

Using HP DriveKey II (PC)
INFORMATION TECHNOLOGY SERVICES
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Introduction

The portable storage products from Hewlett-Packard (HP) let you store, transfer, and carry your data with ease. Pocket-sized and lightweight, HP DriveKey II makes transferring your music, images, or computer files a snap. An HP DriveKey II USB flash drive will work with a USB 1.0 port, but it will work much faster with any newer PC or Mac with an existing USB 1.1 or USB 2.0 port, no drivers required.

Configuration Requires Administrative Rights

Important: Administrative rights are required to configure or change the password on the Secure Drive (the encrypted portion of the USB flash drive). If you have administrative rights to your campus workstation or home computer, and you want to use the HP DriveKey II Secure Drive, you can perform these tasks yourself. Otherwise, you must call an Information Technology Consultant (ITC) to install the HP DriveKey II software, configure the Secure Drive, and help change a password. The ITC needs to install software on all the campus computers that need to access the Secure Drive. The Secure Drive is protected with 256-AES (256-bit Advanced Encryption Standard) encryption technology. It is accessible only when you enter the correct password.

Information Security Assurance Reminders

Before using the Secure Drive portion of the HP DriveKey II, the following actions and reminders are strongly recommended:

1. Unless it is absolutely necessary, do not store confidential information on this device if the same information can be accessed using campus systems, such as the Student Administration or Human Resources systems.
2. If you absolutely must store confidential information on the HP DriveKey II, keep it in the Secure Drive (encrypted) portion of the device. Be sure a Secure Drive is configured on this device (see the Configure the HP DriveKey II section on page 4).
3. Remember, if you forget the Secure Drive password, the Secure Drive will be unusable – you will not be able to access any of the information stored on it. Also, you will not be able to change the password or resize the drives. The Public Drive, however, will still be available. As a protection against losing your password, write it down, put it in a sealed envelope, and store the envelope in a secure (i.e., locked and private) location.
4. If you store confidential department files on this device, it is highly recommended that you tell your department or business unit management. This will help your organization inventory and track the confidential information it maintains. Also, as a safeguard, consider letting your management keep your sealed password envelope secured in their office.
5. Immediately report the loss or theft of this device if it contains confidential information. Contact University Police, (323) 343-3700, Department of Public Safety, Building C.

Connecting the HP DriveKey II to Your Computer

Although the HP DriveKey II will function if it is plugged into a USB 1.0 port, you might see the following screen:

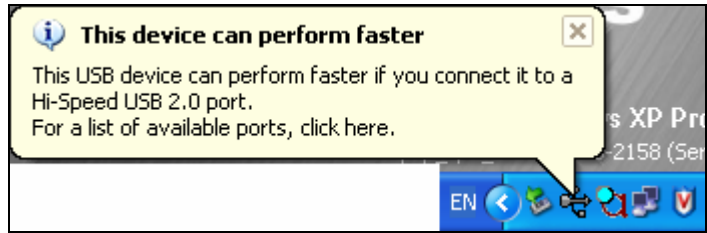


Figure 1 – Information Pop-up Box

At the following prompt screen, select *Run the program* and click **OK**.

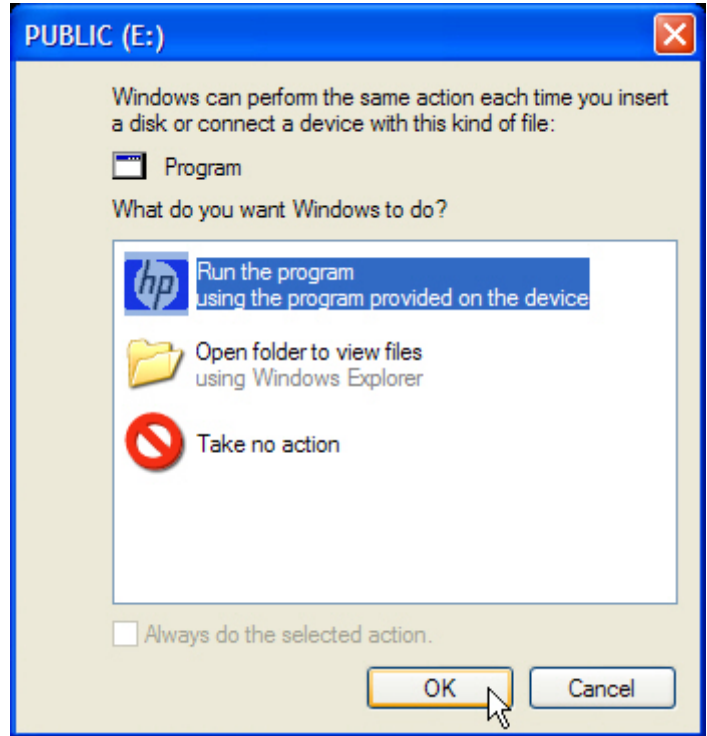


Figure 2 – Hardware Device Option Dialog Box

A progress bar will appear when the HP Secure program starts to load.

