

GUIDE TO USING THE WIRELESS KEY (MOBILE - DESKTOP)

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1 OVERVIEW

The **Wireless Key** is an InfoCert Signature and Authentication device for digital signature on smartphones and tablets. It can also be used with GoSign Desktop via USB and on tablets and smartphones to sign any document with the innovative button that connects the device directly to the GoSign Mobile App via Bluetooth.

2 WIRELESS KEY ACTIVATION

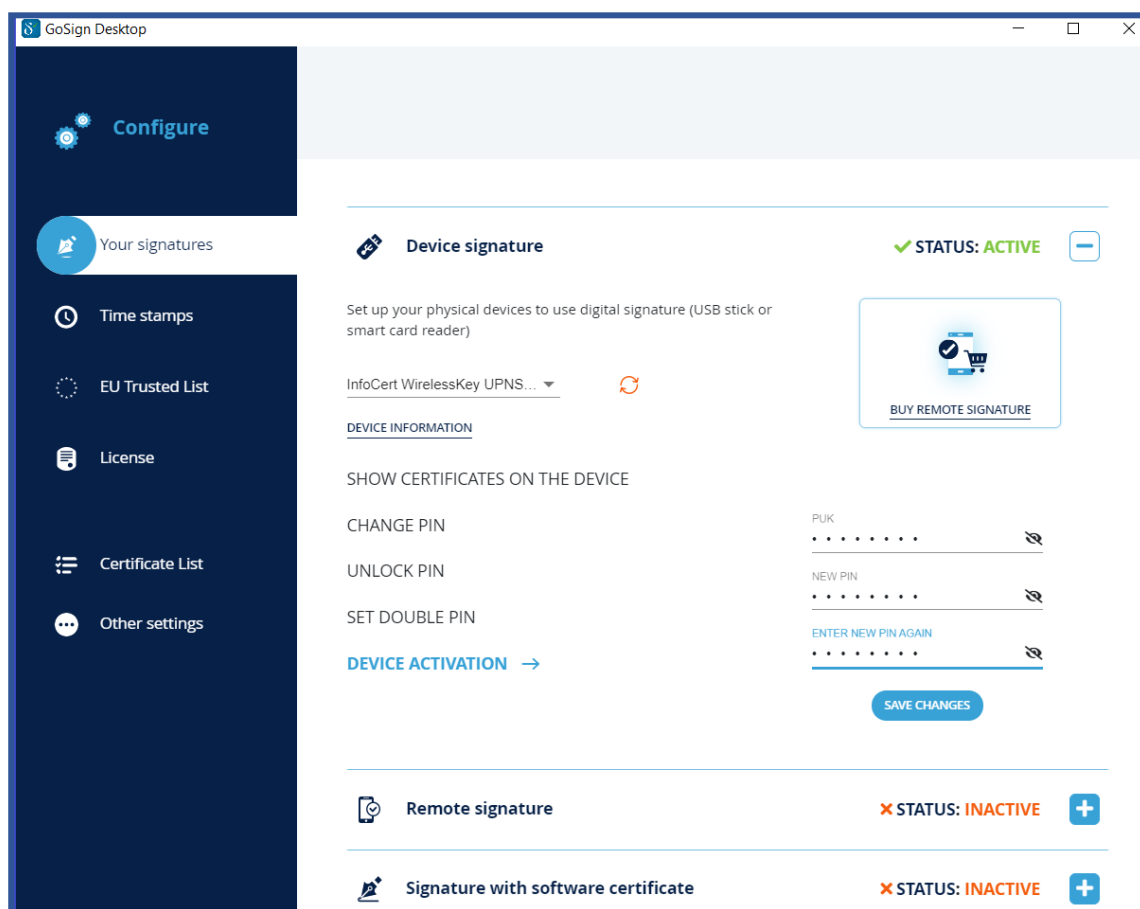
Before using the device, you need to **activate it**. You have to replace the PIN assigned with one of your choice and exclusive knowledge. The **ASSIGNED PIN** is the one contained in the **folder or revocation envelope** (also in virtual version) that was delivered at the time of release of the device. Using GoSign Desktop software **you can replace this PIN with your personal one**.

To successfully activate with GoSign Desktop, you have to **physically connect the Wireless Key to your workstation via USB**.

Then you have to start the GoSign Desktop software and open the *Configure* menu (marked with the gear icon), then you select the page dedicated *Your Signatures* and open the Device Signature section, below *Device Activation*.

After you have recovered the codes contained in the folder or revocation envelope, enter the **PIN or PUK** indicated (they are identical, so the choice is irrelevant) and choose the **new PIN**, remembering that it must consist of **8 characters all numeric**. Re-enter the new PIN and proceed with a click on the *Confirm* button.

GoSign Desktop will confirm that I have activated my device.



