

# Lockbox Encrypted CDs

## User Guide

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## User Guide for Password Protected CDs Effective 1/1/2015

### Overview

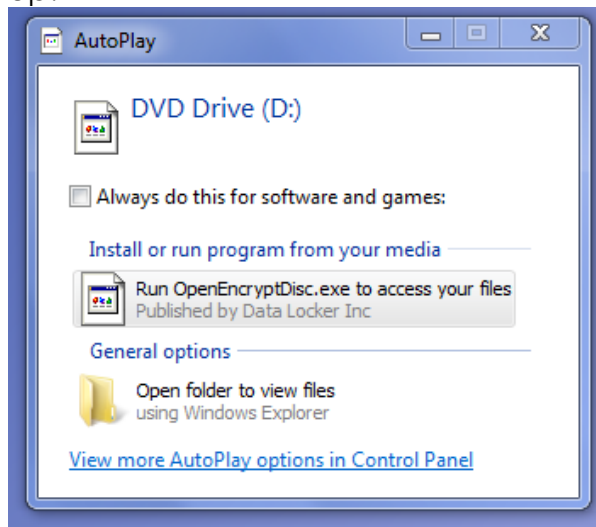
To protect the data on the Lockbox CDs from unintended use, Klik has moved to an encrypted/password protected CD. The guide below is meant for customers who wish to access their data and/or store the data on a local computer.

### **Step 1: Create directory for CD data**

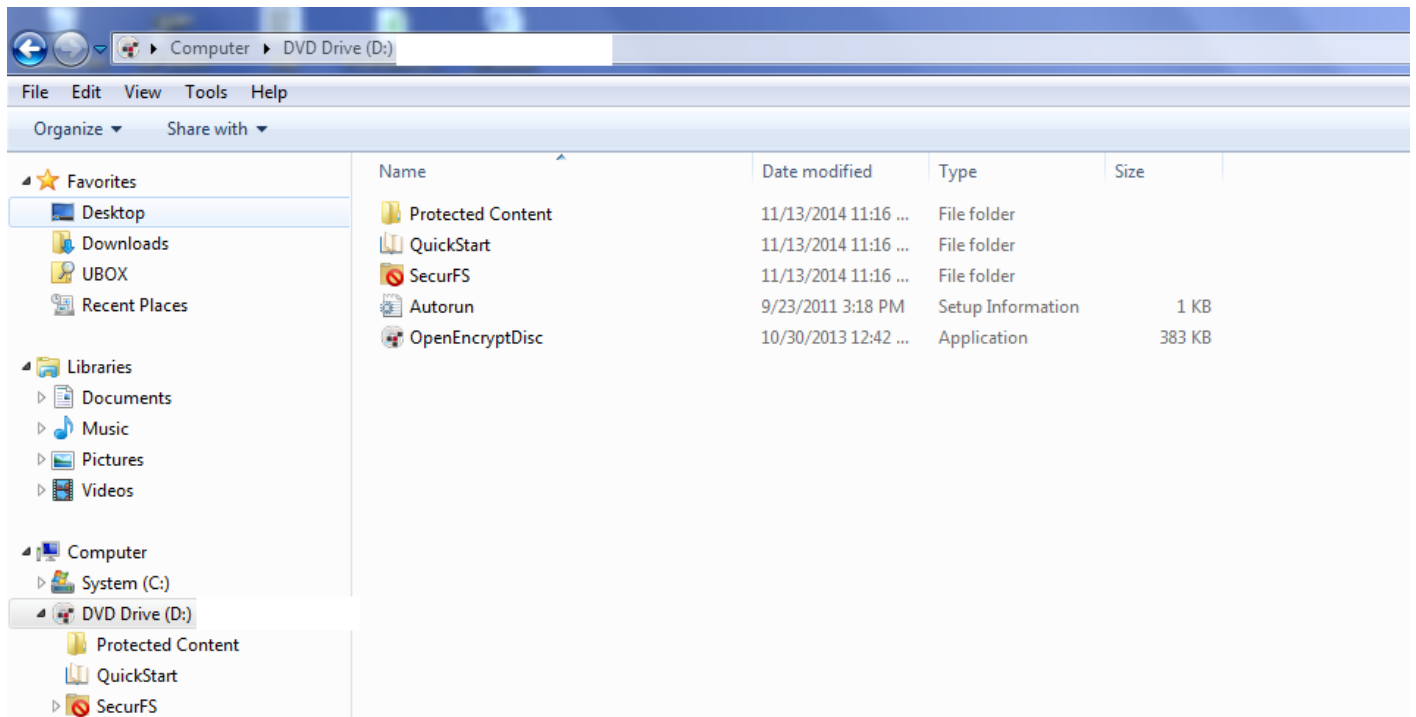
For the new CD product, you must store the data on a local drive and folder in order to access the data. Create a directory/folder per your company's guidelines for data storage.

