



Only your Voiceprint is your password.

User Guide

voicecrypt 2.0™ User Guide

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voicecrypt 2.0™ User Guide

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voicecrypt

Welcome to voicecrypt

Welcome to **voicecrypt** by Veritel Corporation. **voicecrypt 2.0™** is the most advanced access control and file encryption software available. It uses Voice Verification to identify an individual through the creation and analysis of a digital Voiceprint. Each person has a unique and different voice pattern. Your Voiceprint is your security “key” because no two people have exactly the same Voiceprint.

With **voicecrypt**, you decide what you want to secure on your computer:

- e-mail
- e-commerce transactions
- transmitted documents
- paperless transactions
- voice signatures for purchases
- laptop information in case of loss or theft
- financial statements
- patient medical files
- personnel records
- on-line testing validations

However, the best part about **voicecrypt** is that it is simple and fun to use. Thank you for purchasing **voicecrypt** — the file security software for the 21st century.

Getting Help with voicecrypt

If you can't find the information you need in this guide or in the online help file, Veritel has provided several other resources.



First: make sure to register your software. You can register by completing the registration card enclosed in the package. In the future, you will also be able to register online.

For any last-minute information not included in this guide, consult the readme.txt file. You are given an opportunity to read this file during installation, and of course, you may consult it at any time by clicking on the file name (readme.txt) in the Veritel **voicecrypt** directory or from the **Start Menu/Programs**.

Technical Support Resources

Technical support is limited to registered users, and to questions about **voicecrypt** installation and usage. We are sorry, but we cannot troubleshoot problems with your operating system, computer speakers, sound card, or microphone.

There are several avenues for technical support:

1. **voicecrypt** Web sites, available 24 hours a day, 7 days a week:
 - <http://www.voicecrypt.com> and <http://www.veritelcorp.com>
 - The **voicecrypt** Web site will contain:
 - Maintenance releases and free updates for registered users
 - Technical information
 - Product news
 - Frequently asked questions
 - White papers
 - Documentation updates
2. Technical Support e-mail: Techsupport@veritelcorp.com
3. Fax: 312-382-0338
4. Telephone: 312-382-1188

Whenever you contact Technical Support, please have the following information available:

- Your full name and the full name of the registered user, if different
- Your street address, telephone number and fax numbers, and e-mail addresses, if appropriate
- Information about your computer, including make and model, operating system, and type of soundcard and microphone
- A detailed description of the problem. Please write down any error messages exactly as they appear and everything that you can remember that led up to the error

System Requirements

- Personal Computer with Pentium 100MHz or greater
- Microsoft Windows 95, Windows 98, or Windows NT operating system
- CD-ROM drive
- 16 MB of memory (RAM)
- 10 MB of available hard disk space
- Soundcard (Creative Labs Soundblaster recommended)
- Microphone (noise canceling type recommended)

This Guide

Any keyboard entry is shown in `Courier font` to clarify spacing requirements.

Menu items are in **boldface type**.

Definitions are indicated by



Notes and reminders are emphasized by



File Protection with voicecrypt

voicecrypt software utilizes two leading-edge techniques to secure your sensitive files:

- Voice Verification to protect **voicecrypt** from unauthorized use, and
- File Encryption (through **voicecrypt**) to protect your files from unauthorized access

Using sophisticated algorithms, certain portions of your speech patterns are identified and stored as your unique Voiceprint. When you access **voicecrypt**, your LiveVoiceprint is matched against your stored Voiceprint. If it matches, access is allowed.



When you encrypt a file (add it to the *collection*), a 256 bit, proprietary, encryption key system renders the files inaccessible to anyone but the authorized user.



If you put the file in the **voicecrypt** Vault, the file name itself becomes unreadable when displayed in a file list outside **voicecrypt**.

When the files are needed, **voicecrypt** will allow you, and only you, to decrypt them.

Installation

Before you can use **voicecrypt**, you must complete the installation and create your Voiceprint.

Installing **voicecrypt**

If your CD-ROM drive is set to start automatically when it detects a new CD-ROM, the installation will start by itself. Otherwise, click on the CD-ROM icon or use any of the other Windows installation features.

Follow the instructions.

1. The program files will be copied.
2. The Audio Configuration will begin.
3. When the Wizard second page is displayed, click on **Play** to check your soundcard.
 - If you *did not hear* the voice welcoming you to **voicecrypt**, click on **No...** and then use the **Back** or **Cancel** button to exit the installation. First, try rebooting your system in case another application has control of your soundcard. If this is still a problem, call Veritel.
 - If you *did hear* the welcome message, click on the **Yes...** statement and continue.
4. The installation will then check the recording sound level. If the voice prompt indicates a problem, you can adjust slider for the microphone level on the screen to compensate when your speech is too loud or too soft.

Instructions for Enrolling



Before you can use **voicecrypt**, you must create your Voiceprint. This is called *enrollment*.

The Enrollment screen is displayed. The first step in enrollment is to enter a **User Name**. The user name will associate your Voiceprint with your unique identification (file name). You can use your first and/or last name, or a User ID assigned by your company. You will then be asked to respond vocally to *five questions* to create your Voiceprint. Each response must be spoken twice in succession, and then twice more for a total of 20 responses.



Note: If you are unsure of the response to any of these questions, make some response and remember it. (Ex: If you have more than one favorite color.)

General

- Speak in a natural tone of voice.
- Try to reduce background noise.
- The pronunciation and sound level of each word repetition does not have to be exactly the same; the programs are using repetition to get an average of your voice for each word you speak. This average is your *Voiceprint*.



