

Data Encryption/Overwrite Operation Guide

ECOSYS P3260dn



Introduction

This function can be used by installing the optional HD-6 / HD-7 (SSD).

This Setup Guide explains the procedures for installing and operating the Data Encryption/Overwrite Functions (hereinafter called Security Functions) 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 functions.
- 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.

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

Security Functions

The security functions enables overwriting and encryption.

Overwriting

Printers store print jobs as data in the SSD, and print from that data. 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 functions 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.

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

Encryption

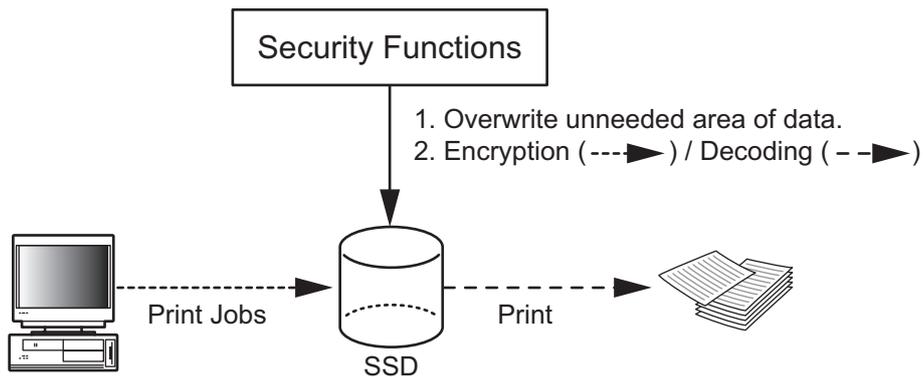
Printers store Custom Box and Job Box data in the SSD. It means the data could be possibly leaked or tampered with if the SSD is stolen.

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

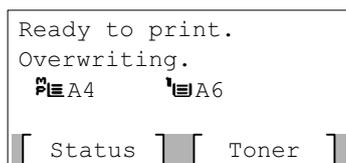
Encryption is automatically performed and no special procedure is required.

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 Functions



Message Display after the Security Functions is Installed



When the security functions 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 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 Functions)

If any kind of problem occurs in the installation or use of the security functions, contact your dealer or service technician.

Installing the Security Functions

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 functions. This means that the data stored in the SSD will be all overwritten. Special attention should be given if you install the security functions on the Printer 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 function is performed by the service person or the administrator. The service person or the administrator should log in the system menu to enter the encryption code.

Encryption Code

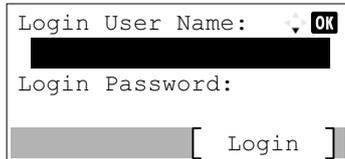
An encryption code of 8 alphanumeric characters (0 to 9, A to Z, a to z) to encrypt data needs to be entered. By default, the code is set *00000000*.

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

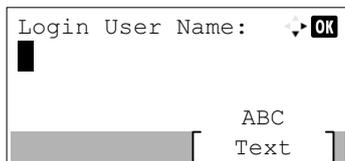
CAUTION: Be sure to remember the encryption code you entered. If you need to enter the encryption code again for some reason and you do not enter the same encryption code, all the data stored on the SSD will be overwritten as a security precaution.

Installation Procedure

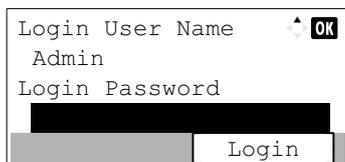
Use the procedure below to select the interface.



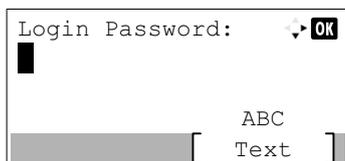
A terminal window showing a login prompt. The text 'Login User Name:' is followed by a cursor and an 'OK' key indicator. Below it, a blacked-out password field is visible. At the bottom, there is a 'Login' button.