### **Step 2: Opening disk**

When the disk is inserted into the disk drive on the computer, the following screen will pop up:

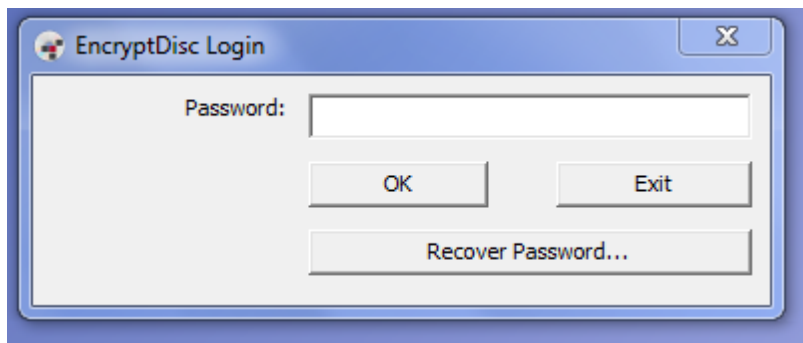


To access the CD, you should double click on the Run Open EncryptDisc.exe icon. Alternatively, if the pop up does not appear, you can launch the application from your browser as shown below. Double click on the OpenEncryptDisc application icon to launch.



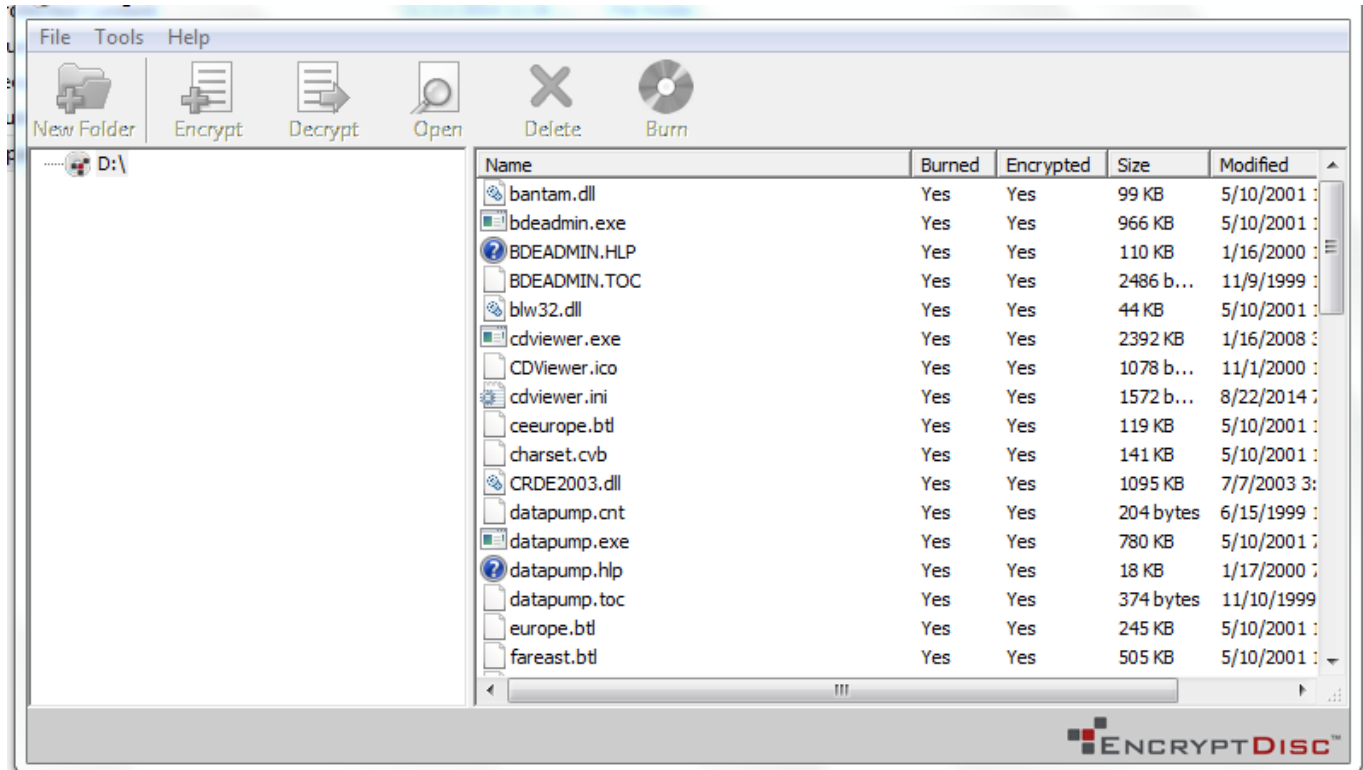
### Step 3: Entering Password

Upon launching the application, the window below will be displayed. Enter the password provided to you via your Lockbox administrator and select OK. The recover password feature is not available at this time.

