SanDisk CruzerLock 2 Quick Start Guide

Welcome to **SanDisk® CruzerLock™, version 2.0** security software. The CruzerLock™ 2 product line provides a software security solution that enables you to protect sensitive information on your SanDisk® Cruzer™ USB flash drive. You can prevent others from accessing confidential data, such as files for corporate projects or personal finances. If you misplace or lose your flash drive, you don't have to worry about your secure data falling into the wrong hands.

The CruzerLock™ 2 software is available in several versions. CruzerLock™ 2 Free and CruzerLock™ 2 Basic are already packaged with the flash drive. To access the CruzerLock™ 2 Basic functionality, you will need to purchase the upgrade. There are also two other versions of the software: Premium and Professional.

With CruzerLock™ 2 Free and CruzerLock™ 2 Basic, you can encrypt folders and files on the flash drive. You can also decrypt and browse the encrypted contents.

With the enhanced version, CruzerLock™ 2 Basic, you can also share the protected information on your flash drive to local and networked drives. After sharing, the information remains protected on the local or hard drive. You can also directly encrypt, decrypt, and browse sensitive information on your local or hard drive.

For additional powerful features, you can upgrade to the Premium and Professional versions of the software from the encryptX Corporation. These features include protecting email and removable storage media (i.e., CD and DVD discs and other removable storage media) content, user rights management, and auditing.

For more information about the Premium and Professional products, after you create a new encryption archive or open an existing one, click the **Upgrade** button in the **CruzerLock 2 Archive** window. You can refer to the *Starting CruzerLock 2*, *Accessing an existing archive*, and *Upgrading your software* sections of this guide for instructions on how to create and open an archive as well as how to upgrade.

An explanation of the CruzerLock™ 2 software products feature sets is available from the CruzerLock™ 2 online Help system that is included with the application. You can find more detailed information about the features for the Premium and Professional versions of the software on the encryptX Web site.

For more detailed information regarding CruzerLock™ 2 Basic and Free version use, please refer to the CruzerLock™ 2 online Help system.

User tutorials provide a rapid and easy way to learn about CruzerLock™ 2 functionality. You can access the tutorials by selecting the flash drive letter in Windows Explorer and double-clicking the Tutorials link to open the tutorials Web page.

I.   Starting CruzerLock 2

Your Cruzer™ USB flash drive already contains a CruzerLock™ 2 encryption archive (software that enables you to protect and manage sensitive files). When you start the CruzerLock™ 2 Free software for the first time, you set up the archive by encrypting data and entering your login and password recovery information. After you set up the archive, you can freely use it.

With CruzerLock™ 2 Free, you can only work with the single archive on the flash drive. If you have upgraded to CruzerLock™ 2 Basic, you can create additional archives on local and networked drives.

1. Insert your Cruzer™ USB flash drive into a PC USB port.
2. If a Windows Explorer window that exclusively displays the flash drive contents fails to automatically display, in Windows Explorer, select the drive letter for the flash drive
3. Double-click the **CruzerLock 2.exe** file.
4. Review the license agreement in the **End user license agreement** dialog box.
5. To accept the license agreement, select **I accept**. (If you do not accept, you cannot use the software.)
6. Click **Continue**.
7. If you are an administrative user of the PC with which you are using the flash drive, in the top panes of the **Add Files to Your CruzerLock 2 Archive** dialog box, select the files and/or folders that you want to encrypt and drag-and-drop them to the bottom pane.
   – or –
   If you are not an administrative user of the PC, select the files and/or folders that you want to encrypt in the Windows Explorer window that displays and drag-and-drop them to the files box in the **Add Files to Your CruzerLock 2 Archive** dialog box.
8. Click **Encrypt**.
9. In the **Save CruzerLock 2 Archive** dialog box, enter a user name and password.
10. In the **Verify** box, re-enter the password.
11. In the **Hint question** box, enter or select a challenge question for password recovery if you forget your password.
12. In the **Hint answer** box, enter an answer to the challenge question that you can easily remember. (The answer must be eight characters or longer.)
13. Click **Next**.
14. After the **Activity Log** dialog box has finished logging the encryption processing, click **Next**.
    The **CruzerLock 2 Archive** window that enables you to perform CruzerLock™ 2 operations is now available.