3 SIGNING A DOCUMENT WITH THE WIRELESS KEY AND GOSIGN DESKTOP

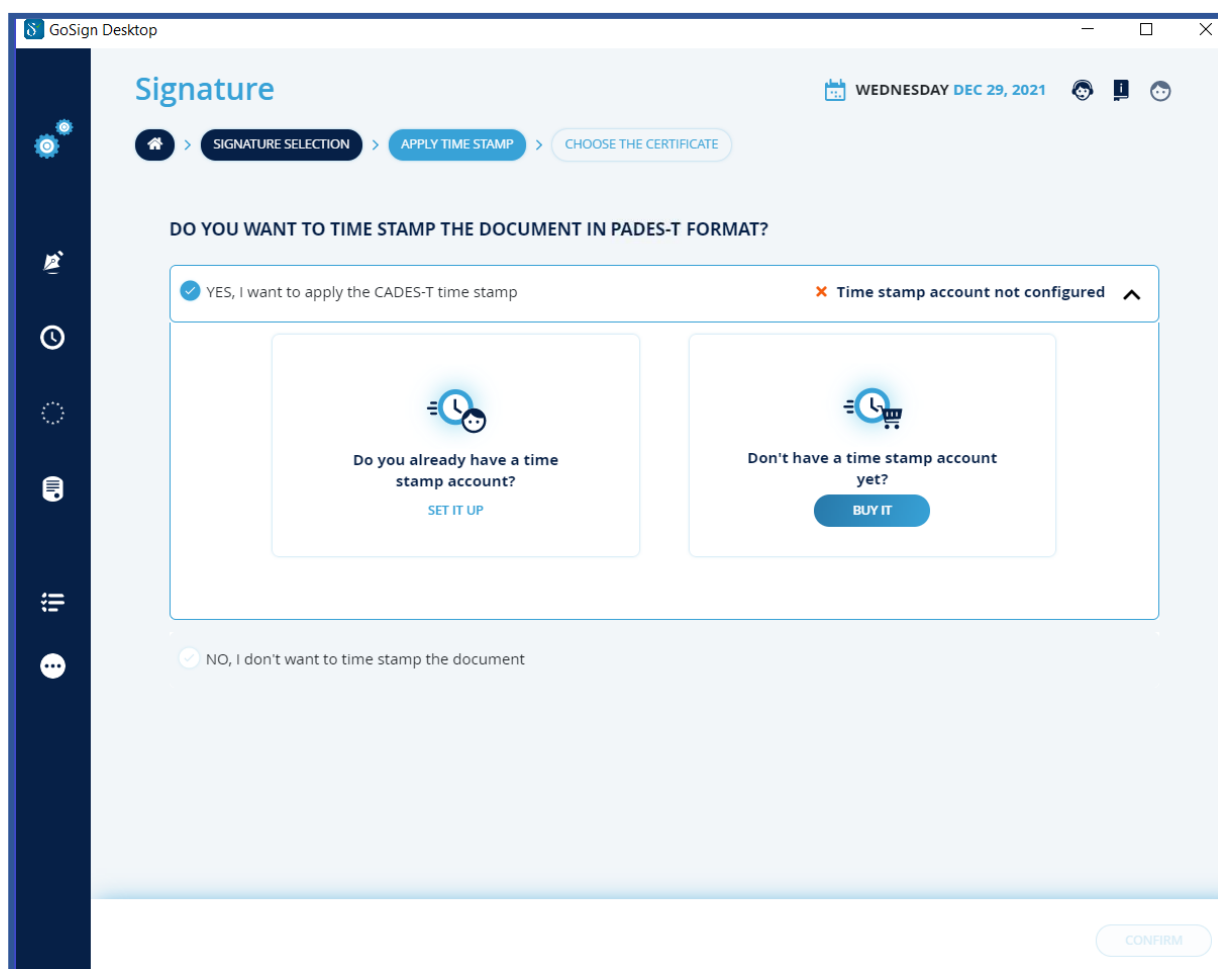
3.1 P7M SIGNATURE OF A DOCUMENT WITH WIRELESS KEY

Once the Wireless Key is activated, you can **sign my first document**.

Obviously, as with the other ways of signing with certificates, you have the possibility to choose the signing format, a P7M or a PDF signature.

At the bottom of the screen you can see the technologies which you can sign documents. To produce a document with the extension **.p7m**, you will have to choose the **CADES** technology and you can proceed with a click on the *Choose* button under the *CADES Signature*.

Once you have chosen the signature format, the Signature process propose the choice to apply a timestamp to the document. This timestamp will be in CADES-T format.



For the application of the timestamp, it is necessary that an account containing the timestamps is configured, if you have not already configure it by clicking on *configure your account*, the *Configure* side menu will be open in the timestamp section.

Once you have chosen if you want or not apply a timestamp, you have to press the *Continue* button to proceed to the next step.

After selecting the device signing certificate option (in this case via **Wireless Key**) you can proceed with the signing of the document.

You have to put the protection PIN of the physical device in the *Enter the device PIN* field and you have to select the device through the drop-down menu.

If no device is detected by clicking on the refresh icon, a signature device connected to the PC will be searched again and in case of a positive result the name will be displayed in the menu.

GoSign Desktop proposes a possible path in the Save Destination field, which coincides with the overwriting of the original file that will be replaced by the signed document.

If you choose to overwrite the original document, you will confirm the operation.

