MXI USB Drive User Instructions

Version 2.0

FSSA Privacy & Security Compliance Office

Contents

<div style="border: 2px solid red; padding: 10px; color: red;">

<u>Warning</u>: **Do not simply unplug your MXI USB Drive after use—doing so may damage the files.**

Follow the User Instructions—Logout and Eject Procedures prior to removing your MXI USB Drive.

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First time users: you must change your initial password (given to you by your MXI administrator) when you first use the MXI USB Device. See First Time Use—To begin using your MXI USB Drive below.

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<u>Quick Start</u> (use only after First Time Use):

1. Uncap and insert the MXI USB Drive in any available USB port
2. Auto Run/Play: <u>click</u> on Start ACCESS
3. Otherwise: using Windows Explorer, under the MXI USB drive <u>double-click</u> on the Application Drive, then <u>double-click</u> on Start
4. Enter password and begin using the MXI Drive—MXI Drive light is green
5. When done: <u>Click</u> on the MXI ACCESS Icon in the System Tray
   a. <u>Click</u> Logout—MXI Drive light should now be red
   b. <u>Click</u> Eject
   c. Wait: <u>Click</u> OK in the Safe to Remove Device dialog box
6. Remove and recap the MXI Device

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Important Information—Read Before Using the MXI USB Drive

PLEASE READ ALL OF THESE INSTRUCTIONS BEFORE YOU START USING YOUR **MXI S**TEALTH **USB D**RIVE.

Your program area MXI administrator has provided you with an MXI Stealth USB Drive. This is the **<u>only</u> <u>FSSA approved</u>** device for you to use if you need to copy files from your computer to an external device. Other devices such as personal USB drives, State-supplied USB drives that are not MXI Drives, external hard drives, CD/DVD's, etc. must no longer be used.

The information you copy to this device is automatically **encrypted** so that if the device is lost or stolen the information on the device cannot be seen or used by anyone else.

Encrypted means that the information (files, data, etc.) has been scrambled using a secret key known only to the MXI Drive. <u>The only way you can use the secret key is with your password</u>.

<u>If no one knows your password but you</u>, then no one can see or use the information on the MXI drive; in fact, they can't even see the files on the Private Drive (more on this later).

It is very important that any information you copy from your computer to an external device is encrypted. These devices are easily lost or stolen. If the information is not encrypted and the device is lost or stolen, then we may have a significant security breach to deal with. This is also why your State-provided laptop is encrypted.

Generally stated, if you need to backup or copy information from your computer it should be copied to your State-provided home drive (on the State network). However, FSSA recognizes that this is not always a viable alternative and the use of an external device is sometimes necessary. This is why you have been provided with an MXI USB Drive, which is a secure means of file storage and transfer *provided you follow these instructions*.

If your MXI USB Drive is lost or stolen, please report it immediately to your program area MXI administrator.

How to use these instructions:

- **First Time Use** will explain how to start the MXI USB Drive and to change your initial password
- **Start ACCESS** will show you how to start the MXI ACCESS application that controls your device
- **Using Your MXI USB Drive** will show you how to use the device
- **Logout and Eject Procedures** will show you how to close the MXI ACCESS application, logoff, and safely eject the device
- **Change Password** will show you how to change your password

As a first time user, begin with First Time Use. After your first time use, begin with Start ACCESS.

Note: These instructions assume the user knows how to use Windows Explorer.

First Time Use—To begin using your MXI USB Drive

1. Uncap and plug the MXI Drive into any available USB port.

Opening and closing a device

Stealth Key M500 and Stealth Key M550 devices have an integral case that opens by removing a large front cap.

To open the device
*   Grasp the front and rear caps and pull apart.

To close the device
*   Slide the device into the front cap and squeeze the caps together.

2. The red light on the MXI Drive will be on: this means the device is locked and cannot be used.
3. Follow the instructions under the Start ACCESS—Logon to your MXI USB Drive.
4. Change your initial password under the Change Password—How to Change Your Password Section; **It is very important that you change your initial password on first use.**
5. Begin using your MXI Drive: User Instructions—Using Your MXI USB Drive.

About MXI ACCESS:

MXI ACCESS is an application that controls access the MXI USB Drive by requiring entry of a valid password to unlock the Private drive.

The Private drive is where any files you save or copy to the MXI USB Drive are stored. These files are encrypted. The Private drive cannot even be viewed until it is unlocked.

MXI ACCESS is self-contained on the MXI USB Drive; no software is loaded to your computer.