Steps to Enroll

1. Click on the **Enroll** button to begin the Voiceprint procedure.
2. When the Voiceprint procedure is completed, the code phrase for emergency access is displayed. The code is 15 characters long. Uppercase/lowercase are important. Write it down exactly as displayed.
3. Click the **Next** button to complete the user profile.
4. If you don't wish to use Voice Verification to access **voicecrypt** (Ex: traveling on public transportation), or if your voice is so distorted or background noise is so loud that you can't use Voice Verification, the User Profile questions will allow you to access **voicecrypt** by using the keyboard.

User Profile Questions

The User Profile Questions provide a second level of access for those instances when you don't want to use voice authorization, or if the noise level is too high to provide a good voice sample.

General

- You will provide answers to at least four questions that only you can answer using the User Profile window. All questions you answer will provide the secondary means of accessing **voicecrypt** in case Voice Verification can't be used.
- Enter the answer twice for verification.
- When you set up these answers, you must use any capitalization consistently. For example, if you enter "Sandusky" in the first field, and you enter "sandusky" in the second field, it will not provide verification.



Note: However, when you answer these user profile questions to access **voicecrypt**, capitalization doesn't matter: both "Sandusky" and "sandusky" will be accepted.

Steps to complete User Profile

1. Put a check mark in the box next to the question you want to answer.
2. Enter the answer to each question as it is displayed. You can enter up to 15 characters for each answer.
3. If you want to go back and change an answer after you have entered it, click on the Change button.
4. When you have answered at least four of the questions, click on the Finish button at the bottom of the window.

Accessing voicecrypt

You can start **voicecrypt** in several ways:

- **voicecrypt** will be started (if it isn't already running)
 - when you double click on the file name of an encrypted file from Windows Explorer, the Desktop, and the File Manager, or
 - when you double click on an encrypted application's icon or on the application name from the Windows Start menu
- Double click on the **voicecrypt** icon on the desktop
- Select **voicecrypt** using the Start menu



Note: If a data file or application is in the Vault, you cannot access it from the Windows Start menu, either from the programs on the list or from the list of documents.

voicecrypt User Authentication

There are four levels of user authentication you can use to access **voicecrypt**. These provide optimal security without compromising access.

- Voice Verification through your Voiceprint is fast and easy.
- Answering the User Profile Questions takes longer and may be subject to typographical errors, but is silent and works no matter how high the noise level.
- The One-time Password you can generate from the **voicecrypt** main window must be written down and can be used only once.
- Finally, if all of the above are unusable for any reason, you can use the Emergency Code that was displayed when **voicecrypt** was first installed. If **voicecrypt** was installed by a system administrator, the administrator would have the key.

Using Your Voiceprint

When **voicecrypt** is started, the first screen you will see will depend on whether you checked **Validate User Name Before Verifying** under Options in the Main window.

If you did, this screen will be displayed.
Enter your User Name.



The User Authentication screen will be displayed.

You will be asked to speak your name and one of the words you recorded during setup.

- Use the **Stop Verifying** button to stop being prompted for Voice Verification.
- If you don't want to use Voice Verification, you can click on:
 - The **Use User Profile Questions** button to answer the user profile questions.
 - The **Use One-Time Password** button if a one-time password has been set up.



If your Voiceprint is accepted, you will be allowed to access **voicecrypt**.

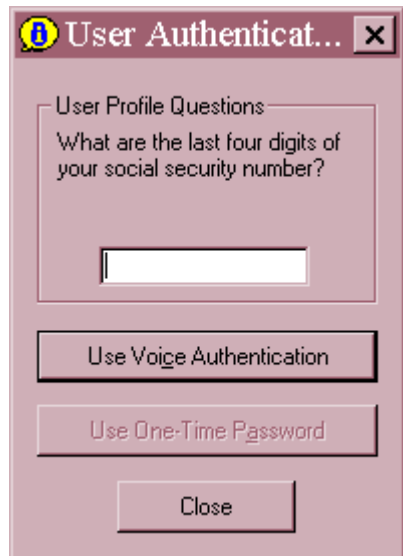
- You will have three chances to speak an answer acceptable to the program. (For example, if you didn't speak loudly enough, or failed to answer at the first prompt, you can try again.)

- When the program accepts your voice input, **voicecrypt** will try only once to match your Voiceprint through Voice Verification. The program will automatically ask the **User Profile Questions** if Voice Verification fails.
- You can click on **Use Voice Authentication** to try the voice authorization again.
- Click on **Start Verifying** to begin.
You can also click on **Use One-Time Password** if you set up the one-time password under the **User** menu item in the main window.
- If everything fails, use the emergency code. (See "Using the Emergency Code.")

Using the User Profile Questions

Each of the four or more User Profile questions you responded to while you were setting up the User Profile will be displayed.

- When you answer all correctly, you will be allowed access to **voicecrypt**.
- If you don't answer a question correctly, you cannot proceed.

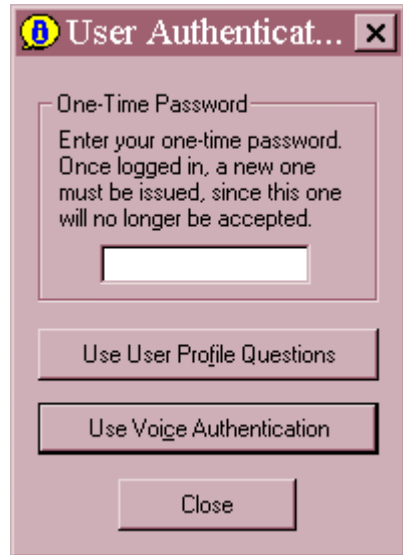


Click on **Use Voice Authentication** or **Use One-Time Password** to try another access method, or click on **Close**.