II.   Encrypting

1. In the **CruzerLock 2 Archive** window, click the **Encrypt** button.
2. If you are an administrative user of the PC with which you are using the flash drive, in the top panes of the **Add Files to Your CruzerLock 2 Archive** dialog box, select the files and/or folders that you want to encrypt and drag-and-drop them to the bottom pane.
   – or –
   If you are not an administrative user of the PC, select the files and/or folders that you want to encrypt in the Windows Explorer window that displays and drag-and-drop them to the files box in the **Add Files to Your CruzerLock 2 Archive** dialog box.
3. Click **Encrypt**.
   The CruzerLock™ 2 software adds the selected data to the archive.
4. In the **Activity Log** dialog box, click **Next**.

III.   Decrypting

1. In the **CruzerLock 2 Archive** window, click the **Decrypt** button.
2. In the decryption dialog box, select a file or folder that you want to decrypt and click **Decrypt**.
3. In the file saving dialog box, select the location for the data and click **OK**.
   CruzerLock™ 2 saves a decrypted copy of the file or folder to the location you selected.
4. In the **Activity Log** dialog box, click **Next**.

IV. **Modifying and updating archive contents**

1. In the **CruzerLock 2 Archive** window, click the **Contents** button.
2. In the contents dialog box, select a file that you want to update and click **Open**.
3. In the **Open File** dialog box, select the **Open for update**, **Launch application,** and **Open associated files** check boxes.
4. Click **OK**.

The selected file is decrypted and the application associated with the file extension automatically launches if it is installed on your PC. Use the application to update the file, save the file, and close the application. An updated version of the file is automatically encrypted and saved to the archive.

V. **Deleting files**

If you would like more space on your Cruzer™ USB flash drive and there are archive files that you no longer need, there are a few ways that you can delete archive files with different consequences.

You can mark files for deletion so they no longer appear in the user interface but are still in the archive. With the Professional version, you can later retrieve these files. When you mark files for deletion, the archive size does not diminish. If you do not have time to permanently remove the files by purging them, you can mark them for deletion first and later purge them.

To reclaim space, you can permanently purge selected files from the archive or completely empty the archive of all files. To purge files, you must first mark them for deletion.

When you purge files, all files marked for deletion are removed from the archive as well as any previous versions of the files. The archive size diminishes by the size of the purged files. Even with the Professional version, you will not be able to recover them.

Finally, you can completely empty the archive by permanently deleting all files from it. If you empty the archive, you will not be able to recover the files. To retain copies of the files, you can decrypt them to another location before emptying the archive.

For information on how to mark archive files for deletion, purge files, or empty the archive, please refer to the CruzerLock™ 2 online Help system.

VI. **Accessing an existing archive**

The methods that you can use to access an encrypted archive vary depending on the version of CruzerLock™ 2 that you have.

Access the CruzerLock 2 Free archive
1. In the window with the flash drive files that displays when you insert the flash drive into your PC, double-click the **CruzerLock2.exe** file.
   – or –
   If the window with the flash drive files does not display, in Windows Explorer, select the drive letter for your Cruzer™ USB flash drive and double-click the **CruzerLock2.exe** file.
2. In the **Enter Login Information** dialog box, enter your user name and password.
3. Click **OK**.
   The **CruzerLock 2 Archive** window displays.

Access CruzerLock 2 Basic archives

1. In the window with the flash drive files that displays when you insert the flash drive into your PC, double-click the **CruzerLock2.exe** file.
   – or –
   If the window with the flash drive files does not display, in Windows Explorer, select the drive letter for your flash drive and double-click the **CruzerLock2.exe** file.
2. In the **Welcome to CruzerLock 2** dialog box, to select an existing archive:
   a. If the archive is listed in the archive list, select **Open the selected archive**.
   b. Select the archive in the list.
   c. Click **Next**.
      – or –
   a. Select **Open an existing archive**.
   b. Click **Next**.
   c. In the **Select CruzerLock Archive** dialog box, select the archive location folder.
   d. Double-click the **[archive name].ncx** file.
3. In the **Enter Login Information** dialog box, enter your archive user name and password.
4. Click **OK**.
   The **CruzerLock 2 Archive** window displays.

