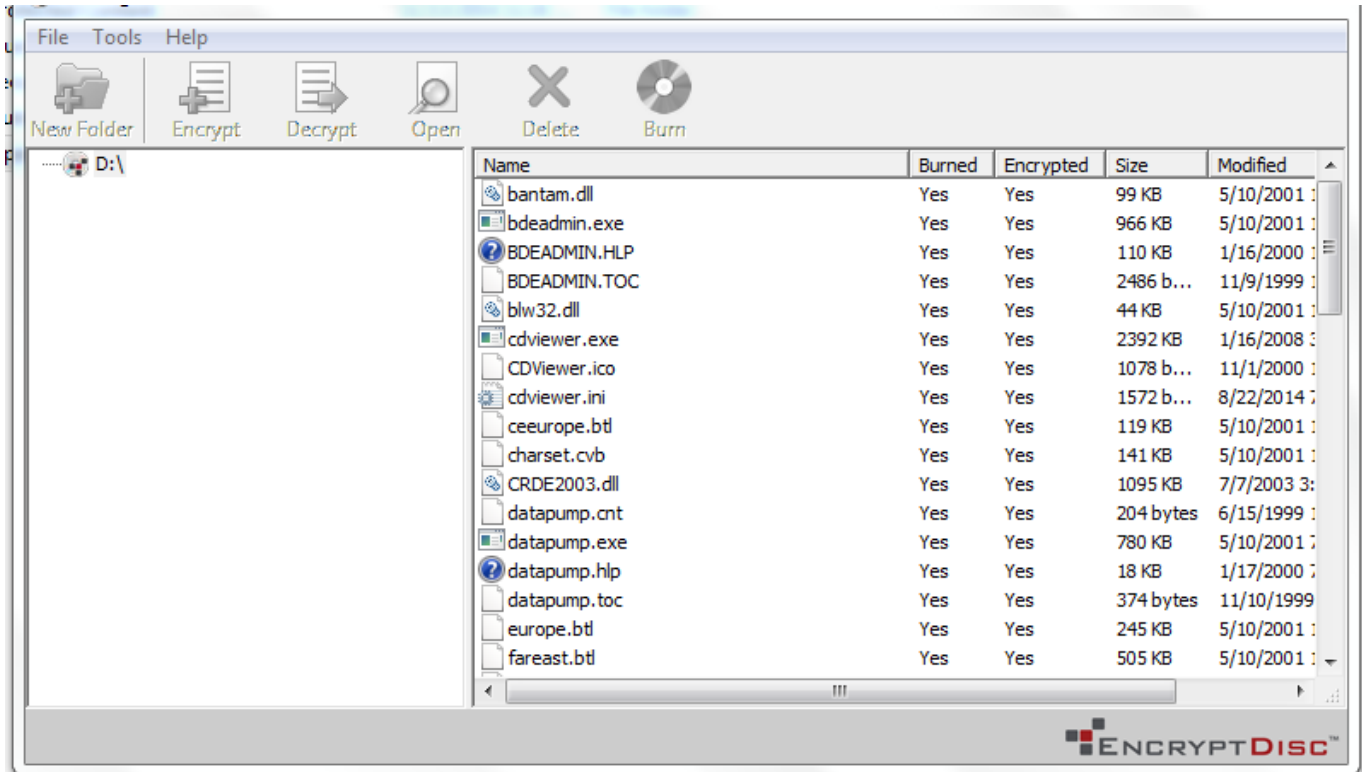
Select all files from the right side of the window and then select Decrypt from the top bar as shown below:
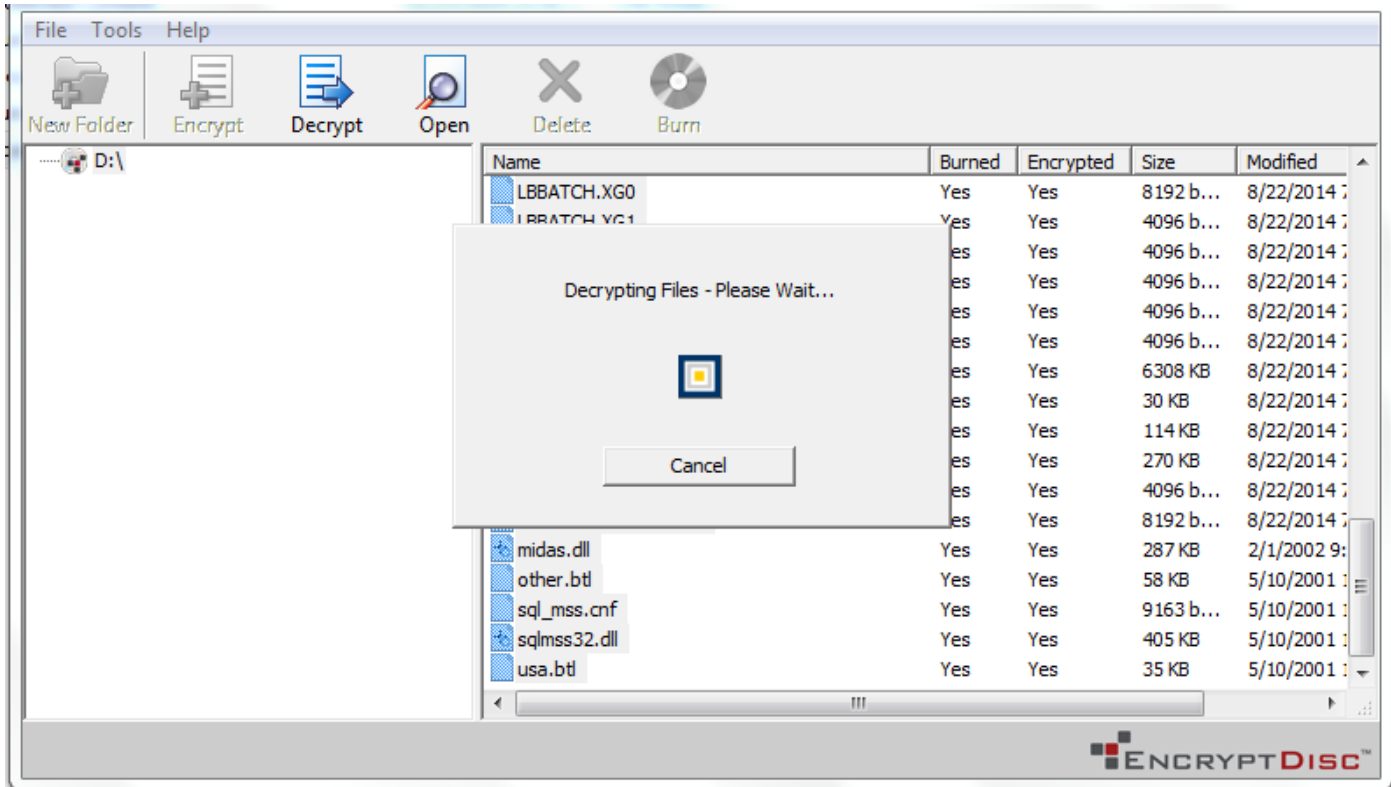
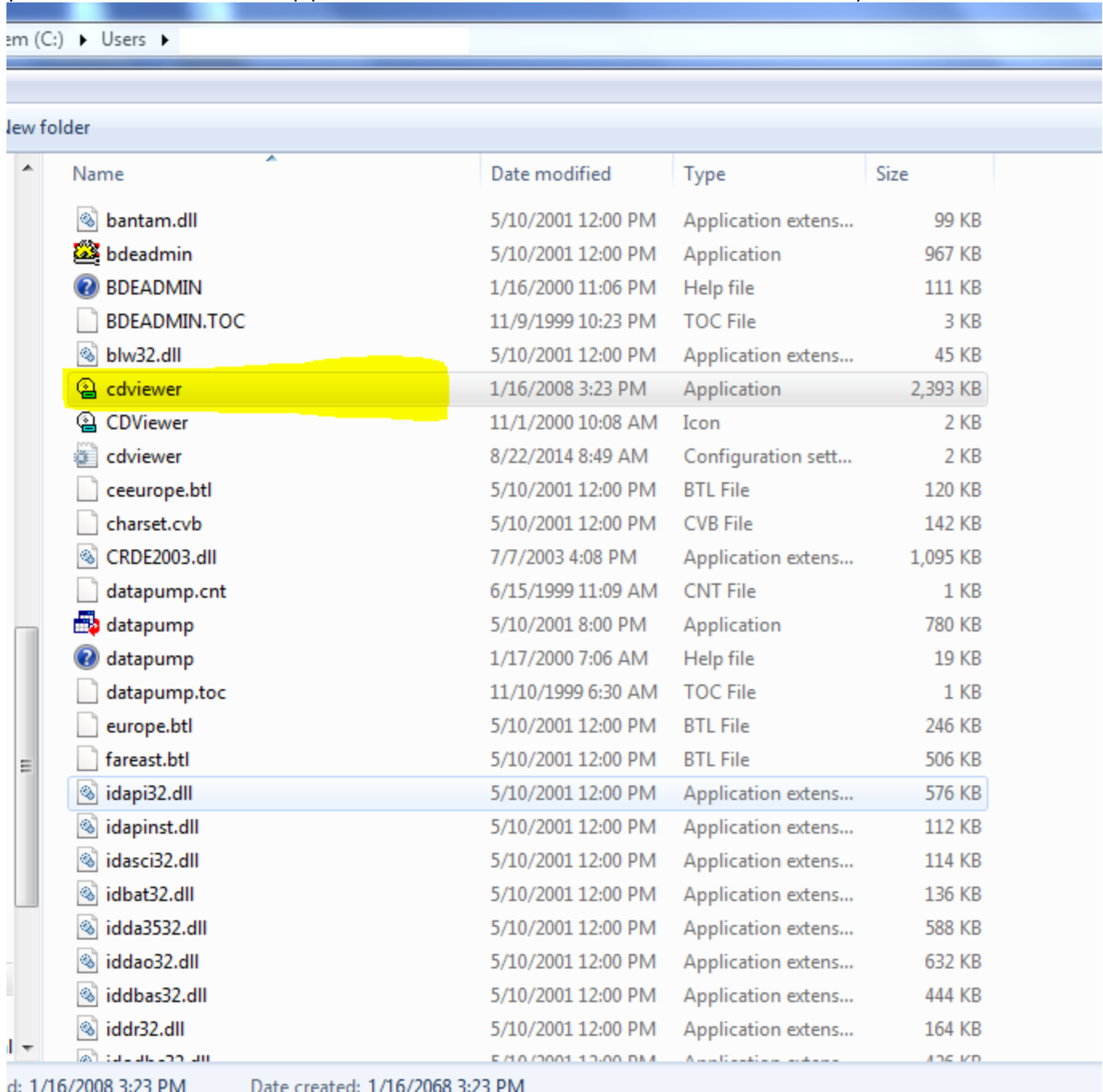Once you select Decrypt, the below window will pop up:
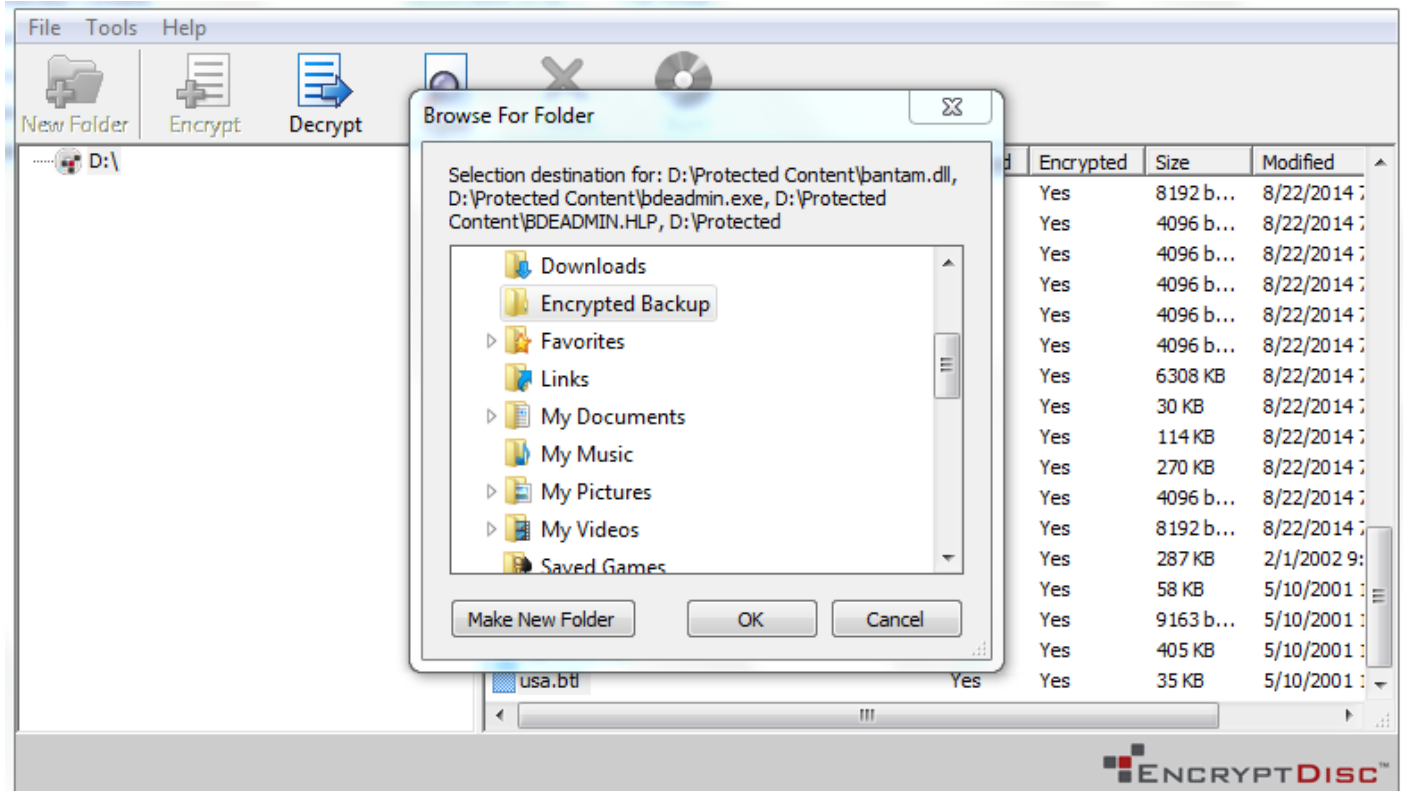
Select the directory for the CD contents to be copied to and click OK.

During the decrypt and download process, the following screen will appear. Note: the download process may take time depending on the volume of data stored on the CD.

Step 5: Accessing the Lockbox Data

Once the data is decrypted and copied to a local drive and folder on your computer, you can execute the application CDviewer.exe to search and view your data.

Step 6: CD Viewer

The CD viewer application will launch and you will see the screen as shown below. Refer to the CD ROM user manual for use of the CD viewer application.