

GUIDE TO WHAT YOU CAN DO ON A DIGITAL SIGNATURE DEVICE (DESKTOP)

SUMMARY

1	OVERVIEW	3
2	DEVICE ACTIVATION	4
3	SMART CARD ACTIVATION.....	5
4	BUSINESS KEY ACTIVATION.....	6
5	WIRELESS KEY ACTIVATION	7
6	CHANGE A DEVICE'S PIN	8
7	UNLOCK DEVICE'S PIN.....	9
8	SET DOUBLE PIN	10
9	REMOTE SIGNATURE ACTIVATION	11

1 OVERVIEW

If you want to use a physical device for digital signature, it must be **activated** first, by replacing the PIN assigned with one of your choice and of your exclusive knowledge.

In addition, there are other useful functions regarding the security and use of signature devices, such as the ability to **change the PIN**, apply a **double PIN** to increase the security of your signature and in case you use the wrong PIN during the signing process, the device will be locked and inoperable. For this reason is also available the function **PIN unlock**.

2 DEVICE ACTIVATION

Activation is **required for all physical devices** released by InfoCert: smart card, Business Key, or Wireless Key.

The **ASSIGNED PIN** is the one included in the **folder** or **revocation envelope** (also in digital version) that was delivered with the device.

Using GoSign Desktop software **you can replace this PIN with your personal one.**

3 SMART CARD ACTIVATION

After connecting your device to your computer, launch the GoSign Desktop software.

Open the *Configure* side menu (marked with a gear icon), then select *Your Signatures*, and open the *Device signature* section.

You are activating a **smart card**, and once activated, the drop-down menu will display the reader model to which it is connected.

After retrieving the codes contained in the folder or revocation envelope, enter below the **PIN or PUK** indicated (they are identical, so the choice is irrelevant) and then 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 you have activated it.

4 BUSINESS KEY ACTIVATION

After connecting your Business Key to your computer, launch the GoSign Desktop software.

Open the *Configure* side menu (marked with a gear icon), then select *Your Signatures*, and open the *device signature* section.

You are activating a **Business Key** and you will find the model of the device showed in the drop-down menu.

After retrieving the codes contained in the folder or revocation envelope, enter the **PIN or PUK** indicated (they are identical, so the choice is irrelevant) and below, enter 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 your Business key is activated.

5 WIRELESS KEY ACTIVATION

After connecting the Wireless Key to your computer, launch the GoSign Desktop software.