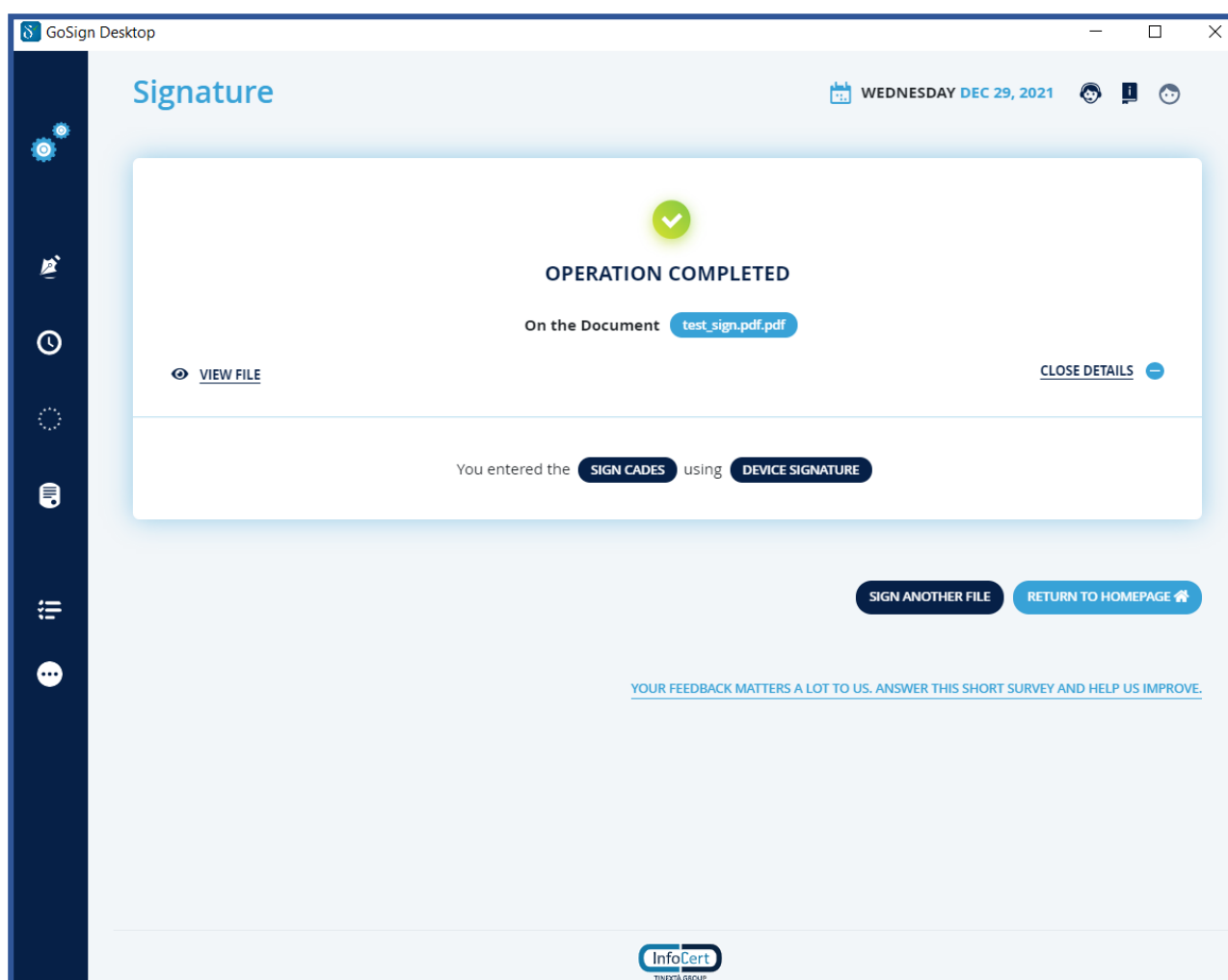
Otherwise, through the *Browse* button, it will be possible to change the destination of the signed document with the possibility of renaming it.

Once you have chosen the destination of the document by clicking on the OK button, the process of document's overwriting will be concluded.

GoSign Desktop will confirm the signature, in the last screen of the process of the Signature function you can know if the signing process has been successful or not.

You can view the signature's type and which certificate was used.

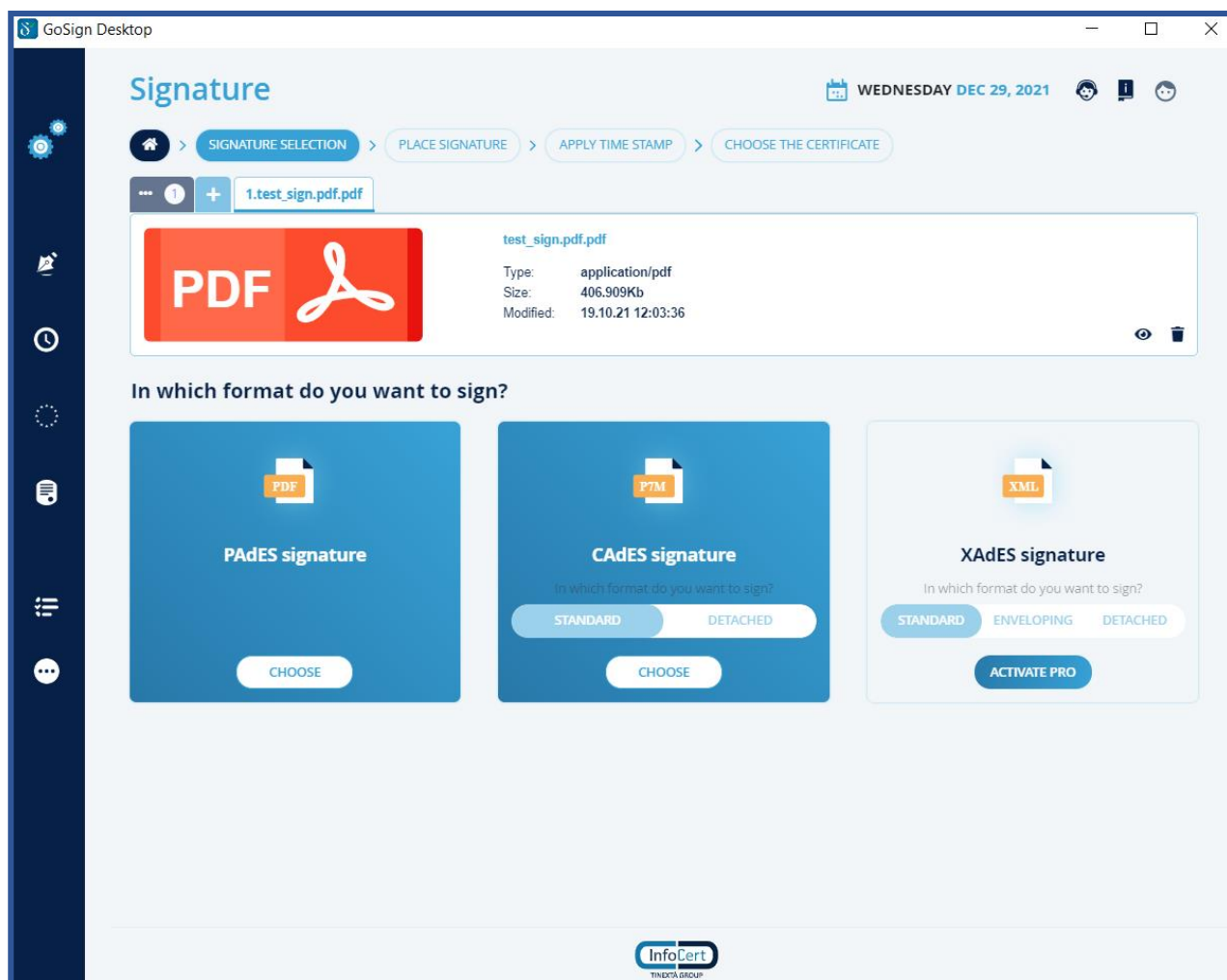
If it is necessary, through the view file's function, the signed document will be open.



