

# **Drive Terminator**

# **User Guide**

Version 1.0 • January 12, 2014

This User Guide provides instructions on how to use the application.



[www.kanepiservices.com.au](http://www.kanepiservices.com.au)

Tel: +61 (0) 8 9448 3076

Last edited: 12<sup>th</sup> January 2014

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# User Guide

Version: 1.0

Revision Date: 12<sup>th</sup> January 2014

Revision History		
Rev #	Revision Update	Date
0.1	Initial version	28 <sup>th</sup> December 2013
0.2	Final review	2 <sup>nd</sup> January 2014
1.0	Released	12 <sup>th</sup> January 2014

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## About this Guide

This document is divided into the following chapters:

Chapter	Title	Description
Chapter 1	Introduction	Overviews the applications functionality and support.
Chapter 2	Step By Step Instructions	Provides detailed instructions on using the application.
Appendix A	Glossary	A glossary of terms / abbreviations used throughout this document.

For the most current version of this document, please visit: <http://www.kanepiservices.com.au>.

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## Who Should Use It

This document is intended for end users and administrators who are using the Drive Terminator application.

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## Typographical Conventions

This document uses the following typographical conventions:

- Items you click, select or drag and drop appear in **bold type**.
- Keys that you press appear in **bold type** after the text 'press' i.e. Press **Enter**.
- Text of importance in a statement describing functionality appears in **bold font**.
- Menu and submenu paths are shown as **MENU > SUBMENU**.

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# 1 Introduction

The Drive Terminator facilitates users adding an additional layer of protection to their laptops / PC's / servers to prevent unauthorised personnel from gaining access. Such measures could be put into place to mitigate the risk of spreading viruses or unauthorised copying of data.

The Drive Terminator adds security by providing the ability to disable / enable (or any combination of) the following:

- USB storage device access
- DVD/CD drives
- Floppy drives
- PC keyboard 'Windows' key

To further safeguard your system the Drive Terminator incorporates encrypted password protection to prevent unauthorised users from accessing the Drive Terminator functionality.

## 1.1 General functionality

The following provides a general overview on the functionality associated with the Drive Terminator.

- A license key is required after installing the application. The Drive Terminator licensing screen is the first screen shown after installing the Drive Terminator and provides information (being the Application Name and the MAC address of the laptop / PC / server the Drive Terminator has been installed on) that must be entered into the kanepi Services licensing web page (<http://www.kanepiservices.com.au/licensing-other-products>), after which a license key will be emailed to the user. Alternatively the information may be emailed to [licensing@kanepiservices.com.au](mailto:licensing@kanepiservices.com.au), however please note the preferred method is for users to enter the required information into the <http://www.kanepiservices.com.au/licensing-other-products> web page. This requirement is further detailed in the Drive Terminator Installation Guide.
- A valid password must be entered to access the Drive Terminator functionality. Passwords are encrypted to ensure a high level of security is maintained.
- The Drive Terminator allows authorised personnel (e.g. those with the current password) to disable / enable USB storage device access, DVD/CD drives, floppy drives and the PC keyboard Windows key.

- A USB storage devices 'disable' prevents any USB mass storage device from being used on the PC / server e.g. USB connected hard drives, USB thumb drives etc. USB connected keyboards / mouse etc. will operate and are not affected by the USB storage device access disable.
- Floppy drives are only shown if one is installed on the user's PC / server (floppy disabling / enabling functionality is disabled automatically on the Drive Terminator if a floppy drive is not installed).
- A PC / server restart is required to invoke changes made to the status of the floppy drive and Windows key. The Drive Terminator prompts users to restart the PC / server in these situations.

## 1.2 Support

Email support is available for the Drive Terminator at [support@kanepiservices.com.au](mailto:support@kanepiservices.com.au) during normal business hours (Australian Western Standard time, Monday to Friday excluding public holidays). Typically support queries for the Drive Terminator will be answered within 24 hours.



## 2 Step by Step Instructions

This chapter describes tasks commonly performed by users of the Drive Terminator.

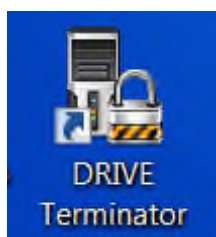
### 2.1 Menu items

The following table describes the function of each of the menu items available with the Drive Terminator.

