

Welcome to Navaho Lock *with Voice*™ Help

Choose one of the topics on the left to find the information you are looking for. You can also use the Index to look-up words or use the Help Search feature to quickly find the information you are looking for.

Whenever you see underlined words such as [Welcome](#), click on it to jump to that topic (in this case, the same topic).

When you see the word [More](#) or another word underlined with dashes in this way, clicking on it will produce a popup text box with additional information on that item.

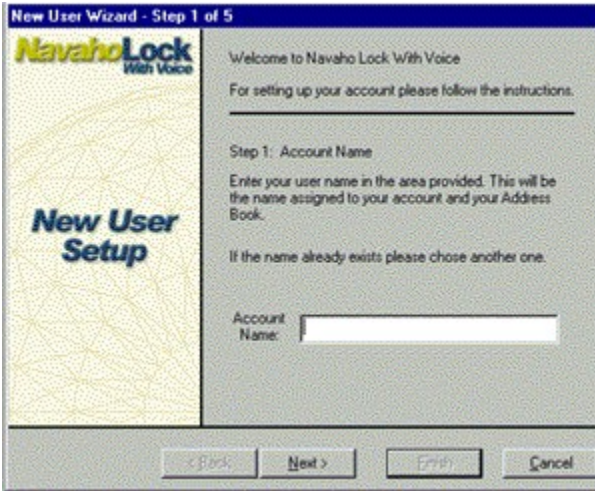
First Step - User Profile and Logging On

Navaho Lock *with Voice*™ is used to send encrypted text, graphic and voice files over the Internet. Many of the features of this security program are designed to prevent unauthorized access to your files.

User Profile

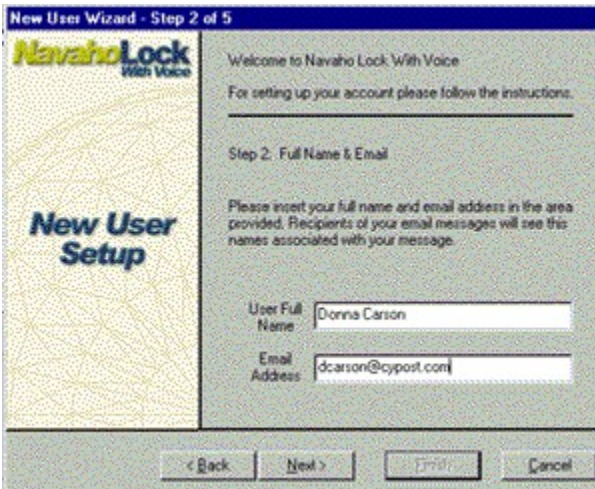
When the program is first installed, no user accounts are set up. The **New User Wizard** will help you open a New User account so that you can create your Address Book and send or open encrypted files.

1. Account Name



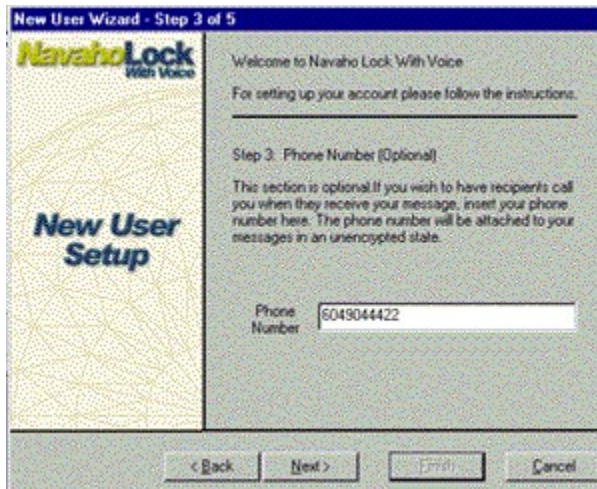
Enter your user name in the area provided. This will be the name assigned to your account and your Address Book.

2. Full Name and Email



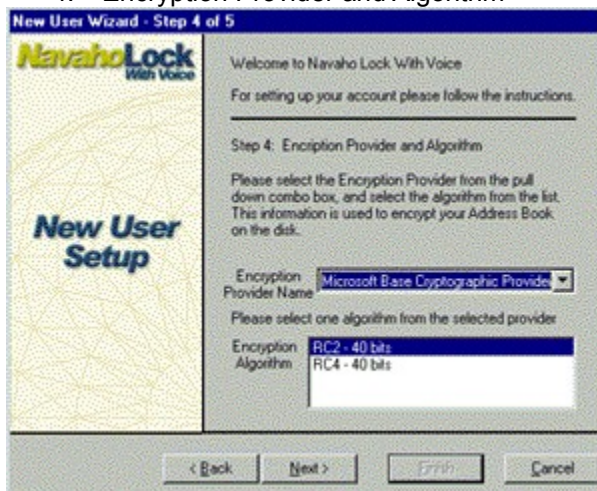
Enter your full name and email address in the areas provided. Recipients of your email messages will see this name associated with your messages.

3. Phone Number



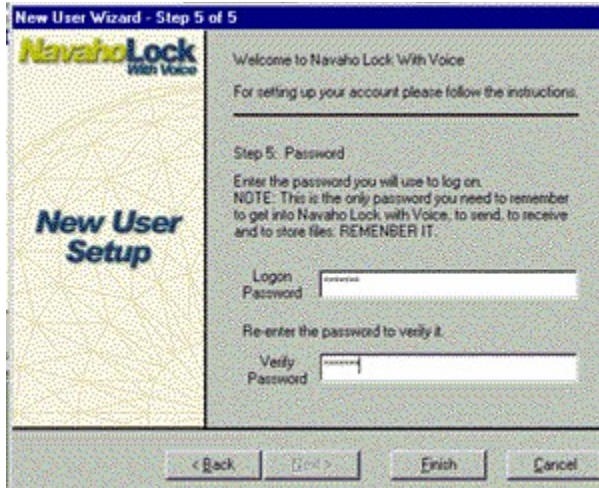
This section is optional. If you wish to have recipients call you to exchange passwords via telephone insert your phone number here. The phone number will be attached to your messages in an unencrypted state.

4. Encryption Provider and Algorithm



To change the cryptographic service provider, select from the pull-down menu (either Microsoft Base Cryptographic Provider or Microsoft Enhanced Cryptographic Provider). Please note if you send someone a message encrypted with an algorithm from the Enhanced Provider and they only have the Base Provider, they will be unable to open your message. Once you have selected the cryptographic provider, a list of algorithms will appear in the Encryption Algorithm box below. Select the algorithm you want as your default.

5. Password

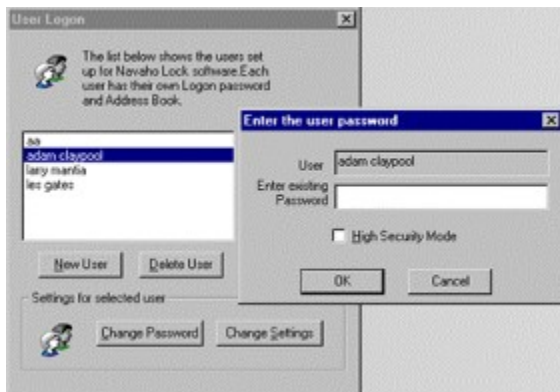


Enter the password you will use to log on. Re-enter the password to verify it.

NOTE: This is the only password you need to remember to get into Navaho Lock *with Voice* &TM& and send, receive and store files. *REMEMBER IT*.

Logon

Now that your account and password are set up, you can log on by either:

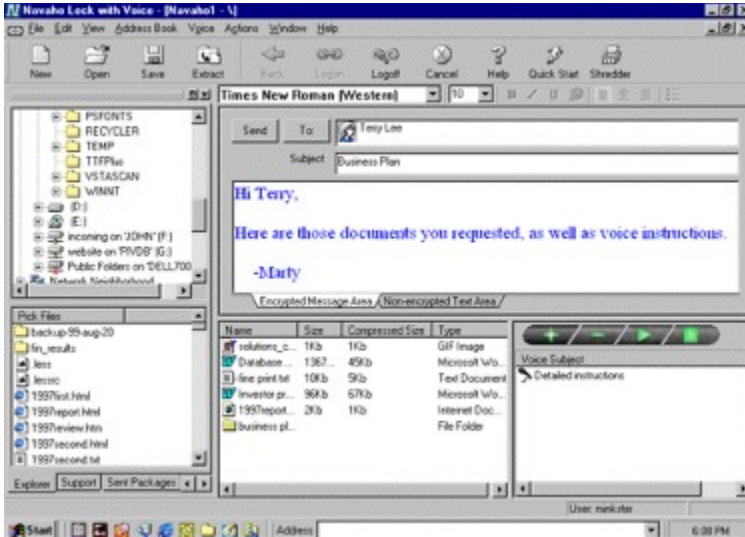


1. Clicking on the **Logon** icon on the toolbar, or
2. Clicking on the Actions menu, and then clicking on **Logon**.

[Go to Step 2](#)

Second Step - Creating your Voice Message

1. You will require an external microphone to record a voice message. Make sure that it is properly connected to your computer before proceeding.
2. Click the **New** button. The screen will then look like the image below.



From this main window, you can access all the functions of Navaho Lock *with Voice*™ to create, record, encrypt, open and send packages. To record your voice message, click on the **Plus** button in the Voice Area. The following dialog box will appear:



Under Voice Message name, enter a name for the voice file in the space provided. [File Naming](#)

Click on the circular button in the Voice Area to begin recording your message.

Click on the square button on the right to stop recording at any time.

To listen to your message, click the triangular button in the middle for playback.

If you wish to re-record the message, click on the Cancel button.

When finished recording, click **OK**. You will be returned to the Navaho Lock *with Voice*™ main screen.

If you want to attach a text or graphic file to the package, [go to Step 3](#).

If you want to simply send the voice message, [go to Step 4](#).

Third Step - Creating your Text Message

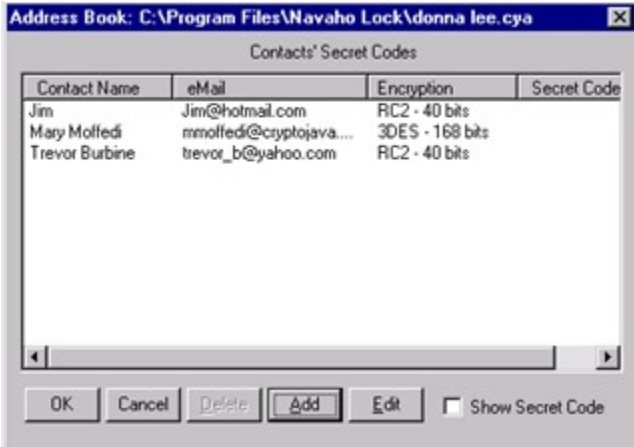
1. Select any files or folders that you want from Explorer. Drag them into the Drop area to attach them to your Navaho Lock *with Voice*™ package.
2. Type or paste a text message into the Message Area. Use the tabs at the bottom of the Message Area to enter text in the encrypted message area and/or the unencrypted message area.

