LOK-IT ENCRYPTED USB – Setting a User PIN

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 are encrypted drives that are protected by a 7 to 15 digit key entered on the USB’s keypad. The USB functions equally well on Windows, Mac, Linux, and other systems.

Your user “PIN,” or password, 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 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.

Setting the User PIN
The User PIN is clear upon delivery to the customer.

To set a User PIN:
1. Depress once 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 which is not usually configured by the University.
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.
a. If the **red/green** LED’s double blink, the KEY button was pressed more than once. Wait 30 seconds until the USB Drive goes into the sleep mode, then start over at Step 1.

4. Enter a User PIN between 7 and 15 digits
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. Insert the USB drive into a USB port within 30 seconds

11. Upon initial PIN setup a format operation is required. Follow on-screen prompts for formatting the drive. The 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 option 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 User PIN an alternating red/green LED 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.