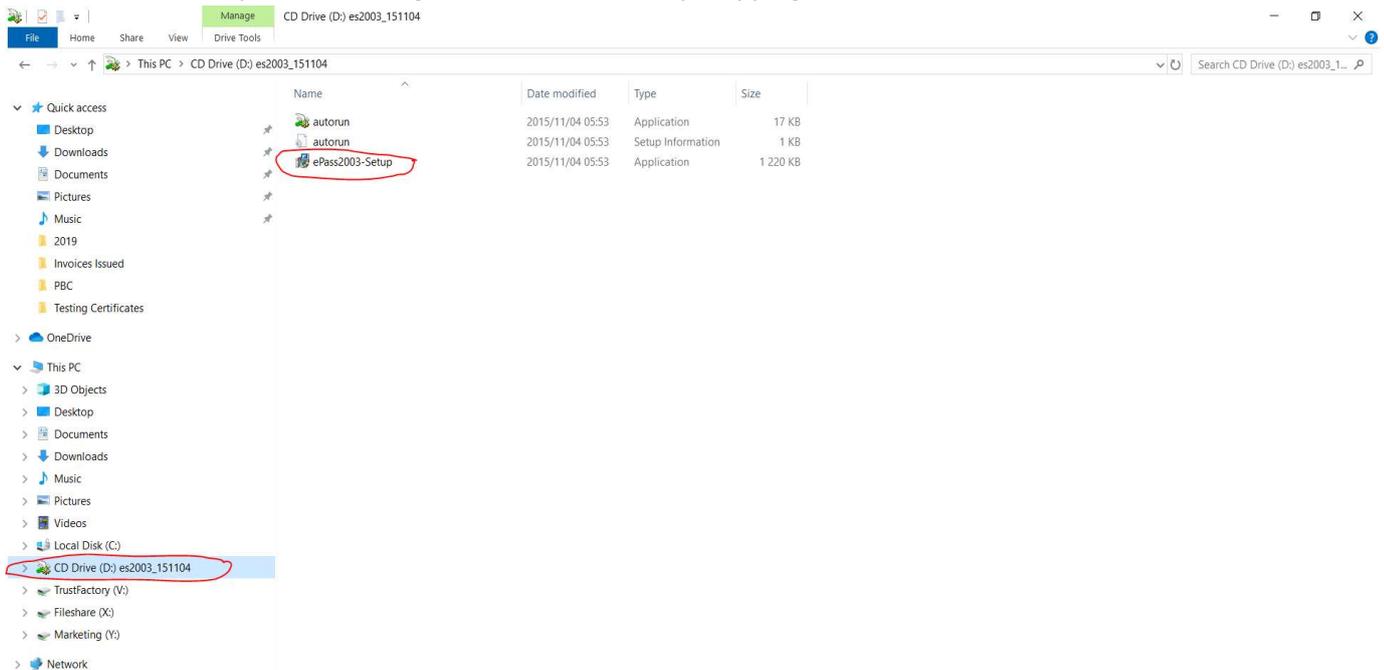
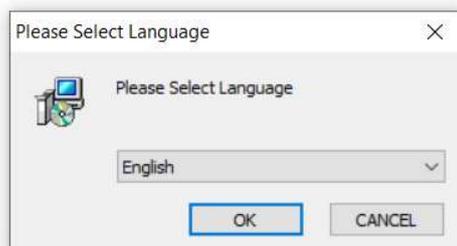


# Instructions: First Time Use And Setup of Smart Card

1. Insert your TrustFactory token smart card into the USB slot of your computer
2. The computer will recognise the smart card by mapping it to a drive :



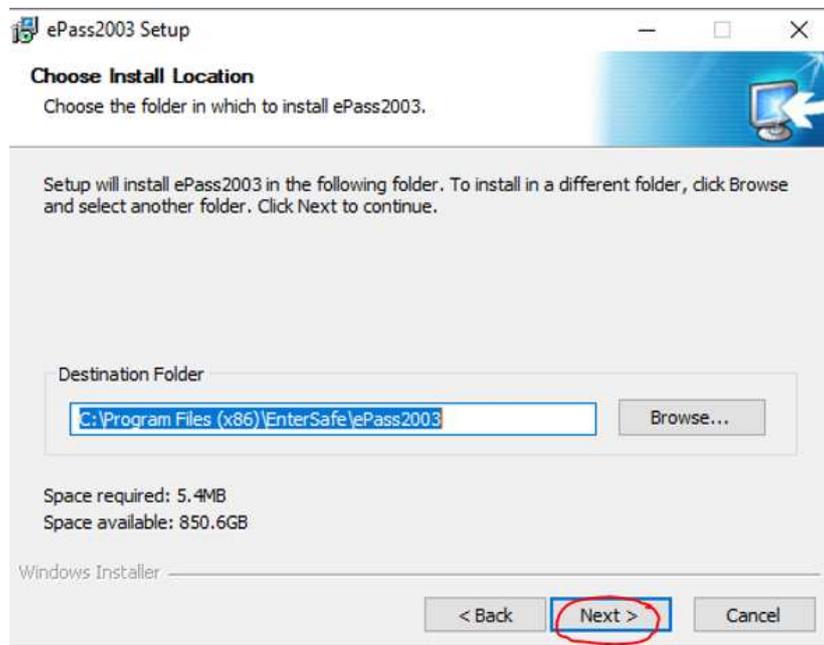
3. Select and open the Smart Card folders
4. Click on ePass 2003 Setup
5. Allow software to make changes on your computer by clicking the **ALLOW** button
6. You will be prompted to choose a language. Please select English



