



clever-stuff

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KeySafe Lite

User Guide

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## 1. INTRODUCTION

KeySafe Lite is the disgo tool that enables you to create and access a password-protected secure area, called a Privacy Zone, on your disgo. Messages and prompts guide you through setting up KeySafe Lite with your password and customizing the Privacy Zone to suit your personal and business needs for securing your information.

The combination of enhanced hardware with a high-speed USB 2.0 interface enables you to start working immediately, and to easily secure all your confidential data.

This user guide summarizes the procedures, and also includes some important Frequently Asked Questions (FAQs). For the latest FAQs, please visit the disgo website [www.mydisgo.com](http://www.mydisgo.com).

## 2. SYSTEM

### 2.1. Requirements

- Compatible **disgo lite** or **disgo classic**;
- Pentium II 266 MHz;
- 1.5MB free disk space;
- Operating systems: Windows 98® Second Edition, Windows 2000®, Windows XP® (Windows 98 requires disgo driver to be installed);
- Access to your main drive, usually drive (C:);
- Administrative privileges for Windows 2000 and XP.

### 2.2. Recommendations

- Graphic accelerator that supports 24-bit color depth for best-quality graphics

### 3. GETTING STARTED

**CAUTION!** When you create your Privacy Zone, the disgo is formatted and ALL data will be lost. Back up your files before you create a Privacy Zone.

#### 3.1. Creating the Privacy Zone

1. Select the removable disk drive that was assigned to your disgo, and double click the KeySafe Lite kangaroo icon.
2. Click **OK** to continue after you have read the KeySafe Lite Welcome window (Figure 1).

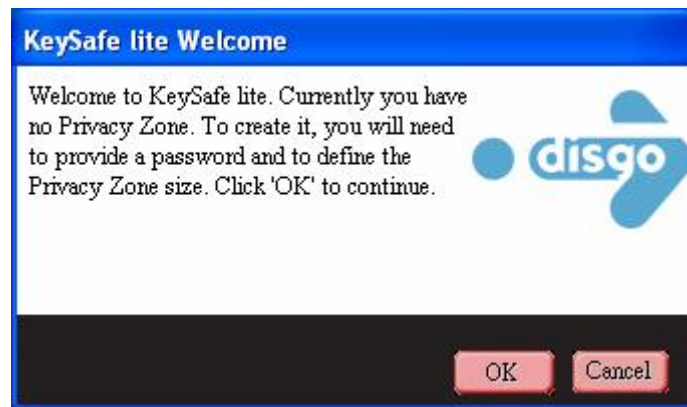


Figure 1: Welcome Message

3. When the KeySafe Lite Format window is displayed (Figure 2), enter the following information in the relevant fields:
  - a. Your password (required)
  - b. The same password to confirm (required)
  - c. A hint to remind you of your password (optional)