Main Menu Item	Dropdown	Description
File	Exit	Exits the application.
Tools	Change Password	Allows users to change the current password.
About	License Key	Shows the Application Name / MAC Address / License Key.
About	Drive Terminator	Provides version and copyright information. Additionally license and maintenance expiry details are shown.

### 2.2 Invoking the Drive Terminator

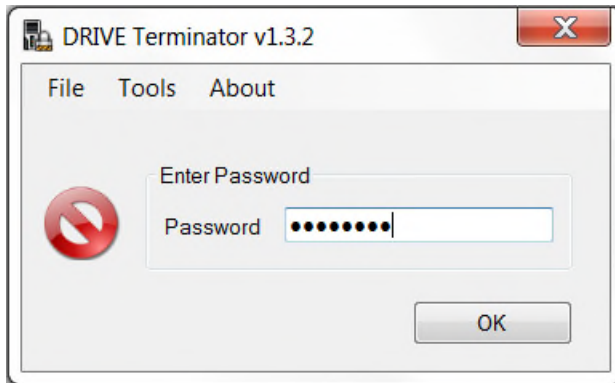
The Drive Terminator can be invoked by double-clicking on the Drive Terminator desktop icon.



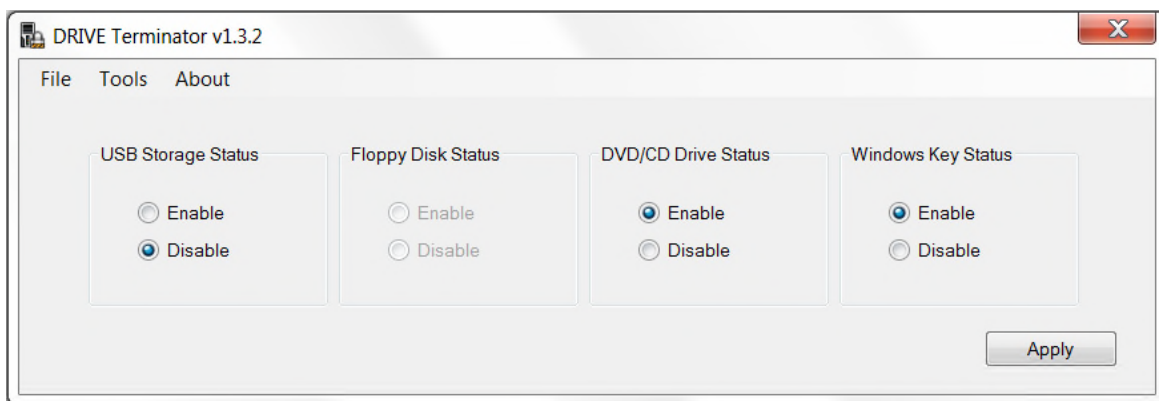
### 2.3 Enter a valid password

A valid password must be entered once the Drive Terminator application has been invoked.

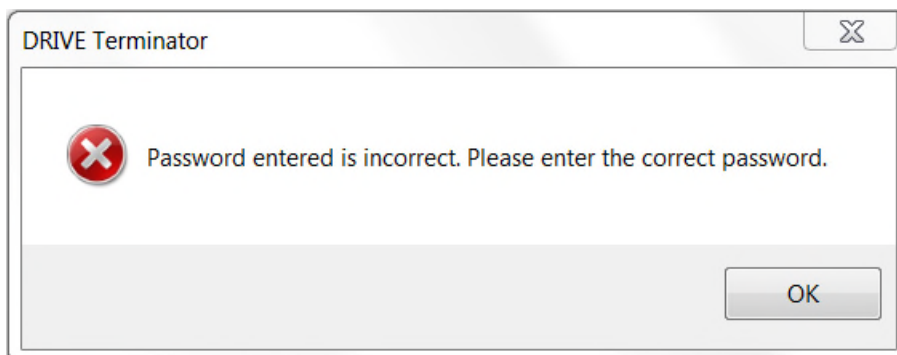
1. Enter the Drive Terminator password and click **OK**.



