

# ***User Manual***

## ***Verbatim EasyLock***

### ***Password Protection Application for Verbatim USB Flash Drives***

*Version 1.00*

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# 1 Introduction

EasyLock is a portable application that does not require any installation process on the host computer and is always portable. Wherever your Verbatim USB flash drive goes, EasyLock is saved on the device and can be used with any Windows XP, Vista and Windows 7 computer.

With the intuitive Drag-and-Drop interface, files can be quickly copied to and from the device for fast, secure and efficient workflow.

## 2 System Requirements

Operating Systems:

- Windows 7
- Windows Vista
- Windows XP (Service Pack 2)
- Windows 2000 (Service Pack 4)

Available USB port.

EasyLock does not require administrative rights.

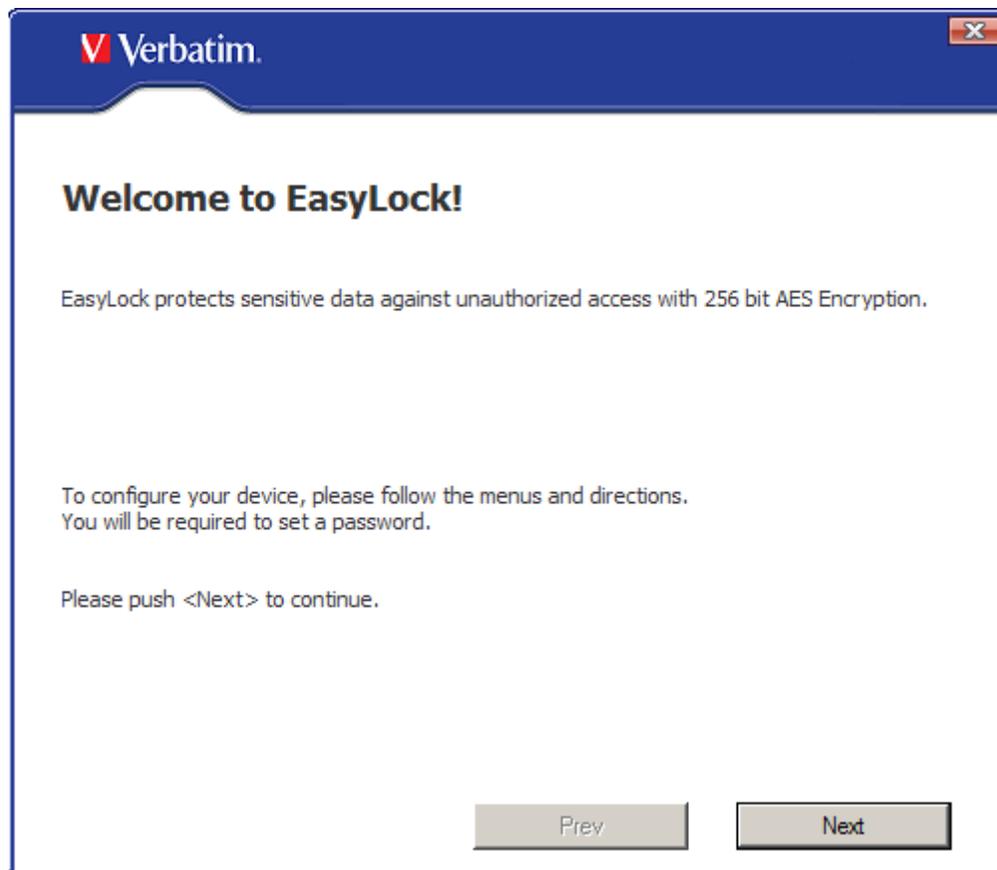
## 3 Working with EasyLock

### 3.1 Setting up EasyLock

To start EasyLock simply double-click the EasyLock.exe that is saved in the root folder of your Verbatim USB flash drive.

**Note:** Do not move the location of the EasyLock.exe application file or attempt to run from another device other than your Verbatim USB flash drive.

When you run EasyLock for the first time, you will be presented with the license agreement and will be asked to set up your initial password.



Click “Next” to proceed.

