Giving Shape to Ideas



## **bizhub press** 1250/1052

## User's Guide Security



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MEMO

# Introduction

## 1 Introduction

#### 1.1 Welcome

Thank you for purchasing this machine.

This User's Guide describes security functions. Please read this guide for comprehension of how to use the Enhanced Security mode and detailed machine operations in Enhanced Security mode.

#### 1.1.1 Composition of User's Guide

Printed manuals	Overview
[User's Guide - Security]	This guide describes the security functions. Please read this guide for comprehension of how to use the Enhanced Security mode and detailed ma- chine operations in Enhanced Security mode.
[Operation Quick Guide]	This guide mainly describes how to use frequently used functions. Please read this guide for quick com- prehension of various features available on the ma- chine.
[Safety Information]	This guide provides precautions and requests that should be followed to ensure safe usage of this ma- chine. Please be sure to read this guide before using the ma- chine.

User's guide CD manuals	Overview
[User's Guide - Copier]	<ul> <li>This guide describes an outline of the machine and copy operations.</li> <li>Configuration and specifications of the main body and options</li> <li>Turning on/off the machine</li> <li>Paper information</li> <li>Making a basic copy and setting procedures</li> <li>Supplies and disposals</li> <li>Application, Output Setting, and Job List</li> <li>Troubleshooting</li> </ul>
[User's Guide - POD Administrator's Reference]	<ul> <li>This guide provides you with detailed information on machine management and how to customize the machine according to your daily use.</li> <li>Tray Setting</li> <li>Both Sides Adjust</li> <li>Controller Setting</li> <li>Adjustment, Utility Menu Screen</li> <li>Network Setting</li> <li>PageScope Web Connection</li> <li>Web Utilities</li> </ul>
[User's Guide - Printer]	<ul> <li>This guide describes the settings of the printer drivers and utility tools.</li> <li>PCL driver</li> <li>PS Plug-in driver</li> <li>PS PPD driver</li> <li>PageScope Web Connection</li> </ul>

1

User's guide CD manuals	Overview
[User's Guide - Network Scanner]	<ul> <li>This guide describes operations of the network scanner functions.</li> <li>Saving on the HDD for main body/Outputting</li> <li>Sending via e-mail</li> <li>Saving on the HDD for controllers</li> <li>Sending to FTP server</li> <li>Sending to SMB server</li> <li>Sending to group</li> </ul>
[Trademarks/Copyrights]	This guide describes trademarks, licenses, and copy- rights concerning this machine. Please be sure to refer to this guide before using the machine.

#### 1.1.2 User's Guide

This User's Guide is intended for users ranging from those using this machine for the first time to administrators.

This guide provides those users to manage security functions.

Should you experience any problems, please contact your service representative.

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#### 1.2 Conventions Used in This Manual

#### 1.2.1 Symbols Used in This Manual

Symbols are used in this manual to express various types of information.

The following describes each symbol related to correct and safe usage of this machine.

#### To use this machine safely

#### **⚠ WARNING**

• This symbol indicates that a failure to heed the instructions may lead to death or serious injury.

#### **▲** CAUTION

This symbol indicates that negligence of the instructions may lead to mishandling that may cause injury
or property damage.

#### NOTICE

This symbol indicates a risk that may result in damage to this machine or originals. Follow the instructions to avoid property damage.

#### **Procedural instruction**

- ✓ This check mark indicates an option that is required in order to use conditions or functions that are prerequisite for a procedure.
- 1 This format number "1" represents the first step.
- 2 This format number represents the order of serial steps.
  - → This symbol indicates a supplementary explanation of a procedural instruction.

The operation procedures are described using illustrations.

→ This symbol indicates transition of the control panel to access a desired menu item.



The relevant page is shown.

#### Reference

This symbol indicates a reference.

View the reference as required.

#### Key symbols

#### []

Key names on the touch panel or computer screen, or a name of user's guide are indicated by these brackets.

#### Bold text

Key names on the control panel, part names, product names and option names are indicated in bold text.

#### 1.2.2 Original and Paper Indications

#### Paper size

The following explains the indication for originals and paper described in this manual.

When indicating the original or paper size, the Y side represents the width and the X side the length.



#### **Paper indication**

 $\square$  indicates the paper size with the length (X) being longer than the width (Y).



 $\square$  indicates the paper size with the length (X) being shorter than the width (Y).







### 2 Security Functions

#### 2.1 Control Software

#### 2.1.1 Control Software Version

The version of control software is as follows. This software consists of an image control program and a controller control program. Image control program (Image Control I1) version: A4EU0Y0-00I1-G00-20 Controller control program (IC Controller P) version: A4EU011-00P1-G00-20

#### 2.1.2 About the ROM Version Display Function

The version of **bizhub PRESS 1250/1052** control software (image control program) mentioned above can be checked by the ROM version display function in the customer engineer (CE) service mode.