GoSign Desktop now allows to either directly sign a new document returning on the first screen of the Signature function, inviting to choose a new document, or return to the Homepage.

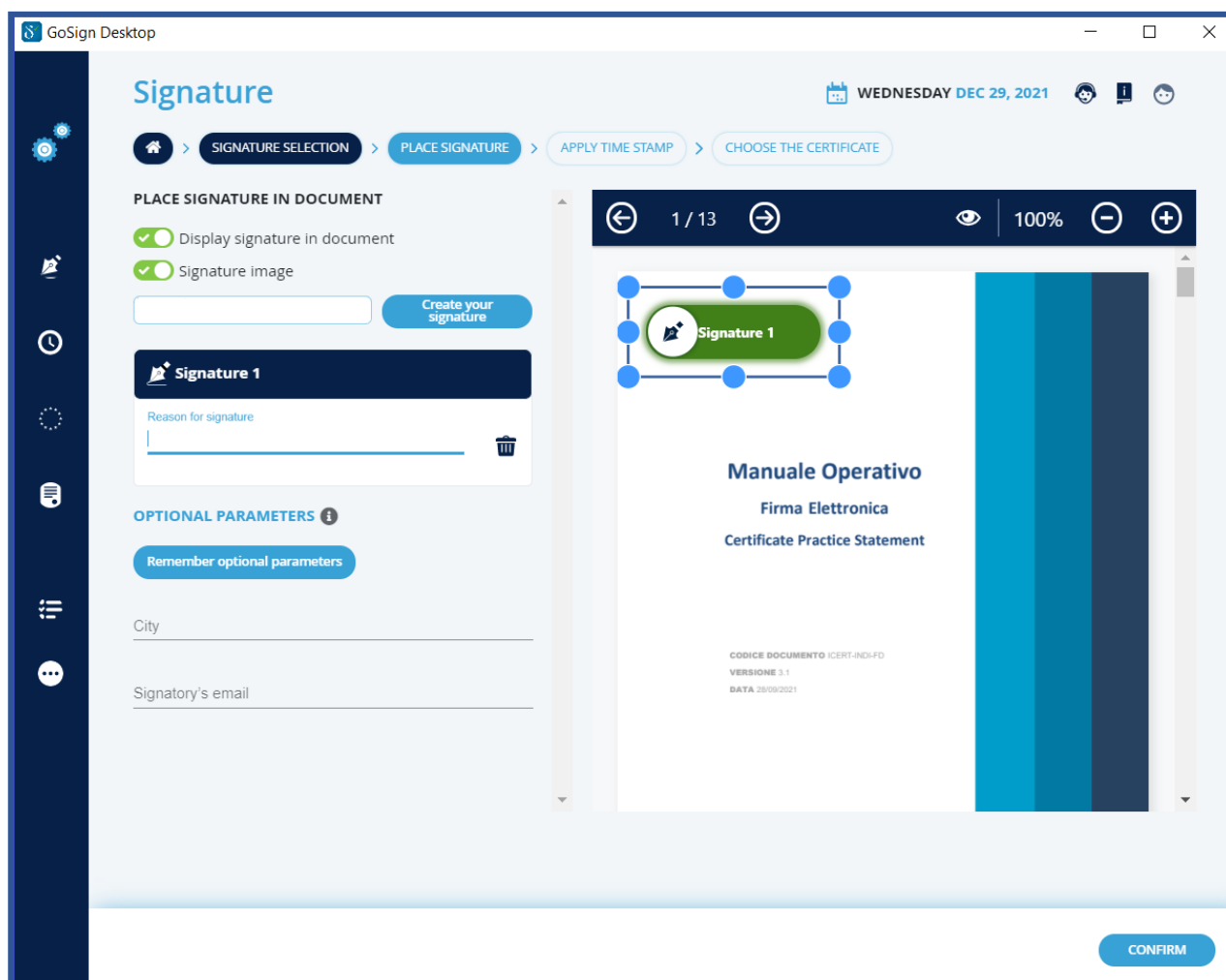
3.2 PDF SIGNATURE OF A DOCUMENT WITH THE WIRELESS KEY

GoSign Desktop with the *Signature* option on the home page, allows to select the document to be signed and to recall it within the software.



