

# DataOverwriteSecurity Unit Type H DataOverwriteSecurity Unit Type I

**Operating Instructions** 

#### Introduction

This manual contains detailed instructions and notes on the operation and use of this product. For your safety and benefit, read this manual carefully before using the product. Keep this manual in a handy place for quick reference.

#### **Important**

Contents 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 operating the machine.

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 administrator 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 trained in the maintenance of this option.

#### Instructions for Use

The procedures in this manual should be performed by the machine administrator. For details, see *Security Reference*.

- If the Data Overwrite icon is not displayed, first check if Auto Erase Memory has been set to Off. If the icon is not displayed even though Auto Erase Memory is On, contact your service representative. For details on the Data Overwrite icon, see p.2 "Panel Display".
- Before turning off the main power of the machine, always make sure that the Data Overwrite icon has turned to "Clear".

- The Data Overwrite icon will indicate "Clear" when there is a Sample Print/Locked Print/Hold Print/Stored Print job. For details about Sample Print/Locked Print/Hold Print/Stored Print, see Printer Reference.
- Should the main power of the machine be turned off before overwriting is completed, the temporary data will remain on the hard disk until the main power is next turned on and overwriting is resumed.
- If the machine enters Energy Saver mode when overwriting is in progress, press the [Energy Saver] key to revive the display in order to check the icon.
- The machine will not enter Low Power mode or Off mode (Sleep mode) until overwriting has been completed.
- Should the Data Overwrite icon continue to be "Dirty" even after you have made sure that there is no data to be overwritten, 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.
- For details on how to turn on and off the power, see About This Machine.

## **Auto Erase Memory**

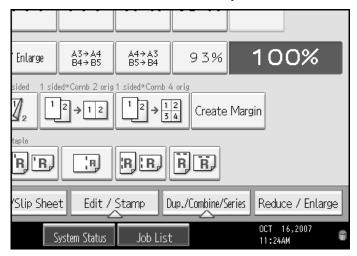
A document scanned with the Copier or Scanner functions, or data sent from a printer driver for printing is stored temporarily on the hard disk of your machine. Even after the job is completed, it remains on the hard disk as temporary data. Auto Erase Memory erases this temporary data by writing over it.

Overwriting starts automatically once the job is completed.

Copier, Facsimile, and Printer jobs takes priority over the Auto Erase Memory function. If a 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 in the bottom right hand corner of the panel display of your machine when Auto Erase Memory is set to On.



#### Note

- ☐ Depending on your machine, the display might differ slightly.
- ☐ If the Data Overwrite icon is not displayed, first check if Auto Erase Memory has been set to Off. If the icon is not displayed even though Auto Erase Memory is On, contact your service representative.

#### Data Overwrite Icon

	Dirty	This icon is lit when there is temporary data to be overwritten, and blinks during overwriting.
8	Clear	This icon is lit when there is no temporary data to be overwritten.

#### **∰**Important

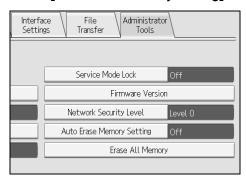
☐ The Data Overwrite icon will indicate "Clear" when there is a Sample Print/Locked Print/Hold Print/Stored Print job.

## **Method of Overwriting**

Temporary data is overwritten with random numbers a specified number of times. The number of times can be selected from 1 to 3. The default is 3 times.

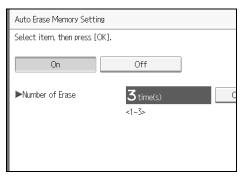
## **Using Auto Erase Memory**

- **∰**Important
- ☐ When Auto Erase Memory is set to On, temporary data that remained on the hard disk when Auto Erase Memory was Off might not be overwritten.
- 1 Press the [User Tools/Counter] key.
- Press [System Settings].
- Press [Administrator Tools].
- Press [▼ Next].
- Press [Auto Erase Memory Setting].



- Press [On].
- Press [Change].

Enter the number of times that you want to overwrite using the number keys, and then press [#].



Press [OK].

Auto Erase Memory is set.