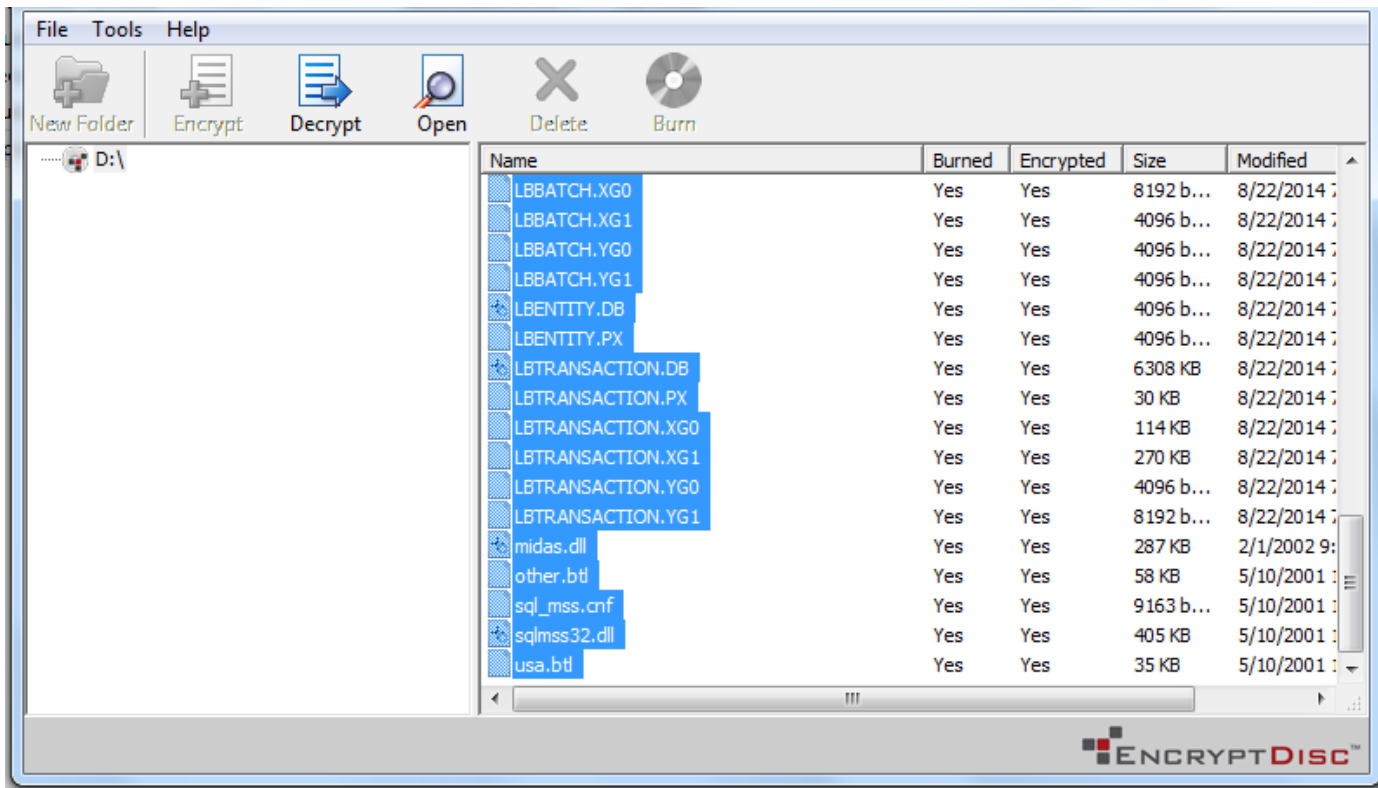


#### Step 4: Downloading contents to computer drive or folder

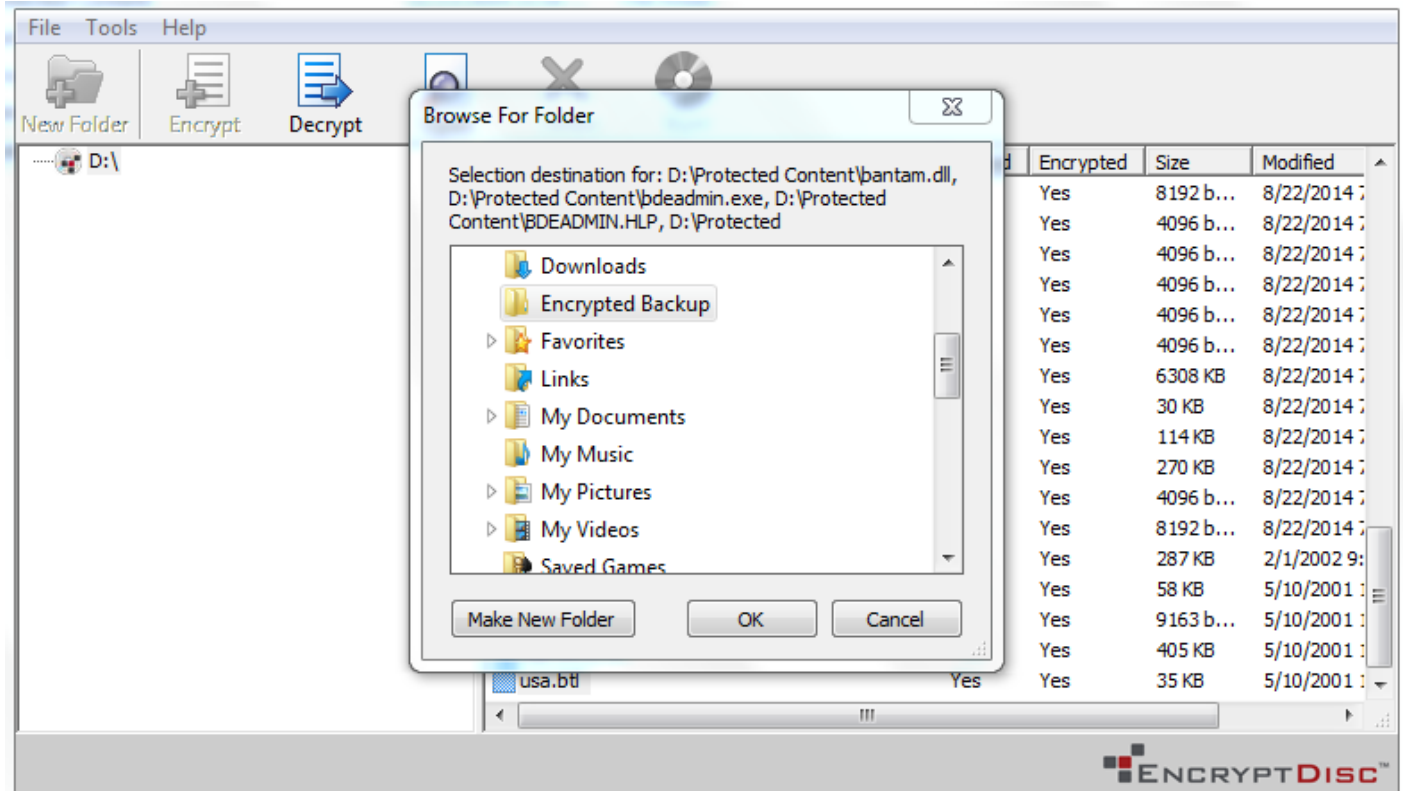
To access the data on the encrypted disk, the files must first be decrypted and downloaded to a folder on your computer. The below screen shot shows the initial view of the data files on the disk.



