User Guide

MXI Stealth MXP Passport

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1. Introduction

In our ongoing efforts to further enhance data integrity and security for the movement of sensitive data, the **Eastern School District**, will provide all schools under its' jurisdiction with portable **MXI USB** storage devices for the secure transfer of sensitive data between working locations. For each device distributed secure records will be maintained by the **District** recording the serial number of each device issued, the user accounts and passwords associated with each device and a record of to whom the device was issued.

Each **MXI USB** storage device is equipped with a **USB** computer to device cable that should be utilized when attaching the device to the computer for use.

To provide encrypted storage the target device must be personalized for each user who will access the protected volumes for secure data storage.

This document contains instructional procedures covering the personalization of the **MXI USB** device as well as the procedures for mounting and dismounting the secure device. Information pertaining to opening files on the device, saving files to the device, copying files to and from the device and other standard **Windows** data management operations are included as well.

2. Personalising the Flash Drive.

2.1   Attach the USB cable and device to a USB port on the computer.

2.2   The computer will recognize and load the storage device on the computer. An **Autorun** program within the device will present the following screen.

**2.3**   At this screen, choose the default option **(Click OK to Start MXI ACCESS Enterprise Client.)**
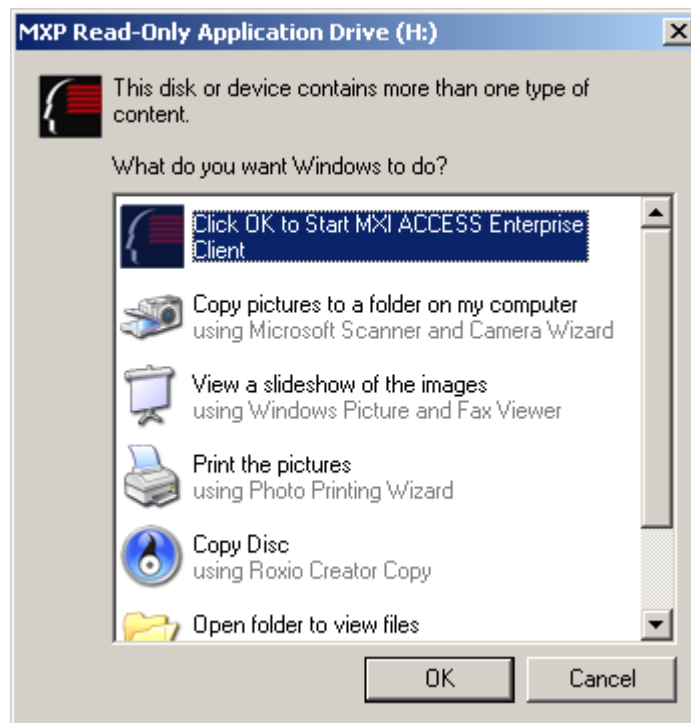
Alternately, should the **Autorun** program not initialize, the device may be started manually by following the process outlined below:

2.4 Access My Computer on the target computer; **double-click** the MXP Read-Only Icon.
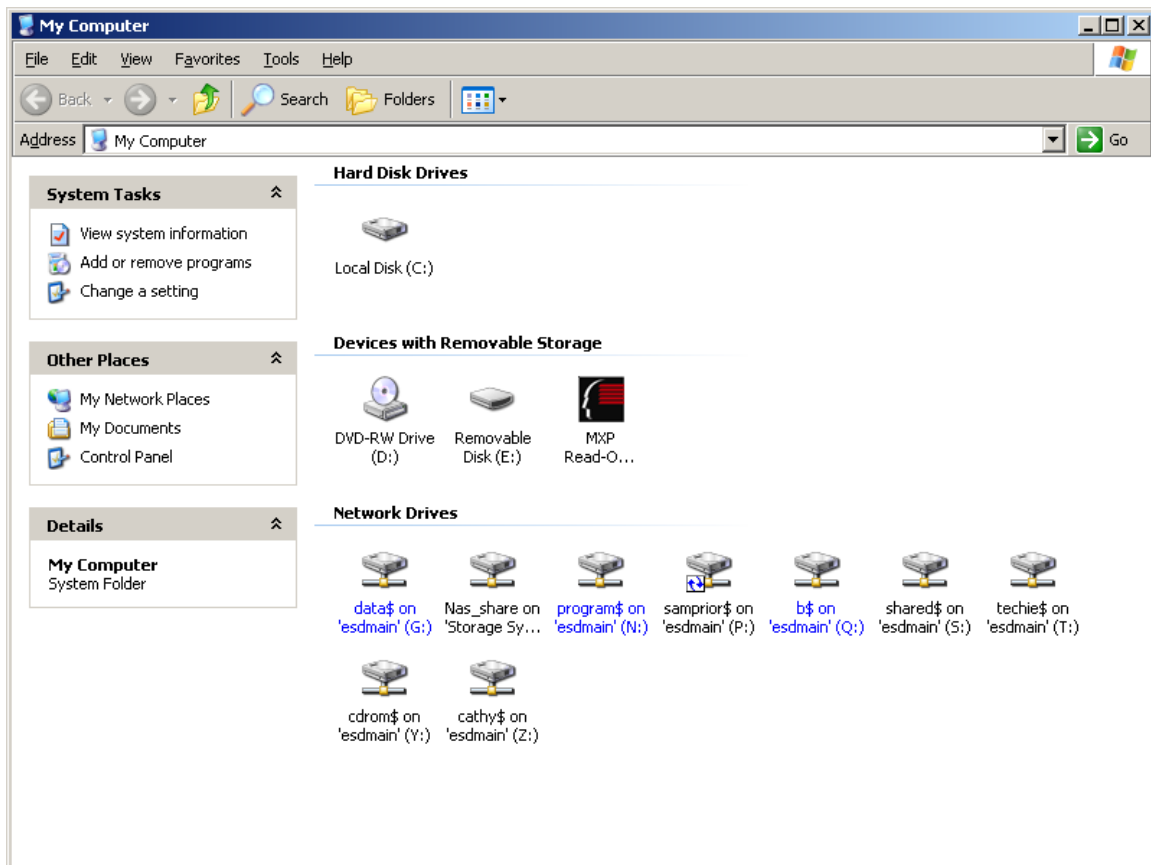
2.5 **Double-Click** start.exe program on the device, and the MXI USB device will load so that configuration may be continued.