Using the One-time Password

Use the One-time Password if you set it up in the User Preferences windows, and generated it in the main file window.

Enter the password exactly,
including uppercase and
lowercase for all letters.



Using the Emergency Code

If all other methods of access fail, use the DOS command line, or **Run** on the Windows Start menu.

1. Enter the Drive and Directory where the **voicecrypt.exe** file was installed (the default installation directory is C:\PROGRAM FILES\Veritel\voicecrypt\)
2. After the final backslash (\) in the command line, enter **voicecrypt** followed by **/CODE :**
3. Immediately after the colon (:), enter the 12-character emergency code generated by **voicecrypt** when you installed it. Uppercase/lowercase letters should be entered exactly as they were displayed when **voicecrypt** was installed.



Note: If the emergency code can't be located, leave this blank. A window titled "Back-Door Password" will be displayed with a 10-digit code.

Call Veritel (312-382-1188), ask for Technical Support, and give them the number displayed. The representative will check the

database and give you the 12-character access code. Enter it at the **Enter Password** prompt, and press **OK**.

4. The main **voicecrypt** file window will be displayed.

Establish a New User

Sometimes you may need to establish a new user for the **voicecrypt** file collection: for example, when an employee leaves the company or is transferred.

- Access **voicecrypt**
- Decrypt all the files in the collection
- Uninstall **voicecrypt**
- Have the new user reinstall **voicecrypt**

Log Off or Exit

You can either log off or exit **voicecrypt**.

- If you log off, the **voicecrypt** sign-on screen is displayed.
- If you exit, **voicecrypt** closes entirely.

To log off, select **Logoff** from the **User** menu, or select **Logoff** from the **File** menu.

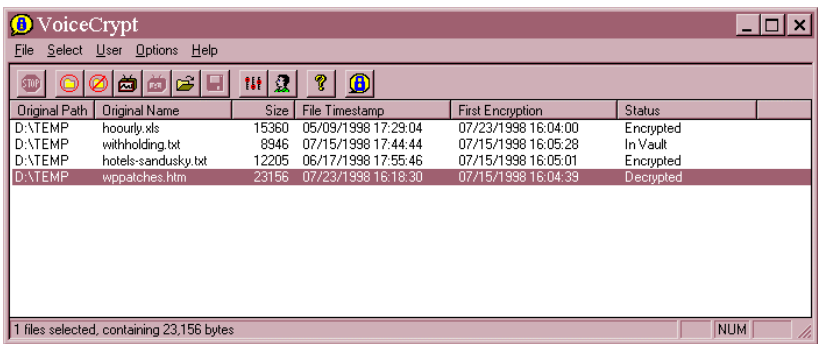
To exit **voicecrypt**, select **Exit** from the **File** menu.

Whether you log off or exit, you will be reminded if there are any **voicecrypt**-associated applications and/or data files that remain unencrypted. If you go ahead and exit or log off without re-encrypting item, they will remain decrypted.

voicecrypt Main Window

The **voicecrypt** main window consists of:

- A menu bar
- A tool bar
- The collection display window












A status bar

Menu Bar

File	Add and delete from your collection and import/export encrypted files
Select	Select or deselect all files from the collection display
User	Log off, Issue One-time Password, Change User Profile
Options	Selected items from the User Preferences window, adjust view of information displayed in the collection window, adjust the audio for Voice Verification, and uninstall voicecrypt

Toolbar

The toolbar icons are shortcuts to selected menu items:

Icon	Menu Item	Function
		Abort current operation
	File/Add to Collection	Add new files to the collection or vault
	File/Remove From Collection	Remove files from the collection
	File/Re-encrypt	Encrypt a file(s) in collection
	File/Decrypt	Decrypt a file(s) in collection
	File/Import Encrypted Files	Import encrypted files from another collection
	File/Export Encrypted Files	Export encrypted files to another voicecrypt user
	Option/Select and Arrange File Details	Adjust view of information displayed in the collection window
	User/Change User Profile	Change the user voicecrypt defaults

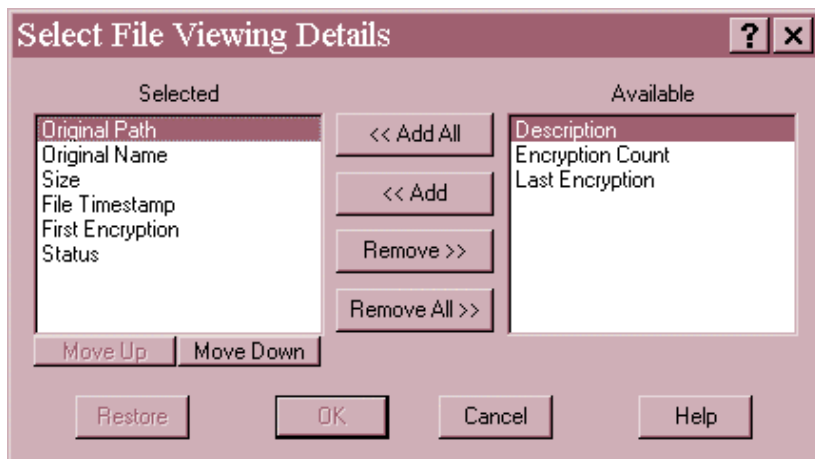
Collection Display Window

This window is where files in the collection are displayed. The information about these files (column headings) can be changed and adjusted (see “Column Headings”).