Select all files from the right side of the window and then select Decrypt from the top bar as shown below:

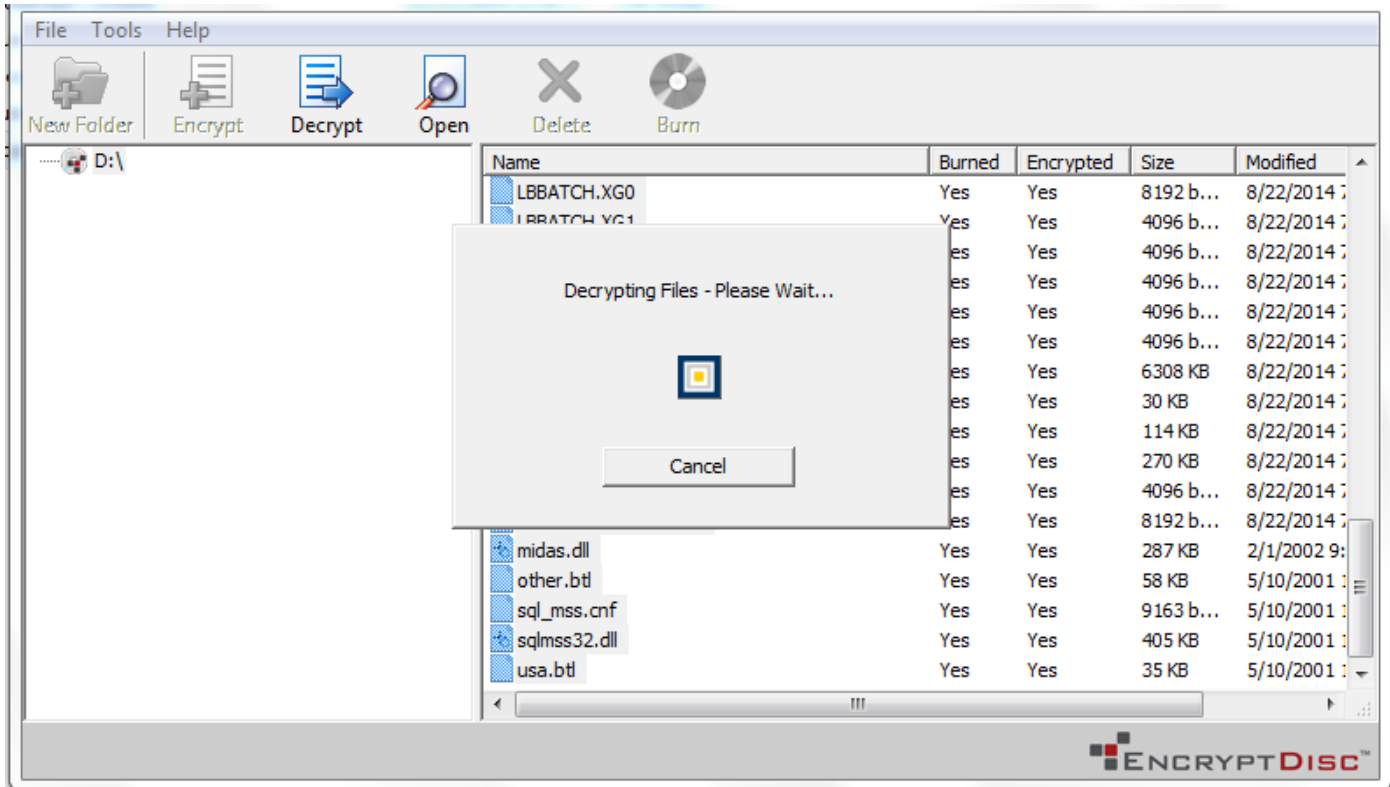


Once you select Decrypt, the below window will pop up:



Select the directory for the CD contents to be copied to and click OK.

