

### HOW TO USE YOUR HALBERD TOKEN

- Carry the Halberd token with you at all times on a belt clip, lanyard or attached to your ID card.
- Hit Ctrl+Alt+Del and **type in your PIN** on the lock screen to login.
- Walk away and the computer locks automatically.
- Press button on the Halberd to lock the computer.
- If you return to the same computer within 5 minutes, it will automatically unlock for you.

### LOGIN MODES FOR GATEKEEPER

- **Strongest Security: GateKeeper + PIN**  
Type in your PIN to log in to the computer while carrying your token. Note: If you return to your computer within 5 minutes, you will be automatically logged in. No PIN necessary!
- **Medium Security: Touch to Login**  
Touch your token to the USB sensor to log in.
- **Most Convenient: Auto-Login**  
Just walk up to your computer with GateKeeper to automatically log in.

*The login mode is set by your administrator from the GateKeeper Hub server application.*

### LOCK MODES FOR GATEKEEPER

- **Strongest Security: Logout**  
Log out of your computer when you walk away or press button.
- **Medium Security: Disconnect Session**  
Disconnect your current session when you walk away or press the button.
- **No Security: Disabled**  
GateKeeper will not lock your session when you walk away.

*The lock mode is set by your administrator from the GateKeeper Hub server application.*

### DO'S AND DON'TS

- Always carry your token with you.
- Always maintain line-of-sight between the token and the USB sensor while you are working.
- Click button to lock computer if it is not locking quickly enough.
- Do not log in with your password. This disables the GateKeeper software.
- Do not put the GateKeeper token in your pocket. This dilutes the signal and may cause unwanted locking of your computer.

## TROUBLESHOOTING

#### If your computer does not unlock when you type in your PIN



- Make sure the PIN is correct.
- Make sure the Halberd token is in direct line-of-sight with the USB sensor.
- Are you an authorized user for the computer? Contact support to verify.
- Unplug and re-insert the USB dongle and try your PIN again.
- Press and hold the button on the Halberd token to make sure the battery is good. You will hear a beep and the LED will light up if the battery is good.
- If all else fails, contact support. Do not put the GateKeeper token in your pocket. This dilutes the signal and may cause unwanted locking of your computer.

#### If your computer locks while you are working

- Is the Halberd in direct line-of-sight with the USB sensor? Move closer if you can.
- Run the training mode by clicking on the SET RANGE button on the GateKeeper application and follow the instructions.

#### If your computer does not lock when you walk away

- The signal between the Halberd token and USB sensor might still be strong. Once it gets low enough, it will lock the computer.
- Click on the button on the Halberd token to lock your computer.

#### Flashing light on the token

- Time to change the battery. Please contact support to get a new battery.