### 3.2 Setting up a Password

In order to secure (encrypt) your data, you will need to set up a password. The password must be at least 6 (six) characters long.

For security reasons, it is recommended that you incorporate letters, numbers and symbols into your password.

**Set Password**

Password:

Confirm Password:

Password reminder:

Apply

**Password Info**

Please enter a new password.  
The password must have at least 6 characters.  
It is recommended that you incorporate letters, numbers and symbols for maximum security.

Prev Next

Enter your password, and then confirm it.

You can also set up a password reminder that will help you in case you forget your password.

**Set Password**

Password:

Confirm Password:

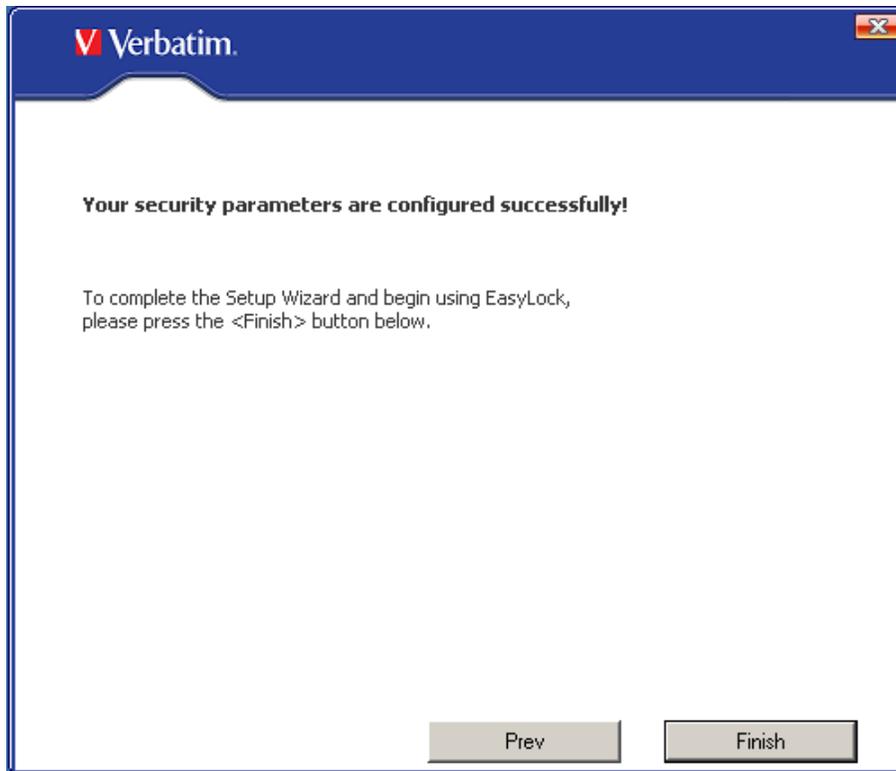
Password reminder:

Apply

**Password Info**

Ready to proceed! Click <Apply> when ready.

Prev Next



Click “Finish” to continue.