Collection

A **voicecrypt** Collection includes all files that have been added at any time using **File/Add to Collection** or **File/Import Encrypted Files** on the **voicecrypt** menu. The files may not be currently encrypted, as long as they have not been removed from the collection (**File/Remove from Collection**) or exported using the **Move** version of the **File/Export Encrypted Files** item.

Column Headings



The Column Headings can be changed or adjusted to suit the individual user's needs.

Use **Options/Select and Arrange File Details** or use the icon. This screen is displayed.

You can display information for a total of nine possible headings, and you can sort them in any order you wish. Six descriptions are already used as the default column headings.

Original Path	Where the file was located before the last time it was encrypted
Original Name	The name of the file before it was last encrypted
Size	The file size in bytes (K)
File Time Stamp	The date and time the file was last accessed/saved
First Encryption	The date and time the file was first encrypted
Status	The status of the files in the voicecrypt collection. This can be "Encrypted," "Decrypted," "Locked," or "In Vault" (<i>Locked means a file is decrypted, but it is in use by an application that was launched through voicecrypt. The voicecrypt programs are monitoring this file, and will automatically re-encrypt the file when the application is terminated.</i>)
Description	The description you added
Encryption Count	The number of times the file has been encrypted or re-encrypted
Last encryption	The date and time the file was last encrypted

To remove any or all of these from your display:

1. Highlight one or more items in the **Selected** list box.
2. Click on Remove >> or Remove All>>.



Note: If you remove all of them, you won't be able to save the new file viewing details. You must have at least one category under **Selected**.

The items you select are moved to the **Available** window and will not be displayed as column headings in the main file window.

To add any of the available items:

1. Highlight one or more items in the **Available** list box.
2. Click on <<Add or <<Add All.

The items you select will be moved to the **Selected** window and displayed in the collection display window as column headings.

- To alter the arrangement (left to right) in which these items appear in the collection display window (the top item appears in the leftmost column, and the bottom item in the rightmost column):
 - Highlight one item in the **Selected** window and click on **Move Up** to move that item one place to the left
 - Highlight one item in the **Selected** window and click on **Move Down** to move it one place to the right
 - Use the **Restore** button to restore the window's contents to those in effect before you opened this window

You can also adjust the width of the columns in the main window with the mouse.

1. Put the mouse pointer on top of the column separator.
The arrow pointer will change to a vertical bar with horizontal arrows.
2. Hold down the left mouse button and slide the column separator to the right or left.



Status Bar

The status bar (at the bottom of the window) lists details about highlighted files, the collection, or about the progress of a file operation.

Managing File Collection

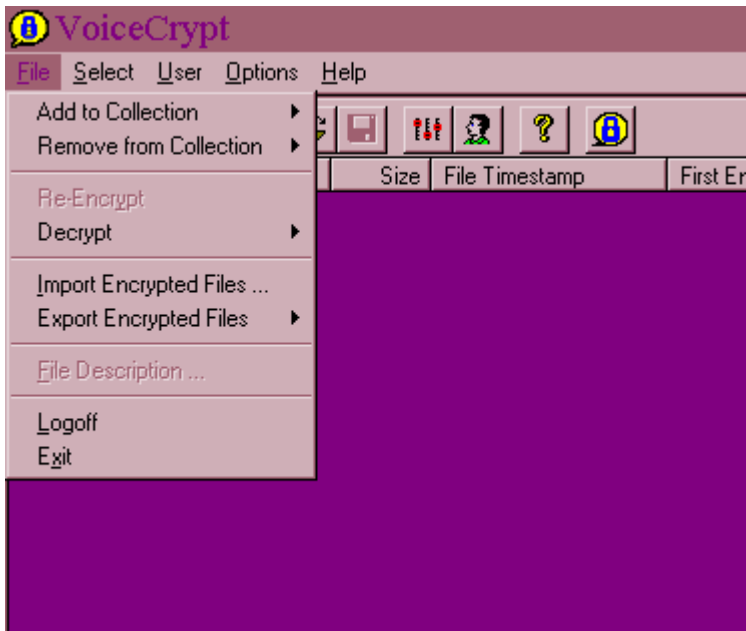
The **voicecrypt** file collection is displayed in the main window (see “**voicecrypt** Main Window.”). The files may be encrypted, in the vault, or decrypted (during this **voicecrypt** session). You manage the collection by:

- encrypting a file(s)



Note: If you have a large collection of encrypted files and/or you want to annotate each file, you can use File/File Description, to enter a description of the file’s contents and/or use.

- accessing encrypted files
- deleting encrypted files
- importing and exporting encrypted files



Selecting Files from the Collection.

You can select one or more files from those displayed in the **voicecrypt** collection window.

Select one file:

- Click on the file you want to select from the window

Select multiple files:

- Click on the first file you want to select
 - Press **Shift**, and click on the last file in a group you want to select, or
 - Press **Ctrl** and click on the second file you want to select, and then the third file, and so forth
- Use the **Select** menu to:
 - **Select All Files** in the collection (including those files not displayed in the collection window when there are too many files to display)
 - **Deselect All Files** that had been selected
 - **Invert File Selection** to deselect all the files that had been selected, and select all files that had not been selected

Encrypting File(s)

Files can be encrypted:

- from within **voicecrypt** using the **File** menu or icon
- by dragging the file name/icon from desktop or the directory
 - into the **voicecrypt** file window (if **voicecrypt** is running)
 - onto the **voicecrypt** icon on the desktop (if **voicecrypt** is not running)

This will start **voicecrypt**; you will verify and then be prompted to confirm that you want to add the file(s) to your collection.

Notes: When you encrypt an application, the original file name extension is changed to .vexe. For example, excel.exe would be renamed to excel.vexe.



