



IBM SmartCard Security Kit for Notebooks

OPTIONS
by IBM

User Reference Manual

Software Version 1.0 for Windows 95 and 98

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Preface

This manual contains instructions for installation, setup, use and de-installation of the IBM® SmartCard Security Kit hardware and software for Microsoft® Windows® 95 and 98. The CD-ROM disk contains an administrator manual and a user manual in a format that can be viewed on-line or printed for off-line reading. Before installing your SmartCard Security Kit, please read the manual and become familiar with its contents. Refer to the README.TXT file on the software CD for last-minute information not appearing in the manuals.

The SmartCard Security software (SCsecurity) is structured to allow diskettes to be made from the software CD for those who do not have a CD-ROM drive in their system. Diskettes can be generated from within the Install utility by clicking on the appropriate floppy button.

The IBM SmartCard Security Kit's setup is a two-step process. First, the administrator customizes the IBM SmartCard Security Kit software for implementation. The administrator should review the Administrator Manual for a complete understanding of the options available to the administrator.

The user then sets up the individual aspects of the software, such as the encryption options.

Note: You will be prompted to enter a Personal Identification Number during the installation of the SmartCard Security Kit. The preset or default User Personal Identification Number (PIN) and Administrator PIN for all smart cards is 1234. However, you must replace the user PIN with another PIN of your choice during the installation.

Introduction

The IBM SmartCard Security Kit provides fast and easy security for your notebook computer. It provides single user authorization by requiring that the smart card be inserted into the smart card reader and that your Personal Identification Number (PIN) be authenticated by the smart card.

It also ensures the privacy of files stored on the notebook's hard drive. The IBM SmartCard Security Kit enables the user to encrypt one file, a group of files, or all the files in a folder, with the user's smart card. Even when a file is encrypted, the user can follow familiar Windows 95/98 procedures. For example, double-clicking on a file launches any associated application and opens the file, as usual. The file automatically decrypts when opening, and re-encrypts upon closing. In addition, all encrypted files are available from the File | Open menu option of Windows 95/98 applications. Files on hard drives, mapped network folders, and removable disks can be encrypted.

The IBM SmartCard Security Kit's AutoCrypt feature works behind the scenes. When the user adds a folder to the AutoCrypt List, the folder's contents are automatically encrypted. The IBM SmartCard Security Kit automatically decrypts and re-encrypts files as the user opens and closes them. AutoCrypt folders are distinguished with a Locked Folder icon.

An emergency access key unlocks encrypted files when the user's smart card is inaccessible. For additional security and to protect the user's privacy, an organization can choose to split the Emergency Access key into parts. Different people (referred to as "trustees") hold a part of the key file. While each trustee holds a key file, only a minimum number of trustee key files are required to decrypt user files.

The IBM SmartCard Security Kit enables secure file sharing by encrypting files with sharable passphrases. These encrypted files can be shared with any Windows 95/98, Windows 3.1, or Windows NT user, with or without the IBM SmartCard Security Kit installed.

The IBM SmartCard Security Kit's setup is a two-step process. The administrator customizes the SmartCard Security Kit for implementation. Then, the user sets up the encryption software. This manual takes you through the process, step-by-step.

IBM SmartCard Security Kit complies with the following industry standards:

- ISO 7816-1, -2, -3, 4 (Smart Card)

- ISO 7811-1 (Embossed Card)

- T=0 and T=1 Smart Card Protocol

- Type II PC Card (PC Card Standard, dated 3/97)

- Version 2.1 PCMCIA Interface Software (Card & Services)

- Microsoft PC/SC 1.0

- Open Card Framework

- PCCS #11 and CAPI

- X.509 Digital Certificates

Document Conventions

Before you begin using this documentation, note the following typographical conventions.

- Key names are in small capital letters. For example:

Type the user's name and press ENTER.

When you are instructed to press ENTER, pressing RETURN will have the same effect.

- Information an administrator enters is shown in a monospace, boldfaced type. Information an administrator enters that varies is shown in italic boldfaced type. When typing a command, enter the information the italicized words represent, not the words themselves. For example:

drive letter:\setup (enter, for example, **d**:\setup)

- References in text to the SmartCard Security Kit file names are shown in bold type. For example:

Select **setup.exe** file from the IBM SmartCard Security Kit folder.

- Options in dialog boxes are shown in bold type. For example:

Select the **Encrypt as self-extracting Windows file (.exe)** check box.

- Menu options in the application are shown in bold type. For example:

Select **Use Smart Card Key** from the **Encrypt** contextual menu.

- Field, button, and checkbox labels are shown in bold type. For example:

Enter the user name in the **Name** field and click **OK**.

The terminology in this User Reference manual appears in the Glossary starting on page 55.

IMPORTANT: Notes, cautions and other important information are enclosed with a line before and after the text that you must read and act upon whenever necessary to prevent potential problems such as data loss.

Getting Support and Service

If you have questions about your new Options By IBM (OBI) product, or require technical assistance, visit the IBM Personal Computing Support Web site at

<http://www.pc.ibm.com/support>

Additional Technical Support Resources

On-line technical support is available during the life of your product. On-line assistance can be obtained through the Personal Computing Support Web site, the PSG Electronic Bulletin Board System, and the IBM Automated Fax System.

<i>On-line Technical Support</i>	
IBM Personal Computing Web Page	www.pc.ibm.com
IBM PSG BBS	1-919-517-0001
IBM Automated Fax System	1-800-426-3395 1-800-465-3299 (in Canada)

You can also get help and information through the IBM PC Help Center, 24 hours a day, seven days a week. Response time may vary depending on the number and nature of the calls received. For the support telephone number and support hours by country, refer to the following table.

<i>Support 24 hours a day, 7 days a week</i>	
Canada	1-800-565-3344
U.S.A. / Puerto Rico	1-800-772-2227

If you call 90 days or more after the date of withdrawal or after your warranty has expired, you might be charged a fee.

Step 1. Problem Solving

You may be able to solve the problem yourself. Before calling the Help Center, please prepare for the call by following these steps:

1. If you are having installation or configuration problems, refer to the detailed sections on installation found in this manual, and review any README.TXT files found on the installation CD.
2. Visit the Personal Computing Support Web site specific to the model of option you have purchased. Updated installation instructions, hints and tips, or updated system-specific notes are often published in this section. You might find that later device drivers are available that will improve the performance and compatibility for your new option.

3. If you are installing this option in an IBM computer, also visit the applicable support Web page for that computer model. These pages might also contain useful hints and tips related to installation of this option and might refer to BIOS or device-driver updates required for your computer model. If you are installing the option in a non-IBM computer, refer to the manufacturer's Web site.
4. Uninstall and then reinstall the option. Be sure to decrypt all files before de-installing SCsecurity software. During the uninstall process, be sure to remove any files that were installed during the previous installation.

CAUTION: If you re-install the SCsecurity software, you will be unable to decrypt files that were encrypted with user disks customized by any previous installation. **Each installation is protected by a different key.**

Step 2: Preparing for the Call

To assist the technical support representative, have available as much of the following information as possible:

1. Option name: IBM SmartCard Security Kit
2. Option number: 10L7333
3. Proof of purchase
4. Computer manufacturer, model, serial number (if IBM), and manual
5. Exact wording of the error message (if any)
6. Description of the problem
7. Hardware and software configuration information for your system.
 - 1) Right click My Computer
 - 2) Select Properties to display the **System Properties** window.
 - 3) If it is not in front, select the **General** tab.
The information appears under the header System.

If possible, be at your computer. Your technical support representative might want to walk you through the problem during the call.

Part I

The first part of this user manual explains what the IBM SmartCard Security Kit is and addresses the matter of the installation and setup of the IBM SmartCard Security Kit software.

1

Welcome to the IBM SmartCard Security Kit

This chapter introduces the basics of the IBM SmartCard Security Kit's encryption method. It also provides an overview of User Setup. Topics include:

- **What is the IBM SmartCard Security Kit?** – how the IBM SmartCard Security Kit fits into the Windows 95/98 environment and protects your data
- **Features of the IBM SmartCard Security Kit?** – describes the main features of this security kit.

What is the IBM SmartCard Security Kit?

The IBM SmartCard Security Kit provides fast and easy file security. It ensures the privacy of files stored on local and mapped network folders. Individual files are encrypted at the source where they are created, copied, e-mailed, etc. The SmartCard Security Kit is a utility program that appears as **File** menu options in Microsoft's Windows 95/98 environment.

In addition, the SmartCard Security Kit provides a smart card that is used to limit access to a machine where the SCsecurity software is installed. The user must enter his or her valid Personal Identification Number (PIN) to access the desktop before the SmartCard Security Kit file encryption or decryption can occur. The same smart card is also used to safely store the SmartCard Security Kit encryption key and the Private/Public key pair used for digital signatures.

Features of the IBM SmartCard Security Kit

The SmartCard Security Kit uses the RC4 symmetric cipher, a method of file encryption and decryption that is secure and fast. Analysis shows that RC4 runs very quickly in software, which provides the security of a smart card without a performance penalty.

Integration with Windows 95 and 98

The IBM SmartCard Security Kit integrates with Windows 95/98 through the user's desktop, the Start menu, and the File menu in My Computer, Windows Explorer, and Find File. Special SmartCard Security Kit move and copy menu options are available, when a file or folder is transferred, using the right mouse button.

Solid Protection Against Unauthorized Access


The SmartCard Security Kit uses a smart card containing a Personal Identification Number (PIN), an encryption key, a Digital Signature Public/Private Key pair, reserved Digital Certificate Space and provision for a Security Dynamic compatible SoftID "seed".

When the computer is running, a secure screen saver blocks system access if the smart card is removed. Access is gained by entering the correct Personal Identification Number (PIN) when the smart card is reinserted in the reader.

File Security

The IBM SmartCard Security Kit enables the user to encrypt one file, a group of files, or all the files in a folder, either with the user's "smart card key" or a shared passphrase. When the user changes his or her smart card PIN, any file encrypted with that user's "smart card encryption key" can still be decrypted. This is because the user's "smart card key" does not change, only the PIN changes.