[Go to Step 4](#)

Fourth Step - Adding Contacts to your Address Book

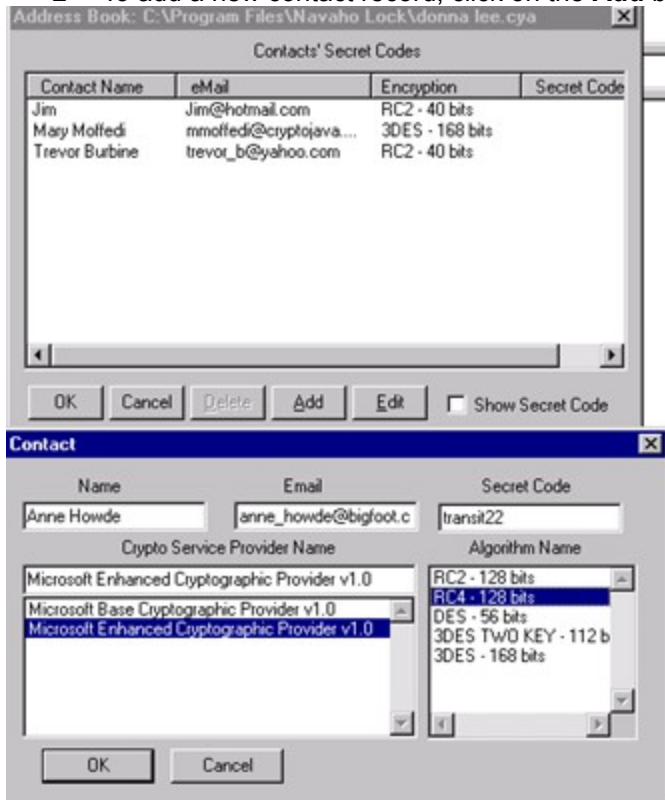
The Address Book stores your email contacts and their associated passwords. For each correspondent, you will need to set up a secret password - either in person, over the phone, or by mail. The password you agree on should only be used to send mail to and receive mail from this correspondent.

- 1 Pull down the Address Book menu and click on **Open**.



The Address Book expands to display fields for entering information.

- 2 To add a new contact record, click on the **Add** button at the bottom of the dialog box.



Enter your contact's information, including the agreed upon secret code, into the appropriate fields.

- 3 Click **OK** to save the contact and associated password. Navaho Lock *with Voice*™ will return you to your Address Book.

[Go to Step 5](#)

Fifth Step - Sending your Package

1. When your Navaho Lock *with Voice* package is ready to send, press the **To** button in the Message Area. The Address Book will open so that you may choose a contact to send the message to. After you select a contact and press **OK**, Navaho Lock *with Voice* will return you to the main screen.
2. Press the Send button in the Message Area and your message will be sent.



[Go to Step 6](#)

Sixth Step - Saving an Encrypted Copy

- 1) To store an encrypted copy of the Sent message locally, click on the **Save** button on the Toolbar (then select **Save As**).
- 2) A dialog box will open to allow you to choose a name and a storage location for your encrypted file. Navaho Lock *with Voice*™ defaults to save documents within sub-folders in the Navaho Lock folder. The file extension for Navaho Lock *with Voice*™ encrypted files is .nvl.
- 3) Type in a name for your encrypted file in the space provided. Click **Save**.

Although you have now saved your encrypted file locally, you still have an unencrypted copy on your hard drive.

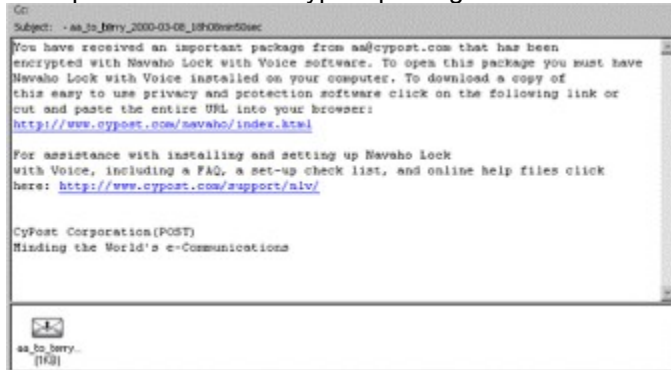
For security reasons, you may want to delete this unencrypted file later.

[Go to Step 7](#)

Seventh Step - Opening Navaho Lock *with Voice*™ Encrypted Files

Received files are stored within your email program, unless you resave them to the Saved Packages folder.

To open a received encrypted package double click on the .nvl attachment icon in your email program.



If you are currently logged into a Navaho Lock *with Voice* session, your Address Book will open with the appropriate contact selected (if entered in your book). Click **OK** and the package will open. If the contact is not in your Address Book, enter the contact. (see [Step 4](#)). If you are not currently logged on, Navaho Lock *with Voice* will bring up the Logon dialog box.

If your contact sends you a message using a different email address (but using your common password), simply select their user name in the Address Book and click **OK**. The package will open.

Compress / Decompress

Navaho Lock *with Voice*™ can be used to compress and decompress files. Not only will this save space on your hard drive, but it will also reduce transmission time when sending a file electronically. Any text files in the [Drop area](#) and any voice files in the [Voice Area](#) are automatically compressed before transmission.

Encrypt

Navaho Lock *with Voice*™ has the ability to encrypt messages to make them inaccessible to unauthorized individuals. The application does not use its own internal encryption engine. Instead, it accesses the strong encryption built into Windows™ operating systems for secure Internet communication.

For basic information on encryption, go to [Encryption Basics](#).

Decrypt

Navaho Lock *with Voice* has the ability to decrypt a message that was encrypted by another Navaho Lock *with Voice* user, as long as the recipient has the password for that particular file or document.

Receiving Encrypted Messages

Incoming messages are received by your email program. To open Navaho Lock *with Voice*™ packages double-click on the message attachment and Navaho Lock *with Voice*™ will launch. Enter your Logon username and password. A second dialogue box will open up, select the name and enter the correct secret code and press **OK**.

Sending Voice Messages

Navaho Lock *with Voice*™ can record, compress, encrypt and playback voice messages. The features can be found under the Voice menu or in the Voice Area.

When you send your Navaho Lock *with Voice*™ package, the package will automatically be compressed and encrypted. If you want to send the voice message unencrypted, you will have to send the entire package as an unencrypted transmission.

[Voice Area](#)

[Voice Menu Commands](#)

[Sending Unencrypted Messages](#)

Sending Encrypted Messages

After typing your message in the encrypted message area, select the documents or files you would like to send by dragging and dropping them from the explorer window into the Drop area, choose the recipient(s) and click on **Send**.

[Sending Unencrypted Messages](#)

Sending Unencrypted Messages

The default for sending messages from Navaho Lock *with Voice* is encryption on. You can, however, turn encryption off for any individual file or message. Encryption can be turned off by pulling down the Actions menu, dragging the mouse to **Encrypt**, and releasing the mouse. Encryption must be turned off for **each** unencrypted message that you want to send.

Navaho Lock *with Voice*™ also allows you to send a portion of your text message unencrypted. Select the Encrypted Message Area tab in the Message Area and enter the portion of your message that you want protected. Select the Non Encrypted Text Area tab and enter the text that you want visible.

[Message Area](#)

Store Encrypted Data

In addition to sending messages, Navaho Lock *with Voice*™ has the ability to encrypt and store files locally, providing you with protection and privacy should someone steal your computer or access it in person or through the Internet.

Encryption Basics

Modern encryption takes advantage of the computer's ability to handle complex mathematics. All encryption schemes today use [algorithms](#) to scramble messages. Effective algorithms are extremely difficult to factor in reverse.

The two main types of encryption are public/private key (asymmetrical) and secret key (symmetrical). In public/private key encryption, a pair of keys is generated: the public key is used to encrypt the message and the private key is used to decrypt it. In secret key encryption, the same key is used for both encryption and decryption.

Navaho Lock *with Voice*™ encrypts messages using secret key encryption.

Algorithm Basics

The algorithm is the mathematical formula that is used to scramble your data. Algorithms work by shuffling blocks of data around, much like shuffling a deck of cards. The "key" determines the sequence of shuffling and allows the data to be "unshuffled" back to its original order.

One of the main factors in the strength of the encryption is key size, which is measured in bits. Currently, 40-bit and even 56-bit keys are considered to be breakable, but 128-bit keys or higher are considered to be unbreakable with today's computers. Algorithms that use double, triple, or quadruple encryption will further stymie attempts to crack an encrypted message. These algorithms are used two, three or four times respectively (with a different key every time) to encrypt each message.

The Microsoft® Enhanced CSP comes with several strong encryption algorithms (up to 168 bits); however, current export laws in the U.S. limit messages to Europe and Asia to 56-bit encryption.

[Cryptographic Service Providers](#)

MS Cryptographic Service Providers

Navaho Lock *with Voice*™ accesses the Cryptographic Service Provider (CSP) that is part of the Windows™ operating system (starting at Windows 95™, release version 3). Most operating systems have the Microsoft Base Cryptographic Service Provider installed. To check your computer to see which cryptographic service provider is loaded, open the Address Book and select Add. Any installed cryptographic provider will show up in the drop-down menu. If you do not have a CSP installed, you can get it by downloading and installing Microsoft® Internet Explorer™ version 4.0 or higher.

The Base Cryptographic Provider is commonly used for communications outside of North America. The U.S. has strict laws controlling the export of strong encryption tools and it is quite possible your contacts in Europe and Asia will only have access to algorithms of 56 bits or less. If you are unsure make sure you contact the recipient before sending an encrypted package using the enhanced CSP, otherwise they may not be able to open the package.

The Microsoft Enhanced CSP contains algorithms of up to 168-bit strength. If the Microsoft Enhanced CSP is not loaded on your computer and you are a resident in the United States or Canada you can download it by visiting <http://www.microsoft.com/windows/ie/download/128bit/intro.htm>.

Netscape users wanting to download the high encryption pack can do so by visiting <http://home.netscape.com/smartupdate/>

Other CSP's

In addition to Microsoft's® Enhanced Cryptographic Service Provider, several others are available that may work with Navaho Lock *with Voice*™.

Web-based Email Program

Presently, Navaho Lock *with Voice*[™] does not work fully with Web-based email (e.g., Hotmail or Yahoo). You can, however, use Navaho Lock *with Voice*[™] to encrypt your documents locally and then send them as attachments.

