Administrator User Instructions -
Master PIN Usage

LOK-IT USB Drives are supplied by the University as a method to safely 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 auto-lock when the drive is disconnected from the attached computer, or when it losses 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 you plan on 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.

**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.
a. 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 (shuts down) at any time 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 (shuts down) at any time 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
   b. The drive should be available. If AutoPlay is allowed for windows you may see a pop-up window like the one pictured below.
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 (shuts down) at any time 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 any time start over beginning at Step 1
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 User PIN, 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.