

# HOW TO USE Digipass

The Digipass device is a password generator used to increase security when connecting to restricted resources on the corporate network. Digipass uses a time-based algorithm to generate a One-Time Password. The password must be used within approximately 15 minutes or it will expire.

This information is valid for Digipass 260 and Digipass 300 and is aimed for users with user accounts handled by the Faros user management system.

**NOTE!** Digipass is individually assigned and the holder is personally responsible for its use.

If the employee leaves the company, the Digipass must be removed from the user's account and returned to the manager. The Digipass can then either be re-used, or disposed of, handled as electronic disposal.



## Generating a Password


- Press the  button
- Enter the four digit PIN code

The Digipass now generates a one-time password.

## Before you can use Digipass, you need to Initialize the Digipass:

Initializing the password generator means that you configure it with a private PIN-code. You use the included INIT-pin and a different (free of choice) private four digit PIN-code for this purpose. The INIT-pin will be sent separately due to security reasons. You may have to wait for a few days until it arrives.



To initialize Digipass, perform the steps below:

- Press the  button
- Enter the four digit INIT-pin
- Enter a new four digit private PIN code
- Enter the new PIN code again for confirmation

Your Digipass is now initialized.

## Changing the PIN code

To change the PIN code of the Digipass, perform the steps below:

- Press the  button
- Enter the PIN code
- Press the  button, and hold it down for a few seconds
- When the display reads "NEW PIN?", enter the new PIN code
- Enter the new PIN code again for confirmation

The PIN code is now changed.

## Lost, blocked or non-functional Digipass

If there is any problem with the Digipass, if it has been lost, or in other ways is out of order, please contact your local Helpdesk.

If the Digipass has been blocked ("LOCK" and "PIN" is displayed), write down the seven digit code that is also displayed, and inform the Helpdesk.

The Digipass is automatically deactivated when it has not been used for 13 months.