A terminal window showing the 'Login User Name:' field with a cursor and 'ABC' entered. The 'OK' key indicator is present. Below it, a 'Text' field is visible.



A terminal window showing the 'Login User Name' field with 'Admin' entered. The 'OK' key indicator is present. Below it, a blacked-out password field is visible. At the bottom, there is a 'Login' button.



A terminal window showing the 'Login Password:' field with a cursor and 'OK' key indicator. Below it, a blacked-out password field is visible. At the bottom, there is a 'Text' field.

- 1 Press the **[Menu]** key.
- 2 Press the **[▲]** or **[▼]** key to select [Op Functions], and then press the **[OK]** key.
- 3 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 Op Functions 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 the **[OK]** key. The "Login User Name" entry screen is displayed.

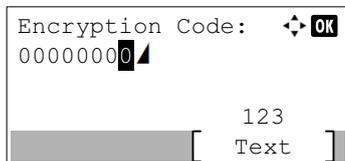
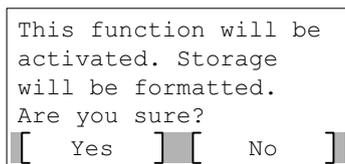
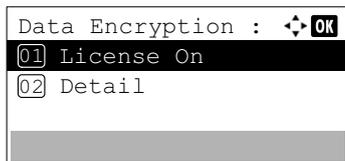
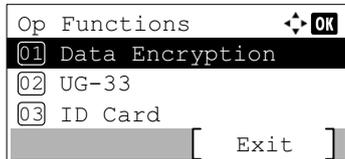
- 5 Enter the Login User Name using the numeric keys then press the **[OK]** key. The log in screen reappears.

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

For details on entering characters, refer to the machine's *Operation Guide*.

- 6 Press the **[▲]** or **[▼]** key to select the "Login Password" entry field.

- 7 Press the **[OK]** key. The "Login Password" entry screen is displayed.



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

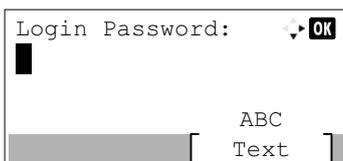
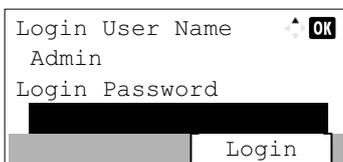
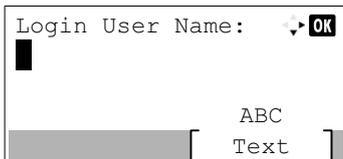
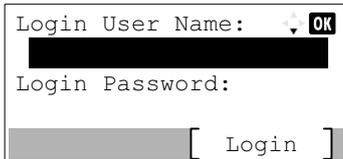
NOTE: The initial setting for the administrator's Login Password is "Admin".

- 9 Pressing [Login]. If the entered Login User Name and Login Password are correct, the Op Functions menu screen appears.
- 10 Press the [▲] or [▼] key to select [Data Encryption].
- 11 Press the [OK] key. The Data Encryption screen appears.
- 12 Press the [▲] or [▼] key to select [License On].
- 13 Press the [OK] key. When the confirmation screen appears, press [Yes].
- 14 Turn the power switch on again following to the indication in the panel screen.
- 15 The screen for entering the encryption code is displayed. If you want to change the encryption code, change it by the following procedure. If the encryption code is not changed, press the [OK] key.
- 16 Enter the Encryption Code using the numeric keys then press the [OK] key. SSD formatting begins.
- 17 When formatting finishes, follow the on screen instructions to turn the Power Switch off and on again.

Change the Security Password

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

Use the procedure below to change the security password.



- 1 Press the **[Menu]** key.
- 2 Press the **[▲]** or **[▼]** key to select **[Security]**, and then press the **[OK]** key.
- 3 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 System/Network 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 the **[OK]** key. The "Login User Name" entry screen is displayed.

