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Data Security Kit(E) OPERATION GUIDE



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.

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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

Multi-functional products (MFPs) temporarily stores print jobs as data in the SSD, and prints 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 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.

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

Encryption

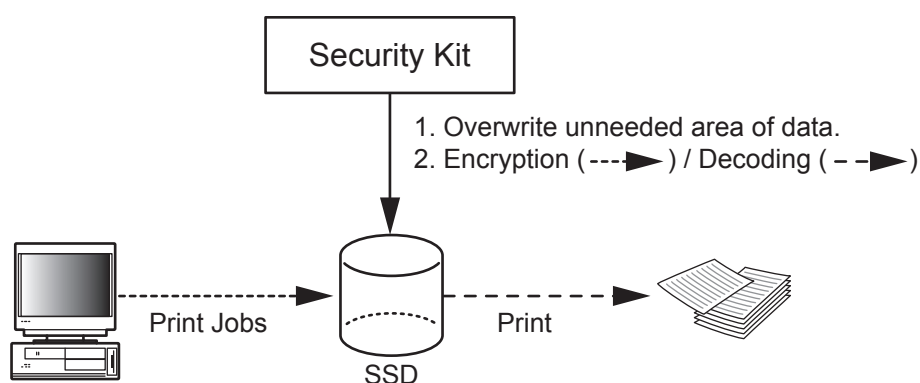
MFPs store Custom Box and Job Box data in the SSD. It means the data could be possibly leaked or tampered with if the SSD is stolen.

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.

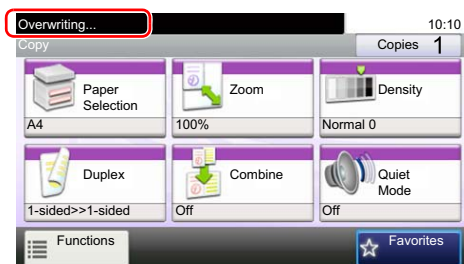
Encryption is automatically performed and no special procedure is required.

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, *Overwriting...* 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)

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 SSD will be all overwritten. Special attention should be given if you install the security kit on the MFP currently used.

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 SSD will be overwritten as a security precaution.

After Installation

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

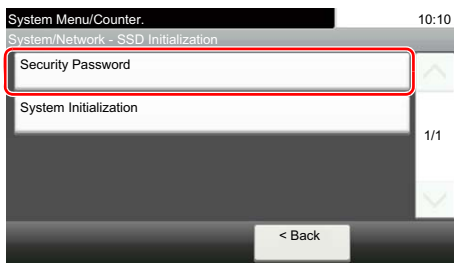
The changes could be given as required, either at installation or later.

Refer to page 5 for the procedures.

Changing Security Password

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

- 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].



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

- 8 Enter the same password again.
- 9 Press [OK].

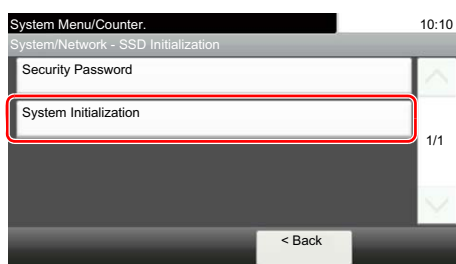
System Initialization

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

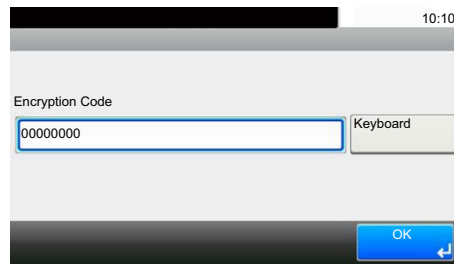
NOTE: If you accidentally turn the power switch off during initialization, turn the power switch on again. Initialization automatically restarts.

- 1 Press the **[System Menu/Counter]** key.
- 2 Press [\vee] 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 [\vee], [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. 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

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