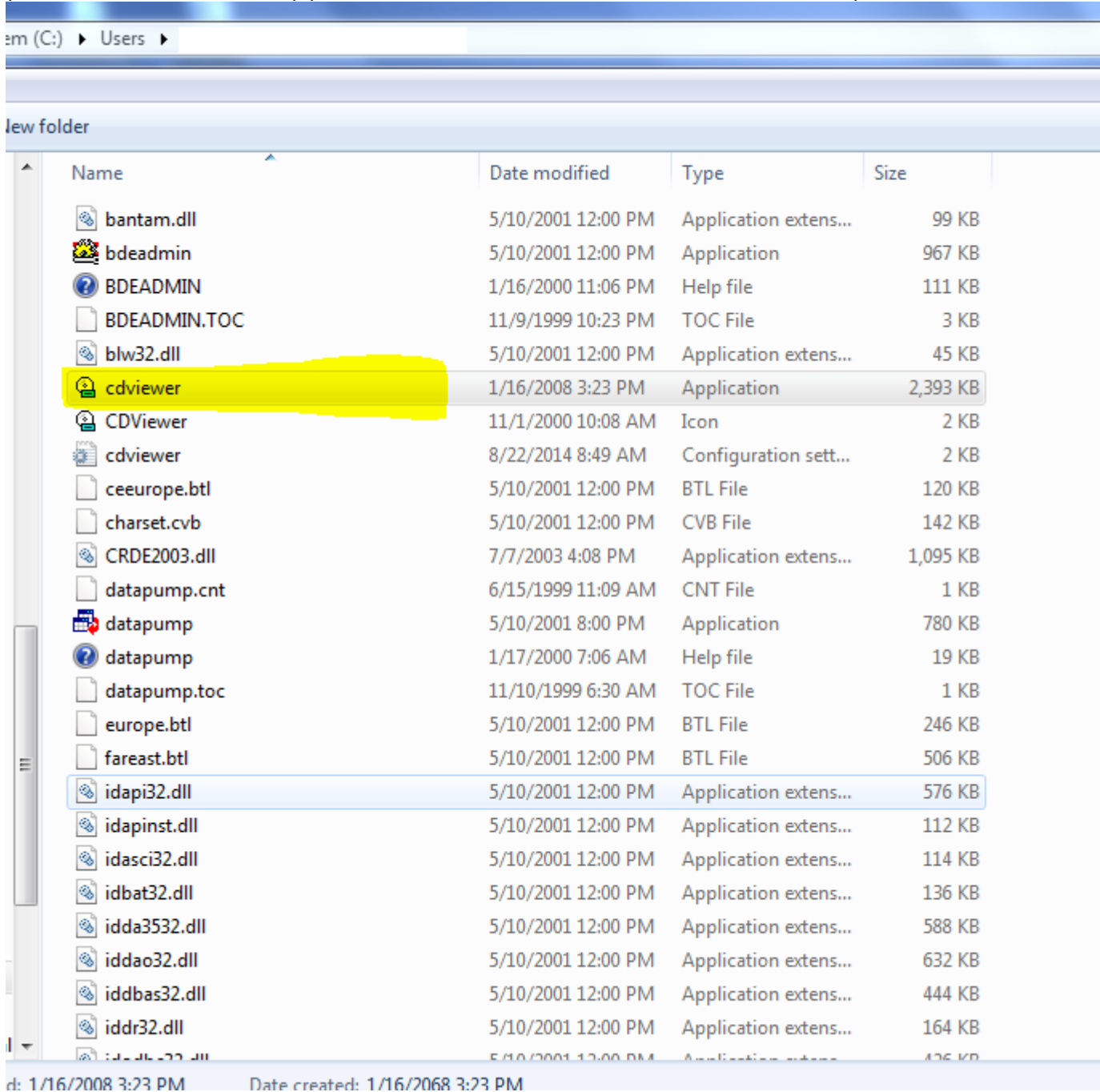
During the decrypt and download process, the following screen will appear. Note: the download process may take time depending on the volume of data stored on the CD.





