

ZED!

FOR FILES IN TRANSIT

START GUIDE

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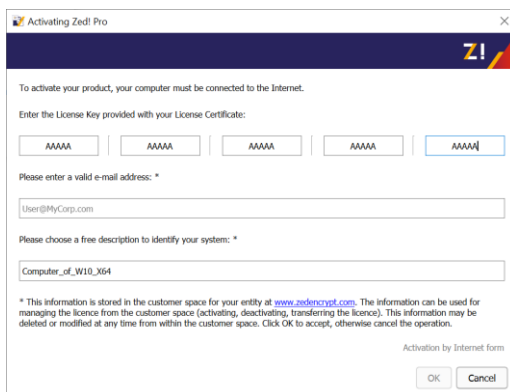
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START GUIDE

ZEDPRO and **ZEDFREE** are very easy-to-use products with which to create **encrypted (and compressed) file containers** for archiving or for exchanging files with correspondents as e-mail attachments or on various portable devices, such as USB flash drives.

The use of the encrypted containers is highly intuitive and very similar to the use of "zip" folders in Windows and "tar" archives in Linux. This document allows you to get started quickly in using the product.

1. ACTIVATING ZEDPRO



ZEDPRO must be activated, and this is done when you run the software for the first time. This first of all requires the following information to be entered:

- + the licence key provided when you purchased the product;
- + a valid e-mail address;
- + a freely chosen designation (a name is proposed by default, but you are advised to personalise it).

The latter two items of information will allow you to identify your workstation in order to manage the licences in your www.zedencrypt.com customer space.

You can then directly activate the product online if you are connected to the Internet, or activate it using a form. Entering the above data, then opening the form and entering the information received from the activation server from another computer connected to the Internet, must be done "consecutively" during the same session.

Important note

The activation of the product is periodically checked online in total transparency to the user. This makes it possible to deactivate your licence in your customer account in order to reassign it to another workstation (e.g., upon replacing your PC). **ZEDPRO** does however allow you to work offline for 90 consecutive days without having to request reactivation (automatically via connection to the Internet, or manually via a form). Once this deadline has expired, and pending reactivation, the product will continue to operate in downgraded mode (same functions as **ZEDFREE** without the possibility of creating containers).

2. CREATING A CONTAINER

Run the application and click on the "**Container**" menu then on "**New container**". A window opens in which to enter a new name for this encrypted container and define its save location.

Note that the extension of encrypted containers is ".zed".

3. PERSONAL ACCESS KEY

When first creating a container, a wizard will prompt you to choose your **personal access key**. This key will subsequently be integrated automatically in each encrypted container that you create, so allowing you to open them.

This wizard will only appear **the first time**. Subsequently, once your key has been defined, it will no longer appear.

Your personal key may be:

- + A **password** of your choosing (with **ZEDPRO** the administrator can impose the required password strength; consult the **ZEDPRO configuration guide** for further details)

- + An **RSA** cryptographic key, associated with a **certificate**, and which can be kept in various "key holders":
 - A password-protected keyfile (**.pfx** or **.p12** in general)
 - With **ZEDPRO** you can also choose a **smartcard** or a **USB token** in compliance with the **PKCS#11** standard; most manufacturers on the market are supported, however, if your card or your token is not of a preconfigured type, please refer to the **ZEDPRO configuration guide**, which provides details of the technical procedure to follow to declare your equipment.

Important notes

- + If you opt for password access, you need to choose a **user ID**. This name will serve subsequently to "recognize you" from among the various access keys in a container. When first entering your personal password, the dot remains red for as long as the password has insufficient "strength". The second time the password is entered (for confirmation), the dot stays orange as long as no entry error is made; it turns green as soon as the entry matches the first; and it turns red if you make an entry error.
- + If you opt for access via certificate, you must supply the access code (of the file, card, etc.) and confirm. Note that the **ZEDPRO** and **ZEDFREE** applications do not generate RSA keys or certificates. If you wish to use keys of this type, you need to use the services of a corporate, public or commercial PKI.
- + By selecting "**My personal access**" from the "Options" menu, you can manage your personal access and, in particular, change your access key. **Attention: if you change your personal access key, the update will not apply to already-created containers, but to new containers only.**

4. USING A CONTAINER

To open a container, double-click on it.

- + If it is a container that you have created, you are asked for your personal access key (if you have not yet entered it for the current session).
- + If it is a container that you have been sent, you will also be asked for an **access key**. This may be a **password** agreed with the person who sent you the container, or else an **RSA key** (generally your personal access key), which you keep in a keyfile (**.pfx**), or a **smartcard**.

Once you have been authenticated, the container is displayed with the files that it contains.

