

SecureSuite™ 2.2
Security Software

Quick Start Manual

*User's Guide for
Fingerprint recognition*

Notice to users

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1 Introducing SecureSuite™

Welcome to the *SecureSuite 2.2 and SecureStart 2.2 User's Guide* which will help you to use one of the most trustworthy, irrefutable, cost-effective forms of authentication available: fingerprint recognition.

This guide provides installation and operation instructions for the entire SecureSuite biometric software package as well as its stand alone segment SecureStart. If you have purchased the complete SecureSuite software package, you can now verify the identity of potential users and grant or deny the immediate access to the Internet, email accounts, computer systems secured folders, and other protected information. If you have purchased only the SecureStart segment of SecureSuite, you can now manage your computer logon activities with the touch of a finger.

Whether you are a SecureSuite or a SecureStart owner, please read this introductory chapter for an overview of your new software's capabilities. Then proceed to *Chapter 2*, Installing SecureSuite®. Except for Chapter 4 through 7, which apply only to SecureSuite, the instructions in this guide apply to both products.

SecureSuite™ Applications

SecureSuite is composed of five main parts:

1. **SecureStart** manages all computer logon activities instantly.
2. **SecureSession** remembers passwords and enters them for you. In addition, the convenience of registering web pages automatically.
3. **SecureFolder** protects files in an encrypted folder for secure access.
4. **SecureApp** prevents other programs from being accessed by unauthorized users.
5. **SecureEntrust** provides Entrust Technologies Public-Key (PKI) support.

System Requirements

PC and system software must meet the following minimum requirements to use this product:

- Personal computer running either Microsoft® Windows® 95 OEM SR2 or Microsoft® Windows® 98
- 20 MB of available hard disk space
- 32 MB of RAM or more
- Appropriate communications port
- CD-ROM drive

2 Installing SecureSuite™

Before installing SecureSuite close all applications, and disable your virus detection software.

Starting The Installation

If computer is set to Auto-play CDs:

1. Insert your SecureSuite CD and follow the onscreen instructions to begin the installation. (The instructions are described briefly below.)

If computer is not set to Auto-play CDs:

1. Click **Start** and then click **Run**.
2. Type **D:\Setup.exe** (where D is the drive letter for your CD-ROM).
3. Follow the instructions the on screen instructions described briefly below.

The following dialog boxes appear sequentially:

- **Welcome:** Click **Next** to continue.
- **Software License Agreement:** You must accept this agreement by clicking **YES** to proceed with the installation.
- **User Information:** Enter your name, your company's name, and your product serial number. Then click **Next**.
- **Choose Destination Location:** Choose the location where you want SecureSuite files will be installed. Click **Next** when you have selected the location for the SecureSuite files.
- **Select Components:** Select the components appropriate for your needs, and click **Next**.

Attaching the Scanner

Follow the instructions on the screen. Attach the fingerprint scanner only when instructed to do so.



The scanner can be designed to fit either a USB or a parallel port.



Older computers do not have USB ports. A USB port can be located on the front, back or side of the computer. All computers have a parallel port, but might currently have a printer attached. Consult your computer manual for more information on USB or parallel ports.

Note: If the fingerprint scanner is connected to a USB port and Windows cannot find the driver files, manually point the new hardware wizard to your Windows directory **C:\Windows\INF**.

Follow the instructions on the screen

1. At the prompt, "Do you want a shortcut to be added onto your desktop," click **Yes** or **No**.
2. Select your preferred method to register SecureSuite and follow the instructions on the screen.
3. When prompted to do so, close all programs and reboot the computer.

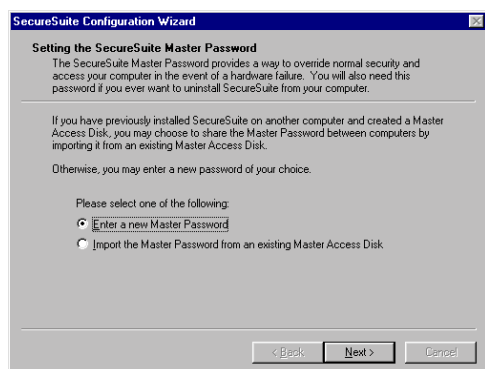
Welcome to SecureSuite™

You can configure SecureSuite to work with your computer by using the SecureSuite **Configuration Wizard**, shown below, which now appears on your screen. The **Configuration Wizard** helps you set up a Master Password and make a Master Access Disk. The Master Password provides a way to override security and access your computer in event of hardware failure.

Note: The Master password or the Master Access Disk is also needed to uninstall SecureSuite.

To set up your master password:

1. Select **Enter a new Master Password**. Then click **Next**.



2. The **Enter your new Master Password** dialog box appears on-screen. Type your chosen password on line one. Repeat the password on line two. Click **Next**.

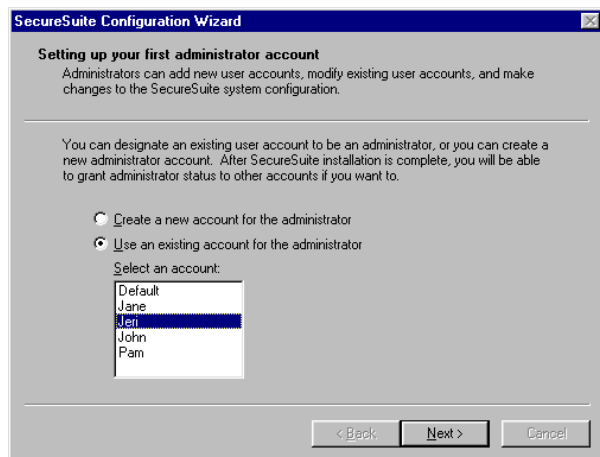


Note: You will need either the Master Password or the Master Access Disk to uninstall SecureSuite. Thus, it is important that you store both of them in a secure place. (For instructions on Uninstalling SecureSuite, see *Chapter 9, Uninstalling SecureSuite™*.)

3. The **Creating a SecureSuite Master Access Disk** dialog box appears. Choose an option and click **Next**.

Creating An Administrator Account

SecureSuite sets up an Administrator account to manage system settings. This account is used to add new users, set your logon options, and designate other users as Administrators.

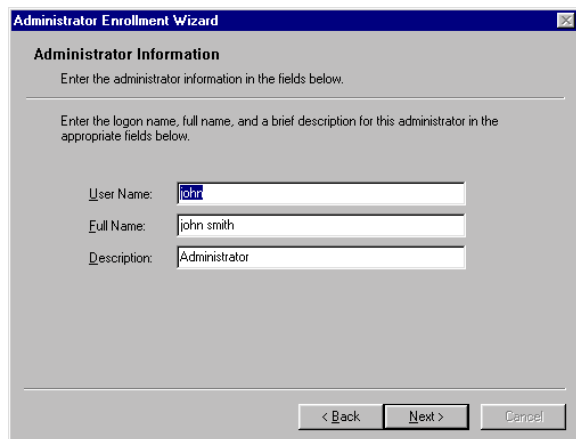


If you wish to designate an existing user account as the administrator:

1. Select **Use an existing account for the administrator.**
2. Select a name from the list.
3. Click **Next.**
4. Click **Finish.** You have completed your software installation.