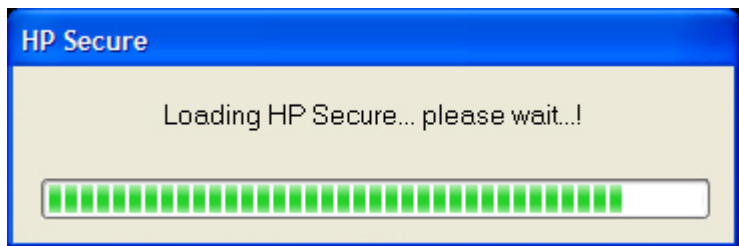


Figure 3 –Progress Bar

After the program loads, you will see the **HP** icon in the system tray. The device is now ready to configure or use.



Figure 4 – System Tray Icon

Configure the HP DriveKey II

The HP DriveKey II displays only the *Public Drive* until you configure a *Secure Drive*. If this is the first time you connect the device, you will be prompted to configure the *Secure Drive*. Remember, you must have administrative rights to the computer to perform these steps. Otherwise, contact your ITC for help. Click **OK** to begin.

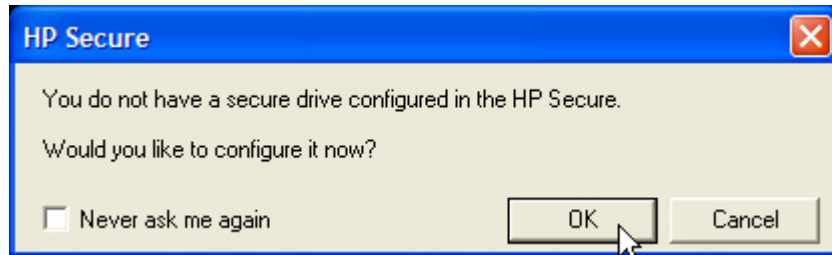


Figure 5 – Prompt to Create Secure Drive

The following screen will appear. Make sure the *Configuration* tab is selected.

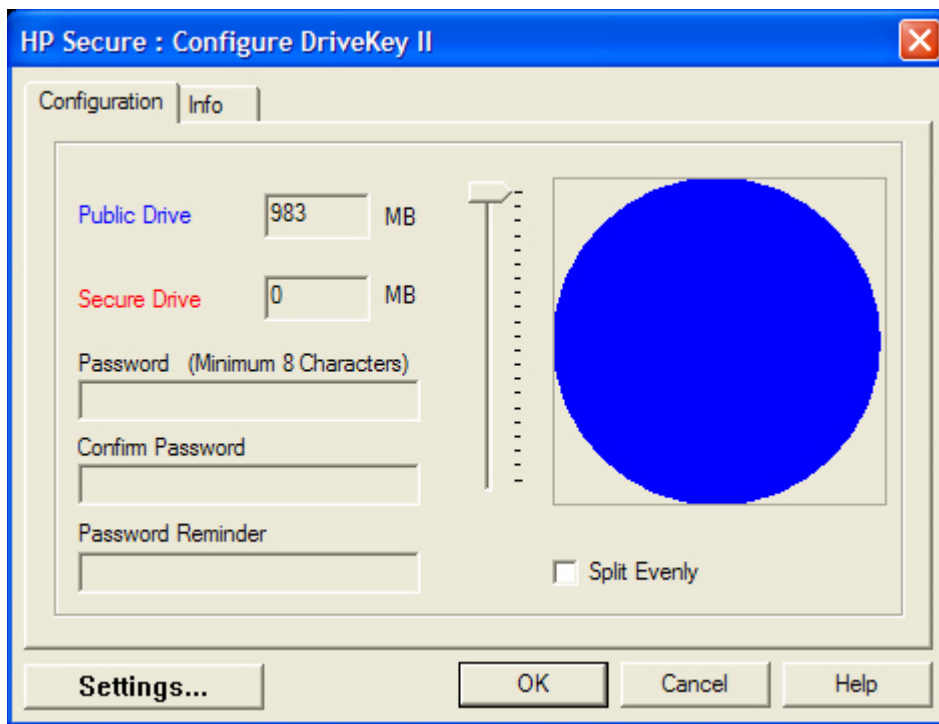


Figure 6 – Configure DriveKey II Window

Use the scroll bar to change the size of the *Public* and *Secure Drives*. The *Public Drive* is depicted as blue; the *Secure Drive* is depicted as red.