A copy of a **voicecrypt** program named VExeLink is renamed using the original application's name. For example, a copy of VExeLink would be named excel.exe and stored in the proper directory in place of the original application along with the excel.vexe file.

Encrypt a File from the File Menu

1. Access **voicecrypt**.
2. Click on the **File** menu and select **Add to Collection**.
3. Select either:
 - **Keep Original Filename** to encrypt it using the original name in the original directory – with a “v” in front of the filename extension (myfile.txt becomes myfile.vtxt)
 - **Move to Vault with New Name** to put the encrypted file in the **voicecrypt** Vault with a filename that can't be read outside **voicecrypt**. Files in the vault can only be displayed inside **voicecrypt**

Dragging the File Name

If **voicecrypt** is not running:

1. Click on the name of the file that you want to encrypt from Windows Explorer or from the directory listing of files.
2. Drag the icon onto the **voicecrypt** icon on the Windows Desktop.
3. **voicecrypt** will be started for you to sign on.
4. The file will be encrypted.

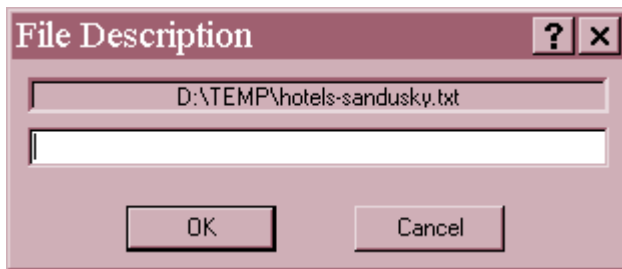
If **voicecrypt** is running:

1. Click on the name of the file that you want to encrypt from Windows Explorer or from the directory listing of files.
2. Drag the file icon into the **voicecrypt** main window.
3. The file will be encrypted.

File Description

voicecrypt allows users to enter a descriptive phrase or paragraph for any file in the collection.

1. Select one or more files from those displayed in the collection window.
2. Select **File Description** from the **File** menu.



3. When the File Description entry window is displayed, enter a description for the file name.



Note: the name of the file to which the description will be attached is displayed in the upper portion of the window.

- You can enter up to 200 characters for each description
- The file names for each file you selected will be displayed in turn so you can enter the description for several files in one session

4. Press **OK** to save the description.



Note: The Description you entered will be displayed in the Collection Display window if you add **Description** to the column headings.

Vault



The **voicecrypt** Vault is for **voicecrypt** encrypted files only. Files cannot be put in the Vault from those displayed in the **voicecrypt** collection window. The physical files are kept in the **voicecrypt** directory. The filenames for the physical files in the Vault are random characters assigned by **voicecrypt**. All shortcuts and the “placeholder” file in the original directory will be displayed with the **voicecrypt** symbol. This provides a further level of security for sensitive files: users who can’t access your collection through **voicecrypt** won’t know anything about the file, even if they see the filename.

You can access files in the Vault
only from within voicecrypt.

Accessing Encrypted Files

You can access encrypted files from:

- Windows Explorer, Desktop, and File Manager
- **voicecrypt** File Menu
- The application, such as Excel that was used to create the file
- The Windows Desktop (application files)
- A data file and associated application

Accessing from Windows Explorer, the Desktop, and the File Manager

1. Double click on the file name.
2. **voicecrypt** will be started (if it is not already running).
3. Verify.
4. The file is decrypted.
5. The application (such as Excel) “associated” with the file is started.

6. The file is placed in the directory where it was located before it was encrypted and is displayed within the application.
7. When you exit the application, the file is re-encrypted automatically.

*Accessing from **voicecrypt***

Select **Decrypt** from the **File** menu

- Use **To Original/Prior Location** to decrypt the file to the directory where it was stored before it was encrypted.
- Use **To Alternate Destination** to decrypt it to another directory.
 1. Enter or select a folder in which you want to save the file.
 2. Click **Save**.

Application Associated with Encrypted File

1. Open the application you want to use.
2. Click on the file name of the encrypted file you want to open.
3. **voicecrypt** will be started (if it isn't already running); verify.
4. The file will be displayed within the application.

Encrypted Applications



Notes: An encrypted application cannot be run from the Windows Desktop or File Manager without decrypting it.

An encrypted application cannot be decrypted from its shortcut.

1. Click on the application's icon or on the application name from the Windows Start menu.
2. **voicecrypt** is started (if it isn't already running); verify.

The application will be decrypted and started.



Notes: When the application is decrypted:

- The application name containing the copy of VExeLink is renamed to a temporary name
- The filename extension of the true application is changed from .vexe to .exe

The application is written to the original directory and started.

When you exit the previously encrypted application:

- The application is deleted. (It hasn't changed, so it doesn't need to be re-encrypted.)
- The VExeLink copy is renamed to the application's name

Data and Application

To decrypt a data file and its associated encrypted application:

1. Click on the data filename.
2. **voicecrypt** will be started (if it's not already running); sign on.
3. The application is decrypted and started; the data file is opened from within the application.

After you finish and close the application, both the application and the data file will be encrypted again.

