METZ Lock Help Index

This index lists the Help topics available for METZ Lock.   Use the scroll bar to see entries not currently visible in the Help window.

Commands

The METZ Lock commands let you choose the password you will use to protect your system from unauthorized access, choose METZ Lock configuration and advanced configuration setup options, lock your system manually, get Help, and get information about METZ Lock.

Related Topics:
Set Password... Command
Configure... Command
Lock Command
About... Command

Set Password... Command

Use the Set Password... command on the METZ Lock System menu to set or change your METZ Lock password.   When you choose the Set Password... command, the Password dialog box appears.

Related Topics:
Password Dialog Box
Locking Your Computer Manually
Changing Your Password
Reminding Yourself to Change Your Password
Using Your Network Password
Forgetting Your Password
Hiding the METZ Lock Program Icon

Password Dialog Box

You can access the Password dialog box by choosing the Set Password... command on the METZ Lock System menu, or by choosing the Password... button on the Configuration dialog box.

Type your password in the Password dialog box and choose the OK button.   The first time you use the Set Password... command, you'll be asked to enter your password twice.   METZ Lock checks your first entry against the second.   After that, whenever you use the Set Password... command to change your password, you'll be asked to enter your old password first to confirm that you are an authorized user.   Then, you will be asked to enter your new password twice.   If you have a password-protected Novell network installed, you will be asked to enter your Novell password.

      Password Box
      Type your current or new password in the Password box.   Your password may contain any combination of uppercase and lowercase alphanumeric characters, including spaces.

      NOTE: METZ Lock Passwords are case-sensitive--that is, you must enter passwords with the same combination of uppercase and lowercase letters.   Novell passwords, however, are not case-sensitive.

      OK Button
      Choose the OK button to confirm your entry in the Password box.

      Cancel Button
      Choose the Cancel Button to leave the Set Password dialog box without setting or changing your password.

Related Topics:
    Set Password... Command
    Configure... Command
    Lock Command
    Locking Your Computer Manually
    Changing Your Password
    Reminding Yourself to Change Your Password
    Using Your Network Password
    Forgetting Your Password

Configure... Command

Use the Configure... command from the the METZ Lock System menu to set up the METZ Lock security features.   When you choose the Configure... command, the Configuration dialog box appears.

Related Topics:

Configuration Dialog Box

The Configuration dialog box lets you choose whether to use Manual Locking, Automatic Locking, or Screen Saver Only mode, and whether to enable CTRL-ALT-DEL, disable it, or disable it only while the system is locked.   You can also choose whether to trap mouse activity, blank the screen while the system is idle, or use a Windows bitmap image, and ask METZ Lock to lock or blank the screen when the system is started.

Manual Locking Button
Choose the Manual Locking button if you want to lock your system only by choosing the Lock command from the METZ Lock System menu or using the Activate hotkey.

Automatic Locking Button
Choose the Automatic Locking   button, if you want METZ Lock to lock your system automatically whenever it remains idle for the number of minutes specified in the Timeout box.

Screen Saver Only Button
Choose the Screen Saver Only   button, if you do not want to lock your system automatically, but you do want the Screen Saver to activate when the number of minutes specified in the Timeout box has elapsed.

CTRL-ALT-DEL Enabled Button
Choose the CTRL-ALT-DEL Enabled button if you want to enable CTRL-ALT-DEL.   Users will be able to reboot the system, whether it is locked or not.

CTRL-ALT-DEL Disabled Button
Choose the CTRL-ALT-DEL Disabled button if you want to disable CTRL-ALT-DEL.   Users will not able to reboot the system, even when it is not locked.

CTRL-ALT-DEL Disabled only while Locked Button
Choose the CTRL-ALT-DEL Disabled only while Locked button if you want to disable CTRL-ALT-DEL while the system is locked.   You will be able to reboot the system when it is unlocked, but not when it is locked.

