Generating One-Time Passwords

To generate one-time passwords (OTPs) on your smart card with ActivClient, follow these steps:

To	Action
Generate a One-Time Password	1. Left or right-click on the ActivClient Agent icon in the Windows notification area and select **Get One-Time Password**. 2. Paste the password into your authentication window.

Managing Your Smart Card

To manage your smart card with ActivClient, follow these steps:

To	Action
Change your smart card PIN	1. From the Start menu, go to Programs, ActivIdentity, ActivClient and select **PIN Change Tool**. 2. Follow the wizard instructions.
View your smart card content	1. From the Start menu, go to Programs, ActivIdentity, ActivClient and select **User Console**. 2. You can view your smart card content, organized by credential type.

Troubleshooting

To resolve installation or operation problems, follow these steps:

To	Action
Run the Troubleshooting Wizard	1. From the Start menu, go to Programs, ActivIdentity, ActivClient and select **Troubleshooting**. 2. Follow the wizard instructions.

For complete details of these procedures, see the ActivClient for Windows technical documentation.

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Quick Start Guide

ActivClient for Windows 6.2

ZPA-20046-A

ACTIVIDENTITY

Contents of the ActivClient Installation CD

Folder	Description
Product	• **Setup.exe**: automatically detects the platform processor type (32 or 64-bit) and installs ActivClient and its system prerequisites • **Digitally signed versions of ActivClient setup**: - ActivClient x86 6.2.msi - ActivClient x64 6.2.msi
	• If using ActivClient CAC: - ActivClient CAC x86 6.2.msi - ActivClient CAC x64 6.2.msi
Documentation	• Quick Start Guide (this document) • Overview • Installation Guide • Administration Guide • User Guide • ActivClient Help • ActivIdentity End User License Agreement • ActivClient ReadMe
Admin	• Unsigned versions of ActivClient setup • **Administrative templates** (ADM and ADMX) • Additional administrative utilities and samples
Extras	• **Redistributables**: Windows Installer 3.1 • **ActivIdentity Device Installer.msi**: software package to install drivers for ActivIdentity smart card readers and USB tokens • Root certificates (ActivClient CAC edition only)

Installation and Configuration

To	Options
Install	• Insert ActivClient CD-ROM, click **Quick Install** and follow the **Setup Wizard** instructions for a typical (recommended) installation. • Run the **Setup.exe** from your distribution source (Product folder).
Configure	Run the **Advanced Configuration Manager**: • From the User Console Tools menu, go to Advanced, **Configuration**. • From ActivClient Agent left or right-click menu, select **Advanced Configuration Manager**. • From the Start menu, go to Programs, ActivIdentity and select **Advanced Configuration Manager**.

Getting Started with ActivClient

Smart card status	Action
You have a blank smart card (not initialized, no PIN)	You must initialize your smart card. You may want to download a certificate supporting PKI login.
You have a smart card with a PIN and a certificate	You smart card is ready to use. You can sign emails, access secure Web sites etc.

Using Digital Certificates

To	Action
Log on to Windows with a certificate	**In the Log On to Windows window, enter your smart card PIN. After a few moments, you are logged on and your desktop is displayed.**
Send/read a digitally-signed email message with MS Outlook	• To send a signed message, compose a message and, from the **Security properties**, select the **Add digital signature to this message** option. • To read a signed message, select the message you want to read. The message is displayed with a secure message icon when the sender is successfully authenticated.
Send/read an encrypted email message with MS Outlook	• To send an encrypted message, compose a message and, from the **Security properties**, select the **Encrypt Message Contents and Attachments** option. • To read an encrypted message, select the message you want to read and when prompted, enter your PIN. The message is displayed along with the secure message icon showing the encryption status.
Connect to a secure Web site	1. Access the secure Web site using Microsoft Internet Explorer. 2. In the Client Authentication dialog box, select a certificate on your smart card and enter your PIN. Your browser sends your certificate and a digital signature to the Web server. The Web server checks your signature and grants access to the secured site.
Encrypt/decrypt files (Windows Vista only)	To encrypt a file: 1. Right-click on the file to encrypt and select **Properties**, then **Advanced**. 2. Select **Encrypt contents to secure data**. 3. If it is the first file you encrypt, select your encryption certificate. To decrypt a file: 1. Open the file to decrypt. 2. Click on the EFS notification window and enter your PIN.