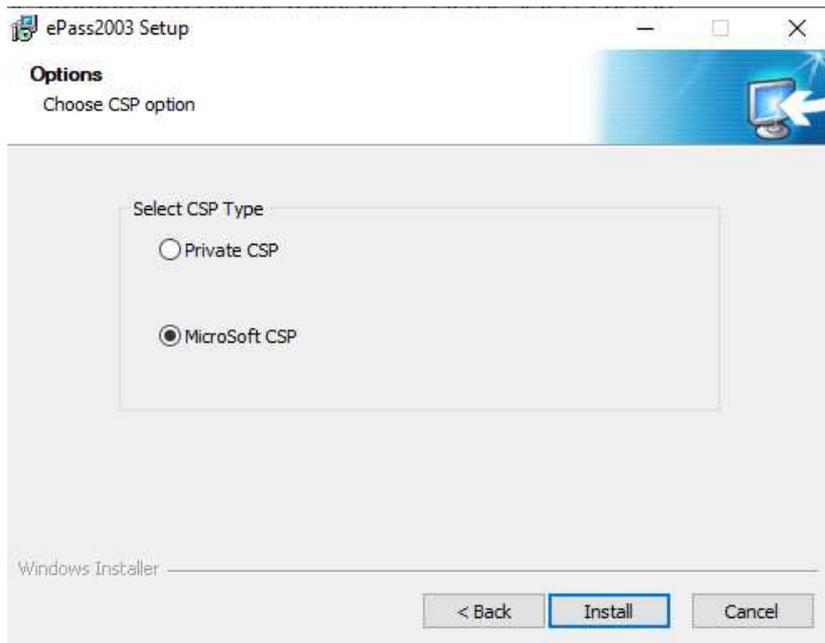
7. Click Next on the Welcome to ePass setup screen



8. Click **NEXT** on the choose install location if you are happy with the default location

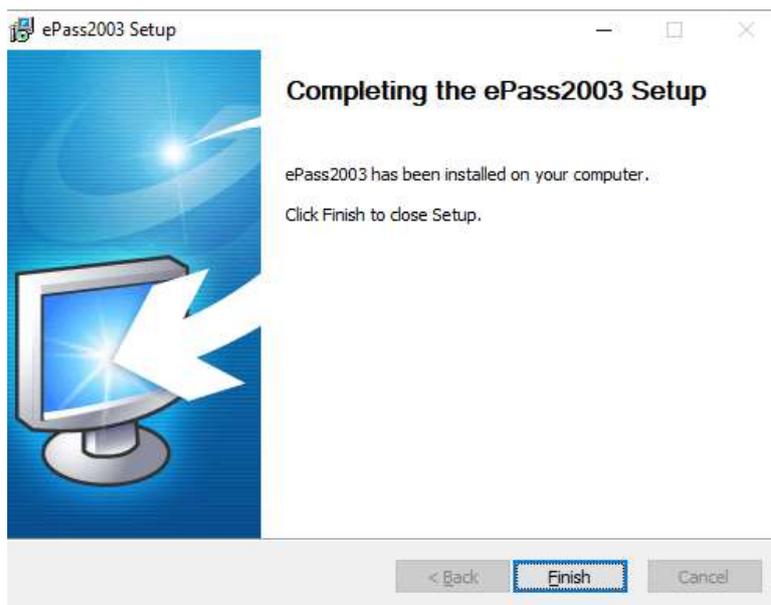


9. **Choose a CSP** (Cryptographic Service Provider) from either of the below options:
  - a. Private CSP is provided by FEITIAN, the CSP name is "EnterSafe ePass2003 CSP v1.0".
  - b. Microsoft CSP means Microsoft Base CSP (Microsoft Base Smart Card Crypto Provider). **Please note that TrustFactory User Guides are based on having chosen the Microsoft CSP**

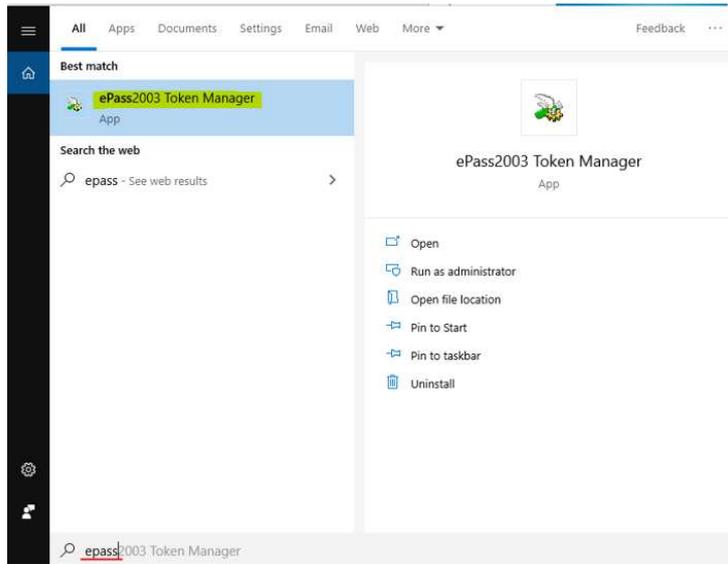


10. Click the **Install** button

11. Click on the **FINISH** button



12. In the search section of the task bar, type ePass and select the ePass2003 Token Manager



13. This will launch the ePass PKI Manager. You may change the token name using this application
14. \* **First time use pin default is set as 12345678.**
15. **You may change this pin using the windows smart card pin management:**
  - a. Press Ctrl+Alt+Delete to access the Secure Desktop screen.
  - b. Select the Change a Password option.
  - c. Attach TrustFactory token card to a USB Port of the computer.
  - d. Select the smart card user tile.
  - e. Enter the old PIN, the new PIN (must be 8 characters) and confirm the new PIN in the appropriate fields. As shown in the below screenshot
  - f. A popup message stating the pin change was successful, should appear