### Step 5: Accessing the Lockbox Data

Once the data is decrypted and copied to a local drive and folder on your computer, you can execute the application CDviewer.exe to search and view your data.



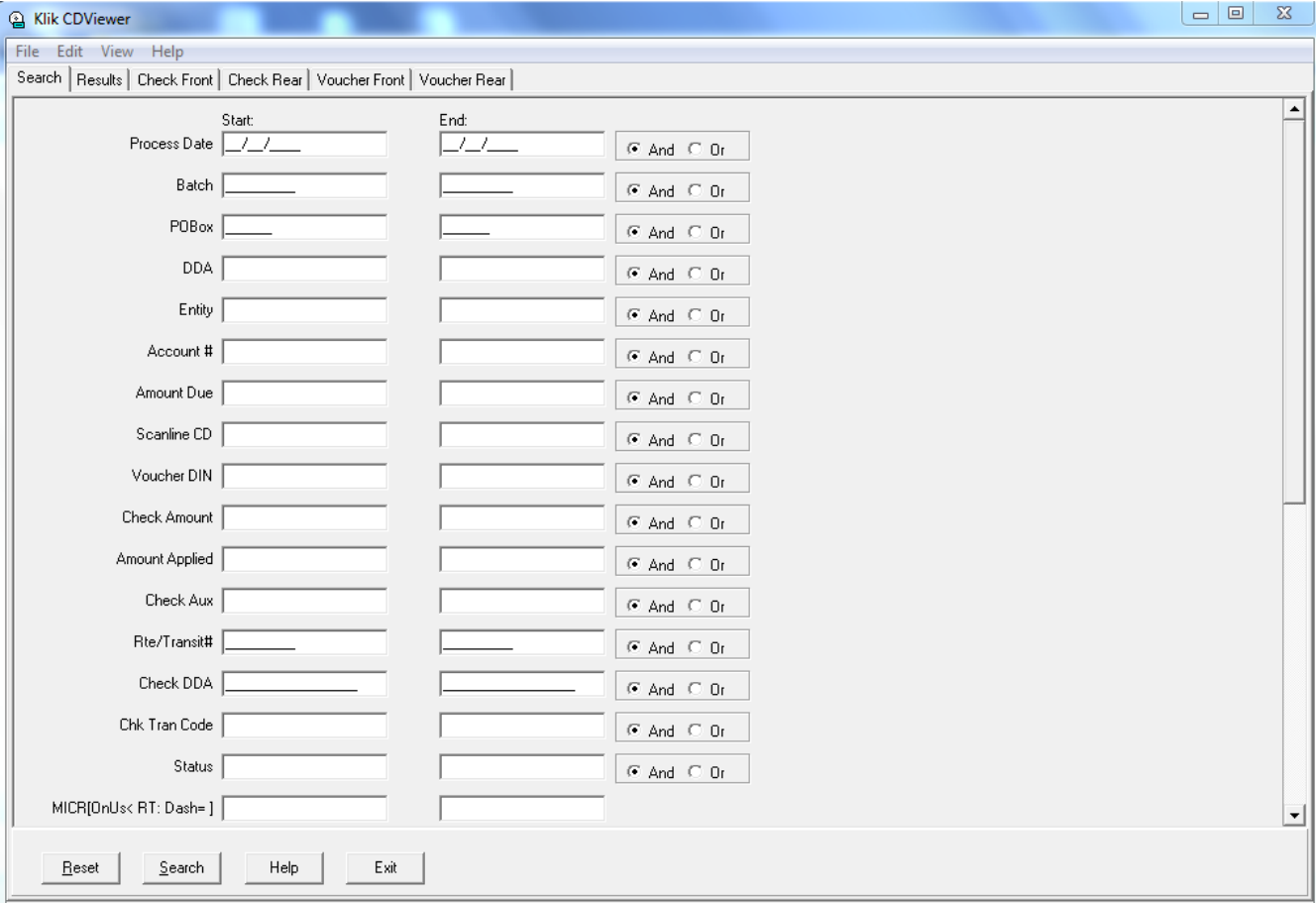
The screenshot shows a Windows File Explorer window with the address bar set to 'em (C:) > Users >'. The main area displays a folder named 'New folder' containing a list of files. The file 'cdviewer' is highlighted in yellow. The status bar at the bottom indicates the file was created on 1/16/2008 3:23 PM.