Installing Navaho Lock with Voice

Navaho Lock *with Voice* comes as a self-installing executable file. After downloading the program to your hard disk:

- 1) If using Windows NT, Logon to your computer as Administrator or a user from the Administrator group.
- 2) Double-click the Navaho Lock *with Voice* application icon to begin installation.
- 3) When the dialogue box appears on your screen click on **Setup** and the installation will start automatically.
- 4) Navaho Lock *with Voice* will prepare the InstallShield Wizard which will guide you through the rest of the setup process.
- 5) Follow the instructions on the screen.

Base Cryptographic Service Provider

If you are using Microsoft® Internet Explorer™ version 4 or higher, the Microsoft Base Cryptographic Provider will be installed in the Windows operating system.

To find out if you have the Base Cryptographic Provider, open your Address Book and click on **Add**. The dialog box that pops up should list Microsoft Base Cryptographic Provider under the drop-down Crypto Service Provider Name. If it isn't listed, you will need to download and install the latest version of Microsoft Internet Explorer.

You can get Internet Explorer from the Microsoft Web site at:

<http://www.microsoft.com/windows/ie/download/windows.htm>

Enhanced Cryptographic Service Provider

The Microsoft® Enhanced Cryptographic Service Provider contains strong algorithms that are only available to residents of North America. The Enhanced Provider should only be used for sending messages within Canada and the U.S.

You can download the Microsoft Enhanced CSP from Microsoft's Web site at:

<http://www.microsoft.com/windows/ie/download/128bit/intro.htm>

After downloading the file double click to install. The InstallShield Wizard will walk you through the installation process.

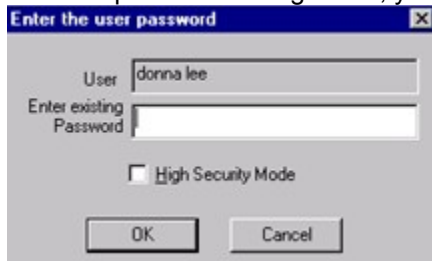
Netscape users wanting to download the high encryption pack can do so by visiting

<http://home.netscape.com/smartupdate/>

Change User Settings and Password

You can change your Logon password by logging on and selecting **Change Password** in the User Logon dialog box. Enter and confirm your password. **REMEMBER IT!**

Use **Change Settings** in the same location to modify existing data, including the default cryptographic service provider and algorithm, your email address, and your phone number.



As a security precaution, Navaho Lock *with Voice*™ will prompt you to enter your existing User Logon Password prior to changing your password or other settings. **Remember your new password.**

Create New User

To create a new user, click on the Logon icon. The User Logon dialog box will appear.



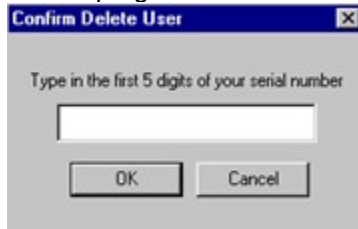
The screenshot shows a 'Change Settings' dialog box with the following fields and options:

- User: donna lee
- User Name: Donna Lee
- Email address: donna@cypost.com
- Phone Number: 202-987-4519
- Address Book Encryption: CSP Microsoft Enhanced Cryptographic P...
- Algorithm: RC2 - 128 bits, RC4 - 128 bits (selected), DES - 56 bits, 3DES TwO KEY - 112 bit, 3DES - 168 bits
- Password: [Redacted]
- Verify password: [Redacted]
- Buttons: OK, Cancel

Select **New User** and let the New User Wizard guide you. A valid email address is required for each user for Navaho Lock *with Voice*™ to work properly.

Delete User

You must log off and log on again to delete a user. When you choose **Delete User** from the Logon dialog box, Navaho Lock *with Voice*™ will warn you that all files and passwords associated with that user will be deleted. As a precaution against inadvertently deleting a user and their associated Address Book, a prompt asks you to enter the product serial number of your copy of the Navaho Lock *with Voice* program. Enter the serial number in the dialog box to proceed.



Guest User

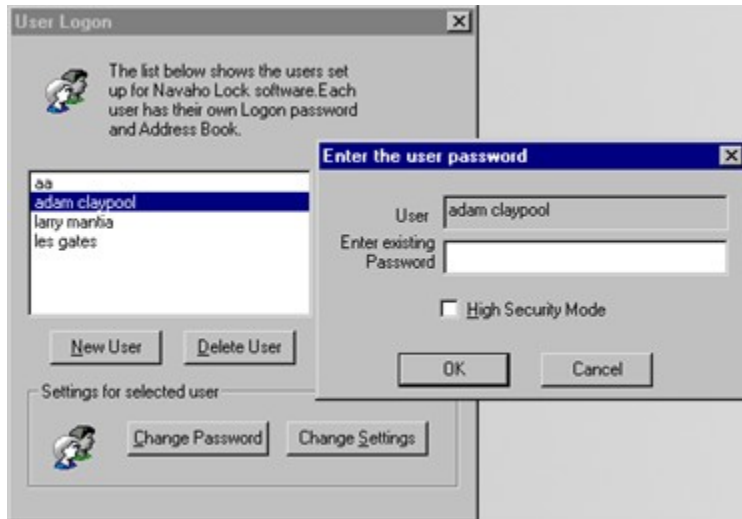
You can safely let other Navaho Lock *with Voice*™ operators use your program. They will not have access to any of your Address Books or encrypted files without your Logon password. See [Taking Navaho Lock with Voice™ on the Road](#) to set up a guest user.

If the guest leaves their user name on the system after they have completed their session, you can [delete](#) them.

Logging On

Navaho Lock *with Voice*™ keeps your files and contacts away from prying eyes by requiring a user to Logon to a session.

Select your user name from the list of users and click **OK**. Enter your password in the password dialog box and click **OK**.



Logging Off and Timeouts

The best way to ensure that your messages and files remain secure is to log off your Navaho Lock *with Voice*™ session when you have completed your tasks. You can set your program to timeout after a period of inactivity by opening the **Options** under the View menu. The default setting is never, and the options are 5 or 10 minutes. After the program times out, you will have to re-enter your password to get access to your open documents and Address Book.

Multiple-User Support

Navaho Lock *with Voice*™ supports multiple users. Each user will only have access to their password-protected Address Book and encrypted documents.

To create a new user, click on the Logon icon. The User Logon dialog box will appear. Select **New User** and let the New User Wizard guide you.

[Create New User](#)

Simultaneous Users

Navaho Lock *with Voice*™ allows two or more users to have open sessions at the same time. The first user needs to log off and allow the other user to log on. Any open documents or unsaved work in the first user's session are inaccessible to the second user.

Taking Navaho Lock *with Voice*™ on the Road

All you need to be able to send and receive encrypted documents from another Navaho Lock *with Voice*™ program is a copy of your Navaho Lock Address Book file and the product serial number that you used to register your copy of the program. Your Address Book file, created with a filename combining your user ID with a .cya extension (username.cya), is stored in the Navaho Lock *with Voice* folder. Copy it to a disk by choosing **Save/Backup** from the Address Book Menu.

When you want to use someone else's Navaho Lock *with Voice* program, establish yourself as a new user using the same password as the Address Book file that you saved to disk. After you log on, choose **Switch Address Book** from the Address Book menu. Navigate to the drive that has your disk, select your Address Book file and press **OK**. You may have to enter your Address Book password.

You can then send and receive encrypted messages.

Log off when your session is finished. If you will no longer be using that Navaho Lock *with Voice* program, you can delete yourself as a user. Begin the Logon process again. At the Logon dialog box, select your name and press the Delete User button. A dialog box will appear and ask you to enter your product serial number. Even though you are using someone else's Navaho Lock program, you will be able to delete your user name.

Remember to retrieve your disk from the drive before leaving.

[Create New User](#)

[Delete User](#)

When to Use High Security Mode

In an environment where other people can see or use your computer, high security mode offers additional protection. High security mode will prompt you for your password before performing most actions (e.g., opening a file, opening the Address Book, sending, etc.).

If you are called away from your workstation, no one will be able to see or access anything in your open Navaho Lock *with Voice*™ session (other than an open document) without your password.

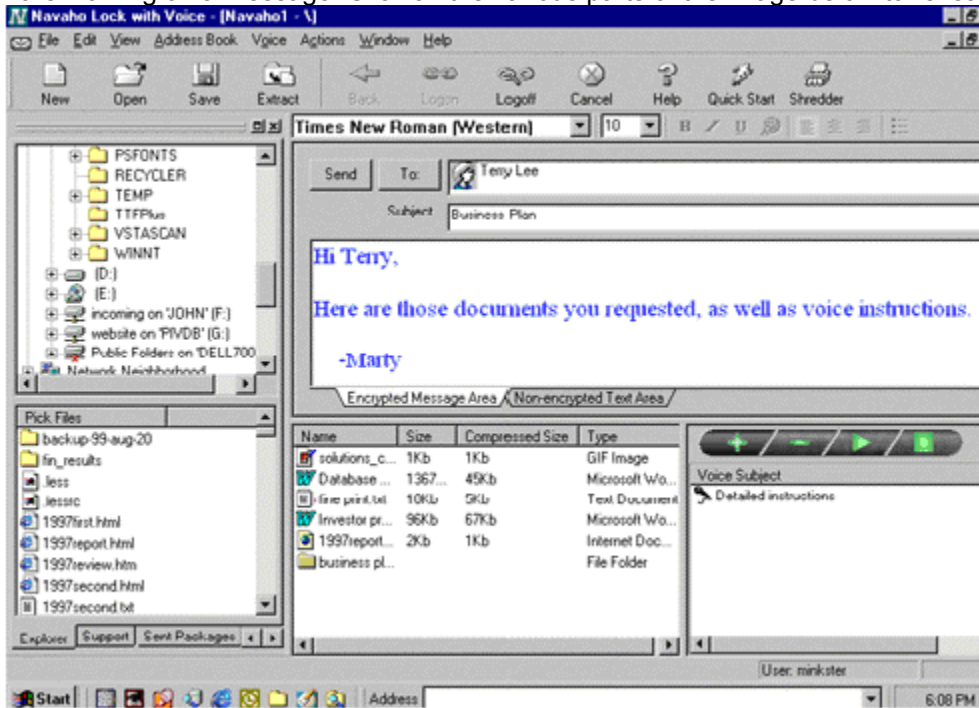
How to Use High Security Mode

When you log on as a user, you can choose High Security Mode from the user Logon dialog box.

If you are running in normal mode and you want to switch to High Security Mode, simply log off and log on again to select the High Security Mode from the Logon dialog box.