- 5 Enter the Login User Name using the numeric keys then press the **[OK]** key. 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 machine's *Operation Guide*.

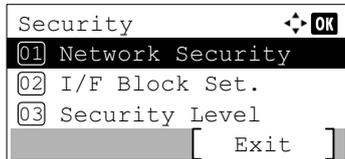
-
- 6 Press the **[▲]** or **[▼]** key to select the "Login Password" entry field.

- 7 Press the **[OK]** key. The "Login Password" entry screen is displayed.

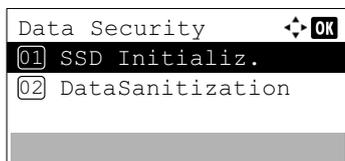


- 8 Enter the Login Password using the numeric keys then press the [OK] key. The log in screen reappears.

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

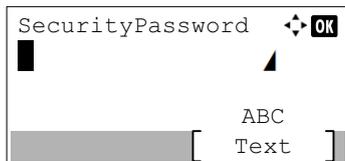


- 9 Pressing [Login]. If the entered Login User Name and Login Password are correct, the Security menu screen appears.



- 10 Press the [▲] or [▼] key to select [Data Security].

- 11 Press the [OK] key. The Data Security screen appears.

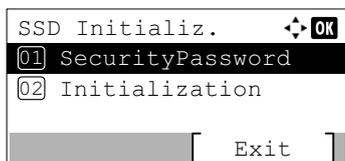


- 12 Press the [▲] or [▼] key to select [SSD Initializ.].

- 13 Press the [OK] key. The "SecurityPassword" entry screen appears.

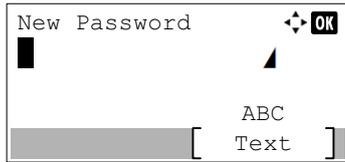
- 14 Enter the Security Password using the numeric keys.

NOTE: The initial setting for the Security Password is "000000".



- 15 Press the [OK] key. If the Security Password entered is correct, the "SSD 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.

- 16 In the SSD Initializ. menu, press the [▲] or [▼] key to select [Security Passwd].

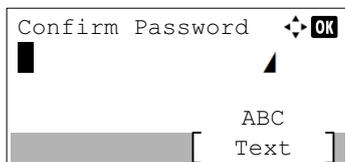


- 17** Press the [OK] key. The "New Password" entry screen appears.

- 18** Enter the new Security Password using the numeric keys.

The security password must be 6 alphanumeric characters.

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



- 19** Press the [OK] key. The "Confirm Password" entry screen appears.

- 20** To confirm, re-enter the security password to be registered. Enter the new Security Password using the numeric keys.

- 21** Press the [OK] key. If the Security Password entered matches then the password is changed to the new password and the SSD Initializ. menu reappears.

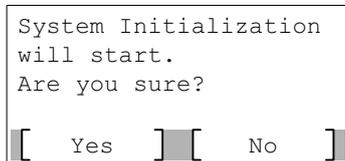
If the password does not match, "Incorrect password." is displayed and the "New Password" screen reappears. Enter again from the new Security Password.

System Initialization

Overwrite all the data stored in the 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.

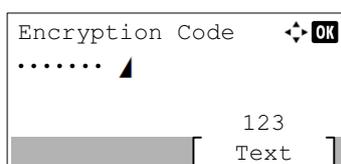


- 1 In the SSD Initializ. menu, press the [▲] or [▼] key to select [Initialization].
- 2 Press the [OK] key. A confirmation message is displayed.
- 3 Press [Yes]. The machine restarts and then initialization starts.

If you do not wish to initialize, press [No]. The SSD Initializ. menu reappears.
- 4 When the initialization is finished Task is completed. is displayed. 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 functions.

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 the [OK] key.
- 3 When the Task is completed. screen appears, turn the power switch off and then on.

Disposal

If the machine is unused and demolished, initialize the system of this product 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.