AutoCrypt

The AutoCrypt feature works behind the scenes. When the user adds a folder to the AutoCrypt List, the folder's contents are automatically encrypted. The IBM SmartCard Security Kit automatically decrypts and re-encrypts files as the user opens and closes them. AutoCrypt folders are distinguished with a special icon: . Folders and the files contained in them can be added to the AutoCrypt list via a contextual menu.

Individual File Encryption

Encrypting a single file with a "smart card key" protects files one-by-one. Even when a file is encrypted, the user can follow familiar Windows 95/98 procedures. For example, double-clicking on a file launches any associated application and opens the file, as usual. The file automatically decrypts when opening, and re-encrypts upon closing. In addition, all encrypted files are available from the File | Open menu option of Windows 95/98 applications. Files on hard drives, mapped network folders, and removable disks can be encrypted.

Sharing Encrypted Files

The IBM SmartCard Security Kit enables secure file sharing by encrypting files with sharable passphrases. These encrypted files can be shared with any Windows 95, Windows 98, Windows 3.1, or Windows NT user, with or without a SmartCard Security Kit installed.

Secure File Transfer

The IBM SmartCard Security Kit can create a self-decrypting encrypted file that can be read on an unprotected system.

Secure Screen Saver

The secure screen saver blocks access to your system if the smart card is removed from the reader. Access is available after entering the proper PIN when the smart card is reinserted in the reader.

Emergency Access Key Decryption of Files

An Emergency Access Key unlocks encrypted files when the user's smart card is inaccessible. For additional security and to protect user privacy, an organization can choose to split the emergency access key into parts. Different people (we refer to them as "trustees") hold a part of the key file. While each trustee holds a key file, only a minimum number of trustee key files are required to decrypt user files.

Administration Module Overview

This section provides an overview of how to strengthen your file security plan with your IBM SmartCard Security Kit. It provides features such as multiple key protection and emergency access of data. See the IBM SmartCard Security Kit Administration manual for complete information.

IBM SmartCard Security Kit's Security Components

- **Administrator preferences** determine how the SmartCard Security Kit will be configured for your organization's users.
- **Trustee key parts** enable emergency access to files.
- **User smart card** is the key to file encryption and decryption.

Administrator Setup Overview

- Select trustees
- Install administrator software
- Set up emergency access.
 - Set Emergency Access for a Single User

OR

 - Split Emergency Access among trustees
 - Assist in Trustee Key Disk creation
- Customize Administrator Preferences
- Back up special administrator files

Distribute the customized Administrator preference file to users, through disks or a network folder.

Security Plans — Three Examples

The IBM SmartCard Security Kit software consists of administrative and user features. Dividing tasks in this way enables several desirable effects. The administrative features can meet an organization's security requirements and enable the administrator to access needed data. The user features give the user security control as files are created.

A SmartCard Security Kit setup consists of two parts:

- **Administrator Setup** – for enforcing organizational security policy, by designing your users' file security plan
- **User Setup** – for installing encryption and decryption software

As you step through the administrator setup, you decide what settings best fit your organization. Base your choices on the type of organization you are administering and your file security plan. The following examples illustrate three typical ways to set up the software:

- for a single user
- for an organization
- for an organization with distinct internal groups

Detailed information and step-by-step instructions for Administrator Setup are provided in the "Administrator Reference" manual.

Implementing the IBM SmartCard Security Kit for a Single User

An individual user of the SmartCard Security Kit can set up the administrator software and the user software on one computer or separate computers. The user can act also as the administrator of Emergency Access.

A single user must perform the following steps on a desktop or laptop computer:

1. Set up the administrator software on the designated administrator system.
2. Set up the user software on the user's system.

Implementing the SmartCard Security Kit for an Organization

A security administrator can tailor the software to a particular organization's needs.

To implement smart card security for an organization with more than one user, an administrator must perform the following steps:

1. Set up the administrator software on the administrator's station.
2. Distribute the customized administrator files (also called User Preference Files) to users, through disks or a network folder.

Implementing IBM SmartCard Security Kit for a Large Organization

A large organization with multiple groups can designate an administrator for each group. Each administrator can then separately install the administrator software and tailor the SCsecurity

software to that particular group's needs. Each group will have its own Emergency Access key and trustees.

To implement SmartCard Security for multiple groups, the organization's security administrator distributes to each group's administrator copies of the organization's security requirements. Each administrator then implements SmartCard Security according to the procedures in "Implementing the SmartCard Security Kit for an Organization" on page 6. Each group's name must be unique. Each group's administrator then distributes the customized administrator files through disks or network folders accessible only to that group. Only members of a particular group should have access to the administrator files that were customized for that group.

Your organization may choose to implement more complex plans than the ones described in this section. For example, you may have an umbrella group that needs emergency file access for several subgroups. The umbrella group can secure the subgroups' trustee key parts. Needed data can then be accessible vertically, to the umbrella group, but remain inaccessible to all unrelated subgroups. For more information on this and other advanced file security solutions, contact your local IBM SecureWay representative.

How Emergency Access Works

The emergency access feature provides the ability to recover the encrypted files of any user in an organization when the user's smart card is not available.

During administrator setup, the administrator creates a SmartCard Security public/private key pair for access to encrypted files. The administrator places the public key portion on the Customized Administrator Diskette, copies the disk, and distributes them to users. The *Emergency Access Key* is the private key portion and is protected by either a single passphrase or multiple trustee passphrases. For our purposes, the SmartCard Security Kit distinguishes these two options as choosing either to keep the Emergency Access Key whole or to split it into parts.

The Emergency Access Key is placed in the trust of member(s) of the organization. This distribution can occur in one of two ways:

- The Emergency Access Key is kept whole. It is protected by a single passphrase on the machine where the administrator software is installed.

OR

- The Emergency Access Key is split up and placed on multiple disks (Trustee Key Disks), each held by a different person (a trustee) and each protected by its own passphrase.

If the Emergency Access Key is split among multiple trustees, a minimum ("threshold") number of trustees must be present to activate it. For example, an organization might have seven trustees and a threshold of four. The presence of any four of the seven trustees is required to decrypt a user's files. The number of trustees can be as large as 255. The threshold number can be the total number, although most security plans call for a smaller threshold number.

If a user's smart card is lost, the administrator can copy the user's encrypted files into a directory accessible to the administrator. Emergency decryption requires passphrases to activate the Emergency Access key. Either the administrator enters the single Emergency Access passphrase or the threshold number of trustees insert their Trustee Key Disks and enter their emergency access passphrases.

During the recovery process, the administrator can verify that a user who requests emergency decryption is the same user who encrypted the file. Additional emergency access information can be found in the security log file. For more information, see “Security Log File” in the IBM SmartCard Security Kit Administration Reference manual.

2

Operating Overview of the IBM SmartCard Security Kit

The use of the IBM SmartCard Security Kit smart card is similar to the use of a car key. Without it the user cannot have access to the computer. Before starting the computer, the user inserts the card into the reader and powers up the computer.

Unlocking the keyboard of the computer requires a Personal Identification Number (PIN) which is coded into the card for verification. Moving the mouse or pressing a key displays the dialog box used to get access to the computer. When the user enters the correct PIN, the computer provides access to the computer.

Note: Even though the card can remain in the reader, it is strongly suggested to remove it and avoid unauthorized use of the computer. It is like leaving the car key into the ignition when going to the convenience store.

- **Inserting a card into the reader** – How to insert the smart card into the reader
- **If the computer is already running** – How to log in on the computer
- **Doing your work** – Work like you always do
- **Removing the smart card** – What happens when the smart card is removed
- **Identifying Encrypted Files** – How to identify an encrypted file

Inserting the Smart Card Reader

During installation of the IBM Smart Card Reader, power to the computer can be ON or OFF. You can plug your hot-swappable Smart Card Reader into any PCMCIA slot.

Hold the smart card reader by the edges with the IBM logo on top and the 68-pin PC Card connector next to the PCMCIA slot. Insert the PC Card into the PCMCIA slot and push it until it is firmly seated.

Tip: We found that it is preferable to insert the smart card reader into the bottom PC Card slot: insertion of the smart card in the reader is easier.

Inserting a Smart Card Into The Reader

CAUTION: Avoid inserting or removing the smart card reader during a system power ON/OFF sequence.

Before inserting your smart card into your smart card reader, assure that the gold contacts are facing up and inserted into the reader first. Insert the smart card between the bottom of the reader and the reader flap.

1. Hold the card so that the gold contacts face up when it is inserted in the reader.

Tip: We found that it is preferable to insert the smart card reader into the bottom PC Card slot: insertion of the smart card in the reader is easier.

2. Insert the card straight in reader until you feel some resistance.

CAUTION: Do not push the card further in the reader, otherwise damage could occur.

If The Computer Is Already Running

1. Insert the smart card into the reader.

If the computer is running already, the **Enter PIN** dialog box will ask for a PIN.

2. Enter the PIN and press the ENTER key.

The PIN must have 4, 6 or 8 digits in length. It may include any digits from 0 through 9 inclusive.

The secure screen saver unlocks providing full access to the computer.

Doing Your Work

Once the card is inserted, the IBM SmartCard Security Kit software allows transparent access to all the encrypted files—as if the software and the card reader are not installed on the computer. You can do everything you need to do with the peace of mind that with the additional protection of the IBM SmartCard Security Kit your information is safe.

The use of an encrypted document is simple: do what you normally do. Open a document from within an application or double-click on the icon of a document to launch the appropriate application and open the file. The IBM SmartCard Security Kit software decrypts the document as it is opening, and automatically encrypts the document once it is closed.

Removing the Smart Card

Removing the smart card from the reader when the computer is running activates the secure screen saver automatically.

Always remove the smart card when the computer is not being used and place it in a safe location.

Identifying Encrypted Files

You can look at a file's property sheet to determine whether or not a file is protected by the SmartCard Security Kit. The property sheet for an encrypted file or AutoCrypt folder will have an Encryption tab. The individual files in an AutoCrypt folder do not have an Encryption tab on their property sheet.

Property Sheets



To view a file's File Property sheet:

1. Select a file by right clicking its name in Windows Explorer.
2. In the **F**ile menu, choose **P**roperties (usually, the bottom menu option).

The file's Properties sheet opens.

3. If there is an **E**ncryption tab, select it.

You know the file is not encrypted if there is no **E**ncryption tab. If the file is encrypted, it will have an **E**ncryption tab. Of course, self-extracting (encrypted) files do not have an **E**ncryption tab.

