Opening an Encrypted CD

No additional software is necessary to read the information on the encrypted CD. The following instructions will allow proper viewing of the CD's contents.

1. Insert the Electronic Folder CD into your PC's CDROM drive.
2. Double click on your desktop icon labeled "My Computer" or "Computer".
3. Double-click on your PC's CDROM drive to display the contents of the CD.
4. Double-click on the **MfeEERM.exe** file located on the CD.
   - ❖ Enter the Password; click OK. The password consists of the following: First 4 letters of claimant's first name in lower case (if the name is less than four characters use "#"s after the last alpha), a number sign (#), and the last 4 numbers of the claimant's SSN. For example:

     - ➢ Your name is Mickey Mays and SSN is 123-45-6789. The encryption password is **mick#6789,** or
     - ➢ Your name is Tom Mays and SSN is 123-45-6789. The encryption password is **tom##6789**.

5. The best way to view the documents is by using the **index.html** that displays each document name as a link. In order to use the **index.html**, the documents must be copied into a folder by taking the following steps:

   - ➢ Create a new folder on your computer.
   - ➢ Click on Edit then Select All to highlight all files and folders in the window on the right side of **McAfee Removable Media Protection** screen.
   - ➢ Right click on the highlighted files and select [Copy].
   - ➢ Right click on the newly created folder and select [Paste].

6. In the new folder, double-click on the **index.html** file.
7. Double-click on the document wanted, which opens the document.
8. If you extracted files to your hard drive or server, when you no longer need the files, delete the files from your hard drive or server.

Important Notes:

- e If you enter incorrect information in the Password field 3 times, a blank screen will display. Please contact the local ODAR office that sent you the CD.
- e You can view the files individually from the McAfee Removable Media Protection screen by double-clicking the [docs] folder. You must select each document separately. If you double-click the index.html from the McAfee Removable Media Protection screen, clicking on any of the Exhibit List links will not open the document.