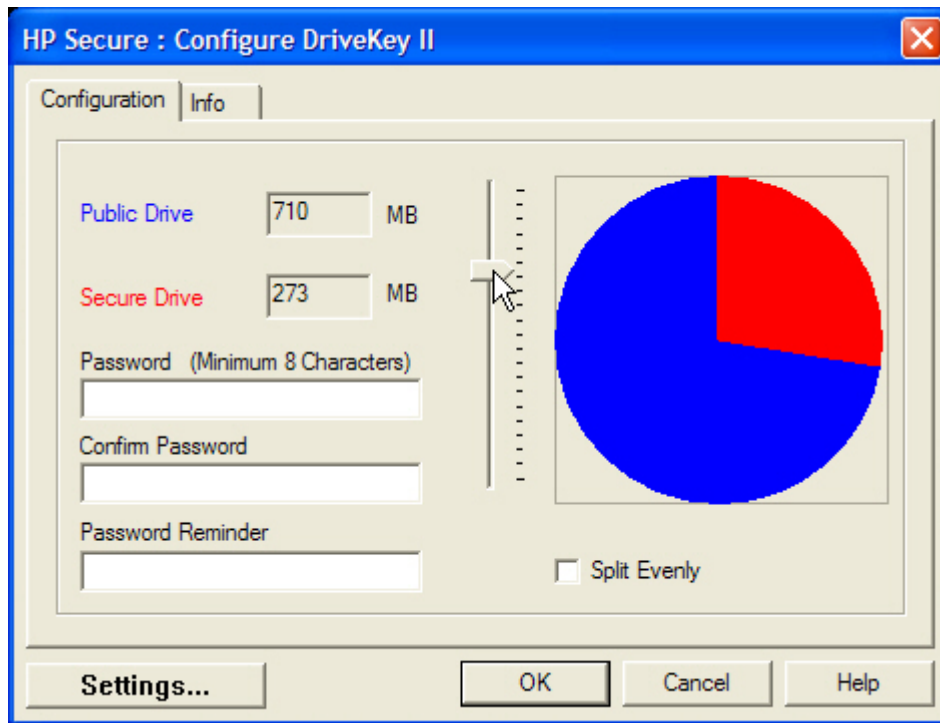


Figure 7 – Configure DriveKey II Window

If you want each drive to have the same amount of storage space, select the *Split Evenly* checkbox. Otherwise move the scroll bar until the red portion of the circle (indicating the *Secure Drive*) is the size you desire.

