
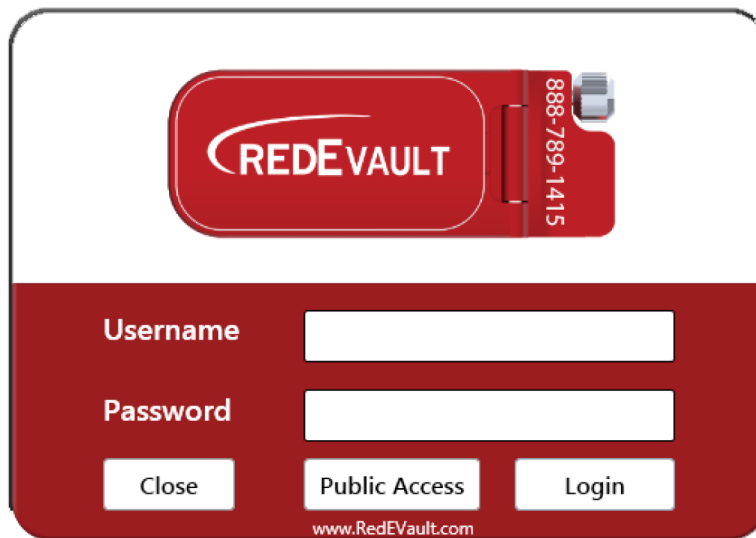


GETTING STARTED

After plugging the Red E Vault into your computer you can access the Red E Vault just as you would a standard flash drive. In general this process consists of:

- 1) Accessing the “My Computer”, “Computer” or “This PC” icon on your Microsoft Windows computer.
- 2) Find the Red E Vault in the drive list. Depending on your settings the drive will be represented by a Red E Vault logo similar to this:  Red E Vault (E:) Double click the Red E Vault drive to open it.
- 3) A window will open displaying the contents of the Red E Vault. Open the folder named “RedEVault”.
- 4) You will see a file named “Red E Vault” or “Red E Vault.exe” represented by a Red E Vault logo.
- 5) Double click the file to launch the Red E Vault software application.



The login screen allows you to enter the Red E Vault and access any information available to your security level. Individuals using the Username of “admin” will have access to all aspects of the vault. Individuals using the Username of “user” or using the “Public Access” function will only have access to files, notes, metrics and functions they have been given access to. For information regarding security levels and their default values please visit: <http://RedEVault.com/Support/RedEVault/StandAlone/>

If this Red E Vault uses the Red E Vault Portal for corporate branding or configuration you must go to “Settings” in the main menu. Then access the “Settings” tab and “Import” your configuration upon your first login.

To login to the Red E Vault software for the first time use:

Username: admin

Password: admin

(The default password for the “user” account is “user”. Passwords can be changed in the “Options” menu.)