2. The Drive Terminator main screen is displayed upon successful password entry.



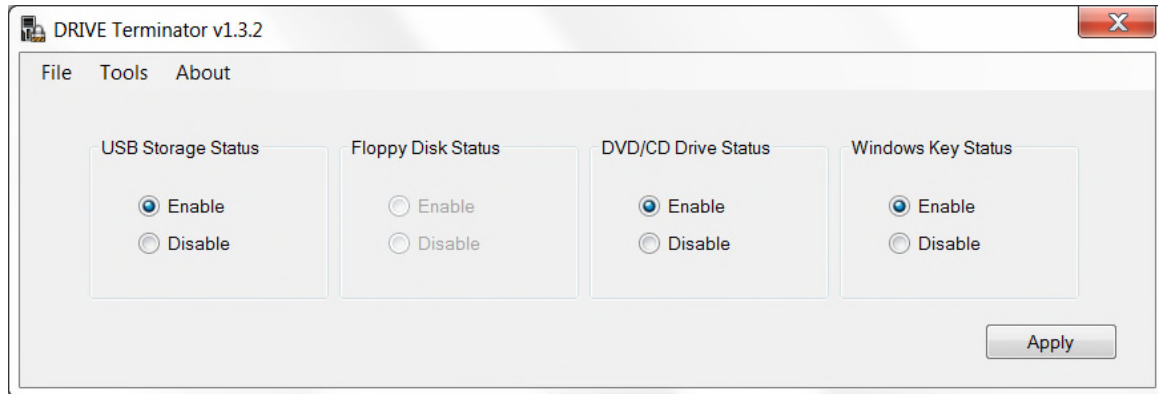
If an **incorrect** password is entered the user is informed. The password screen is again displayed to the user after clicking OK.



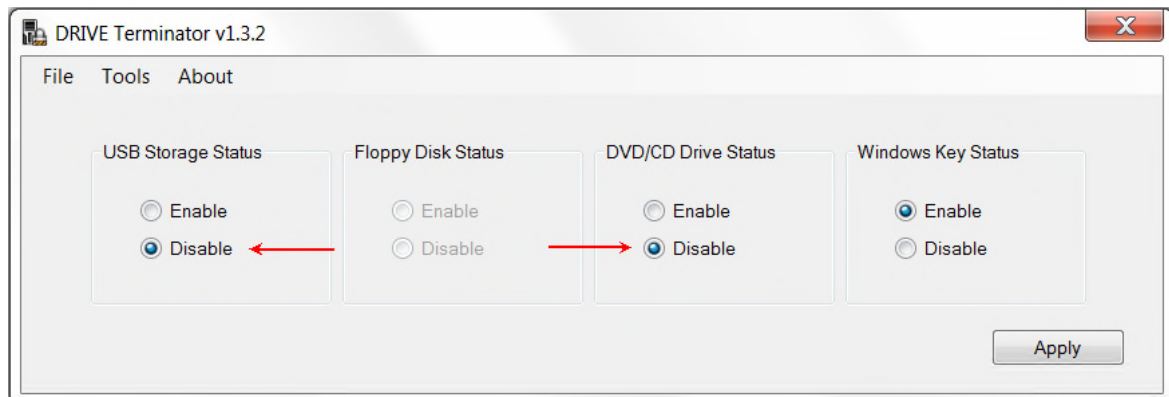
## 2.4 Disable USB storage device access and DVD / CD drive

Users can disable USB storage device access and DVD/CD drives simply by clicking the required drive **Disable** option. Changes take effect immediately once the **Apply** button is clicked.

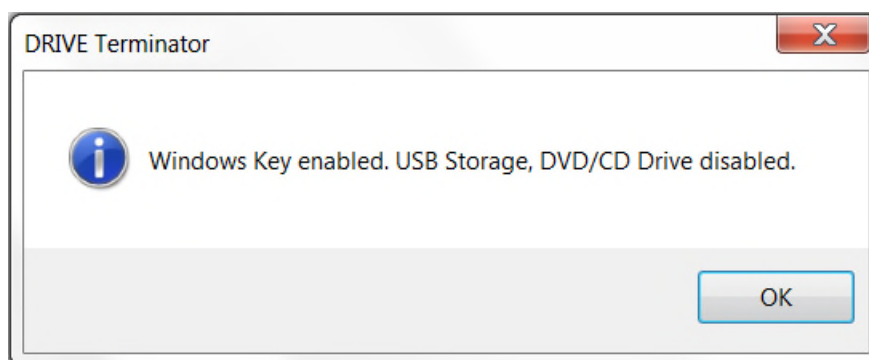
1. Invoke the Drive Terminator. In this example the USB storage device access, DVD/CD drive and Windows Key are **currently** all enabled.