Timeout Box
Enter the time in minutes that you want to elapse before the setup options you have chosen take effect.

Trap mouse
Check the Trap mouse checkbox if you want to prevent mouse activity as well as keyboard activity when the system is locked.

Blank screen
Check the Blank screen checkbox if you want to blank your system's screen when it has remained idle for the specified amount of time.

Use Bitmap... Button
Choose the Use Bitmap... button to display the Select File dialog box so that you can choose a Windows bitmap image for the METZ Lock Screen Saver.

Select File Dialog Box
Use the Select File dialog box to choose the Windows bitmap image that the METZ Lock Screen Saver will display when the system has been idle for the specified amount of time.

File Name Box
Type the file name for the bitmap image.   Normally, bitmap images have the

extension .BMP.

Files List Box
Use the mouse or DIRECTION keys to select a bitmap image from the current drive
and/or directory.   If necessary, you can scroll through the list box to see more files.

Directories List Box
Use the mouse or DIRECTION keys to select a drive and/or directory.   If necessary, you
can scroll through the list box to see more drives or directories.

OK Button
Choose the OK button to confirm your choice of bitmap image.

Cancel Button
Choose the Cancel button to close the Select File box without choosing a bitmap image.

Lock or Blank on startup
Check the Lock or Blank on startup checkbox if you want METZ Lock to automatically lock the
system whenever it is started, if you have chosen the automatic locking setup option.   If you
have chosen the Screen Saver only mode, METZ Lock will blank the screen or display the Screen
Saver image.

Use Novell Password
Check the Use Novell Password checkbox if you have a password-protected Novell network
installed and you want to METZ Lock to use your network password as the default password.   If
you check this checkbox, METZ Lock will automatically detect your currect Novell password.

Password... Button
Choose the Password... button to display the Password dialog box.

Advanced... Button
Choose the Advanced... button to display the Advanced Configuration dialog box.

OK Button
Choose the OK button to confirm your choices on the Configuration dialog box.

Cancel Button
Choose the Cancel button to close the Configuration dialog box without saving your choices.

Help Button
Choose the Help button to get information about the Configuration dialog box.

Related Topics:
Configure... Command
Advanced Configuration Dialog Box
Using the Lock on Startup Option
Choosing the Locking Mode
Setting the Timeout for Automatic Locking
Blanking the Screen
Using the METZ Lock Screen Saver
Displaying a Screen Saver Image
Using the Mouse Trap
Disabling the CTRL-ALT-DEL Key Sequence
Using Your Network Password

Advanced Configuration Dialog Box

The METZ Lock Advanced Configuration dialog box appears when you choose the Advanced... button from the Configuration dialog box.   Use the METZ Lock Advanced Configuration dialog box to choose advanced setup options for METZ Lock, including choosing hotkeys for activating METZ Lock and the Configuration dialog box, and deciding whether to hide the METZ Lock icon.   You can also choose when a password will expire, and whether the system should be locked automatically at a specified time each day.

> **Activate hotkey Combo Box**
> Use the Activate hotkey combo box to choose the alphanumeric key you want to use to lock your system.
>
> > **Ctrl**
> > Check the Ctrl checkbox, if you want to use the Ctrl key in the hotkey sequence used to activate METZ Lock.
> >
> > **Shift**
> > Check the Shift checkbox, if you want to use the Shift key in the hotkey sequence used to activate METZ Lock.
> >
> > **Alt**
> > Check the Alt checkbox, if you want to use the Alt key in the hotkey sequence used to activate METZ Lock.
>
> **Configure hotkey Combo Box**
> Use the Configure hotkey combo box to choose the alphanumeric key you want to display the Configuration dialog box.
>
> > **Ctrl**
> > Check the Ctrl checkbox, if you want to use the Ctrl key in the hotkey sequence used to configure METZ Lock.
> >
> > **Shift**
> > Check the Shift checkbox, if you want to use the Shift key in the hotkey sequence used to configure METZ Lock.
> >
> > **Alt**
> > Check the Alt checkbox, if you want to use the Alt key in the hotkey sequence used to configure METZ Lock.
>
> **Hide icon**
> Check the Hide icon checkbox, if you want to hide the METZ Lock program icon.   Remember, however, that if you hide the METZ Lock program icon, you will need to use the Configure hotkey sequence to display the program icon again, or change the "hide=" option in your WIN.INI file.
>
> **Password expires every _ days Box**
> If you want to be prompted to change your password after a specified number of days, enter the number of days in this box.
>
> **Lock after**
> Check the Lock after checkbox, if you want METZ Lock to lock your system automatically at a specific time each day.
>
> **Time Boxes**
> Enter the time when you want METZ Lock to lock your system automatically in hours and

