

Carry it Easy +Plus Bio™

User Guide



User Manual Version 3.0
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1. Introduction

Carry it Easy +Plus™ will enhance the functionality of your biometric portable storage device and help you keep your personal data available on the road.

With **Carry it Easy +Plus** and your biometric portable storage device you can:
keep your **Internet Explorer Favorites/Firefox Bookmarks** synchronized,
keep your **Outlook Express** data portable,
keep your **Microsoft Office Outlook** data synchronized,
keep your **Folders, Desktop** and **My Documents** data synchronized,
compress your **data** to save valuable memory space,
secure all the data on your portable storage device by using **fingerprint/password protection**,
surf the internet without leaving a trace behind with Internet Explorer and Firefox.

Warning!

While using Carry it Easy +Plus, you should never disconnect your Device without closing Carry it Easy +Plus properly first, via the exit button and then using the “Safely Remove Hardware” option of Windows (see description below).

2. System Requirements

- Operating Systems:
 - Windows 2000 Service Pack 4
 - Windows XP (Service Pack 2 is recommended)
 - Administrative rights on your computer
- Internet Explorer (version 5.0 and higher) or Mozilla Firefox version 1.0 and higher
- Outlook Express version 5.0 and higher
and to be able to use the portable Outlook Express e-mail, the remote PC has to have Outlook Express installed as well.
In case your Outlook Express was uninstalled, you will still be able to use the other functions of Carry it Easy +Plus. The Outlook Express option will be disabled.
- Microsoft Office Outlook XP, 2000 and higher
and to be able to synchronize and use the portable Microsoft Office Outlook e-mail, the remote PC has to have Microsoft Outlook installed as well.
In case your Microsoft Outlook was uninstalled, you will still be able to use the other functions of Carry it Easy. The Microsoft Outlook option will be disabled.
- Available USB port
- Biometric USB Drive (USB Flash Memory Drive)
- If your biometric portable storage device has a manual write protection switch (lock), it must be in the unprotected position in order to be able to use Carry it Easy +Plus.

3. Installation

Carry it Easy +Plus is **pre-installed** on your **biometric portable storage device**. No installation process on your PC is needed. Simply double-click on the CarryItEasy.exe file and you can immediately start using the application.

In case your biometric portable storage device didn't include a CD-ROM with a copy of Carry it Easy +Plus, we recommend that you make a backup copy of the CarryItEasy.exe to another storage device.

In order to use Carry it Easy +Plus you should always start the CarryItEasy.exe file from your biometric device.

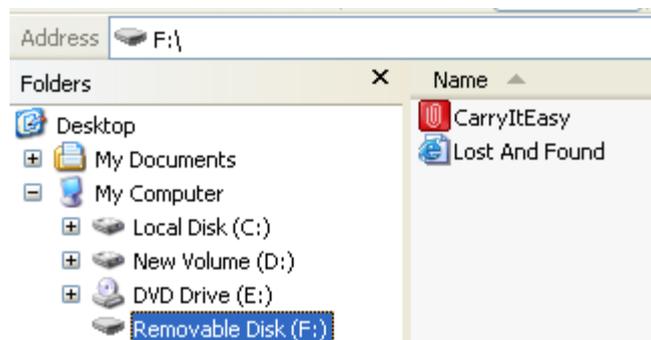
4. Getting Started

4.1. Starting Carry it Easy +Plus

To start Carry it Easy +Plus, plug in your biometric portable storage device and open My Computer (Windows Explorer). Normally your biometric storage device has two drive letters, a CD-ROM partition and a removable storage partition.

When connecting your biometric storage device, the Carry it Easy +Plus application should start itself automatically.

If the Carry it Easy +Plus application doesn't start automatically just open the biometric device with the drive letter e.g. D: or F: depending on your computer and double-click on the CarryitEasy.exe file to start the application.



The CarryitEasy.exe file will remain on your device in order to be able to use the application when you switch between different computers. Please always run the application from the portable device and not from your hard disk or your desktop.

4.2. General Navigation



Every time you start Carry it Easy +Plus, you will come first to the welcome window either directly or after having logged in with your fingerprint or password. On the left side of the welcome window you will have the main functions permanently available (see picture on the left). Just click for example the Internet Favorites option, and you will have the function available. You also have access to most features through the system tray icon. The system tray functions are described below.

4.3. USB Drive / Portable Storage Capacity

On the bottom of the main window, you always have displayed a fill bar indicating the available space and the already used capacity of your USB Drive. When you make a new selection e.g. of a My Documents folder you want to synchronize, the fill bar will jump to the new capacity used to indicate what capacity would still be left on the Device.



