

## Notes on New Dell Latitude c640 Portables

### General Information

**All existing data has been copied to C:\EFSDATA.** Use this folder as your primary place to store data. Word, Excel, etc. have been configured to default to this folder. In addition, this folder is encrypted for security. See the “EFS Information” section below for more details. Your forms and Outlook files are also kept under this folder for security purposes.

Your Dell includes a docking station to connect the portable to a full-sized keyboard, mouse and screen. The larger of the 2 buttons on the front-left of the dock is the Power button for the system. Use this button to turn-on the machine **or to revive the machine from hibernation mode.**

**When un-docking the PC, ALWAYS shut-down the system first.** Failure to do so can result in software and hardware failure.

The system includes both a DVD-ROM/CD-RW Combination drive and a Floppy drive, however, both cannot be installed in the system at the same time. However, **you can use both devices at the same time** by inserting the DVD/CDRW drive in the machine and connecting the floppy drive on the external cable that is provided in the bag. (There are instructions with the cable, but basically connect one end to the Parallel port on the back of the PC or Dock and the other end to the floppy drive with the metal bar on the cable facing down (“Dell” on the cable facing up)). **You cannot connect the DVD/CDRW to the cable.** (It will show up as floppy drive B: and be unusable.)

Check to make sure your **Default Printer** is correct. If not, go to Start/Settings/Printers and right-click on the appropriate printer, then left-click on “Set as Default”

**NOTE:** File Manager does not exist in Windows 2000. Use NT Explorer instead.

### EFS Information

All data should be kept in the C:\EFSDATA directory/folder. This folder is “encrypted” by the Windows 2000 Encrypted File System (EFS). This ensures that if someone else gains physical access to the system, they cannot boot into an alternate operating system and recover the OIG data files. It also ensures that files deleted from the system are scrambled so they cannot be reconstructed (or in essence ‘undeleted’) should another person gain physical access to the machine.

- Users do not have to do anything special other than to save or copy their data to this folder, the encryption/decryption is handled automatically by EFS.
- Files copied off of C:\EFSDATA to floppy or zip are NOT encrypted (the files are decrypted as soon as they leave the local folder which supports EFS. Floppy diskettes and zip disks use the FAT file system which cannot support EFS.
- JM-10 will “export” a copy of each local key before distributing the PCs. This ensures your data can be “decrypted” in the event the key on the PC becomes corrupted.