

# Data Security Kit (E)

Operation Guide (for Printer)



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## Introduction

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

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

### Security Kit Functions

The security kit enables overwriting and encryption.

#### Overwriting

The printer temporarily stores print jobs as data in the hard disk, and prints from that data. Users can also store various types of data in the hard disk. As the data storage area used for such data remains in the hard disk 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 unneeded 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 printer immediately starts overwriting the data that has been already stored in the hard disk.

#### Overwrite Methods

There are two overwrite methods, which can be switched at any time.

- **Once Overwrite Method**

Overwrite a target storage area of the hard disk (for overwriting) or entire hard disk (for system initialization) with zeroes to disable data restoration.

- **3-time Overwrite Method (default)**

Overwrite the same target storage area of the hard disk as mentioned above with a random pattern twice and then with zeroes to prevent data restoration. This method with its higher degree of security makes data restoration much more difficult than the Once Overwrite method even by a sophisticated restoration tool.

This method may take more time than Once Overwrite method to process a larger amount of data.

#### Encryption

The printer stores Custom Box and Job Box data in the hard disk. It means the data could be possibly leaked or tampered with if the hard disk is stolen.

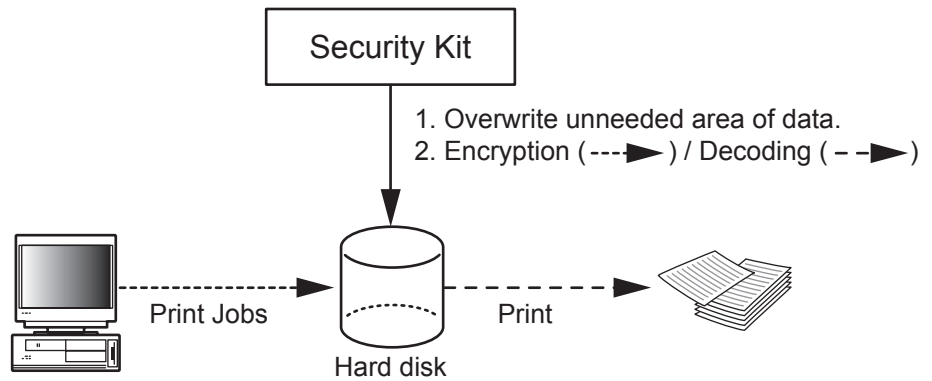
The security kit encrypts data before storing it in the hard disk. It guarantees higher security because no data cannot be decoded by ordinary output or operations.

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.

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## Functions of Security Kit




## Message Display After the Security Kit is Installed

```
Ready to print.  
Overwriting.  
M A4 1 A4 2 A3  
[ Toner ]
```

When the security kit has been installed and is running properly, *Overwriting* appears in the message display while unneeded data is being overwritten.

**CAUTION** Do not turn the power switch off during overwriting. It may crash the hard disk.

 **Note** If you turn the printer off at the power switch during overwriting, data may not be overwritten completely from the hard disk. Turn the printer back on at the power switch. Overwriting automatically resumes.

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

## Installing the Security Kit

### The Security Kit Contents

The security kit package includes:

- License Certificate
- Installation Guide (for service personnel)

### Before Installation

- The system will be initialized during installation of the security kit. This means that the data stored in the hard disk will be all overwritten. Special attention should be given if you install the security kit on the printer currently used.
- *Data Security* will be added to the Security menu of the menu selection system.

### Installation

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

The only thing required by the administrator during the installation is to enter the encryption code.

### 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. By default, the code is set *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 hard disk will be overwritten as a security precaution.

### After Installation

After installing the security kit, you can change the security password as well as the method for overwriting the entire hard disk.

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

Refer to *page 5* for the procedures.

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## Changing Data Security Functions

Enter the security password to change data security functions.

- 1 Press **[MENU]**.
- 2 Press  $\Delta$  or  $\nabla$  to select **Security**.
- 3 Press **[OK]**. The **Admin. ID** screen appears.

```
Admin. ID:      ◀ ▶ OK
      (1 - 16 digit)
      [ ]
0123456789
[Bckspace] [ Next ]
```

- 4 Enter the administrator ID. Use the  $\triangleleft$  or  $\triangleright$  to select a number and then press **[OK]** to enter the number.

You can go back one character by pressing **[Bckspace]** (**[Left Select]**).

For information on how to set the administrator ID, refer to the printer's *Operation Guide*.

- 5 Press **[Next]** (**[Right Select]**). The **Admin. Password** screen appears.

```
Admin. Password:  ◀ ▶ OK
      (0 - 16 digit)
      [ ]
0123456789
[Bckspace] [ Login ]
```

- 6 Enter the administrator password. Use the  $\triangleleft$  or  $\triangleright$  to select a number and then press **[OK]** to enter the number.

You can go back one character by pressing **[Bckspace]** (**[Left Select]**).

For information on how to set the administrator password, refer to the printer's *Operation Guide*.

- 7 Press **[Login]** (**[Right Select]**). If the entered ID and password are correct, the **Security** menu screen appears. If the entered ID and password are incorrect, the **Admin. ID** menu screen reappears. (You are returned to step 3.)

```
Security:      ⬢ OK
01 Network Security
02 I/F Block Set.
03 Security Level
      [ Exit ]
```

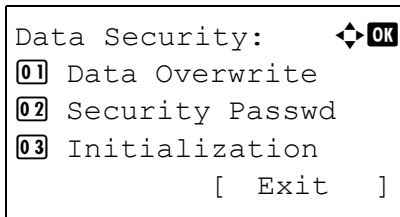
- 8 In the **Security** menu, press  $\Delta$  or  $\nabla$  to select **Data Security**.