5. Working with Carry it Easy +Plus

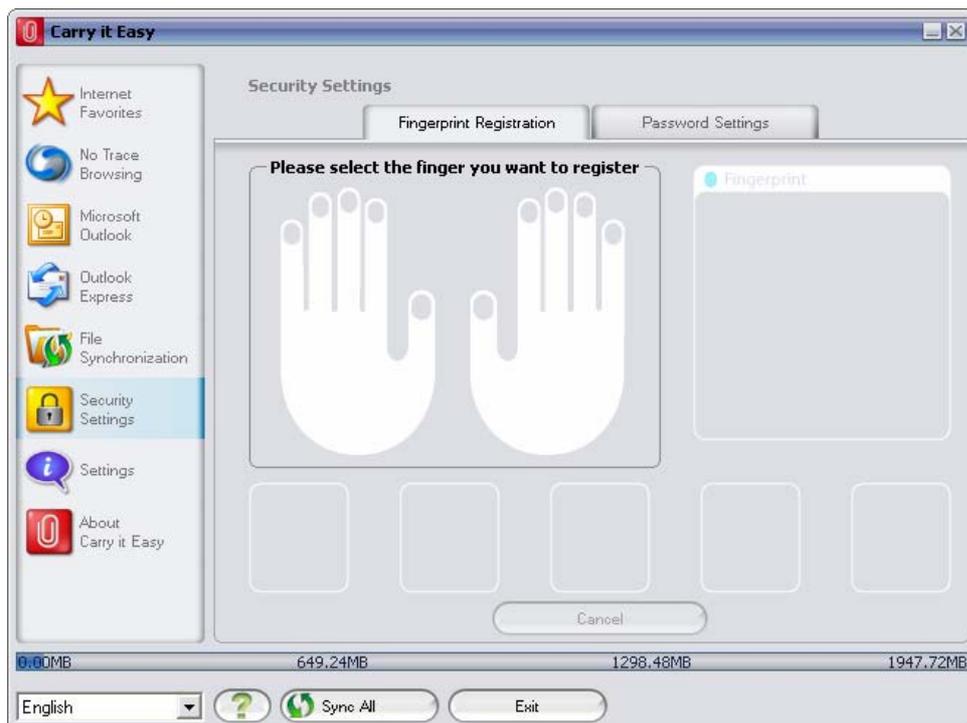
5.1. Security Settings

When using Carry it Easy +Plus for the first time, you are required to change the security settings to fingerprint and/or password protection in order to protect your data stored on the portable storage device. This way, the drive will be accessible only after introducing the registered fingerprint or password.

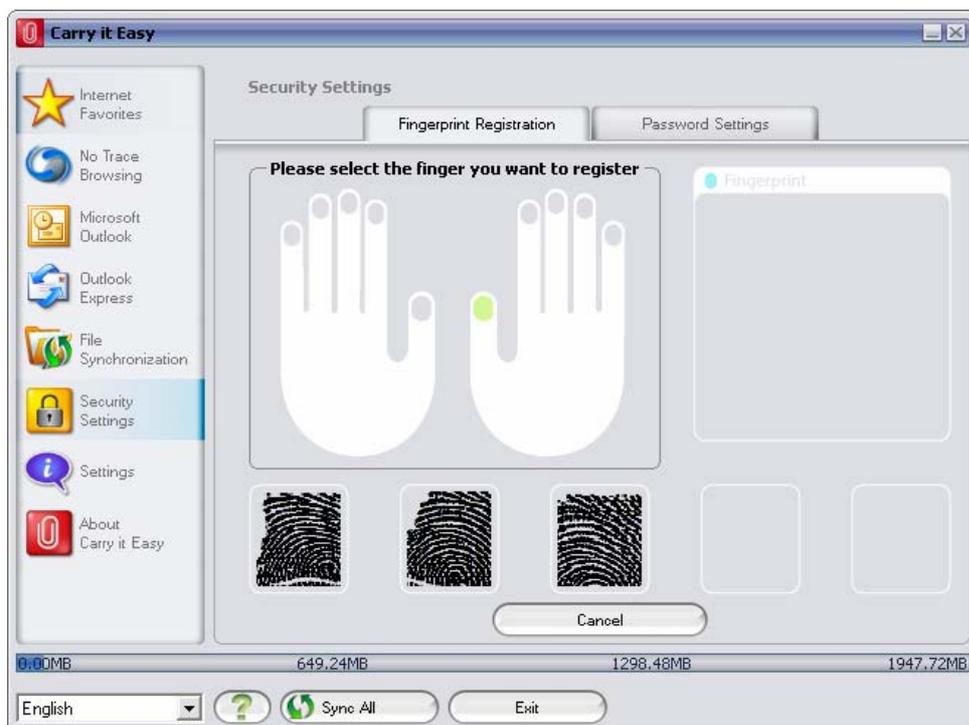
The default password is empty when using the biometric device for the first time.