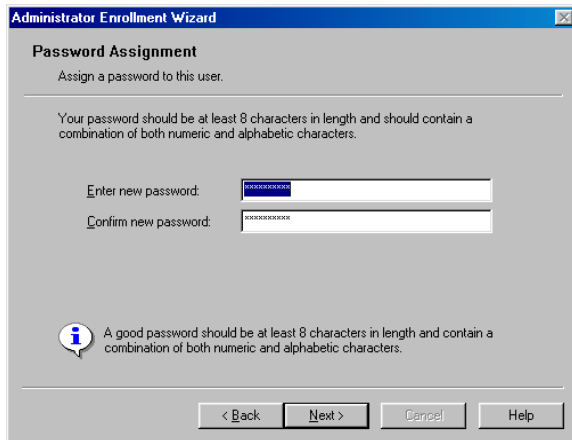
If you wish to designate a new account as the administrator:

1. Select **Create a new account for the administrator.**
2. Click **Next.** The following dialog box appears.

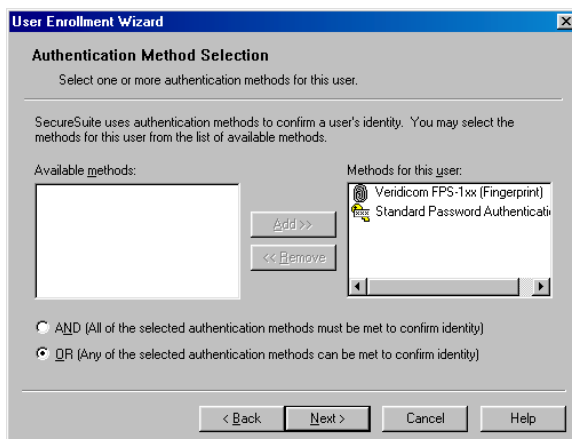


3. Type your user name (a nickname or your first name) on line one. Type your full name on line two. Click **Next.**

4. Type your password (this can be the same as you used in the beginning of the set-up or it can be a different password) in the SecureSuite Administrator Account Setup box. Click **OK**



5. The Authentication Method Selection dialog box appears. Select the authentication method for this administrator.



6. Select **AND** or **OR** at the bottom of the User Enrollment dialog box to determine how the administrator should verify his/her identity to log on to the computer. Select **AND** for both a password and the fingerprint authentication. Select **OR** to require either a password or a fingerprint. Click **Next**.
7. A hand appears on screen. Select a finger for enrollment by clicking on the fingertip you and the new user have selected.
8. Follow the on screen directions until the scanning is complete. Green indicates a good scan. Rescan any fingerprint that has a yellow or red outline.
9. Click **Finish**.

You have completed your software installation. If yours is the account selected as the administrator, you can now logon to your computer using the password you selected at the start of the setup process.

The Initial Logon

Note: The following section applies to the initial logon for individuals who have full SecureSuite administrator privileges. If your organization has a designated SecureSuite administrator, that individual must add you to the system as a new user and determine your access level and user privileges before you can logon.

The first time you log on after installing SecureSuite, you see the **SecureSuite Main Menu**. The menu appears each time you start the computer (the default). You can clear the check box; **Show this dialog at startup** to permanently close the menu.

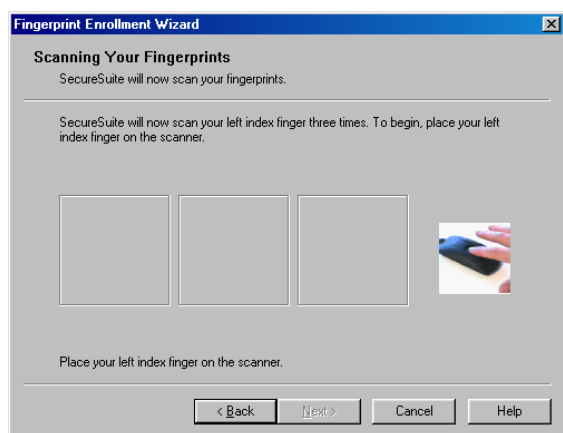
Enrolling Your Fingerprint

Take the following steps to enroll your fingerprint:

1. On the Main menu select **Enroll Your Finger**.
2. Provide your password when prompted and the **Fingerprint Enrollment Wizard** appears



3. Select the finger to enroll. A red dot indicates the finger currently selected for verification. A finger that is already enrolled has a black dot. To select a different finger for verification, click it with the mouse.
4. Click **Next**, and follow the instructions in the wizard.

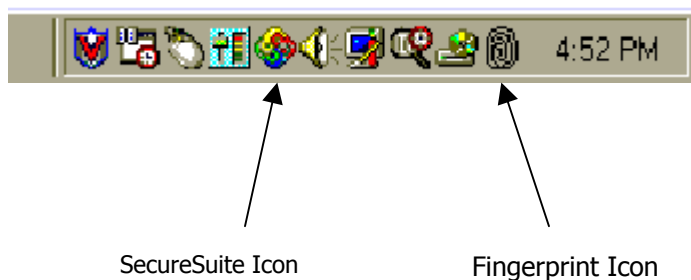


Congratulations! Your fingerprints are now enrolled, and you are ready to use your SecureSuite or SecureStart software. You can enroll another finger at this time (recommended), but you don't have to

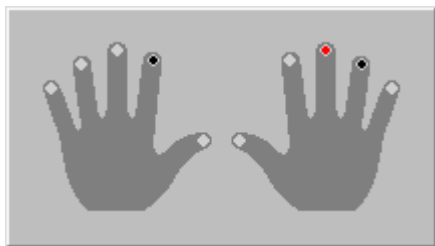
5. Click **Finish** to exit the wizard.

Windows System Tray

SecureSuite adds the SecureSuite icon to the Windows System Tray: The SecureSuite icon allows you to access your SecureSuite features, which are fully discussed in Chapters 3 through 8 of this guide.



The fingerprint icon appears after the first fingerprint is enrolled. When you click the fingerprint icon, a dialog box containing two hands appears.



The box displays all fingerprints enrolled for the current user. A red dot indicates the finger currently selected for verification. A finger that is already enrolled has a black dot. To select a different finger for verification, click it with the mouse.

