

# User Manual coCrypt S Selfkey

Please read through this guide thoroughly before powering up your hiddn coCrypt USB device first time

**WARNING:**

Do NOT activate this product if the security and/or product labels have been removed or cut prior to opening the box

This guide describes the first time set-up procedure (sections A and B) for the 2-factor coCrypt USB device followed by a description (section C) of how to use coCrypt in daily operation. The following sections gives information about name change, PIN change etc. You may also find additional or updated information at [www.hiddn.no/support](http://www.hiddn.no/support)

## A. Insertion of Key Card break-out module (SIM card):

1. Remove the back cover and pull out the card holder, using a small screw-driver, a tiny pin, your nail or a similar tool.
2. Remove the keycard break-out module (SIM card) from your keycard and insert it into the holder as shown below. Make sure you insert it with the active (golden) area facing towards the top area (display area) of the hiddn coCrypt and note the cut-out corner. See the pictures below:



## B. First Time Setup

1. Press to power on. The display shows “coCrypt Selfkey”. Insert hiddn coCrypt into a USB port on the PC. If necessary, use the 20 cm extension cable included in the box. **DO NOT unplug the hiddn coCrypt until you have reached point 5 in this section.**
2. Wait until the display shows “Initialize [Y/N]” (May take up to 60 seconds).
3. Press to answer Yes. The display will show “Initialize [Y/N] Y”. Press Enter . (If you press N you will get the message “Please restart”. Remove the hiddn coCrypt from the computer and go back to point 1 in this section to restart the operation).
4. The display shows “Do NOT unplug”. **Make sure the device does not lose power (do NOT unplug the device from the computer and do not turn off the computer) until the display shows “Init OK, restart”.** This may take several minutes.
5. Restart coCrypt by removing it from the PC and then reinsert it. The display shows “New PUK”.
6. Key in your chosen PUK-code (normally at least 12 digits). If you type an error, undo the typo by pressing . When finished press Enter .
7. The display shows “Confirm”. Reenter your new PUK code and press Enter . *Make sure you have a copy of your new PUK code stored in a safe place.*
8. The display shows “New PIN”. Key in your chosen PIN-code. If you type an error, undo the typo by pressing . When finished press Enter . It is a system requirement that the PIN code must have at least 7 digits and at least one digit must be offset by 2 or more compared to the preceding one. (Examples: “1-2-3-4-5-6-7”, “0-0-0-1-0-0-0”, “4-3-2-1-2-3-4”, “7-6-5-4-3-2-1”, “0-0-0-0-0-0-0”, “1-1-2-2-3-3-4-4” are all non-acceptable while “0-0-0-2-0-0-0” and “9-7-6-5-4-3-1” are acceptable).

9. The display shows **"Confirm"**. Reenter your new PIN code and press Enter . The display shows **"SD ready"**. It may also show **"USB locked"** if the system is set up so that the extra USB connection is logically blocked from use. (The display will show **"PIN too weak"** and then **"New PIN:"** if the chosen PIN code does not meet system requirements. In that case go back to step 8 and reenter another PIN code).
10. Like most USB devices the hiddn coCrypt needs to be formatted before first time use. Your computer screen will show a message asking whether you want to format the disk (the hiddn coCrypt). Press "Format Disk" (or a similar message) on your computer and then press **Start** (or **OK**) on your computer screen. You will typically get a warning on the screen. Press **OK** to continue; then wait until you get the message that the formatting is complete. (Fast or Rapid format operation is ok). (Ask your IT department if you are unsure about this process). Shall the coCrypt be used on an Apple® computer, it may be necessary to format the disk first on a Windows® computer.
11. The hiddn coCrypt initialization process is now completed. Remove the device from your computer. You may now proceed to section **C (Normal Use procedure)**.

### **C. Normal Use:**

1. Press  to power on. Wait until the display shows **"PIN:"**
2. Enter the correct PIN code. If you type an error, undo the typo by pressing . Then press Enter  when finished.
3. The display will show **"PIN accepted"**. (If the PIN code is not correct the display will show the message **"PIN not accepted"**. In that case reenter the correct PIN code).
4. Connect hiddn coCrypt to the computer. It can now be accessed as a normal USB storage device.
5. The hiddn coCrypt may be powered off and locked by just removing the device from the computer.
6. If the hiddn coCrypt is powered on without being connected to the computer it will automatically turn itself off and lock in about 30 seconds provided no keys are being pressed during this period. You may also power off by keeping the  pressed for at least 2- 3 seconds.