minutes.   You can use regular (twelve hour) or military (twenty-four hour) format.

am and pm Buttons
Choose either the am or pm button to indicate whether the time you have entered is am or pm.

wait for _ minutes of inactivity Box
If you want the Lock after option to take effect only after your system has been idle after the time you set, specify the number of minutes that should elapse before the system locks.

OK Button
Choose the OK button to confirm your choices on the Advanced Configuration dialog box.

Cancel Button
Choose the Cancel button to close the Advanced Configuration dialog box and return to the Configuration dialog box, without saving your changes.

Help Button
Choose the Help button to get information about the Advanced Configuration dialog box.

Related Topics:
Configure... Command
Configuration Dialog Box
Using the Hide Icon Option
Startup Options in Your Startup Command
Locking Your System Daily
Hiding the METZ Lock Program Icon
Choosing an Activate Hotkey Sequence
Choosing a Configure Hotkey Sequence

Lock Command

When you choose the Lock command, METZ Lock will lock your system, using whatever setup options you have chosen in the Configuration dialog box.   Once the system has been locked, you will need to enter the correct password in the Password box and choose the OK button, before you can use it again.

Related Topics:
Password Dialog Box
Choosing the Locking Mode
Locking Your Computer Manually
Choosing an Activate Hotkey Sequence

About... Command

The About... command displays information about METZ Lock, including your METZ Lock product registration number.

Procedures

METZ Lock is an effective, easy-to-use security program designed to be used with Microsoft Windows. With just a few simple setup commands, you'll be able to solve many crucial security problems in your working environment.

You'll find METZ Lock especially useful if you need to:

Protect the confidentiality of your data

Prevent unauthorized alteration of your data or software configuration

Control access to one or more systems located in a public area

Prevent accidental damage to your data or software configuration

Prohibit the rebooting of your system during critical processes

Once you have set up METZ Lock the way you want, you probably won't need to access it very often. When you run METZ Lock, it remains in your system's memory.   You can lock your system manually whenever you want.   If you've set the automatic locking setup option, METZ Lock will lock your system automatically whenever the system has remained idle for the number of minutes you specify.   If you set the daily locking setup option, METZ Lock will automatically lock your system each day at the hour you specify.

Related Topics:
How METZ Lock Works
Starting METZ Lock the First Time
Using the Lock on Startup Option
Using the Hide Icon Option
Startup Options in Your Startup Command
Choosing the Locking Mode
Setting the Timeout for Automatic Locking
Locking Your Computer Manually
Locking Your System Daily
Blanking the Screen
Using the METZ Lock Screen Saver
Displaying a Screen Saver Image
Using the Mouse Trap
Disabling the CTRL-ALT-DEL Key Sequence
Changing Your Password
Reminding Yourself to Change Your Password
Using Your Network Password
Forgetting Your Password
Hiding the METZ Lock Program Icon
Choosing an Activate Hotkey Sequence
Choosing a Configure Hotkey Sequence

How METZ Lock Works

METZ Lock "locks up" your system so that only authorized users can access it.   When you install METZ Lock, you choose a special password that must be entered before the system can be used.

