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Data Security Kit(E) OPERATION GUIDE



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Introduction

This Setup Guide explains the procedures for installing and operating the optional Data Security Kit (E) (hereinafter called Security Kit) and the procedure for system initialization.

Organization administrators should read and understand this manual.

- Nominate a reliable person for the machine administrator when installing the security kit.
- Sufficiently supervise the nominated administrator so that it can observe the security policy and operation rules at the organization to which it belongs and properly operate the machine in accordance with the operation guide of the product.
- Sufficiently supervise the general users so that they can operate the machine while observing the security policy and operation rules at the organization to which they belong.

■Instructions for General Users

- Functions of Security Kit...page 2
- Touch Panel Display after the Security Kit is Installed...page 3

■Instructions for Administrators

- Installing the Security Kit...page 4
- Changing Security Password...page 5
- System Initialization...page 6
- Warning Message...page 7
- Disposal...page 7

Instructions for General Users

Instructions for General Users (for Both General Users and Administrators)

Functions of Security Kit

The security kit enables overwriting and encryption.

Overwriting

MFPs store Custom Box and Job Box data in the SSD. Users can also store various types of data in the SSD. As the data storage area used for such data remains in the SSD as is until it is overwritten by other data, the data stored here remains restorable using special tools for undesirable use.

The security kit deletes and overwrites (hereinafter collectively referred to as overwrite(s)) the unnecessary data storage area used for the output data or deleted data to ensure that data cannot be restored.

Overwriting is performed automatically, without user intervention.

NOTE

When you cancel a job, the machine immediately starts overwriting the data that has been already stored in the SSD.

Encryption

MFPs store Custom Box and Job Box data in the SSD. It means the data could be possibly leaked or tampered with if the SSD is stolen.

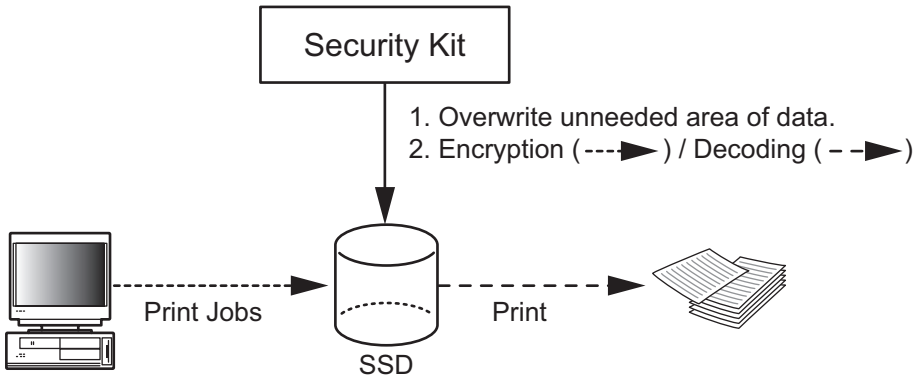
The security kit encrypts data before storing it in the SSD. It guarantees higher security because no data cannot be decoded by ordinary output or operations.

Encryption is automatically performed and no special procedure is required.

CAUTION

Encryption helps enhance security. However, data stored in a Custom Box or Job Box can be decoded by the normal printing operation. Never store confidential data in a Custom Box or Job Box.

Functions of Security Kit



Touch Panel Display after the Security Kit is Installed



When the security kit has been installed and is running properly, Icon ( ) appears in the touch panel while unneeded data is being overwritten.

CAUTION

Do not turn the power switch off during overwriting. It may crash the SSD.

NOTE

If you turn the machine off at the power switch during overwriting, data may not be overwritten completely from the SSD. Turn the machine back on at the power switch. Overwriting automatically resumes.

Instructions for Administrators

(for Those in Charge of Installation and Operations of the Security Kit)

If the machine is unused and demolished, obtain directions for disposal from the dealer (from which you purchased the machine) or your service representative.

Installing the Security Kit

The Security Kit Contents

The security kit package includes:

- License Certificate
- Installation Guide (for service personnel)

Before Installation

- Make sure that the service representative must be a person who belongs to the supplying company.
- Install the machine in a safe location with controlled access, and unauthorized access to the machine can be prevented.
- The system will be initialized during installation of the security kit. This means that the data stored in the SSD will be all overwritten. Special attention should be given if you install the security kit on the MFP currently used.
- The network to which the machine is hooked up must be protected by a firewall to prevent extraneous attacks.