3 Using SecureSuite™

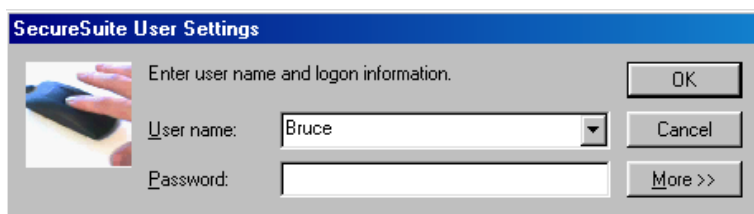
Logging On With SecureStart™

SecureStart instantly recognizes your fingerprint and allows you to logon to your computer with just the touch of a finger. This technology keeps your files easily accessible while preventing unauthorized user from gaining access to your PC.

To open SecureStart, SecureSuite, or a program or file protected by SecureSuite requires verification of your identity. This verification can be a password, or a fingerprint, or both, depending upon the security selected for the user by the administrator.

The first time you logon after installing SecureStart or SecureSuite you are prompted to enroll your fingerprint if you have not done so already. On-screen instructions guide you through the process. Refer to *Enrolling your Fingerprint* in *Chapter 2*, for more information.

When you open one of the SecureSuite applications or open a file protected by SecureSuite, The following window appears:



1. Select your name from the **User name** text field.
2. Verify your identity by responding to the request/s. Type your password; place your finger on the fingerprint scanner or both. Click **More** to view the finger selection box if you have more than 1 finger enrolled.
3. Click **OK** when you are done.

You are now logged on and ready to use SecureSuite. If you are a first time user, familiarize yourself with the programs' capabilities by using the online tutorial.

Using the SecureSuite™ Tutorial

Take a quick tour of SecureSuite using the online tutorial.

To open the SecureSuite Tutorial from the desktop:

1. Click **Start/Programs/SecureSuite**.
2. Click **Tutorial**.

The tutorial is self-paced. Select a topic to view, and then click **Next** to proceed to the next slide in the presentation.

Using the SecureSuite™Online Help

Use the SecureSuite Online Help to locate specific words, topics and sections of the program. From your desktop:

1. Click **Start/Programs/SecureSuite**.
2. Click **Help**.
3. Click **Find** or **Index**.
4. Click a Topic or Index entry.
5. Click **Display**.

User Privileges

SecureSuite has four types of users each with different capabilities for editing user profiles. User profiles consist of the users' password, enrolled fingerprint data, and authentication method(s). The four levels of user privileges are:

- **Guest Privileges:** The user cannot edit his/her own profile in any way.
- **Minimum User Privileges:** The user can re-register only for those verification methods (passwords and/or fingerprints) already enabled. This user can rescan fingerprints or change his/her password, but cannot change verification methods.
- **Full User Privileges (default setting):** The user can change any part of his/her own user profile.
- **Administrator Privileges:** The user has full access to every feature offered by the SecureSuite User Manager interface. The administrator can add, remove, or modify any user profile. Administrators can make changes to all accounts and settings.

Editing Your Profile

The changes you can make to your profile are dependent upon the privileges you were given initially by the Administrator.

To edit your user profile:

1. Double-click the **SecureSuite** icon on your desktop, or select **Start/Programs/SecureSuite**.
2. Click **My Settings**.

3. Verify your identity.
4. Edit your profile information.

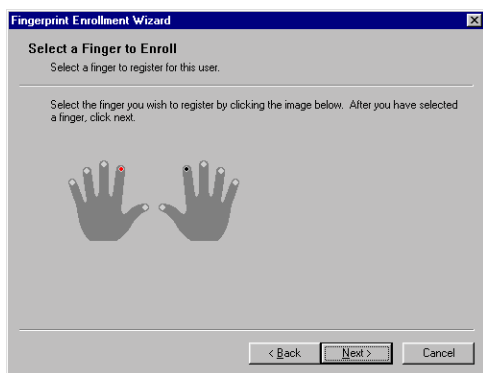
Adding your Fingerprint Enrollment

To add your fingerprint enrollment:

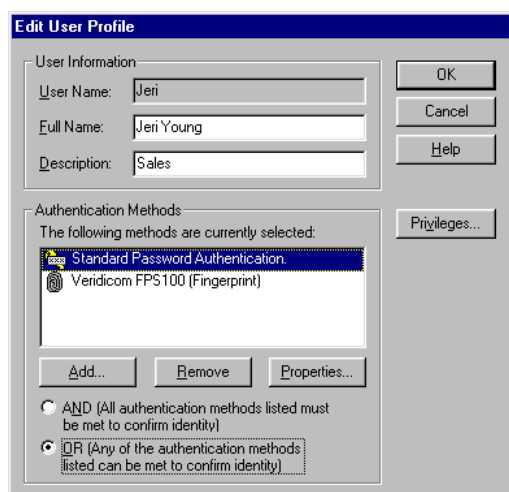
1. Double-click the **SecureSuite** icon on your desktop, or select **Start/Programs/SecureSuite**.
2. Click **My Settings**.
3. Verify your identity
4. Click **Add**, to add the fingerprint scanner as a way to verify your identity
5. At the **Authentication Device Selection** dialog box (shown below), click **OK**.



6. The **Fingerprint Enrollment Wizard** appears so that you can select a fingerprint to enroll. The dialog box (shown below) displays all fingerprints enrolled for the current user. A red dot indicates the fingerprint currently selected for verification. An already enrolled fingerprint has a black dot. To select a different fingerprint for verification, click it with the mouse. The **Fingerprint Enrollment Wizard** guides you through the process.



7. Click **Finish**. The **Edit User Profile** dialog box appears.



8. Select **AND** or **OR** at the bottom of the **Edit User Profile** dialog box.
9. Click **OK** when you have finished updating your profile.

Locking Your Workstation

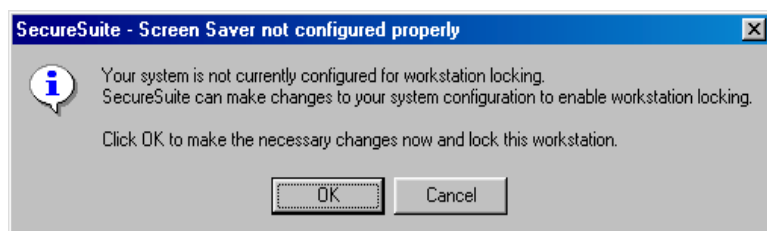
You can instantly lock your workstation to protect your files while you are away from your desk. To do so:

1. Press the **Pause** key on your keyboard, or Click the **SecureSuite** icon in the Windows System Tray and select **Lock Workstation**.

If you have locked your workstation previously, your workstation is now locked.

If this is the first time you are locking your workstation, the **SecureSuite - Screen Saver not configured properly** window appears.

1. Click **OK** to have SecureSuite configure your system to allow workstation locking.



2. After your system is configured, do one of the following
 - Press the **Pause** key on your keyboard, or
 - Click the **SecureSuite** icon on the Windows System Tray, and select **Lock Workstation**.