Start ACCESS—Logon to your MXI USB Drive

1. Uncap and plug the MXI Drive into any available USB port.

2. Note: if your computer has Auto Play or Auto Run enabled, a screen similar to the following will appear when you plug in the MXI Drive:
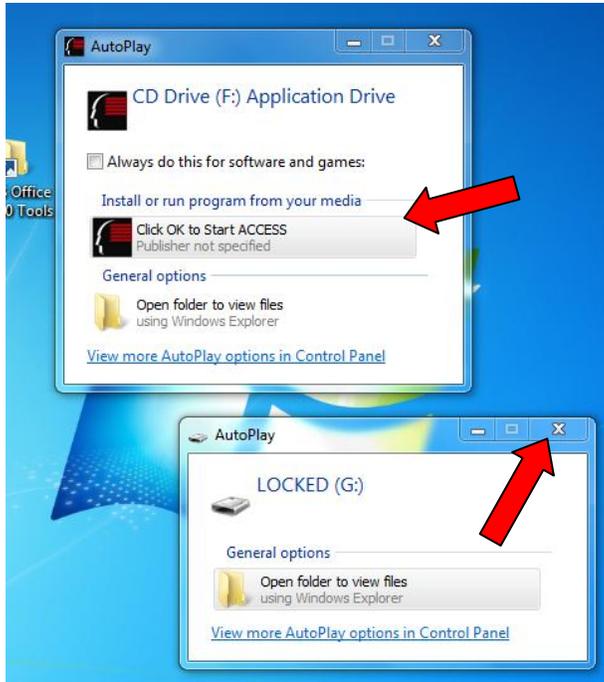
If it does appear, <u>click</u> on **Click OK to Start ACCESS**

Then go to Step 7

If it does not appear, go to Step 3

If the Locked drive also appears, just <u>click</u> on the **X** to close it.

You can do that before or after the above step.

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3. Open Windows Explorer.

