LOK-IT ENCRYPTED USB –
Administrator User Instructions

LOK-IT USB Drives are supplied by the University to safely allow a method to transport data. They are not intended to be used for primary data storage. The LOK-IT drives are the property of the University of Texas at Arlington. Loss or theft of these devices should be reported to the Information Security Office at 817-272-5487 or email Security@uta.edu.

Features
LOK-IT USB drives is an encrypted drive that is protected by a 7 to 15 digit key entered on the USB’s keypad. The USB functions equally well on Windows, Mac, Linux, as well as other systems. An Administrative Master PIN can be set to recover a user’s data if the user forgets their PIN.

PINS must be between 7 and 15 digits and cannot contain repeating numbers (1-1-1-1-1-1-1, etc.) nor sequential numbers (1-2-3-4-5-6-7, etc).

The LOK-IT USB drives will autolock when the drive is disconnected from the attached computer, or when it loses power. The drive contains a rechargeable battery that is charged when inserted into a USB port.

To prevent hacking and data loss, after 10 consecutive failed attempts to enter a PIN, the drive is wiped and all data will be lost. It is the user’s responsibility to remember their PIN. The drive is NOT intended for primary storage.

If an executive user forgets their PIN, OIT may have set a master PIN to recover data if the device has not had 10 failed attempts. Contact the ISO or your Department’s ISA for assistance.

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. The University does not usually deploy the LOK-IT drives with a Master PIN set. If using 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

**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.
   a. If a Master PIN has already been set, an alternating **red/green** blink will be displayed.
3. **Red/green** LED’s will blink once and remain lit for 10 seconds indicating accepting a Master PIN is initiated
4. Enter a Master PIN between 7 and 15 digits before the drive reverts to Sleep Mode
5. Press the 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 the KEY button
9. A green continuous double blink confirms the Master PIN is accepted
10. Insert the drive into the USB port.
11. Upon initial PIN setup a format operation is required. Follow on-screen prompts for formatting drive. Quick Format option is acceptable. This step will not be required after initial PIN setup or when changing the PIN.
   a. Select “Format disk”
   b. Enter Volume Label if desired
   c. Quick Format is acceptable
   d. Select “Start” to begin the format.
e. For MAC’s select “Initialize”, select “Partition”, select the “+”, click “Apply”, then “Partition” to Format the drive...

It is recommended that users format with “FAT32” or on a Windows PC if they envision using the USB on Mac’s and Windows devices.

12. 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.

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. To determine if a User PIN has been set, Press and hold the KEY button for 3 seconds.
   a. A red LED blink confirms a User PIN has been set.
   b. A constant red LED confirms a User PIN has not been set.
   c. If a User PIN has not been set follow the instructions for ‘Setting the Master PIN from the Default Factory State’ in this Guide.
2. To set the Master PIN after a User Pin is Set, Unlock the drive by entering the User PIN (see ‘How to Unlock Drive with the User PIN’ in this Guide)
3. 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.
4. When both red/green LED’s illuminate, release the KEY button (If a Master PIN has already been set, an alternating red/green blink is displayed).
5. Red/green LED’s will blink once and remain lit for 10 seconds indicating accepting a Master PIN is initiated
6. Enter a Master PIN between 7 and 15 digits before the drive reverts to Sleep Mode
7. Press the KEY button
8. Both red/green LED’s will double blink in unison for 10 seconds before reverting to Sleep Mode. (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)
9. Re-enter the Master PIN before the drive reverts to Sleep Mode
10. Press the KEY button
11. A green continuous double blink confirms the Master PIN is accepted
12. 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.

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

Note - 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.

