Attached is your encrypted LOK-IT USB Drive. Please remember that The LOK-IT drives are the property of the University of Texas at Arlington and should be returned upon leaving your current department. If your LOK-IT USB drive is lost or stolen, you are required to report the event to the Information Security Office at 817-272-5487 or by email to security@uta.edu; your department or you may also be responsible for the replacement cost of the drive.

**NOTE 1:** The LOK-IT drive should not be used as primary storage for any content (your original documents must exist elsewhere). 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 your responsibility to set and remember their PIN.

**NOTE 2:** The LOK-IT drive contains a rechargeable battery that you must charge before you follow the steps below. To charge the LOK-IT drive, turn on your computer and then insert the drive into an available USB port. Ignore all prompts at this initial stage.

Important: Please read through these simple instructions first and think of a 7-10 numerical PIN before attempting to follow them. You have 10 seconds for each of the steps below and if you wait too long the drive will revert to sleep mode and you will need to start from 1.

**How To Set Your PIN (a one-time step):**

1. Depress once and hold the KEY button for 3 seconds
2. When both red/green LED’s illuminate, release the KEY button
   (Hint: The red/green LED’s will blink once and remain lit for 10 seconds).
3. Enter a User PIN between 7 and 15 digits and then press the KEY button
   (Hint: Both red/green LED’s will now single blink in unison for 10 seconds)
4. Re-enter the User PIN and then press the KEY button
   (Hint: A continuous green single blink confirms the User PIN is accepted. If a mistake is made re-entering the User PIN an alternating red/green LED blink is displayed. Start over beginning at Step 1).
5. Insert the USB drive into a USB port within 30 seconds.
6. When you first set the PIN, you must format the drive.
   (Hint: Your computer should prompt you to format the drive the first time you insert the drive after you’ve set the PIN. Select “FAT32” as the file system if you envision using the USB on Mac and Windows devices, otherwise you can select the default choices).

**How To Unlock And Use the Drive.**

After you’ve successfully set the pin and formatted your drive. You can unlock the LOK-IT drive by following these steps:

1. Press and immediately release the KEY button one time.
   (Hint: The Red/green LED’s will single blink in unison for 10 seconds)
2. Enter your User PIN and press the KEY button.
   (Hint: A Green LED will single blink to indicate the drive is unlocked)
3. Insert the LOK-IT drive within 30 seconds and the drive will be recognized a normal USB drive.

Additional detailed Information can be found at: [www.uta.edu/security/lok-it/](http://www.uta.edu/security/lok-it/)