### 3.3 Password Retries

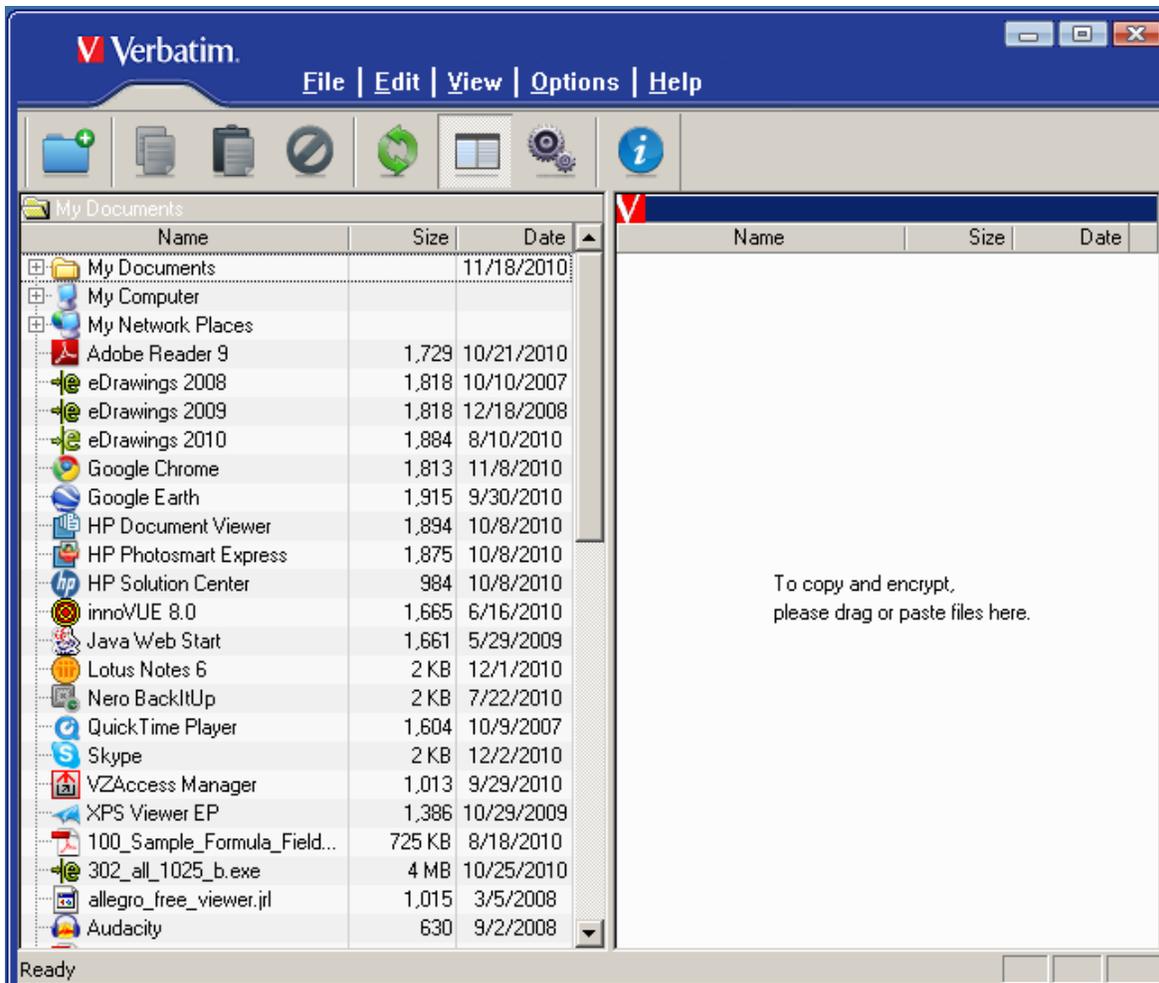
Each time the application starts you will be asked to enter your password.



The number of password retries is limited to 10 (ten). After the password has been entered wrongly 10 (ten) times in succession, EasyLock will safely erase all encrypted files stored on the flash drive. In this case the data on the flash drive cannot be recovered or recreated. It will be permanently erased.