To unlock a drive using the Master PIN, and reset the User PIN:

1. Double press the KEY button holding the 2nd press for 1/2 second.
   a. If you hold the 2nd press for longer than a ½ second, the drive will try to open in the User PIN unlock mode.
2. **Red/green** LED’s will double blink in unison continuously for 10 seconds before reverting to Sleep Mode
   a. 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.
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
   a. If an incorrect PIN was entered the **red** LED will light indicating the drive is locked. Start over beginning at Step 1.
6. Connection to a USB port needs to be made with 30 seconds.
   a. If no connection is made within 30 seconds the drive will re-lock and enter Sleep Mode.
   b. Connect the drive to a USB port
   f. The drive should be available. If AutoPlay is allowed for windows you may see a pop-up window like the one pictured below.

![AutoPlay](image)

7. When connected to USB port **green** and **blue** LED’s will illuminate in a constant state. Drive is ready for use.
8. The User PIN will now need to be reset

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

*Note - 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.*

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 is initiated
5. Enter a Master PIN between 7 and 15 digits before the drive reverts to Sleep Mode
6. Press the 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 the 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.
12. The User PIN will now need to be reset

**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 delivery to the customer.

To set a User PIN:

1. Depress and hold the KEY button for 3 seconds
   a. Only depress the KEY button Once, a double press will enter into the Administrator Master PIN menu.
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 is initiated.
4. Enter a User PIN between 7 and 15 digits before the drive reverts to sleep mode
5. Press the 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 the KEY button
9. A continuous **green** single blink confirms the User PIN is accepted
10. You may then Insert the USB into a USB port, and your drive should be available
    a. It is not mandatory to insert the USB Drive
    b. If AutoPlay is allowed for windows you may see a pop-up window like the one pictured below.
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.

Drive Format – If the User PIN is set before the Master PIN, a drive format is required.

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

To Unlock the 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 the KEY button
5. Green LED will single blink to indicate the drive is unlocked
   a. If an incorrect PIN was entered, the red LED will light indicating the drive remains locked. Start over beginning at Step 1.
6. Connection to a USB port needs to be made within 30 seconds.
   a. If no connection is made within 30 seconds the drive will re-lock and enter sleep mode.
   b. Insert into a USB Port, and the drive should be available.
   c. If AutoPlay is allowed for windows you may see a pop-up window like the one pictured below.
7. When connected to a USB port the green and blue LED’s will illuminate in a constant state indicating the drive is ready for use.

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

**How to Change User PIN**
To change your 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 is initiated.
5. Enter a User PIN between 7 and 15 digits before the drive reverts to sleep mode
6. Press the 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 the KEY button
10. A continuous green single blink confirms the User PIN is accepted
11. You may then Insert the USB into a USB port, and your drive should be available
   a. It is not mandatory to insert the USB Drive
12. 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.

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 the KEY button (numeric keys will be ignored)
2. **Red** or **green** LED will illuminate to show the drive status
   a. **Red** = Locked
   b. **Green** = Unlocked

**How to Unlock Drive with a Dead Battery**
1. Connect the drive to a USB port or extender cable.
2. Follow instructions in ‘How to Unlock Drive’.
**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 removed/zeroized.
2. Existing data becomes inaccessible
4. New User PIN must be set
5. Drive will require reformatting due to the creation of a new encryption key
6. Existing data is deleted

Each time hacking is detected, the current encryption keys are zeroized and new PINs must be set. Resetting a new Master and User PINs will require a reformat of the drive due to the creation of new encryption keys which will delete all data on the drive.

**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 The Drive (Forgotten User PIN)**

If the User PIN is unavailable, there is no way to recover data, unless you have made arrangements with the Information Security Office to set a Master PIN. If no Master PIN option has been set, the only option is to reformat your USB Drive and all data will be lost. To Reformat and Set a new UserPin, see “Setting the User PIN” section above.

The use of the drive may be recovered by consecutively entering ten (10) incorrect PIN numbers which will activate the “Hacking Detection and Prevention” feature of the drive which will zeroize the encryption key and clear the user’s PIN. Resetting of a New User PIN’s after this, will require a reformat which will delete all stored data.