5.1.1. Fingerprint Registration

When you enable the fingerprint protection of your data, you must register at least one fingerprint. To do that, choose “Security Settings” from the main menu, then go to the “Fingerprint Registration” tab. Now, select the finger that you want to further use from the hands image in the middle of the window by selecting the fingertip.



After choosing the finger for registration, you will receive a message asking you to swipe that finger over the fingerprint sensor. Press the “OK” button, and then swipe your finger over the sensor until you receive a message saying that the fingerprint registration was successfully completed. For the registration to be valid, you have to enter the same finger at least three times in a readable way.

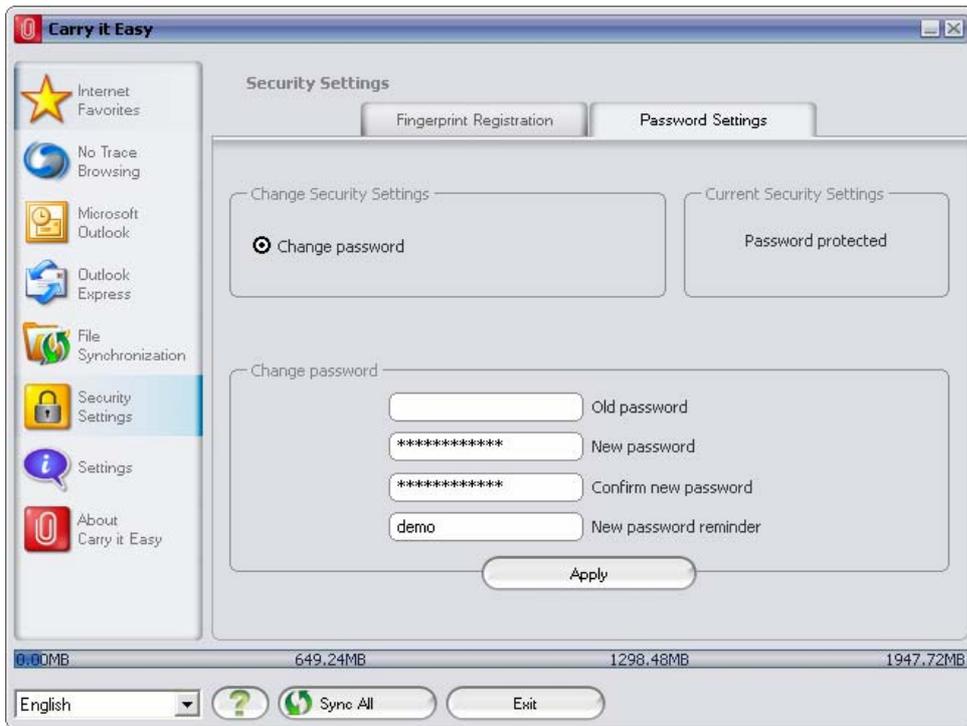


5.1.2. Registering / swiping your finger correctly

In order to register your fingerprint in a readable way, please make sure that you swipe your finger over the fingerprint sensor in the same way for at least 3 times. Make sure the biometric device is lying on a flat surface so you can swipe your finger aligned to the fingerprint sensor. Swiping your finger in a too steep angle against the sensor will lead to an unreadable result. Also do not apply too much pressure to the sensor. Please also make sure that your fingers are dry and clean.

5.1.3. Password protection settings

With Carry it Easy +Plus you also have password protection of the data stored on the portable storage device. All you have to do is open the "Password settings" tab from the "Security Settings" option and then introduce the old password (empty field, if you are introducing the password for the first time), the new password, the password confirmation and the corresponding reminder. After filling in all the information, just click on the "Apply" button and the new password will be set up.



5.2. Internet Favorites Synchronization

To synchronize your Internet Explorer Favorites or your Firefox bookmarks, you have the choice of 5 different synchronization options. Before you start using this feature, you should familiarize yourself with these options. After you have synchronized your Favorites or Bookmarks, you can view them in Internet Explorer or in Firefox, when you activate the No Trace Browsing option and launch Internet Explorer or the Firefox browser. When you have a large number of Favorites or Bookmarks the launching process launching can take some time.

The synchronization options are:

- a) Creates and/or updates older Favorites on the Computer
- b) Replaces all Favorites on Computer with the device's Favorites
- c) Creates and updates all missing or older Favorites
- d) Creates and/or updates older Favorites on the device **(default option)**
- e) Replaces all Favorites on the device with the Computer's Favorites



+ Delete ex



+ Delete ex

Options **a**, **c** and **d** are chosen by selecting the respective arrow buttons and options **b** and **e** are chosen by selecting the “Delete existing...” tick box and the respective arrow buttons.