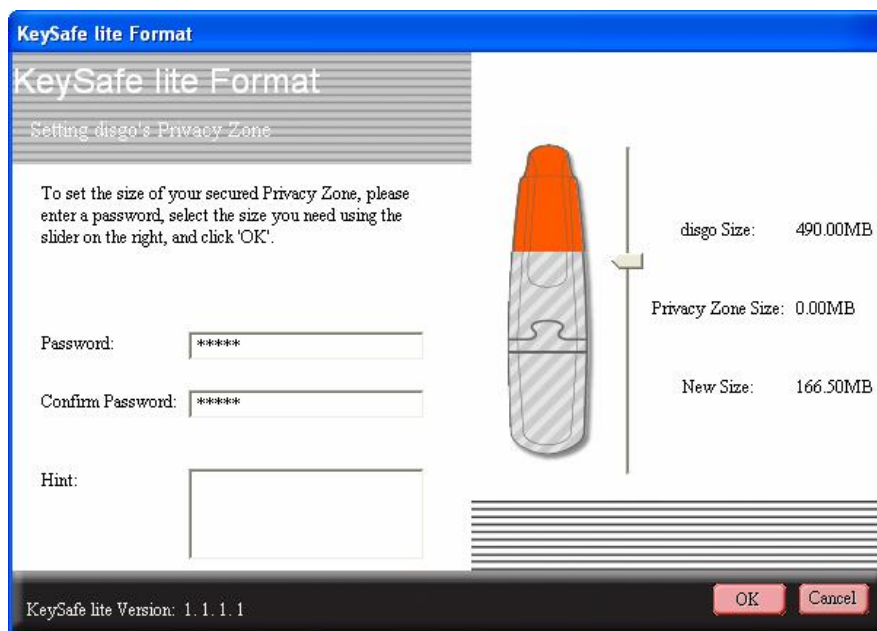
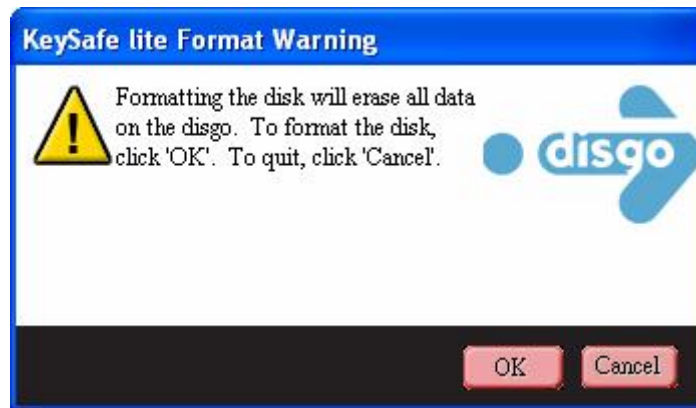


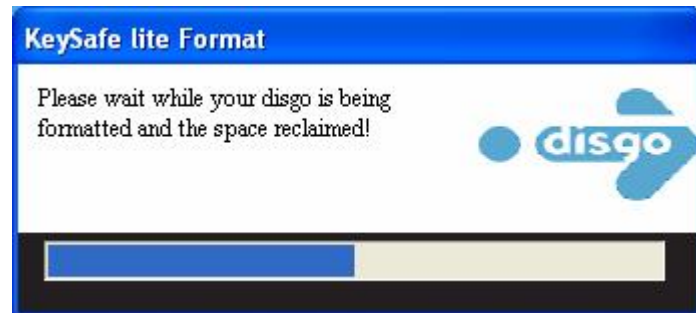
Figure 2: KeySafe Lite Format Window

4. Move the disgo slide bar (up or down) to designate the size of your new Privacy Zone. When you have set the Privacy Zone size, click **OK**. The Privacy Zone maximum size is limited. A minimum portion of your disgo is kept free to store the KeySafe Lite application, future upgrades, and future applications without hindering KeySafe Lite operation.
5. The KeySafe Lite Format Warning window is displayed (Figure 3). To proceed with the format operation, click **OK**.



*Figure 3: KeySafe Lite Format Warning Window*

6. A formatting progress bar is displayed (Figure 4) while disgo is formatted.



*Figure 4: Progress Bar*

After the formatting operation is complete, a success message is displayed (Figure 5). Click **OK** in the Format Complete window. You can now log in to your disgo Privacy Zone.



*Figure 5: Format Complete Message*

## 3.2. Working with Your Privacy Zone

### 3.2.1. Logging in to Your Privacy Zone

1. After you have created a Privacy Zone, KeySafe Lite automatically prompts you to log in. Alternatively, you can double click the KeySafe Lite icon on your desktop to display the KeySafe Lite Login window (Figure 6).

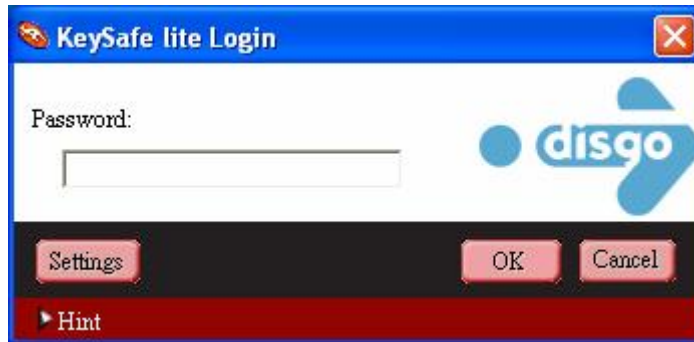


Figure 6: KeySafe Lite Login Window

2. To log in to your Privacy Zone, type in your password and click OK. If you enter the wrong password, an error message is displayed (Figure 7).