GoSign Desktop presents the details of the document (type, size, etc.) and show the *Open document* button (indicated by the eye icon) to display it and the *Delete* function (indicated by the trash icon) to delete the document.

At the bottom of the screen you can see the technologies which you can sign documents. To produce a document with the extension **.pdf**, you will have to choose the **PAdES** technology and you can proceed with a click on the Choose button under the *PADes Signature*.



The Signature process continues with the possibility of making the signature visible on the document. This is possible by activating the DISPLAY SIGNATURE IN DOCUMENT checkbox. It's very important to keep in mind that this graphic sign **has no legal value** and **IS NOT in any way your digital signature**.

In the box the signature image will be displayed, by default it's the image uploaded in the *Configure* section in the *your signatures* section.

It will be possible to add additional information:

- Reason of the sign, that's why the document will be digitally signed, for example: acceptance of the contractual clauses, acceptance of the unfair clauses of the contract, expression of my consent to the processing of personal data pursuant to Law 196/2003, etc.;
- The place of signature's affixing;
- Email of the person who signs.

You can also add more signature boxes, with a double click on the pdf preview, if you want to change the signature image just click on the CHOOSE... button in the signature box and if you want to remove a signature, just click trash icon.

By activating this option, it will be mandatory to apply the signature in the document by double clicking on the preview of the document, otherwise it will not be possible to continue the Signature process.

The application of timestamps, proceed as documents that are signed in **CADES** technology.

Once you have chosen whether you want a timestamp or not, press the Continue button to proceed to the next step.

After selecting the device signature certificate option (in this case via **Wireless Key**) you can proceed with signing the document.

The screenshot displays the 'GoSign Desktop' application window. The main title is 'Signature'. A breadcrumb trail shows the current step: 'CHOOSE THE CERTIFICATE'. The interface asks 'WHICH CERTIFICATE DO YOU WANT TO USE TO SIGN?' and offers three options: 'Signature with device' (which is selected), 'Remote signature', and 'Signature with software certificate'. Below this, there is a field for 'Enter the device PIN' and a dropdown menu showing 'SC/BK of: InfoCert WirelessKey UPNSA 0 Ma...'. The next section asks 'WHERE DO YOU WANT TO SAVE YOUR FILE?' and has 'On your computer' selected. The file path is 'C:\Users\Desktop\test_sign.pdf.p7m' with a 'BROWSE' button. A 'CONFIRM' button is located at the bottom right.

The protection PIN of the physical device must be entered in the field *Enter the device PIN* and that must be selected through the drop-down menu of the device.

If no device is detected by clicking on the refresh icon, a signature device connected to the PC will be searched again and in case of a positive result the name will be displayed in the menu. By default, GoSign Desktop proposes as a possible path in the Save Destination field, which coincides with the overwriting of the original file thus being replaced by the signed document.

If you choose to overwrite the original document, you will be prompted to confirm the operation.

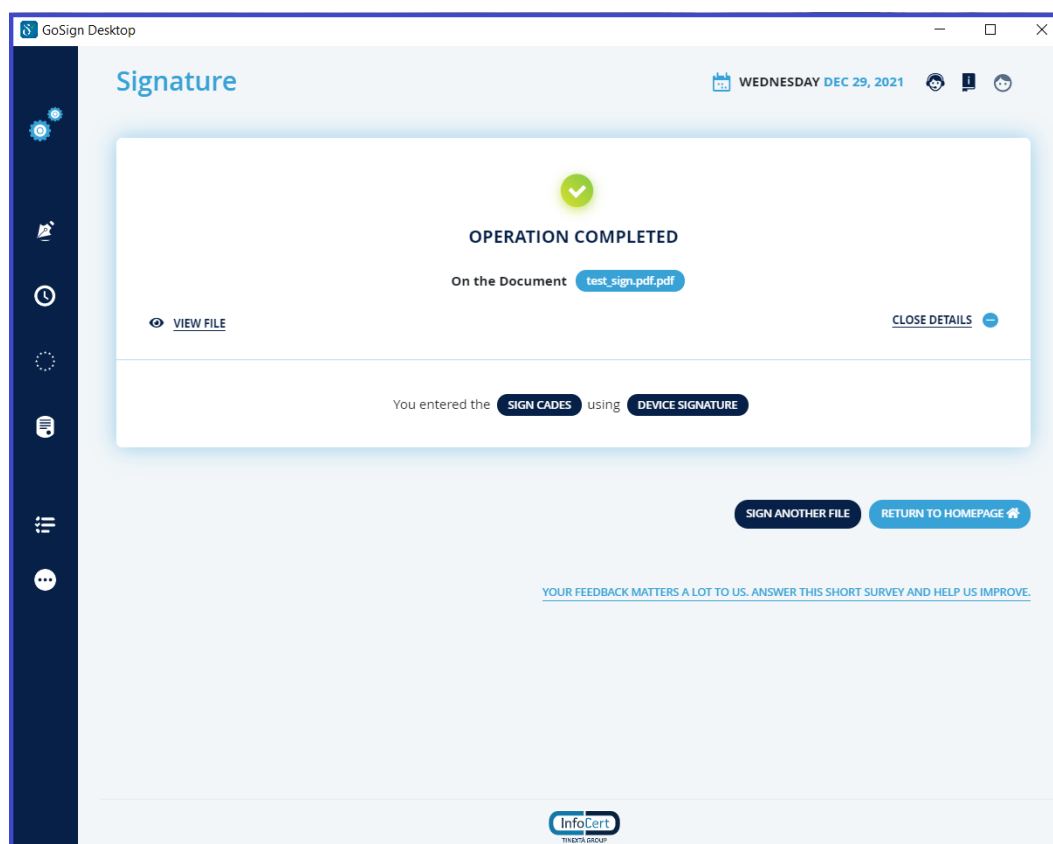
Otherwise through the Browse... button it will be possible to change the destination of the signed document with the possibility of renaming it.