To unlock your workstation:

1. Select your user name.
2. Place your finger on the scanner or type your password when prompted.
3. Your workstation unlocks instantly.

4 Using SecureSession™

Note: This function applies to the complete SecureSuite software package; it is not part of the SecureStart stand-alone segment of SecureSuite

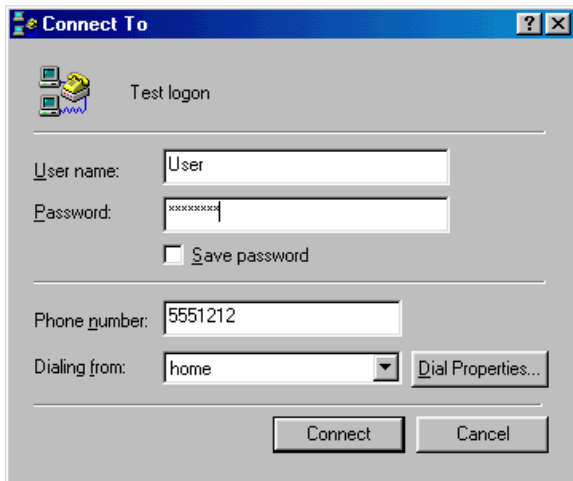
SecureSession lets you instantly access any application secured by a password or other text based information. For example, a touch of your finger is all it takes to connect to the Internet or to access your banking software once the application is registered with SecureSuite and the corresponding password is replaced by the SecureSession feature.

In addition use SecureSession with **Netscape® Navigator®** support to remember your passwords, usernames, and other information for access to your favorite web sites. Registering a web form is as easy as following the steps that you would to register any other application with SecureSession.

Registering an Application

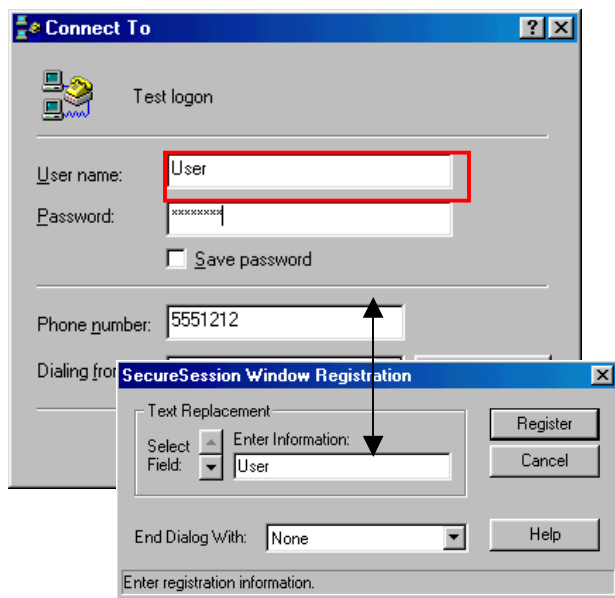
Each of your applications and web form is unique. Therefore, you must follow the procedure below to register individually each application and web form you wish to access with SecureSession.

1. Open an application or web page that requires a password.

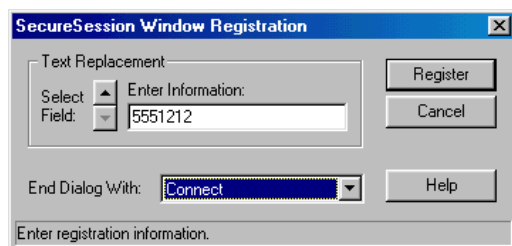


2. With the password box on the screen, hold down the **Ctrl** key and press **F12**. The **SecureSession Window Registration** box appears. Simultaneously, a red outline appears around the *first* text field of the password box. The text outlined in red designates the information to type in the corresponding field of the SecureSession **Window Registration** box. The SecureSession **Window Registration** box defaults to the appropriate field.

Example: If the red outline is at **Sign-in Name** on the password box, type your user name in the corresponding SecureSession **Window Registration** box field. Do not press **Enter**; if you press **Enter** now, the SecureSession **Window Registration** box will close

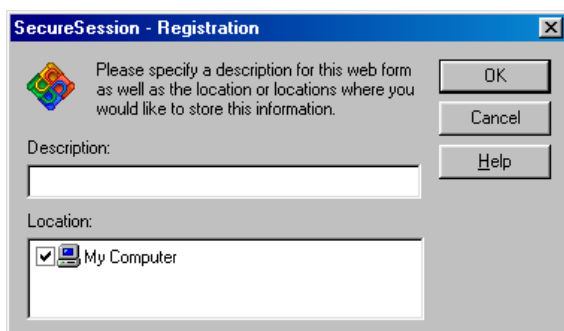


3. Click the **Select Field** arrow to enter the next line of text. As you move the arrow to display a new field in which to type, the red outline moves to a new location in the password dialog box. If you want SecureSession to manage that function described in that field, type the appropriate data into the field. Do not press Enter.
4. At **End Dialog With** field, click the arrow to display options for completing the SecureSession dialog process: **Enter** is the most commonly used to complete the command. For making a connection to the Internet, **Connect** is acceptable.

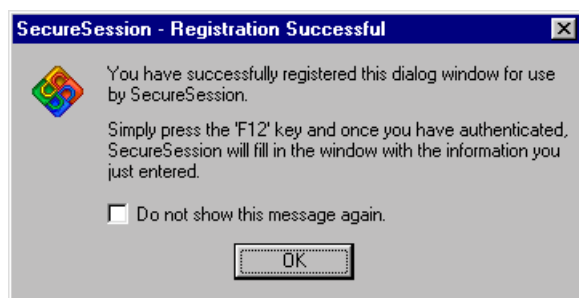


5. Click **Register**.

Once you register the application, you will be asked to enter a description and select a location for the storage.



Once the application has been registered, a confirmation dialog will appear.



6. Click **OK**.

Using SecureSession™ Password Replacement

To use SecureSession Password Replacement you must first register your applications(s) as directed in step 1 through 5 of *Registering an Application*. Then follow the procedure below.

1. Open the application or web page.
2. With the password box on the screen, do one of the following:
 - Place your finger on the fingerprint scanner, or
 - Press **F12**, and then place your finger on the fingerprint scanner.
3. SecureSession completes the appropriate information in the password box.

Even if you are a password only account, you can still use SecureSession. When prompted to scan your fingerprint, press **F12** and type your password when prompted.

Updating Password Information

If your user name or password changes after you have registered an application with SecureSession, you must update that information. To do so:

1. Repeat steps 1 through 5 of *Registering an Application*.
2. Click **Update**.

Removing Password Replacement

To remove your SecureSession Password Replacement feature and deregister an application, follow the steps below.