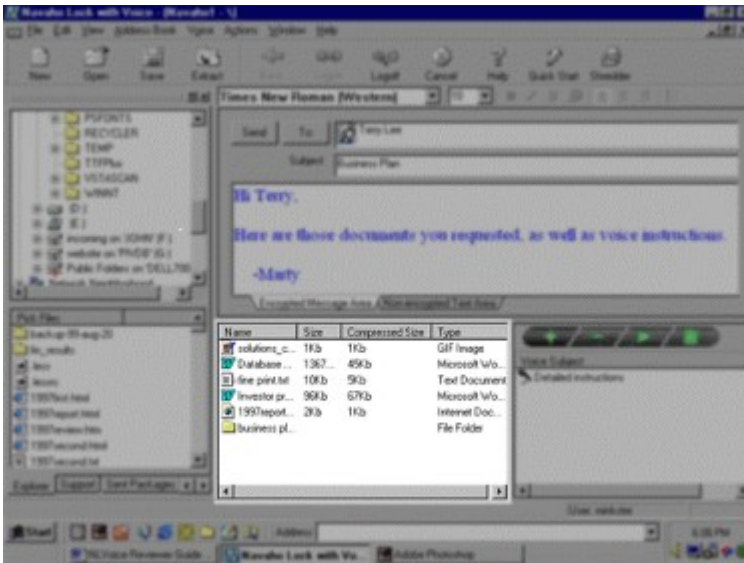
The Main Screen

This is what the Navaho Lock *with Voice*™ main screen looks like when the program is open and you are working on a message. Click on the various parts of the image below to reveal their functions.



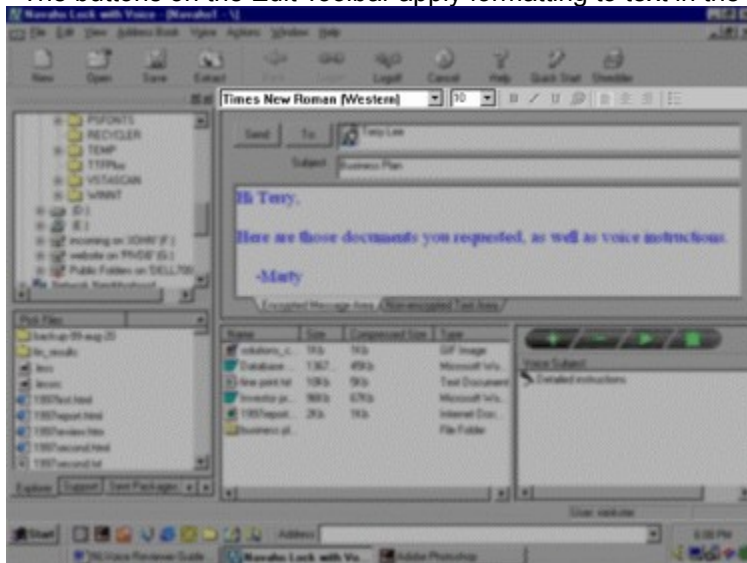
Drop area

Drag files from the Navaho Explorer view to the Drop area. When you are ready to send or save, the files will be automatically compressed and encrypted (see [Sending Unencrypted Messages](#) if you want to send an unencrypted package).



Edit Toolbar

The buttons on the Edit Toolbar apply formatting to text in the Message Area.



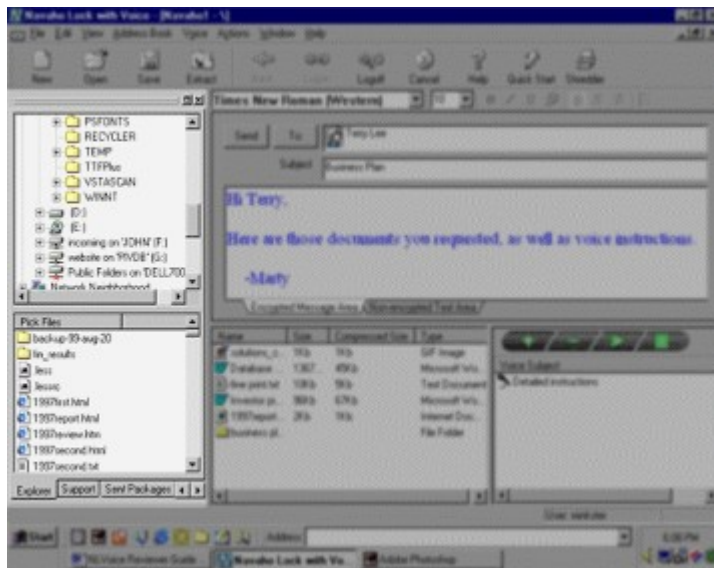
The formatting options include:

Bold – *Italic* – Underline - Text Color - Left Justify - Center Justify - Right Justify - Bullets

Explorer

The Navaho Explorer window is used to locate files that will be encrypted and sent, to review sent Navaho Lock *with Voice* packages, to select saved packages and to access online support.

To locate files, click on the Explorer tab. Navigate through the directories in the top pane and double-click on a folder to display its contents in the lower pane. Once you have located the documents, folders, or applications you want in the lower pane, you can drag them to the Drop area for compression and encryption.



The Support tab connects to online user support from CyPost's Web site. You can also get information directly from the CyPost Web site at <http://www.cypost.com/navaho/support.html>

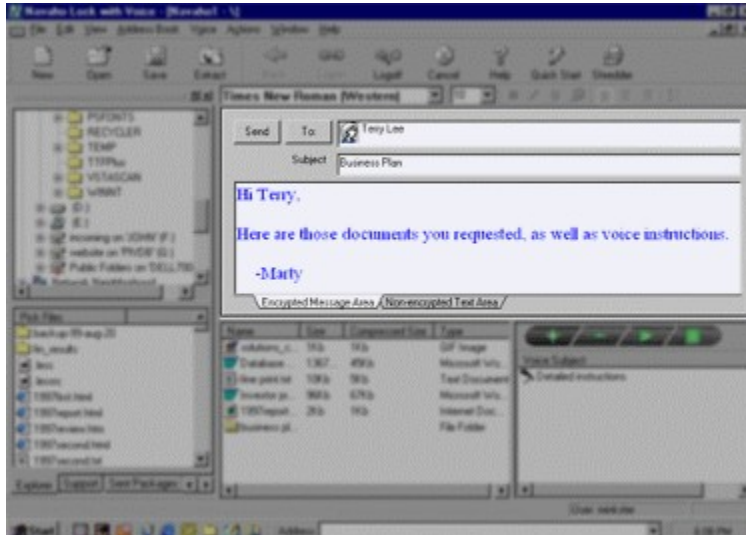
The tabs for Saved Packages and Sent Packages display Navaho Lock packages saved and sent respectively. Drag open the window to view the time of transmission, size of the file, sender ID and phone number, name of the recipient and subject line of the message.

Menus

The menus at the top of the open Navaho Lock *with Voice*™ program provide access to most of the available commands. For a complete list of the functions of each menu, go to [Menu Commands](#).

Message Area

Type or paste anything into this area, then format it using the [Edit Toolbar](#) at the top of the Message Area. You can send both encrypted and unencrypted text in the same package. Click on the Encrypted Message Area tab and enter the text that you want encrypted, then click on the Unencrypted Message Area tab to enter the text that you want exposed.

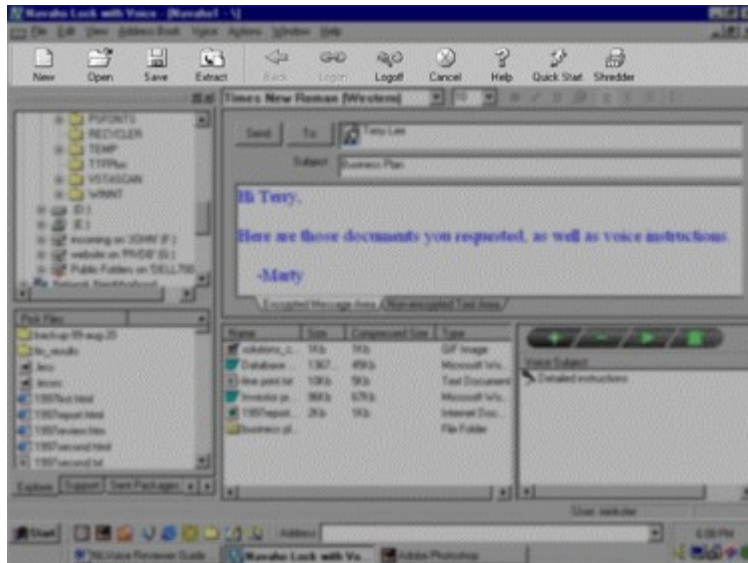


The subject line for all messages is exposed. Make sure that you do not use the subject line for any confidential information (e.g., the secret password or your telephone number).

Your entire Navaho Lock *with Voice* package, including the text message (exposed and unexposed), the files in the [Drop area](#) and the voice files in the [Voice Area](#), will automatically be compressed and encrypted when sent.

Toolbar

The Toolbar has buttons for commonly used functions. Click on a word below the Toolbar to find out what that button does.



Voice Area

The Voice Area is where you can record and playback encrypted voice messages. To record an encrypted voice message with Navaho Lock *with Voice*™, click on the Plus button in the Voice Area. The following dialog box will appear:



Under Voice Message name, enter a name for the encrypted voice file in the space provided. This filename will appear in the Voice Subject Header section of the Voice Area when you finish recording this message.

Click on the **Record** button (circle) to begin recording your message. The tab on the status bar will move from left to right as you record.

Click on the **Stop** button (square) to stop recording at any time.

To listen to your message, click the **Playback** button (triangle) in the middle for playback.

If you wish to re-record the message, click **Cancel**.

When finished recording, click **OK**. You will be returned to the Navaho Lock *with Voice*™ main screen.

When you send your Navaho Lock *with Voice*™ package, the voice file will automatically be compressed and encrypted. If you want to send the voice message unencrypted, you will have to send the entire package as an unencrypted transmission.

[Sending Unencrypted Messages](#)

To play an encrypted voice message, select the voice file and click the Playback button (triangle) in the Voice Area.

The Menus

The following menus are available in Navaho Lock *with Voice*™. Click on a file menu below for a list of commands within that menu.