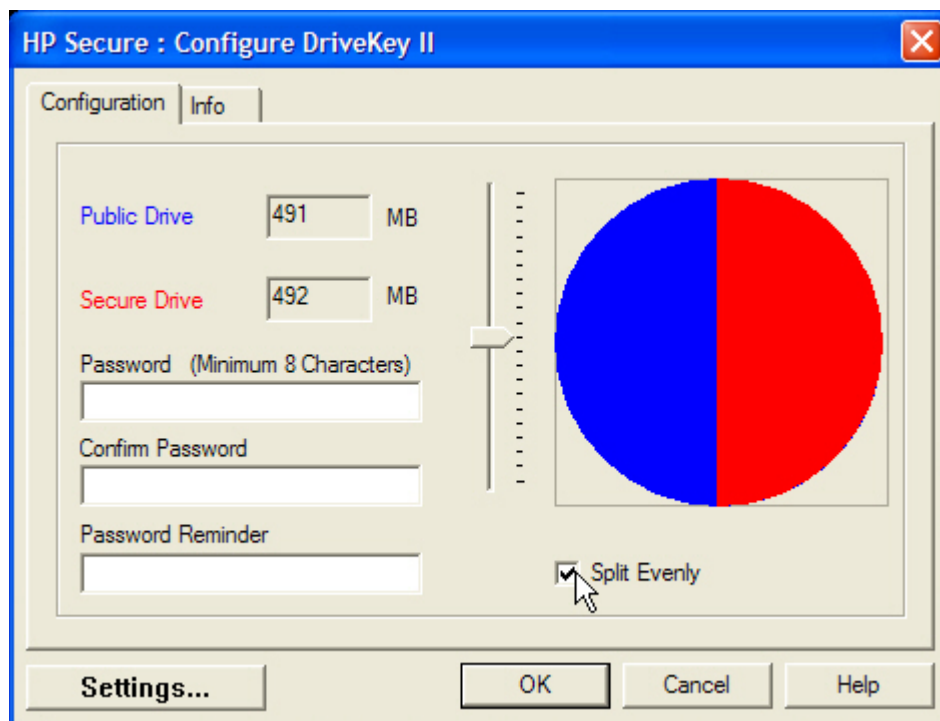


Figure 8 – Configure DriveKey II Window

Enter a *Password* of a minimum of eight characters, and enter it again in the *Confirm Password* field. Do not use names, names of pets, or dictionary words. Use a strong password that is easy for you to remember, but hard for someone else to guess. Use a mix of upper and lower case alphabetic characters as well as numbers. [Remember: If you forget your password, you will not

be able to access the *Secure Drive*, change the password, or resize the drives. Write down your password and keep it secured (i.e., somewhere secured, but not with the USB drive itself.) Enter a *Password Reminder*. Click **OK**.

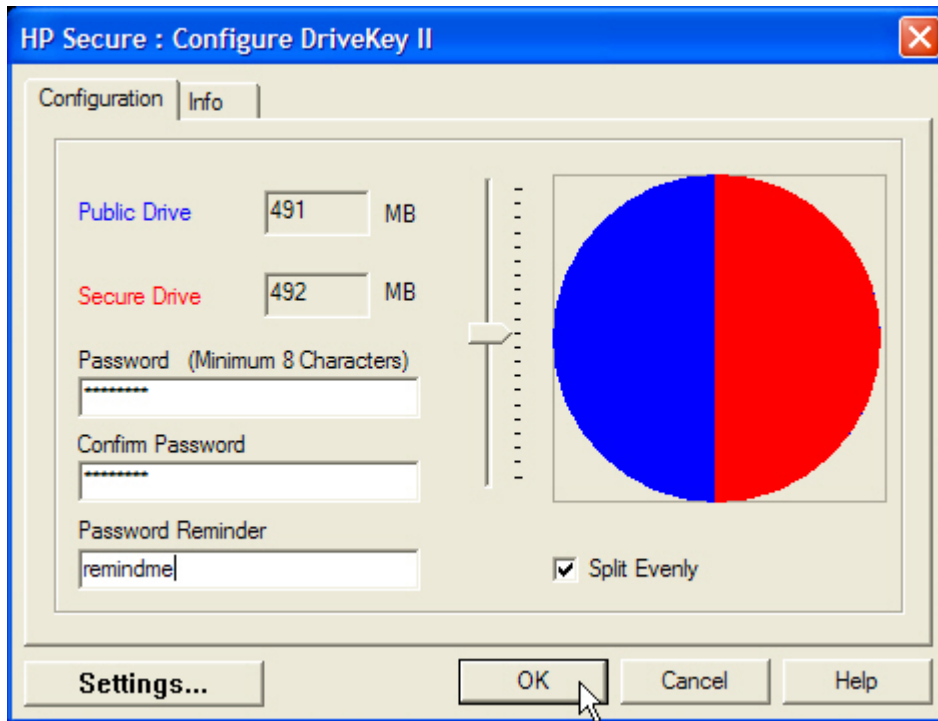


Figure 9 – Configure DriveKey II Window

Changing the drive size erases all the data on both drives! Whenever you change drive size, the following warning message appears to remind you to back up your data. Back up all your data on both drives, and then click **OK**. Otherwise, click **Cancel**, back up your data, and reconfigure the drive sizes.

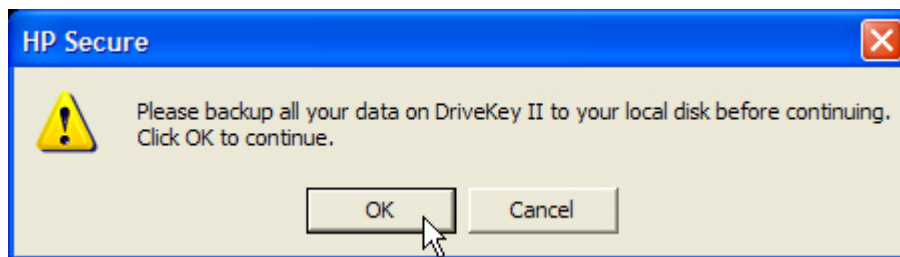


Figure 10 – Information Dialog Box

The following warning message appears to confirm that you want to continue with the configuration process. If you are sure you want to continue and have backed up all your data, click **Yes**. Otherwise, click **No**.