2. Click **DISABLE** for the USB storage devices status and DVD/CD drives (note that users may select one or the other, or both as required – disabling both is an example only).

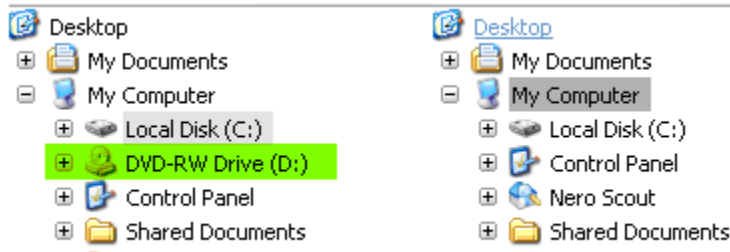


3. Click **Apply**. The Drive Terminator reports the users request when the apply button is selected. (Note the floppy status is not mentioned in the reported status example below as the floppy drive was not present on the user's PC).



The following shows an example where the user has disabled a DVD/CD drive. Prior to the disable request the DVD/CD drive is viewable and available from Windows Explorer.

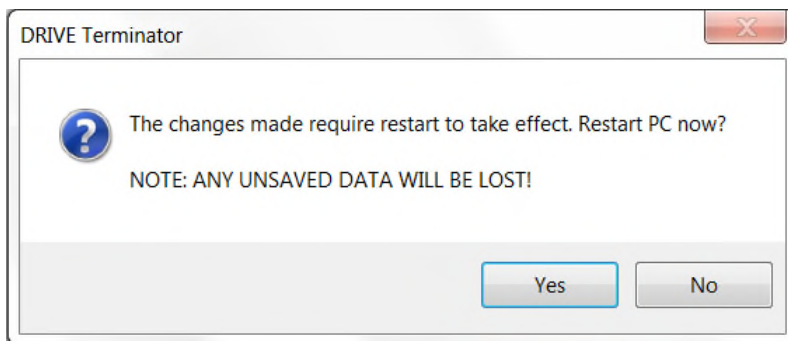
After the disable request the DVD/CD drive is not available (note that Windows Explorer is refreshed / re-opened to see the change).



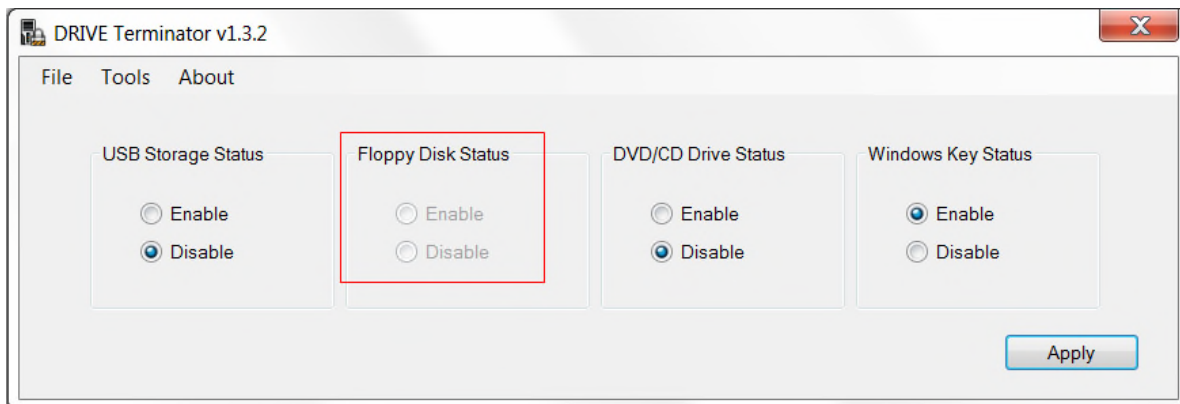
## 2.5 Disable a Floppy drive

Floppy drives can be disabled by clicking the Floppy Disk status **Disable** option then clicking **Apply**. The Drive Terminator reports the users request when the apply button is clicked.

Note that floppy disk status change requests only take effect after the PC / server has been restarted. Users may choose to restart the PC / server at a later time (changes will not take effect until then) or the Drive Terminator provides users with an option to restart.