File Edit View Address Book Voice Actions Window Help

File Menu Commands

The File menu offers the following commands:

New	Creates a new Navaho Lock <i>with Voice</i> ™ package
Open	Opens an existing Navaho Lock <i>with Voice</i> ™ received or locally saved package or file
Save	Saves an existing, named Navaho Lock <i>with Voice</i> file to the same location that it was previously saved to
Save As	Saves a new Navaho Lock <i>with Voice</i> file to the location of your choice
Exit	Exits the Navaho Lock <i>with Voice</i> application

File Edit View Address Book Voice Actions Window Help

Edit Menu Commands

The Edit menu offers the following commands:

Undo	Reverses previous editing operation
Cut	Deletes selected data from the Message Area and moves it to the clipboard
Copy	Copies selected data from the document to the clipboard
Paste	Pastes data from the clipboard into the Message Area at the cursor position

File **Edit** View Address Book Voice Actions Window Help

View Menu Commands

The View menu offers the following commands:

Toolbar	Toggles to show or hide the toolbar
Status Bar	Toggles to show or hide the status bar
Explorer View	Toggles to show or hide the Navaho Explorer view
Refresh	Refreshes the Navaho Explorer view
Options	Resets the inactivity time for timeouts from the default (never) to either 5 or 10 minutes; and make changes to the SMTP setting

File Edit View Address Book Voice Actions Window Help

Address Book Menu Commands

The Address Book menu offers the following commands:

Open	Opens your Address Book. In High Security Mode, you will need to re-enter your Password.
Edit Local Secret Code	Allows you to edit your contact password for saving files locally
Restore from Backup	Restores Address Book from backed up version. More
Save/Backup	Saves or makes a backup copy of the Address Book
Switch Address Book	Switches to a different Address Book
Import Contacts	Imports selected addresses from a different Address Book (from Outlook Express only) More
Import Address Book from Outlook	Imports all addresses from a different Address Book (from Outlook Express only) More

File Edit View **Address Book** Voice Actions Window Help

[Address Book Overview](#)

Voice Menu Commands

The Voice menu offers the following commands:

Play	Plays the selected encrypted recording
Stop	Stops the playback of a selected encrypted recording
Add Message	Creates a new encrypted recording. More
Delete	Deletes the selected encrypted recording

File Edit View Address Book **V**oice Actions Window Help

[Voice Area](#)

Actions Menu Commands

The Actions menu offers the following commands:

Logon	Logs on to Navaho Lock <i>with Voice</i> ™
Logoff	Logs off of a current Navaho Lock <i>with Voice</i> session
Encrypt	Turns encryption off for the next Navaho Lock <i>with Voice</i> package that you send
Cancel	Cancels the transfer of a file into the Drop area
Back	Backs you out of directories in the Drop area
Back to Root	Backs you out of nested directories

File Edit View Address Book Voice **A**ctions Window Help

Window Menu Commands

The Window menu offers the following commands:

- Cascade** Arranges windows in an overlapped fashion
- Tile** Arranges windows in non-overlapped tiles

File Edit View Address Book Voice Actions **Window** Help

Help Menu Commands

The Help menu offers the following resources:

Tip of the Day	Reveals the complete inventory of daily tips
Help Topics	Offers you an index and a search function to find topics within the Help menu
Quick Start	Offers access to the Quick Start feature
Get Microsoft 168-bit encryption	Allows users to connect for download of Microsoft® Enhanced Cryptographic Service Provider
Report a bug	Submit a bug or glitch to CyPost
About	Displays program information, version and copyright

File Edit View Address Book Voice Actions Window Help

Address Book Overview

The Address Book stores your contact names along with their email addresses and passwords. It is important to understand that a document associates with its Navaho Lock™ password like a key relates to its lock. Usually, a locksmith can replace or recreate a lost or damaged key. But a lost document password cannot be recreated, retrieved or substituted. Once the password is lost, all files stored with that password are essentially "lost".

The Address Book gives users the ability to create, modify and delete contacts. If you make a mistake in entering contact information or if you want to change a contact's email address or password, this feature proves helpful.

Read through the following sections to see how to use the Address Book and then go to [Managing Your Address Book](#) for file management strategies that will help you avoid access problems.

[Setting Up New Contacts](#)

[Choosing Algorithms](#)

[Choosing a Contact Password](#)

[Choosing a Cryptographic Service Provider](#)

[Deleting Contacts](#)

[Modifying Contacts](#)

[Updating/Backing Up Address Book File](#)

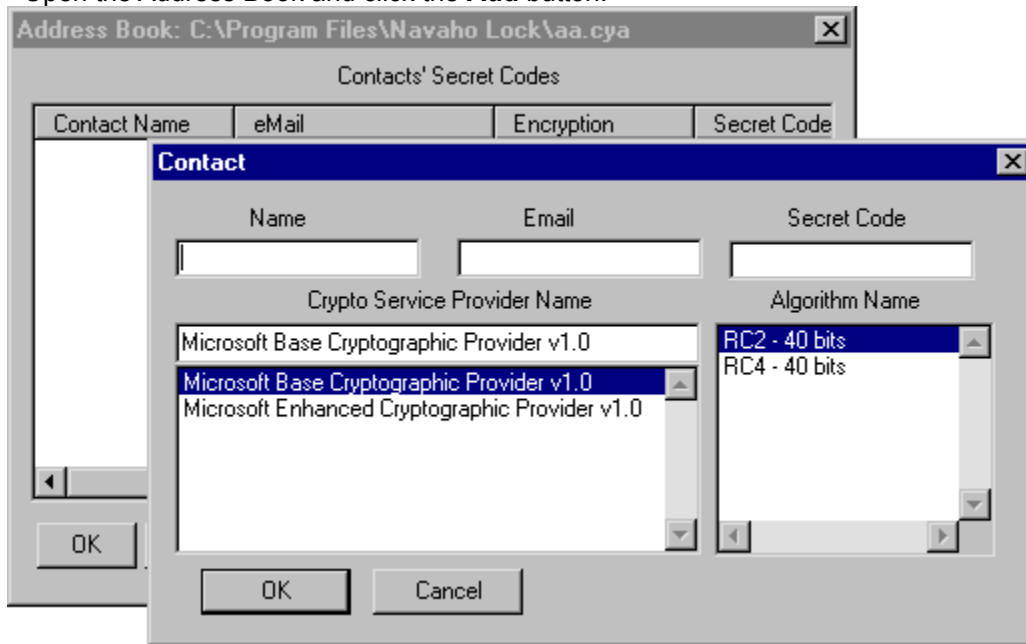
[Restoring from Backup](#)

[Switch Address Book](#)

[Import Addresses](#)

Setting Up New Contacts

Open the Address Book and click the **Add** button.



Enter the contact information. A valid email address is required for each contact so that Navaho Lock *with Voice*™ can function properly.

Choose a secret code for that contact.

Choose a cryptographic service provider and an algorithm.

Click **OK** to accept. Navaho Lock *with Voice*™ will prompt you to save the modifications to your Address Book.

Choosing Algorithms

As a general rule, the higher the bit number, the stronger the algorithm. Also some algorithms use double or triple encryption (e.g., DESX, Triple-DES). For a complete discussion of algorithms, open the Support tab in the Explorer window or visit the Navaho Lock *with Voice* support Web site directly at <http://www.cypost.com/navaho/support.html>.

Choosing a Contact Password

Navaho Lock *with Voice*™ uses symmetric-key encryption, which relies on the use of the same password (secret key) by the sender and the recipient. The same contact password should be used for encrypting and decrypting a message. Obviously, you will need to agree on a password with your contact. You should decide this in person or over the phone. If you do not believe the phone line is secure, use a temporary password that is something you both know and that can be elicited by a hint (e.g., "Remember what you said to me in the elevator yesterday that made everyone laugh?").

The Address Book remembers these contact passwords for you. Since you only have to enter the password for each contact once, it can be complicated. A strong secret key includes numbers and both uppercase and lowercase letters.

Choosing a Cryptographic Service Provider

Most operating systems have the Microsoft® Base Cryptographic Service Provider installed. To check your computer to see which cryptographic service provider is loaded, open the Address Book and select **Add**. Any installed cryptographic provider will show up in the drop-down menu. If you need to download the Base Cryptographic Service Provider, go to [Base Cryptographic Service Provider](#).

The Base Cryptographic Provider should be used for **all** communications outside of North America. The U.S. has strict laws controlling the export of strong encryption tools and it is quite likely that your contacts in Europe and Asia will only have access to algorithms of 56 bits or less.

The Microsoft Enhanced CSP contains algorithms of up to 168-bit strength. If the Microsoft Enhanced CSP is not loaded on your computer and you are a resident in the United States or Canada, see [Enhanced Cryptographic Service Provider](#). Use this CSP for communications within North America only.

Deleting Contacts

If you delete a contact, you delete the associated password.

Any documents on your system that were encrypted with this password will therefore be inaccessible.

If you suspect that you may have files on your system encrypted with that contact password, you may want to double check the contents of the files before deleting the contact and the associated password.

Modifying Contacts

Modifying a contact can have the same problematic effect as deleting a contact.

If you change a contact's password, any documents encrypted with the old password will be inaccessible.

If you change a contact's email address, Navaho Lock *with Voice*™ will not know which password is associated with any new documents received from that person.

The old contact password and address will open the older associated files, and the new contact password and address will open all future Navaho Lock packages.

[Managing Your Address Book](#)

Updating/Backing Up Address Book File

Creating backups is important - especially when you are dealing with encrypted files and passwords. When you first set yourself up as a new user, Navaho Lock *with Voice*™ creates an Address Book with a filename that includes your user name and a .cya extension (username.cya). This Address Book file is stored in the Navaho Lock folder along with any other user's Address Book files. Navaho Lock encrypts your Address Book and all backups you make with your default algorithm and your password.

A simple backup strategy involves adding a 4-digit date in the format "mmyy" to the Address Book file name (i.e., username1299.cya). This will make it easy to select which backup is the most recent. You can also backup to a floppy disk for added security or when you need to use your contacts on someone else's copy of Navaho Lock *with Voice*.

[Taking Navaho Lock *with Voice*™ on the Road](#)

Restoring from Backup

If for some reason you have inadvertently deleted a contact or modified a contact and you want to retrieve your last saved Address Book, choose Restore from Backup from the Address Book menu. A dialog box will open and you can then select your most recent backup. When you select **OK**, the contacts from the backup will overwrite the contacts in your current Address Book.

Any contacts that were in your original Address Book but not in your backup will be lost.

To keep these contacts, import the additional records to the backup Address Book before you perform the Restore from Backup. Go to [Import Addresses](#) for more.

Switch Address Book

This feature allows you to simultaneously maintain more than one Address Book file and to switch between them. If you want to use Navaho Lock *with Voice*™ at home or on someone else's computer while you are on the road, you will need to bring your Address Book file and your password with you.

When you choose Switch Address Book from the Address Book menu, a dialog box opens that allows you to navigate to the Address Book you want to use. Select the Address Book file you want to switch to and press **OK**.

Navaho Lock *with Voice*™ will check the new Address Book against your user name and try your existing Logon password. If you have the same password for both Address Books, Navaho Lock *with Voice*™ will switch to the new one. If the new one is from a different user or has a different password, the program will prompt you for the correct password for the Address Book you want to switch to.

Import Addresses

The Import functions allow you to bring in contacts from one Address Book to another. This feature is useful when you have Address Books in more than one location, when you gather new contacts while on the road, or when you are using Navaho Lock *with Voice*™ on someone else's computer. See [Taking Navaho Lock *with Voice*™ on the Road](#).

To import selected contacts, open **Import Contacts** under the Address Book menu. Navigate to the Address Book file that contains the addresses you wish to import. Open the Address Book using the password associated with that Address Book. Choose the address you want to import. To choose more than one, select the first address and hold down the Control key while selecting the other addresses you want to import. When all the addresses you want to import are selected, use the arrows to bring them over to the other Address Book and press **OK**.