You can lock up your system before you leave it unattended.   Or you can set up METZ Lock to lock up your system automatically whenever it remains idle for a specified amount of time.   METZ Lock can also restrict mouse movement and blank the screen while your system is locked.

METZ Lock provides a handy Screen Saver that protects your video monitor from overuse when it is left on.   The METZ Lock Screen Saver displays a moving image on your screen while it is idle.   You can choose any bitmap graphic image you like as a Screen Saver image.

Related Topics:
    Set Password... Command
    Configure... Command
    Lock Command
    Procedures

Starting METZ Lock the First Time

When you use METZ Lock for the first time, you will need to enter a password.   Your password can be any number of uppercase and lowercase alphanumeric characters.   As with any password protection, you will want to choose a password that is easy to remember, but not easy for an unauthorized user to guess.   Later, you can change your password at any time using the Set Password... command.

NOTE: Remember that your METZ Lock password is case-sensitive.   You will need to type in the exact combination of uppercase and lowercase characters each time you are prompted for a password.   Novell passwords are not case-sensitive.

To run METZ Lock for the first time:

1.   Start METZ Lock.   Choose the METZ Lock program icon, choose LOCK.EXE file from Windows File Manager, or use the Run... command on the Windows Program Manager File menu.

2.   Choose the Set Password... command.   METZ Lock displays the Password dialog box. Type the password you want to use to unlock your system and choose the OK button.

3.   METZ Lock will redisplay the Password dialog box.   Type your password again exactly the way you typed it in the first time.   Then, choose the OK button.

Related Topics:
Set Password... Command
Password Dialog Box
Changing Your Password
Reminding Yourself to Change Your Password
Using Your Network Password
Forgetting Your Password

Using the Lock on Startup Option

The Lock or Blank on startup option tells METZ Lock to lock your system immediately when you start METZ Lock.   If you have chosen the Screen Saver Only mode, METZ Lock will blank the screen or display the Screen Saver image when you start your system.   If you turn the Lock or Blank on startup option off, METZ Lock will become active when you start it, but will not automatically lock your system or blank the screen.

When you first install METZ Lock, this option is turned off.

To lock your system on startup:

1.   Choose the Configure... command from the METZ Lock System menu.   You will need to enter your password and choose the OK button before you can access the Configuration dialog box.

2.   Check the Lock or Blank on startup   checkbox.   Then, choose the OK button.

Related Topics:
Configure... Command
Configuration Dialog Box
Startup Options in Your Startup Command

Using the Hide Icon Option

If you turn the hide option on, METZ Lock will not display the lock and key icon and will not appear on the Windows Task List when it is active.   Once you have turned on the hide option, however, you will not be able to display the METZ Lock icon and System menu, unless you use the special Configure hotkey sequence to display the icon, or edit the WIN.INI file to change the "hide=Y" option to "hide=N."

To change the hide option:

> 1.   Choose the Configure... command from the METZ Lock System menu.   You will need to enter you password.   The Configuration dialog box appears.   Choose the Advanced... button.
>
> 2.   When the Advanced Configuration dialog box appears, check or uncheck the Hide icon checkbox.   Click on the checkbox with the mouse or move to the checkbox and press the SPACEBAR.
>
> 3.   Choose the OK button to save your changes.

Related Topics:
> Configure... Command
> Configuration Dialog Box
> Advanced Configuration Dialog Box
> Startup Options in Your Startup Command
> Hiding the METZ Lock Program Icon
> Choosing an Activate Hotkey Sequence
> Choosing a Configure Hotkey Sequence

Startup Options in Your Startup Command

If you start METZ Lock from the Lock program icon or from the Windows Program Manager File menu Run... command,   you can add one or both of the following options to the command you use to start METZ Lock:

>   /h or /H turns the hide option on.
>   /l or /L turns the lock on startup option on.

The options you add to your startup command override any you have set in your WIN.INI file.

