

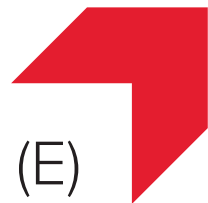


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**ECOSYS M3145dn**

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**ECOSYS M3645dn**



# 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.

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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.

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

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#### 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.

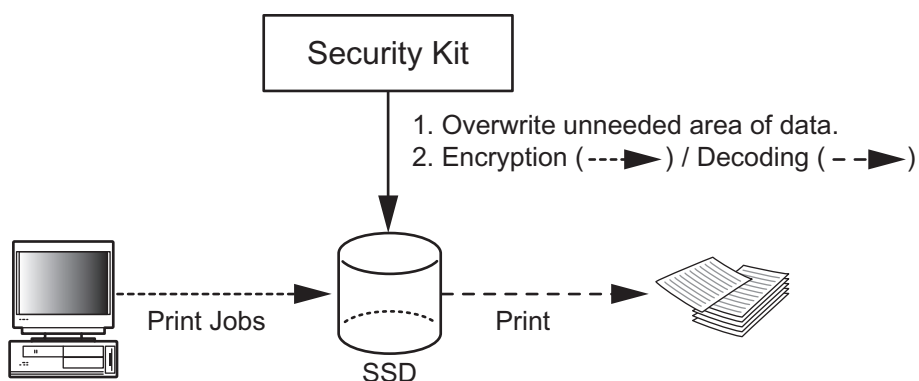
Encryption is automatically performed and no special procedure is required.

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**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



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## Message Display after the Security Kit is Installed

```
Overwriting...
  2014/10/10 10:10

[ Quiet ] [ ScanRes. ]
```

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

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

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**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.

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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

- 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 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.

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**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.

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#### After Installation

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

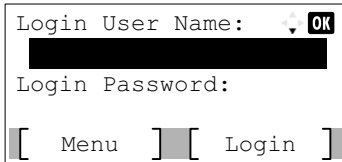
The changes could be given as required, either at installation or later.

Refer to page 6 for the procedures.

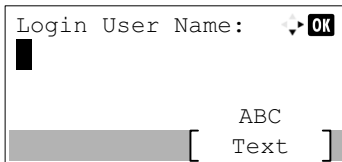
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## Changing Data Security Functions

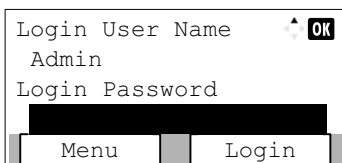
Enter the security password to change data security functions.



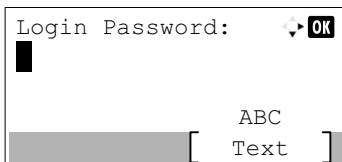
```
Login User Name: [OK]
[Redacted]
Login Password:
[ Menu ] [ Login ]
```



```
Login User Name: [OK]
[ ]
[ ABC ]
[ Text ]
```



```
Login User Name [OK]
Admin
Login Password
[Redacted]
[ Menu ] [ Login ]
```



```
Login Password: [OK]
[ ]
[ ABC ]
[ Text ]
```

- 1 Press the [**System Menu/Counter**] key.
- 2 Press the [**▲**] or [**▼**] key to select [System/Network], and then press the [**OK**] key.
- 3 The Login screen appears.

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**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.

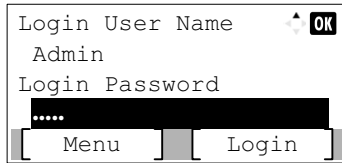
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**NOTE:** The initial setting for the administrator's Login User Name is "Admin".

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

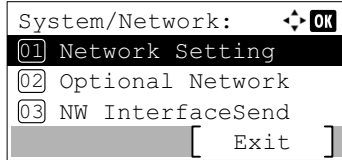
- 6 Press the [**▲**] or [**▼**] key to select the "Login Password" entry field.

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

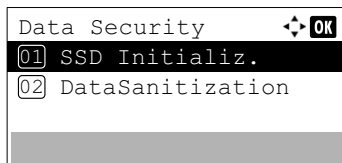


- 8 Enter the Login Password using the numeric keys then press the [OK] key. The log in screen reappears.

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



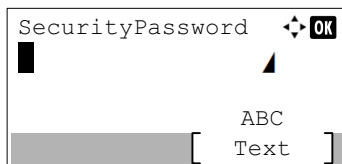
- 9 Pressing [Login]. If the entered Login User Name and Login Password are correct, the System/Network menu screen appears.



- 10 Press the [▲] or [▼] key to select [Data Security].
- 11 Press the [OK] key. The Data Security screen appears.

## Changing Security Password

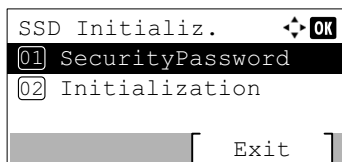
You can customize the security password so that only the administrator can use the security kit.



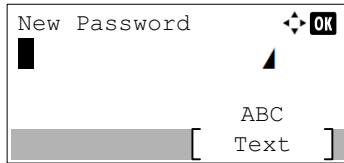
- 1 In the Data Security menu, press the [▲] or [▼] key to select [SSD Initializ.].
- 2 Press the [OK] key. The "SecurityPassword" entry screen appears.

- 3 Enter the Security Password using the numeric keys.

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



- 4 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.
- 5 In the SSD Initializ. menu, press the [▲] or [▼] key to select [Security Passwd].



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

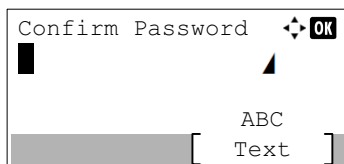
- 7 Enter the new Security Password using the numeric keys.

The security password must be 6 alphanumeric characters.

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

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

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

- 10 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.

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

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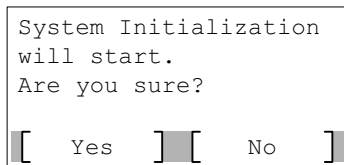
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**NOTE:** If you accidentally turn the power switch off during initialization, turn the power switch on again. Initialization automatically restarts.

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- 1 In the SSD Initializ. menu, press the [▲] or [▼] key to select [Initialization].

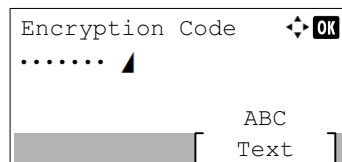




- 2 Press the [OK] key. A confirmation message is displayed.
- 3 Press [Yes]. Initialization starts.  
If you do not wish to initialize, press [No]. The SSD Initializ. menu reappears.
- 4 When the initialization is finished Task is completed. is displayed. Turn the power switch off and then on.

## 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 kit.

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**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.

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- 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.