Removing Encrypted Files

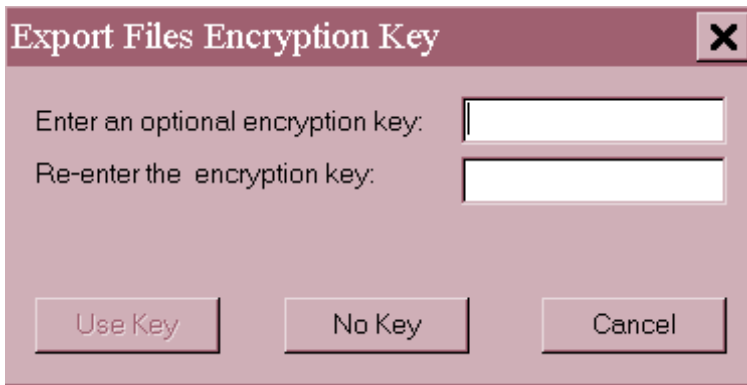
1. Select one or more file(s) to be removed from those displayed in the collection widow.
2. Select Remove from Collection from the File menu.
 - Use **Decrypt and Remove** to remove files from the collection. They are decrypted and stored in the original location—if it is still accessible (ex. not a floppy). The file will be disassociated from **voicecrypt** control.
 - Use **Destroy and Remove** to delete the file completely. The file contents will be completely overwritten and removed from the collection.

Importing and Exporting Encrypted Files

You can move an encrypted file from one user's collection to the collection of another user. This is a valuable tool for transmitting sensitive files over the Internet, intranet, or network.

First, the file's "owner" must export the file.

1. Select the file(s) to be exported.
2. Select **Export Encrypted Files** from the **File** menu:
 - Select **Export/Copy** to export a copy and leave the original file in your collection
 - Select **Export/Move** to move the original file out of your collection
3. A window is displayed for you to add an encryption key/password if you want to add an extra layer of security for exporting files:



- Enter the key; re-enter it at the second prompt to verify your entry, and click on **Use Key**
- Click on **No Key** if you don't want to use an encryption key



Note: The exported file will still be encrypted, but will contain additional information so that other **voicecrypt** users can integrate it into their **voicecrypt** collections. It will have a filename extension of **.vef**.

Then, the other **voicecrypt** user can use **Import Encrypted Files** from the **File** menu to import the file.

A standard Windows file dialog box is displayed.

4. Select one or more of the files that were exported by another user (**.vef** filename extension).

5. If the user who exported the file used an encryption key for the export, a window is displayed for you to enter that key.
6. Click **Open**.

The files are added to your collection and moved to the Vault. The .vef files are deleted when the files are successfully added to your collection.)



Note: Imported files must be decrypted to a specific location the first time they are decrypted in order to establish a “home” for them in your collection.

User Settings

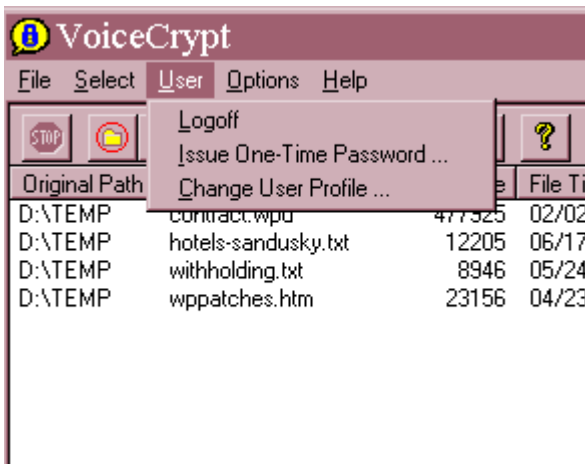
There are several items on the **voicecrypt** main window menu that can be used to customize **voicecrypt**. These include:

- The user profile
- User preferences
- Voice Verification levels
- Audio Configuration Utility
- Uninstall **voicecrypt**
- The one-time password

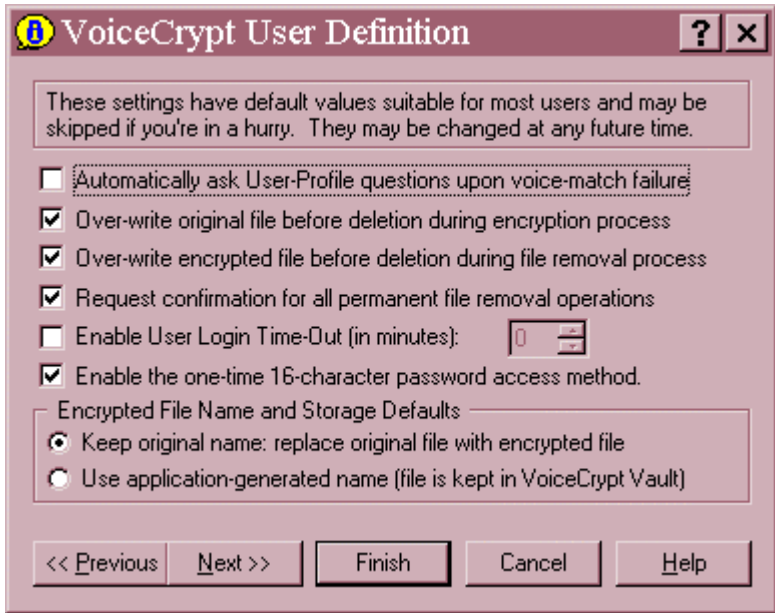
User Profile

The user profile consists of several questions which only you would be able to answer, such as your mother's maiden name, the make of your first car, and so forth. These questions were answered after you set up your Voiceprint. You can change these:

1. Select **Change User Profile** from the **User** menu. The Preferences screen will be displayed.



2. Click **Next** to access the User Profile screen.



3. Remove the checkmark from a question if you no longer want it to be a part of the user authorization process.
4. Click on the **Change** button beside each question you want to change, and add a checkmark to any question you want to include in the user authorization process.
5. Answer the question and verify your answer.

