

User's Guide















Introduction

Congratulations! You now have a portable device designed to help you protect your confidential information.

In today's world of instant communication, problems have arisen in keeping information confidential. Need To Know™ is a hand-held encryption device that provides virtually unlimited possibilities for encrypting your messages. You need no longer worry about the documents you send to public or hotel fax machines falling into the wrong hands or being read by just anyone.

Need To Know can be used by two people or by a whole group. Only those possessing both your password *and* encoded message will be able to decode the encrypted letters and numbers. Read on to learn how to use your Need To Know to the fullest.

Key Guide

- | | |
|---|--|
|  | Shows a help message. |
|  | Shifts the top row of letters to type numbers. |
|  | Sets a password. |
|  | Encodes a message. |
|  | Decodes a message. |
|  | Turns the product on and off. |
|  | Types a \$. With  , types £ or ¥. |
|  | Clears to <i>Ready</i> . |
|  | Types a space or scrolls text. |
|  | Darkens screen contrast or switches \$ to £ or ¥. |
|  | Lightens screen contrast. |
|  | Scrolls right. |
|  | Erases a character or scrolls left. |

Getting Started

► Turning the Product On

The first time you use this product, a brief demonstration appears automatically. Read it to become familiar with this product. Need To Know also has an auto-resume feature. You can turn this product off at any time. When you turn it on again, you return to the last screen you viewed.

1. Press **ON/OFF**.
2. Press **CLEAR** to stop the demo.

The Ready screen appears.

► Adjusting the Screen Contrast

If your screen appears to be too light or too dark, follow these steps to adjust the screen contrast. NOTE: You can adjust the contrast only at the Ready screen.

1. Turn the product on.
2. Press **↓** repeatedly to lighten contrast or press **↑** repeatedly to darken contrast.

Getting Started

► Disabling the Demonstration

You probably do not want to view the demonstration every time you turn this product on. Here is how to disable it.

1. Type **\$DEMO**.



2. Press **↵** to disable it.

The demo is now off. To enable the demo, repeat steps one and two above.

Setting a Password

To start, you must first enter a password. Your password is part of the encryption formula and therefore secures your message. Your message cannot be decoded unless someone has both your password and the encoded message. NOTE: You can encode more than one message using the same password and can have as many passwords as you like.

1. **Choose a password (e.g., *cowboy*).**
2. **Type the password at the Ready screen.**

To erase a character, press .



COWBOY_

3. **Press PASSWD to enter it.**
Password is set appears.

✓ Password Safety

Each time you use Need To Know, you should enter your password. It is possible to inadvertently enter a new password by pressing keys.

Tips You Need To Know

✓ Understanding Need To Know

Need To Know does not store your messages, so there is no erasing required. It is simply an encoder and decoder using an algorithm to encrypt. Your password is part of the encryption formula. This is why you must have both your password and the written encoded message in order to decode. It is also why you must type in the encoded message exactly as it appears on paper. It is all part of the formula.

✓ Copy Carefully

Be careful when copying the encoded message down on paper; some letters might be mistaken for numbers. For example, one might confuse a zero with the letter O or a five with the letter S, etc.

✓ Typing Numbers

To type numbers, press NUM. The flashing N means the top row of letters will type numbers until you press a letter key that is not on the top row or press NUM again.

Encoding a Message

After your password is set, you can encode a message. Every character and space will be encrypted. Be wary of long messages; a long message will have an equally long code. This leaves room for errors when decoding the message.

1. **Type your message at the Ready screen (e.g., *Bid \$2,000*).**
2. **Press N-CODE.**

Encoded: 5\$DFQY9E

To see your message again, press D-CODE.

3. **Write down the encoded message exactly as it appears on the screen.**
To scroll to the right, press ⇨ or SPACE.
4. **Press CLEAR when done.**

✓ Typing Different Currencies

You can type \$, £, and ¥ signs. To type a \$, press \$. To type a £ or ¥, press \$ and then press ⇧ until the sign you want appears.

Decoding a Password

Decoding a message is just as easy as encoding a message. However, you must be careful when typing an encoded message. Every character must be typed exactly as it is written or the message cannot be decoded.

1. **Enter the password shared by you and the sender (e.g., *cowboy*).**
2. **Type the encoded message at *Ready*.**

5\$DFQY9EDR\$D

3. **Press D-CODE.**

Decoded: BID \$2,0

The message appears. If your message didn't decode see "Trouble Shooting" for more help.

4. **Press ⇨ or SPACE to read.**
5. **Press CLEAR when done.**

This product has an auto-resume feature. Be sure to clear the screen after decoding or encoding a message so no one can read it.

Trouble Shooting

I can't decode the message.	a. Did you enter your password correctly? b. Did you type the encoded message correctly? c. Are you sure the letters or numbers you typed are correct (e.g., 0 or O, and 1 or I)? d. Did the sender copy the encoded message correctly?
The top row is still typing numbers.	Press NUM again or type a letter from one of the two lower rows.
I want to permanently erase my secret message.	Need To Know has no memory and therefore doesn't erase. Your messages are not actually stored, they are encrypted using a formula. To ensure your message will not be decoded in the future, dispose of the written encoded message so no one with access to your password can encode it.

Product Information

Model HID-100

- 2-minute shutoff • \$, £, ¥ currency symbols
- Self-demo • Screen contrast adjustment • Help text
- Automatic scrolling and Number Lock
- LCD: 1 x 16 characters • Battery 1 CR-2032 3-volt lithium

Customer Service

If you have a problem with your unit, refer to the limited warranty. If you purchased your unit outside the United States, contact the place of purchase to obtain warranty or repair information.

Replacing the Battery

The battery in your Need To Know is designed to last for many years. DO NOT ATTEMPT TO REMOVE THE BATTERY. Doing so will change the software in the product and void your warranty. For battery replacement, please send your unit back to Franklin at **122 Burrs Road, Mt. Holly, NJ 08060**. Please include \$5.00 for shipping and handling.

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