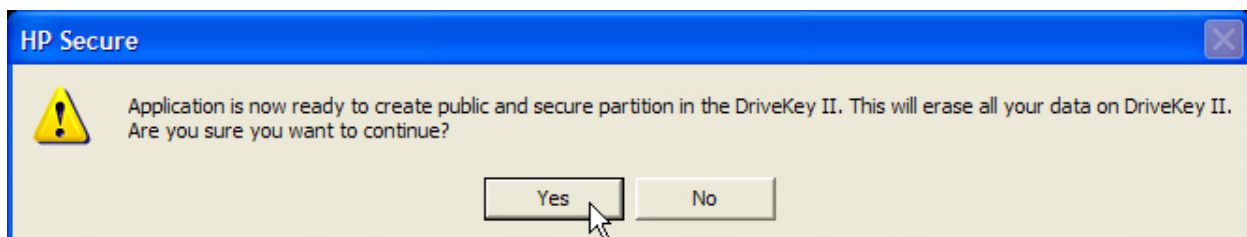


Figure 11 – Information Dialog Box

The following screen displays while your configuration settings are being processed.

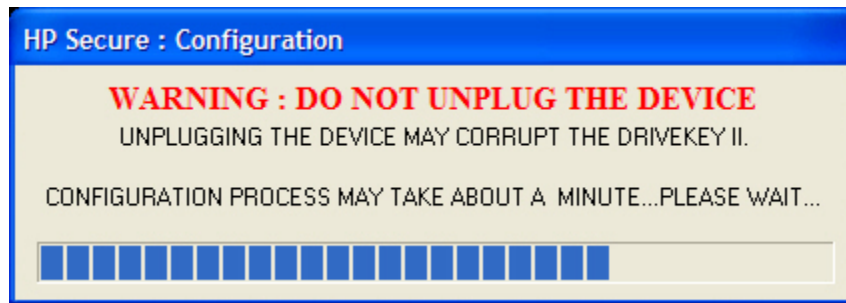


Figure 12 – Configuration Progress Bar

When the configuration is completed, click **Yes** to access the *Secure Drive*.

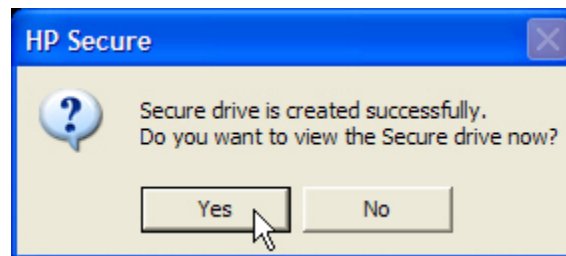


Figure 13 – View Secure Drive Dialog Box

Enter the password you created, and click **OK**.

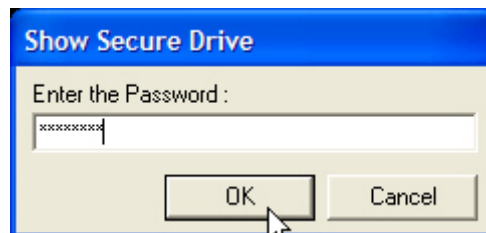


Figure 14 – Password Dialog Box

The *Secure Drive* will mount as a new drive on your computer that you can view in a file manager window, for example, a *Windows Explorer* window (see Figure 15 below).

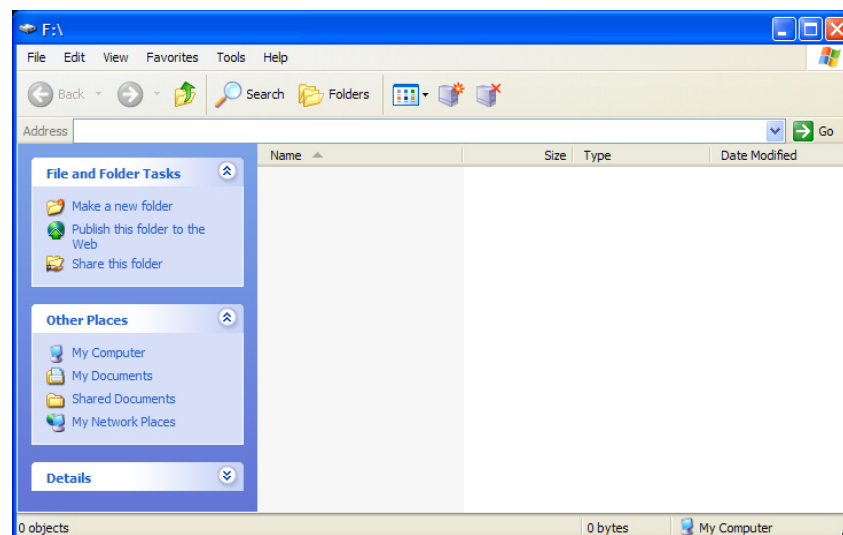


Figure 15 – Windows Explorer Window

The drive letters for the **Public** and **Secure Drives** on your computer may be different from the example shown above. Drive letters depend upon how your computer assigns them.