Name	Date modified	Type	Size
bantam.dll	5/10/2001 12:00 PM	Application extens...	99 KB
bdeadmin	5/10/2001 12:00 PM	Application	967 KB
BDEADMIN	1/16/2000 11:06 PM	Help file	111 KB
BDEADMIN.TOC	11/9/1999 10:23 PM	TOC File	3 KB
blw32.dll	5/10/2001 12:00 PM	Application extens...	45 KB
cdviewer	1/16/2008 3:23 PM	Application	2,393 KB
CDViewer	11/1/2000 10:08 AM	Icon	2 KB
cdviewer	8/22/2014 8:49 AM	Configuration sett...	2 KB
ceeurope.btl	5/10/2001 12:00 PM	BTL File	120 KB
charset.cvb	5/10/2001 12:00 PM	CVB File	142 KB
CRDE2003.dll	7/7/2003 4:08 PM	Application extens...	1,095 KB
datapump.cnt	6/15/1999 11:09 AM	CNT File	1 KB
datapump	5/10/2001 8:00 PM	Application	780 KB
datapump	1/17/2000 7:06 AM	Help file	19 KB
datapump.toc	11/10/1999 6:30 AM	TOC File	1 KB
europe.btl	5/10/2001 12:00 PM	BTL File	246 KB
fareast.btl	5/10/2001 12:00 PM	BTL File	506 KB
idapi32.dll	5/10/2001 12:00 PM	Application extens...	576 KB
idapinst.dll	5/10/2001 12:00 PM	Application extens...	112 KB
idasci32.dll	5/10/2001 12:00 PM	Application extens...	114 KB
idbat32.dll	5/10/2001 12:00 PM	Application extens...	136 KB
idda3532.dll	5/10/2001 12:00 PM	Application extens...	588 KB
iddao32.dll	5/10/2001 12:00 PM	Application extens...	632 KB
iddbas32.dll	5/10/2001 12:00 PM	Application extens...	444 KB
iddr32.dll	5/10/2001 12:00 PM	Application extens...	164 KB
id...32.dll	5/10/2001 12:00 PM	Application extens...	426 KB

id: 1/16/2008 3:23 PM      Date created: 1/16/2008 3:23 PM

### Step 6: CD Viewer

The CD viewer application will launch and you will see the screen as shown below. Refer to the CD ROM user manual for use of the CD viewer application.



Field	Start:	End:	And	Or
Process Date	___/___/___	___/___/___	<input checked="" type="radio"/>	<input type="radio"/>
Batch	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
POBox	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
DDA	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
Entity	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
Account #	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
Amount Due	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
Scanline CD	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
Voucher DIN	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
Check Amount	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
Amount Applied	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
Check Aux	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
Rte/Transit#	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
Check DDA	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
Chk Tran Code	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
Status	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>
MICR[DnUs< RT: Dash=]	_____	_____	<input checked="" type="radio"/>	<input type="radio"/>