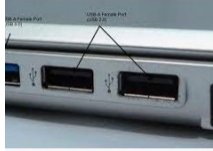


Client Access to Files on Flash Drive

Note: This is for FPD laptops at non-BOP-LVN facilities only

1. Turn on the computer by pressing the button on the top left. 
2. The computer will auto login to a client profile with a green background. Everyone uses the same auto login because no client data is stored on the laptop. All client data is stored on your encrypted, password-protected flash drive. Each time the computer is restarted, all files and settings are restored to their original state.
3. Insert your flash drive  into the USB port  on the computer. The flash drive is protected and requires an encryption password to access the files.
4. Open File Explorer by clicking on the yellow folder icon  at the bottom of the screen. On the right side of the screen, you will double click on drive D. You will see a dialog box and be prompted to enter your password to unlock this drive. This password will be provided to you by your attorney. Enter password and press Unlock. After you press Unlock, click "Open folder to view files."
5. You may take notes on this computer and save your notes to the flash drive.  Click on the Word icon at the bottom of the screen to open a blank document. Type your notes into this document. Save your notes to the flash drive by clicking Save As, Browse, then Drive D. Name your document (you can name it Client Notes). Any files saved to the desktop or left anywhere else on the computer (other than on the flash drive) will be deleted when the computer is shut down.
6. After reviewing your files, close any open windows by clicking the X at the top right.
7. Remove the flash drive and shut down the computer by double clicking the shutdown computer icon on the desktop.
8. Return both the flash drive and the computer to jail personnel.