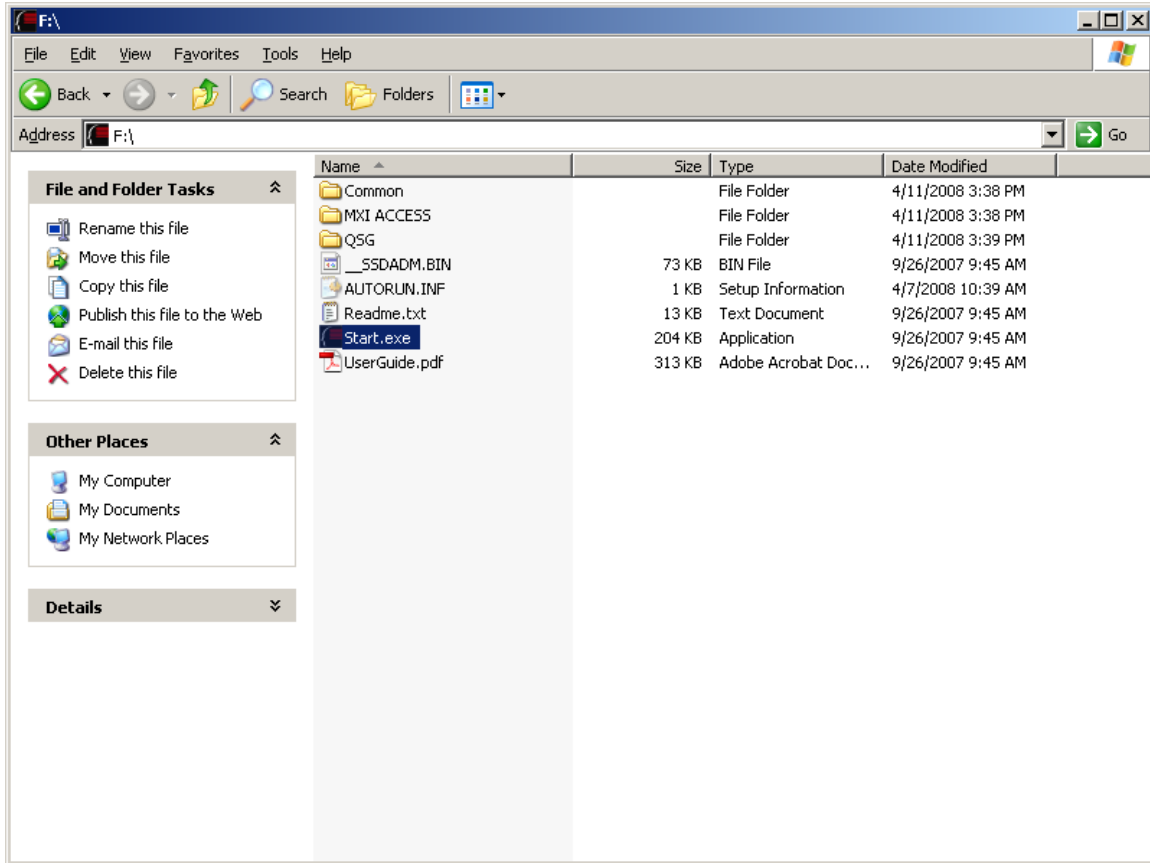
After starting the USB device, normal setup procedures are then initialized. The screen shots presented represent the MXI setup screens whether Autorun is used or a manual start is required.

