
DataOverwriteSecurity Unit Type A

DataOverwriteSecurity Unit Type B

Operating Instructions

Introduction

This manual contains information on the use of this product. All operators should carefully read and follow the instructions in the manual. Please keep this manual in a handy place near the machine.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or using this product.

Some illustrations in this manual might be slightly different from the machine.

Conditions for Use

This option is effective on the premise that it is used under the following conditions:

Operating Environment

- The machine is used in its normal state (i.e. it is neither damaged, modified nor are there missing components).
- The machine is managed by a key operator who has carefully read and understood the manual for this option, and can ensure the safe and effective use of this option by general users.

Note

- Customer engineers dispatched from the supplier and its affiliated companies are instructed to maintain user information security.

Instructions for Use

- Always make sure that this option is functioning normally, by checking that the Data Overwrite icon is visible on the panel display. ^{*1}
- Before turning off the main power switch of the machine, always make sure that the Data Overwrite icon has turned to "Clear". If the Data Overwrite icon remains "Dirty", check if there is a Sample Print or Locked Print job ^{*2} waiting in line. Either execute or delete the job, and then wait until the icon changes to "Clear".
- Should the main power switch of the machine be turned off before overwriting is completed, the temporary data will remain on the hard disk until the main power switch is next turned on and overwriting is resumed.

^{*1} For details on the Data Overwrite icon, see p.2 "Panel Display".

^{*2} For details on Sample Print and Locked Print, see "Sample Print/Locked Print", *Printer Reference 2*.

- If the machine is in Energy Saver mode and the panel display is off, press the **[Energy Saver]** key to revive the display in order to check the icon.
- Depending on your timer settings for Low-Power mode or Off mode (Sleep mode), the machine may go into these modes when there is still temporary data on the hard disk, or before the overwriting process has been completed. The temporary data will then remain on the hard disk until the machine recovers from Low-Power mode or Off mode (Sleep mode) and overwriting is resumed. Set the time such that overwriting can be completed before your machine shifts to Low-Power mode or Off mode (Sleep mode). For details on how to change the timer settings, see "User Tools (System Settings)", *General Settings Guide*.
The time needed to complete overwriting differs according to the machine, and also the functions that you are using. As a guide, it takes approximately 90 seconds to overwrite 100 pages of originals (A4 size and containing 6% text, copied in black and white at 100%-reproduction, then sorted into 2 sets).
- Should the Data Overwrite icon continue to be "Dirty" even after you have made sure that there is no temporary data, turn off the main power of your machine. Turn it on again and see if the icon changes to "Clear". If it does not, contact your sales or service representative.

Using the Data Overwrite Function

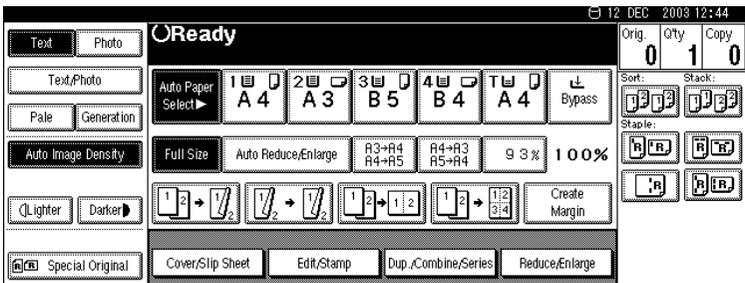
A document scanned in Copy mode, or data sent from a printer driver for printing is stored temporarily on the hard disk of your machine. Even after the copy or print job is completed, it remains in the hard disk as temporary data. This option erases the temporary data on the hard disk by writing over it.

Overwriting starts automatically once a copy or print job is completed.

Copier, Facsimile and Printer functions takes priority over the Data Overwrite function. If a copy, fax or print job is in progress, overwriting will begin only after that job is completed.

Panel Display

If this option has been correctly installed and is functioning properly, the Data Overwrite icon will be indicated on the top right hand corner on the panel display of your machine.



The above is an example to indicate the position of the Data Overwrite icon. Depending on your machine the display may differ slightly.

Important

- Always make sure that this option is functioning normally, by checking that the Data Overwrite icon is visible on the panel display.

Note

- If the Data Overwrite icon is not visible even though the display is on, contact your sales or service representative.

Data Overwrite Icon

| | | |
|--|-------|---|
| | Dirty | Indicates that there is temporary data to be overwritten, or that overwriting is in progress. |
| | Clear | Indicates that there is no temporary data to be overwritten. |

Types of Temporary Data and Compatibility of this Option with Other Functions

The following table shows the types of temporary data that are overwritten automatically, and the compatibility of the Data Overwrite function with the other functions of your machine.

| | |
|--|---|
| Types of Temporary Data | Copy jobs *1 |
| | Print jobs *2 |
| | Sample Print/Locked Print jobs *3 |
| | Printing LAN-Fax |
| Functions that Cannot be Used Together with the Data Overwrite function | <p>Functions that involve storing data on the hard disk of the machine:</p> <ul style="list-style-type: none"> • Storing documents using the Copier, Printer, Facsimile or Scanner functions (Document Server) • Storing RX files • Internet fax • Spool Printing |
| | <p>Functions that involve using the scanner (excluding the network TWAIN scanner *4):</p> <ul style="list-style-type: none"> • Sending scan files by e-mail • Sending scan files by Scan to Folder • Sending documents with ScanRouter V2 Lite, ScanRouter Professional |
| | File Format Converter |

*1 Take note that user stamps will not be overwritten automatically.

*2 Take note that printer fonts and printer forms will not be overwritten automatically.

*3 Take note that a Sample Print or Locked Print job can only be overwritten after it has been executed.

*4 Data scanned with network TWAIN scanner is not deemed temporary data because it is stored in the memory of your machine and not in its hard disk.

Note

- Data sent or received via facsimile is not deemed temporary data because it is stored in the memory of your machine and not in its hard disk.
- With this option installed on your machine, the Address Book can only be used to store fax numbers. Fax numbers will not be overwritten automatically because they are not stored in the hard disk of the machine. However, you will only be able to register a maximum of 500 entries (maximum of 1200 with the optional Fax Function Upgrade Unit).

When an Error Message is Displayed

Contact your sales or service representative.

Overwriting Temporary Data

Temporary data that remains on the hard disk is erased by overwriting twice with random numbers and then once with 0's.

Accessories

- key covers
- Operating Instructions (this manual)

ISO15408 Security Certification

The following versions of this security option have been certified to comply with the standards of ISO/IEC15408 (level:EAL3).

DataOverwriteSecurity Unit Type A Version 1.00

DataOverwriteSecurity Unit Type B Version 1.00

To know if you are using the certified version, please contact your sales or service representative.

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