If you start METZ Lock from an icon:

>   1.   Highlight the METZ Lock program icon and choose Properties... from the Program Manager File menu to display the Program Item Properties dialog box.   The icon must be in a program group and not at the bottom of your screen.

>   2.   Move the cursor to the end of the text in the Command Line field, and then type the options you want to use.   Separate each option from the rest of the command with a space.

>   3.   Choose the OK button to save the new command line.   The next time you start METZ Lock from this icon, the new startup options will be in effect.

If you start METZ Lock with the File Run... command:

>   Type the startup options you want to use after the command you normally use to start METZ Lock.   Separate each option from the rest of the command with a space.

>   For example, if you wanted to set up the lock on startup function, you would type the command line:
>   **lock /L**

Related Topics:
   Using the Lock on Startup Option

Choosing the Locking Mode

The options in the Mode box let you decide when to lock your system.

The Manual Locking option turns off the automatic locking setup option.   You can lock your system manually, whenever you need to.

The Automatic Locking option turns on the automatic locking setup option.   You can still lock your system manually, whenever you need to.

The Screen Saver Only option activates the Screen Saver setup option, but turns off the locking options.

To choose the mode in which you want to use METZ Lock:

> 1.   Choose the Configure... command from the METZ Lock System menu.   You will need to enter your password and choose the OK button before you can access the Configuration dialog box.
>
> 2.   Choose the Manual Locking, the Automatic Locking, or Screen Saver Only   button.   Then, choose the OK button to confirm your choice.

Related Topics:

Setting the Timeout for Automatic Locking

If you have set the automatic locking setup option, you will need to specify how long the system should be idle before it is locked.   If the system remains idle for the amount of time you have specified, it will be locked automatically.

To set the timeout:

> 1.   Choose the Configure... command from the METZ Lock System menu.   You will need to enter your password and choose the OK button before you can access the Configuration dialog box.
>
> 2.   Choose the Automatic Locking button.
>
> 3.   Enter the number of minutes that the system can remain idle before it is locked in the Timeout box.
>
> 4.   Choose the OK button to confirm your entries in the Configuration dialog box.

Related Topics:
   Configure... Command
   Configuration Dialog Box

Locking Your Computer Manually

Whether you have chosen the manual or automatic locking options, you can still lock your system manually any time you need to.

To lock your system manually:

Double click on the METZ Lock program icon with your mouse.
   OR
Choose the Lock command or the Restore command from the METZ Lock System menu.
   OR
Run METZ Lock again from the Windows Program Manager or File Manager.
   OR
Choose METZ Lock from the Windows Task Manager list.

Related Topics:
Configure... Command
Configuration Dialog Box
Lock Command
Choosing the Locking Mode

Locking Your System Daily

You can ask METZ Lock to lock your system at the same time every day, using the Lock after setup option on the Advanced Configuration dialog box.   You can use this setup option in addition to any other locking options you have set.   If you like, you can specify that METZ Lock should wait for your system to be idle for a specified amount of time before it locks your system.   For example, if you normally leave your office at 5:30 every afternoon, but you do not want METZ Lock to lock your system if you are still working, you can specify that you want the system to remain idle for ten minutes before it locks.

To lock your system daily:

>   1.   Choose the Configure... command from the METZ Lock System menu.   You will need to enter your password and choose the OK button before you can access the Configuration dialog box.

>   2.   Choose the Advanced... button on the Configuration dialog box.   The Advanced Configuration dialog box will appear.

>   3.   Check the Lock after checkbox.   Then, enter the time when you want the system to lock daily in the hours and minutes boxes.

>   4.   If you want METZ Lock to wait for the system to remain idle for a specified amount of time, enter the number of minutes you want to elapse in the wait for box.

>   5.   Choose the OK button to confirm your choices.