The main actions on the toolbar for managing the container are as follows:

- + **Add files**: consists in copying the source file(s), compressing its (their) content, and encrypting it (them) in the container.
- + **Add a folder**: consists in copying the source folder and its sub-folders, compressing their content, and encrypting the folder in the container.
- + **New folder**: create a folder or a sub-folder in the container.
- + **Extract**: consists in decrypting, decompressing and placing in a specific location all the selected files.
- + **Properties**: consists in displaying the technical information about a container (size, creation date, encryption mechanism, product used for creation, etc.).
- + **Manage accesses**: enables container accesses to be added or removed (see chapter 5).

With **ZEDPRO** it is also possible for you to choose **the watermark image of a given container**: it is thus integrated in the container and is visible to the recipient. The image can be chosen by selecting "**Container background image**" from the toolbar.

Note: to recap, **ZEDFREE** is limited to 200 files and/or 200 MB per container. **ZEDPRO** imposes no size or file number limit. However, for reasons of reliability, it is advisable **not to exceed 2 or 3 GB per container**.

5. ACCESS MANAGEMENT

As we have seen, a container that you have created always contains your **personal key** (attention: this is not necessarily the case if the container has been created by someone else and sent to you).

The container may also contain other accesses (RSA type) that are imposed by an administrator in the product configuration and which enable a means of **recovery** to be defined. To configure this access type, available only with the **ZEDPRO** version, please refer to the **ZEDPRO configuration guide**.

If you want a container to serve as a "diplomatic bag" for exchange with one or more persons, you must first agree on a "secret" with them. You can agree on a password with your correspondent. However, if your correspondent has an RSA key and the associated certificate, you can use this certificate directly. Certain companies provide directories (called "LDAP directories") for finding personal certificates based on a person's name or email address. The search is carried out by providing the directory address and the name (partial or complete) to be searched for (function available in the **ZEDPRO** version only).

For access to access management, click on the **"Manage accesses"** button on the toolbar.

The window displayed presents the existing accesses, with the possibility of **adding** or **removing** accesses or **changing a password**. For access via **RSA key/Certificate**, you can view the **certificate**.

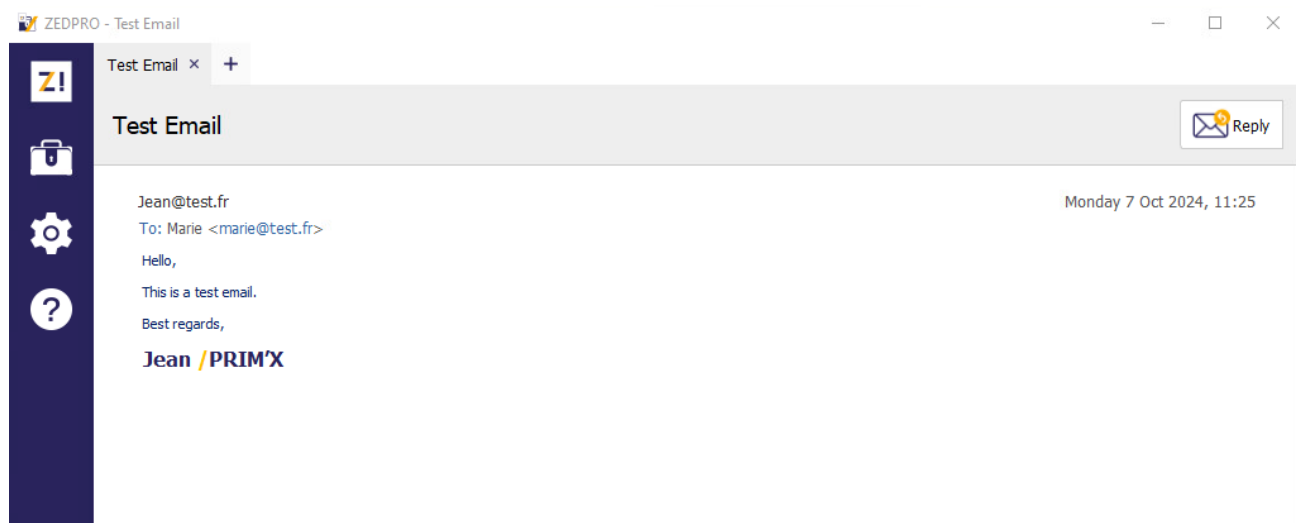
Note that the icon differs according to the type of access, and a tooltip pops up to provide additional information.

6. ENCRYPTED EMAIL MANAGEMENT

6.1. Reading an encrypted email

The ZEDMAIL product (for Outlook) is used to send and receive encrypted emails, by protecting the email's body as well as its attachments within a container, commonly named **"msg.zed"**. When this container is opened, a "mail" view will be opened, different from the "file" view.