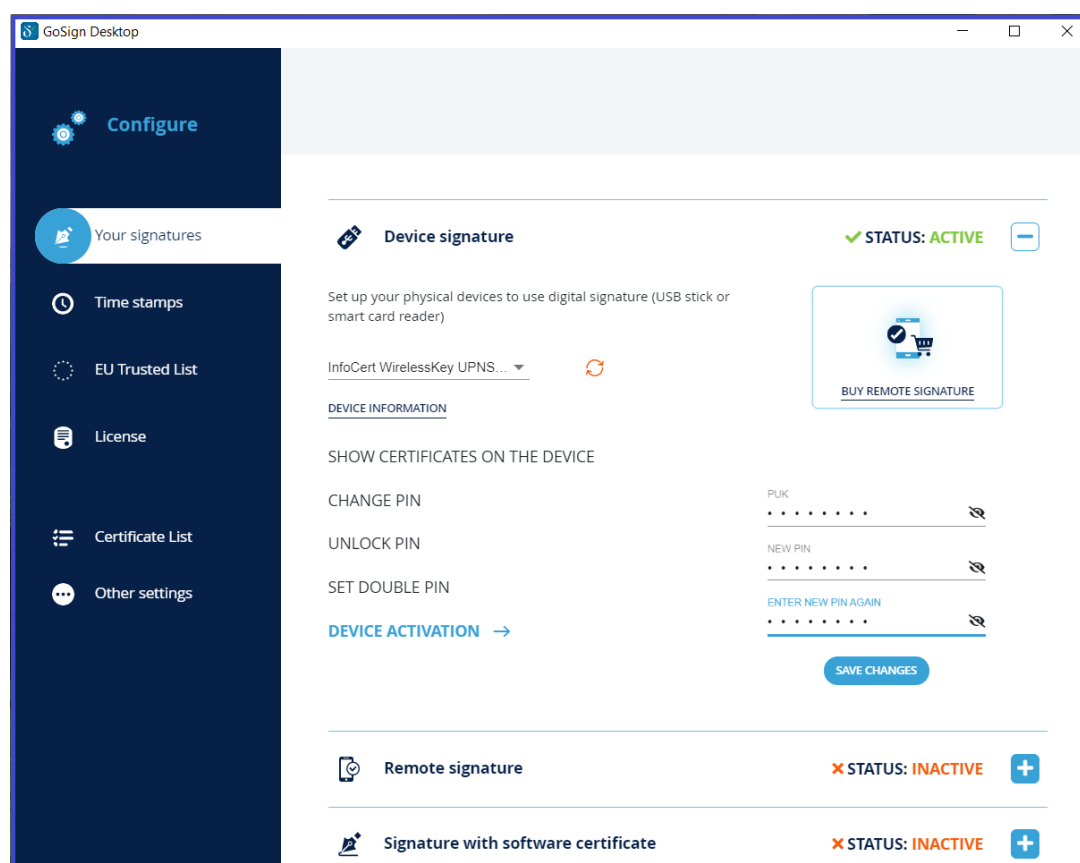
Open the *Configure* side menu (marked with a gear icon), then select *Your Signatures*, and open the *device signature* section.

You are activating a **Wireless Key** and it will be indicated in the InfoCert Wireless Key drop-down menu.

To be properly managed by GoSign Desktop, the Wireless Key **must be physically connected to the workstation and plugged into a USB socket**.

After retrieving the codes contained in the folder or revocation envelope, enter the **PIN or PUK** indicated (they are identical, so the choice is irrelevant) and below, enter 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 your wireless key is activated.