The **E**ncryption tab bears the following information:

- The organization where the file is encrypted;
- The group where the encrypted file belongs;
- The original file size; and
- The encryption type: smart card key or shared passphrase

Encrypted File Icons

File Encrypted with the smart card

The icon of a file encrypted using the smart card remains unchanged, however, the filename is changed by adding an exclamation mark set between parenthesis as illustrated in the following illustration:




Encrypted files in an AutoCrypt folder retain their original name.

File Encrypted with a shared password

The icon of the self-extracting file encrypted with a shared password is illustrated below.



AutoCrypt Folder Icon

On your computer, you have two types of folders, AutoCrypt folders and non-AutoCrypt folders. A folder with the  padlock icon is an AutoCrypt folder. A folder not protected by SmartCard Security Kit has a default folder icon. As with files, folders have Encryption property sheet tabs.

See page 40 to know more about the AutoCrypt feature.

Files Encrypted with Another User's Smart Card

When you cannot open, copy, move, or rename a file, that file has probably been encrypted with someone else's smart card. To move or copy these files, select them with the right mouse button and use the SmartCard Security Kit menu options. For more information on how to use these special SmartCard Security Kit menu options, see the section, "Moving and Copying Encrypted Files without Decrypting."

If another user wants to share an encrypted file with you and the file was encrypted using the **Use Smart Card Key** menu option, ask the user to decrypt the file, and then re-encrypt the file using the **Use Shared Passphrase** menu option.

Note: When viewing the property sheet of a file encrypted with another user's smart card, you may get an error message. You are still able to read the property sheet.

3

Installation

The IBM SmartCard Security Kit protects your computer from intrusion and keeps your data private. The IBM SmartCard Security Kit's encryption disguises a file by making the readable data inside unreadable. Decryption returns a file to its original state, making it readable again. The SmartCard Security Kit also enables you to share encrypted files with others—even if they do not have the IBM SmartCard Security Kit installed on their computer.

The IBM SmartCard Security Kit provides an Emergency Access capability. If necessary, your files can be decrypted with the cooperation of individuals within your organization. These individuals have been chosen by your administrator; each holds a part of your organization's emergency access key. (We refer to these people as "trustees.") If you forget your smart card or forget to decrypt files before an absence, your trustees can work together to recover vital data.

This chapter explains how to set up the IBM SmartCard Security Kit user software. Topics include:

- **Compatibility with Windows 3.1 and Windows NT** – explains the compatibility level with the other Microsoft operating systems.
- **Migrating to IBM SmartCard Security Kit** – instructions for users of other encryption software.
- **Before Installing the Software** – Explains what has to be done before installing the software.
- **Minimum Hardware and Software Requirements** – list the minimum hardware and software requirement for using the IBM SmartCard Security Kit.
- **Installing the Security Software** – how to install the IBM SmartCard Security Kit, step-by-step.

Compatibility with Windows 3.1 and Windows NT

This product is intended for Windows 95 and Windows 98 **only**. It is not intended for Windows 3.1, or Windows NT.

To share files with Windows 3.1 or NT users, the files should be encrypted with a shared passphrase or the file encryption should be removed before copying the files to an appropriate media.

Note: To maintain filename compatibility with Windows 3.1, the IBM SmartCard Security Kit creates an encrypted a file with an eight-character name. The encrypted files can then be shared with any Windows 95, Windows 98, Windows 3.1 or Windows NT user, with or without the IBM SmartCard Security Kit installed.

Migrating to the IBM SmartCard Security Kit

IMPORTANT: If you have any other secure access or data encryption software installed, you must first **decrypt all encrypted files** and uninstall that program before installing the IBM SmartCard Security Kit.

Files encrypted with other security programs **cannot** be decrypted by the IBM SmartCard Security Kit.

Hardware and Software Requirements

Before installing the IBM SmartCard Security Kit, you must have the following computer and software:¹

- An IBM or IBM-compatible laptop (486SX microprocessor, 33 MHz or faster) with 16 Mb of RAM and 90 Mb of free hard disk space, a VGA screen with a resolution of 640x480 pixels capable of displaying 256 colors;
- One available Type II PCMCIA Interface Slot with PCMCIA Interface Software (Card and Socket Services) version 2.1;
- A 1.44 3.5-inch floppy drive;
- Access to a CD-ROM drive
- Microsoft Windows 98 or Windows 95.

It is imperative that you update your system with the latest BIOS and device drivers **BEFORE** attempting to install any of the Smart Card software contained on this CD. In most cases, your system was manufactured before there was support for devices like Smart Cards. Refer to your systems support organization to obtain the latest updates for your system.

To obtain updates, IBM ThinkPad customers can logon to:

http://www.pc.ibm.com/us/support/thinkpad/thinkpad_support.html

¹ From this point on, we refer to Windows 95 and Windows 98 simply as Windows unless necessary.

Before Installing

Note: The IBM SmartCard Security Kit should not be installed on a file server.

Before doing the installation, save all documents, backup important files and quit **ALL** running applications including anti-virus programs. An anti-virus software should be deactivated because it may interfere with the installation process.

Before closing your anti-virus protection program scan your system and any disks which will be used for installation.

Making diskettes from the CD-ROM

If your system does not support using both the diskette drive and CD drive at the same time, you should install from diskettes. During the Administrator installation a diskette is generated and during the User installation this diskette is used to modify the users security files

IMPORTANT: If you need to create diskettes from the CD-ROM, do the following steps:.



To create 1.44mb floppy disk images from the CD-ROM:

1. Locate a computer that has both a CD-ROM drive and a floppy drive
2. Insert the CD-ROM in the drive
3. Start the Setup program to launch the Installer.

The splash screen is displayed.

4. Click on the **Continue** button, the main screen of the Installer appears.

OR

Click on **Exit** to quit the Installer.

5. For each software item that you want to make diskettes, click on the **Floppies** button for that item.

The dialog box displayed prompts you to select a drive.

6. Insert a diskette into the floppy drive and click the **Create Floppy** button to create the disk.
Ensure that you label each disk appropriately for proper installation.

If you are going to be installing from diskettes, create all of your diskettes first before you start installing any software. Have blank formatted diskettes and label them as follows:

1 diskette labeled:	DCOM
1 diskette labeled:	SCbase and Device Driver
1 diskette labeled:	GPR400 Device driver
1 diskette labeled:	Administrator Software
3 diskettes labeled:	User Software Disk 1
	User Software Disk 2
	User Software Disk 3

Refer to the Install Utility front screen for more information on how to create diskettes.

Installation Steps of the User Security Software

To install the user SmartCard Security Kit Software:

The hardware and software must be installed in the following order:

1. Microsoft DCOM
2. Microsoft Smart Card Base Components
3. Smart Card Reader Driver.
4. User Software
5. Any additional software from the CD-ROM.

Using the Installer

An install utility will be loaded to make it easier to install the various components of your SmartCard Security Kit. To use it do the following:

1. Start Window 95 or 98, and insert the CD-ROM in the drive.
2. Click on **Start**, select **Settings**, and click on **Control Panel**.
3. Double click on Add/Remove Programs.
4. In the Install/Uninstall tab, select **Install**.
5. Use the **Browse** button to locate the Setup file.
6. Select Setup, click **Open** then **Finish**.

An installer program launches and a welcome screen appears to explain how to use the installer from the CD-ROM or how to make diskettes for the different software modules. Click on **Continue** to go to the Install screen.

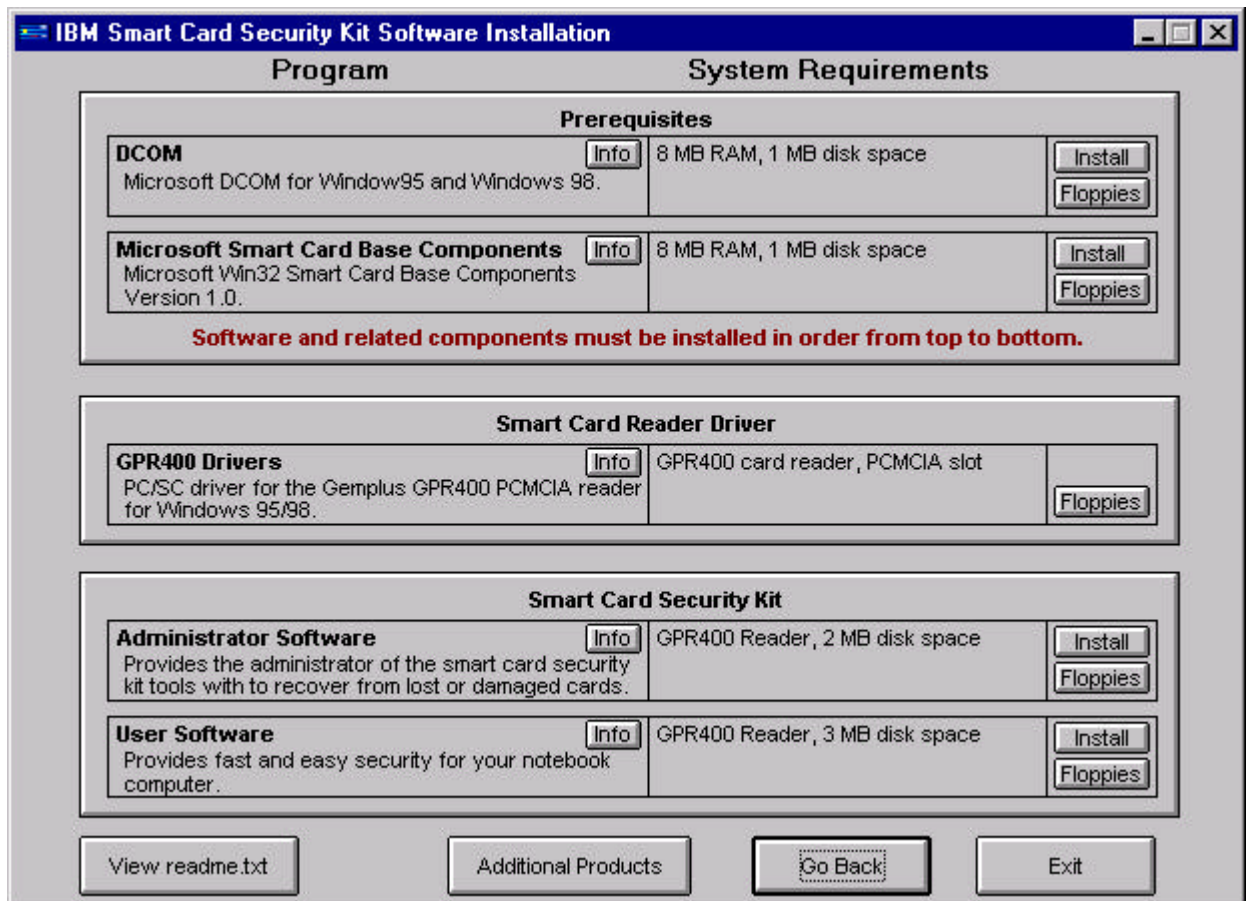
7. Follow the instructions appearing on screen.