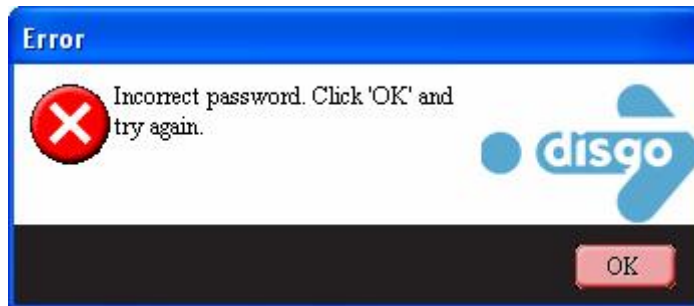


Figure 7: KeySafe Lite Error Message

If you forget your password, click **Hint** to display the Hint field in the KeySafe Lite Login window (Figure 8).



Figure 8: Password Hint

3. After logging in successfully, KeySafe Lite displays a confirmation message (Figure 9).



*Figure 9: Successful Login*

KeySafe Lite terminates automatically after five incorrect attempts and ejects your disgo in order to protect your secure data. If this happens, remove your disgo and re-insert it. This will give you another five chances to enter the correct password before your disgo locks up again.

### **3.2.2. Working with Files in the Privacy Zone**

After logging in to the Privacy Zone, you can open and work on any file. Files that are worked on and saved within the Privacy Zone are protected even after you log out of the Privacy Zone.

### 3.2.3. Logging Out of Your Privacy Zone

If you attempt to log out of, restart, or shut down the system while working on files in the Privacy Zone, file changes may not be saved. It is therefore recommended to close all files prior to logging out of the system or shutting down your computer.

To log out of the Privacy Zone:

1. Save and close all files that you have opened from your disgo.
2. When inside the Privacy Zone, log out by double clicking on the Logout Privacy Zone icon. (Figure 10).