### **Notes:**

**CoCrypt will lock if you type an incorrect PIN code 5 times in a row, and the display will show the messages "SIM locked" and "Please restart". Turn your coCrypt off and then on again. The display will now show "PUK:" Type the correct PUK code. The display will ask for "New PIN". Type a new PIN code as instructed in section B. (The coCrypt will be reset and zeroized if you type an incorrect PUK code 10 times in a row).**

The hiddn coCrypt may be set up to allow the use of a PIN code containing either characters or a combination of characters and digits (in both cases a total of minimum 7 digits or characters). See section I for details.

The hiddn coCrypt device contains a rechargeable battery with an advanced control unit for charging the battery whenever hiddn coCrypt is inserted in a powered-on PC. However, if hiddn coCrypt is left unused (and not connected to a PC) for several months, it may be necessary to charge the internal battery for 1-2 hours before active use. To do so, just insert the hiddn coCrypt into a USB port of a PC that is turned on and let it charge for 2-3 hours.

***As any type of storage devices may occasionally fail we strongly recommend that you store and back up any valuable or critical data according to the rules provided by your IT-department (or using at least two independent storage devices).***

#### **D. Change PIN:**

1. Press and hold  while momentarily pressing  to power on.
2. Release the  when the text “Admin menu” appears in the display followed by the text “1. System Info”.
3. Press  again. The text “2. Change PIN” will appear in the display.
4. Press  to confirm your choice. The display will then show “Old PIN”.
5. Enter the old PIN code and press  to confirm. The display shows “New PIN”.
6. Enter the new PIN code (equal length) and confirm with .
7. The display shows “Confirm:”. Enter the new PIN code once more and confirm with .
8. The display shows “Changing PIN”.
9. The display then shows “PIN changed” followed by “Please restart”.
10. Let the hiddn coCrypt power off by itself or power off by pressing  for at least 2-3 seconds.
11. Restart the hiddn coCrypt in the normal way. Make sure you have a copy of your new PIN code stored in a secure place.

Note that this process will not change the PUK code.

#### **E. Change Device Name:**

1. Press and hold  while momentarily pressing  to power on.
2. Release the  when the text “Admin menu” appears in the display followed by the text “1. System Info”.
3. Press  twice. The text “3. Set name” will appear in the display.
4. Press  to confirm your choice. The display will show the text “PIN: “
5. Enter the correct PIN code and confirm by pressing .
6. The display will now show “Pin accepted” followed by “Enter dev name” followed by the current device name/number.
7. Remove the old name by repeatedly pressing  until the display is blank.
8. Enter your new device name by repeatedly pressing on the appropriate buttons until the right letters appear. Note that you may choose between small and capital version of each letter as well as numbers. Delete any incorrect letter/number by pressing .
9. You can make a space in your text by quickly pressing  twice.
10. When finished, confirm by pressing .
11. The display now shows “Text OK? \*-no #-yes”. Press  to confirm or  to reject.
12. When the text is OK and the  is pressed, the display will show the message “Text is saved”.
13. Power off the hiddn coCrypt by pressing the  for at least 2-3 seconds.
14. Normal operations can now continue.

## **F. Erase Data:**

The Erase Data command will erase the media key in your Key card (SIM-card) and generate a new one. *Any data encrypted with your coCrypt device will be cryptographically erased and cannot be recovered. This includes any USB storage devices that have previously been encrypted with your coCrypt.* However, the PIN and PUK codes are not erased and remain the same after the erase operation.

1. Press  to power on your hiddn coCrypt.
2. Press and hold the  until the message “Admin menu” is displayed.
3. Press  several times until the message “Erase data” is displayed.
4. Then press Enter . The display will change to “Confirm [Y/N]”.
5. Press . The “Y” for Yes is displayed. Press Enter  to confirm.
6. The display shows “PIN: “. Enter your PIN number and press  to confirm.
7. The display shows “Device erased”.
8. All data on your coCrypt is now erased and you may begin the processing of storing new data, using the same PIN and PUK numbers as previously recorded.