1. Open the application or web form you previously registered with SecureSession.

2. With the password box on the screen, hold down the **Ctrl** key on your keyboard and press **F12**. The **SecureSession Window Registration** box appears.
3. Click **Deregister**.
4. At the prompt, verify that you want to cancel the SecureSession Registration of a password.

Or

1. Click the **SecureSuite** icon on your desktop, or select **Start/Programs/SecureSuite**.
2. Click **My Settings**.
3. Verify your identity as prompted.
4. From **Edit User Profile** dialog box, select **Applications**, and the **User Properties** dialog Box appears.
5. Select the application that you want to deregister. Click **Delete**

Note: Password replacement must be removed individually for each application and web form along with the corresponding password.

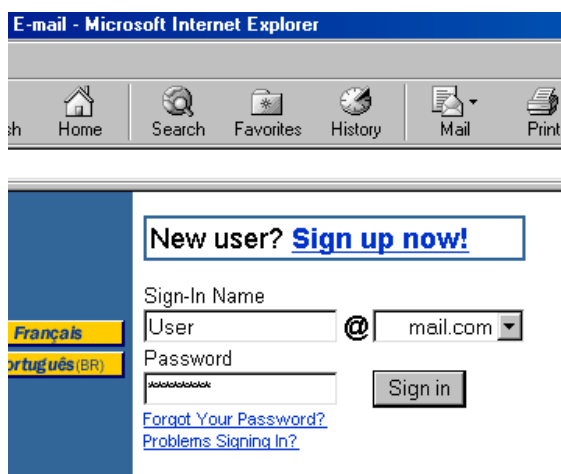
Using SecureSession with Microsoft® Internet Explorer®

You can configure SecureSession to remember and automatically enter your passwords, usernames, and other information for instant access to your favorite secured web sites.

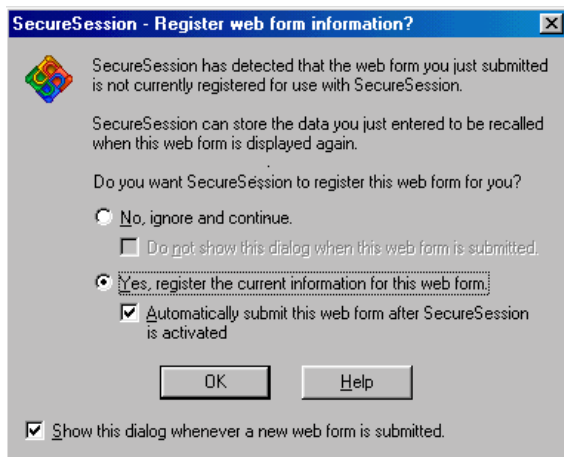
Note: To use this feature requires Microsoft® Internet Explorer 4.0® or higher.

Register a Web Form with SecureSession

1. Open a web page you want SecureSession to fill in for you.
2. Enter your authentication information (username, password, or other information) in the fields on the web form.

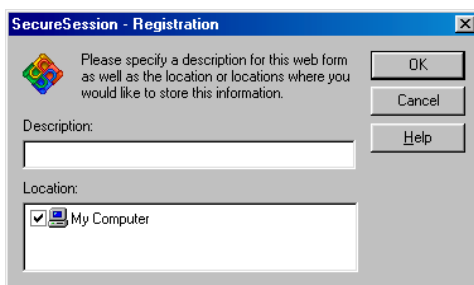


3. On the web page, click the **Submit**, **OK** or equivalent button. (The button's name depends upon the term chosen by the site's Webmaster.)

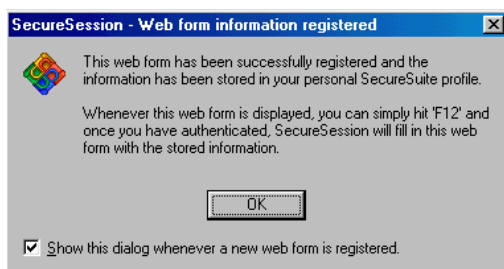


4. Select either **Yes**, or **No**. If you select **Yes**, a Verify User dialog box appears. Follow the instructions given by the prompts. Click **OK**, and the window closes. If you select **No**, a dialog box will not appear. Click **OK**, and the window closes.

Once you register the web form, you will be asked to enter a description and select a location for the storage



Once the web form has been registered, a confirmation dialog will appear.



5. Click **OK**.

To Activate SecureSession

1. The next time you visit the web page, press **F12** to complete the form.

Certain non-standard web pages do not work with this feature. If you have a problem submitting the form after completion, follow these steps:

1. Clear the check box entitled **Automatically submit this web form after SecureSession is Activated**.
2. Press **F12** to have SecureSession fill in the authenticating information on the web page.
3. Click the Submit or equivalent button.

Updating Password Information

1. Go to the web page
2. Manually complete the fields on it with your user name, password, or other information.
3. Hold down the **Ctrl** and press **F12**.
4. At the prompt choose **Update**.
5. At the **Verify User** dialog box, provide information.

To Remove Password replacement

1. Repeat steps 1 through 5 *Updating Password Information*.
2. At the prompt in step 4, choose **Remove**.
Or
 1. Click the **SecureSuite** icon on your desktop, or select **Start/Programs/SecureSuite**.
 2. Click **My Settings**.
 3. Verify your identity as prompted.
 4. From **Edit User Profile** dialog box, select **Applications**, and the **User Properties** dialog Box appears.
 5. Select the application that you want to deregister. Click **Delete**

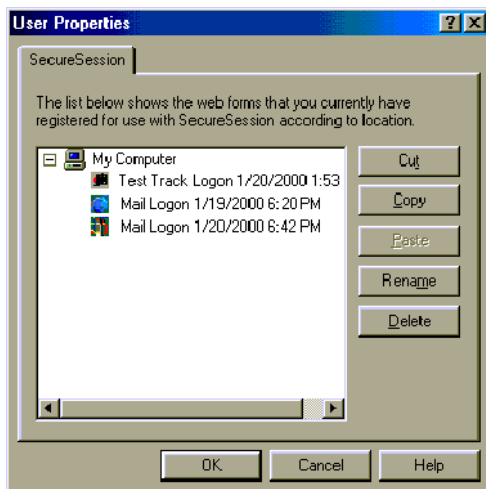
Note: For SecureSession to recognize a web page as a previously visited web page, the URL (web address) must be consistent. Lycos Mail, for example, adds a random number to the URL each time it is accessed. To avoid this problem, add the web page to *Favorites* and always access it through *Favorites*.

When a site administrator makes changes that affect the URL, re-enroll your password with SecureSession using the new URL.