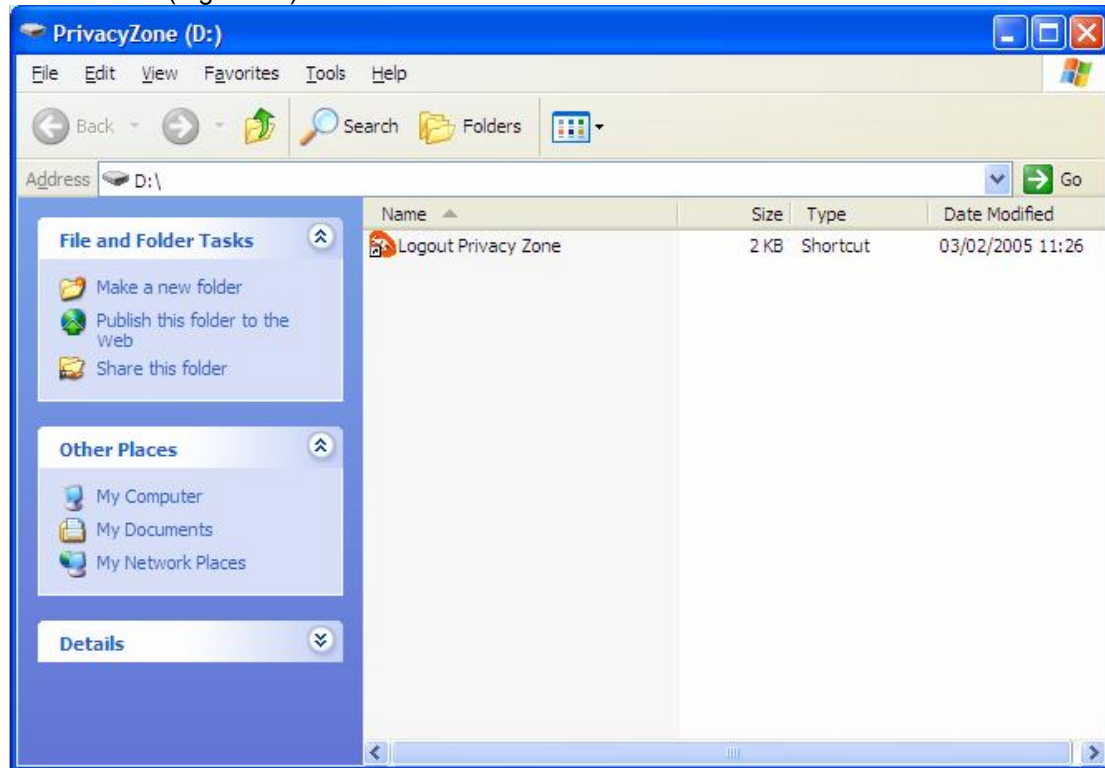


Figure 10: Privacy Zone View

3. The KeySafe Lite Logout window is displayed (Figure 11). Click **OK** to log out of the Privacy Zone.

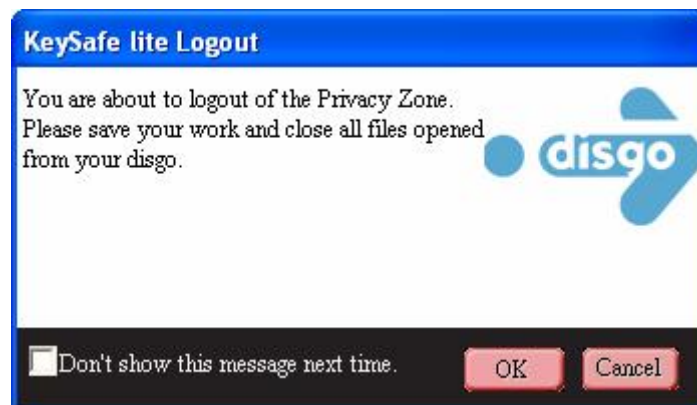
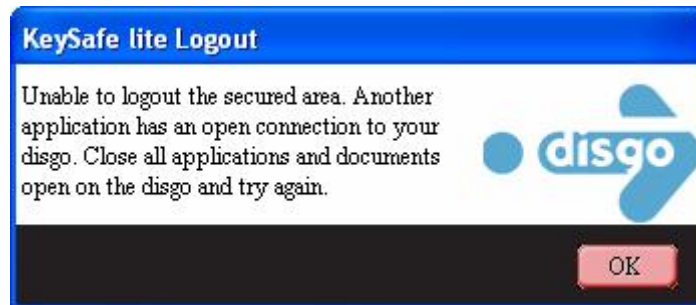


Figure 11: Logout Confirmation Window

4. If you attempt to log out of the Privacy Zone while a file is still open, KeySafe Lite notifies you with a Warning message. When the Warning message (Figure 12) is displayed, click **OK**, close any open files from the Privacy Zone and try again to log out of Privacy Zone.

