Data Security Kit (E)

Operation Guide (for Printer)
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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Security Kit Functions

The security kit enables overwriting and encryption.

Overwriting

The printer temporarily stores print jobs as data in the HDD, and prints from that data. Users can also store various types of data in the HDD. As the data storage area used for such data remains in the HDD 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 HDD.

Encryption

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

The security kit encrypts data before storing it in the HDD. 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

![Diagram of Security Kit Functions]

1. Overwrite unneeded area of data.
2. Encryption (→) / Decoding (←)
Message Display After the Security Kit is Installed

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 HDD.

**Note** If you turn the printer off at the power switch during overwriting, data may not be overwritten completely from the HDD. Turn the printer back on at the power switch. Overwriting automatically resumes.
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 HDD will be all overwritten. Special attention should be given if you install the security kit on the printer currently used.
- HDD Initializ. will be added to the Data Security 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 HDD 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 page 4 for the procedures.

Changing Data Security Functions
Enter the security password to change data security functions.

1. Press [MENU].
2. Press △ or ▼ to select Security.
3 Press [OK]. The Login screen appears.

Note When user login administration is set:
- When logged in as an administrator, the log in screen is not displayed and the Security menu screen is displayed.
- The setting is not possible when logged in as anyone other than an administrator. Log in again as an administrator.

4 With the Login User Name entry field selected, press [OK]. The Login User Name entry screen is displayed.

5 Enter the Login User Name using the numeric keys then press [OK]. The log in screen reappears.

Note The initial setting for the administrator's Login User Name is "Admin".

For details on entering characters, refer to the Operation Guide.

6 Press △ or ▼ to select the Login Password entry field.

7 Press [OK]. The Login Password entry screen is displayed.

8 Enter the Login Password with the numeric keys then press [OK]. The log in screen reappears.

Note The initial setting for the administrator's Login Password is "Admin".

9 Pressing [Login] (Right Select). If the entered Login User Name and Login Password are correct, the Security menu screen appears.

10 Press △ or ▼ to select Data Security.
Press [OK]. The Data Security screen appears.

**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 ▲ or ▼ to select HDD Initializ.
2. Press [OK]. The SecurityPassword input menu screen appears.
3. Enter the Security Password using the numeric keys.

   **Note** The initial setting for the Security Password is "000000".

4. Press [OK]. If the Security Password entered is correct, the HDD Initializ. menu screen appears. If the Security Password entered was not correct, Incorrect password is displayed and the SecurityPassword screen reappears. Enter the correct Security Password.
5. In the HDD Initializ. menu, press ▲ or ▼ to select Security Passwd.
7. Enter the new Security Password using the numeric keys.

   **CAUTION** Avoid any easy-to-guess numbers for the security password (e.g. 11111111 or 12345678).
8. Press [OK]. The Confirm Password input menu screen appears.
To confirm, re-enter the security password to be registered. Enter the new Security Password using the numeric keys.

Press [OK]. If the Security Password entered matches then the password is changed to the new password and the HDD Initializ. menu reappears.

If the password does not match, Incorrect password is displayed and the New Password screen reappears. Enter again from the new Security Password.

System Initialization

Overwrite all the data stored in the HDD when disposing of the printer.

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

1. In the HDD Initializ. menu, press \( \Delta \) or \( \nabla \) to select Initialization.
2. Press [OK]. A confirmation message is displayed.
   - If you do not wish to initialize, press [No] ([Right Select]). The HDD Initializ. menu reappears.

4. When the initialization is finished Comple is displayed. Turn the power switch off.

**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.

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

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

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