Use this dialog box to install all the necessary components into your laptop computer.

Click on the **Info** button located near the middle of the dialog box to get additional information on the components that will be installed.

The SmartCard Security Kit software is divided into separate Administration and User installations. The Administration software should be installed by the Security Administrator, usually only on the administrator's system.

NOTE: Some software will require a system restart after installation. If so, go back to the Install utility to continue the Install process.



NOTE: The correct installation sequence of the software is a critical element in the installation process. Please read the instructions carefully and follow them closely to avoid difficulties. The User Software installation process will not allow the User software to be installed unless the Prerequisite software is installed correctly.

Step 1a: Installing the DCOM and Smart Card Base Components From the CD

(If you are installing from diskette, see Step 1b.)

Installing the DCOM

1. Using the Installer program, locate the DCOM software entry and click on the **Install** button to install the DCOM software from the CD-ROM.
2. A dialog box appears requesting confirmation. Click **OK** to install.
3. Read the License Agreement. Do not continue **if you do not agree with the terms of the license**. If you click the **Yes** button the installation will proceed.

Once DCOM has been installed, you will be prompted to reboot your computer. You do not need to restart the computer at this time.

Installing the Smart Card Base Components

1. Return to the **Installer** program.
2. Locate the Smart Card Base Component software entry and click the **Install** button to install the SC Base Component files from the CD-ROM.
3. Read the instructions. Click **Continue**.
4. A dialog box appears requesting confirmation. Click **OK** to install.
5. Read the License Agreement. Do not continue if you do **not** agree with the terms of the license. If you click on the **Yes** button the installation will proceed.
6. A Read Me file appears. Read it and close it. Press **OK**.

Once the Smart Card Base Components have been installed, you will be prompted to reboot your computer. **YOU MUST REBOOT YOUR COMPUTER SO THAT WINDOWS WILL RECOGNIZE THE NEWLY INSTALLED SOFTWARE**. The software must be active for the following steps.

7. Go to Step 2.

Step 1 b: Installing the DCOM and Smart Card Base Component From Diskette

Installing the DCOM

1. Start Window 95 or 98, and insert the DCOM diskette in the drive.
2. Click on **Start**, select **Settings**, and click on **Control Panel**.
3. Double click on Add/Remove Programs.
4. In the Install/Uninstall tab, click on **Install**.
5. Click on **Next**.
6. Use the **Browse** button to locate the DCOM95 installer.
7. Select DCOM95, click **Open** then **Finish**.
8. Read the license agreement. Click **Okay**.
9. Follow the instructions appearing on screen.

Once DCOM software has been installed, you will be prompted to reboot your computer. You do not need to restart the computer at this time. Since you are installing the user software from diskette(s), remove the diskette from the drive.

Installing the Smart Card Base Components

1. Insert the Smart Card Base Components diskette in the drive.
2. Click on **Start**, select **Settings**, and click on **Control Panel**.
3. Double click on Add/Remove Programs.
4. In the Install/Uninstall tab, click on **Install**.
5. Click on **Next**.
6. Use the **Browse** button to locate the SCbase installer.
7. Select SCbase, click **Open** then **Finish**.
9. Follow the instructions appearing on screen
10. A dialog box appears requesting confirmation. Click **Yes** to install.
11. Read the License Agreement. Do not continue **if you do not agree with the terms of the license**. If you click on the **Yes** button the installation will proceed.
12. A Read Me file appears. Read it and close it. Press **OK**.
13. Continue to follow the instructions on screen.

Once the Smart Card Base Components have been installed, you will be prompted to reboot your computer. **YOU MUST REBOOT YOUR COMPUTER SO THAT WINDOWS WILL RECOGNIZE THE NEWLY INSTALLED SOFTWARE.** This software must be active for the following steps. Since you are installing the user software from diskettes, remove the diskette from the drive.

Step 2: Installation of the GPR400 Smart Card Reader Driver

De-installing a previous version of the Smart Card Reader Driver

IMPORTANT: If a previous version of the GPR400 driver is already installed on your machine, you must uninstall it. Refer to the procedure below for instructions on how to proceed..

1. Open the CD-ROM using Windows Explorer.
2. Open the Data\Gemplus\Drivers\Gpr400 folder.
3. Double click on the Uninst.exe icon.
4. The Uninst program removes the GPR400 driver.
5. Choose **OK** or press ENTER

The GPR400 driver is now de-installed

6. Remove the GPR400 smart card reader.
7. Restart the computer.

Installing the Smart Card Reader Driver

1. The reader driver can be installed from the CD-ROM or from a diskette made from the CD.
2. Insert the GPR400 smart card reader in a PCMCIA socket.

Windows detects the reader and launches an Installation wizard.

3. Insert the CD-ROM or the diskette containing the Gpr400.vxd file and click **Next**.

The system will locate the installation component.

4. Click **Finish** to do the installation.

The system copies the necessary files on your computer and configures your machine for use of the device. If you are installing the user software from a diskette, remove the floppy disk from the drive.

Once the GPR400 driver has been installed, you will be prompted to reboot your computer. **YOU MUST REBOOT YOUR COMPUTER SO THAT WINDOWS WILL RECOGNIZE YOUR NEWLY INSTALLED DRIVER.**

NOTE: After returning from a SUSPEND operation, a message box tells you that your PCMCIA smart card reader was removed and then reinserted. If this is the case, simply click on the message box OK and continue on with what ever you were doing.

IMPORTANT: The smart card reader **must** be inserted into the PCMCIA slot before a power on or system reboot.

Step 3 a: Installing the User Software From the CD-ROM

(If you are installing from diskette, see the next Step 3 b.)

1. Using the Installer program, locate the User Software entry and click on the Install button to install the User software from the CD-ROM.
2. Click the **Install** button to copy the User Software files from the CD-ROM.
3. Follow carefully the instructions on screen. Click **Next**.

Once all the steps on screen have been done, restart the computer.

Step 3 b: Installing the User Software From Diskette

1. Insert the User Disk #1 in the drive.
2. Click on **Start**, select **Settings**, and click on **Control Panel**.
3. Double click on Add/Remove Programs.

4. In the Install/Uninstall tab, click on **Install**.
5. Use the **Browse** button to locate the Setup file.
6. Select Setup, click **Open** then **Finish**.
7. Follow carefully the instructions on screen. Click **Next**.
8. Read the license agreement. Click **Yes**.
9. Once all the steps on screen have been done, restart the computer.
10. Since you are installing the user software from diskettes, remove the diskette from the drive.

Initializing your Smart Card

During the user software installation, you will be asked to insert the smart card in the reader.

Before inserting the smart card into the smart card reader, assure that the gold contacts are facing up. Insert the smart card, gold contacts first, between the bottom of the reader and the reader flap.

When asked, enter the default Personal Identification Number provided, that is, 1234.

NOTE: THE CARD SUPPLIED IN THIS KIT HAS A DEFAULT PIN OF 1234. CARE MUST BE TAKEN TO ENTER THE PIN CODE CORRECTLY OR RISK BEING LOCKED OUT OF YOUR SYSTEM AFTER THREE (3) CONSECUTIVE INCORRECT PIN ENTRIES.

It is strongly recommended that you change the PIN code from the default setting when prompted to do so.

During user installation, you will be asked to enter your custom user information in the dialog box provided. When user installation is finished, reboot the machine to allow all the changes to take effect.

After rebooting the machine, logon to your system by inserting the smart card into the reader. Enter your new PIN code and press the Return key.

Part II

The remaining chapters address the user who uses the IBM SmartCard Security Kit software.

4

User Setup

The IBM SmartCard Security Kit protects your computer from intrusion and keeps your data private. The SmartCard Security Kit's encryption disguises a file by making the readable data inside unreadable. Decryption returns a file to its original state, making it readable again. The SmartCard Security Kit also enables you to share encrypted files with others – even if they don't have the IBM SmartCard Security Kit.

Your administrator has set up emergency access. If necessary, your files can be decrypted with the cooperation of individuals within your organization. These individuals have been chosen by your administrator; each holds a part of your organization's Emergency Access Key. (We refer to these people as "trustees.") If you lose your smart card or forget to decrypt files before an absence, your trustees can work together to recover vital data.

- This chapter explains how to set up the SmartCard Security Kit user software after logging in. Instructions are supplied on how to set the special screen saver provided and how use the SmartCard Administration control panel.

Setting Up the User Software

To set up the IBM SmartCard Security Kit user software:

1. After the files have been copied to the hard drive, a dialog is displayed asking to select the public key copied to the hard drive (during the administrator's setup. Select your Public Key (filename: **pkfile**) and click the **Open** button. (Browse through the directories if necessary.)
2. Another dialog appears asking to install a screen saver. Click **Yes**.
3. Read the instructions displayed. Insert the card in the reader. Click **OK**. (The card is read.)
4. Enter your temporary Admin PIN as requested. Click **Grant**. (The card is read.)
5. A dialog displays "Access Granted". Press **OK**.
6. Enter your User Login in the dialog box. Click **Logon**.
7. The **SCsecurity Initialization** dialog appears.

You can choose to either:

- Change PIN
- Change User Information; or
- Reinitialize the card

Choose one of the three options then click **Execute**. Once done, click on **Finish**.

Logging In with Your Smart Card

Insert a valid smart card into the smart card reader

A dialog box will appear on the screen prompting you to enter your PIN number.

