Manual of
Digipass 310

OPERATING MANUAL OF
DIGIPASS 310 CODE CALCULATOR

1. Description of device

The DIGIPASS Code Calculator is an electronic device that generates a unique One-time digital code for authorisation in the Online Banking system that replaces the authentic signature of the client when confirming orders in the Online Banking.

The DIGIPASS Code Calculator (hereinafter referred to as the "Device") consists of an electronic display, ten numeric buttons (0 to 9), and four buttons with special functions.

- A button for turning the device on or off by holding it down for three seconds, and for confirming the input of data, and selecting menu option or section.

- Deletes the last character when entering data or returns to the previous menu level.
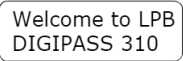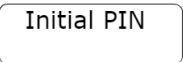
and - navigation buttons.
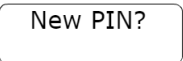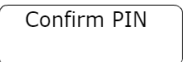
The device shuts down automatically after 30 seconds if any actions are not taken with it.

There is a unique DIGIPASS number on the back of device, which consists of 10 digits, a Digipass®310 model and a barcode.

2. Getting started

Before you begin working with the DIGIPASS Code Calculator, you must replace the original IPIN code with your new PIN code. By default, the DIGIPASS Code Calculator 5-digit IPIN-code is 00000.
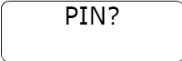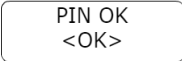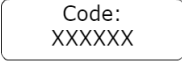
Attention! When replacing the IPIN code with your new PIN code, you cannot turn off the device UNTIL the IPIN code is successfully replaced. Otherwise, the device will be locked.
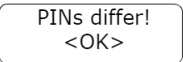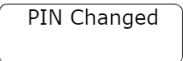
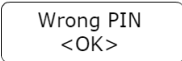|	Description	Action
1	Turn on the DIGIPASS Code Calculator.	Hold the button [OK ON/OFF]
2	The text briefly appears on the screen Welcome to LPB DIGIPASS 310	
3	The screen displays Initial PIN Your initial IPIN code is 00000.	Enter **00000** and press the button [OK ON/OFF]
4	The screen displays New PIN? - the device requests a new PIN code (come up with a 5-digit code). The PIN code should not contain 5 identical digits or 5 consecutive digits.	Enter a new PIN code and press the button [OK ON/OFF]
5	The screen displays Confirm PIN - repeatedly enter your new PIN code to confirm it.	Repeat the new PIN code and press the button [OK ON/OFF]
6	If the screen displays the text Weak PIN <OK> - the PIN code you have entered provides weak device protection or it is the same as the original one.	Press the button [OK ON/OFF] and enter a different PIN code
7	PINs differ! <OK> - the PIN code entered repeatedly does not match the PIN code that was originally entered.	Press the button [OK ON/OFF] and enter a different PIN code
8	PIN Changed - the original IPIN code was successfully replaced with your new PIN code.	

Attention! Do not leave your PIN code in the places accessible to third parties! Change the PIN code (Section 6, "Changing the PIN code") if you suspect that it has been acquired by unauthorised persons!

3. Authorization in Online Banking

To get started with the Online Banking system, you need to enter a code generated by the DIGIPASS Code Calculator in the "**Menu Login**".

	Description	Action
1	Turn on the DIGIPASS Code Calculator	Hold the button **OK** ON/OFF
2	The text briefly appears on the screen Welcome to LPB DIGIPASS 310	
3	The screen displays ◄ Menu Login ►	Press the button **OK** ON/OFF
4	The screen displays PIN?	Enter your PIN code and press the button **OK** ON/OFF
5	If the screen displays the text PIN OK \<OK\> You have entered a valid PIN code	Press the button **OK** ON/OFF Skip Item 6 below and proceed to Item 7
6	If the screen displays the text Wrong PIN \<OK\> You have entered an invalid PIN code.	Press the button **OK** ON/OFF For detailed information, see Item 7. "Incorrect PIN code entry"
7	After the PIN is correctly entered, the DIGIPASS Code Calculator displays the generated code, which consists of 6 digits: Code: XXXXXX	
8	If necessary, you can increase the size of the code generated by the DIGIPASS Code Calculator.	Press the button **OK** ON/OFF