6 CHANGE A DEVICE'S PIN

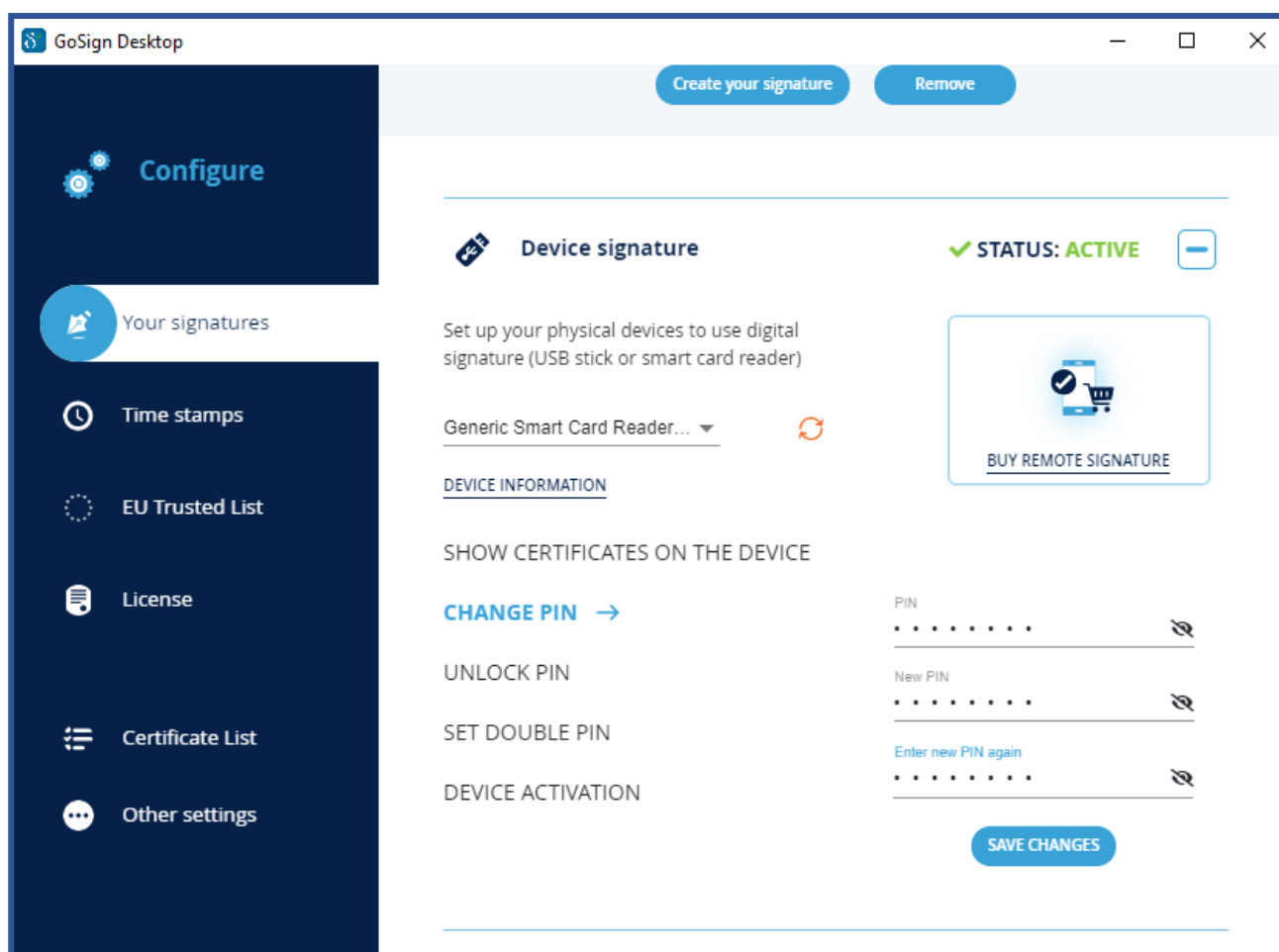
Change a PIN of a physical device may be necessary in case you want to maintain a high level of security by changing it periodically and you can do it **for all physical devices** released by InfoCert: smart card, Business Key or Wireless Key.

After connecting your physical device to your computer, launch the GoSign Desktop software.

Open the *Configure* side menu (marked with the gear icon), then select *Your Signatures*, open the *Device signature* section.

Simply click on the text *CHANGE PIN*, enter the **PIN you are currently using** and then the **new PIN**. The PIN that must consist of **8 characters all numeric**. Re-enter the new PIN and proceed with a click on the *Save changes* button.

GoSign Desktop will confirm that the change is complete.



7 UNLOCK DEVICE'S PIN

It may happen that you forget your PIN and in the case of incorrect use during a signing procedure the system **blocks the device, making it impossible to complete the signing procedure**, in this case is necessary to reset the device and make it usable again for the signature.

First you need to retrieve the **PUK**, which is contained in the **folder** or **revocation envelope** (even in digital version) that was delivered when the device was released.

After connecting the physical device to the computer, start the GoSign Desktop software.