4. You will see the MXI Drive under Computer or My Computer: it has two partitions—*Application Drive* and *Locked*. The partitions display as drives F and G in this example; your drive letters may be different.
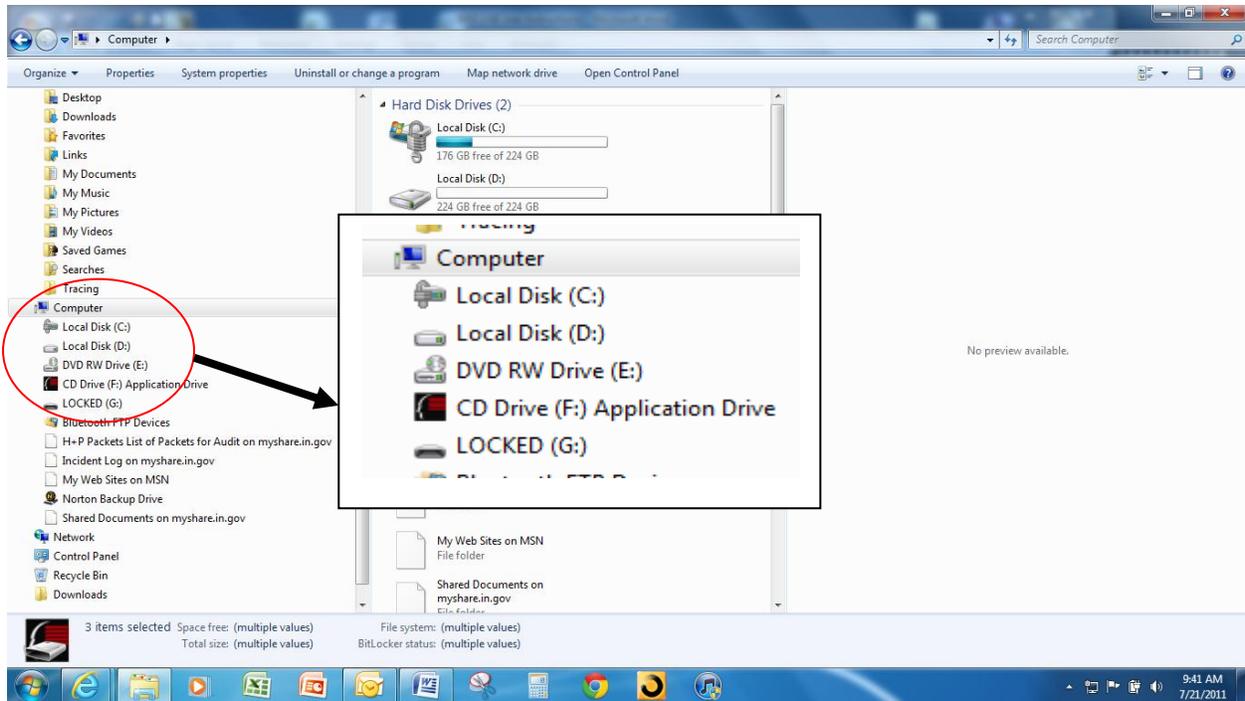
5. <u>Double click</u> on the **Application Drive.**
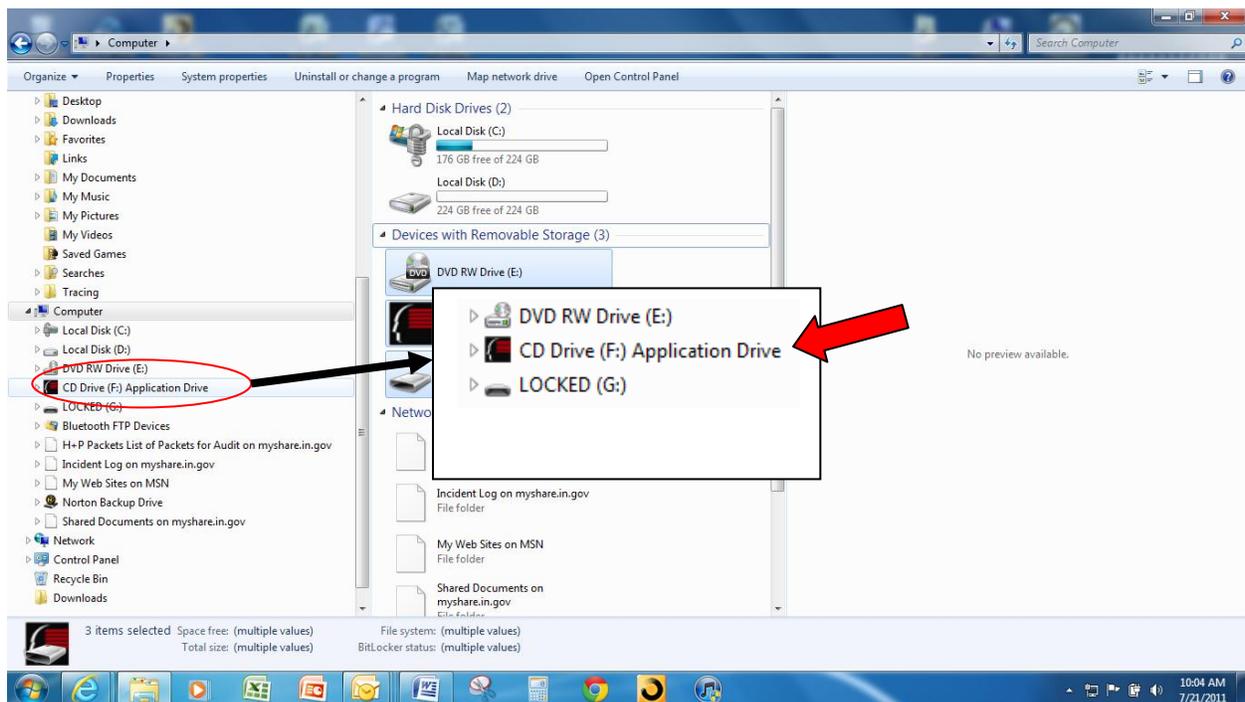
6. Then <u>double click</u> on **Start.**
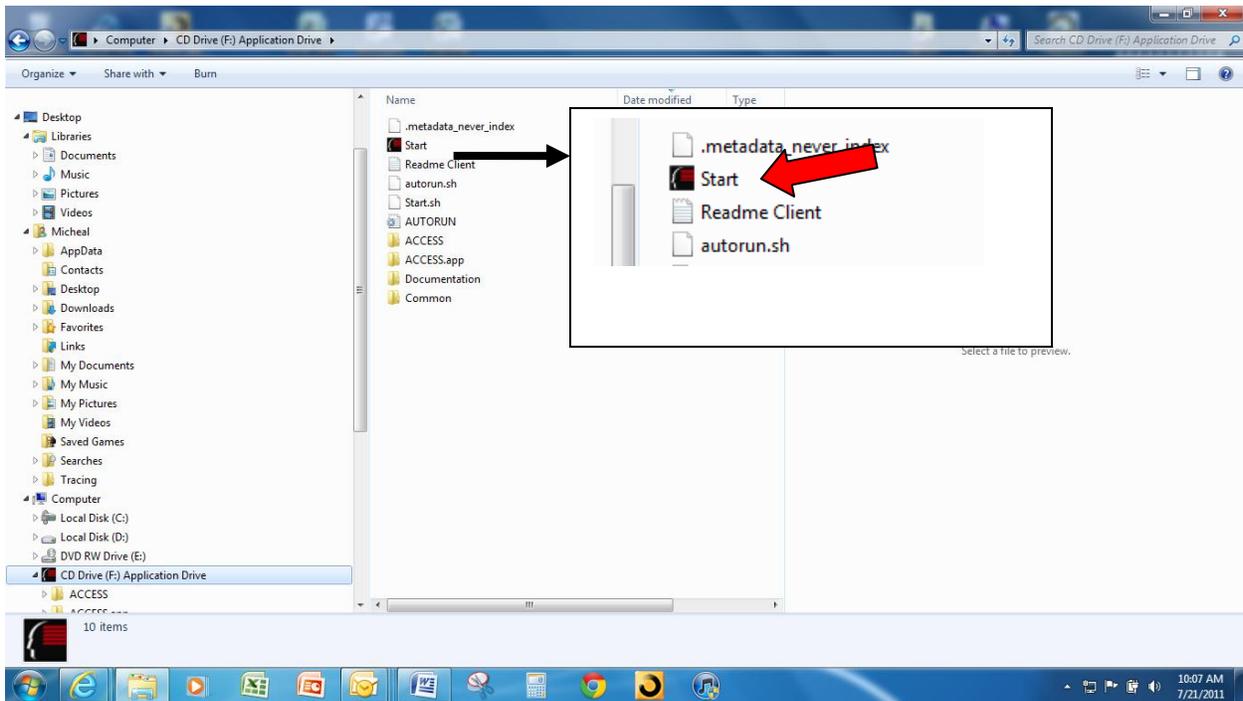
7. This will start the ACCESS application and the Password Authentication screen will appear.
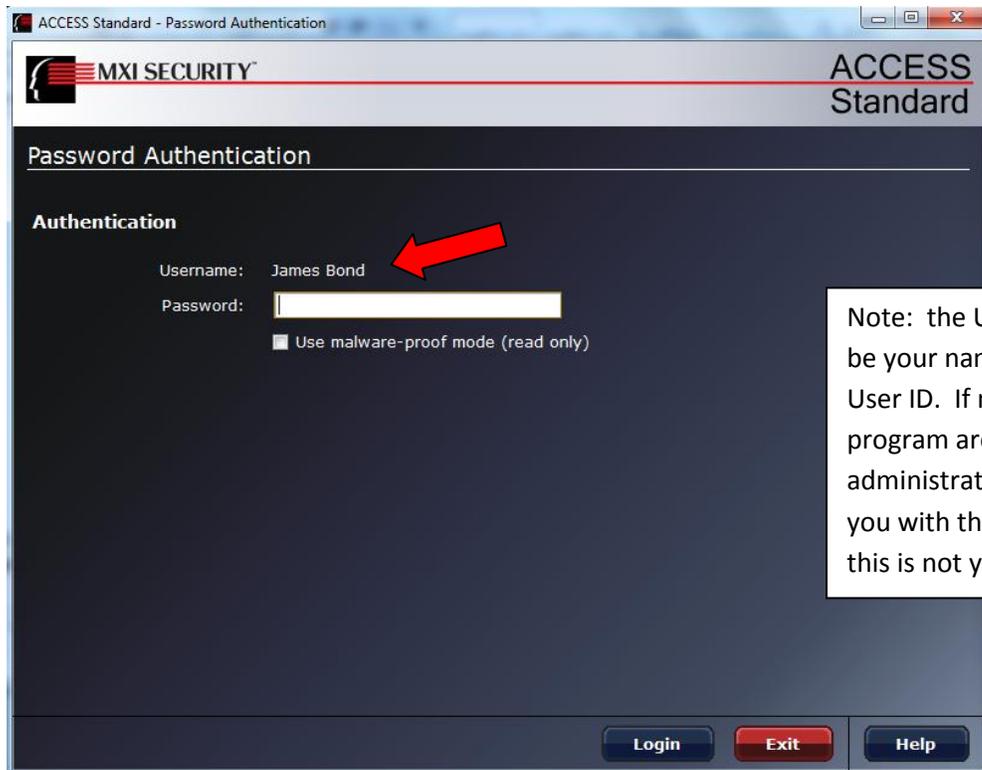
Note: the Username should be your name or your State User ID. If not, call your program area MXI administrator (who provided you with the MXI Drive) as this is not your MXI USB