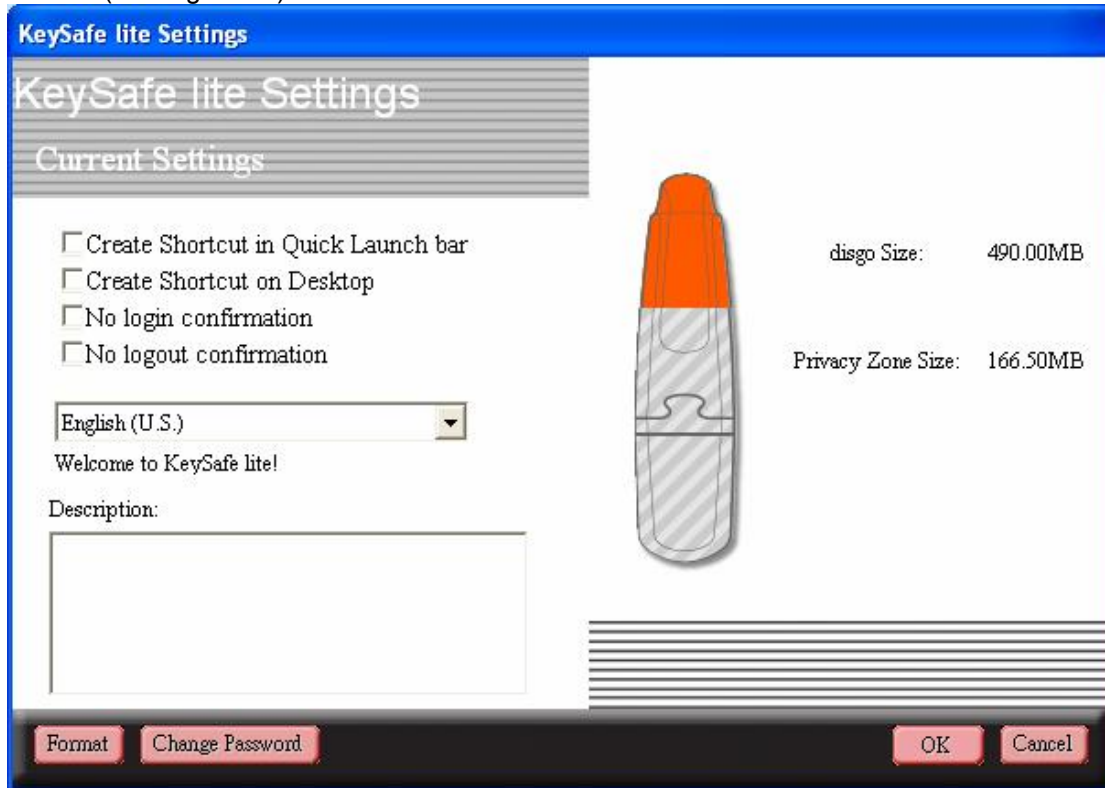


*Figure 12: Close Files Warning Message*

## 4. CUSTOMIZING YOUR SETTINGS

### 4.1. Desktop

1. To customize KeySafe Lite for your desktop, click **Settings** in the KeySafe Lite Login window (see Figure 13).



*Figure 13: KeySafe Lite Settings Window*

2. Select any of the options listed (a tool tip for each option is displayed as your mouse passes over it), including:

- Create Shortcut in Quick Launch bar
- Create Shortcut on Desktop
- No login confirmation
- No logout confirmation
- Language selection

3. Click **OK** to activate the options selected.

## 4.2. Changing Your Password

### 4.2.1. With the Change Password Button

To change your password using the Change Password button:

1. Click **Change Password** in the KeySafe Lite Settings window (Figure 13).
2. When the Change Password window (Figure 14) is displayed, type in the current (old) password, the new password, and the new password once again for confirmation. It is recommended to type in a hint in case you forget or lose your password.




Figure 14: Change Password Window

3. Click **OK**. A confirmation message is displayed (Figure 15).

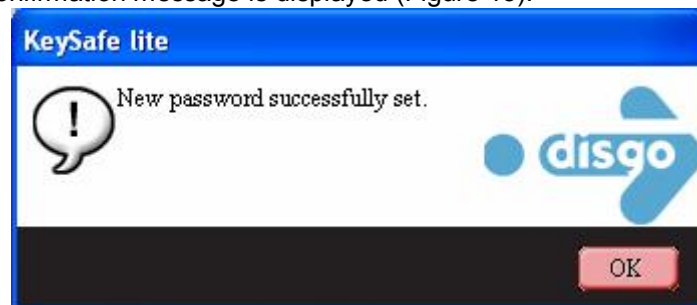


Figure 15: New Password Confirmation Message

### 4.2.2. Without the Change Password Button

If the Change Password button is not displayed in the KeySafe Lite Settings window, you can change the password by formatting the Privacy Zone, as described in Section 3.1. See step 3 for specific instructions regarding the password.

**CAUTION!** When you change your password without the Change Password button, your disgo is formatted and ALL data is lost.