The default, temporary PIN provided on the card is 1234.

Type in a valid PIN number for the card and press the Return key.

NOTE: Before inserting your smart card into your smart card reader, assure that the gold contacts are facing up. Insert the smart card, gold contacts first, between the bottom of the reader and the reader flap.

IMPORTANT: Access to the system will be denied until a valid PIN has been entered. Keep in mind that the smart card will be **LOCKED** if you enter your PIN incorrectly three (3) consecutive times. If this happens, the card can only be unlocked by the system administrator.

Your PIN can be changed from the SmartCard Administration control panel or the Enter PIN dialog by clicking on the Administration button during the log-in.

Selecting the IBM SmartCard Security Kit Screen Saver

To use the Security Kit screen saver as your Windows screen saver:

1. From the **Start** menu, select the **Settings**, then **Control Panel** to open the Control Panel window.
2. Double-click on the **Display** icon inside the Control Panel window.
3. Select the **Screen Saver** tab.
4. Select the IBM SmartCard Security Kit screen saver, called Scsaver, from the popup menu.

Click on the **Apply** button and then on the Okay button to use this screen saver to close the Display control panel.

Selecting the **Preview** button will activate the screen saver instead of showing a preview.

Log Off

Once your work for the day has been done, do the following steps:

1. Select the Shut Down item from the **Start Menu**.
2. After the **Shut Down** dialog appears, select the **Shut Down** radio button and press Enter.

IMPORTANT: Do not leave your smart card in the reader or with your system when not in use.

3. Once the computer has powered down, remove the IBM smart card from the reader and store the card in a safe location.

5

Important Information You Must Know

This chapter describes how to setup the IBM SmartCard Security Kit step-by-step. Topics include:

- **Files that can not be encrypted** – list the file types that can not be encrypted so that Microsoft Windows and IBM SmartCard Security Kit work correctly.
- **Files that can be encrypted** – explains what types of files should be encrypted.
- **File naming conventions** –explains how IBM SmartCard Security Kit names the encrypted files in a consistent, uniform manner.

Files That Cannot Be Encrypted

Some files cannot be encrypted. Doing so could disable DOS, Windows, application programs, or the SmartCard Security Kit software itself.

The SmartCard Security Kit will not encrypt these files:

- files that are already encrypted with any other applications
- SmartCard Security Kit program files
- Windows systems files
- files with any of the following extensions: **.386, .bat, .bin, .cfg, .com, .dll, .drv, .exe, .fon, .fot, .grp, .ico, .ini, .lnk, .ovl, .pif, .sys, .ttf, .vbx, and .vxd.**
- most files in the **\Windows** folders and its subfolders. (Not encrypting these protects the wide range of configuration files with different names that are stored in these directories.) There are exceptions to this exclusion. The SmartCard Security Kit will encrypt files in the folders **\Windows\Temp**, **\Windows\Desktop**, and each user's **\Desktop** subfolder (**\Windows\Profiles\User name\Desktop**), as long as the files do not contain the reserved extensions listed above.

Files That Can Be Encrypted

Basically, all documents and files generated by a word processor, spreadsheet, contact organizer, email, etc can be encrypted. Files with built-in compression like in the Video for Windows (.avi) or the QuickTime format (.mov) can also be encrypted safely. If in doubt, contact the program's publisher to establish if the data file of a specific program may be encrypted safely.

- Files with extensions such as: **.avi, .bmp, .doc, .mov, .txt, .xls, etc.**

File Naming Conventions in the SmartCard Security Kit

When you use your SmartCard Key, names of encrypted files follow a uniform naming convention governed by two rules:

1. All encrypted files in AutoCrypt folders and subfolders retain their original names. Moving or copying files into or out of AutoCrypt folders (without using SmartCard Security Kit's special menu items) does not change their names, regardless of whether or not they are encrypted.
2. All files encrypted outside of AutoCrypt folders have an exclamation mark character between parenthesis “(!)” characters just before the file name extension; for example, **plan.doc** becomes **plan(!).doc** when encrypted outside of an AutoCrypt folder.
3. All files encrypted by changing their filenames [e.g. by adding (!) will have their filenames changed to uppercase].

In short, a file is encrypted with the smart card key if and only if the file is in an AutoCrypt folder or has “(!)” before the last period in its name.

Note: A file that does not have "(!)" before the last period in its name and that is moved out of or copied from an AutoCrypt folder is not encrypted. For instance, when moving or copying files or folders from an AutoCrypt folder to a backup system, the IBM SmartCard Security Kit decrypts files without the "(!)" naming convention.

These file-naming conventions allow you to encrypt files easily by renaming them. To encrypt a file outside of an AutoCrypt folder, append the "(!)" sequence to the file name, just before the extension. If you rename **plan.doc** to **plan(!).doc**, for example, you automatically encrypt the file. Similarly, if you rename **plan(!).doc** to **plan.doc** (and it is not in an AutoCrypt folder), the file becomes decrypted. If you execute **Save** or **Save As** on a file from an application and name the file with the "(!)" convention, the file is automatically encrypted.

See page 40 to learn how to use the AutoCrypt feature.



The icon of the file does not change when the smart card key is used to encrypt the file.



When the Shared Passphrase is used, a separate file is created and the file extension changes to a lowercase character "s" followed by two exclamation marks (.s!!). The icon of the file changes to a rolled-up document inserted into the hasp of a padlock.

If the self-extracting file checkbox of the shared pass phrase was checked, the new file will have (.exe) as the file extension.

6

Using the SmartCard Security Kit

With the SmartCard Security Kit installed on your computer, encrypting and decrypting files is simple. You can manually encrypt files on your hard disks, floppy disks, networks and removable drives. Also, the AutoCrypt function automatically encrypts files in folders on your hard drive or in mapped folders, including any files you add to the AutoCrypt folder at a later time.

This chapter explains how to encrypt and decrypt files with the SmartCard Security Kit. Topics include:

- **Activating the SmartCard Security Kit** – how to log on and use the SmartCard Security Kit
- **SmartCard Security Kit Menu Options Overview** – how to use each menu option
- **Emergency Access of the data** – how to access the data in an emergency
- **Encrypting Files with your Smart Card** – how to encrypt files with your “secret key”
- **Encrypting Files with a Shared Passphrase** – how to encrypt files for sharing with others
- **Decrypting Files with your Smart Card** – how to decrypt files with your “secret key”
- **Decrypting Files with a Shared Passphrase** – how to decrypt files with a shared passphrase
- **AutoCrypt Folders** – how to encrypt files in a folder automatically
- **Disabling/Enabling Automatic Decryption** – how to disable and enable automatic decryption of files.

Activating the IBM SmartCard Security Kit

To use your IBM SmartCard Security Kit, you must first log on to your computer by inserting your smart card and entering your PIN. This provides the IBM SmartCard Security Kit with your “secret key”, which it needs to encrypt and decrypt files.

SmartCard Security Kit Menu Options

After you have set up the user software and logged on to the desktop, you can view the SmartCard Security Kit menu options using Windows Explorer, My Computer, or with the Windows **Start** button on your desktop.

Accessing SmartCard Security Kit Menu Options

You can access your SmartCard Security Kit’s menu options in the following ways:

- In Windows Explorer, select a file or folder in the Contents window on the right, choose **F**ile from the menu bar. Select a command from the menu.
- In Windows Explorer, select a file or folder in the right pane of Windows Explorer, and click the right mouse button to display the contextual menu. Select the appropriate command from the menu.
- Select a file in My Computer, and choose **F**ile from the menu bar or click the right mouse button to display the contextual menu. Select the appropriate command from the menu.
- Select a file on your desktop, and right-click on the file to display the contextual menu. Select the appropriate command from the menu.

Overview of IBM SmartCard Security Kit Menu Options


Encrypt

- Use **Smart Card Key...** encrypts one or more selected files or folders with your smart card key.
- Use **Shared Passphrase...** encrypts one or more selected files with a passphrase that you can share with others for secure file exchange.

Decrypt

- Use **Smart Card Key...** decrypts one or more selected files or folders with your “SmartCard key.”
- Use **Shared Passphrase...** decrypts one or more selected files with a shared passphrase.

AutoCrypt

- **Add folder to AutoCrypt list** adds the selected folder and all its subfolders to the AutoCrypt List. Your SmartCard Security Kit software then automatically encrypts all files in the selected folder and its subfolders. IBM SmartCard Security Kit also automatically encrypts new files and the contents of new subfolders as they are added to the AutoCrypt folder. AutoCrypt folders show a file stuffed through the hasp of a lock: .
- **Remove folder from AutoCrypt list** removes the selected folder and all its subfolders from the AutoCrypt List. Your SmartCard Security Kit software then automatically decrypts all files in the selected folder and its subfolders. The padlock disappears from the folder icon
- **Edit AutoCrypt List...** displays the AutoCrypt List dialog box and enables you to add and remove folders from the AutoCrypt List.

SCsecurity Features

- **Disable/Enable Automatic Decryption**
This feature lets you decide when files should be encrypted or decrypted automatically.
 - **Disable Automatic Decryption:** disables automatic file decryption when the file is accessed by an application.
 - **Enable Automatic Decryption:** enables automatic file decryption when the file is accessed by an application.
- **About...** displays copyright information, software version, etc.

SCsecurity User Help...

provides information on the IBM SmartCard Security Kit User features, procedures, menu options, dialog boxes, etc.

Encrypting Files with Your Smart Card Key


You encrypt files with the “secret key” on your smart card by selecting them, and then choosing the **Use Smart Card Key** menu option. You can encrypt files from several places in Windows.

Important: You cannot encrypt files from Network Neighborhood. Network Neighborhood drives are unmapped. Your computer has no permanent connection to these drives or their folders. To encrypt files or folders on the network, open My Computer, and use mapped drives.

 **To view the SmartCard Security Kit's menu options:**

1. In Windows Explorer, select a file or folder in the right pane (Contents) window.
2. Right-click on the file or folder.

Encrypting One File

 **To encrypt a file manually:**

1. From Windows Explorer, select the file you want to encrypt.
2. Right-click on the file name, select **E**ncrypt, and choose **U**se **S**mart **C**ard **K**ey.