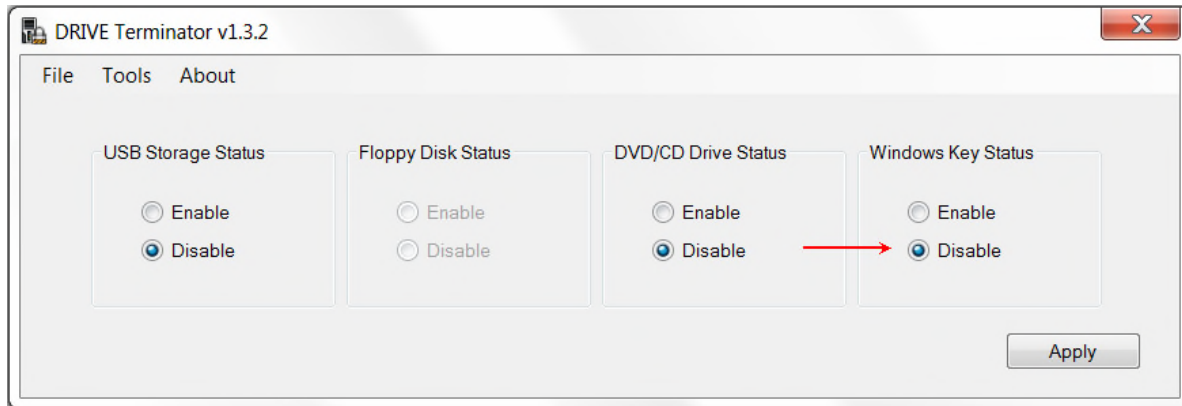
If the user's PC / server does not have a floppy disk drive then this option is not available.



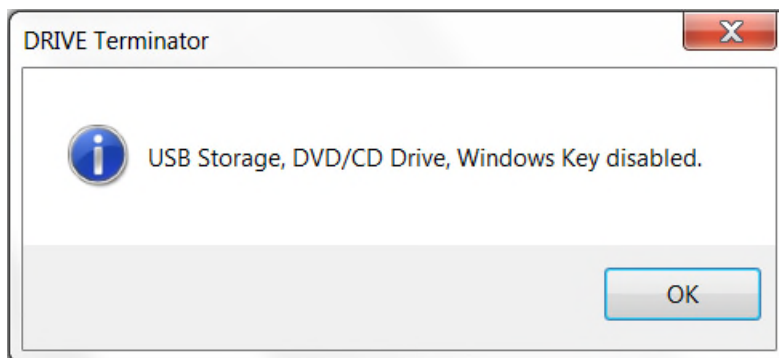
## 2.6 Disable the Windows key

The user's keyboard Windows key can be disabled by clicking the Windows Key status **Disable** option then clicking **Apply**.

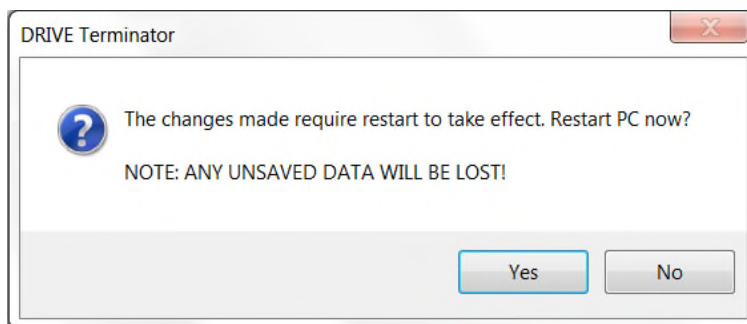




The Drive Terminator reports the users request once the apply button is clicked.



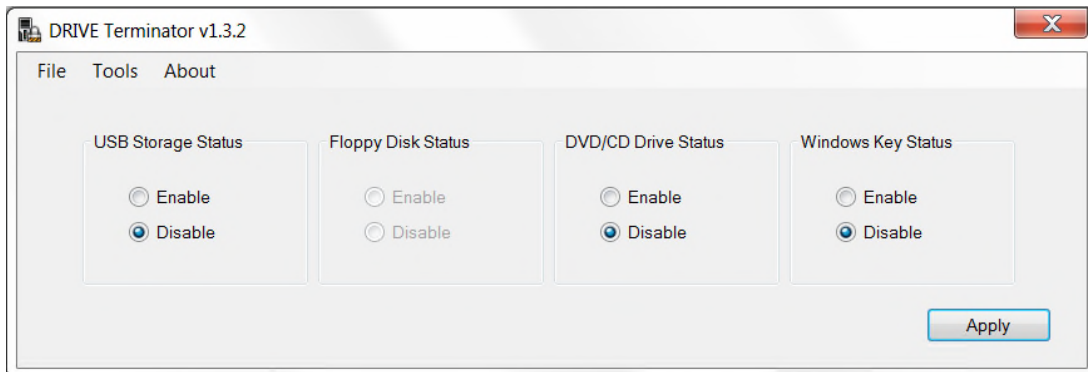
Note that the Windows key change request only takes effect after the PC / server has been restarted. Users may choose to restart the PC / server at a later time (changes will not take effect until then) or the Drive Terminator provides users with an option to restart.