## **G. Zeroizing (Factory Resetting) a coCrypt:**

This zeroize process will reset your hiddn coCrypt to its original factory state. *Any data encrypted with your coCrypt device will be cryptographically erased and cannot be recovered.* Therefore, *make sure you have securely backed up any data information you want to keep prior to starting this zeroizing process. Note that this process will also erase your PIN and PUK numbers and you will be asked to generate new ones as a part of the regular start up process after the zeroizing process has been completed.*

You may choose between two methods to perform the zeroizing process:

### **Method 1:**

1. Begin the process using the already installed SIM-card.
2. Press and hold  while inserting the hiddn coCrypt into the PC. The text “Admin menu” will show in the display. Remove your finger from the  button.
3. Press  several times until the message «Zeroize coCrypt» is displayed.
4. Press Enter . The display will show “Confirm [Y/N]”.
5. Press the . The «Y» is displayed. Press  to confirm.
6. After 2-3 seconds, the message “Zeroize completed” shows in the display.
7. Remove the hiddn coCrypt from the computer and then reinsert it. After a few seconds the display will show the message “Zeroize completed” followed by "Please Restart".
8. Remove the hiddn coCrypt once more from the PC. It will automatically power off.
9. You may continue using the same SIM-card or you may insert a new one from a *hiddn* Keycard (see points 1 & 2 in section A).
10. Then follow the regular first time setup procedure in section B.

**Method 2:**

1. Disconnect coCrypt from the PC and make sure it is turned off.
2. Press and hold the “3” button  and the Enter  button down.
3. While holding these two down, press and hold the Power on button  down.
4. After 2-3 seconds, the message “Zeroize completed” shows in the display.
5. Press Power button  to turn the hiddn coCrypt off. Then insert the hiddn coCrypt into a computer. It will automatically turn on and after a few seconds the display will show the message “Zeroize completed” followed by “Please Restart”.
6. Remove the hiddn coCrypt from the PC. It will automatically power off.
7. You may continue using the same SIM-card or you may insert a new one from a hiddn Keycard (see point 1 & 2 in section A).
8. Then follow the regular first time setup procedure in section B.

**H. Using the extra USB extension**

You may connect an additional USB device to the USB extension plug provided this extension is enabled. However, for security reasons the following restrictions and conditions apply:

- a. The extra USB device shall have a maximum current requirement of 100 mA.
- b. The connection shall not be made via a hub.
- c. The hiddn coCrypt shall be connected directly to the USB port on the PC (not via an unpowered hub)
- d. The extra USB device must be plugged into the hiddn Cocrypt *before* the hiddn coCrypt is turned on and plugged into the PC.
- e. You will need to reformat your USB device once it is plugged in. All stored data will be lost, so make sure you have backup of any important data on the device before performing the format operation.
- f. To ensure that data you store on these external USB storage devices are securely encrypted your hiddn coCrypt will perform certain tests whenever a USB storage device is plugged into the back USB connector. Only those USB storage devices that meet those encryption security criteria will be allowed to operate. Normally, the coCrypt will show the message “USB device not supp” if the connected USB device cannot be supported. However, due to various alternatives in the USB standard, there are also a possibility that there will be no message in the coCrypt display at all.
- g. It is possible to disable this USB connection\*. This will reduce the coCrypt startup time by approximately 30-40%:
  1. Press  until the text “Admin menu” appear. Then press  several more times until the display shows “Toggle USB”.
  2. Press . Depending upon whether the USB connection is enabled or disabled, the display will either show the message “USB disabled” or “USB enabled”. You may toggle between “USB enabled” and “USB disabled” by repeatedly pressing the  button.

\* Note: This feature is implemented from firmware code 2.0.0.3. Units with firmware code 2.0.0.1 have the back-USB permanently enabled.

## I. Additional information:

1. From the factory your hiddn coCrypt is set up to allow only digits (1, 2, 3..) in the PIN code. This makes entering the PIN code go faster. However, some users may prefer to have a PIN code containing both digits and/or letters (or letters only). To enable this mode, follow the instructions below:
2. Power on your hiddn coCrypt by pressing  . Wait until the display shows “PIN:”
3. Press and hold the  until the display shows “Input mode abc”. You may now freely use both letters and digits in your PIN code. See section D for how to change your PIN code.
4. Repeat steps 2 and 3 above in order to reset your hiddn coCrypt back to accepting PIN codes containing digits only. The display now shows “Input mode 123”.

### **Disclaimer**

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