### 3.4 Using Drag-and-Drop to Copy Files

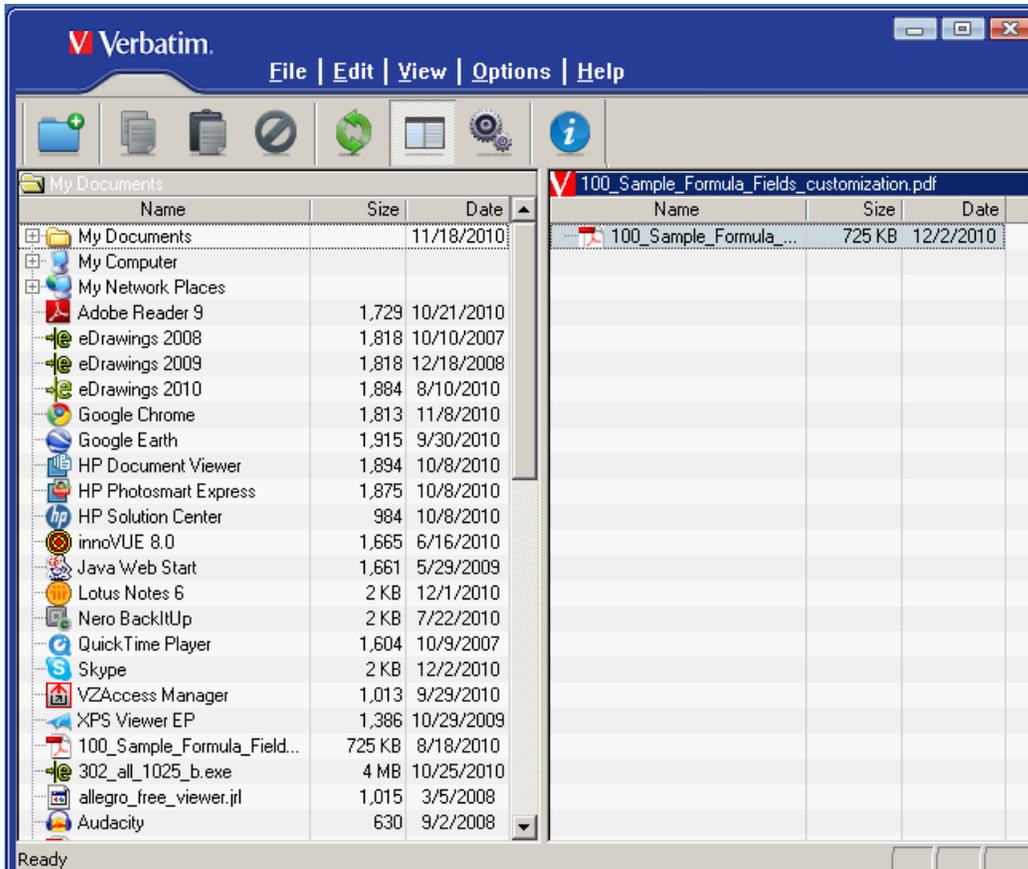
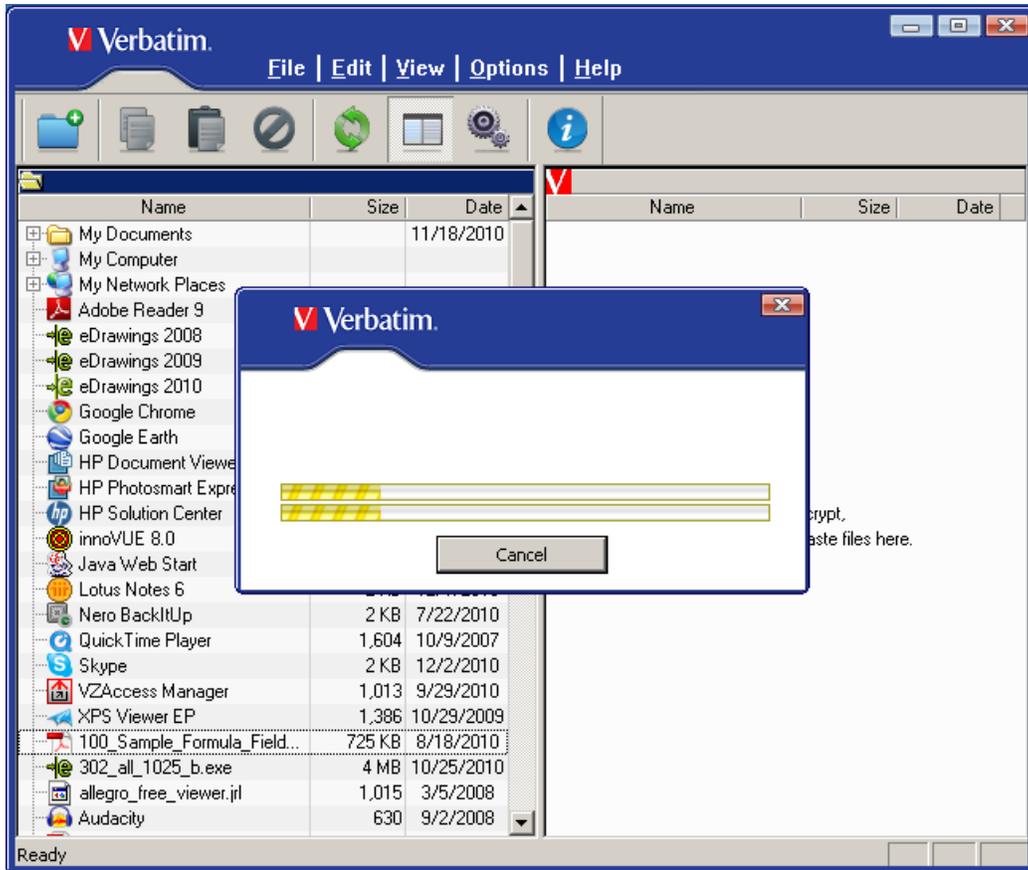
A key feature of EasyLock is the Drag-and-Drop interface, which appears after you have successfully entered your password.