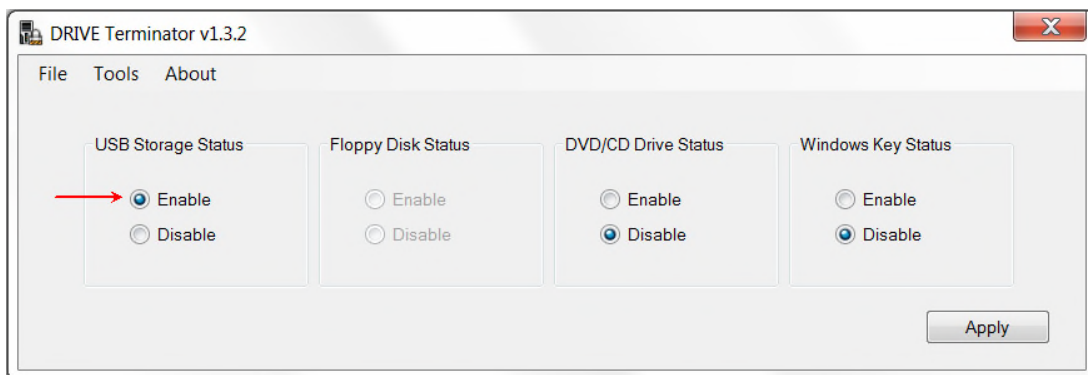
## 2.7 Enabling USB storage device access, Floppy drives, DVD / CD drive, Windows key

Users can enable any disabled USB storage device access, floppy drives, DVD/CD drives and / or Windows key simply by clicking the required drive **Enable** option. Changes take effect immediately once the **Apply** button is clicked for USB storage device access and DVD/CD enable requests. A PC / server restart is required before floppy drive / Windows key enable requests will take effect.

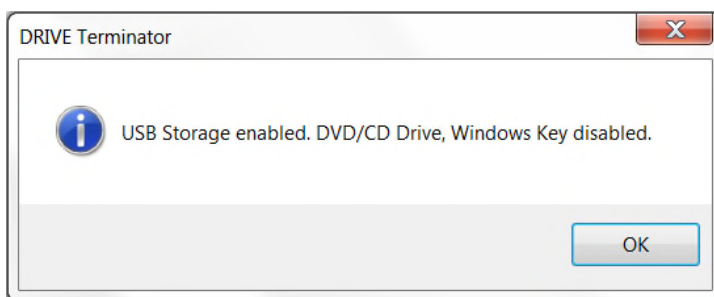
1. Invoke the Drive Terminator. In this example the USB storage devices, DVD/CD and Windows key are currently disabled.



2. Click **Enable** for the USB storage device status.

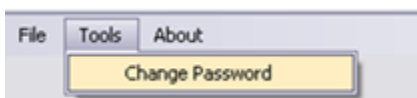


3. Click **Apply**. The Drive Terminator reports the users request when the apply button is selected. (Note the floppy drive status is not mentioned in the reported status example below as the floppy drive was not present on the user's PC).