Note: the MXI ACCESS Icon should now appear in your System Tray (lower right of your screen).
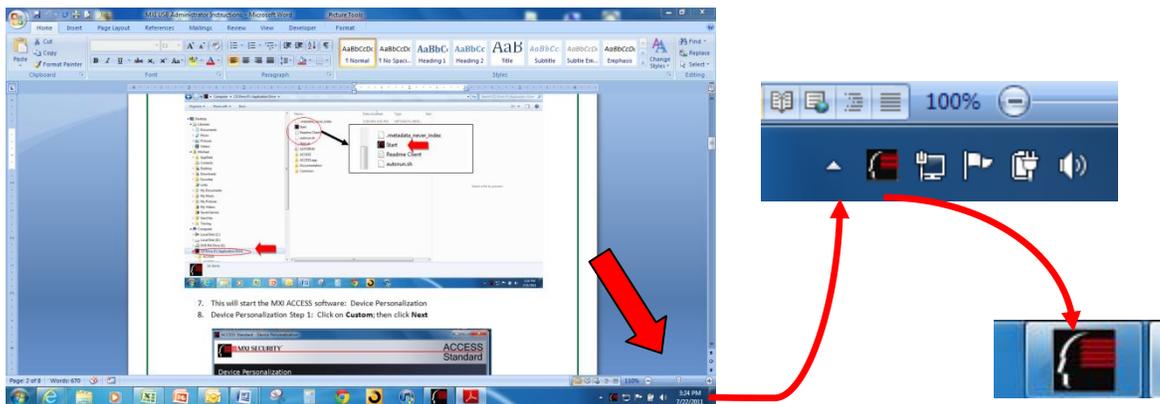
8. **Enter** your **password** <u>click</u> **Login.**

