

## Lockbox Encrypted CDs User Guide Last Update: January, 2015



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

#### <u>Overview</u>

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



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.



File Edit View Tools Help	e Edit View Tools Help								
Organize 🔻 Share with 💌									
🖌 🔆 Favorites	Name	Date modified	Туре	Size					
📃 Desktop	Protected Content	11/13/2014 11:16	File folder						
〕 Downloads	🛄 QuickStart	11/13/2014 11:16	File folder						
🖉 UBOX	SecurFS	11/13/2014 11:16	File folder						
🔠 Recent Places	autorun	9/23/2011 3:18 PM	Setup Information	1 KB					
	💽 OpenEncryptDisc	10/30/2013 12:42	Application	383 KB					
🛙 🥽 Libraries									
Documents									
🖻 🎝 Music									
Pictures									
Videos									
💵 🖳 Computer									
System (C:)									
4 💽 DVD Drive (D:)									
Protected Content									
UuickStart									
SecurFS									

#### 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.

♀ EncryptDisc Login	X
Password:	
	OK Exit
	Recover Password



#### 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.

File Tools Help									
		0	X	6					
New Folder Encry	nt Decrypt	Open	Delete	Burn					
@ D:\		N	ame			Burned	Encrypted	Size	Modified 🔺
		2	bantam.dll			Yes	Yes	99 KB	5/10/2001 1
			bdeadmin.exe	1		Yes	Yes	966 KB	5/10/2001 :
			BDEADMIN.HL	P		Yes	Yes	110 KB	1/16/2000 1 ≡
			BDEADMIN.TO	C		Yes	Yes	2486 b	11/9/1999 1
		2	blw32.dll			Yes	Yes	44 KB	5/10/2001 :
			cdviewer.exe			Yes	Yes	2392 KB	1/16/2008 3
			CDViewer.ico			Yes	Yes	1078 b	11/1/2000 1
		<u>a</u>	cdviewer.ini			Yes	Yes	1572 b	8/22/20147
			] ceeurope.btl			Yes	Yes	119 KB	5/10/2001 1
			charset.cvb			Yes	Yes	141 KB	5/10/2001 1
		2	CRDE2003.dll			Yes	Yes	1095 KB	7/7/2003 3:
			]datapump.cnt	:		Yes	Yes	204 bytes	6/15/1999 1
			datapump.exe	2		Yes	Yes	780 KB	5/10/20017
			datapump.hlp			Yes	Yes	18 KB	1/17/2000 7
			]datapump.toc			Yes	Yes	374 bytes	11/10/1999
			europe.bt			Yes	Yes	245 KB	5/10/2001 :
			] fareast.btl			Yes	Yes	505 KB	5/10/2001 1 👻
		•			111				▶
								ENCRY	PTDISC



Select all files from the right side of the window and then select Decrypt from the top bar as shown below:

File Tools	Help									
New Folder	Encrypt	Decrement	Open		Burn					
@ D:\	спстург	Decrypt	Open	Name	Dum	(	Burned	Encrypted	Size	Modified 🔺
				LBBATCH	.XG0		Yes	Yes	8192 b	8/22/2014 7
				LBBATCH			Yes	Yes	4096 b	8/22/2014 7
				LBBATCH	.YGO		Yes	Yes	4096 b	8/22/2014 7
				LBBATCH	.YG1		Yes	Yes	4096 b	8/22/2014;
				LBENTITY	.DB		Yes	Yes	4096 b	8/22/2014;
				LBENTITY	'.PX		Yes	Yes	4096 b	8/22/2014 7
				LBTRANS	ACTION.DB		Yes	Yes	6308 KB	8/22/2014;
				LBTRANS	ACTION.PX		Yes	Yes	30 KB	8/22/2014 7
				LBTRANS	ACTION.XG0		Yes	Yes	114 KB	8/22/2014 7
				LBTRANS	ACTION.XG1		Yes	Yes	270 KB	8/22/2014;
				LBTRANS	ACTION.YG0		Yes	Yes	4096 b	8/22/20147
				LBTRANS	ACTION.YG1		Yes	Yes	8192 b	8/22/20145
				midas.dll			Yes	Yes	287 KB	2/1/2002 9:
				other.btl			Yes	Yes	58 KB	5/10/2001 : =
				sql_mss.c	nf		Yes	Yes	9163 b	5/10/2001 :
				sqlmss32	.dll		Yes	Yes	405 KB	5/10/2001 :
				usa.bt			Yes	Yes	35 KB	5/10/2001 : 👻
				•						
ENCRYPT DISC"										



Once you select Decrypt, the below window will pop up:

File Tools Help				
New Folder Encrypt Decrypt Browse For Folder				
Selection destination for: D:\P D:\Protected Content\Bdeadm Content\BDEADMIN.HLP, D:\P Downloads Downloads Encrypted Backup Favorites Links My Documents My Music Favorites My Pictures My Videos Saved Games Make New Folder	in.exe, D:\Protected rotected	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Size 8192 b 4096 b 4096 b 4096 b 4096 b 6308 KB 30 KB 114 KB 270 KB 4096 b 8192 b 287 KB 58 KB 9163 b 405 KB	Modified 8/22/2014 ; 8/22/2014 ; 8/22/20

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.