2.6 Read the information message presented at the **New Issued Device** screen. Click **Next**

2.7 Type in the password provided in the e-mail message received from your MXI Passport Administrator. **Click Next**. Passwords must be entered exactly as issued since they are case sensitive.

2.8 Submit and confirm your new password ensuring that you follow the parameters as outlined in the e-mail message from your MXI Passport administrator. **Click Next**.

Note: The new password you create must meet the following security parameters:
- Minimum length – 8 (eight) characters consisting of at least
- 1 (one) special character
- 1 (one) numeric character
- 1 (one) upper case alphabetic character
- 1 (one) lower case alphabetic character

2.9 When presented with the Enrollment Complete screen **Click Next**

2.10 When presented with the Manage Device screen, **Click Exit**.

The device is now mounted and ready for encrypted use.

3. Mounting the Flash Drive for use

After initial configuration is complete the following instructions may be used for subsequent mounts and use of your MXI USB device.

3.1   Attach the USB cable and device to a USB port on the computer.

3.2   The computer will recognize and load the storage device on the computer. An **Autorun** program within the device will present the following screen.

3.3   At this screen, choose the default option **(Click OK to Start MXI ACCESS Enterprise Client.)**
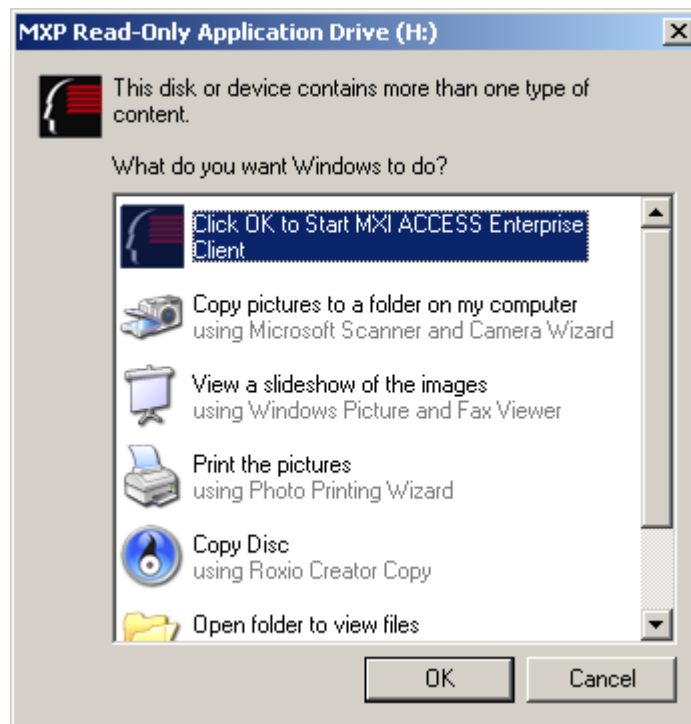
3.4   Enter your password and **Click Next** to continue.