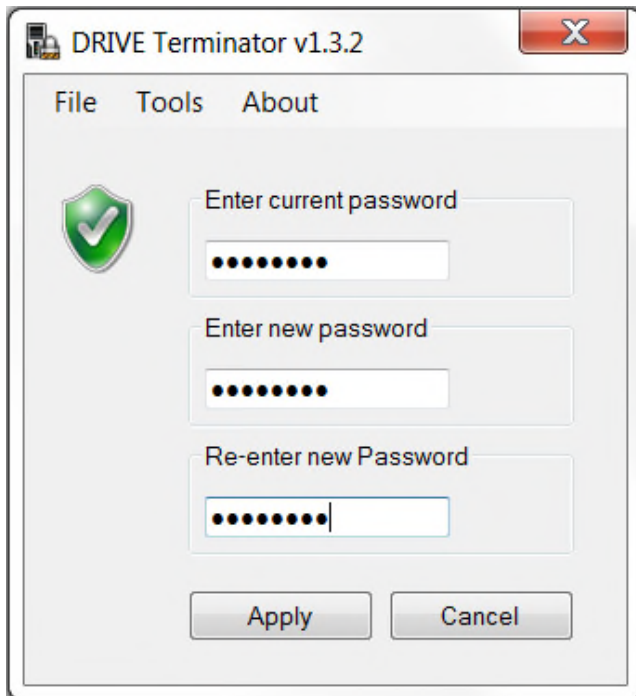


## 2.8 Change the current password

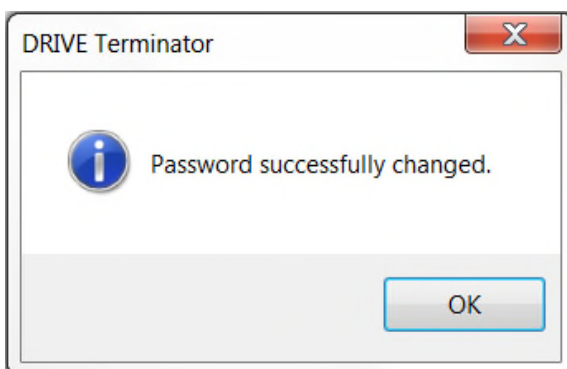
1. Click **Tools > Change Password**.



2. The change password screen is then shown. Users are required to enter the **current** password followed by the required **new** password (the new password must be entered twice). Note that passwords are **case sensitive**.



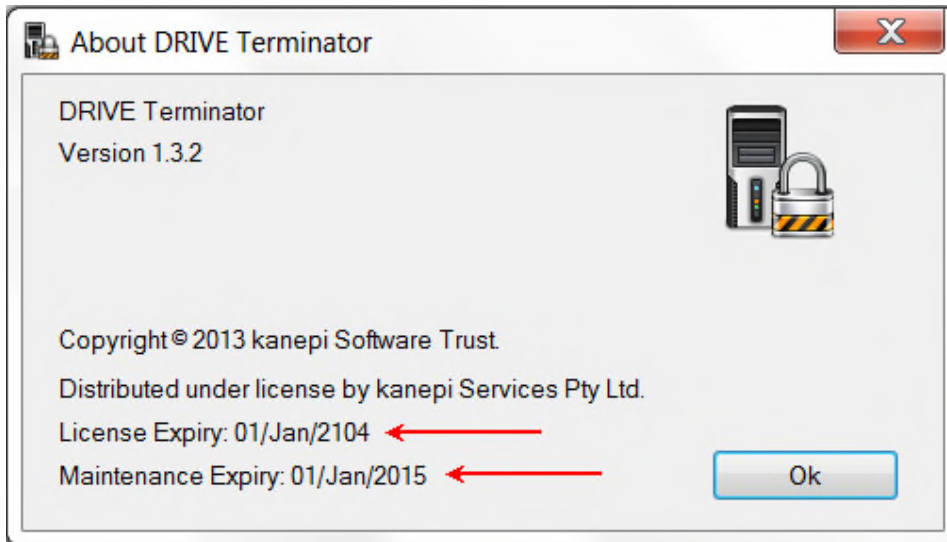
3. Click **Apply**.
4. Users are informed when the password change is successful.



## 2.9 View license and maintenance details

License and maintenance expiry dates may be viewed from the Drive Terminator **About** screen.