To import from an Outlook Express Address Book, choose Import Address Book from Outlook Express under the Address Book menu. Select the contacts that you want to import from the list in the left window. Use the arrows to bring them over to be imported. Click **OK**.

You will then be returned to your original Address Book and the new addresses should be there. If there are any duplicates, Navaho Lock *with Voice*™ will ask you if you want to keep the existing ones or the new ones.

Managing Your Address Book

Navaho Lock *with Voice*™ creates a new Address Book file, encrypted with a CSP and algorithm, whenever you set up a new user. [More](#)

The Address Book file, labeled with a filename that includes your user name and a .cya extension (username.cya), is stored in the Navaho Lock folder. As with any computer file, it is a good idea to back it up occasionally. You may already have a system for backing up files, but one approach is to add the date to the filename (i.e., username1299.cya).

As discussed in the [Address Book Overview](#), access to documents can be lost if passwords and contacts are not managed properly.

Identifying Navaho Lock *with Voice*™ Encrypted Files

Navaho Lock *with Voice*™ encrypted files have a .nvl file extension. Locally filed documents default to the Navaho Lock folder in your program files. Address Book files have a .cya extension. Address Books are also stored in the Navaho Lock folder.

Received files are stored within your email program, unless you resave them to the Saved Packages folder. [More](#)

Viewing Encrypted Attachments

When you open a Navaho Lock *with Voice*™ package, the attachments are visible in the [Drop area](#). You can view the contents of a file by double-clicking the filename. If you have an application that opens that kind of document, Navaho Lock *with Voice*™ will launch the application and open the file.

If the file will not open, you either do not have the appropriate application or Navaho Lock *with Voice*™ cannot open the application. If you think you do have the appropriate application, you can drag the file out of the Drop area to another directory and try to open it using the application.

Be aware that once a file is dragged out of Navaho Lock *with Voice*™, it is no longer encrypted.

Retaining Encrypted State

By default, all documents in Navaho Lock *with Voice*™ retain their encrypted state. You need to drag documents out of the Drop area to decrypt them or to save them in an unencrypted state.

File Will Not Open

When you double-click a document in the [Drop area](#), the document will open with the appropriate application. If the document does not open, one of the following conditions may apply:

1. You do not have the appropriate application installed for opening this kind of document.
2. You have the application installed, but it is not recognizing the file extension. This can be changed in your operating system settings.
3. Navaho Lock *with Voice*™ cannot launch this particular application.

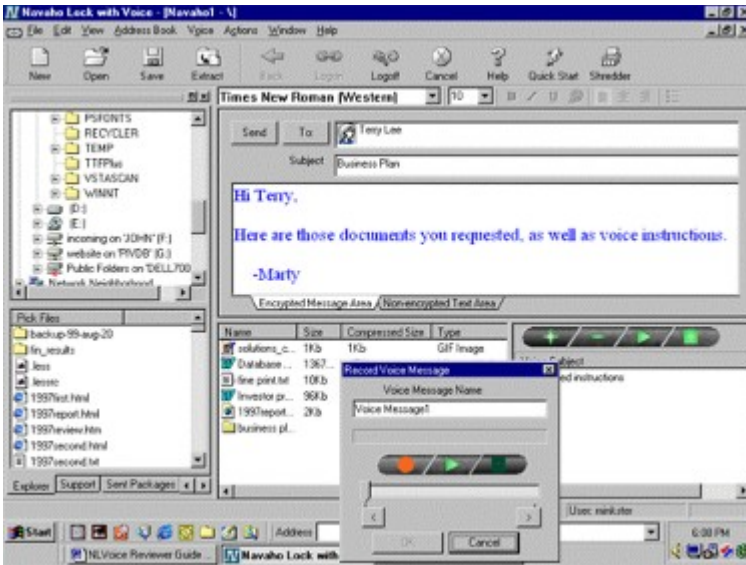
If you drag the file out of the Drop area into a folder in the Explorer view, you should be able to open it if you have the appropriate application.

Saving Outside of Navaho Lock *with Voice*™

If you want to save a document in an unencrypted state, simply drag it out of the Drop area into a folder in Navaho Explorer, or choose extract and it will be saved in an unencrypted state.

Starting a New Message

After logging on to Navaho Lock *with Voice*™, press the New button or choose **New** from the File menu. A new Navaho Lock *with Voice* package will open - ready for you to record an encrypted voice message, type a text message and attach files for encrypting.



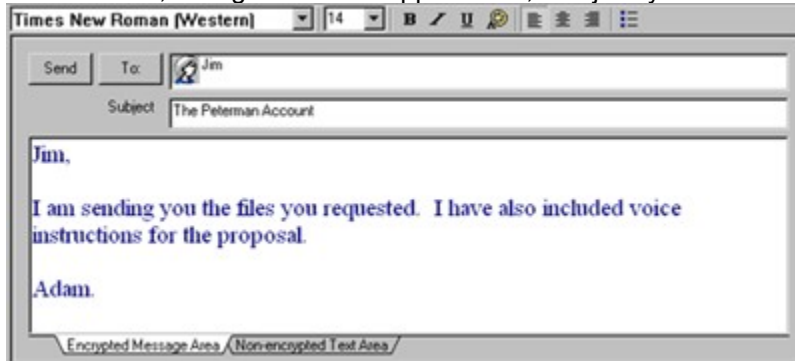
Finding and Moving Files for Encryption

The [Explorer](#) view to left of the Drop area is where you can navigate through your files to find the ones you want to encrypt. Find the directory or folder that contains the file you are looking for and double-click on it. The contents of the directory or folder will be displayed in the lower window. You can select the file you want and drag it to the Drop area for encryption.



Using the Message Area

You can type or paste any text message into the [Message Area](#). The formatting tools below allow you to add color, change fonts and appearance, and justify text.



Use the tabs at the bottom of the Message Area to enter encrypted text and/or exposed (unencrypted) text. Select the Encrypted Message Area tab to enter the portion of your message that you want protected. Select the Non-encrypted Text Area tab to enter the text that you want exposed.

Using the Voice Area

You can record, delete or playback a Navaho Lock *with Voice*™ encrypted voice message using the features of the [Voice Area](#).



To record an encrypted voice message with Navaho Lock *with Voice*, click on the **Record** button (plus sign) in the Voice Area and a dialog box will prepare your message.

To delete an encrypted voice message, select the voice file in the Voice Subject header window and click the **Delete** button (minus sign).

To play an encrypted voice message, select the voice file in the Voice Subject header window and click the **Playback** button (triangle). To stop the voice message, simply click the **Stop** button (square).



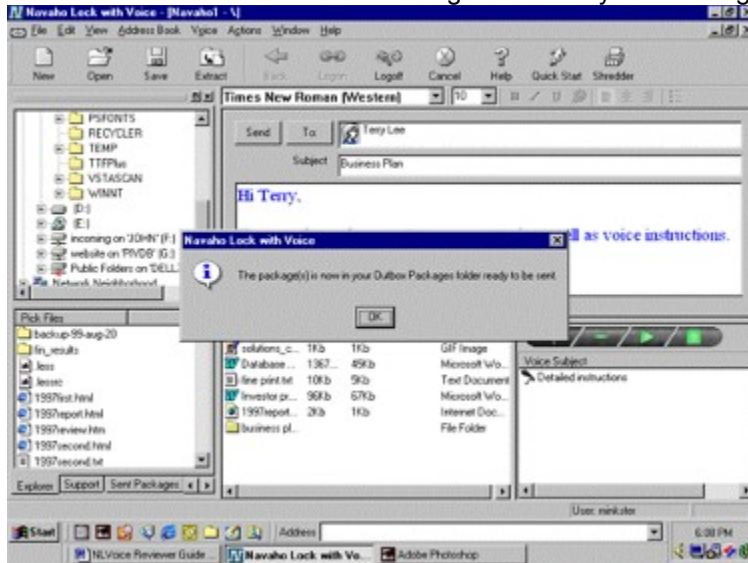
When you send a Navaho Lock *with Voice* package, any attached voice file will automatically be compressed and encrypted. If you want to send the voice message unencrypted, you will have to send the entire package as an unencrypted transmission.

[Sending Unencrypted Messages](#)

Sending the Encrypted Message

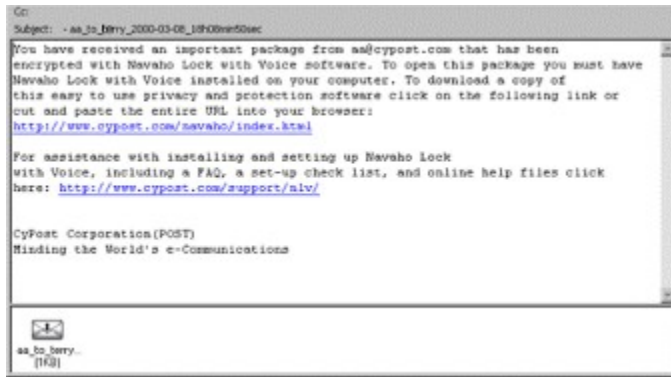
When your Navaho Lock *with Voice*™ package is ready to send, press the **To** button in the Message Area. The Address Book will open so that you may choose a contact to send the message to. After you select a contact and press **OK**, Navaho Lock *with Voice* will return you to the main screen.

Press the **Send** button in the Message Area and your message is sent. [More](#)



Sending to Non-Navaho Lock *with Voice*™ Recipients

You can safely send a Navaho Lock *with Voice*™ encrypted document to a non-Navaho Lock user. When the person receives the email, they will see a message telling them that the email was encrypted using Navaho Lock *with Voice*™ and download instructions.



Save Overview

Pressing the Save button drops down a menu of choices that will be applied to the currently open document:



Save

Saves changes to a previously saved package in the same location and with the same filename. If you have not previously saved a version of the package, the Save As dialog box opens.

Save As

Opens dialog box to allow user to choose name and location for encrypted package

Save to Saved Packages Folder

Shortcut to save an encrypted package to Saved Packages folder in Navaho Lock *with Voice*™

[Saving Encrypted Copies of Outgoing Mail](#)

[Saving Encrypted Copies of Incoming Mail](#)

[Saving Unencrypted](#)

[Encrypting Files on your Hard Drive](#)

[Saving before Logging Off](#)

Saving Encrypted Copies of Outgoing Mail

Navaho Lock *with Voice*[™] automatically saves sent mail in a folder called **Sent Packages** in the Navaho Lock *with Voice*[™] folder. You can view this folder under the Sent Packages tab in the Explorer view.

Saving Encrypted Copies of Incoming Mail

Incoming Navaho Lock *with Voice*™ packages are stored within your email program. You can either leave them there or save them to a different location

Choose **Save** if you have made changes and want to save the package to the same location.