Once you have chosen the destination of the document by clicking on the OK button, the process of overwriting the document will be concluded.

GoSign Desktop will confirm the signature, in the last screen of the process of the Signature function you can know whether or not the signing process has been successful.

You can view the type of signature and which certificate was used.

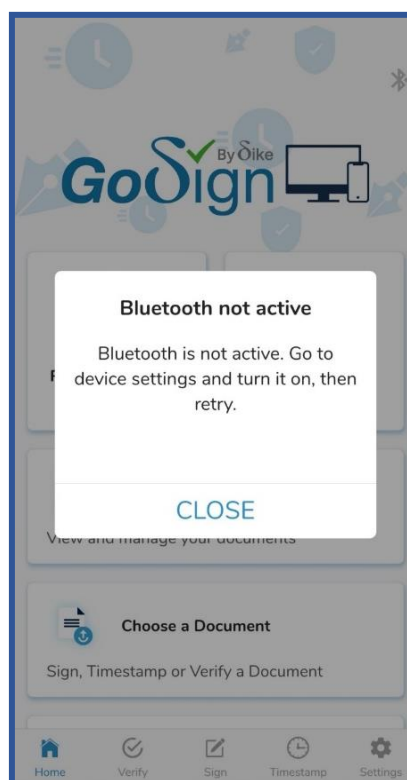
If it is necessary, the view file function opens the signed document.



GoSign Desktop now allows to either directly sign a new document returning on the first screen of the Signature function, inviting to choose a new document, or return to the Homepage.

4 SETTING UP YOUR WIRELESS KEY ON GOSIGN MOBILE

To connect the Wireless Key device, make sure that the **Bluetooth connection option** is turned on. In this case the connection symbol will be dark gray, otherwise it will be gray and if you try to select it you will receive an error message.



Once the bluetooth has been activated, it is necessary to put the Wireless Key in pairing mode, ready to be recognized and combined with the mobile phone (or tablet).

First of all, start the Wireless Key by holding down the button for 2 seconds. The Wireless Key is in **on mode** and is confirmed by the flashing blue color assumed by the bright display.



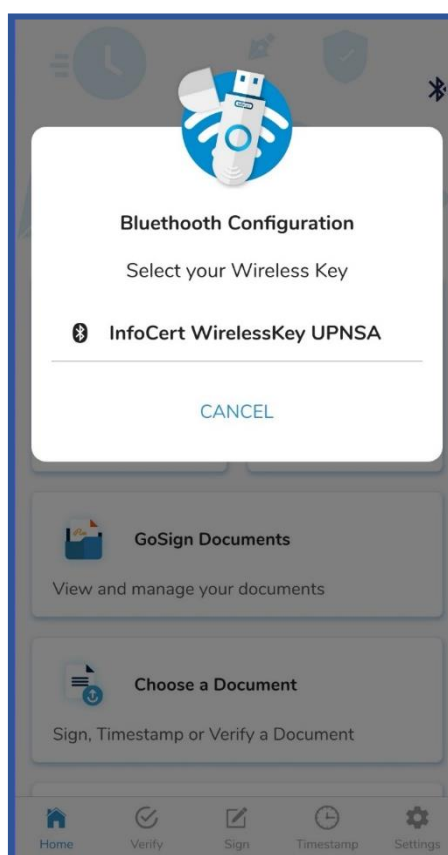
After that, you have to hold down the button for another 2 seconds: the Wireless Key enters in **pairing mode** and is confirmed for the flashing blue color, alternating with pink, assumed by the bright display.



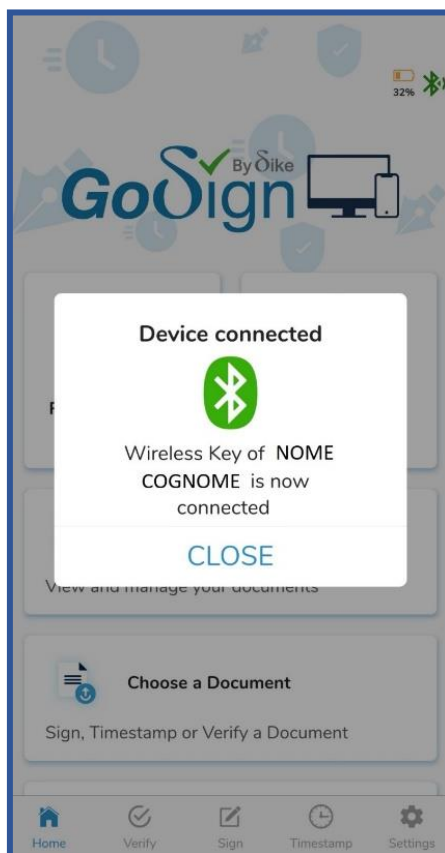
Once you have finished this operation, the Wireless Key is ready to pair with the app.

Select again the Bluetooth connection icon with a tap on the screen of the mobile phone. It will detect the device and provide to you the name of the Wireless Key, consisting of a sequence of 5 characters.

A little pressure on the name of the Wireless Key allows the pairing.



GoSign Mobile confirms that the *pairing* process has ended and a message will indicate the name and surname of the device's owner.