When the ROM version display function is used, the version of image control program will be displayed as follows.

A4EU0Y0-00I1-G00-\*\*

Image control program (Image Control I1) version: G00-2 digits (ex. G00-\*\*)

Please keep this in mind when checking the version of image control program.

#### 2.2 Security Functions

#### 2.2.1 Security Mode

The bizhub PRESS 1250/1052 has two security modes.

#### Normal mode

Use this mode when the machine is used by a single person and there is low possibility of illicit access or operation. This mode is already set as factory default. To use the machine in normal mode, please refer to the user's guides provided for each operation.

#### **Enhanced Security mode**

Use the Enhanced Security mode when the machine is connected to a local area network, or to external networks through a telephone line or other means. An administrator determined for the machine management should follow the instructions in this guide, so that users can have a safe operating environment.

To use the Enhanced Security mode, please contact your service representative for the following settings.

A service representative should set a CE password for CE authentication and administrator password on the machine. The service representative uses the CE password for CE works. The administrator, who obtains the administrator password from the service representative, uses that password to make settings related to the Enhanced Security mode.

The administrator should never leak the administrator password out to others.

The administrator who acquired the administrator password manages the machine set up with the Enhanced Security mode by making the following settings:

- Turning on/off the Enhanced Security mode
- Adding/Changing registered users
- Deleting registered users
- HDD lock password

The administrator is also responsible in providing users with the following instructions:

- Never leak his/her password out to others.
- Be sure to log out when completing the machine operation after logging in upon the user authentication.

Please be sure to use the Enhanced Security mode to prevent unauthorized access to HDD.

With the Enhanced Security mode activated, the machine displays a security icon *Besecurity* in the lower-right area of the touch panel.

The security icon will disappear when the Enhanced Security mode is deactivated. If the administrator accidentally deactivates the Enhanced Security mode, please contact your service representative. You should ask a customer engineer (CE) to check the security environment and settings before activating the Enhanced Security mode again.

#### 2.2.2 Environment

#### Environment in which the Enhanced Security mode is recommended

An environment where the machine is monitored by a telephone line or a network

#### Creating a secure environment

For security, we recommend that supervisors and an administrator use the Enhanced Security mode and establish an environment as follows.

Secure print files and authentication print files are not encrypted during transmission from a client PC to the machine. Please implement measures against wiretapping, such as installing a cryptographic communication device or antibugging equipment, in order to protect secure print files and authentication print files.

• Qualifications to be an administrator:

A supervisor selects a reliable person who has adequate knowledge, technical ability, and experience as an administrator, to whom to delegate administration of the machine.

• Guarantee of customer engineer (CE):

A supervisor or an administrator can use the Enhanced Security mode after confirming that a service contract has been signed with a customer engineer (CE). Clearly state in the service contract that the customer engineer (CE) will not engage in any fraudulent actions.

- Secure LAN: Be sure to connect the machine to a local area network protected by firewall in order to prohibit access from external networks. Be also sure not to have any illicit device connected to the LAN.
- An administrator should designate the installation location to be available only for product users. Install
  the machine in a place securely locked during the night, and during the day in a place that allows the
  administrator to monitor the machine, so that any parts such as an HDD should not get stolen or any
  special device such as an internal analyzer should not be hooked up to the machine. Equipment removed from the main body, such as an HDD, should also be managed similar to the main body.
- An administrator is required to be present at customer engineer (CE) works such as installation or maintenance.
- An administrator should check at regular intervals that the date/time setting is correctly made on the machine.

#### 2.2.3 Description of Enhanced Security Mode

Security functions will be enhanced as follows.

#### Protecting and deleting of remaining data after being used

There are two types of Image data stored in memory or HDD: AHA compressed data and uncompressed data ta, which are TIFF format, PDF format, and PS data. The image area of memory or HDD with AHA compressed data will be released after clearing the used data. In normal mode, the data is not completely deleted, which may allow for unauthorized reading of the data. In Enhanced Security mode, the image area of memory or HDD is overwritten with data unrelated to the image before the area is released, irrespective of whether the stored image data is compressed.

#### **Enhanced passwords**

There are 5 different passwords provided for security functions.

- CE password
- Administrator password
- User password
- Account password
- HDD lock password

The CE password and account password should be comprised of 8 alphanumeric characters (the alphabetic characters are case-sensitive).