- Note
- ☐ Should the main power of the machine be turned off before overwriting is completed, the temporary data will remain on the hard disk until the main power is next turned on and overwriting is resumed.
- ☐ If an error occurs before overwriting is completed, turn off the main power. Turn it on, and then repeat from step ¶.

## **Cancelling Auto Erase Memory**

- 1 Follow steps 1 to 5 in "Using Auto Erase Memory".
- Press [Off].
- Press [OK].

Auto Erase Memory is disabled.

- Note
- ☐ To set Auto Erase Memory to On again, repeat the procedure in "Using Auto Erase Memory".

## Types of Data that Can or Cannot Be Overwritten

The following are the types of data that can or cannot be overwritten by Auto Erase Memory.

#### **Data Overwritten by Auto Erase Memory**

#### Copier

Copy jobs

#### Printer

- Print jobs
- Sample Print/Locked Print/Hold Print/Stored Print jobs
   A Sample Print/Locked Print/Hold Print job can only be overwritten after it has been executed. A Stored Print job is overwritten after it has been deleted.
- Spool Printing jobs
- PDF Direct Print data

#### ❖ Facsimile

• LAN-FAX print data

Data sent or received via facsimile, as well as fax numbers, will not be overwritten by Auto Erase Memory.

#### Scanner

- Scanned files sent by e-mail
- Files sent by Scan to Folder
- Documents sent using DeskTopBinder, the ScanRouter delivery software or Web Image Monitor

Data scanned with network TWAIN scanner will not be overwritten by Auto Erase Memory.

#### **Data Not Overwritten by Auto Erase Memory**

- Documents stored by the user in the Document Server using the Copier, Printer, Facsimile or Scanner functions
   A stored document can only be overwritten after it has been printed or deleted from the Document Server.
- Information registered in the Address Book
   Data stored in the Address Book can be encrypted for security. For details, see
   Security Reference.
- Counters stored under each user code
- Image overlay data
   Image overlay data is overwritten after it is deleted.

# **Erase All Memory**

You can erase all the data on the hard disk by writing over it. This is useful if you relocate or dispose of your machine.

## **∰**Important

☐ User codes and the counters under each user code, user stamps, printer fonts downloaded by the user, data stored in the Address Book, network settings, and the SSL Certificate will be overwritten.

#### Note

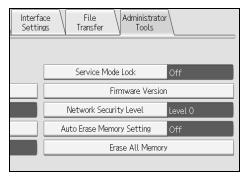
- ☐ Before erasing the hard disk, you can back up user codes, counters for each user code, and Address Book data using SmartDeviceMonitor for Admin. For details, see SmartDeviceMonitor for Admin Help.
- ☐ Depending on hard disk capacity, the process might take a few hours. During overwriting, the machine cannot be operated.

## **Using Erase All Memory**

## ∰Important

- ☐ Should the main power of the machine be turned off before Erase All Memory is completed, data will remain on the hard disk. Make sure the main power is not turned off during overwriting.
- **1** Disconnect communication cables connected to the machine.
- Press the [User Tools/Counter] key.
- Press [System Settings].
- Press [Administrator Tools].
- Press [▼ Next].

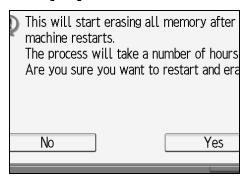
Press [Erase All Memory].



- Press [Change].
- Enter the number of times that you want to overwrite using the number keys, and then press [#].



- 9 Press [Erase].
- Press [Yes].



The machine restarts automatically, and overwriting begins.

When overwriting is completed, press [Exit], and then turn off the main power.

#### Note

- ☐ If the main power is turned off when Erase All Memory is in progress, overwriting will start again when you next turn on the main power.
- ☐ If an error occurs before overwriting is completed, turn off the main power. Turn it on again, and then repeat from step ②.

## **Suspending Erase All Memory**

The overwriting process can be suspended temporarily.

## **∰**Important

- ☐ Erase All Memory cannot be cancelled.
- 1 Press [Suspend] while Erase All Memory is in progress.
- Press [Yes].

Overwriting is suspended.

Turn off the main power.

#### Note

☐ To resume overwriting, turn on the main power.

# When an Error Message is Displayed

Contact your service representative.

## **Accessories**

• Operating Instructions (this manual)