After you have selected your preferred synchronization option you can start the synchronization process by clicking the “Synchronize” button.

When synchronization starts a progress bar will indicate that the process has begun and that your Internet Favorites or Bookmarks are being transferred. The “View Details” option in the progress bar will only display possible errors that have occurred during synchronization. When the synchronization is finished the “Finished” button becomes active indicating that the process has ended.

It can take a few minutes to synchronize a large number of Internet Favorites or Bookmarks to and from your portable storage device.

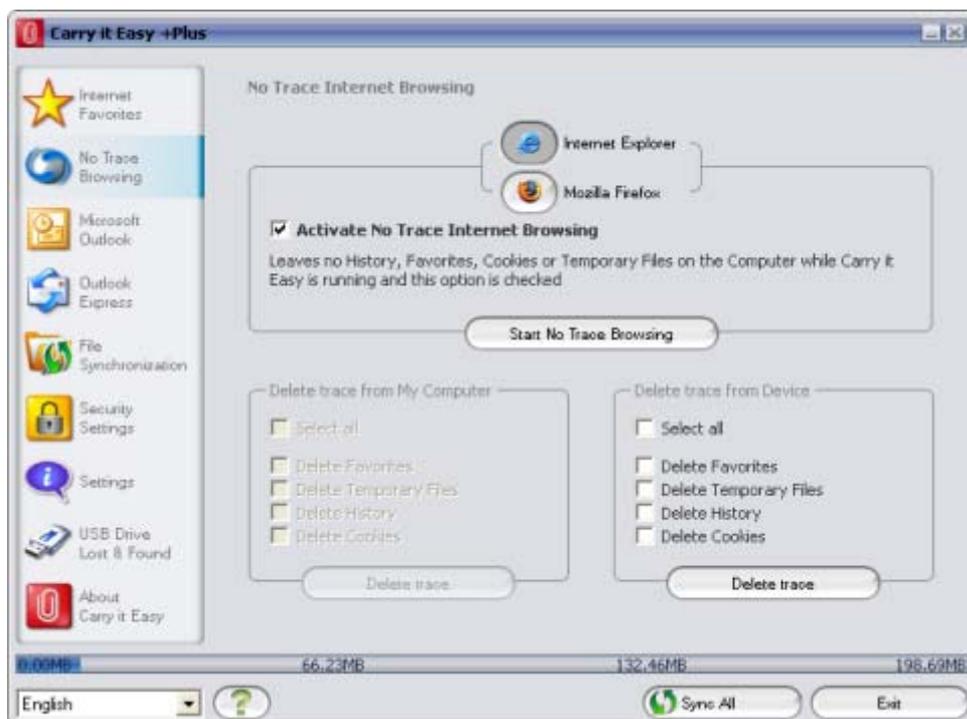
To delete Internet Favorites/Bookmarks on your portable storage or on your Computer you can use the options in the No Trace Browsing window.

5.3. No Trace Internet Browsing

With the “No Trace Browsing with Internet Explorer and Mozilla Firefox” option you can surf the internet without leaving a trace behind on the computer you have your portable storage device connected to.

To activate No Trace Browsing simply click on the “Activate No Trace Internet Browsing” option in the No Trace Browsing window of Carry it Easy +Plus. In case you have an Internet Explorer/Firefox window already open you will be asked if you want to close it so you can proceed.

Now, when you open Internet Explorer or Firefox, either via the “Start No Trace Browsing” button or any other way, you will not leave a trace behind on the used computer.



When No Trace Browsing is active you will see in the Internet Explorer windows header “No Trace Browsing” written. All the temporary files, history and cookies will be redirected and saved to your portable storage device and not to the Computer.

If you have synchronized your Internet Favorites/Bookmarks you can access them through the “Favorites” button in the Internet Explorer or the “Bookmarks” button in Firefox.

After every use we recommend that you delete the Temporary Files, Cookies and the History from your portable storage device as described below, in order to save valuable memory space on your portable storage device.

5.4. Deleting Internet Browsing history



To delete your Internet browsing history from your Computer or from your portable storage device, go to the “No Trace Browsing” window of Carry it Easy +Plus. Choose the “No Trace Browsing” mode. Select the objects you want to remove such as Internet Favorites, Temporary Files, History or Cookies and click the “Delete trace” button. You will be asked if you are sure you want to permanently delete the

selected objects. After confirming a progress bar will indicate that the deletion is in progress. If you are removing a large amount of files (especially from your USB Drive), it can take a few minutes until the process is finished.

5.5. Portable Outlook Express Data

To keep your Outlook Express Data portable, you can select the “Outlook Express” option in the main window of Carry it Easy +Plus.