When the correct password is entered, a window will open showing the encrypted storage partition. This location should be used to store sensitive information.
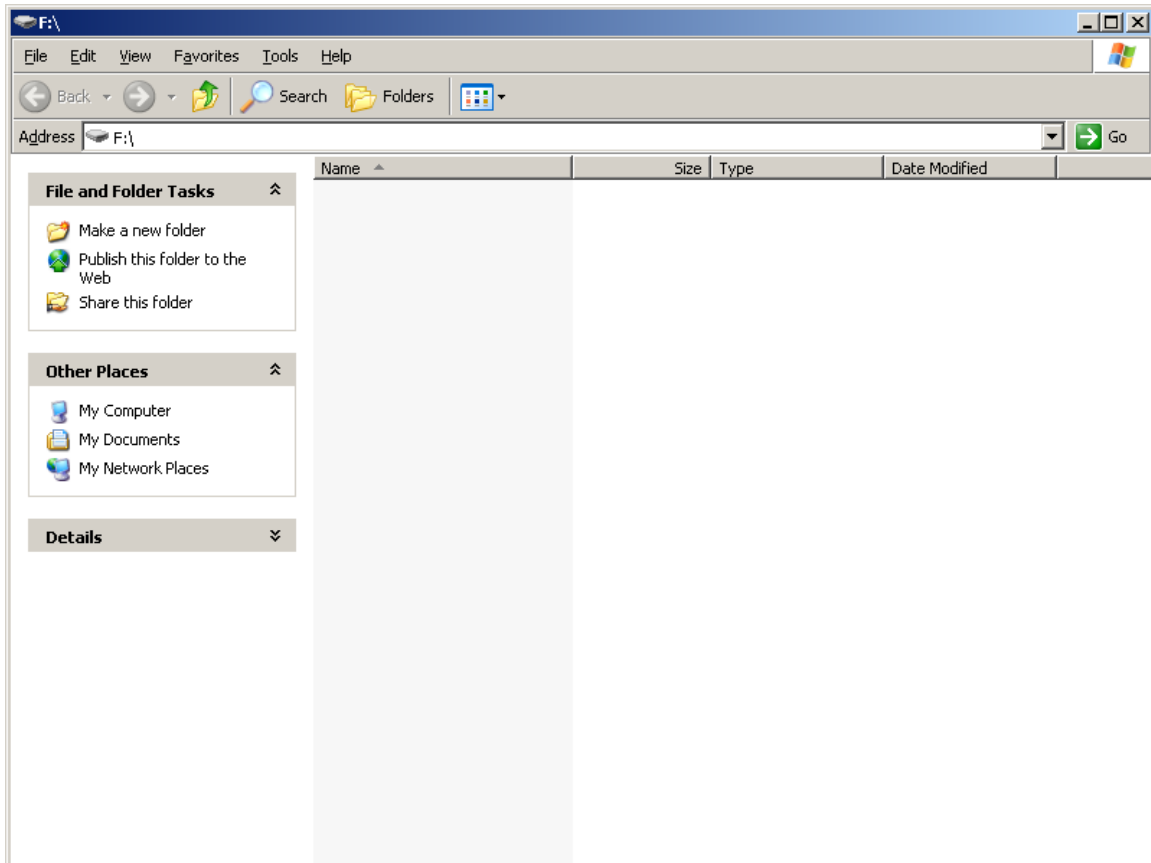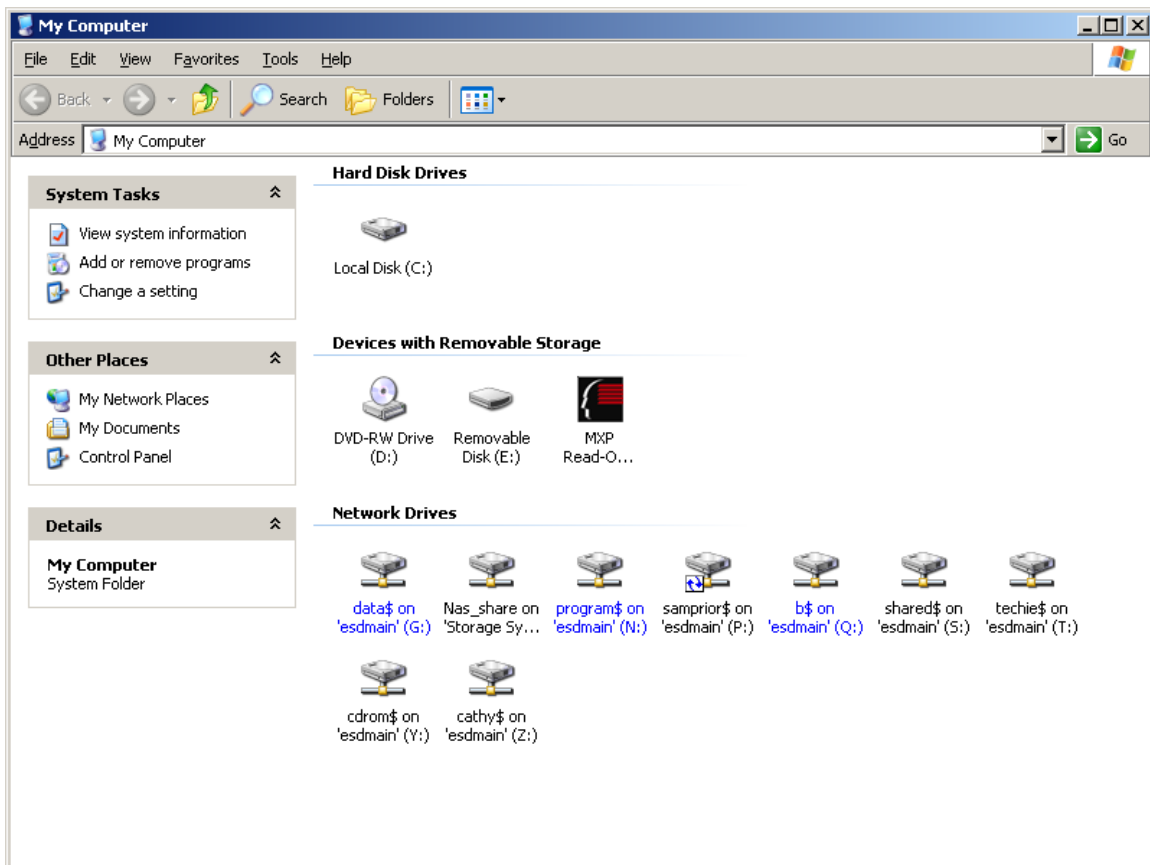
You are now ready to use your new MXI Stealth MXP *Passport* USB Drive

Alternately, should the **Autorun** program not initialize, the device may be started manually by following the process outlined below:

3.5 Access My Computer on the target computer; **double-click** the MXP Read-Only Icon.

3.6 **Double-Click** start.exe program on the device, and the MXI USB device will load so that the mount process may be continued.
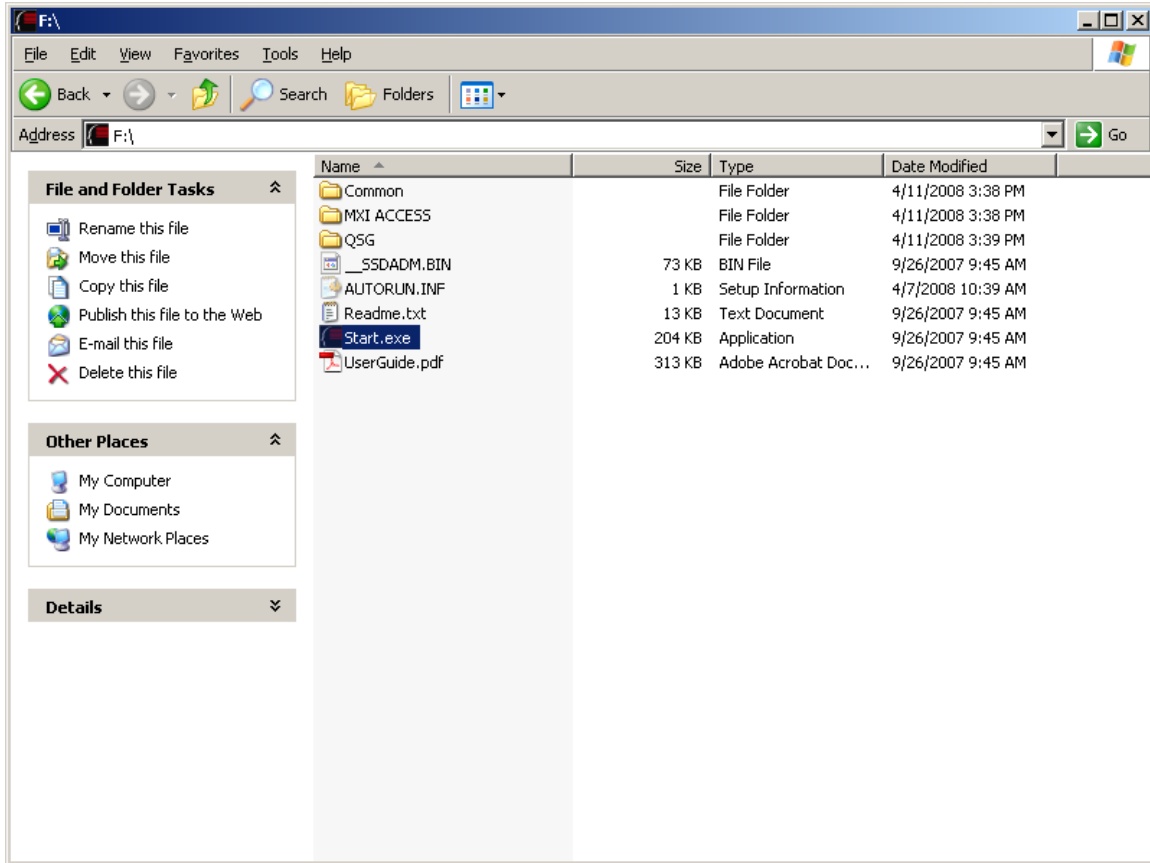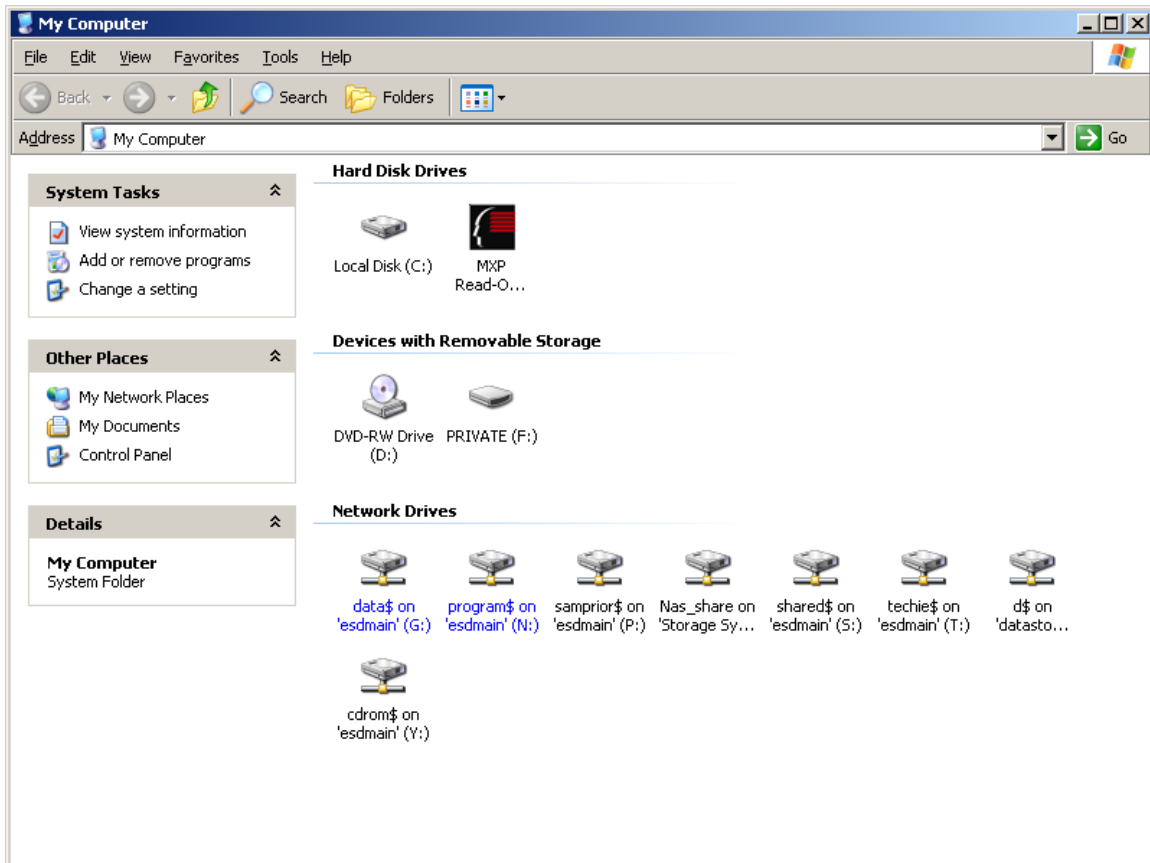
3.7   Enter your password and **Click Next** to continue.

