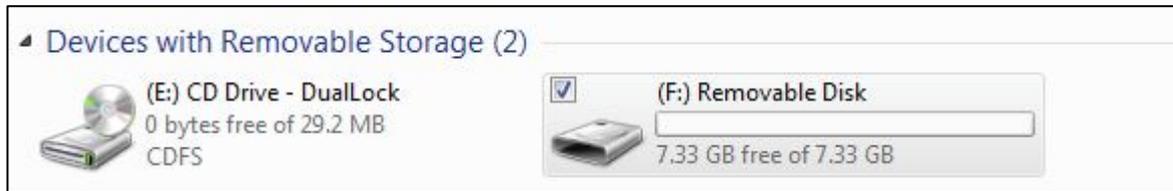


Pre-encrypted USB setup for Windows: Dual Lock

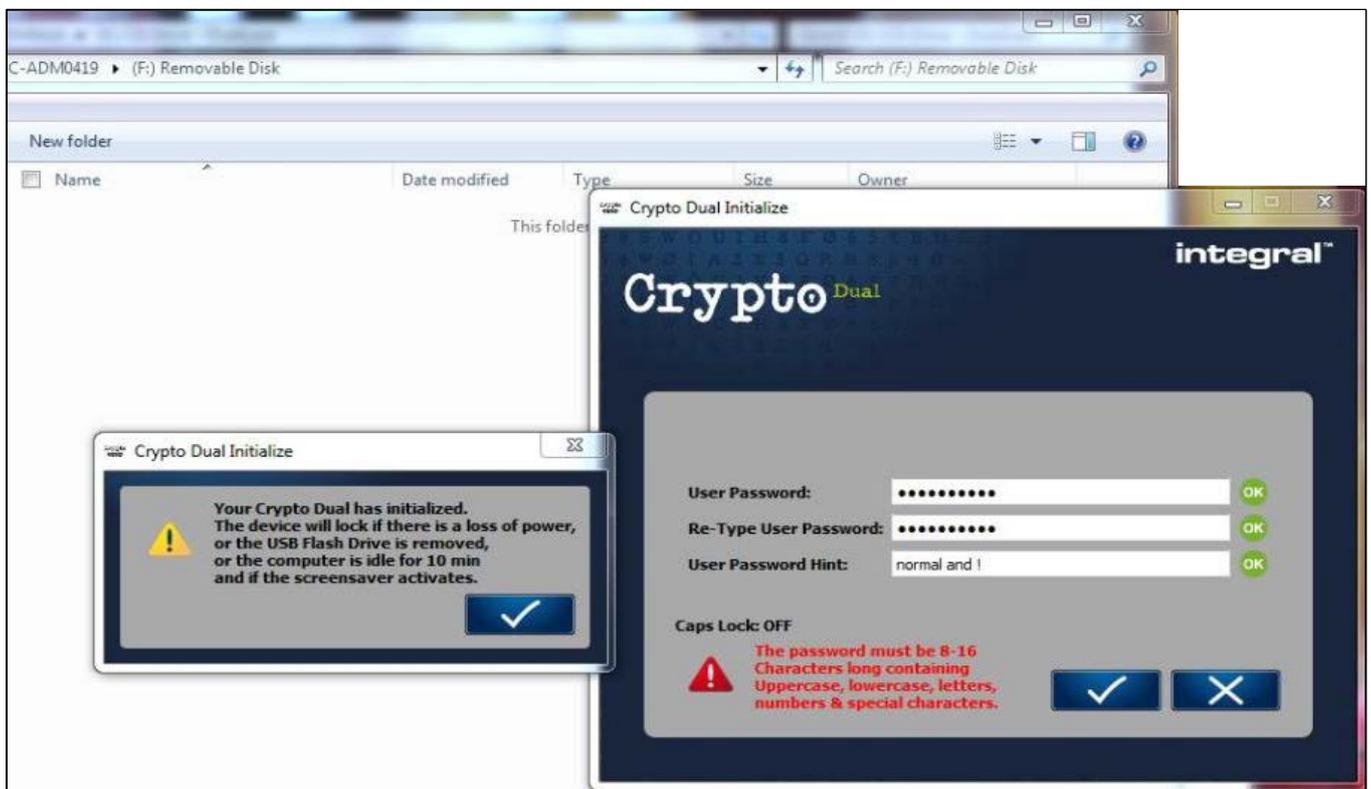
Plug the USB pen drive into a Windows 7 device then open Windows Explorer. It will display as a CD drive, as shown below.



- Double-click on the **CD drive** and run **DualLock.exe**
- **Agree** to the terms and conditions
- **Accept** English language
- Fill in the top two columns as MMU and MMU
- Click the tick.

A member of IT Services will need to complete the master password and its security 'hint'. This is crucial – if this hasn't been done, we won't be able to help you if you forget your user password and you'll lose everything on your device.

After the master password has been set, you must enter a user password for the device, along with a password hint. Accept by clicking the tick.



The passwords must be between 8 – 16 characters and comprise a mixture of numbers, uppercase, lowercase and special characters.

Pre-encrypted USB setup for Windows: Dual Lock

The encryption will begin and take about a minute to complete. When it does, the device will be accessible and the dialog box shown below will appear.



When you plug the device in next time, it will be locked, but you won't be automatically prompted to unlock it. Here's what you'll need to do:

- Open Windows Explorer
- Double-click the CD drive icon
- Run Duallock.exe
- Click on the unlocked padlock symbol
- Enter the password you created during the encryption process.

If you have forgotten your password, we can reset it for you, using the master password. Contact the IT Helpline on 0161 247 **4646** so we can help – don't make repeated attempts or you could lose all the data contained on the device.

If the password is entered incorrectly **five times or more, the device will be reset**. This means that all the data it contains will be irretrievably lost.

If you've tried twice and had no success, concede defeat and ring us: 0161 247 **4646**

NB: You must have had the master password set by a member of IT Services, even if you obtained it privately – otherwise we won't be able to help you if you forget the user password.