Follow these steps to make your Outlook Express Data portable.

1. To **create a backup on your portable storage device**, select the Outlook Express identity you wish to make portable. The selected identity will also include its respective address book / contacts. Carry it Easy +Plus selects the main identity by default. After selecting you have to click the “Create Backup” button. Now your Outlook Express identity including e-mail messages, contacts, message rules etc. is saved on your portable storage device. Your e-mail **account passwords** are not saved on the portable storage for security reasons (Windows doesn't allow it) so please make sure that you know the passwords for your e-mail accounts so that you will be able to check your e-mail with Carry it Easy +Plus, when you are on the road.
2. To **run Portable Outlook Express**, you need to select the identity backup you wish to view and then click the “Run Outlook Express” button. If the computer has an internet connection, you will be able to check your e-mail after providing the password for your e-mail account. In case the computer doesn't have an internet connection, you will still be able to view your saved e-mail messages and contacts.
3. To **manage your portable Outlook Express data**, select the “Manage Backups on Device” option. Then you will be able to remove the backup of one identity at a time by selecting it and clicking the “**Remove**” button. In case you have received new e-mails and you want to restore your Outlook Express data back to your computer, you can do so by using the restore function. Select the identity that you want to restore and click the restore “**Restore...**” button. Then you can choose if you want to create a new identity or if you want to replace an existing identity.

5.6. Portable Outlook Data

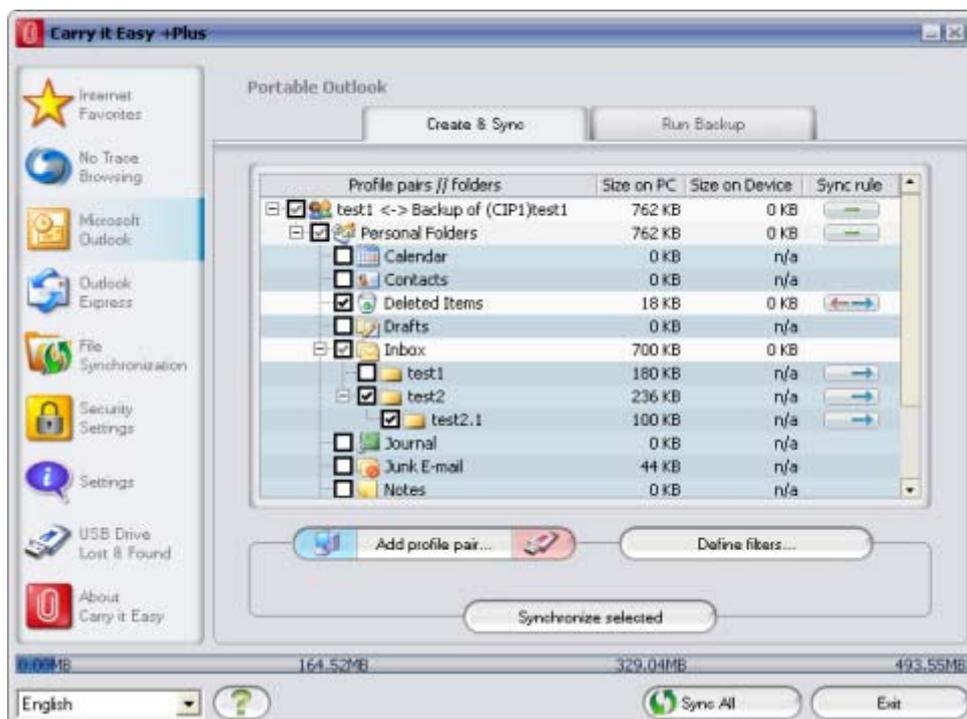
To keep your Microsoft Outlook Data portable, you can select the "Microsoft Outlook" option in the main window of Carry it Easy +Plus. This feature of Carry it Easy +Plus can be used for two different scenarios. One, to make a backup of your Outlook data on your portable storage device so you can access the data on a remote PC and work with it, or two, to use Carry it Easy +Plus to synchronize your Outlook data between different PCs (e.g. between your work and home PC).

In order to make your Microsoft Outlook Data portable, please follow the steps described below:

To **create a backup to the portable storage device**, click on the "**Add profile pair...**" button and select on computer side (left) the Microsoft Outlook profile you want to make portable.



On the portable storage device (right) select the destination. When using this feature for the first time, the destination will always be the "New Backup" option. In case you have already a backup on your portable device you can also select this from the drop down menu. In this way you will select the profiles that will be synchronized with one another.



Carry it Easy +Plus selects the default profile in standard mode when using the application for the first time and there is only one Outlook profile on the PC. After selecting it you have to check the folders you want to synchronize (e.g. Contacts, Drafts etc.), then select the "**Sync Rule**" you want to apply for each of the folders you selected for synchronization.