You can now use either the **Public** or **Secure Drive** as you would any other hard drive. You can copy and paste files and folders to both drives. Remember, the **Public Drive** is accessible to anyone, but the **Secure Drive** is accessible only when the correct password is entered. Keep your password private and secured!

To resize the drives or to change the password, right-click on the **HP** icon (see Figure 16).



Figure 16 – HP Icon

The HP DriveKey II option menu will appear (Figure 17). Select **Configure DriveKey II** from the menu. Remember, only someone with administrative rights to the computer can configure the drives or change the password.

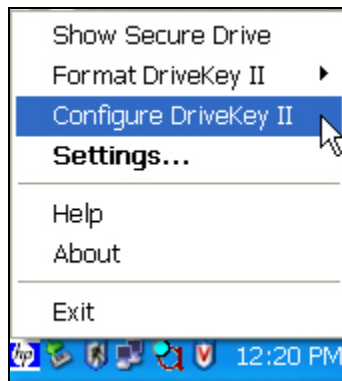


Figure 17 – HP DriveKey II Option Menu

To configure the HP DriveKey II to ask for the password as soon as the HP DriveKey II is plugged into the USB port, take the following steps:

Right-click on the HP DriveKey II icon in the system tray. The HP DriveKey II option menu displays. Select **Settings**. The following screen will appear. Select the **Automatically ask for Secure drive password when I connect my DriveKey II** checkbox. Click **OK**.

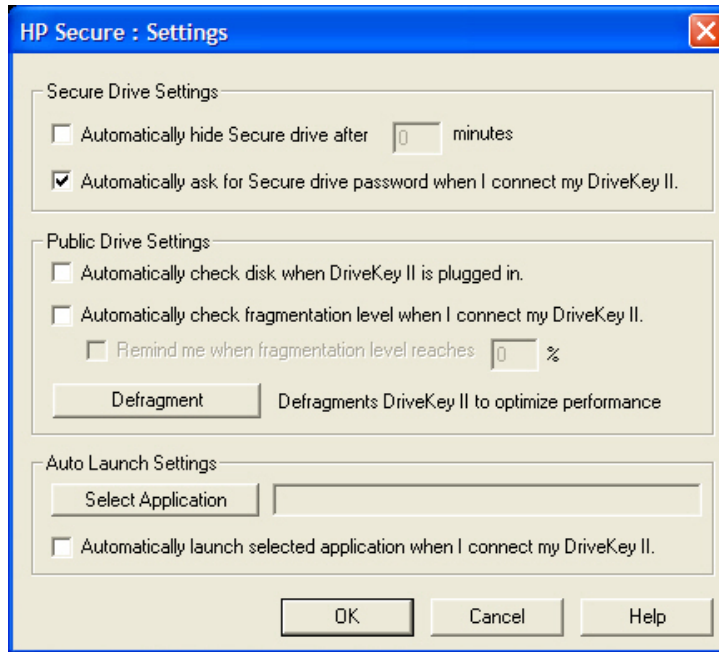


Figure 18 – HP Secure Settings Dialog Box

Using the HP DriveKey II Secure Drive

After the HP Secure program is installed on your machine, whenever the HP DriveKey II is plugged into the USB port the following screen appears.