AS **LPB Bank** • Reģ. Nr. LV50103189561 • SWIFT: LAPBLV2X

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9	The code generated by the DIGIPASS Code Calculator must be entered in the box "Password or DIGIPASS code" on the website https://ib.lpb.lv Client's CIF A99999 Password or code of DIGIPASS 321321 Continue	Enter the code and press the button OK ON/OFF
10	If you have multiple DIGIPASS Code Calculators, the system will ask you to enter a number of the DIGIPASS Code Calculator you want to use to log in to the Online Banking system at this time. Client's CIF A99999 Password or code of DIGIPASS ●●●●● DIGIPASS number 6199999999 Cancel Continue	The DIGIPASS Code Calculator number is indicated on the back of device
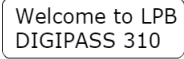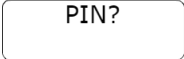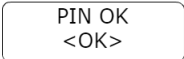
4. Order signing

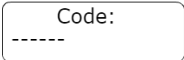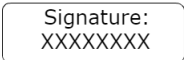In order for the payment or message to the Bank to be sent to the Bank for execution, they must be signed. To do this, you must select the DIGIPASS Code Calculator on the document signature page in the "**Confirmation Method**" field. The code will be automatically generated in the **"Data for the DIGIPASS code generation"** field. Enter this code into the DIGIPASS Code Calculator in the **"Menu Sign"**. After that, the DIGIPASS Code Calculator generates the **"Signature"** code (8 digits), which you should enter in the Internet Banking field **"DIGIPASS Code"** and press the button **"Send".** Your document will be sent to the Bank for execution.
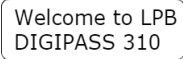
Send Documents
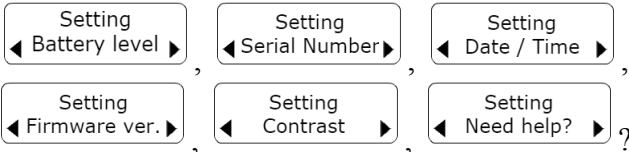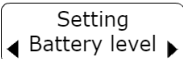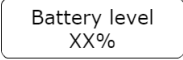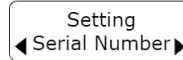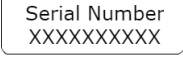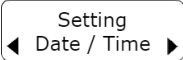
Customer	SERGEJENKO SERGEJS		
Confirmation Method	DIGIPASS (6199999999)		
Data to generate DIGIPASS code	718828		
DIGIPASS code	21122112		
No	**Type**	**Currency**	**Amount**	**Beneficiary**
104	Intra-bank payments	EUR	1.00	Kirils Killicins

Send

	Description	Action
1	Turn on the DIGIPASS Code Calculator.	Hold the button **OK** ON/OFF
2	The text briefly appears on the screen Welcome to LPB DIGIPASS 310	
3	The screen displays Menu ◄ Login ►	Press the button ▶
4	The screen displays Menu ◄ Sign ►	Press the button **OK** ON/OFF
5	The screen displays PIN?	Enter your PIN code and press the button **OK** ON/OFF
6	PIN OK <OK> You have entered a valid PIN code	Press the button **OK** ON/OFF
7	The screen displays Code: ------	Enter a 6-digit code from the field "Data for the DIGIPASS code generation" in the Online Banking system and press the button **OK** ON/OFF
8	The screen displays Signature: XXXXXXXX XXXXXXXX – a generated unique code	Enter this 8-digit code in the "DIGIPASS code" field to sign the document
9	If you generate a unique code incorrectly and enter it into the Online Banking 5 times in a row, your access to the DIGIPASS Code Calculator will be locked. To unlock it, please contact the Bank's specialists by phone: (+371) 6 777 2 999 or visit the Bank in person.	

