



**REMOVE PLASTIC FILM BEFORE USING**

Video Tutorials Available at [www.passwordsfast.com](http://www.passwordsfast.com)

**On/Off Button** – Press this button for a few seconds to turn the device on; press and hold for a few seconds to turn it off. If the device does not turn on when the power button is pressed, take out and re-insert the battery.

**Fn - Function key** - Use the **Fn** key to type all of the symbols in **blue** on the keyboard (numbers, symbols, **Add**, etc.). For example, press the **Fn** key and then the **q** key to type in the number **1**. Press each key one at a time. Pressing **Fn** draws an **Fn** symbol in the upper right corner indicating it is active. Press and hold **Fn** for 1 second (a “long press”) to enable **Function Lock**, which allows you to enter multiple blue symbols without pressing **Fn** before each one. Press **Fn** again to unlock.

**Shift Key** – The **Shift** key allows you to enter capital letters. Pressing **Shift** draws an up-arrow symbol in the upper right corner indicating it is active. Press and hold **Shift** for 1 second (long press) to enable **Shift Lock**, which allows you to enter multiple capital letters without pressing **Shift** before each one. Press **Shift** again to unlock.

**Esc key** - Always takes you to the previous screen, and also cancels **Function Lock** and **Shift Lock**.

**Getting Started –Setting Device Password**

- Turn on device. It will display the “Create Password” screen.
- Type in your password (this is the **device** password and the only one you have to remember) and then press the **Enter** key; confirm password (re-type your password) and then press **Enter**; type a security phrase\* and then press **Enter**. The screen now says “Device Initialized!”. Press **Enter** to Continue.

*\*Note: The security phrase is a one-time phrase which is used for making the encryption stronger. You will not be asked to enter this again **nor is it necessary for you to remember the phrase**. See footnote on last page for more detail.*

**Deleting Characters**

If you mistype a character and you want to delete that character, press **Fn** then press the **bksp** key (**press each key one at a time**). The **bksp** key deletes characters to the left of the blinking cursor. **Long press Fn** to enable **Function Lock** to easily delete several characters in a row. To add a space press **Fn** then press the **space** key. If you just want to move the cursor left or right without deleting characters or adding a space use the arrow keys without the **Fn** key active.

**You are now ready to start adding entries! passwordsFAST holds up to 125 passwords**

**Add an Entry**

- Press **Fn** then press **Add** (**press each key one at a time**) while on the “Password Entries” screen
- Enter a **Description** (anything up to 30 characters) then press **Enter**
- Enter a **Username** (anything up to 64 characters) then press **Enter**
- Enter a **Password** (anything up to 32 characters) then press **Enter**

*Example:* If your password is “test123\$”, type in **test** then **long press Fn**; press **1**; press **2**; press **3**; press **\$**; then press **Enter**

- Confirm New Entry by pressing **Enter**

Repeat this process until all of your password entries have been entered. All entries are sorted by their Description.

*Tip: The **Username** field can also hold PIN numbers, security question answers for websites, and other information*

### View an Entry

- From the “Password Entries” screen, highlight the entry by using the up/down arrow keys; press **Enter**; use up/down arrow keys to view the entry’s **Username** and **Password** fields.
- Press **Esc** when done viewing the entry; this takes you back to the “Password Entries” screen.

You can also use the **Search** button, which searches on the **Description** field of every password entry:

- Press 
- Type a Search Phrase then press **Enter**. Search phrases can be partial words and are not case-sensitive.
- Navigate the “Search Results” screen using the up/down arrow keys, same as the “Password Entries” screen.

*Example:* You want to find all of your password entries with the word “Bank” in the description. Press the **Search** button then type “ba” at the “Search Entries” screen. It will bring up a list of all entries with the word “ba” in the **Description** field.

### Edit an Entry

- Highlight entry to edit by using the up/down arrow keys in the “Password Entries” or “Search Results” screen
- Press the **Edit** key, which takes you to the “Edit Description” screen
- Make any desired edits to the description field and press **Enter** to move on to the “Edit Username” screen
- Edit the username field and press **Enter** to move on to the “Edit Password” screen
- Edit the password field and press **Enter** to move on to the “Confirm Edit Entry” screen. Review your edits using the up/down arrows and confirm them by pressing **Enter (important step to complete editing process)**

*Tip: Editing each field is NOT required, simply press **Enter** to move on to the next screen*

### Delete an Entry

- Highlight entry to delete by using the up/down arrow keys in the “Password Entries” or “Search Results” screen
- Press **Fn** then press **Del (do not press them at the same time; press them one at a time)**
- Follow prompts on the screen

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**Coin Battery Slot** – There is a slot on the bottom left that contains a CR2016 coin battery. When the battery runs out **you will not lose your passwords**. Simply replace the battery when needed. All information is retained in permanent memory.

*Batteries should be recycled or disposed of as per state and local guidelines*

**Fn Opt** – This takes you to the “Device Options” screen. Use the up/down arrows to select from the following settings:

- **Screen Level:** Sets font darkness level; left/right arrow makes it lighter/darker, **Enter** saves setting.
- **Timeout:** Sets length of device timeout in minutes; when the device is idle for this amount of time, it automatically shuts off, saving battery. Use the left/right arrow to decrease/increase, **Enter** saves setting. This option can be turned off by pressing the left arrow until the option says “off”.
- **Login Trys:** Sets the number of failed login attempts before a “too many logins” error occurs. The error remains on the screen for 10 seconds before the device turns itself off, allowing you to turn it back on and try and login again. Use the left/right arrows to adjust the setting; turn it off by pressing the left arrow until the option says “off”.
- **Change Password:** Change your device password by selecting this option and pressing **Enter**, then follow the prompts.
- **Reset Device:** Select this option and press **Enter** to select it; see the **Reset Device** note below.

**Reset Device** – You can reset the device back to factory settings and create a new device password. **WARNING:** this will delete all existing password entries! At the “Enter Password” screen, press **Fn** then press **Opt**, then follow the prompts.

*\*Note: The security phrase is combined with the password to create the device's encryption key, which is used to securely store your passwords. You can enter anything up to a maximum of 32 characters. The longer and more unique your security phrase is, the more secure your passwords will be.*