- Creates and/or updates all items from PC to portable storage device and vice versa  Sync
- Creates and/or updates all items from portable storage to PC  Import
- Creates and/or updates all items from PC to portable storage  Export
- Overwrites all items on PC with the correspondent portable storage item, deleting first the item from PC  Import Refresh
- Overwrites all items on the portable storage with the correspondent PC item, deleting first the item from portable storage  Export Refresh

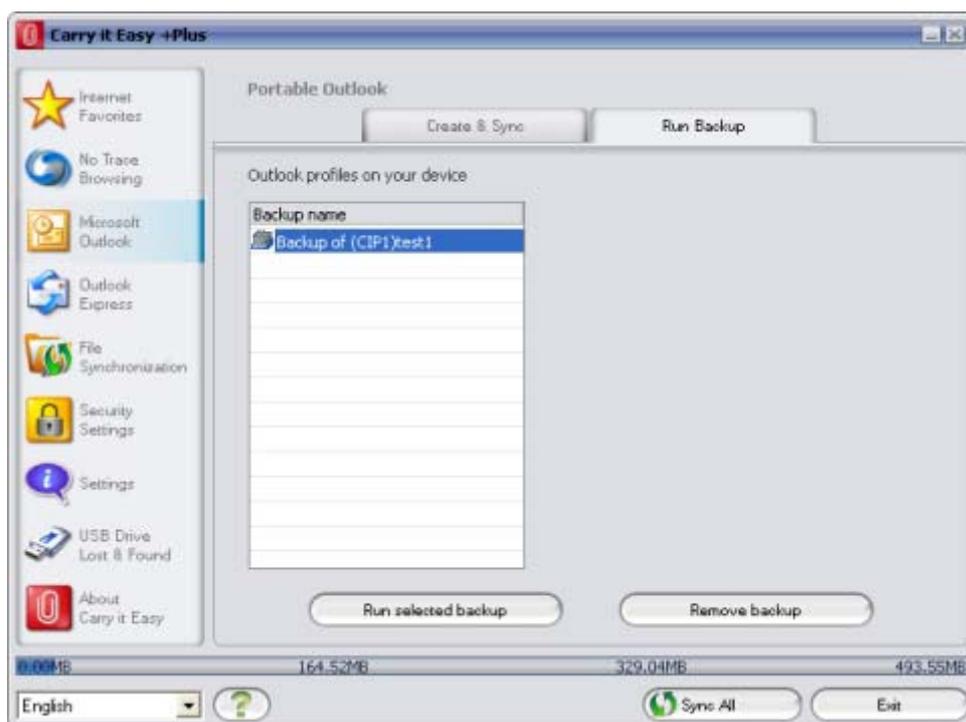
If you want to filter the messages you synchronize, then click on the "**Define Filters**" button where you have the option to filter messages by a certain size or a defined time period. This gives you the option to decrease the size of the Outlook data you synchronize/backup significantly.



After choosing the synchronization settings, click on the "**Synchronize selected**" button from the "**Create & Sync**" window and the synchronization process will start. **Information!** Your **e-mail account passwords** are not saved on the portable storage for security reasons (Windows doesn't allow it) so please make sure that you know the passwords for your e-mail accounts so that you will be able to check your e-mail with Carry it Easy +Plus, when you are on the road (using a remote PC).

To **run Portable Microsoft Office Outlook**, you need to select the backup you want to view from the list on the "**Portable Outlook**" tab. This function requires that on the remote PC that you are using at the time, Outlook is also preinstalled. After selecting the backup you want to start, you have to click "Run Backup" and Outlook will start viewing your data from the storage device.

If the remote PC has an internet connection, you will be able to check your e-mail after providing the password for your e-mail account. In case the computer doesn't have an internet connection, you will still be able to view your Outlook data.



To delete a backup from your device you need to select it and then click on the **"Remove Backup"** button.

5.7. My Documents synchronization

To synchronize your My Documents, go to the File Synchronization option in the main navigation menu on the left. On the "My Documents" tab sheet you will see the My Documents directory with all the included subdirectories ("Hard Disk" image). The folders you wish to synchronize with your USB Drive can simply be selected by clicking them. You then have to choose one of the three synchronization rules available.

- a) Creates and/or updates older My Documents on the Computer
- b) Creates and updates all missing or older My Documents
- c) Creates and/or updates older My Documents on the device



To synchronize data between the Computer and your portable storage device you have to apply one of the three synchronization options and go either to the "Hard

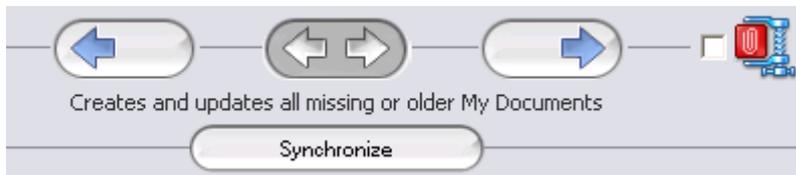
Drive” or the “USB Drive” image. Select the folders you want to synchronize and click the “Synchronize” button.