After pairing, the Bluetooth icon is **green** and remains as long as the Wireless Key is connected to the phone (or tablet).

Next to the Bluetooth icon, you will find the icon of a battery that indicates the status of the battery of the Wireless Key, also specifying the level in percentage. From 100% charge and up to 30% the battery icon is **blue**.

From 30% charge and up to 10% the battery icon is **yellow** (although the bright display of the Wireless Key is still flashing blue).

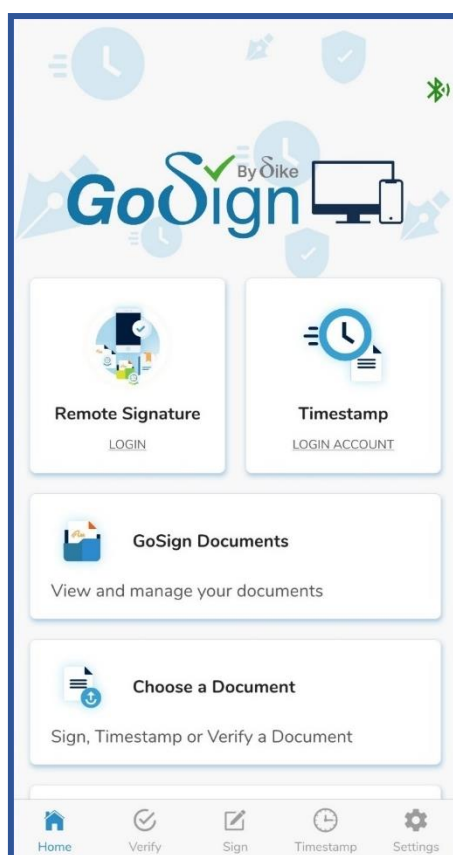
This means that the battery is in reserve: it is possible to conclude the signing or navigation operations on a portal of the Public Administration but you must connect the Wireless Key to the computer to allow it to be recharged.



5 SIGNING A DOCUMENT WITH YOUR WIRELESS KEY AND GOSIGN MOBILE

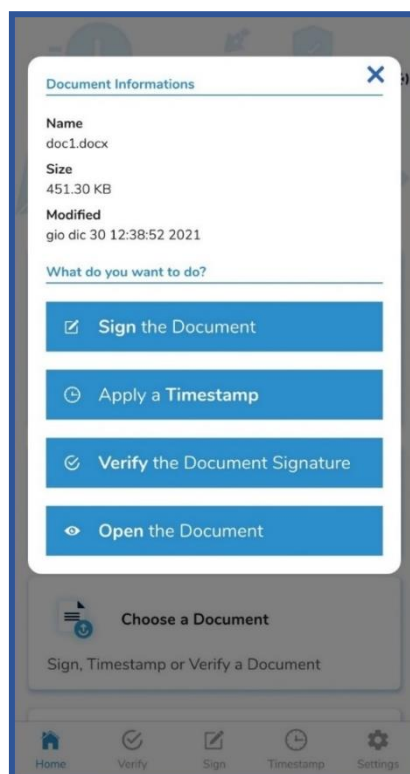
After launching GoSign Mobile on your smartphone and verifying that the Wireless Key is hooked to the App, choose the *Signature* option available in the navigation bar at the bottom of the screen and select the document to sign.

Alternatively, you can select the document to be signed starting from the *GoSign Documents* or *Choose a document*.



In this second case, the App proposes the details of the document (type, size, etc.), and the list of possible actions available for signature.

Proceed with the selection of the option *Sign the document*.

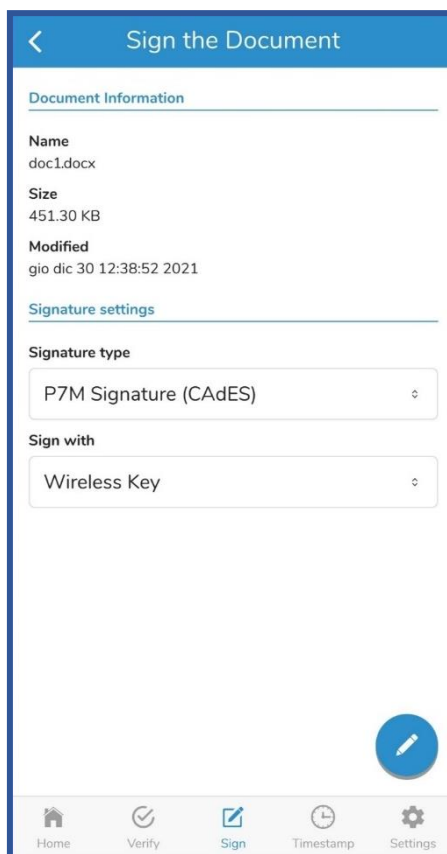


In the signature control panel, you will find the function that allows you to **select the signature device** that you will use to sign the document and you will have to set **Wireless Key**.

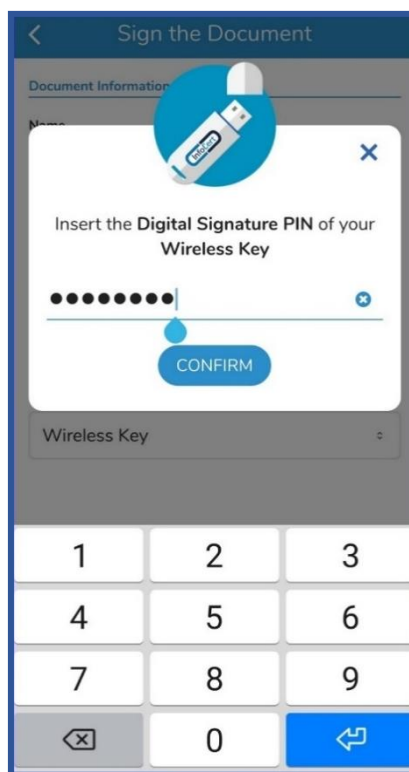
You can also choose the type of signature, **P7M** or **PDF**. If you need to sign a document with a .doc extension, .xls or others, you will choose the signature in P7M mode; if you need to sign a document with an extension .pdf you will choose both types of signature, P7M or PDF.