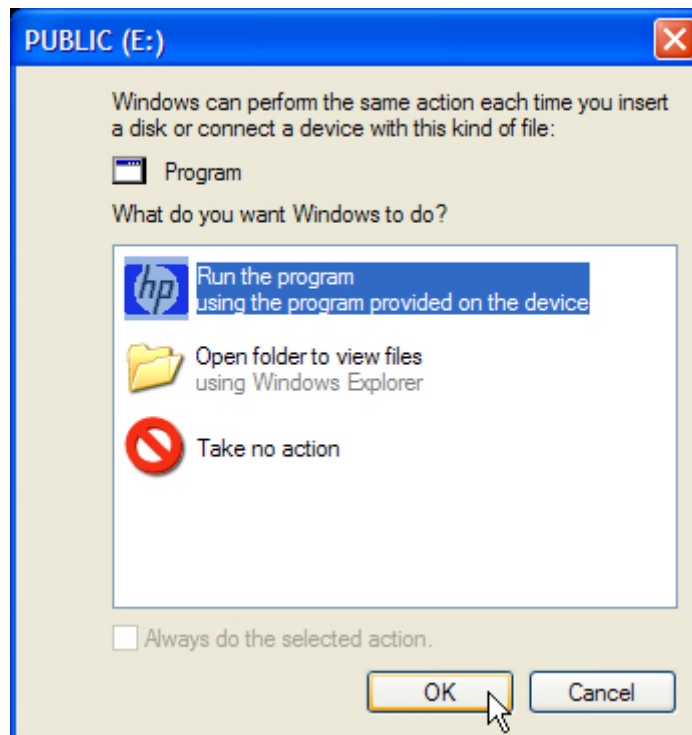


Figure 19 – Hardware Device Option Dialog Box

Select **Run the program using the program provided on the device**, and click the **OK** button. The following progress bar appears as the HP Secure program is loading.

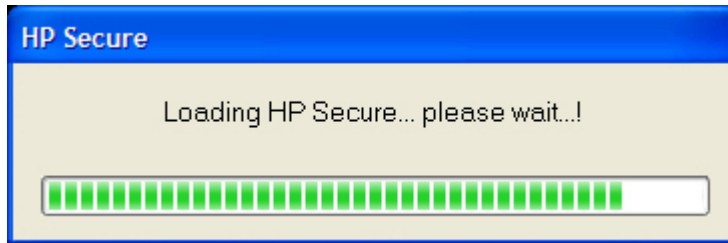


Figure 20 –Progress Bar

After the program is loaded successfully, right-click the **HP** icon on the system tray and select **Show Secure Drive** from the menu.



Figure 21 – System Tray

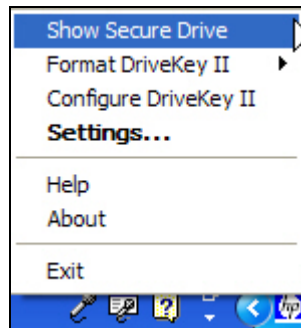


Figure 22 – HP DriveKey II Option Menu

When this dialog box appears, enter your password.

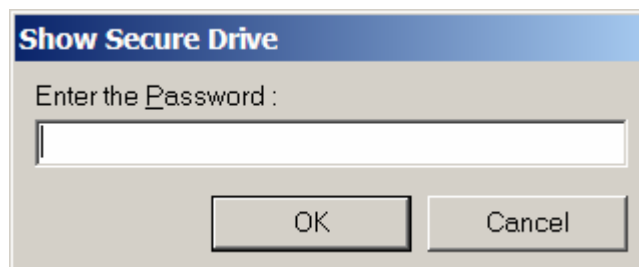


Figure 23 – Password Dialog Box

A file manager window will appear showing the contents of the drive. You can now add or delete files, rename files, and perform any other function you would on any other drive on your computer.