Note: If you open a local or networked drive archive and your flash drive is not inserted in the PC, you cannot encrypt new folders and files; you can only view and decrypt the existing archive contents.

VII. Upgrading your software

After you upgrade your free CruzerLock™ 2 software to the basic version, you can create new archives on local or networked drives and share your flash drive archive to a local or networked drive. When you purchase the upgrade, you enter the license key code that you receive into your existing free version of the software.

1. In the **CruzerLock 2 Archive** window, click the **Upgrade** button.
2. In the **Upgrade** dialog box, click **Upgrade now** and **Go**.
3. If you are connected to the Internet, a Web site displays that enables you to purchase the upgrade and obtain the upgrade license key code.
   – or –
   Connect to the Internet later, enter the Web site address provided in the **Registration** dialog box text, purchase the upgrade, and obtain the license key code.
4. In the **Registration** dialog box, enter the CruzerLock™ 2 Basic registration key code and click **OK**.
   The **CruzerLock 2 Archive** window displays with additional functionality buttons (**Share** and **Preferences**) enabled.

Note: If you purchase the upgrade later, you can open the **Registration** dialog box again by clicking **Apply a new product key** in the **Upgrade** dialog box.

Note: You can also use the **Upgrade** button to purchase the Premium or Professional versions. However, instead of entering a license key code into the Free or Basic versions, you will have to download the software separately.

If you have any questions about upgrades or additional CruzerLock™ 2 features, contact the encryptX Corporation at 877-233-6510 or open an archive and click the **Upgrade** button in the **CruzerLock 2 Archive** window to link to a Web site page with more information.

VIII.   Creating a new local or networked drive archive

After you create a new archive on a local or networked drive, you can use it the same way that you use your flash drive archive.

Note: This feature is only available in the Basic version of CruzerLock™ 2. For information on purchasing the Basic version upgrade, please refer to *Upgrading your software*.

1. In Windows Explorer, select the drive letter for your flash drive and double-click the **CruzerLock2.exe** file.
2. In the **Welcome to CruzerLock 2** dialog box, select **Create a new archive** and click **Next**.
3. In the **Add Files to your CruzerLock 2 Archive** dialog box, encrypt files and/or folders.
4. In the **Enter Login Information** dialog box, enter user name and password.
5. In the **Hint** question box, enter or select a challenge question for password recovery if you forget the password.
6. In the **Hint** answer box, enter an answer to the challenge question that you can easily remember and click **Next**. (The answer must be eight characters or longer.)
7. In the **Save CruzerLock 2 Archive** dialog box, click **Browse**.
8. In the **Choose Archive and Location** dialog box, select a local or networked drive location for the new archive.
9. In the **File Name** box, enter an archive name.
10. Click **Set**.
11. In the **Save CruzerLock 2 Archive** dialog box, click **Save**.
12. In the **Activity Log** dialog box, click **Next**.
    The **CruzerLock 2 Archive** window for the new archive is now available.

IX.   Sharing to a hard or networked drive

You can share some or all of the protected contents of your flash drive archive to a local or networked drive location. When you share the archive, a new archive with the selected contents is created at the selected location. You can encrypt additional files and folders to the new archive.

Note: This feature is only available in the Basic version of CruzerLock™ 2. For information on purchasing the Basic version upgrade, please refer to *Upgrading your software*.

1. In the **CruzerLock 2 Archive** window, click the **Share** button.
2. In the **Select Sharing Method** dialog box, click **To a fixed disk** and, then, **Share**.
3. In the **Sharing** dialog box, click **Browse** to select a location and name for the shared archive in the **Select Copy Location** dialog box.
4. Click **Save**.
5. In the **Sharing** dialog box, type comments in the **Comments** box.
6. To share only specific archive folders and/or files, click the **Select Items** tab and select the items that you want.
7. Click **Share**.
8. In the **Activity Log** dialog box, click **Next**.

Note: The new shared archive has the same user name and password as the original archive.