5. DIGIPASS Code Calculator settings

In the "Setting" section, you may find current date and time (UTC), battery charge, device serial number, firmware version, the Bank's telephone number and e-mail, and the display contrast settings.
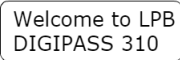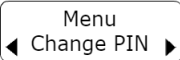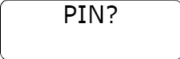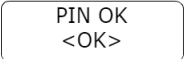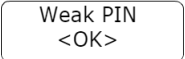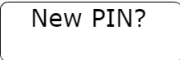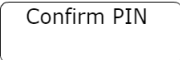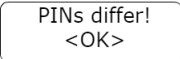
	Description	Action
1	Turn on the DIGIPASS Code Calculator.	Hold the button **OK** ON/OFF
2	The text briefly appears on the screen Welcome to LPB DIGIPASS 310	
3	The screen displays Menu ◀ Login ▶	Press the button ◀
4	The screen displays Menu ◀ Setting ▶	Press the button **OK** ON/OFF
5	Using ◀ and ▶ , you can switch between setting parameters, thus selecting the desired **section:** Setting ◀ Battery level ▶ , Setting ◀ Serial Number ▶ , Setting ◀ Date / Time ▶ , Setting ◀ Firmware ver. ▶ , Setting ◀ Contrast ▶ , Setting ◀ Need help? ▶ ?	Press the button **OK** ON/OFF
6	To return to the section Menu ◀ Setting ▶ use the following button: ⌫	Press the button **OK** ON/OFF
7	Section Setting ◀ Battery level ▶	Press the button **OK** ON/OFF
8	Battery level XX% Shows the battery charge level	
9	Section Setting ◀ Serial Number ▶	Press the button **OK** ON/OFF
10	Serial Number XXXXXXXXXX Displays the serial number of the device	
11	Section Setting ◀ Date / Time ▶	Press the button **OK** ON/OFF

12	Date / Time 13-06-2017 06:13 Displays the current date and time (UTC)	
13	Section Setting ◀ Firmware ver. ▶	Press the button OK ON/OFF
14	Firmware ver. 5310. 05-B2BF Current firmware version of the device	
15	Device contrast Setting ◀ Contrast ▶	Press the button OK ON/OFF
16	Contrast 00 Contrast 01 Contrast 02 Contrast 03 Contrast 04 Contrast 05	Using the buttons ◀ and ▶ , you can choose the contrast of the screen: from the less bright (00) to the brightest (05). To confirm your selection, press the button OK ON/OFF
17	The section Setting ◀ Need help? ▶ contains the Bank's contact information	Press the button OK ON/OFF
18	www.lpb.lv +317 6777 2999 e-mail: info@lpb.lv	

6. Changing the PIN code

If you need to replace the current PIN code, you can do it in the section "Change PIN". To do this, you need to know your current PIN code and come up with a new one.

	Description	Action
1	Turn on the DIGIPASS Code Calculator.	Hold the button OK ON/OFF

2	The text briefly appears on the screen Welcome to LPB DIGIPASS 310	
3	The screen displays Menu ◄ Login ►	Press the button ▶
4	The screen displays Menu ◄ Sign ►	Press the button ▶
5	The screen displays Menu ◄ Change PIN ►	Press the button OK ON/OFF
6	The screen displays PIN?	Enter your PIN code and press the button OK ON/OFF
7	If the screen displays PIN OK <OK> , you have entered a valid PIN code.	Press the button OK ON/OFF Skip Item 8 below and proceed to Item 9
8	If the screen displays the text Weak PIN <OK> , the PIN code you have entered provides weak protection.	Press the button OK ON/OFF and enter a different PIN code
9	After the PIN code is correctly entered, the screen displays New PIN? - the device requests a new PIN code (think up a 5-digit code). The PIN code should not contain 5 identical digits or 5 consecutive digits.	Enter a new PIN code and press the button OK ON/OFF
10	If the screen displays Confirm PIN - repeatedly enter your new PIN code to confirm it.	Repeat the new PIN code and press the button OK ON/OFF
11	If the screen displays PINs differ! <OK> - the PIN code repeatedly entered does not match the PIN code that was originally entered.	Press the button OK ON/OFF and enter a different PIN code

12	If the screen displays New PIN OK <OK> - the PIN code was successfully replaced with a new PIN code.	

7. Invalid PIN code
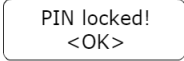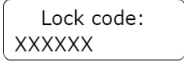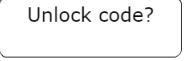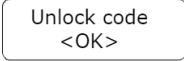
If you have entered an incorrect PIN code on the device, the DIGIPASS Code Calculator displays a message that warns you of the number of remaining attempts to enter the PIN code. After the fifth unsuccessful attempt to enter the PIN code, the DIGIPASS Code Calculator is locked.

