

Notes on Using Multi-Function Printers Safely

To use the supplied multi-function printers, it is recommended you take following measures:

- You can prevent unauthorized Internet access to the MFP by installing it in a firewall-protected network.
- You can improve MFP's data protection functionality by changing the password specified for the machine administrator and the machine supervisor.
- It is recommended you protect the data stored in the MFP by configuring user authentication and the password used to access stored files.
User authentication allows only authorized users to use the MFP through smart card and password authentication.
You can prevent unauthorized access to stored files by configuring the password used to access each file.

Keep this manual in a safe place for future reference.

You can use each function according to the following procedures:

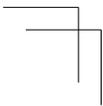
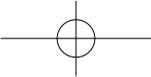
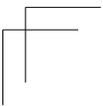


Changing the Administrator/Supervisor Password



*Be sure not to forget the supervisor login user name and login password. If you do forget them, a service representative will have to return the machine to its default state. This will result in the machine setting data, counters, logs and other data being lost; consequently, the service call may not be free of charge.

*The default login user name for Administrator 1 is "admin" and "supervisor" for the supervisor. No login password is set up.

- If you use a product that displays a message prompting you to enter the password at startup:
 1. A message prompting you to change the password appears at startup. Press [Change] to enter the passwords of Administrator 1 and the Supervisor, and then specify the passwords.
*Note: At this stage, the login user name will be set to the factory default setting. The login user name for Administrator 1 is "admin" and "supervisor" for the supervisor. No login password is set up.
 2. Configure both passwords, and then press [OK].
 3. Turn the power off and back on.
 - If you are using a product that does not display a message prompting you to enter the password at startup:
Using the control panel, access [System Settings] ▶ [Administrator Tools] ▶ [Program / Change Administrator] to configure the settings.
For details, see "Registering and Changing Administrators" in "Getting Started", in the security manual.
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Configuring User Authentication

User Authentication Configuration Flow

1. Specify administrator authentication. (For details, see "Registering and Changing Administrators" in "Getting Started", in the security manual.)
2. Register or change the administrator setting. (For details, see "Changing the Administrator/Supervisor Password".)
3. There are five types of user authentication methods: User Code authentication, Basic authentication, Windows authentication, LDAP authentication, and Integration Server authentication. To use user authentication, select an authentication method on the control panel, and then make the required settings for the authentication. The settings depend on the authentication method. Specify administrator authentication, and then specify user authentication.

(For details, see "Configuring User Authentication", in the security manual.)

Note: There is also a system to use smart cards to authenticate users. For details, contact your service representative.

Configuring the Password to Access Stored Files

From the home screen on the control panel, select [Document Server], select the folder and file, and then select [Change File Info.] to configure the setting. (*)

(*)Depending on the model you are using, the procedure may differ.

You can use between 4 and 8 numbers as the password for the stored file.

For details, see "Specifying Passwords for Stored Files" in "Preventing the Leaking of Documents", in the security manual.

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