Set for affixing an electronic signature
Launch guide

1. Installation

To install the set, you need to have an access to a computer with Administrator rights.
The full installation package can be downloaded from the website:
https://www.elektronicznypodpis.pl/pakietSzafir

I.   After starting the "Installation Wizard", follow its prompts.
II. After correct installation, a window with information about the completion of the installation and the option "**Activate Graphite card**" will be displayed. Selecting this option will automatically launch the CryptoCard Graphite Manager application, which will enable the card activation.
III. To activate and register the card, insert it into the reader (see point 2) and follow the steps described in points 3 and 4.

2. How to insert a cryptographic card into the reader

ACR 39T   **Omnikey 3021**

3. Cryptographic card activation and certificate registration

To activate a cryptographic card, you have to:

- insert the card into the card reader and connect the reader to the computer,
- launch the CryptoCard Graphite Manager application,
- choose the reader with the Graphite card (name: CryptoCard Graphite),
- select "Activate the card" option,
- in the "Activation Code" field, enter the PUK code printed on the secure envelope provided with the card,
- click the "OK" button,
- then select "Activate qualified signature" option,
- in the "Transport PIN" field, enter the PIN code printed on the secure envelope provided with the card,
- enter the chosen new PIN code in the "New Code" field and then confirm it.
  The PIN code chosen by the user should have between 6 and 16 characters and may consist of numbers and letters. Diacritical and special characters are not recommended. The letters are case sensitive.
- click the "OK" button,
- optionally select "Register certificate" and confirm by selecting "OK".

NOTE:

The card will be permanently blocked if a wrong PUK code is entered 10 times. Before entering the PUK code at the card activation stage, check that the card number on the envelope with PIN and PUK codes is the same as the number printed on the card.

You may, at any time after card activation, assign your own PUK code to the part of the card containing qualified certificates. Please note that after changing PUK to your own, you cannot use the PUK code written on the envelope anymore. It is recommended to either leave the PUK code as printed on the envelope and store the envelope in a safe place or to assign a new code (the option to change the PUK code is available in the following place: PIN codes -> PUK QSCD -> Change PUK QSCD code).

NOTE:

Access to the qualified certificate **at the stage of activation of the qualified signature and during card use will be permanently blocked after entering the wrong PIN code 3 times**. Before entering the PIN code, check that the card number on the envelope with the code is the same as the number printed on the card. Upon activation of the qualified signature, access to the keys to qualified certificates is protected by a PIN code assigned by the user.

Blocked access to qualified certificates may only be unblocked with the PUK code printed on the envelope provided to the user together with the card or the PUK code given by the user if the code was changed. Removing the card from the reader will not reset the number of attempts to enter the correct user PIN code.

If an non-qualified certificate is also stored on the card, it is located in the zone protected by the default PIN code for a non-qualified certificate with a value of "1111" and the Administrator's PIN code with a value of "222222". When using the card for the first time, we recommend changing the default PIN codes for the non-qualified certificate and the administrator's code that protect the access to non-qualified certificates. Changes can be made by selecting the following options:

- PIN codes -> PIN code for non-qualified certificate -> Change PIN code for non-qualified certificate
- PIN codes -> Administrator's PIN code -> Change Administrator's PIN code

4. Activation and registration of the certificate in the system

Activation of the card and registration of the certificate stored on the card can be performed at any time by launching the CryptoCard Graphite Manager application in Windows.

If you have problems with the installation or activation of your card, please contact us:

Helpline: 801 500 207 or phone 22 545 55 55, e-mail kontakt.szafir@kir.pl