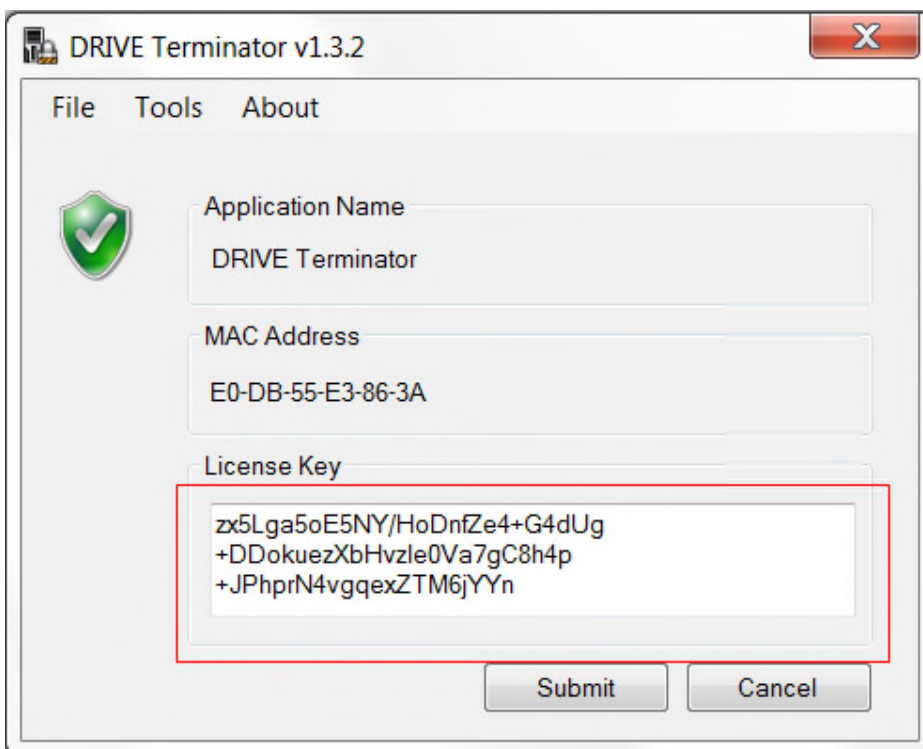
1. Click **About > Drive Terminator**.
2. The About screen is displayed showing **license** and **maintenance expiry dates**.



## 2.10 Enter a new license key

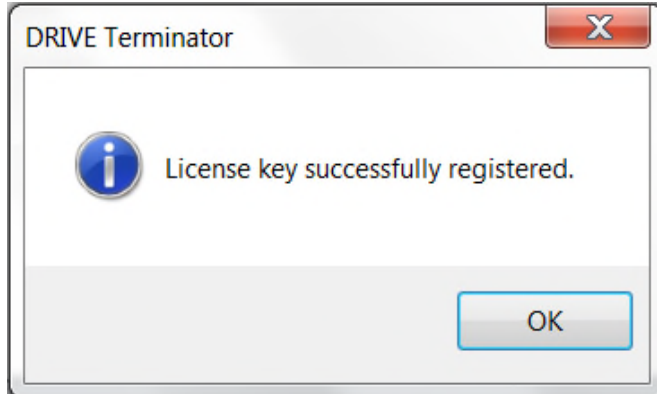
A new license key will be provided to you from kanepi Services Pty Ltd when maintenance has been renewed, or when you upgrade to a new version of Drive Terminator (note that your maintenance must be current to upgrade versions).

1. Click **About > License Key**.
2. Paste the provided license key into the **License Key** field.





3. Click **Submit**. Drive Terminator informs the user when the license key has been changed.



4. Click **OK**. Normal Drive Terminator functionality is then available.

## 2.11 Upgrade to a new version of Drive Terminator

Updates to the Drive Terminator are released as new versions / complete installers instead of update files. Therefore existing versions must be uninstalled, the new version installed then a new license key entered after which the new version Drive Terminator functionality will be available.

1. **Uninstall** the Drive Terminator. Use the Operating System's specific un-installation service or wizard. For example: Control panel > Add or Remove programs (Windows Server 2003), Control panel > Uninstall a program (Windows 7/8) etc.
2. **Download** the latest version of the Drive Terminator installer from [www.kanepiservices.com.au](http://www.kanepiservices.com.au).
3. **Install** the Drive Terminator as detailed in the **Drive Terminator Installation Guide**.
4. Request a new license key from kanepi Services Pty Ltd as detailed in the **Drive Terminator Installation Guide**.
5. Enter the new license key into the Drive Terminator **License Key** field as detailed in the procedure above.
6. Normal Drive Terminator functionality is then available.

## 3 Appendix A: Glossary

The following table provides information on terms, acronyms and abbreviations required to properly interpret this document.

Term	Meaning
CD	Compact Disc.
DVD	Digital Versatile Disc.
FLOPPY	Data storage medium.
MAC	Media Access Control address.
PC	Personal Computer.
USB	Universal Serial Bus.
Windows Key	Typically located between the CTL + ALT keys. Pressing and releasing the Windows key by itself opens the Start Menu. Pressing the key in combination with other keys invokes other common functions.