To protect your data, simply drag a file or folder from the left pane and drop it onto the right pane of the EasyLock window. These files will be automatically encrypted, ensuring that your data stay safe and private.

Alternatively, you can protect files by dragging them to the right pane of the EasyLock window from your desktop or from Windows Explorer.

The file encryption and transfer status can be seen with the help of the progress bar. When the bar reaches the end, your files have been copied and encrypted.



You can navigate through your encrypted files if you are using Windows Explorer. Clicking on an item with the right mouse button will give you access to options such as “Refresh”, “Copy” and “Delete”.

You may use either the Drag-and-Drop feature, or the shortcut keys (Ctrl+C and Ctrl+V) for copying and pasting, in order to transfer data to your Verbatim USB flash drive through the EasyLock interface.

**Note:** Files copied to the flash drive without using the EasyLock interface are not protected.

In the toolbar area of EasyLock you can find additional icons that you can also use to copy and encrypt your files.



	New Directory
	Copy
	Paste
	Delete
	Refresh View
	Show / Hide Pane
	Security Settings
	About

Note that the files on your Verbatim USB flash drive are not visible after encryption, unless EasyLock is running.

To exit EasyLock, select the File menu and choose Exit, or simply click the “X” button in the upper-right corner of the application window.

### 3.5 Opening and Modifying Files within EasyLock

Copied data on the flash drive can be viewed and edited directly from within EasyLock. This function is accessible with the “Open” command or double clicking the desired file.

The user has to open documents from the device with the associated application. EasyLock will try to close these documents once it has exited. If a document is modified (saved with the same name or even to the same folder) it will be encrypted and stored on the device. If a document is modified and saved but fails to be encrypted, for example when the device is unexpectedly removed, it will be encrypted the next time EasyLock is started.

### 3.6 Security Settings

The security settings can be modified from within EasyLock. After logging in, you can modify your password. To do this you need to access the security settings menu. This can be done by either selecting Options / Security Settings from the toolbar area or by pressing the hotkey Ctrl + O.



**Change Password**

Old Password:

New Password:

Confirm New Password:

New Password Reminder:

Apply

**Password Info**

Please enter your old password.

OK

## 4 Safely Remove Hardware

Before you unplug your Verbatim flash drive from the USB port of your computer, you have to use the “Safely Remove Hardware” option from the system tray, otherwise you risk corrupting the data on your USB Drive.

To Safely Remove Hardware, double-click on the Safe Removal icon in the system tray, and then select the USB Drive you want to remove from the list.



A message will appear indicating that the portable storage device can now be securely removed. If a message saying “The ‘ ... ’ device cannot be stopped right now” appears, you have to close your Windows Explorer, EasyLock or any other application that is still accessing the data on your Verbatim USB flash drive.

## 5 Getting Help

If you are experiencing difficulty using your Verbatim EasyLock software, please visit the main Technical Support website at [www.verbatim.com/support/](http://www.verbatim.com/support/).

## 6 Important Notice / Disclaimer

Security safeguards, by their nature, are capable of circumvention. Verbatim cannot, and does not, guarantee that data or devices will not be accessed by unauthorized persons, and Verbatim disclaims any warranties to that effect to the fullest extent permitted by law.