Choose **Save As** to save the package to a location of your choice.

Choose **Save to Saved Packages** to save the files to the Saved Packages folder.

After saving an encrypted copy of incoming mail, you can delete the original email and any associated attachments.

Saving Unencrypted

You can save any encrypted file attachment in an unencrypted state. Simply drag the file out of the [Drop area](#) into a directory in the [Navaho Explorer](#) view. To save the text message in the [Message Area](#), copy and paste it into a word processing document and save it in the same directory as the attachments.

Encrypting Files on your Hard Drive

Drag the files that you want to encrypt to the [Drop area](#). Press the Save button and select **Save**, **Save As**, or **Save to Saved Packages**.

Saving before Logging Off

If you have minimized messages open in Navaho Lock *with Voice*™ and you leave your workstation, the session may timeout. You will have to log on again to make any changes to these files or to save them. If the files are in a saved state, you can simply choose **Exit** from the File menu to quit the application. If you have not saved the file yet, quitting will bring up a Save dialog box. You may need to log on again to save the file.

To change the timeout setting, see [Logging Off and Timeouts](#).

If a user leaves files open and unsaved and a second user wants to quit the Navaho Lock *with Voice*™ program for them, they will have to quit the application without saving the most recent changes to the files. The second user must say "No" to the query "Do you want to Save changes to ...?". Navaho Lock *with Voice*™ will quit without saving the most recent changes to the affected documents.

Managing File Overview

Your file management requirements will vary depending on how and where you use the Navaho Lock *with Voice*™ application.

If you are the only person who uses Navaho Lock *with Voice*™ on your computer and it is the only computer you use it on, file management will not require any special considerations.

If you use Navaho Lock *with Voice*™ both at work and at home, or have multiple users, it will quickly become difficult to know which file belongs to what user unless some organization is done at the outset. For multiple users, it is highly advisable to create individual directories for storing each user's encrypted files.

[Closing Open Files](#)

[Closing Other User's Files](#)

[File Names](#)

[Setting Up User Directories](#)

Closing Open Files

When you close a Navaho Lock *with Voice*™ file after viewing it, it automatically returns to its encrypted state. You must use **Save As** under the Save button to store it in an unencrypted state.

If you leave your workstation when you are logged on to Navaho Lock *with Voice*™ and you are not in High Security Mode, any casual passerby can peruse an open file. It is recommended to close files and logoff when you leave your workstation.

When you quit Navaho Lock *with Voice*™, the program will prompt you to save any unsaved documents. Saved documents will close without bringing up a dialog box.

[Logging Off and Timeouts](#)

Closing Other User's Files

If another user leaves and fails to close their open files, you can close them by exiting the Navaho Lock *with Voice*™ program. If their work has any unsaved changes, the program will prompt the user to log back on.

If that person has left the premises, you can choose to quit without saving, or leave the Navaho Lock *with Voice*™ program running until that user returns and can log on again.

File Names

For security purposes, your file naming scheme should mean something to you - but nothing to unauthorized individuals. A filename like "passwords.nvl" would more likely be a target of attack than "whitewall.nvl".

Setting Up User Directories

You can create directories within the Navaho Lock *with Voice*™ folder or in a file area of your choice. If you have a lot of contacts or expect to receive a lot of encrypted mail, creating directories will make finding files much easier.

If several people use one Navaho Lock *with Voice*™ program, it is a good idea to create individual user directories and any sub-directories necessary to manage the files. Each user can store their encrypted files within their own directory.

You might even want to create a text file directory of your encrypted files (add each new file to the directory as you receive it and encrypt the directory file under your password).

[Encrypted Directory Listing](#)

Address Book Contact Passwords

Contact passwords and secret keys do not need to be remembered by either party, since the Navaho Lock *with Voice*™ Address Book remembers them for you. Combinations of at least 8 characters (longer if you can remember it), including both uppercase and lowercase letters and numbers, will provide the strongest protection.

For added security, use one password for files you send to a correspondent and another for files you receive from that correspondent.

Directory Padding

Since it is a major undertaking to break an encrypted file, encrypt some unimportant files (e.g., a picture of your dog, a long joke, or a Readme file) and place them in your encrypted files directory. There's a good chance that anyone trying to break into your files will hack a bogus file - an effort that will waste their time and protect your interests.

Encrypted Directory Listing

Once you begin to amass a large quantity of encrypted files, you may have difficulty remembering what was in any particular file. In this case, make up a directory listing that will remind you of file contents without being too specific. Encrypt, name and store that directory file with your other encrypted files.

File Naming

If you name a file "finance.nvl" or "accountinfo.nvl", they will most likely be singled out for attack. Instead, make up "pet names" for your files based on something you can easily associate with the particular file. Create a file naming convention that means something to you.

If you have difficulty remembering file contents, create an [Encrypted Directory Listing](#).

Nested Encryption

Cryptanalysts debate whether encrypting and then re-encrypting documents will make the files harder to break. In some instances, such as double encryption using the same password, the resulting encrypted file can actually be weaker than a file treated with single encryption.

If you want to try re-encrypting an encrypted file, you might try one of these techniques (although we do not advocate that either of these tactics will increase security):

1. Place your encrypted file into a folder with several other files and then encrypt the whole folder.
2. Use a different algorithm and password for each subsequent encryption.

Storing Off System

In case of fire or theft, sensitive files or those that cannot be duplicated or resurrected should be stored in a safe place off your system. It is recommended that you keep a backup copy of your Address Book file off the system as well.

User Passwords

Your user password, or Logon password, is the only password you need to remember to access all of your encrypted documents, your Address Book, and the passwords for all of your contacts. It is vitally important that you remember it, rather than writing it down. A password that is short or easy to guess weakens your security.

Smart hackers realize that people tend to use passwords that are easy to remember. Rather than trying brute force attacks, they will research their victim's birth date, hometown, high school, pet's names, etc., and then try different permutations of these words and numbers.

A strong password contains at least 8 characters (longer if you can remember it), including both uppercase and lowercase letters **and** numbers.

If you forget your password, you will lose access to all of your encrypted documents and you will have to set yourself up with a new user identity.

[Create New User](#)

Known Problems

- Some users with Creative sound cards have experienced recordings being cut off when playing back a file.
- Some users can not play back Navaho Lock *with Voice* messages using Maestro PCI sound cards installed in a Toshiba laptop (they can record)
- Some users cannot send Navaho Lock *with Voice* packages using a proxy server. They get the following message "Unable to connect to the SMTP server <mail.navaholock.com> Change the name of the SMTP server in local settings, just press <Alt+L> or verify your connection with your ISP!"
- "an unnamed file contained an unexpected object" message occurs after some operations causing the user to log off and restart Navaho Lock *with Voice*™
- During installation some users get a Media Move Error preventing the process to complete.
- The mouse over popup on the icons appears twice, overlaying each other
- The directory listing does not come up in alphabetic order in the explorer tab.
- Some Programs will not launch properly when you double-click a file in the [Drop area](#). One of these is Adobe Photoshop. Select the Extract button, choose the destination of the folder and click OK. You will now be able to open the Photoshop (.psd) document.

Online User Support

Online user support is available from the CyPost Web site by selecting the Support tab in the Explorer window.

You can also get information directly from the CyPost Web site at:

<http://www.cypost.com/navaho/support.html>

Contacting CyPost

By Phone: 1 (604) 904-4422

By Fax: 1 (604) 904-4433

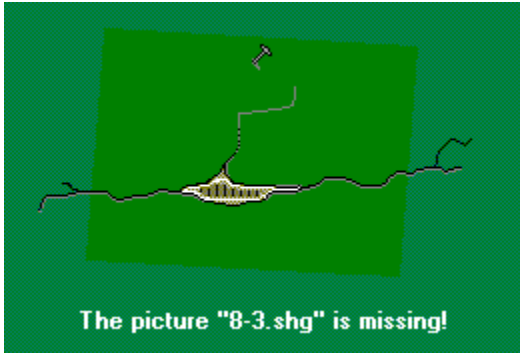
Email: support@cypost.com

Snail Mail: #101-260 West Esplanade
North Vancouver, B.C.
Canada V7M 3G7

Popup

These popups provide additional information on a topic.

Toolbar



Algorithms

The algorithm is the mathematical formula that is used to scramble your data.

Algorithms work by shuffling blocks of data around, much like shuffling a deck of cards.

The "key" determines the sequence of shuffling and allows the data to be "unshuffled" back to its original order.

One of the main factors in the strength of the encryption is key size, which is measured in bits. Currently, 40-bit and even 56-bit keys are considered to be breakable, but 128-bit keys or higher are considered to be unbreakable with today's computers. Algorithms that use double, triple, or quadruple encryption will further stymie attempts to crack an encrypted message. These algorithms are used two, three or four times respectively (with a different key every time) to encrypt each message.

The Microsoft® Enhanced CSP comes with several strong encryption algorithms (up to 168 bits); however, current export laws in the U.S. limit messages to Europe and Asia to 56-bit encryption.

New

The New button creates a new document on top of any previous messages you may have open. To access previous messages, minimize or close it.

Open

The Open button opens file folders. The default folder, the Navaho Lock folder, contains sub-folders for draft, incoming, outgoing, and sent packages.

Save

The Save button saves encrypted messages to a specific location.

Extract

The Extract button opens received Navaho Lock *with Voice*™ packages and allows you to save the files to a location of your choice.

Back

The Back button moves you up one level in the Drop area. To move down one level, double-click on the folder you want to access.

Logon

The Logon button will begin a new Navaho Lock *with Voice*™ session. The correct password must be entered for the selected user. After you have successfully logged on, you must click the New button to start a new message or the Open button to access a file.

Logoff

The Logoff button will terminate your Navaho Lock *with Voice*™ session. Even if the program is left running, your files and messages are secure.

Cancel

The Cancel button stops the movement of a file into the Drop area.

Help

The Help button gives you access to all the Help topics.

Quick Start

The Quick Start button will guide you through the essential features of the Navaho Lock *with Voice*™ program.

Introduction

Navaho Shredder offers a high level of disk sanitization allowing users to securely delete files and documents from any computer or network. Navaho Shredder has been designed to meet and exceed the U.S. Department Of Defense standard (DoD 5220.22-M) for data removal. The program is currently capable of overwriting data stored on disk a total of 9 times, exceeding the DoD standard for data removal.

Warning!

If you mistakenly shred the wrong document, depending on the level of shredding you choose, you may lose the data permanently. Do not shred any document unless you are positive you will not require it in the future.