OR

On the **F**ile menu, select **E**ncrypt, and choose **U**se **S**mart **C**ard **K**ey.

The Encrypt – Smart Card Key dialog box opens.

3. Choose **OK**.

The file name has changed to reflect its encrypted state. For example, the file **myfile.doc** becomes **myfile(!).doc**.

Note: The addition of “(!)” to the file name occurs only for files that you manually encrypt and keep outside of AutoCrypt folders. Files inside AutoCrypt folders are also encrypted, but their names do not reflect their encrypted state.

If an encrypted file is moved or copied to an AutoCrypt folder the name will not change, it will keep the “(!)” even when in the AutoCrypt folder.

The Encrypt Dialog Box

When you choose **E**ncrypt and then **U**se **S**mart **C**ard **K**ey, the Encrypt – Smart Card Key dialog box opens. This dialog box contains the name of the current directory, the file about to be encrypted, the user name, and the Emergency Access information.

The sub-section Emergency Access lets the user see the following information by clicking on the **M**ore button:

- The name of the Emergency Access Administrator, Organization, and Group
- Emergency Access Authentication number, which is a unique number created when Emergency Access was installed

- Emergency Access Key Protection type

The user's name appears in each user's Encrypt dialog box so that the Emergency Access key can be verified. The organization should publicize the authentication number to its users. Users can compare this number with the one displayed in their Encrypt dialog box. If the two numbers are the same, the user is assured that the Emergency Access key has not been altered or replaced.

Encrypting Multiple Files

To encrypt multiple files:

1. In Windows Explorer, to select a series of adjacent files for encryption, left-click the first file name, hold the SHIFT key, and left-click the last file name in the series.

OR

In Windows Explorer, to select a number of nonadjacent files for encryption, hold the CTRL key as you left-click each file name.

2. Right-click on one of the selected files, and choose **E**ncrypt, Use **S**mart Card Key.

The Encrypt – SmartCard Key dialog box opens.

3. Choose **OK**.

The file names have changed to reflect their encrypted state.

Encrypting All Files in a Folder

To encrypt all files in a folder on your computer or in a mapped network folder:

1. Select the folder in Windows Explorer or My Computer.
2. Right-click on the folder, and choose **E**ncrypt, Use **S**mart Card Key.

All files in that folder and all of its subfolders will be encrypted.

Important: Encrypting files manually is not the same as adding a folder to the AutoCrypt List. When you manually encrypt all files in a folder, any new files you add to this folder will not be encrypted automatically. Instead of manually encrypting all files in a folder, you may want to add that folder to the AutoCrypt List. Any new file added to an AutoCrypt folder will be encrypted automatically.

CAUTION: Never share files that are encrypted with your smart card key. If you do, recipient will not be able to decrypt the file.

To share a file that is encrypted with the **Use Smart Card Key** option, you must first decrypt it, then encrypt the file using the **E**ncrypt, Use **S**hared Passphrase menu option (see “Encrypting Files with a Shared Passphrase” on page 36) A file encrypted with a shared passphrase is safe to share through e-mail.

CAUTION: If a file is located in the AutoCrypt folder, you can choose not to decrypt the file automatically, using the **SCsecurity Features, Disable Automatic Decryption** contextual menu option. There may be times when you do not want a file to decrypt automatically, for example, when you perform a back up (see “Disabling and Enabling Automatic Decryption” on page 42.)

Encrypting Files with a Shared Passphrase

With the SmartCard Security Kit, you can share encrypted files with others. File encryption for the purpose of sharing the file is similar to file encryption methods described earlier in this chapter. The SmartCard Security Kit enables you to use a shared passphrase when sharing files with others. Any Windows 3.1, Windows 95, Windows 98, Windows NT or SmartCard Security Kit user who knows the shared passphrase can decrypt the files. Files encrypted with your smart card require that card to be decrypted. Thus, a recipient of such encrypted files would be unable to decrypt them.

You use the SmartCard Security Kit’s file sharing features by:

- Selecting **E**ncrypt, then choosing **U**se **S**hared **P**assphrase to encrypt one or more selected files or folders with a passphrase you can share with another person
- Selecting **D**ecrypt, then choosing **U**se **S**hared **P**assphrase to decrypt one or more selected files or folders using a passphrase you can share with another person

Shared Passphrase Encryption

To send an encrypted file to a user who has a SmartCard Security Kit installed, use the following procedure.

 **To encrypt a file with a shared passphrase:**

1. In Windows Explorer, select the file you want to encrypt for sharing.
2. From the **F**ile menu, select **E**ncrypt, and choose **U**se **S**hared **P**assphrase.

The Encrypt - Shared Passphrase dialog box opens. This dialog box displays the name of the current directory, the file about to be encrypted, and two text boxes where you enter and verify a shared passphrase.

3. Type a shared passphrase in the **P**assphrase text box, and press TAB.

CAUTION: Because this passphrase will be shared with others, it should be different from any other passphrases or passwords you may use.

4. Type the passphrase again in the **V**erify text box.
5. Select the appropriate options to encrypt the file as a self-extracting one, to delete the original file or both. See “Creating a Self-Extracting, Encrypted File to Share” below.
6. Choose **OK**.

During encryption, a separate file is created to store the encrypted data for each file. The original files will not be erased unless you checked the **Delete original file(s)** option. If the **Encrypt as self-extracting Windows file (.exe)** checkbox was **not** checked, the SmartCard Security Kit changes the file name and icon, and adds the extension of **.s!!** to indicate that the file has been encrypted with a shared passphrase.

7. Tell the person receiving your file the shared passphrase.

Important: Communicate the passphrase in a secure manner: in person, by phone, or by fax. Do not include the passphrase in email.

Creating a Self-Extracting, Encrypted File to Share

You may want to share a file with a Windows user who does not have the SmartCard Security Kit. You can encrypt the file and provide a way for a Windows user to decrypt it. When the Windows user double-clicks on the file and enters the shared passphrase, the file decrypts itself. It is a self-extracting file.

Note: To maintain compatibility with Windows 3.1 users, the SmartCard Security Kit software creates a file with an eight-character name. You may want to rename the file in advance with this in mind.

To create a self-extracting, encrypted file:

1. Select the file to be encrypted.
2. From the **File** menu, select **Encrypt**, and choose **Use Shared Passphrase**.

You can encrypt only one file at a time when creating a self-extracting file.

The Encrypt - Shared Passphrase dialog box opens. This dialog box displays the name of the current directory, the file about to be encrypted, and two text boxes where you enter and verify a shared passphrase.

3. Type a shared passphrase in the **Passphrase** text box, and press TAB.

CAUTION: Because this passphrase will be shared with others, it should be different from any other passphrases or passwords you may use.

4. Type the passphrase again in the **Verify** text box.
5. Select the **Encrypt as self-extracting Windows file (.exe)** checkbox.
6. Choose **OK**.
7. Tell the person receiving your file the shared passphrase.

Important: Communicate the passphrase in a secure manner: in person, by phone, or by fax. Do not include the passphrase in e-mail.

During encryption, a separate file is created to store the encrypted data for the original file. The original file will not be deleted unless you checked the **Delete original file(s)** option in the Encrypt - Shared Passphrase dialog box.

The SmartCard Security Kit changes the file extension to **.exe** to show that it has been encrypted as an executable file. To enhance confidentiality, you can rename the encrypted executable file. When the file is decrypted, the SmartCard Security Kit restores the original name of the file.

Decrypting Files with Your Smart Card

Decrypting files is as straightforward as encrypting them.

To decrypt files:

1. From Windows Explorer, select the encrypted files.
Remember, file names for manually encrypted file names include the characters: (!). You cannot decrypt files in an AutoCrypt folder. You must move files out of the AutoCrypt folder to decrypt them.
2. Right-click on the file names, select **D**ecrypt, and choose **U**se **S**mart **C**ard **K**ey.
The Decrypt – Smart Card key dialog box opens.
3. Choose **OK** or press ENTER to decrypt the files.
The files are renamed to their original names. (For example, the file **myfile(!).doc** becomes **myfile.doc**.) This name change reflects the decrypted state of the files.

Decrypting and Opening a File

With the SmartCard Security Kit, you can decrypt a file automatically when opening it from any Windows application.

To open a file:

1. Open the application as you would normally.
2. Select **F**ile from the menu bar, and choose **O**pen.
The File Open dialog box opens.
3. Select the file you want to open, and choose **OK**.
The file is decrypted automatically when it opens using the application that created it. When you close the file, it returns to an encrypted state.

Windows lets you to open a data file using its associated application by double-clicking on the file in Windows Explorer or My Computer application. The SmartCard Security Kit extends this capability to encrypted files.

Decrypting Files with a Shared Passphrase

Shared Passphrase Decryption

When someone sends you a file with the **.s!!** extension, you can decrypt the file if you know the shared passphrase used to encrypt it.

 **To decrypt one or more files that have been encrypted with the same shared passphrase:**

1. Double-click on the file or files.

OR

Select the encrypted files in Windows Explorer, choose **D**ecrypt from the **F**ile menu; then choose **U**se **S**hared **P**assphrase.

The Decrypt - Shared Passphrase dialog box opens with the name(s) of the file(s) to be decrypted.

2. Type the passphrase in the edit box.
3. If you want to erase the encrypted file, click the **Delete encrypted file(s)** check box.
4. Choose OK or press ENTER to decrypt the files.

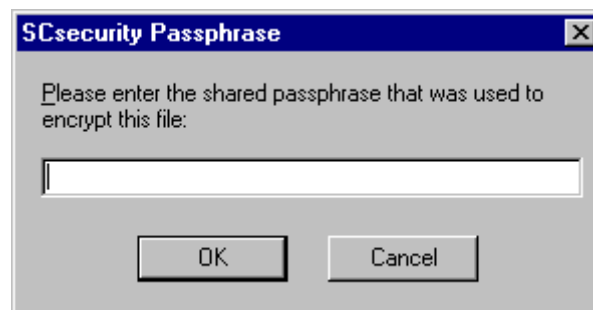
The original encrypted files will not be erased unless you checked the **Delete encrypted file(s)** option on the Decrypt - Shared Passphrase dialog box. The decryption process restores each file to its original file name.

