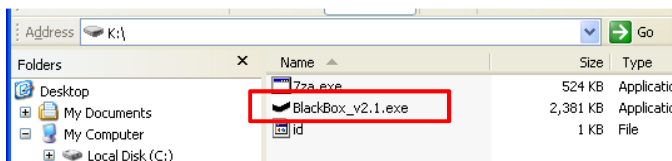




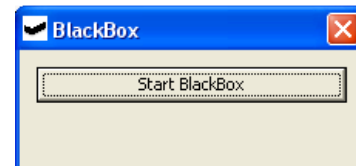
## Administrator Instructions

### Creating the configuration file

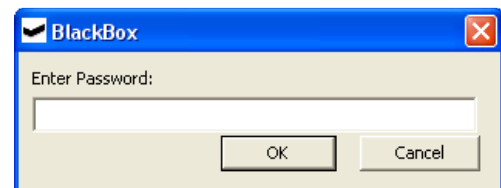
- a. Plug the licensed external device into any available USB port. Launch **BlackBox\_2.1.exe** by double-clicking.



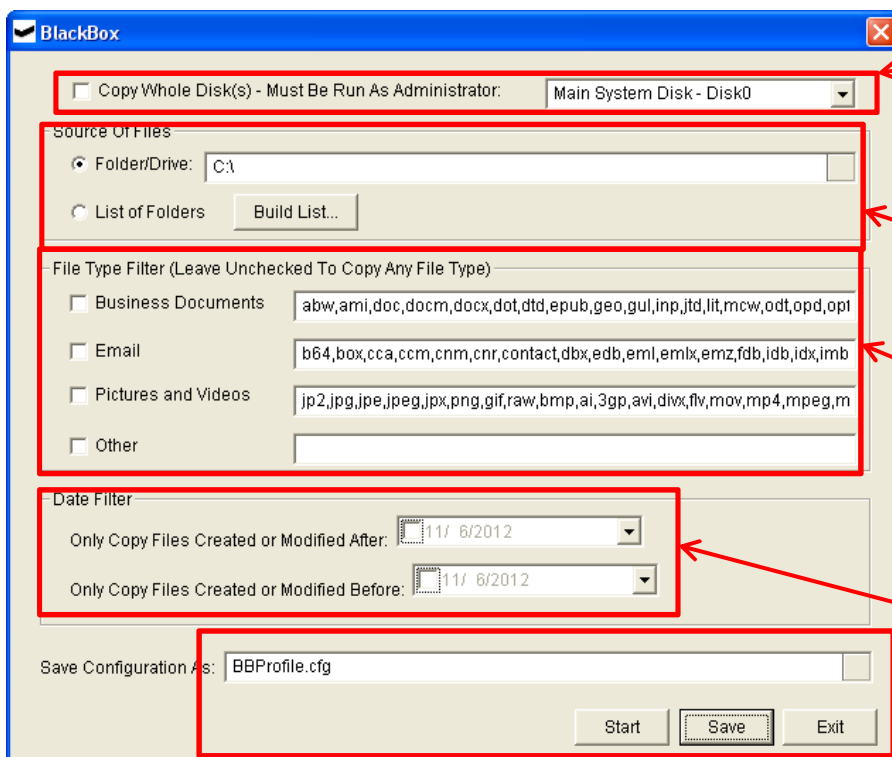
- b. You will see the following screen. Do NOT click the Start BlackBox button.



- c. Press the Ctrl key at the bottom of the keyboard, which will launch the following Password screen:



- d. Now type in the password given when BlackBox was licensed from the website and click OK. This will launch the BlackBox Configuration Utility screen (below). From here you will select what you want copied from the Custodian's hard drive and save it in a configuration file.



e. To copy whole disks and not just files on the disks, check this box. Make sure the BlackBox device will be large enough to hold the hard drives that you will copy

f. If you only want specific files, pick the location of the files.

g. If you only want specific files types, pick the types or extensions of files you want to collect

h. Pick date ranges to limit files by when they were created or modified.

i. Create a name for the configuration file, save it and email it to the custodian.