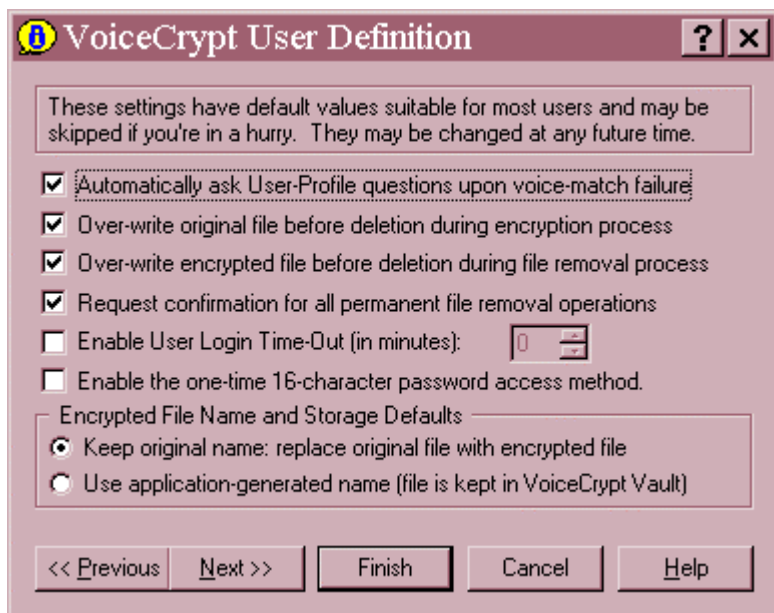
User Preferences

User Preferences are “instructions” to the **voicecrypt** programs about how you want to handle certain aspects of **voicecrypt**.

- All of these preferences are available through the **User** menu
- Some are available on the **Options** menu

Item on the User Preferences Window	On the Options Menu?
Automatically ask User Profile questions upon voice-match failure	No
Overwrite original file before deletion during encryption process	Yes
Overwrite encrypted file before deletion during the file removal process	Yes
Request confirmation for all permanent file removal operations	Yes
Enable User Login Time out (in minutes)	No
Enable the one-time 16-character password access method	No
Encrypted File Names and Storage Defaults	Yes

1. Select **Options** from the menu.
2. The preferences window will be displayed.



- The Preferences/Options that are currently set have checkmarks by them
- If you want to set an option, click on that option to insert or remove a checkmark

Preferences

Automatically ask User Profile questions upon voice-match failure

If you want the user profile questions to be activated automatically for authorization when Voice Verification fails, click on this box to put the checkmark there. If you don't select this, and voice authorization fails, **voicecrypt** User Authorization will shut down. It must be accessed again so you can click on the **Use User Profile**

Overwrite original file before deletion during encryption process

When a file is encrypted, the original, unencrypted file is deleted and a new file is written (with the same name or a new name). “Deleted” means the “table of contents” entry is deleted. The information in the file remains until another file needs to use that particular space on the hard drive. At that time, all (or portions of) the old file is “overwritten.” So, the “deleted” unencrypted file can be read by special software between the time it is deleted and the time it is overwritten. We recommend you keep the checkmark on this item so that overwriting will occur immediately.

Overwrite encrypted file before deletion during the file removal process

When an encrypted file is deleted, the “table of contents” entry is deleted. The file remains until another file needs to use that space. Then, all (or portions of) the old file is “overwritten.” The “deleted” encrypted file remains on the hard drive between the time it is deleted and the time it is overwritten. We recommend you keep the checkmark on this item so that overwriting will occur immediately.

Request confirmation for all permanent file removal operations

This is a safety measure to prevent accidental file deletion. Be sure this is check-marked, because even the technical experts can’t get a deleted overwritten file back again.

Enable User Login Time out (in minutes)

This is also a safety feature to make sure access to **voicecrypt** is safeguarded if you should leave your desk. If you check it, you must also enter the number of minutes of inaction the **voicecrypt** programs will allow before logging out. You can enter a number or select the number with the spin arrow keys.

Enable the one-time 16-character password access method

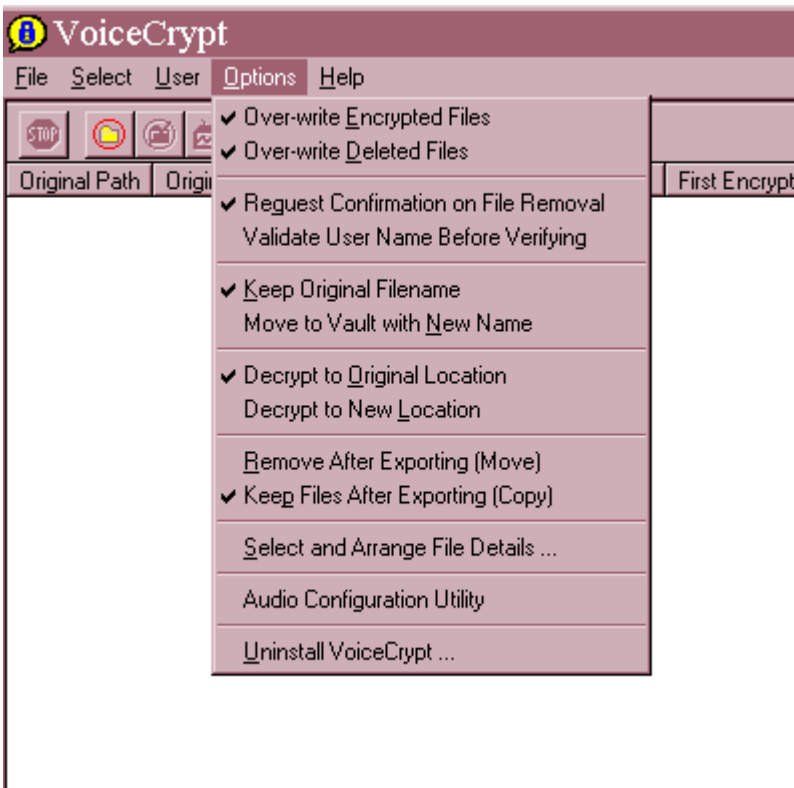
If you want to use the one-time password, click on this box to put the checkmark there. If you don’t select this, you can’t use the **Issue One-Time Password** on the **User** menu

Encrypted File Names and Storage Defaults

The last two items are an either/or choice.