Installation

Installation of the security kit should be performed by the service personnel.

The administrator should log in the

Encryption Code

An encryption code of 8 alphanumeric characters (0 to 9, A to Z, a to z) to encrypt data needs to be entered. The initial setting for the Security Password is "00000000".

As an encryption key is then created from this code, it is safe enough to continue using the default code.

CAUTION

Be sure to remember the encryption code you entered. If you need to enter the encryption code again for some reason and you do not enter the same encryption code, all the data stored on the SSD will be overwritten as a security precaution.

After Installation

After installing the security kit, you can change the security password.

The changes could be given as required, either at installation or later.

Refer to “Changing Security Password” on page 6 for the procedures.

system menu to enter the encryption code under the supervision of the service representative.

Changing Security Password

You can customize the security password so that only the administrator can use the security kit. Use the procedure below to change the security password.

1 **Press the [System Menu/Counter] key.**

2 **Press [∨] and [System/Network].**

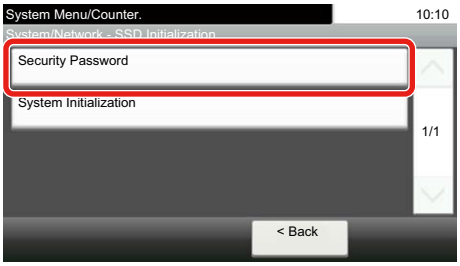
3 **If user login is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login].**

For this, you need to log in with administrator privileges. Refer to the machine's Operation Guide for the default login user name and password.

4 **Press [∨], [Data Security] and [SSD Initialization].**

5 **Enter the security password, and press [OK]. The initial setting for the Security Password is "000000".**

6 **Press [Security Password].**



7 **Enter a new security password 6 alphanumeric characters and symbols, and press [Next].**

8 **Enter the same password again.**

9 **Press [OK].**

CAUTION

Avoid any easy-to-guess numbers for the security password (e.g. 111111 or 123456).

System Initialization

Overwrite all the data stored in the SSD when disposing of the machine.

CAUTION

If you accidentally turn the power switch off during initialization, the SSD might possibly crash or initialization might fail.

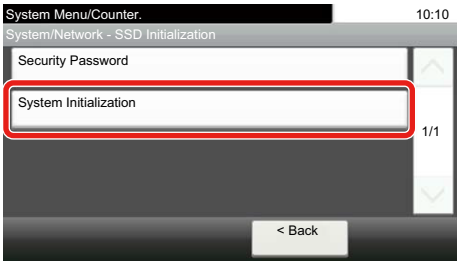
NOTE

If you accidentally turn the power switch off during initialization, turn the power switch on again. Initialization automatically restarts.

Use the procedure below to initialize the system.

1. **Press the [System Menu/Counter] key.**
2. **Press [⌄] and [System/Network].**
3. **If user login is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login].**

   For this, you need to log in with administrator privileges. Refer to the machine's Operation Guide for the default login user name and password.
4. **Press [⌄], [Data Security] and [SSD Initialization].**
5. **Enter the security password, and press [OK]. The initial setting for the Security Password is "000000".**
6. **Press [System Initialization].**



7. **Press [Start] on the screen to confirm the initialization. Press [OK]. Initialization starts.**
8. **When the screen appears to show initialization is completed, check that the memory indicator is OFF, and turn the power switch off and then on.**

Warning Message

If the encryption code information of the machine has been lost for some reason, the screen shown here appears when the power is turned on.



Follow the steps below.

1 **Enter the encryption code that was entered during the installation of the security kit.**

CAUTION

Even though entering a different encryption code can also enable continuation of a job, this will overwrite all the data stored in the SSD. Exercise extreme caution when entering an encryption code.

The encryption code is not the same as the security password.

2 **Press [OK].**

3 **Confirm that the memory indicator is off. After that, turn the power switch off and on.**

Disposal

the machine is unused and demolished, perform Data Sanitization to erase the SSD data.

If the machine is unused and demolished, obtain directions for disposal from the dealer (from which you purchased the machine) or your service representative.

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