When the synchronization has begun, a progress bar will appear. In the progress bar an option “View Details” is available to show errors that might occur during the process. When the synchronization is finished the “Finished” button becomes active indicating that the process has ended.

5.8. View and Edit My Documents on portable storage

To view, edit or delete files and folders that are stored on your USB Drive, you can simply click on the “USB Drive” image in the My Documents tab sheet. When right clicking over the respective folder, you have the option to open the data or to delete them. When you have your data compressed you will not be able to use the right click function.

5.9. Data Compression on the Device



Carry it Easy +Plus offers you the possibility to compress the documents you want to synchronize in order to use the space on your Device more efficiently. Just click on the “Data compression” tick box (screw clamp image) in the “My Documents” or the “Folder Synchronization” tab sheet. When you click on the synchronization button the documents you selected for synchronization will be compressed and moved to the USB Flash Drive.

5.10. Folder and Desktop synchronization



Carry it Easy +Plus lets you create profiles so you can easily synchronize documents between two or more computers. Go to the “File synchronization” window and click

on the “Folder Synchronization” tab. To add a folder to the synchronization list, just push the “+” button. If you want to edit the synchronization options, push the “i” button. If you want to delete a profile, push the “x” button.

To synchronize the selected profiles with your device push the “Synchronize” button.

The first time you connect to another computer and try to synchronize your documents you will be asked to select a folder on that computer with which the data from your Device should be synchronized. You can do that by selecting the profile you want to synchronize and then pushing the “i” button. The next time you want to synchronize your data, just select it and click on the “Synchronize button”.



To synchronize your Desktop items follow the same steps as described above.