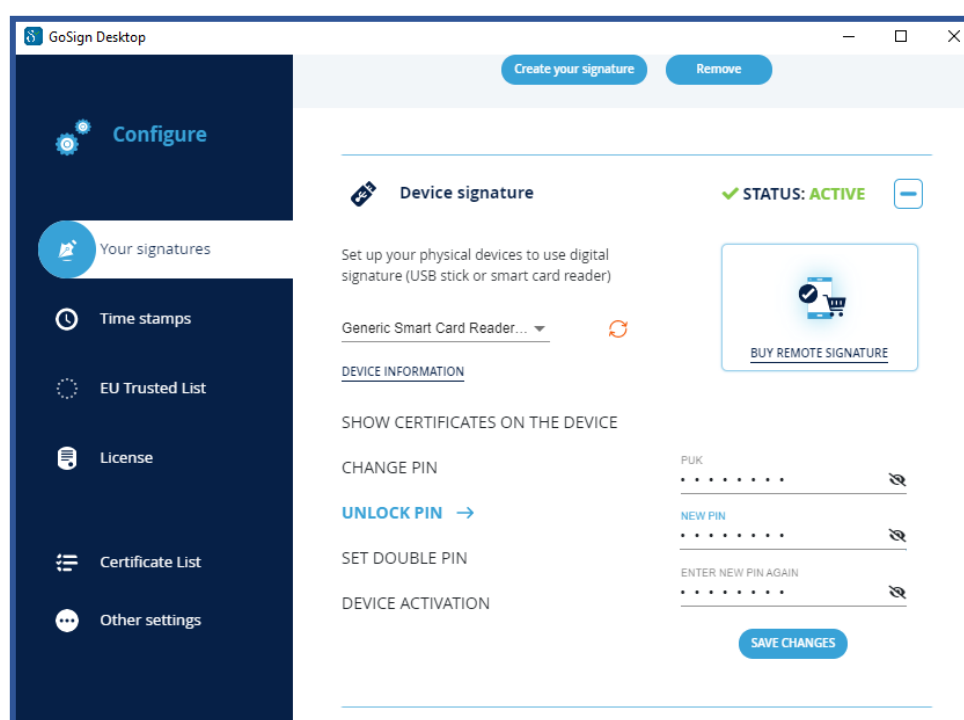
Open the *Configure* side menu (marked by the gear icon), then select the *Your Signatures*, and open the *Device Signature* section.

In the list of actions that can be performed on the device, click **UNLOCK PIN**, then enter the **PIN you are currently using** and then the **new PIN**. The PIN which must consist of **8 characters, all numeric**. Repeat the insertion of the new PIN and proceed with a click on the *Confirm* button.

GoSign Desktop will confirm that the change is complete.

After retrieving the codes contained in the revocation folder or envelope, enter the **PUK** indicated (they are identical, so the choice is irrelevant) and then the **new PIN**, remembering that it must consist of **8 characters all numeric**. Repeat the insertion of the new PIN and proceed with a click on the *Save changes* button.

GoSign Desktop will confirm that the device has been unlocked.



8 SET DOUBLE PIN

To have an additional level of security, you can activate the SET DOUBLE PIN setting.

