Instructions for the Client to Access Files on a FPD/CJA Flashdrive

1. Turn on the computer. The power button looks like this

   The computer may take a minute or two to boot.

   If there is no activity on the computer for several minutes it will go into standby mode. This is indicated by black screen and a white power light with a slow increase/decrease in illumination. Press the power button once and the main screen will appear.

2. Select Client in the lower left corner of the main screen. Type **Client1** for the password. If the laptop has a sticker that says no password is needed, just hit **ENTER** when asked for a password.

   Everyone uses the same login, because all client data is stored on the flash drive. Every time the computer is restarted all files and settings are restored to their original state.

3. Insert the flash drive into the USB port on the computer. A warning may display "location is not available," this is normal because the flash drive is protected and requires an encryption password to access the files. Press OK to close the warning dialog box.

   Open File Explorer at the bottom of the screen.

   On the right hand side of the screen you will click on (E:)
   You will see a dialog box. **BitLocker (E:) Enter password to unlock this drive**. This password will be provided to you by your attorney. Enter password and press **Unlock.**

   After you press Unlock, you should see the files that are located on the flash drive.

4. You are able to take notes on this computer and save your notes to the flash drive. Any files saved to the desktop or anywhere else on the computer will be deleted when the computer is shutdown.

5. After reviewing your files, close the File Explorer window. Select File, then Close.

6. Remove the flash drive and power off the computer.

7. Return the flash drive to the jail personnel.