- 9 Press **[OK]**. The **Password** screen appears.

```
Password:      ⬢ OK
.....
| abcdefghijklmnopqrst
| uvwxyzABCDEFGHIJKLMNO
[Bckspace] [ Enter ]
```

- 10 Enter the security password. Press  $\Delta$ ,  $\nabla$ ,  $\triangleleft$  or  $\triangleright$  to select characters, and then press **[OK]** to enter the password.

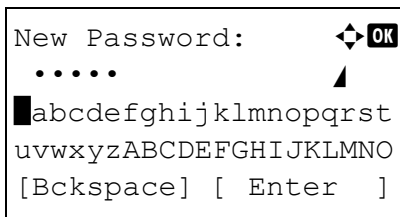
You can go back one character by pressing **[Bckspace]** (**[Left Select]**).



- 1 Press [Enter] (**[Right Select]**). If the entered security password is correct, the `Data Security` menu screen appears. If the entered security password is incorrect, the `Password` screen reappears. (You are returned to step 9.)

## Changing Security Password

You can customize the security password so that only the administrator can use the security kit.



- 1 In the `Data Security` menu, press  $\Delta$  or  $\nabla$  to select `Security Passwd`.
- 2 Press **[OK]**. The `New Password` screen appears.

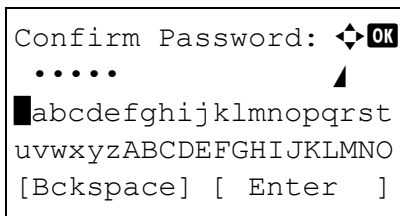
- 3 Enter a new security password. Press  $\Delta$ ,  $\nabla$ ,  $\triangleleft$  or  $\triangleright$  to select characters, and then press **[OK]** to enter the password.

You can go back one character by pressing `[Bckspace]` (**[Left Select]**).

The security password must be 6 to 16 alphanumeric characters.

**CAUTION** Avoid any easy-to-guess numbers for the security password (e.g. 11111111 or 12345678).

- 4 Press [Enter] (**[Right Select]**). The `Confirm Password` screen appears.



- 5 For confirmation, enter the new security password once again. Press  $\Delta$ ,  $\nabla$ ,  $\triangleleft$  or  $\triangleright$  to select characters, and then press **[OK]** to enter the password.

You can go back one character by pressing `[Bckspace]` (**[Left Select]**).

```

Data Security:  ⬅️⬆️⬅️ OK
[01] Data Overwrite
[02] Security Passwd
[03] Initialization
           [ Exit ]

```

```

New Password:  ⬅️⬆️⬅️ OK
.....
█ abcdefghijklmnopqrst
uvwxyzABCDEFGHJKLMNO
[Bckspace] [ Enter ]


```

- 6 Press [Enter] (**[Right Select]**). The new security password is entered. The Data Security menu screen appears.

If the security password do not match, the New Password screen reappears. Enter the security password once more, starting again from the beginning. (You are returned to step 2.)

### Changing the Method for Overwriting the Entire Hard Disk

Change the method for overwriting the entire hard disk. Refer to *Overwriting on page 2* for details.

 **Note** The overwrite methods are used both for overwriting and system initialization, and cannot therefore be set individually.

```

Data Overwrite:  ⬅️⬆️⬅️ OK
[01] Once Overwrite
[02] *3-time Overwrite

```

- 1 In the Data Security menu, press  $\Delta$  or  $\nabla$  to select Data Overwrite.
- 2 Press **[OK]**. The Data Overwrite screen appears.

```

Data Security:  ⬅️⬆️⬅️ OK
[01] Data Overwrite
[02] Security Passwd
[03] Initialization
           [ Exit ]

```

- 3 Press  $\Delta$  or  $\nabla$  to select the hard disk overwrite method.
- 4 Press **[OK]**. The overwrite method is entered. The Data Security menu screen appears.

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## System Initialization

Overwrite all the data stored in the hard disk when disposing of the printer.

**CAUTION** If you accidentally turn the power switch off during initialization, the hard disk 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.

**1** In the Data Security menu, press  $\triangle$  or  $\nabla$  to select Initialization.

**2** Press **[OK]**. A confirmation screen appears.

```
System Initialization
will start.
Are you sure?

[  Yes  ] [  No  ]
```

**3** Press [Yes] (**[Left Select]**). Initialization starts.

If you do not wish to initialize, press [No] (**[Right Select]**). The Data Security menu screen appears.

**4** When the Task is completed. screen appears, turn the power switch off and then on.

```
Task is completed.
turn the main power
switch off and on.
```

---

```
Encryption Code:  ◀▶OK
.....▲
█abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
[Bckspace] [ Enter ]
```

```
Task is completed.
turn the main power
switch off and on.
```

## Warning Message

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

- 1 Enter the encryption code that was entered during installation of the security kit. Press  $\Delta$ ,  $\nabla$ ,  $\triangleleft$  or  $\triangleright$  to select characters, and then press **[OK]** to enter the password.

You can go back one character by pressing `[Bckspace]` (**[Left Select]**).

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

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

- 2 Press `[Enter]` (**[Right Select]**). Processing starts.
- 3 When the `Task is completed.` screen appears, turn the power switch off and then on.