Managing your Registered web forms

Manage all your registered web forms from one location. To access your registered web forms, do the following:

1. Click the **SecureSuite** icon on your desktop, or select **Start/Programs/SecureSuite**.
2. Click **My Settings**.
3. Verify your identity as prompted.
4. From **Edit User Profile** dialog box, select **Applications**, and the **User Properties** dialog box appears.



The User Properties dialog box allows you to view and edit your SecureSession stored data. The date of storage is shown immediately following the description. It is easy to transfer or share any given 'registered form'. By utilizing the edit buttons to the right of the dialog box, you can relocate stored data. You may also drag and drop a registered form from one location to the other.

To change the description of a registered form, **Highlight** the form and click, **Rename**.

To remove a registered form, **highlight** the registered form you want to remove and click, **Delete**.

SecureSession Storage Information

The SecureSession - Registration dialog box allows you to enter a **Description** of the web page you are registering, as well as the **Location** where you would like the information to be stored.

- **Description:** This option allows you to uniquely identify/label individual forms you have registered with SecureSession/IE. This is very useful when viewing registered forms and selecting the location of storage.
- **Location:** This option allows you to specify where you want your registered SecureSession form(s) to be stored.

Storing your registered applications and web forms:

1. You may store the information on the Local Machine. This option allows SecureSession to store the registered applications and web form on the local hard drive.

Note: Click on User Properties to find out more about editing SecureSession storage locations.

5 Using SecureFolder™

Note: This function applies to the complete SecureSuite software package; it is not part of the SecureStart stand-alone segment of SecureSuite

SecureFolder provides a fast convenient way to protect data in folders. Only the owner of a folder can view its contents.

SecureFolder is designed to secure your personal and business folders. You cannot secure files or folders in the Windows or Program file directories, because modifying their contents can cause your programs to stop working correctly. You cannot secure the following folders

- C:\Windows
- C:\Program Files
- C:\My Documents.
- Folders in which SecureSuite is installed.
- Folders on the Desktop.

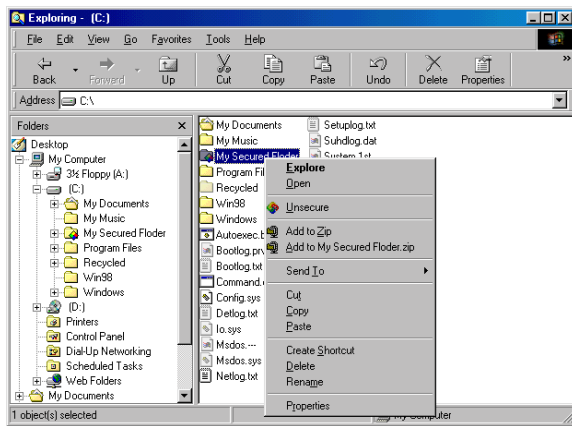
Administrators can delete other users' secured folders but cannot open them.

Important: You must remove Security from a folder before you uninstall SecureSuite otherwise the folder can **never** be opened again, even if you re-install SecureSuite. Instructions for removing Security from a folder are at the end of this section.

Securing A Folder

You can secure folders by following the steps below.

1. Close all open files in the folder you wish to secure.
2. On the Windows desktop click **My Computer**, or open **Windows Explorer**.
3. Browse the drive and select the folder you want to secure.
4. Right-click the folder. Click **Secure** when the menu offering that choice appears.
5. At the prompt, verify that you want to secure the folder.
6. At the next prompt verify your identity by placing your finger on the fingerprint scanner and/or entering your password.



SecureFolder begins the security process. A dialog box shows the progress as the files within the folder are secured. When the process is complete, an icon displayed on the corner of the folder shows the folder is secured by encryption.

After the folder is secure, only you can view the contents. You must verify your identity and drag the secured files to a location outside of a secured folder before you can use them. After you finish editing a file, you must place it back in the secure folder to re-secure it.

Using A Secure Folder

To use a secure folder:

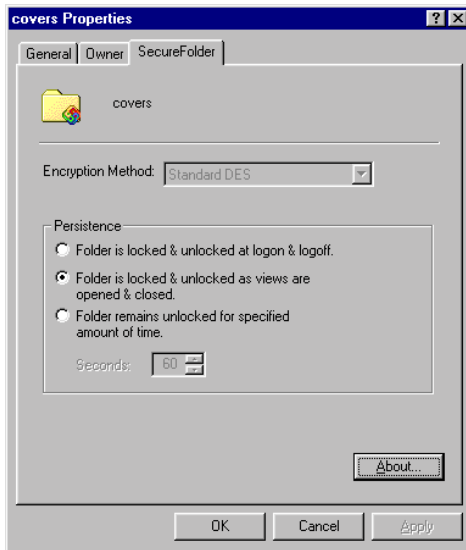
1. On the Windows desktop click **My Computer**, or open **Windows Explorer**.
2. Select the drive where the folder is located.
3. Double-click the folder.
4. Verify your identity and the folder opens.
5. Select the file to use.
6. Drag and drop the folder to a location that is not within a secure folder.
7. When finished, cut and paste or drag and drop back into the secure folder where it belongs.

Viewing Properties Of A Secure Folder

If you wish to view or change the properties of a secure folder, follow the steps in this section. Folder properties include encryption method, owner and users of the folder, and basic information such as size, date created and location.

1. Right-click the secure folder you wish to view.
2. At the prompt, verify your identity

3. Select **Properties** from the on-screen menu, and the **Properties** dialog box shown below appears.



4. Select one of the three available file tabs:
 - **SecureFolder** displays the encryption method and allows the owner to change the security persistence.
 - **Owner** displays the owner and user/s of the folder.
 - **General** displays basic information about the folder such as size, date created and location.
5. Edit the folder contents, and click **OK** when you are finished.

Removing Security From A Folder

To remove security from a folder:

1. On the Windows desktop, click **My Computer**.
2. Select the drive where the secure folder is located.
3. Select the folder to unsecure.
4. Right-click the folder.
5. On the menu that appears, click **Unsecure**.
6. At the prompt, click **Yes**.
7. Verify your identity when prompted.
8. The security icon is no longer displayed on the folder. The file is no longer secured.

6 Using SecureApp™

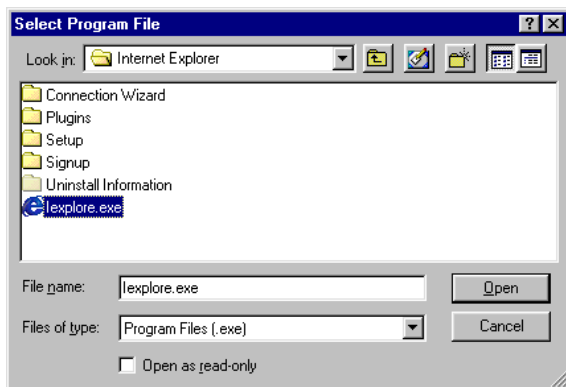
Note: This function applies to the complete SecureSuite software package; it is not part of the SecureStart stand-alone segment of SecureSuite

SecureApp prevents unauthorized users from running Windows applications. You can restrict access to any program so that anyone who tries to run it must first verify his or her identity. SecureApp is ideal for accounting software and databases that contain sensitive and confidential information. It can also be used to limit access to applications such as web browsers and games.