### 4.3. Changing the Size of the Privacy Zone

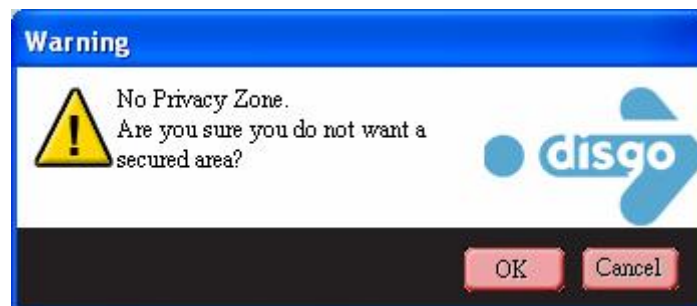
**CAUTION!** Changing the size of your Privacy Zone requires formatting your disgo, causing ALL secured and non-secured data to be lost.

To change the size of the Privacy Zone:

1. Click **Format** in the KeySafe Lite Settings window. The KeySafe Lite Format window is displayed, as shown in Figure 2 on page 4.
2. Enter the new password and confirm it by entering it a second time.
3. Enter a hint in case you forget your password.
4. Set the new size of your Privacy Zone using the slide bar.
5. Click **OK**. The KeySafe Lite Format Warning window is displayed, as shown in Figure 3 on page 5.
6. Click **OK** to reformat your disgo and create a new Privacy Zone.

To remove the Privacy Zone:

1. Follow steps 1 to 3 above.
2. Set the size of your Privacy Zone to 0% using the slide bar.
3. Click **OK**. A message is displayed (Figure 16) warning you that your disgo will not have a Privacy Zone.



*Figure 16: Removing the Privacy Zone*

4. Click **OK**. The KeySafe Lite Format Warning window is displayed, as shown in Figure 3 on page 5.

## 5. FAQs

**Q: How do I check which version of KeySafe Lite I'm using?**

**A:** The simplest way is to right click the KeySafe Lite icon on your disgo, and then click Properties > Version in the menu that is displayed.

**Q: How do I know if I'm working in my Privacy Zone or in the Public Zone?**

**A:** If the root folder of your disgo contains a file that says "Logout Privacy Zone" then you're in your Privacy Zone. Otherwise you're in the Public Zone.

**Q: How do I switch between the Public Zone and my Privacy Zone?**

**A:** Launch KeySafe Lite from your desktop, or the disgo. If you see a prompt asking for your password, this means that you are currently in the Public Zone. To switch to your Privacy Zone, enter your password and click **OK**. If you see a pop-up window with a prompt asking you for logout confirmation from your Privacy Zone, this means that you're working in your Privacy Zone. To switch, click **OK**. To remain logged in to your Privacy Zone, click **Cancel**.

**Q: I accidentally deleted KeySafe Lite from my disgo. How can I access data in my Privacy Zone?**

**A:** You can still access data in your Privacy Zone. Simply restore a copy of KeySafe Lite on your disgo by downloading the application from the disgo website ([www.mydisgo.com](http://www.mydisgo.com)) to your desktop. You can then copy **KeySafeLite.exe** file to your disgo. Launch **KeySafeLite.exe** file from your disgo by double-clicking the KeySafe Lite kangaroo logo, and you can log in to your Privacy Zone using your old password.

**Q: Can I use more than one disgo with KeySafe Lite simultaneously?**

**A:** No.

**Q: Why can I use KeySafe Lite only on certain computers?**

**A:** You can only use KeySafe Lite if you have administrator privileges on that computer.

**Q: Is there an alternate way to format both the Public and Private Zones on my disgo if KeySafe Lite formatting fails?**

**A:** Yes, using the OS format utility. Then copy KeySafe Lite and use it to access your Privacy Zone.

**Q: I downloaded KeySafe Lite and launched it, and got a message that says I must insert disgo or run as a privileged user. My disgo is connected and I am an administrator on my machine. What could be the problem?**

**A:** Your version of disgo is most likely not supported by KeySafe Lite.

**Q: How do I upgrade KeySafe Lite to the newest version?**

**A:** Download the latest version of KeySafe Lite from the disgo website ([www.mydisgo.com](http://www.mydisgo.com)) to your desktop. Then copy the KeySafeLite.exe file to your disgo. Launch the KeySafeLite.exe file from your disgo by double-clicking the KeySafe Lite kangaroo logo. Do not use the shortcut you may have created on your desktop or the Quick Launch Bar, since this will launch the old version.