Obviously, it is also possible to insert a time stamp.

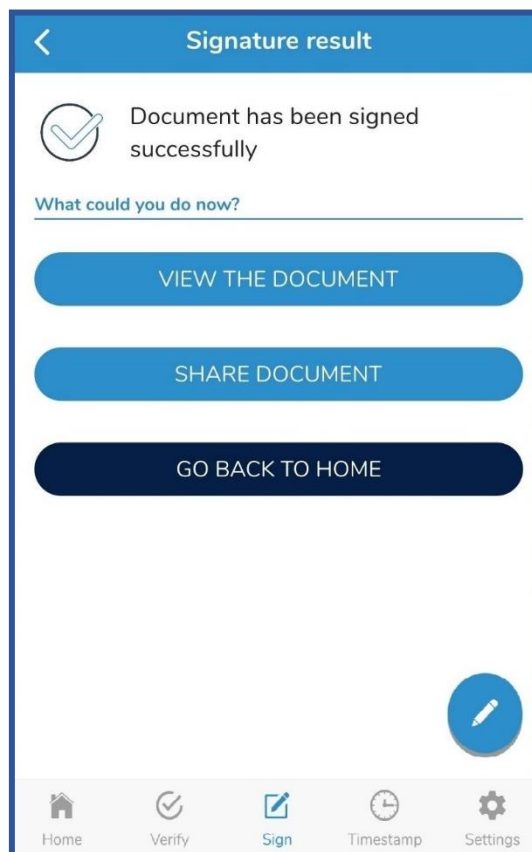
To sign you will proceed with a tap on the blue signature icon.



At this point you need to enter the **PIN** protection of the Wireless Key in the Insert the Digital Signature PIN of your Wireless Key field and continue with a tap on the Confirm button.



At the end of the signing operation you will receive a confirmation message. Digitally signed documents and those digitally signed and time-stamped are saved within the Signed area in the *GoSign Documents*.



6 THE BATTERY OF THE WIRELESS KEY

The operation of the Wireless Key is **guaranteed by the presence of a battery**, which conditions its use. This means that to use the Wireless Key in the best way you have to check the status of the battery and charge it.

The **estimated battery life is about 14 days**, after which it discharges completely. At this point, to **recharge the battery** you will need to connect the Wireless Key to a **USB on the computer**.

The **charging time** – from fully discharged to fully charged – is **3-4 hours**.

To **check** at a glance the **battery level**, simply keep under control **the battery icon** that appears on the screen of the mobile phone and the **bright display** of the Wireless Key.

If the Wireless Key is **not** hooked to the mobile, and the battery ranges from 100% charge up to 30%, the battery icon will not be visible but the device display will be blue.

If the Wireless Key is hooked to the mobile phone and the battery ranges from 100% charge up to 30%, the icon will be **blue** and the display will be green.



From 30% charge up to 10% the battery icon is **yellow** (although the bright display of the Wireless Key is still flashing blue).

This means that the battery is in reserve: it is possible to conclude the signing or navigation operations on a portal of the Public Administration but you have to connect the Wireless Key to the computer to allow it to be recharged.

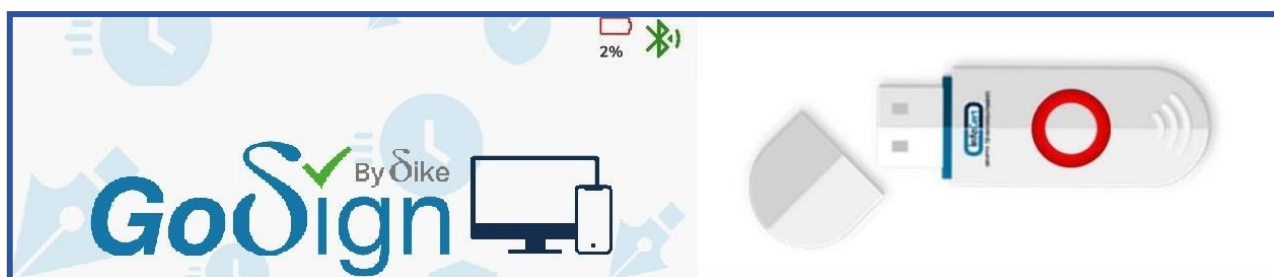


Once you connect the Wireless key to the computer, the bright display of the device takes on a flashing yellow color. When charging is complete, the bright display of the Wireless Key, still connected to the computer, takes on a flashing green color. Once removed, the display will return to be flashing blue. It's time to use it and pair it again with your mobile phone to sign documents or browse safely on the portals of the Public Administration.



Below 10% charge the battery icon is red and the bright display of the Wireless Key takes on a flashing red color.

The battery of the Wireless Key is low: you have to connect the Wireless Key to the computer to allow it to be recharged also because the process of pairing with the mobile phone or even the signing of the document may not be managed correctly.



7 END OF ACTIVITIES

If you used the Wireless Key to sign documents with GoSign Desktop, after closing the software, use the safe removal procedure of the USB device.

If you have used the Wireless Key to sign documents with GoSign Mobile, simply close the App.