    a. **If this is the first time you are using this device, you must change your password. Go to the Change Password—How to Change Your Password Section.**

    b. **Note: MXI ACCESS will require you to change your password every 90 days.**

9. You are now ready to begin using your MXI Stealth USB Device. See next page.

If you want to **logout** of the MXI USB Drive, go to the **User Instructions—Logout and Eject Procedures** section below.

User Instructions—Using Your MXI USB Drive

If you need to logon to your MXI USB Drive, follow the instructions above **Start Access—Logon to Your MXI Drive**.

Once you have logged on, the light on the MXI Drive should be green indicating the device is unlocked and you are logged on.

1. Depending on your computer's configuration, once you entered your password (logged on):

    a. The MXI Security screen may have disappeared, and only the MXI ACCESS application icon appears in your system tray (lower right side of your screen)

    b. Or, the MXI Security screen is still displayed, in which case you may either **minimize** the MXI ACCESS application window or **Exit** the application:

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2. Open Windows Explorer.

3. In Windows Explorer, the Locked drive will now appear as **Private**.
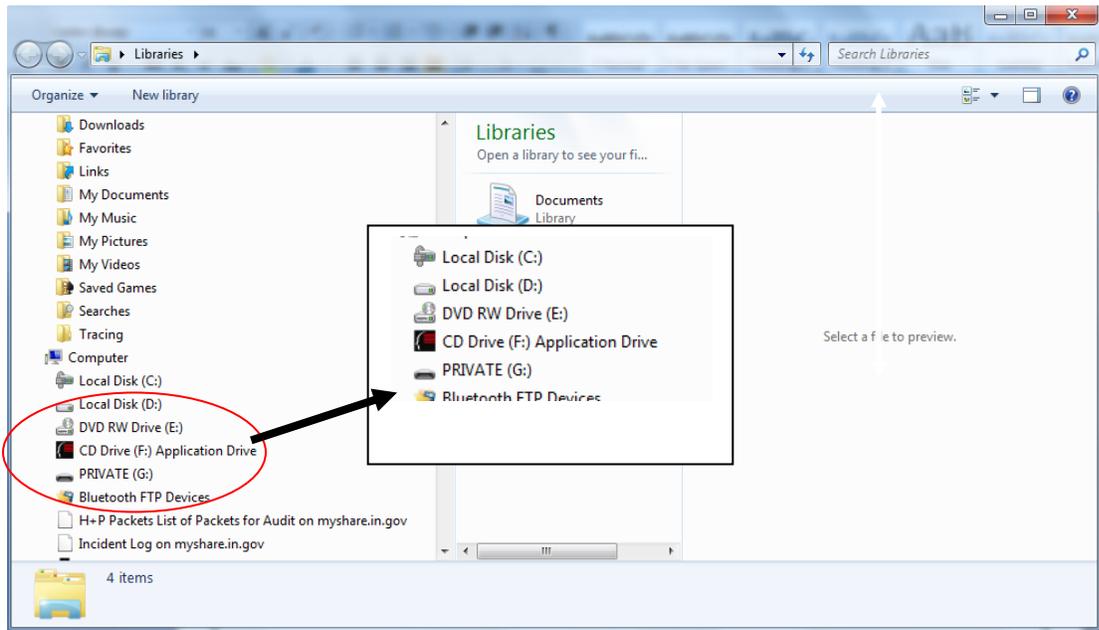
You can now <u>see the files in, copy files to or from, save files to, or open files from</u> the MXI USB Drive **Private** partition using any Windows Office application or Windows Explorer in the same manner you would with any other storage medium or your hard drive (e.g., save, copy, cut-n-paste, drag-and-drop).
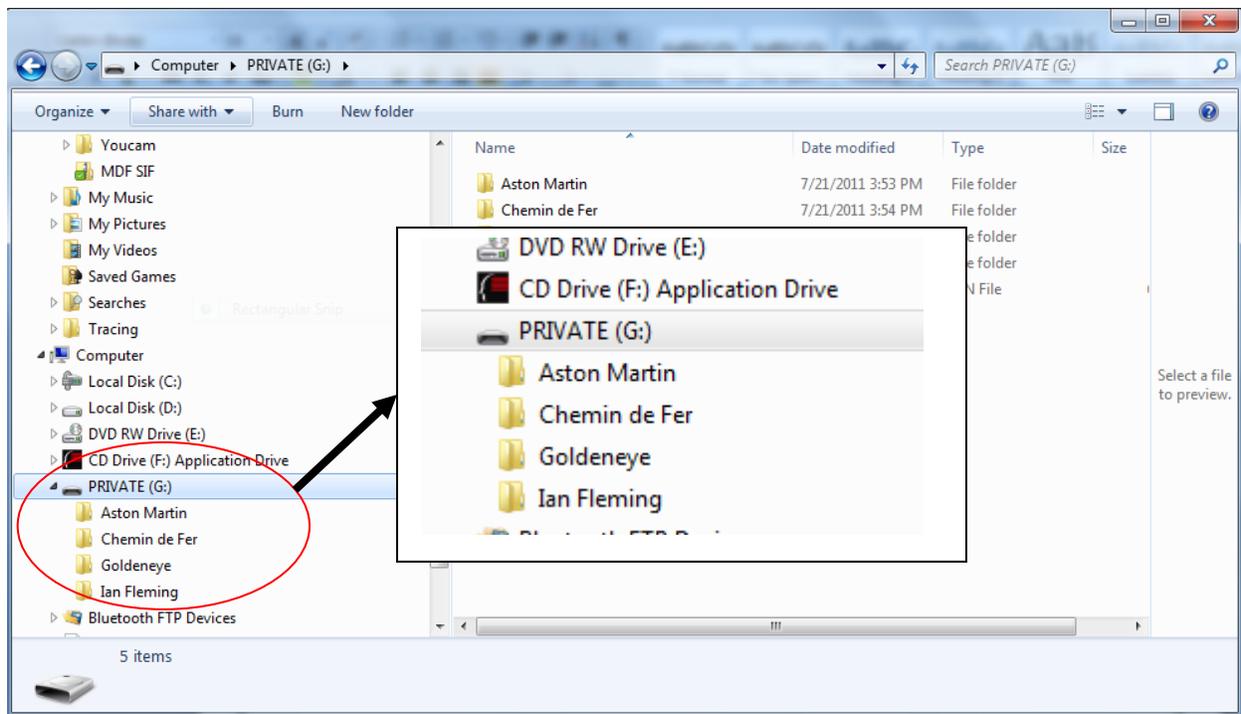
Note: You cannot copy files to/from the *Application Drive* partition. This partition is reserved for the MXI ACCESS application and is protected.