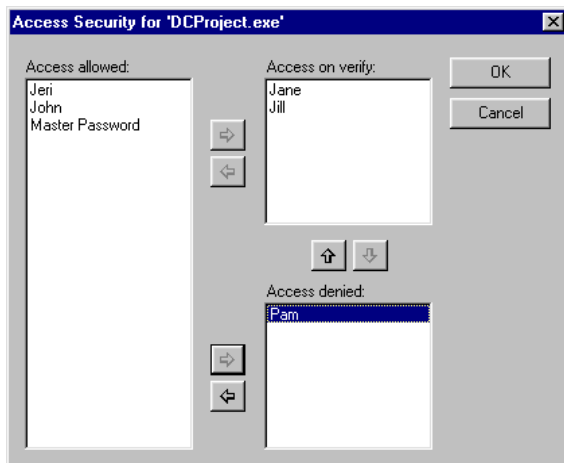
Setting User Restrictions

To set user restrictions:

1. Open the **User Manager** application. This is only possible for a user with administrator privileges.
2. Select **System Properties** from the **Options** menu.
3. Select **SecureApp**.
4. Click **Add**.
5. Browse to the application you want to secure.



6. Click **Open**. The Access Security dialog box opens.



7. Select name/s in the Access allowed column.
8. Using the arrows, move name/s to **Access on verify or Access denied columns**.
9. Click **OK** to close and exit.

Removing User Restrictions

To remove user restrictions for an application:

1. Open the **User Manager** application. This is only possible for a user with administrator privileges.
2. Select **System Properties** from the **Options** menu.
3. Select **SecureApp**.
4. Select the application to remove
5. Click **Remove**.
6. Verify that you want to remove the Security.

Use of the application is now unrestricted. You must remove restrictions separately for each application.

7 SecureEntrust™

Entrust Technologies Public-Key Infrastructure (PKI) Compatibility

Note: This function applies to the complete SecureSuite software package; it is not part of the SecureStart stand-alone segment of SecureSuite

If you are already using Entrust Ready™ software, SecureEntrust gives you the added security and convenience of fingerprint verification within those third party applications supporting Entrust Technologies award-winning Public-Key Infrastructure (PKI). Users and developers of Entrust/PKI ready applications can make use of the authentication services and security tokens provided by SecureSuite through SecureEntrust.

8 The SecureSuite™ Administrator

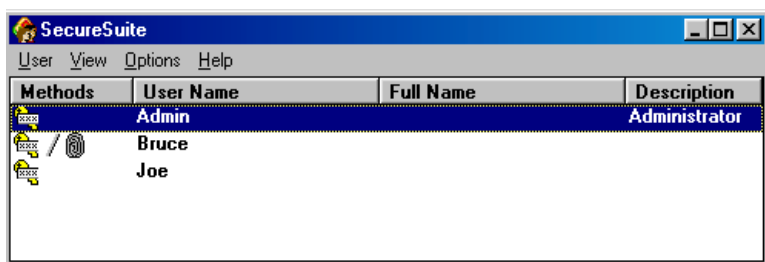
The SecureSuite User Manager

Using the SecureSuite **User Manager**, an administrator can add a new users, import a user account from another system, as well as export a user account, change a current user's properties and/or password access and change a user's privileges.

Note: The User Manager is only available to administrators or users with administrator privileges.

To open the SecureSuite User Manager, do one of the following:

1. Click the **SecureSuite** icon on your desktop, or select **Start/Programs/SecureSuite**.
2. Click **User Manager**. The **User Manage** menu appears.



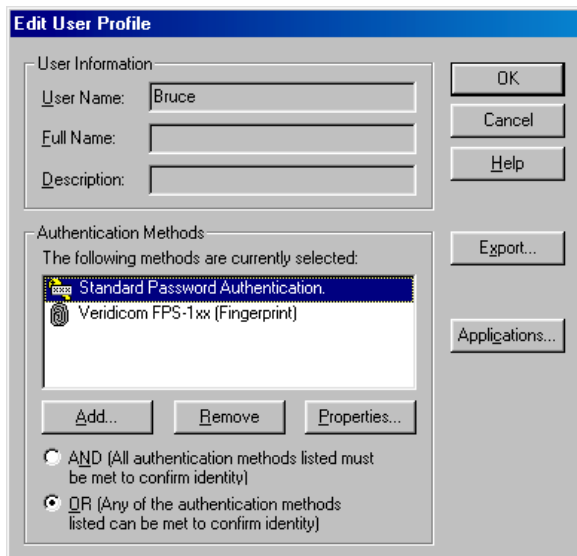
Exporting a User Account

The Export Function is designed to allow a user to share secure information between two or more computers running SecureSuite 2.2 or newer.

Note: Information can only be exported to computers running SecureSuite 2.2 or newer.

To export a user account, follow these steps.

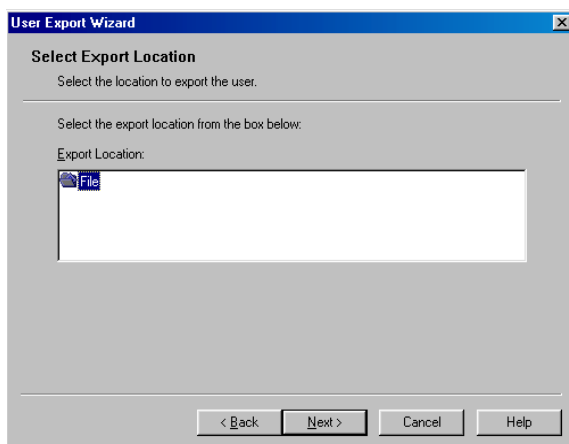
1. On the SecureSuite **User Manager** menu, select the user account that you want to export.
2. On the **User** menu, select **Properties**, and the **Edit User Properties** dialog box appears.



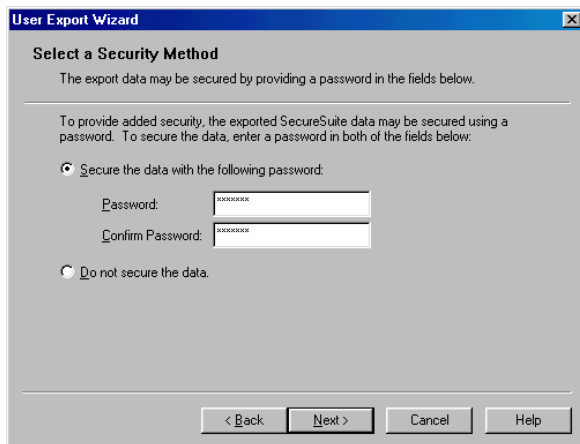
3. From the **Edit User Profile** dialog box, select **Export**, and the **Welcome to the Export User Wizard** appears.