Related Topics:
    Configure... Command
    Configuration Dialog Box
    Advanced Configuration Dialog Box

Blanking the Screen

The Blank screen option tells METZ Lock to clear the screen when it locks your system.   Any windows that were displayed when the system was locked will remain active but will be hidden from view.

When you first install METZ Lock, the Blank screen option is turned on.   To turn it off, display the Configuration dialog box and click the Blank screen checkbox, or move the cursor to the checkbox and press SPACEBAR.   If you turn it off, METZ Lock will lock your system without blanking your screen.

To blank the screen or display a Screen Saver image when it is locked:

> 1.   Choose the Configure... command from the METZ Lock System menu.   You will need to enter your password and choose the OK button before you can access the Configuration dialog box.
>
> 2.   Check the Blank Screen checkbox.   Then, choose the OK button.

Related Topics:
> Configure... Command
> Configuration Dialog Box
> Using the METZ Lock Screen Saver
> Displaying a Screen Saver Image

Using the METZ Lock Screen Saver

The METZ Lock Screen Saver blanks your video monitor when it is not in use to prevent excessive wear. The METZ Lock Screen Saver can either blank your screen or display a slowly moving image.   If the Screen Saver is active, any mouse activity or keystroke will return the screen to its previous state.

You can specify how much time will elapse before the Screen Saver is activated and, unless you choose to blank the screen, you can choose any Windows bitmap image as the Screen Saver image.   If you like, you can use the Lock or Blank on startup option to activate the Screen Saver whenever the system is started.

Remember, Screen Saver Only modeworks in much the same way as the locking functions, except that when the Screen Saver Only is on, you do not need to type a password to restore the screen display. The Screen Saver Only and locking functions cannot be on at the same time.

To turn on the Screen Saver Only mode:

> 1.   Choose the Configuration... command from the METZ Lock System menu.   You will need to enter your password and choose the OK button before you can access the Configuration dialog box.
>
> 2.   Choose the Screen Saver Only option on the Configuration dialog box.   Once you choose the Screen Saver Only option, all the locking options in the Configuration dialog box will be greyed.
>
> 3.   Enter the number of minutes that will elapse before the Screen Saver is activated in the Timeout box.   You can use any number from 1 to 90.
>
> 4.   If you want to use a Windows bitmap as your Screen Saver image, choose the Use Bitmap... button.   The Select File dialog box will appear.   Type the file name of the bitmap file you want to use in the File Name box, or use the mouse or DIRECTION keys to scroll through the Files and Directories list boxes to choose a bitmap image for the Screen Saver.
>
> Because the Timeout, Lock or Blank on Startup, and Bitmap file options apply to both the locking functions and Screen Saver, they remain unchanged.

Related Topics:
>   Configure... Command
>   Configuration Dialog Box
>   Blanking the Screen
>   Displaying a Screen Saver Image

Displaying a Screen Saver Image

If you choose to blank the screen, you can specify a bitmap to display while your system is locked. METZ Lock randomly moves the image from place to place on your screen while the system is locked.

You can use any Window bitmap (.BMP) file as your Screen Saver image.   The file METZ.BMP, which comes with METZ Lock, is a sample image you can use to try out this option.   When you install METZ Lock no bitmap is specified.

To select a bitmap image:

>   1.   Choose the Configure... command from the METZ Lock System menu.   You will need to enter your password and choose the OK button before you can access the Configuration dialog box.
>
>   2.   Check the Blank screen checkbox.
>
>   3.   Choose the Use bitmap... button.   The Select File dialog box will appear.   Type in the name of the Windows .BMP file you want to use, or use the mouse or DIRECTION keys to browse through the Files and Directories list boxes to choose the bitmap file.   Choose the OK button.

Related Topics:
>   Configure... Command
>   Configuration Dialog Box
>   Blanking the Screen
>   Using the METZ Lock Screen Saver

Using the Mouse Trap

When you choose the Trap mouse option, METZ Lock keeps the mouse pointer inside the Password dialog box when your system is locked.   When you first install METZ Lock, the mouse trap is turned off.