Decrypting a Self-Extracting, Encrypted File

 **To decrypt a file that has been encrypted as a self-extracting file:**

1. Double-click on the file.

The following dialog box opens.



2. Enter the shared passphrase used for encryption.
3. If you want to place the decrypted file in a different folder, do the following steps:
 - Select the **D**ecrypt **i**nto a **d**ifferent **l**ocation checkbox.

- Select the folder and change the network drive. (You can change the file name if you want.) Choose **OK**.

This may be useful, for example, if you do not have write access to the folder that contains the self-extracting file (such as a CD-ROM or network without write access).

If you entered the correct passphrase, the encrypted information is decrypted and placed in the folder you specified. The self-extracting encrypted file remains in its original folder.

Launching and Decrypting a Self-extracting File

 **To decrypt a file and open it within its associated application:**

In Windows Explorer this is done in two operations:

1. Double-click the encrypted file to decrypt it;
2. Double-click the decrypted file to launch the application that is associated with it.

AutoCrypt Folders

When you select a hard drive or mapped folder and activate the AutoCrypt feature, that folder becomes an AutoCrypt folder. All the files in an AutoCrypt folder are automatically encrypted (except for special files, as noted in “Files You Cannot Encrypt” on page 28). Also, any new files created in or moved to an AutoCrypt folder or any of its subfolders are encrypted.

You can create AutoCrypt folders from folders on the hard drive and the network folders that appear in My Computer. You cannot create AutoCrypt folders from folders on unmapped drives or on removable media (such as floppy, and Zip, and CD-ROM disks). Therefore, do not use the SmartCard Security Kit through Network Neighborhood.

CAUTION: Never share files that are encrypted with your smart card key. If you do, recipient will not be able to decrypt the file.

To share a file that is encrypted with the **Use Smart Card Key** option, you must first decrypt it, then encrypt the file using the **Encrypt, Use Shared Passphrase** contextual menu option (see “Encrypting Files with a Shared Passphrase” on page 36) A file encrypted with a shared passphrase is safe to share through e-mail.

If a file is located in the AutoCrypt folder, you can choose not to automatically decrypt the file, using the **SCsecurity Features, Disable Automatic Decryption** contextual menu option. There may be times when you do not want a file to decrypt automatically, for example, when you perform a back up (see “Disabling and Enabling Automatic Decryption” on page 42.)

Activating AutoCrypt

 **To automatically encrypt all files in a folder on a hard drive or mapped network drive:**

1. In Windows Explorer, select one or more folders to place on the AutoCrypt List.

IMPORTANT: Folders in Network Neighborhood cannot be added to the AutoCrypt List.

2. In the **F**ile menu, select **A**utoCrypt, and choose **A**dd Folder to AutoCrypt List.
3. Choose **OK** or press ENTER.

The files within the selected folders are now encrypted. The folders and all subfolders are now AutoCrypt folders and are part of the AutoCrypt List. Individual file names within the folder do not change when a folder becomes an AutoCrypt folder. The folder's icon changes to display a lock; any file placed inside becomes encrypted (except for special files, as noted in "Files You Cannot Encrypt" on page 28), but the filename does not change.

Removing AutoCrypt

The **Remove folder from AutoCrypt list** feature removes a folder and its subfolders from the AutoCrypt List, and decrypts all files inside. All encrypted files will be decrypted, and any files added at a later time will not be encrypted automatically.

 **To remove a folder and its subfolders from the AutoCrypt List:**

1. Close any files that reside in the AutoCrypt folder you want to remove from the AutoCrypt List.
2. In Windows Explorer, select one or more folders to remove from the AutoCrypt List.
3. In the **F**ile menu, select **A**utoCrypt, and choose **R**emove folder from AutoCrypt list.
4. Choose **OK** or press ENTER.

The folders are no longer AutoCrypt folders and are no longer in the AutoCrypt List. Individual files within the folders are decrypted and the folder's icon returns to the normal Windows folder icon. Files placed inside this folder will no longer be encrypted automatically.

Editing the AutoCrypt List

The AutoCrypt icon indicates that the folder is on the AutoCrypt List. You can display the AutoCrypt List to see all AutoCrypt folders. From the Edit AutoCrypt List dialog box, you can add folders to the list, which is the same as activating them.

 **To display the AutoCrypt List:**

Right-click on the Windows **S**tart button, select **A**utoCrypt, and choose **E**dit AutoCrypt List.

The Edit AutoCrypt List dialog box opens.

Adding a Folder to the AutoCrypt List

To add a folder to the AutoCrypt List:

1. In the Edit AutoCrypt dialog box, browse to a folder you want to add to the list, and select that folder.
2. Choose the **A**dd button.

The selected folder appears under the **Optional AutoCrypt Folders:** list box.

You can add folders from any location, except from unmapped network drives and removable disks.

3. To save the AutoCrypt List, choose **OK**.

The folder icon changes to an AutoCrypt folder icon. The files in this AutoCrypt folder are automatically encrypted. The files decrypt when you open them, and re-encrypt when you close them assuming that the Auto Decryption feature is enabled.

Removing Folders from the AutoCrypt List:

Besides using the **Remove Folder From AutoCrypt List** feature as shown in “Removing AutoCrypt” on page 41, you can deactivate AutoCrypt folders by removing them from the AutoCrypt List. Removing a folder from the AutoCrypt List removes its subfolders and decrypts any files in those folders. Any new files added will not be encrypted automatically.

To remove a folder from the AutoCrypt List:

1. Close any files that reside in the AutoCrypt folder that you are removing.
2. In the Edit AutoCrypt dialog box, in the **Optional AutoCrypt Folders** list box, select the folder you want to remove from the AutoCrypt List, and click the **R**emove button.
3. Choose **OK**.

The folder is no longer an AutoCrypt folder. Any new files you place in the folder must be manually encrypted.

SCsecurity Features

Disabling and Enabling Automatic Decryption

With the **Disable Automatic Decryption** and **Enable Automatic Decryption** features, you can choose whether or not your files automatically decrypt. There may be times when you do not want a file to decrypt automatically, for example, when you perform a back up. By default, the SmartCard Security Kit installation sets the default setting of the decryption to automatic decryption after installation.

To disable or enable automatic decryption:

1. Right-click the Windows **S**tart button.

2. Select **SCsecurity Features**, and choose **Disable Automatic Decryption** or **Enable Automatic Decryption**.

Note: The **Disable Automatic Decryption** and **Enable Automatic Decryption** features affect all your files, not just the files on which you are currently working. Remember to enable automatic decryption again after your work is complete.

About... displays copyright information, software version, etc.

Getting Help

SCsecurity User Help... provides information on the IBM SmartCard Security Kit User features, procedures, menu options, and dialog boxes.

Part III

The remaining chapters address other miscellaneous features the SmartCard Security Kit user software.

7

Special IBM SmartCard Security Kit Features

Previous chapters presented the basics of your SmartCard Security Kit. This chapter presents further detail about how to enhance your security with the IBM SmartCard Security Kit features. Topics include:

- **Emergency Access** – how to decrypt a file if the smart card is not available.
- **Associating a File with an Application** – how to link a file to an application so that double-clicking a document launches the proper application.
- **Moving or Copying a File without Decrypting it** – how to move or copy a file without decrypting it.
- **Using a Digital Certificate and Signature with Netscape Navigator, Netscape Communicator or Microsoft Internet Explorer** – explains how to use digital signatures using these web browsers.

Emergency Access

To decrypt a user's files with the Emergency Access key:

Files can be decrypted on any computer where the administrator has access. To decrypt the files on a different computer:

1. Copy the encrypted files to a floppy disk using the **Copy Here Without Decrypt** or the **Move Here Without Decrypt** menu option.
 - Select the encrypted files.
 - Click the right mouse button and drag the files to the floppy drive.
 - Release the right mouse button and choose **Copy Here Without Decrypt** or **Move Here Without Decrypt**.

2. On the computer where the Emergency Access software resides, select the files to be decrypted from Windows Explorer or My Computer window.
3. Right-click the mouse button, select **SCsecurity Emergency**, and choose **Emergency Decrypt**.

What happens next depends on how your organization has set up the Emergency Access key, see the Administrator Reference manual.

Associating a File with an Application

Windows uses the last three characters following the period in the file name to determine the application in which to open the file. For example, double-clicking a file with the extension **.doc** opens the file in Microsoft Word or Microsoft WordPad.

If Windows does not recognize the file's extension, you can associate a file extension with an application. In Windows Explorer, select the file, and choose **Options** from the **View** menu. Then, click the **File Types** tab to display options for associating that extension with the appropriate application.

Moving and Copying Encrypted Files without Decrypting

 **To view the SmartCard Security Kit move and copy menu options:**

1. Select an encrypted file or AutoCrypt folder from the Contents window on the right-hand side of Windows Explorer.
2. Hold down the right mouse button, and drag the file or folder to a new location.
3. Release the right mouse button and view the menu options:

- **Move Here Without Decrypt** moves an encrypted file to a new location without decrypting it.
- **Copy Here Without Decrypt** copies an encrypted file to a new location without decrypting it.

Files Encrypted with a Different Smart Card

If you cannot open, copy, move, or rename a file, that file has probably been encrypted with someone else's smart card. To move or copy these files, select them with the right mouse button and use the SmartCard Security Kit menu options. For more information on how to use these special SmartCard Security Kit menu options, see the section, "Moving and Copying Encrypted Files without Decrypting."

If another user wants to share an encrypted file with you and the file was encrypted using the **Use Smart Card Key** menu option, ask the user to decrypt the file, and then re-encrypt the file using the **Use Shared Passphrase** menu option.

Note: When viewing the property sheet of a file encrypted with another user's smart card, you may get an error message. You are still able to read the property sheet.

Using Windows Explorer with the SmartCard Security Kit.

The procedures in this manual use the Windows Explorer menu when giving instructions. Generally, the procedures are of the “select-and-command” style:

- Select a file or folder in the Contents window of Windows Explorer.
- Pull down the **F**ile menu.
- Select a SCsecurity Kit item for the contextual menu.

OR

- Select a file or folder in the Contents window of Windows Explorer.
- Right-click the mouse to bring up the SCsecurity Kit contextual menu.
- Select a SCsecurityKit item for the contextual menu.