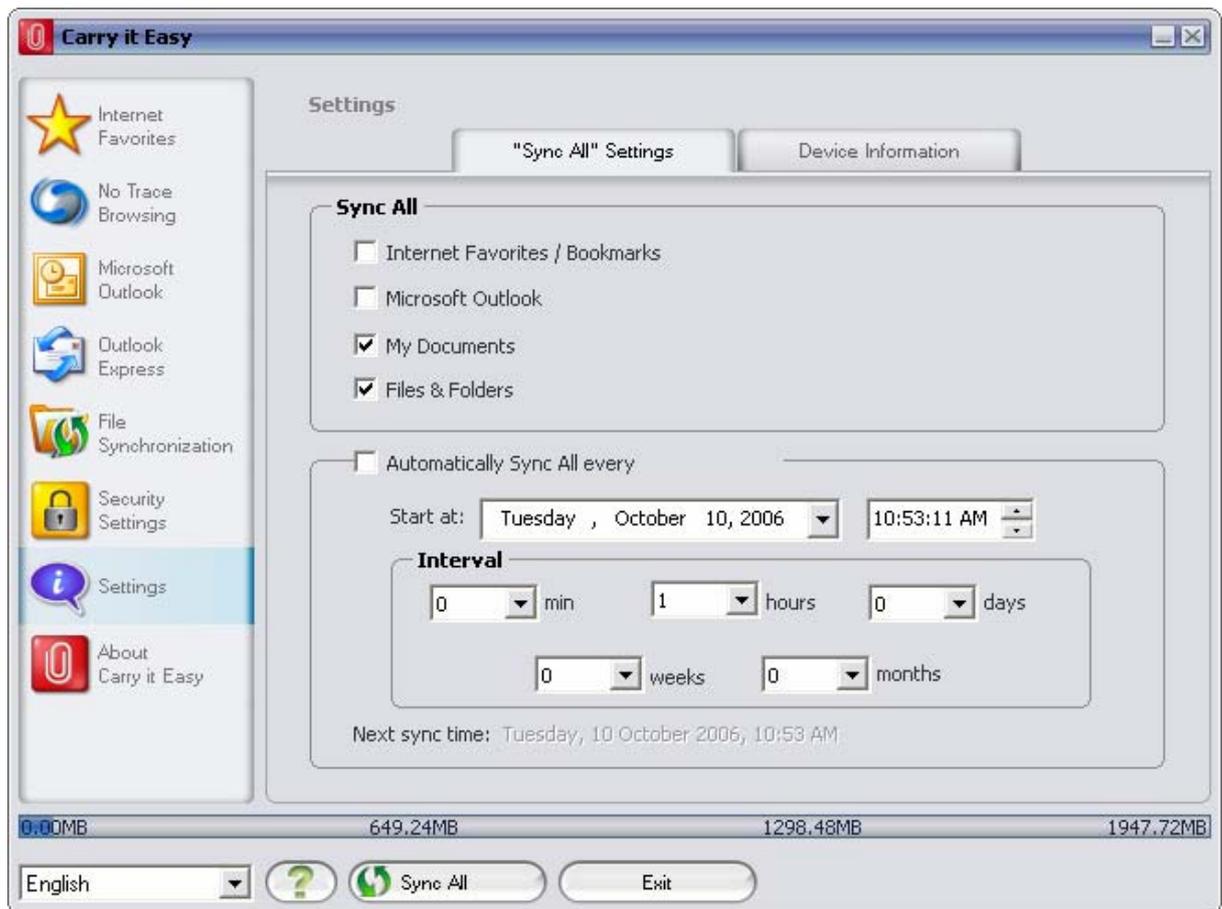


5.11. Sync All Function

In order to make easier working with Carry it Easy, you have the possibility to use the “Sync All” function. With this feature you can synchronize at once your Internet Favorites/Bookmarks, your Outlook data, your files and folders, including My Documents. All you have to do is choosing from the Settings / “Sync All” Settings the items that you want to synchronize.

Then, you have two options:

1. You can synchronize them now, by clicking on the “Sync All” button from the bottom right of the window, or
2. You can have them synchronized automatically, at a period of time that you can choose in the “Automatically Sync All every...” tab.



5.12. Adding files and folders to your portable storage device

To add further files and folders to your portable storage device, you have to login with your fingerprint or password in Carry it Easy +Plus and copy them into the directory e.g. E:[USB Drive]\Personal Data\My Folders. For these data, the subfolder “My Folders” is available.

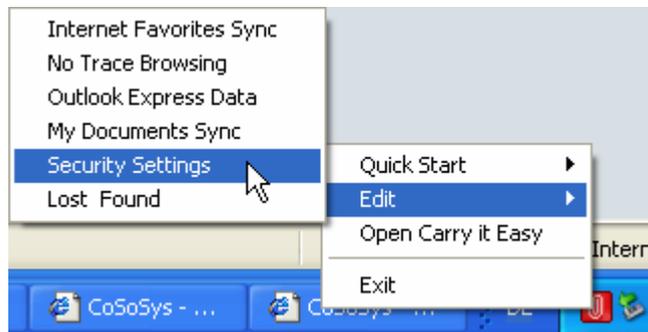
Attention! Save your data only in “My Folders”, otherwise if the security settings are changed the data will be permanently lost.

5.13. Work with the system tray menu

Via the Carry it Easy +Plus Icon in the system tray you are able to reach all the Carry it Easy +Plus options.

With the Quick start option, you are able to view your My Documents content or to open an Internet Explorer window with your

Favorites/Bookmarks.



5.14. Safely remove hardware

Before you unplug your portable storage device (USB Drive) from the USB port of your computer, you have to use the “Safely Remove Hardware” option from the system tray, otherwise you risk corrupting the data on your USB Drive (especially when using Windows 2000).

To Safely Remove Hardware, double-click on the system tray icon, then select the USB Drive you want to remove from the list and click on the “Stop” button.





A message will appear indicating that the portable storage device can now be securely removed. If a message saying “The ‘...’ device cannot be stopped right now” appears, you have to close your Windows Explorer or any other application that is still accessing the data on the USB Drive.

5.15. Configuring Multiple Devices at the same time

If you have more than one portable storage device connected to your computer, you have to select from the Carry it Easy +Plus Device list which one you want to configure.

6. License Key Registration

After your 30 day trial version of Carry it Easy +Plus has expired you are required to purchase a license key over the internet. To purchase the license you can visit our web-shop by clicking the link in the registration window (visible when starting Carry it Easy +Plus) or by clicking on the “Activate” button in the “About Carry it Easy” window. When you have purchased the license key you have to enter it into the registration window in order to use the full functionality of Carry it Easy again.

Please save your license key in a safe place for future reference.

7. Update Mechanism

You can check for the availability of a new Carry it Easy +Plus version by clicking the “Update” button in the “About Carry it Easy” window. If there is a newer version available you will be asked if you want to download it. The application will be downloaded directly to your portable storage device. If it is not possible to replace the running version on your portable storage device the new version will be saved on your desktop. You will then be required to replace the older version on the portable storage device with the newer version by replacing it via copying/overwriting.

8. Support

In case additional help, such as the FAQs or e-mail support is required, click on the “Online Help” link in the “About Carry it Easy” window and you will be automatically directed to our support website.

You can visit the support website directly at <http://www.cososys.com/help.html>

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