To turn the mouse trap on:

> 1.   Choose the Configure... command from the METZ Lock System menu.   You will need to enter your password and choose the OK button before you can access the Configuration dialog box.
>
> 2.   Choose the Trap mouse checkbox.   Click on the checkbox with the mouse or move to the Trap mouse checkbox and press the SPACEBAR.   Choose the OK button.

Related Topics:
    Configure... Command
    Configuration Dialog Box

Disabling the CTRL-ALT-DEL Key Sequence

To tighten the security on your system, you can disable the CTRL-ALT-DEL key sequence to prevent an unauthorized user from rebooting your system.   You can choose when to disable the reboot from the CTRL-ALT-DEL options listed in the Configuration dialog box.   However, before you use these options, METZTSR must be installed.   (For more information about METZTSR, see "Installing METZTSR" in Part 1, "Getting Started" of the METZ Lock User's Guide.

Once METZTSR is installed, you can choose whether to disable the CTRL-ALT-DEL key sequence.   You can leave the CTRL-ALT-DEL sequence enabled so that the system can be rebooted at any time by any user.   You can disable the CTRL-ALT-DEL sequence so that the system cannot be rebooted during a Windows session.   Or, you can disable CTRL-ALT-DEL only when the system is locked.   An authorized user can use the password to unlock the system and then reboot it.

To choose whether to enable or disable the CTRL-ALT-DEL key sequence:

> 1.   Choose the Configure... command from the METZ Lock System menu.   You will need to enter your password and choose the OK button before you can access the Configuration dialog box.
>
> 2.   Choose the Enabled, Disabled, or Disabled only while Locked   button.   Choose the OK button to confirm your choice.

Related Topics:
Configure... Command
Configuration Dialog Box

Changing Your Password

To change your password:

1. Choose the Set Password... command from the METZ Lock System menu.

2. Type your password in the Password dialog box and choose the OK button.

3. Type your new password in the Password dialog box and choose the OK button.   METZ Lock will prompt you to enter the new password a second time to confirm it.

Related Topics:
Set Password... Command
Password Dialog Box
Reminding Yourself to Change Your Password
Using Your Network Password
Forgetting Your Password

Reminding Yourself to Change Your Password

You can specify the number of days that should elapse before you change your password.   When the time has elapsed, METZ Lock will prompt you to change your password.

1.   Choose the Configure... command from the METZ Lock System menu.   You will need to enter your password and choose the OK button before you can access the Configuration dialog box.

2.   Choose the Advanced... button on the Configuration dialog box.

3.   Enter the number of days that should elapse before you are prompted to change your password in the Password expires every box.   Choose the OK button to confirm your choice.

Related Topics:
Set Password... Command
Password Dialog Box
Configure... Command
Configuration Dialog Box
Advanced Configuration Dialog Box
Changing Your Password
Using Your Network Password
Forgetting Your Password

Using Your Network Password

If you have a Novell network installed, METZ Lock uses your network password and as the default password.   If you prefer, you can use a different password for METZ Lock.

To use different passwords for METZ Lock and your Novell network:

1.   Choose the Configure... command from the METZ Lock System menu.   You will need to enter your password and choose the OK button before you can access the Configuration dialog box.

2.   Uncheck the Use Novell Password checkbox.   Then, choose the OK button.

Related Topics:
Set Password... Command
Password Dialog Box
Configure... Command
Configuration Dialog Box
Advanced Configuration Dialog Box
Changing Your Password
Forgetting Your Password

Forgetting Your Password

If you forget your password:

>   1.   Load the WIN.INI file from your Windows directory into any text editor that can work with unformatted text.

>   2.   Find the section of the WIN.INI file that begins with the line [METZ Lock]

>   3.   Delete the entire "crx=" line.