File To	ols Help								
P			Ø	X	Ø				
New Fold	1 21	Decrypt	Open	Delete	Burn	 			
📕 🔐 D:	1			Name		Burned	Encrypted	Size	Modified 🔺
				LBBATCH.XG0		Yes	Yes	8192 b	8/22/20147
				I BRATCH VG1		Ves	Yes	4096 b	8/22/20147
						es	Yes	4096 b	8/22/20147
				Decryptin	g Files - Please Wait	es	Yes	4096 b	8/22/2014 7
					-	es	Yes	4096 b	8/22/2014 7
						es	Yes	4096 b	8/22/2014 7
						es	Yes	6308 KB	8/22/2014 7
						es	Yes	30 KB	8/22/2014 7
						es	Yes	114 KB	8/22/2014 7
					Cancel	es	Yes	270 KB	8/22/2014 7
						es	Yes	4096 b	8/22/2014;
						 es	Yes	8192 b	8/22/2014 5
				midas.dll		Yes	Yes	287 KB	2/1/2002 9:
				other.btl		Yes	Yes	58 KB	5/10/2001 1 =
				sql_mss.cnf		Yes	Yes	9163 b	5/10/2001 1
				sqlmss32.dll		Yes	Yes	405 KB	5/10/2001 1
				usa.btl		Yes	Yes	35 KB	5/10/2001 1 +
				4					• ⊨
							- 1	Encry	PTDISC <sup>®</sup>



#### 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.

m (C	iii) ▶ Users ▶			
w fo	older			
*	Name	Date modified	Туре	Size
	🚳 bantam.dll	5/10/2001 12:00 PM	Application extens	99 KB
	🚨 bdeadmin	5/10/2001 12:00 PM	Application	967 KB
	BDEADMIN	1/16/2000 11:06 PM	Help file	111 KB
	BDEADMIN.TOC	11/9/1999 10:23 PM	TOC File	3 KB
	🚳 blw32.dll	5/10/2001 12:00 PM	Application extens	45 KB
	🚇 cdviewer	1/16/2008 3:23 PM	Application	2,393 KB
	CDViewer	11/1/2000 10:08 AM	Icon	2 KB
	📄 cdviewer	8/22/2014 8:49 AM	Configuration sett	2 KB
	ceeurope.btl	5/10/2001 12:00 PM	BTL File	120 KB
	charset.cvb	5/10/2001 12:00 PM	CVB File	142 KB
	CRDE2003.dll	7/7/2003 4:08 PM	Application extens	1,095 KB
	datapump.cnt	6/15/1999 11:09 AM	CNT File	1 KB
	🔂 datapump	5/10/2001 8:00 PM	Application	780 KB
	🕢 datapump	1/17/2000 7:06 AM	Help file	19 KB
	datapump.toc	11/10/1999 6:30 AM	TOC File	1 KB
	europe.btl	5/10/2001 12:00 PM	BTL File	246 KB
=	fareast.btl	5/10/2001 12:00 PM	BTL File	506 KB
	🚳 idapi32.dll	5/10/2001 12:00 PM	Application extens	576 KB
	🚳 idapinst.dll	5/10/2001 12:00 PM	Application extens	112 KB
	🚳 idasci32.dll	5/10/2001 12:00 PM	Application extens	114 KB
	🚳 idbat32.dll	5/10/2001 12:00 PM	Application extens	136 KB
	🚳 idda3532.dll	5/10/2001 12:00 PM	Application extens	588 KB
	🚳 iddao32.dll	5/10/2001 12:00 PM	Application extens	632 KB
	🚳 iddbas32.dll	5/10/2001 12:00 PM	Application extens	444 KB
	🚳 iddr32.dll	5/10/2001 12:00 PM	Application extens	164 KB
Ŧ	الد دد. الد - ۱۰ ا	E (10./2001.12-00.DM	A	106 1/0



#### 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.

Klik CDViewer		
File Edit View Help		
Search Results Check Front Check Rear Vo	oucher Front Voucher Rear	
Start:	End:	▲
Process Date _/_/	_/_/ @ And © Or	
Batch	(• And C Or	
POBox	C And C Or	
DDA	C And C Or	
Entity	C And C Or	
Account #	C And C Or	
Amount Due		
Scanline CD	G And ⊂ Or	
Voucher DIN		
Check Amount		
Amount Applied		
Check Aux		
Rte/Transit#	(• And C Or	
Check DDA	(• And C Or	
Chk Tran Code		
Status		
MICR[OnUs< RT: Dash= ]		-
<u>R</u> eset <u>S</u> earch Help	Exit	

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