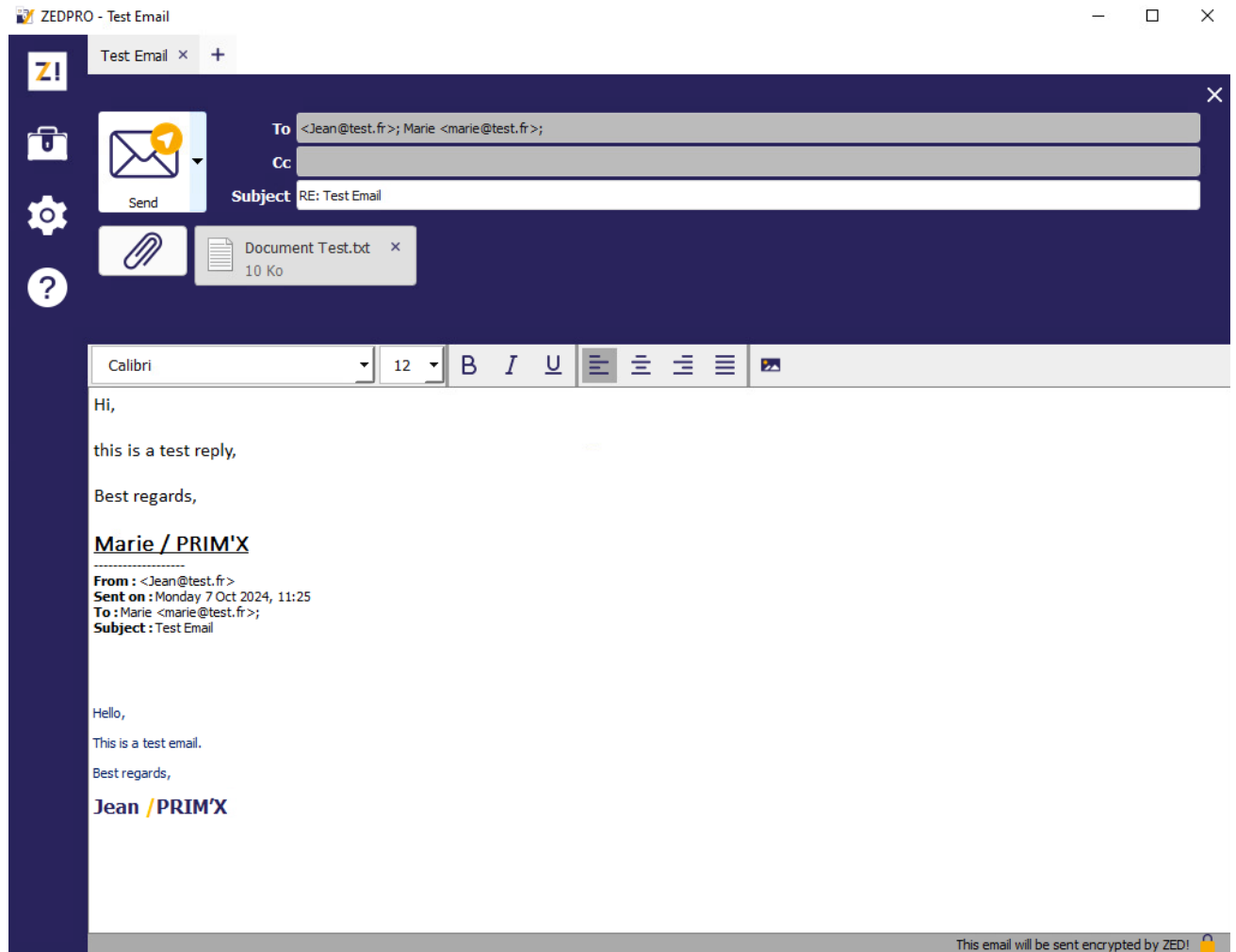
Within this new view, you will be able to read the email, and its associated attachments, the latter which can be open with a double-click, or by being manually saved onto your workstation.



6.2. Replying to an encrypted email

To reply to an email (feature available since the 2024.4 version), the user must click the “Reply” button. A view in “write” mode will be displayed, within which the user can write a reply and add any eventual attachments.

This feature can only reply to the sender and all recipients of the original email by using the accesses stored within. Therefore, it is not possible to transfer this email to any other person, nor it is possible to change the recipients.



On **Windows**, once the reply is ready to be sent, the user can press the “Send” button. The application will then, within the default email client for the workstation, open a new email with a “msg.zed” container as an attachment, containing the reply. The user must then send the mail so that it can be delivered to the recipients.

On all platforms, the user can “**Export**” the reply into a container named “msg.zed”, which can be read by ZEDMAIL.

The **Export** button can be found in the dropdown menu of the **Send** button,