- You can click on the first item to retain the original file name when you encrypt the file, or
- You can click on the second circle to let **voicecrypt** generate a file name for you. This is called putting the file in the **voicecrypt** Vault

There are some items on the **Options** menu that are not on the Preferences window. These include:



Validate User Name Before Verifying

If you select this, you will be prompted to enter your user name each time you access **voicecrypt**.

Decrypt to Original Location or Decrypt to New Location

You select one these two items as a default for decryption operations. If you choose **Decrypt to New Location**, a file operations window will be displayed whenever you decrypt a file from outside **voicecrypt**.

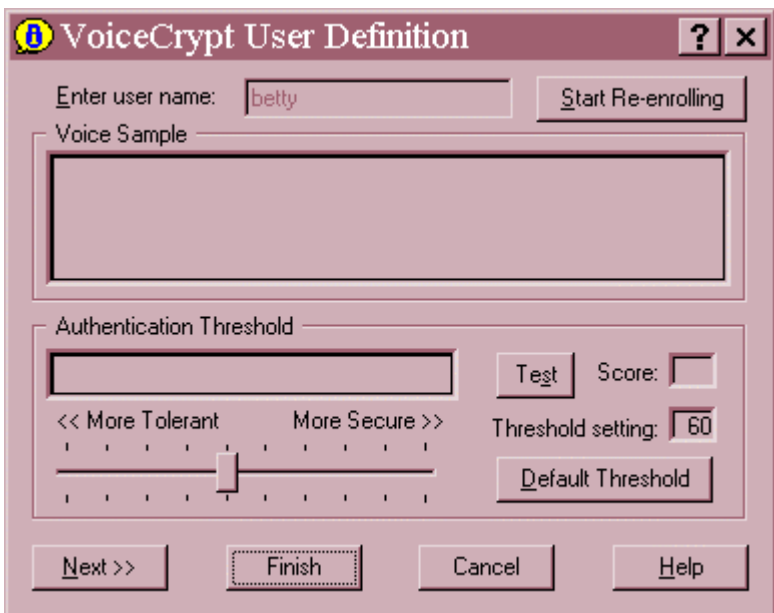
Remove After Exporting (Move) or Keep Files After Exporting (Copy)

This determines whether an exported file is removed from its original location, or retained, but a copy made and exported.

Testing Voice Verification

You can test Voice Verification at any time.

1. Select **Change User Profile** from the **User** menu in the main window.



2. Click on the **Previous** button on the user preferences window to get to the testing window.

3. Click on the **Test** button to test the accuracy of your Voice Verification.
4. The numeric score (1%-100%) of the Voice Verification you tested will be displayed in the **Score** box.
5. Move the slider to the right to demand more accuracy of Voice Verification and to the left to be more tolerant of the accuracy. As you move the slider for the desired authentication threshold, the numeric setting (40-85%) is displayed in the **Threshold setting** box.



Notes: You can only move the slider from 40 to 85 because nothing outside this range is usable.

The more security you demand of voicecrypt's Voice Verification, the greater the possibility your voice will not be recognized if there are problems with:

- Your voice
- The microphone
- Extraneous background noise

Audio Configuration Utility

When you select **Audio Configuration Utility** from the **Options** menu, the first screen of the utility is displayed. (This is the same screen you saw when **voicecrypt** was installed.)



Click on **Next** to continue.



1. Click on Play to check the sound level of your soundcard.
2. If it isn't loud enough, check **No**, and adjust it through **Multimedia** on the Windows Control Panel.
3. If the sound is acceptable, check **Yes**, and the **Next** button will become active.
4. Click on the **Next** button.



5. Click on **Record** to check the microphone level.
6. Respond to the voice prompt.
7. The installation will then check the recording sound level. If the voice prompt indicates that your speech is too loud or too soft, adjust the **Microphone Level** with the slider.
8. When you are satisfied, click on **Play** if you want to play back the recording.
9. Click on the **Finish** button.



Note: On some computers, the microphone slider will not display. If this case, use the Windows Multimedia icon on the Control Panel to adjust the microphone.

Uninstall

If you need to uninstall **voicecrypt** for any reason, you can do it either from within **voicecrypt** or from the Windows Control Panel.

- Select **Uninstall** from the **Options** menu in the main window
- Select the Add/Remove Programs icon from the Control Panel

A dialog box will be displayed asking for confirmation.

Click on **OK** and **voicecrypt** will be removed from your hard drive.

- All encrypted files will be decrypted
- All **voicecrypt** application-related files will be deleted
- All registry entries will be removed

Issue a One-time Password

If you select **Enable the one-time 16-character password access method** from the preferences window, you will be able to have **voicecrypt** generate and display a one-time password. Anyone wishing to sign on can use this password to access **voicecrypt** one time. You will have to generate a new password after it is used.

1. Select Issue a One-time Password from the User menu if it is not disabled (grayed out). See "Preferences."
2. Gain authorization again.
3. The password is displayed.



4. Write it down, making certain you copy the capitalization exactly, because when it is used to access **voicecrypt**, the letters and numbers must match exactly.