>   4.   Save the WIN.INI file to make your changes active.   The next time you use METZ Lock, it will prompt you for a new password.

Note: If you are using a Novell network passsword, it does not appear in the WIN.INI file.   You will need to contact your network administrator if you forget your password.

Related Topics:
Set Password... Command
Password Dialog Box
Changing Your Password
Reminding Yourself to Change Your Password
Using Your Network Password

Hiding the METZ Lock Program Icon

If you like, you can use the hide icon setup option on the Advanced Configuration dialog box to hide the METZ Lock program icon.   This has the same effect as adding the "hide=Y" startup option to your WIN.INI file or adding /H to the METZ Lock command line.   Hiding the METZ Lock program icon adds extra security to your system--but remember, once you have set the hide option, you will not be able to access METZ Lock again, unless you use the Configure hotkey or edit the "hide=Y" setup option in your WIN.INI file and restart your system.

To hide the METZ Lock program icon:

1.   Choose the Configure... command from the METZ Lock System menu.   You will need to enter your password and choose the OK button before you can access the Configuration dialog box.

2.   Choose the Advanced... button on the Configuration dialog box.

3.   Check the Hide icon checkbox.   Click on the checkbox with the mouse or move to the Hide icon checkbox and press the SPACEBAR.   Choose the OK button to confirm your choice.

Related Topics:
Configure... Command
Configuration Dialog Box
Advanced Configuration Dialog Box
Using the Hide Icon Option
Startup Options in Your Startup Command
Choosing a Configure Hotkey Sequence

Choosing an Activate Hotkey Sequence

You can choose a hotkey sequence to lock your system manually at any time.   Once you have set up a hotkey sequence, you can use this key sequence to lock your system.   When you press the combination of keys you have defined as the hotkey sequence, the the system will lock.

To create an Activate hotkey sequence:

> 1.   Choose the Configure... command from the METZ Lock System menu.   You will need to enter your password and choose the OK button before you can access the Configuration dialog box.
>
> 2.   Choose the Advanced... button on the Configuration dialog box.   The Advanced Configuration dialog box will appear.
>
> 3.   Choose a key name from the Activate hotkey combo box or type in any alphanumeric character.   Then, check any combination of the CTRL, SHIFT, and ALT checkboxes.   Choose the OK button to confirm your choices.

To activate METZ Lock with the hotkey sequence:

> Press the hotkey sequence that you defined on the Advanced Configuration dialog box.   Your system is now locked.

Related Topics:
  Configure... Command
  Configuration Dialog Box
  Advanced Configuration Dialog Box
  Choosing a Configure Hotkey Sequence

Choosing a Configure Hotkey Sequence

You can choose a hotkey sequence to quickly change your setup options.   Once you have set up a hotkey sequence, you can use this key sequence to display the Configuration dialog box.   When you press the combination of keys you have defined as the hotkey sequence, the Password dialog box appears.   Once you enter your password the Configuration dialog box appears.

To create a Configure hotkey sequence:

    1.   Choose the Configure... command from the METZ Lock System menu.   You will need to enter your password and choose the OK button before you can access the Configuration dialog box.

    2.   Choose the Advanced... button on the Configuration dialog box.   The Advanced Configuration dialog box will appear.

    3.   Choose a key name from the Configure hotkey combo box or type in any alphanumeric character.   Then, check any combination of the CTRL, SHIFT, and ALT checkboxes.   Choose the OK button to confirm your choices.

To access the Configuration dialog box with the hotkey sequence:

    1.   Press the key sequence that you defined on the Advanced Configuration dialog box.

    2.   Enter your password and choose the OK button.   The Configuration dialog box appears so that you can change your setup options.

Related Topics:
    Configure... Command
    Configuration Dialog Box
    Advanced Configuration Dialog Box
    Using the Hide Icon Option
    Startup Options in Your Startup Command
    Hiding the METZ Lock Program Icon
    Choosing an Activate Hotkey Sequence