Note: The SmartCard Security Kit encrypts files automatically when they are closed, not when they are being saved from an active application. Any event that causes an application to terminate without closing open files will leave those files decrypted. Automatic encryption may not take place if the computer crashes or abruptly shuts down while a file is still open.

In case of a (hardware or software) crash, non-encrypted files will be in the same directory as the encrypted files.

How to install a Digital Certificate and Signature to a Web Browser

See the GemSafe documentation located on the CD-ROM for details on how install a Digital Certificate and Signature with Netscape Navigator, Netscape Communicator or Microsoft Internet Explorer. To read the GemSafe manual, you will need to install Adobe Acrobat Reader located on the CD-ROM.

See also the Gemplus white paper entitled “GemSafe White Paper: Understanding the fundamentals of smart card enabled security for web and e-mail” on the GemSafe CD.

9

Uninstalling the User software

Condition for Uninstalling

Before de-installing the software, make sure all encrypted files have been decrypted. All users must decrypt all files before uninstalling the SmartCard Security Kit.

Uninstalling the Software

Uninstalling the user software removes the SmartCard Security Kit software from your computer. It also removes references to your SmartCard Security Kit files in the Windows registry and other locations.

IBM recommends that you use the standard Windows **Add/Remove Programs** option to uninstall the SmartCard Security Kit user software.

To uninstall the SmartCard Security Kit from your computer:

1. Log on to the Desktop.
2. Close any SmartCard Security Kit open windows.
3. Exit Windows Explorer if it is running.

As with most Windows programs, it is recommended that you exit all other applications prior to uninstalling your SmartCard Security Kit.

4. From the Control Panel, choose **Add/Remove Programs**.
The Add/Remove Programs Properties dialog box opens.
5. Choose **Smart Card Security Kit** from the **Install/Uninstall** program list, and click **Add/Remove**.

The SmartCard Security Kit Uninstall dialog box opens. This dialog box warns you that only files encrypted by your smart card, **and** located in the AutoCrypt List can be decrypted during uninstall.

Important: If other users use the SmartCard Security Kit on this machine, there may be files in the AutoCrypt List that cannot be decrypted during uninstall or after uninstall.

6. Choose **Y**es or press ENTER.

The De-installer will prompt you to find all encrypted files using the **F**ind program. You should decrypt all files before proceeding with the de-installation.

7. Choose **Y**es **T**o **A**ll.

A confirmation dialog box opens.

8. Choose **O**K or press ENTER.

The SmartCard Security Kit Uninstall dialog box opens.

9. Choose **O**K or press ENTER to reboot your machine and complete uninstall.

Windows restarts.

10

Troubleshooting

Please try the solutions provided before calling technical support. The following table provides the solutions to a specific problem or more information about an error message you might encounter while using the SmartCard Security Kit. Problems with a common solution appear in the same box. The numbers do not represent steps, but rather solutions to a given problem.

Problems	Additional Information
Unknown error.	This message will appear if the program cannot find an accurate error message. If this message does appear, please contact Technical support and provide as much detail as possible on the sequences of events that produces this message.
No card detected in the reader(s).	<ol style="list-style-type: none"> 1. Remove and reinsert the smart card. 2. Remove reader from PC Card slot and re-insert it. 3. Some modem drivers may conflict with the card reader in the PC Card slot. Get an updated modem driver from the manufacturer. Discontinue use of modem whenever possible while using the SmartCard Security Kit.
PIN is correct, but info is missing on the card.	The smart card may be blank. See your administrator or Information Technology (IT) technician.
<p>Card blocked and unblockable.,</p> <p>Or</p> <p>Card must be unblocked to continue.</p>	The maximum number of PIN presentation has been used. See your administrator or Information Technology (IT) technician to unblock it.
<p>You must enter the Administrator PIN for the smart card.</p> <p>No PIN has been presented yet.,</p> <p>Invalid PIN has been presented.,</p> <p>Text box "Confirm PIN" must have the same value "New PIN".,</p> <p>PIN is too short OR</p> <p>PIN is too long.</p>	Enter a valid Personal Identification Number.
Not enough memory available	Certificate may be too large for the card. Use a smaller

Problems	Additional Information
on smart card.	certificate.
Wrong card or card out of order.	Obtain replacement card from Administrator. (Keep old card, just in case.)
Another program already uses the card.	Quit the program that is likely to also use a smart card.
An error has occurred during DLL loading.	Another program may be using the DLL.
An error has occurred during PKCS operation.	Generic error while communicating with the smart card.
The logon dialog was closed because of a screen saver activation.	Move the mouse or press a key on the keyboard to display the log-on dialog.
Could not write to the disk. Disk might be write-protected.	Move write-protection tab from floppy disk or use a different floppy disk.
The user preference file may not be backed up to the user install disk.	Ask the Administrator to copy the PKFile in the user's directory.
Failed to open your preference file. The preference file is either corrupted or doesn't exist. Do you want to restore your preference from the backup disk ?	<p>Answer "NO" to the question, then locate the file "userpref.!!!", erase it, remove the card from the reader and restart the computer.</p> <p>The IBM SmartCard Security Kit will create a new file.</p>
Cannot display Administrator Options	Smart card is damaged beyond repair. Have the card replaced.
<p>The maximum number of PIN presentations has been reached. All of the options are now unavailable.</p> <p>Smart Card blocked!</p>	Please contact the Administrator to have the card unlocked.
<p>The maximum number of PIN presentations has been reached. All of the administrator options are now unavailable.</p>	The Administrator will provide a new card. The card has been permanently blocked.
If the above solutions were ineffective:	Save all open documents, close all applications and restart the computer.

Glossary

The following terms are used throughout this manual.

administrator software	The part of the IBM SmartCard Security Kit used to configure and maintain administrative control over the SmartCard Security Kit User Setup.
Administrator	The person who holds supervisory rights to customize the User Setup and initiate the emergency file access procedure.
Administrator preferences	Settings created by the administrator to modify the User Setup. These settings are placed in files and backed up at the end of Administrator Setup.
Administrator Setup	The setting up of administrator software, including emergency file recovery, and user software configuration.
Algorithm	A set of steps the SmartCard Security Kit takes to encrypt and decrypt data securely.
Attack	An intentional attempt to bypass access controls, violate privacy, corrupt services, or simply to break security plans.
AutoCrypt	The SmartCard Security Kit feature that automatically encrypts and decrypts files in folders (and subfolders) the user has chosen to keep secure.
clear text	Readable text. Text that is not encrypted. Plain text.

Cryptography	The practice and study of encryption and decryption. The encoding of data so that only authorized individuals have access to it.
Customized Administrator File Disks	The disks containing files initialized during Administrator Setup that is used to modify the SmartCard Security Kit's user software.
Decryption	The reverse of encryption. Decryption returns data to its original state, making it readable again.
Emergency Access	The SmartCard Security Kit feature that enables trusted individuals to gain access to files without the smart card of the user who encrypted the files.
encryption	The transformation of data into some unreadable form. Its purpose is to ensure privacy by keeping the information hidden from anyone for whom it is not intended.
group	A collection of individuals within an organization who share the same administrator.
key	A very large number that the SmartCard Security Kit uses to encrypt and decrypt a file.
key generation	The creation of a key for encryption and decryption.
organization	A collection of individuals who share the same administrator.
Passphrase	A string of characters used to gain authorized access to a computer and its data. Passphrases are usually longer than passwords, and therefore, more secure.
Personal Identification Number (PIN)	<p>A string of 4, 6 or 8 characters character used to gain authorized access to a computer and its data.</p> <p>In the case of the IBM SmartCard Security Kit, the PIN acts as a key to let the user have access to the computer by unlocking the supplied screen saver.</p>
pkfile (User preference file)	The user preference file (pkfile) contains your organizations public key and Emergency Access information. The IBM SmartCard Security Kit uses the information in this file combined with your PIN protected smart card to generate your "dynamic" user preference file, at the time you log onto the computer.
plain text	Readable text. Text that is not encrypted. Clear text.
Personal Security Device (PSD)	A smart card or encrypted file. The PSD contains information about the user including the user's X.509 certificate and the IBM SmartCard Security Kit "secret key."
Privacy	The protection of a message such that only intended recipients can read a message.
random seed	A unique number that the IBM SmartCard Security Kit uses to create a key.

RC4® Symmetric Cipher	The technology behind file encryption. RC4 uses randomly seeded keys to encrypt files.
RSA Public Key Cryptosystem™	The technology behind Emergency Access. The IBM SmartCard Security Kit public key is the key exchanged between the administrator and the users of the IBM SmartCard Security Kit. It enables the emergency decryption of files.
secret key	The key generated during User Setup. This key personalizes each user's version of the IBM SmartCard Security Kit. The "secret key" is stored in the SmartCard and is protected by the user PIN. The user's "secret key" is used to encrypt and decrypt files.
secure single sign-on	Automatic and secure sign-on to host systems, network environments, and application programs.
security log file	A file found in the SmartCard Security Kit administrator's directory. It records any attempts to recover files.
shared passphrase	A string of characters used to gain authorized access to data. Passphrases are usually longer than passwords, and therefore, more secure. Shared passphrases are used to encrypt and decrypt files the user wishes to share with other users.
smart card	A personal security device that can perform its own cryptographic calculations and have an access control system.
Smart Card key	The SmartCard Security Kit uses the user's "secret key" to encrypt or decrypt files when the Use Smart Card Key menu option is selected.
Screen lock	The SmartCard Security Kit feature that prevents access to, or use of a computer (excluding the mouse and keyboard) until a smart card is present and a PIN is entered
trustee	One person out of a group of people entrusted to authorize Emergency Access to the user's encrypted files.
Trustee Key Disk	A disk that holds one trustee key file.
trustee key file	One file that enables access to the Emergency Access key. The Emergency Access key is split up and placed in multiple files (trustee key files), each held by a different person (a trustee) and each protected by its own Emergency Access passphrase.
User preference file (pkfile)	The user preference file (pkfile) contains your organization's public key and Emergency Access information. The IBM SmartCard Security Kit uses the information in this file, combined with your PIN-protected smart card, to generate your "dynamic" user preference file, at the time you log on to your system.
User Setup	Installing and setting up the SmartCard Security Kit user software on a computer.

User name

A unique name used to log on to a computer or network service to access information.

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