Coping files to or saving files to the MXI Private partition automatically encrypts the file.

When you copy a file from the MXI Private partition to your computer, the file is no longer encrypted; however, if you are using a State-supplied laptop, all files saved to the laptop's hard drive are automatically encrypted by the laptop McAfee Endpoint encryption software.

When you are through using the MXI USB Drive, **it is very important that you follow the logout and eject procedures** below to ensure file integrity. Failure to do so may damage the files on the MXI USB Drive.

User Instructions—Logout and Eject Procedures
It is very important to follow these instructions—DO NOT JUST UNPLUG THE MXI USB DRIVE

Failing to logout and eject the device following these instructions may damage the files you've saved on the device.

1. If you have minimized the MXI ACCESS application, <u>click</u> on the **MXI ACCESS icon** in the Taskbar to open the application window.
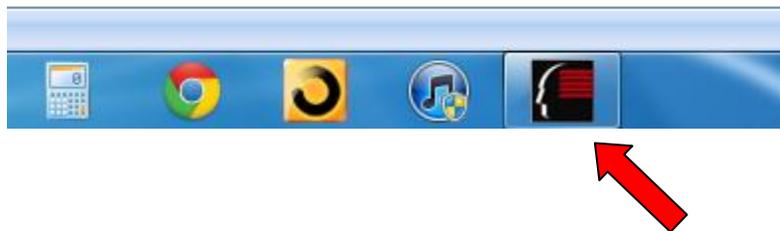
2. If you had Exited the MXI Application or the MXI Application closed automatically after you entered your password (logged on), <u>double click</u> on the **MXI ACCESS icon** in your System Tray to open the application.
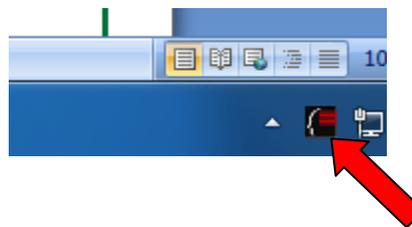
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3. Click on **Logout**.

> Note: The MXI USB Drive light should turn red (from green) when you click Logout.