The screen as presented on page 14 will be shown and you are now ready to use your new MXI Stealth MXP *Passport* USB Drive

4. Using the MXI Flash Drive

When your **MXI** device is properly mounted, two new drive icons will be displayed within the **My Computer** file management program**.** The **Red and Black MXP Read Only** area is never used for storing your sensitive data. Should you place data in this area it will be lost when your device is dismounted. The area noted as **PRIVATE (F)** in the image displayed below is the encrypted area of the device and is to be used for sensitive data storage. Depending on the drive configuration for your computer, the encrypted area may be associated with a different drive letter; however, it will be noted as **PRIVATE**.

When you mount your encrypted drive using your secure password, the encrypted area of the drive will be displayed after authentication takes place. You may close this window or reduce it to an icon on your taskbar as in normal windows operations.
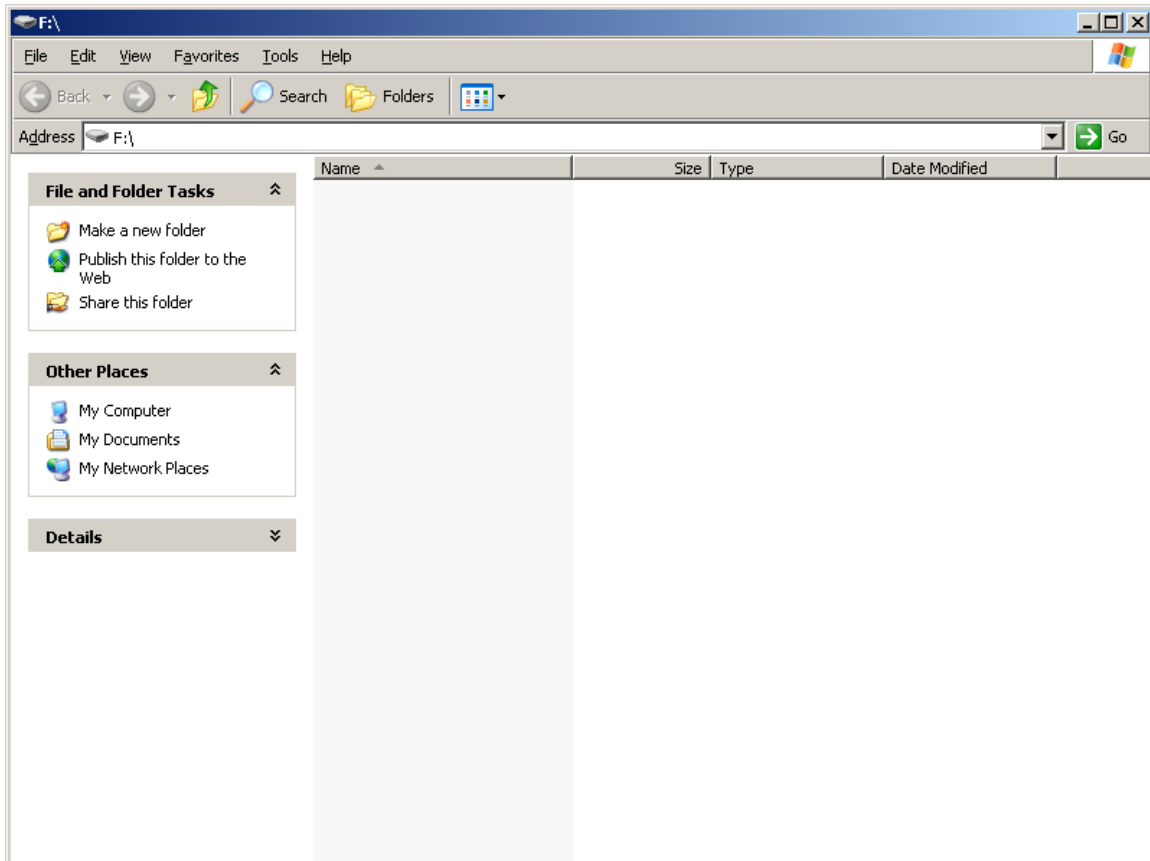
Should you close the window and at a later time wish to examine the contents of the encrypted area, standard **Windows File Management Tools** such as **My Computer** or **Windows Explorer** may be employed to open the drive and view the contents.

Once your **MXI** encrypted drive area has been mounted, standard **Windows** operations for opening files and folders, saving files, copying or moving files and folders, creating folders, creating documents and deleting content are used with the **MXI** device.

NOTE: Please take note that once you delete content from the **MXI** device it will **NOT** be placed in the **Recycle Bin** of your computer, it will be immediately deleted and unavailable for recovery.

5. Dismounting the Flash Drive

When your MXI USB device is not in use it should be dismounted until once again required for use.

To properly dismount the **MXI USB** drive after use, you should use the **Safely Remove Hardware** icon on the **Notification Area** located at the right side of the **Task Bar** on the Windows Desktop. This tool will dismount your drive and allow you to safely remove it from your computer.