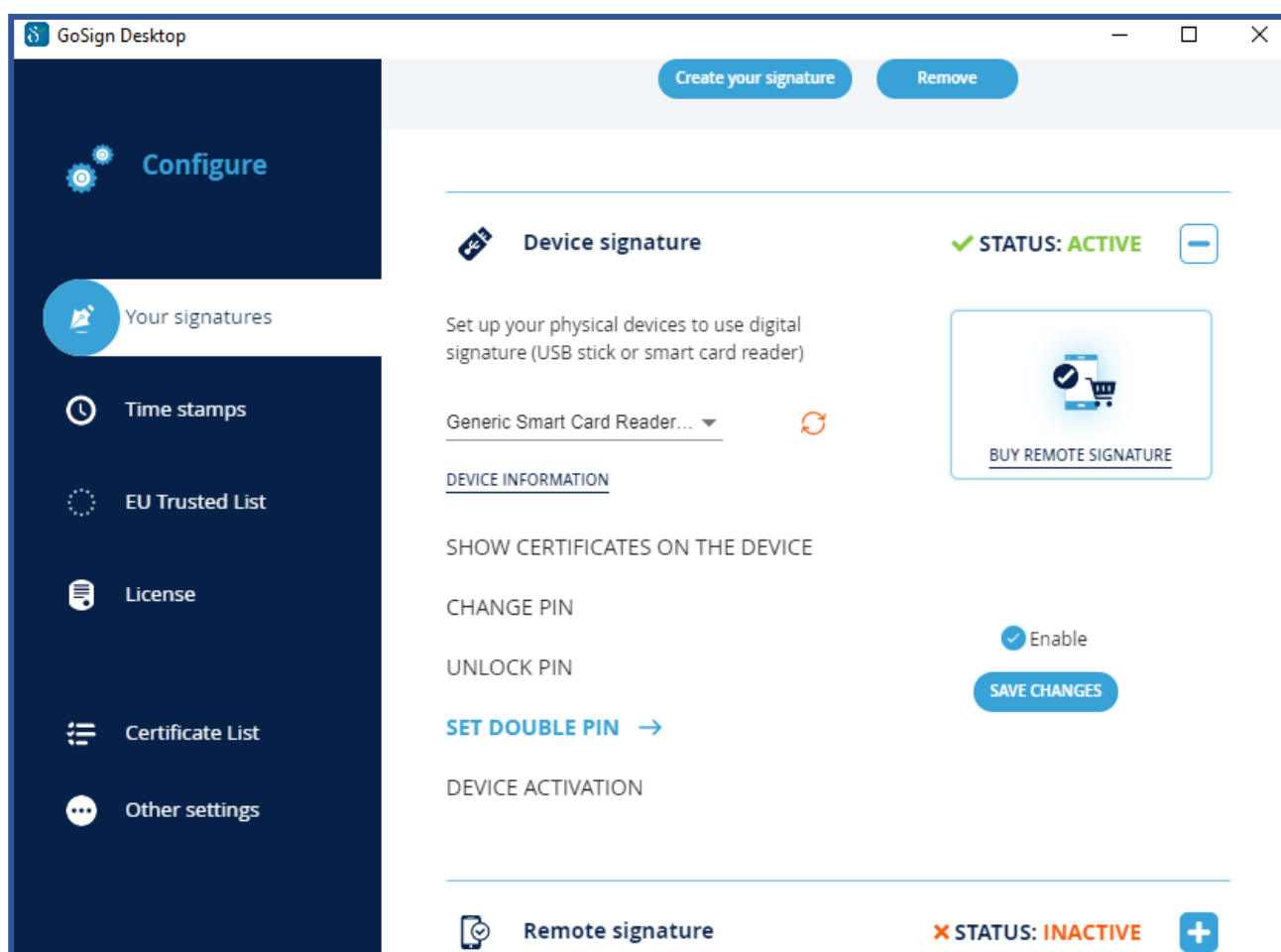
After connecting the physical device to the computer, start the GoSign Desktop software.

Open the *Configure* side menu (marked by the gear icon), then select *Your Signatures* and open the Device Signature section.

You have to click on *SET DOUBLE PIN*, select the option by clicking on *ENABLE*.

Once selected, to apply the settings just proceed with a click on the Save changes button.

GoSign Desktop will confirm that the change is complete.



9 REMOTE SIGNATURE ACTIVATION

To activate a Remote Signing certificate, you can find the information about MySign portal.

The screenshot displays the InfoCert MySign portal interface. At the top left is the InfoCert logo with 'TINEXTA GROUP' below it. At the top right, there is a language selector (UK flag) and a 'Support' link. The main header text reads: "Qualified Electronic Signature: Your InfoCert Digital Signature stays always with you, even on mobile."

The central content area is split into two main sections:

- Starter Pack:** An advertisement for a software bundle. It lists "Software gestionale, posta certificata, fatturazione elettronica e firma digitale" and shows a price reduction from €198 to "soli € 99" (50% discount). A hand icon is shown clicking a button labeled "ACQUISTA ORA". Below the ad, it says "Tutto quello che ti serve per avviare la tua impresa digitale."
- LegalCert REMOTE SIGN:** A login form with fields for "UserID" and "Password", a "Login" button, and a "Credentials recovery" link. Below the form, it asks "Don't you have an InfoCert Electronic Signature? Discover our offer »".

The footer contains the slogan "Your digital future is now." on the left and the text "Qualified electronic signature Management Portal InfoCert S.p.A. | P.IVA 07945211006" on the right.