	Description	Action
1	Turn on the DIGIPASS Code Calculator.	Hold the button OK ON/OFF
2	The text briefly appears on the screen Welcome to LPB DIGIPASS 310	
3	Select the desired action, such as **"Menu Login"** or **"Menu Sign"**. The screen displays PIN?	Enter your PIN code and press the button OK ON/OFF
4	If you have entered an incorrect PIN code, the screen displays Wrong PIN <OK> Next, the device will inform you of the number of failed attempts PIN errors: 1 <OK>	Press the button OK ON/OFF
5	The device will prompt you to repeatedly enter your PIN code PIN?	Enter your PIN code and press the button OK ON/OFF
6	If the screen displays PIN OK <OK>, you have entered a valid PIN code, and you may continue working with the Online Banking system. After that, all incorrect attempts to enter the PIN code are reset.	Press the button OK ON/OFF

7	If you have repeatedly entered an incorrect PIN code, the screen displays Wrong PIN <OK> Next, the device will inform you of the number of failed attempts PIN errors: 2 <OK>	Press the button OK ON/OFF
8	The device will prompt you to repeatedly enter your PIN code PIN?	Enter your PIN code and press the button OK ON/OFF
9	If you have repeatedly entered an incorrect PIN code, the screen displays Wrong PIN <OK> Next, the device will inform you of the number of failed attempts PIN errors: 3 <OK>	Press the button OK ON/OFF
10	The device will prompt you to repeatedly enter your PIN code PIN?	Enter your PIN code and press the button OK ON/OFF
11	If you have repeatedly entered an incorrect PIN code, the screen displays Wrong PIN <OK>	Press the button OK ON/OFF
12	There may be a total of 4 such attempts. The device warns you before the last attempt. Last try! <OK>	Press the button OK ON/OFF
13	The device will prompt you to enter your PIN code for the last fifth time PIN?	Enter your PIN code and press the button OK ON/OFF
14	If the last attempt is invalid, the device will be locked. PIN locked! <OK>	Press the button OK ON/OFF
15	For detailed information on unlocking the DIGIPASS Code Calculator, see Section 8. "Unlocking the DIGIPASS Code Calculator".	

8. Unlocking the DIGIPASS Code Calculator

If you have incorrectly entered your PIN code on the DIGIPASS Code Calculator 5 times, the device will be locked. The DIGIPASS Code Calculator screen will display the unique **Lock code**. To unlock the DIGIPASS Code Calculator, please contact the Bank's specialists by calling (+ 371) 6 777 2 999 and stating your voice password, first name, surname and other personal information specified in the Application upon entering into the contract. You may also visit the Bank in person and provide a document confirming your identity. Then you need to name the DIGIPASS Code Calculator number and its **Lock code**. The Bank employee will give you the **Unlock code**. This code must be entered into the DIGIPASS Code Calculator to unlock it. The device then prompts you to create a new **PIN code** that you will use later to log in and sign your orders in the Online Banking system.

	Description	Action
1	After the fifth failed attempt to enter the correct PIN code, the screen displays PIN locked! <OK>	Press the button OK ON/OFF
2	The screen displays a 6-digit unique **Lock code** Lock code: XXXXXX	Press the button OK ON/OFF
3	To unlock the DIGIPASS Code Calculator, you need to contact the Bank by calling (+ 371) 6 777 2 999 or visit the Bank in person, identify yourself and name the device number and **Lock code**. Then you will receive the **Unlock code**.	
4	When the screen displays the text Unlock code? , enter the received **Unlock code** that consists of 8 digits.	Press the button OK ON/OFF
5	Unlock code <OK> You have entered a valid **Unlock code**, so the device will be unlocked.	
6	Enter a new PIN code New PIN? - the device requests a new PIN code (come up with a 5-digit code). The PIN code should not contain 5 identical digits or 5 consecutive digits.	Press the button OK ON/OFF
7	Repeat the new PIN code Confirm PIN	Press the button OK ON/OFF

8	New PIN <OK> You have entered a valid PIN code.	
9	If the **Unlock code** is entered incorrectly 3 times in a row, the device is locked for 30 minutes. The screen displays the following message: Time penalty <OK> After 30 minutes, turn on the DIGIPASS Code Calculator and enter the correct unlock code.	

9. Hot keys

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