4. Now, click on **Eject Device**.

> **Wait—don't unplug the MXI Drive yet— see next page**

5. **Wait** for the Safe to Remove Device dialog box; then <u>click</u> **OK**.
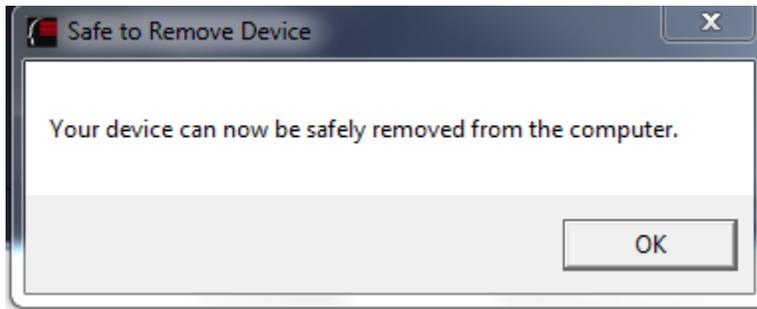
6. <u>Now you may remove</u> the MXI USB Drive from the USB port. Recap the device to protect it.

As an alternative procedure, you can also <u>click</u> on the **MXI ACCESS Icon** in your System Tray, and then <u>click</u> **Logout**; <u>click</u> on the **MXI Access Icon** a second time, and the <u>click</u> **Eject Device.**
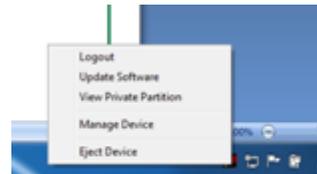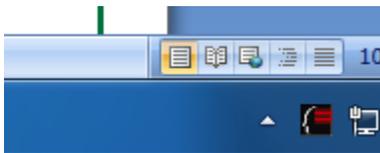
Change Password—How to change your password

These instructions will walk you through changing your password.

If this is your First Time Use, your program area MXI administrator gave you a password; this password must be changed immediately and before you begin using the device.

The password rules:

1. <u>The password must be your secret</u>—if you share your password (or do not change your initial password on first use) and the MXI USB Drive is lost or stolen, you will be responsible for any information on the MXI USB Drive that is compromised
2. The password must be:
    a. At least 8 characters in length
    b. Contain at least one special character: ~ ` ! @ # $ % ^ * ( ) _ - + = { } [ ] | \ : ' " . / ? & ; < >
    c. Contain at least two alphabetical characters
    d. Contain at least one uppercase character
    e. Contain at least one lowercase character
3. It is recommended you use the same password you use to access the State network and change your MXI Drive password when you change that password
    a. Note: your State network password is not linked to the MXI Drive; changing the password on one will not automatically change the password on the other
    b. Note: the MXI Drive will require you to change your password at least every 90 days
4. <u>Do not forget your password</u>. If you do forget your password, your MXI administrator can recover the device so that it can be used again, BUT ALL OF THE DATA ON THE DEVICE WILL BE LOST
    a. If you write down your password: **DO NOT KEEP IT WITH THE DEVICE OR WITH YOUR COMPUTER**—Put it someplace safe

Change password procedure:

1. Follow the Start ACCESS instructions, if you haven't already done so, and then return here.
2. To change your password:
    a. <u>Click</u> on the **MXI ACCESS** icon in your system tray (lower right of your screen).
    b. Then <u>click</u> **Manage Device** in window that opens.
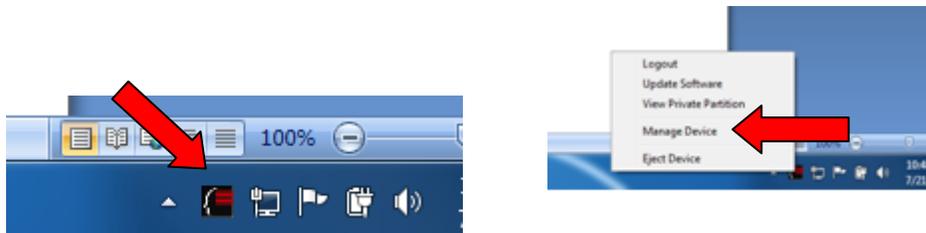
c. The following window will open. <u>Click</u> on **Change Your Password**.

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d. The Password Verification screen will appear.

   i. If this is your *First Time Use*, **enter** the **password** your MXI administrator gave you and <u>click</u> **Verify**.