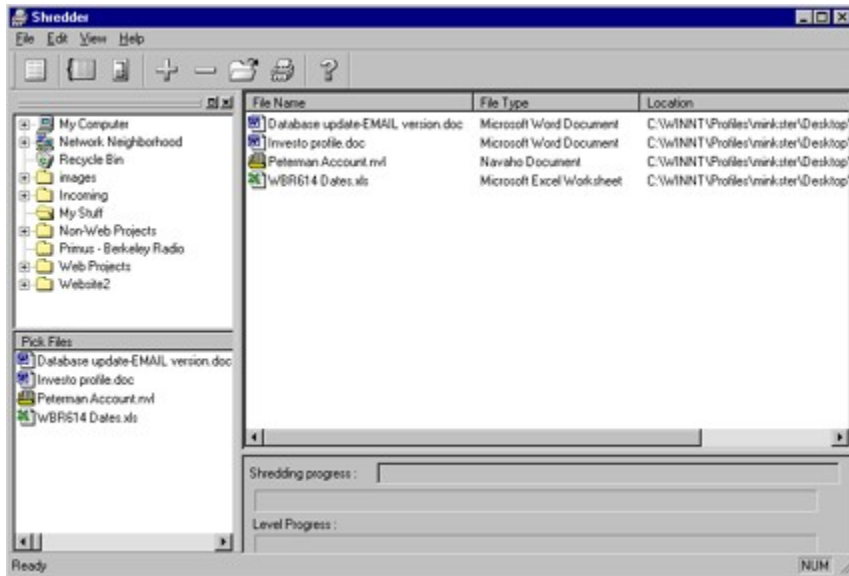
Getting Started

To shred a file or folder follow these steps:

- 1) **Launch Navaho Shredder** - Click on the Shredder Icon in Navaho Lock *with Voice*™. This will launch Navaho Shredder.
- 2) **Select Files to Shred** - The [Explorer](#) view to the left of the Drop area is where you can navigate through your files to find the documents you want to shred. Find the directory or folder that contains the file you are looking for and double-click on it. The contents of the directory or folder will be displayed in the lower window. You can select the file you want and drag it to the Drop area for shredding.
- 3) **Set Shredding Level** – Once you have highlighted the files you want to shred (for multiple files press the **Select All** icon), choose the shredding level (1 overwrite lowest – 9 overwrites highest). The default setting is seven overwrites.
- 4) **Modify List** – If you wish to remove files from your list you can do so by right-clicking on the item(s) and pressing the **Remove** button.
- 5) **Shred** – After finalizing the shredding level, click on the **Shred** button.

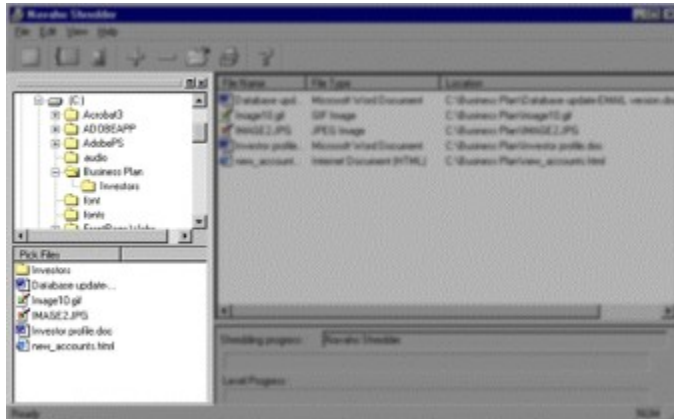
Main Screen

This is what the Navaho Shredder main screen looks like when the program is open and you are in the process of shredding a document. Click on the various parts of the image below to reveal their functions.



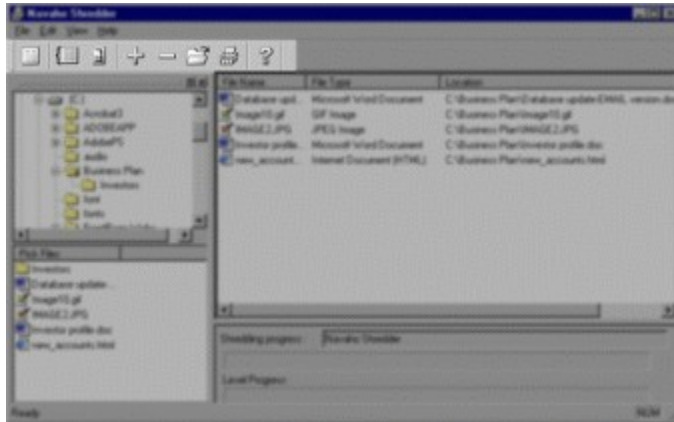
Navaho Explorer

The Navaho Explorer window is used to locate files that will be shredded. To locate files, click on the Explorer tab. Navigate through the directories in the top pane and double-click on a folder to display its contents in the lower pane. Once you have located the documents, folders, or applications you want in the lower pane, you can drag them to the Drop area for shredding.



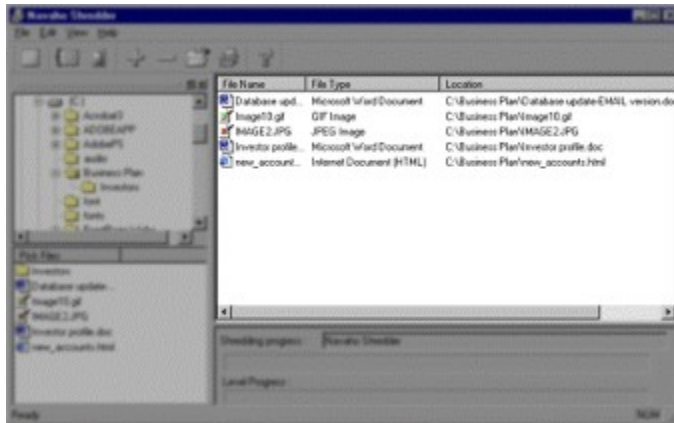
Shredder Toolbar

The Toolbar has buttons for commonly used functions. Click on an icon on the Toolbar to find out what that button does.



Shredder Drop area

Drag files or documents you want to shred from Navaho Explorer to the Shredder Drop area. When you have selected the shredding level, click on the Shred icon and the files will be automatically shredded.



Mini explorer

Toggles to show or hide Navaho Explorer

Select all

Selects all documents in Drop Area

Shredding Level

Choose security level by designating the number of overwrites during shredding

Add

Adds selected documents to list of files to be shredded

Delete

Deletes selected documents from list of files to be shredded

Open File

Opens selected document in Drop area

Shred

Shreds selected documents

Help

About Navaho Shredder

What's New in this Version?

The successor to Navaho Lock v2.4, CyPost's Navaho Lock *with Voice* incorporates all the popular features in the original product, and has added the following new ones making this the easiest, most user friendly version to be offered to the public to date. Summary of new major features include:

Ability to send and receive encrypted Voice E-mail - In addition to sending and receiving encrypted text based email and email attachments such as documents, spreadsheets, and presentations, Navaho Lock *with Voice* enables users to easily create and send completely private voice communications across any digital network including the Internet.

Addition of an electronic shredder for securely deleting data from disk - Navaho Shredder offers a high level of disk sanitization allowing users to securely delete files and documents from any computer or network. Navaho Shredder has been designed to meet and exceed the U.S. Department Of Defense standard (DoD 5220.22-M) for data removal. The program is currently capable of overwriting data stored on disk a total of 9 times, exceeding the DoD standard for data removal.

A new and improved streamlined GUI for even greater ease of use - Though having received favorable product reviews from influential industry media such as PC Magazine, PC World Online, CNN Interactive, Portable Computing, and Dave Chalk Computer Show, we wanted to further improve ease of use and increase user productivity - making Navaho Lock *with Voice* the easiest, most user friendly email security program on the market today.

Installing Navaho Lock *with Voice* from CD

Installation instructions:

- 1) Insert the Navaho Lock *with Voice* disc into your CD-ROM drive.
- 2) When the dialogue box appears on your screen click on **Setup** and the installation will start automatically.
- 3) Follow the instructions on the screen.

If the installation does not start automatically:

- 1) For Windows 9X or Windows NT click **Start** on the Taskbar.
- 2) Click **Run**.
- 3) Type **d:\setup**, where d is the letter of your CD-ROM drive.
- 4) Click **OK**.
- 5) When the dialogue box appears on your screen click on **Setup** and the installation will start automatically.
- 6) Follow the instructions on the screen.

Navaho Lock *with* Voice Setup Checklist

Now that you have successfully installed Navaho Lock *with* Voice, it is important that your microphone and speakers are working properly before you start evaluating Navaho Lock *with* Voice. This will ensure the highest quality of recording and playback of encrypted voice files.

Before using your microphone to begin recording make sure of the following:

- ✓ The microphone is plugged in completely.
- ✓ The microphone is plugged into the microphone jack and not the line-in jack.
- ✓ The on/off or on/mute switch on the microphone is turned on.
- ✓ If you have more than one sound card in your computer, the microphone is plugged into the correct sound card.

To ensure your external speakers are working properly check the following:

- ✓ The speaker is plugged into an electrical outlet.
- ✓ The on/off switch on the speakers is turned on.
- ✓ The speaker is plugged into the speaker jack on the sound card and not the headphone jack of the CD-ROM.
- ✓ The speaker volume is set at an audible level.
- ✓ If you have more than one sound card in your computer, the speaker is plugged into the correct sound card.
- ✓ The sound card you are using has been tested for use with Navaho Lock *with* Voice.

To ensure your internal speakers are working properly check the following:

- ✓ There is nothing plugged into the speaker jack of the sound card.
- ✓ There is no conflicting software installed on your system that has disabled the speaker.
- ✓ Your computer is capable of playing sound files via the internal speaker. Some older computers have internal speakers that can produce sounds, but are not able to play sound files. Check the computer manual if you are unsure of the status of your internal speaker.

Once you have checked that your microphone and speakers are plugged into the proper jacks, you need to ensure your existing audio setup is correct.

To ensure Play Control settings on your computer are correct:

- ✓ Double-click the Volume icon in the system tray (located to the right of the Taskbar).
- ✓ Click Options and select Properties.
- ✓ Select Playback and make sure the Play Control and Wave/DirectSound/MP3 volume control boxes are checked off; click OK.
- ✓ On the Play Control screen make sure Play Control and Wave/DirectSound/MP3 boxes have not been muted.
- ✓ Click Options again and select Advanced Controls. Click Advanced in the Advanced Controls for Play Control column and ensure the Digital Output Only

box has not been checked off.

To ensure Record Control settings on your computer are correct:

- ✓ Double-click the Volume icon in the system tray (located to the right of the Taskbar).
- ✓ Click Options and select Properties.
- ✓ Select Recording and make sure the Microphone volume control box is checked off; click OK.
- ✓ On the Record Control screen make sure the Microphone box has been checked off.
- ✓ Click Options again and select Advanced Controls. Click Advanced in the Microphone column of the Record Control screen and ensure the Mic Boost (20dB) box has been checked off.

You are now ready to use Navaho Lock *with Voice!*

{ewl RoboEx32.dll, WinHelp2000, }