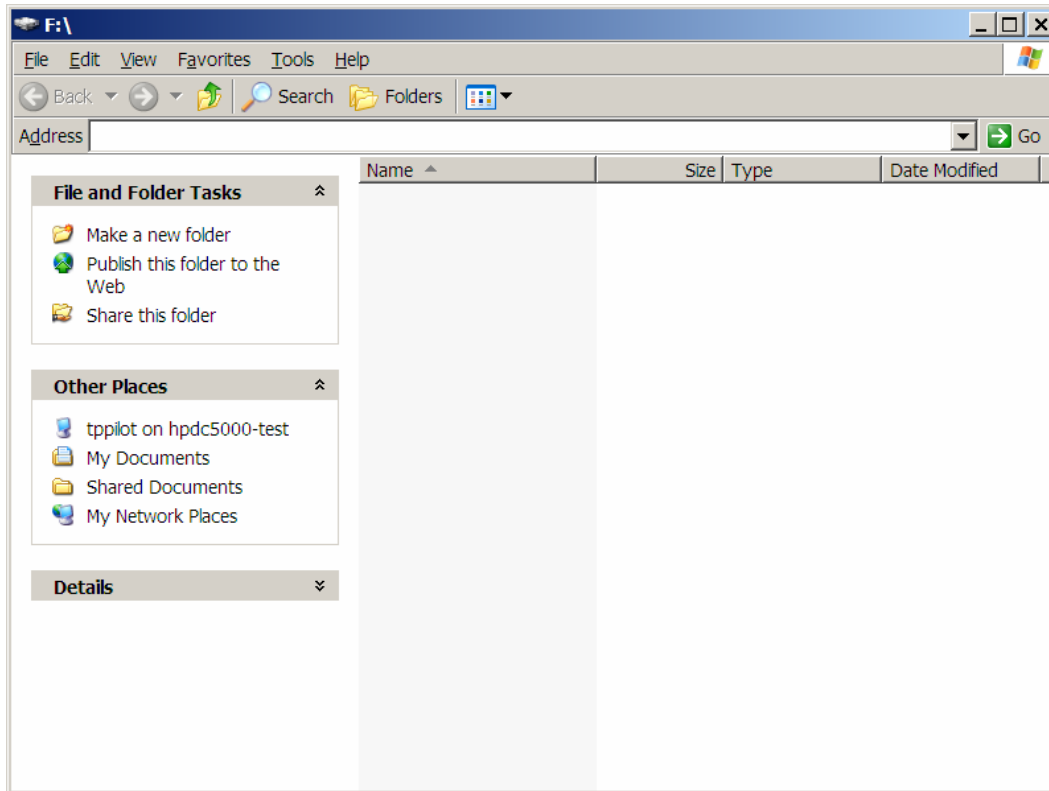


Figure 24 – Example: Windows Explorer Screen

Hiding the HP DriveKey II Secure Drive

If you are not finished using the HP DriveKey II, but want to hide the *Secure Drive* from view on a file manager window, take these steps:

Right-click on the HP icon on the system tray. The HP DriveKey II option menu will display. Select **Hide Secure Drive**.

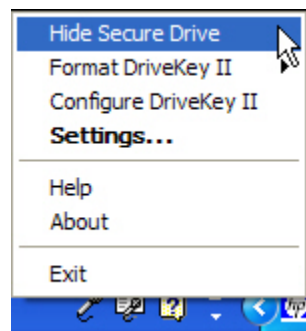


Figure 25 – HP DriveKey II Option Menu

When the following screen appears, click **OK**. Now the *Secure Drive* will not be visible in file manager window.

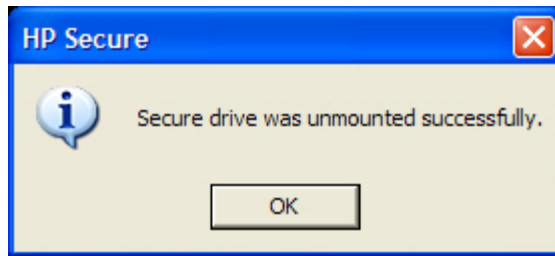


Figure 26 – HP Secure Information Dialog Box

To reveal the *Secure Drive*, follow the above steps except on the HP DriveKey II option menu, select **Show Secure Drive**.

When you are ready to completely end your HP DriveKey II session, follow the steps in the next section. **Do not just unplug the drive or you will risk losing all the data on it!**

Ending Your HP DriveKey II Session

When you are ready to stop using the Secure Drive, **do NOT simply unplug the device**. You must do the following.

1. Save the documents you are working on directly to the *Secure Drive*, or move the saved documents from your computer to the *Secure Drive*.
2. Then, unmount the *Secure Drive* by taking these steps:
 - a. Right-click on the HP icon in the system tray to access the HP DriveKey II option menu. Select **Exit**.

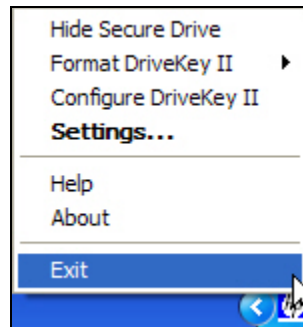


Figure 27 – HP DriveKey II Option Menu

- b. Click **Yes** to unmount the *Secure Drive*.

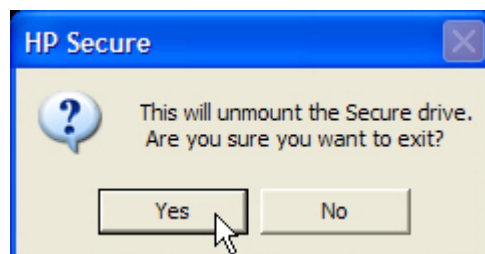


Figure 28 – HP Secure Exit Confirmation Dialog Box

3. Click on the *Safely Remove Hardware* icon in the system tray.



Figure 29 – System Tray Icon (with Mouse Over)

4. Select the device to remove (i.e., select the *USB Mass Storage Device* with the drive letter that the *Secure Drive* was using).



Figure 30 – Safely Remove Hardware Option Box

5. Wait until the following message appears, and then unplug the HP DriveKey II from your computer.



Figure 31 – System Tray Information Pop-up