   ii. If this is not your *First Time Use* and you are simply changing your password, **enter** your current **password** (again) <u>click</u> on **Verify.**
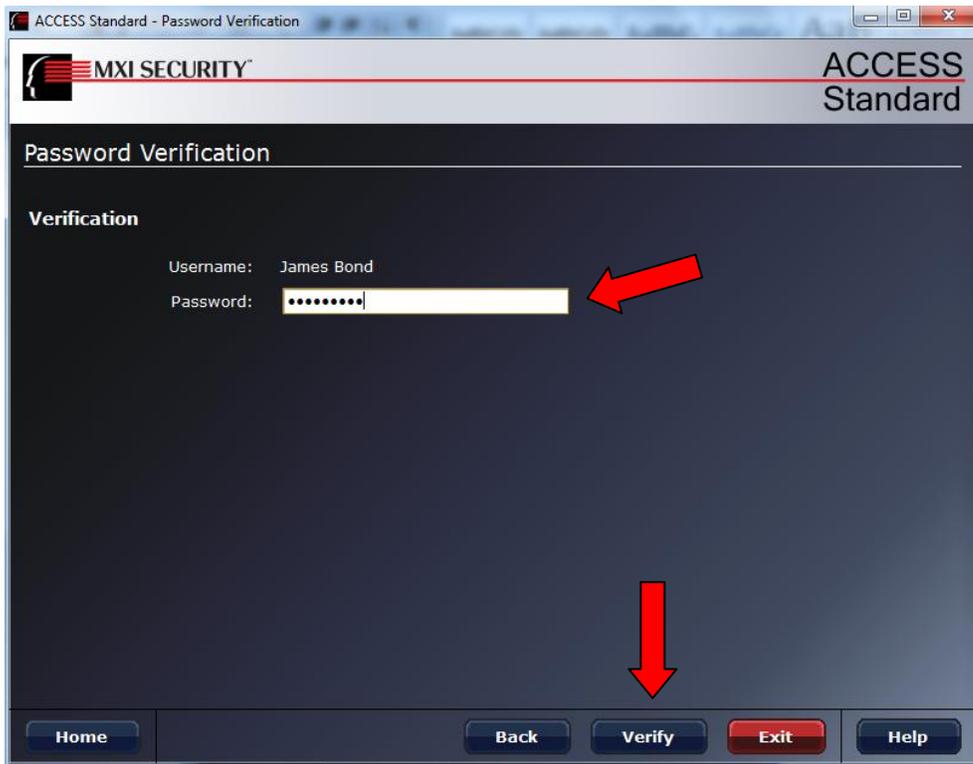
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e.   **Type** in your **new password** in both the Enter and Confirm boxes, and <u>click</u> **Next.**

f.   The Operation Complete screen will appear. <u>Click</u> **Ok**
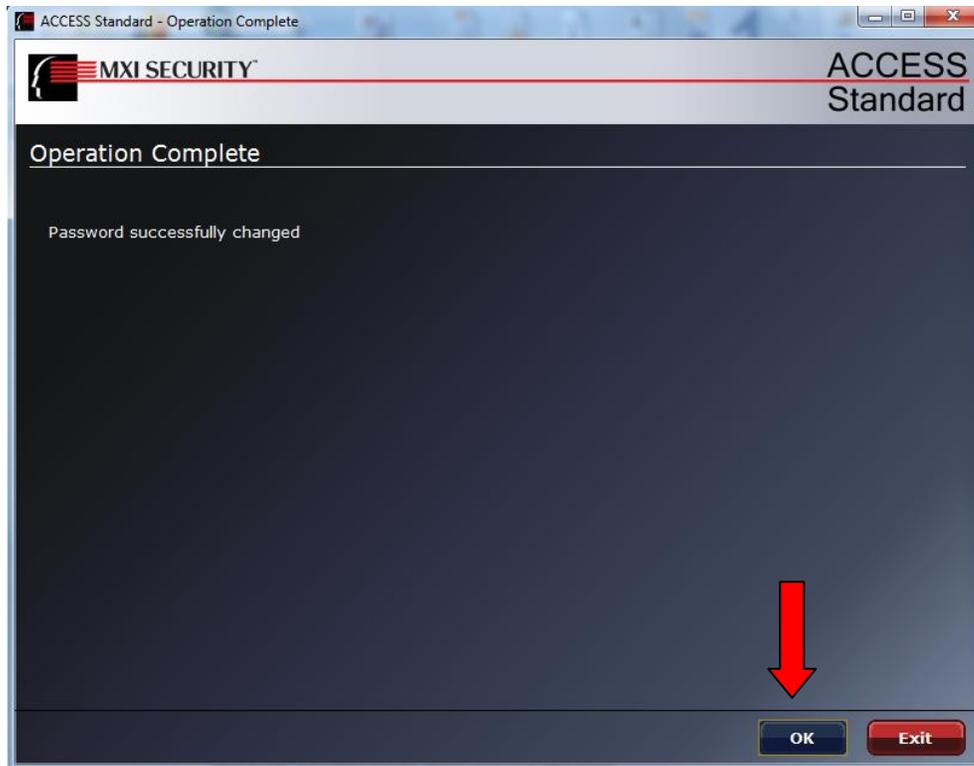
g.   The Manage Device screen will be displayed. <u>Click</u> **Exit.**

3.   Go to the User Instructions—How to Use Your MXI USB Device section.