4. Select the Export Location.



5. Select a Security Method.



Note: You may choose to secure the exported data by entering a password in the appropriate box. If you do not wish to secure the data make the appropriate selection and click next. If you forget your password you will not be able to un-secure the exported data.

6. Click **Finish**.

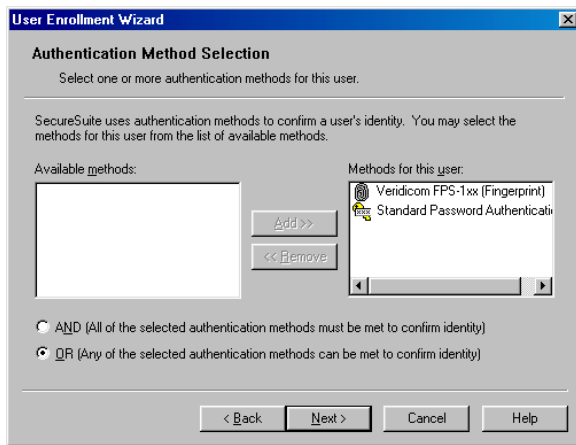
Adding a New User

Note: During this process, you must enter a password for each user, even if a password is not one of the selected methods of verification. Windows requires this to establish any kind of password system.

There are two ways to create a new user account from this menu. You can **Create a new user account** or **Import a user account**.

To create a new user, follow these steps:

1. On the SecureSuite **User Manager** menu, click **User** and then click **New User**.
2. When the **Welcome to User Enrollment Wizard** appears, click **Next**.
3. On the Select New User or Import User Wizard dialog box you will be prompted to, **Create a new user account**, or **Import a user account**. Select, **Create a new user account**.
4. When prompted, enter user information and password assignment.
5. Select the appropriate access level for the user; see *User Privileges*.
6. Click **Next**. The following dialog box appears.



7. Select **AND** or **OR** at the bottom of the User Enrollment dialog box to determine how the new user should verify his/her identity to log on to the computer. Select **AND** for both a password and the fingerprint authentication. Select **OR** to require either a password or a fingerprint. Click **Next**.
8. A hand appears on screen. Select a finger for enrollment by clicking on the fingertip you and the new user have selected. The new user must now be present physically to have the finger scanned.
9. Follow the on-screen directions until the scanning is complete. Green indicates a good scan. Rescan any fingerprint that has a yellow or red outline.
10. Click **Finish**.

Importing a User Account

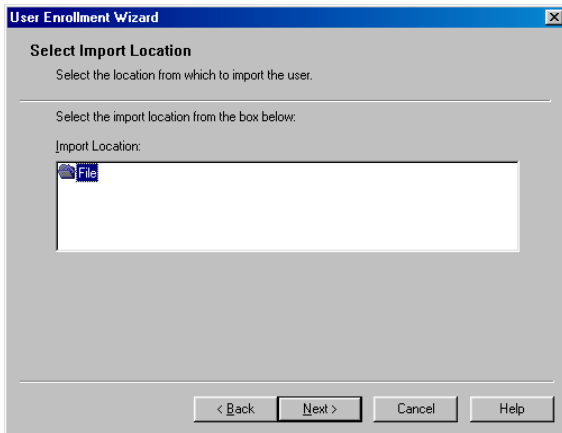
To Import a user account, follow these steps:

1. On the SecureSuite **User Manager** menu, click **User** and then click **New User**. This will bring up the **User Enrollment Wizard**.

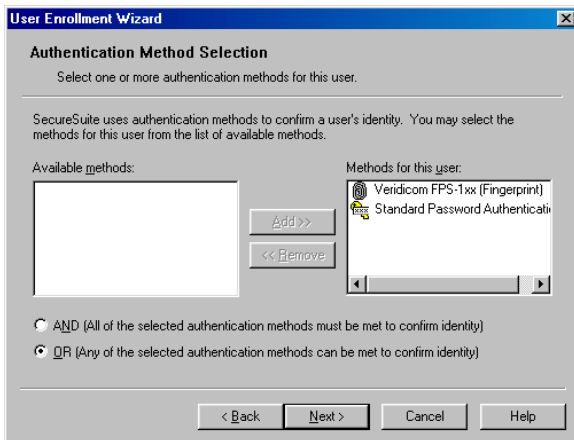


2. On the **Select New User or Import User Wizard** page of you will be prompted to, **Create a new user account**, or **Import a user account**. Select, **Import a user account**.

3. Select the location from which to import the user.



4. When prompted, enter user information and password assignment.
5. Select the appropriate access level for the user; see *User Privileges*.
6. Click **Next**. The following dialog box appears.



7. Select **AND** or **OR** at the bottom of the User Enrollment dialog box to determine how the new user should verify his/her identity to log on to the computer. Select **AND** for both a password and the fingerprint authentication. Select **OR** to require either a password or a fingerprint. Click **Next**.
8. A hand appears on screen. Select a finger for enrollment by clicking on the fingertip you and the new user have selected. The new user must now be present physically to have the finger scanned.
9. Follow the on-screen directions until the scanning is complete. Green indicates a good scan. Rescan any fingerprint that has a yellow or red outline.
10. Click **Finish**.

When you are done, the user is added to the list of available users.

9 Uninstalling SecureSuite™

To uninstall SecureSuite you need either the Master Password or the Master Access disk. These were established during system configuration; see *Configuring SecureSuite* for more information.

Important: Unsecure any secure folders before you uninstall SecureSuite. See *Using SecureFolder*. If you do not unsecure the folders before you uninstall SecureSuite you cannot access the folders or the information in the folders again, even if you re-install SecureSuite.

Take the following steps to uninstall SecureSuite:

1. In the Windows Control Panel, double-click the **Add/Remove Programs** icon.
2. From the list of installed programs, click **SecureSuite** and click the **Add/Remove** button.
3. Verify your identity when prompted.
4. Type the Master Password or insert the Master Access Disk when prompted.
5. Restart your computer.

10 Troubleshooting

Fingerprint scanner cannot be located:

- Verify fingerprint scanner is securely connected to the appropriate communication port.
- Verify that all connections are secure.

Fingerprint cannot be enrolled:

- Clean scanner surface.
- Verify that all connections are secure.
- Try using different fingers.

Scanner cannot be located after log on:

- Verify no other application is using the fingerprint scanner or the same communications port.

Screen Saver behaving abnormally during locking and unlocking:

Some screen savers are not compliant with the normal Windows screensaver mechanism. Try installing a different screen saver.

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