For the administrator password, the following 32 symbols can be used in addition to alphanumerics (casesensitive) to comprise 8 characters:

-^\@[]:;,./!"#\$%&'()=~|`{+\*}<>?\_

The user password is normally made from 1 to 64 alphanumeric characters (case-sensitive); however, the user password less than 8 characters will be unavailable in the Enhanced Security mode. If you enter 64 or more characters, the last entered character will be identified as the 64th character.

The HDD lock password should be made from 8 to 32 alphanumeric characters (case-sensitive). If you enter 32 or more characters, the last entered character will be identified as the 32nd character.

As for the CE password, administrator password and account password, the machine recognizes the last entered character as the eighth character if 8 or more characters are entered.

The machine in the Enhanced Security mode also refuses any entry for 5 seconds, if a wrong password is entered for one of the 5 passwords mentioned above.

Should you forget any security-related password, please take action as follows depending on the type of password.

- For a user password or account password, please contact your administrator.
- If you have forgotten the administrator password or HDD lock password, please contact your service representative.

We recommend that each password should be changed on a regular basis in order to prevent illicit access or falsification of data.

#### **Data access**

Ensure that a user is required to enter an enhanced password which has been set by the administrator, in order to save data into the user box stored in HDD or output the stored data.

When saving scanned data into a user box, you can improve security by setting an enhanced password. Only administrators can delete folders and user boxes in which scanned data resides. Once a user box attribute has been changed, user authentication with an enhanced password is required. User authentication is also required for using saved scanned data.

#### **Machine NIC settings**

While the Enhanced Security mode is activated, the machine NIC cannot be used.

#### **Blocking external accesses**

No access is allowed over telephone lines other than CS Remote Care.

#### Create, save and analyze an audit log

A history of security function operations will be created and saved as an audit log. Date and time, information identifying the person who made the operation, details of the operation, and results of the operation will be saved, enabling analysis of unauthorized accesses. This log will be overwritten if the audit area is depleted.

#### Administrator authentication

A service representative is supposed to set up an authentication data for an administrator. According to this authentication data, the administrator gains authorized access by entering the administrator password. Only one authentication string can be registered per machine.

#### Administrator setting mode

The machine enters the administrator setting mode when password authentication is successfully made by the administrator. In the administrator setting mode, setting change of various machine functions is available.

Be sure to exit the administrator setting mode if you leave in front of the machine while using this mode.

#### IC card

With the Enhanced Security mode activated, the machine rejects the user authentication using an IC card.

#### **USB** port functions

The following functions are still available using a USB port even when the Enhanced Security mode is activated:

- USB Memory ISW
- Printing charts via USB (for CE)
- Keyboard, mouse

#### **Printer**

A printer controller and a printer driver are required for printed output. Using the printer controller which supports the Enhanced Security mode, you can store the print data in the internal memory or on the HDD by entering a user name from the printer driver. The stored data can be output after successful authentication of the user name with its corresponding password entered from the printer driver when the data was stored. Please note that the stored data can potentially be output by others if you use somebody else's user name to store the print data.

For details of the printer controller and printer driver which support the Enhanced Security mode, contact your service representative.

For the operation procedure of the printer controller or printer driver, please refer to the user's guide for each.

#### 2.2.4 Data Protected by the Enhanced Security Mode

Enhanced Security Mode improves the security of data for users. Such data includes:

• Data stored within a personal folder (with password)

Also, the following data managed by the administrator is better secured:

- User data
- Data to manage the machine

#### Data exempted from the protection of Enhanced Security mode

When the machine is connected to PCs on a local network, passwords entered from PCs are not subject to the Enhanced Security mode. Please do not enter any password from such PCs for prevention of leakage.

#### **Turning Enhanced Security mode ON/OFF**

The administrator is responsible for turning the Enhanced Security mode ON/OFF.

The administrator should never fail to activate the Enhanced Security mode. Please be especially careful when turning the Enhanced Security mode OFF, being aware that data can potentially be accessed.

#### 2.2.5 Protecting and Deleting of Remaining Data After Being Used

Data from copy, scan, and printer modes are stored temporarily into memory or HDD, and then deleted after being used if there was no operation such as storing them into a user box.

The data is compressed in a special way and generally it cannot be externally decompressed. When compressed data is deleted, a part of the data is either destroyed or overwritten and will not be able to be decompressed.

- The data temporarily stored in memory will be overwritten with invalid data when the job is interrupted or ended.
- The data stored in several areas of memory will be overwritten with invalid data simultaneously.

The data stored in a box will be overwritten with invalid data when a delete order is issued.

- If data is transmitted externally, it will be overwritten with invalid data when the transmission is completed.
- If the administrator issues a delete order for each box, it will be overwritten with invalid data.

#### 2.3 User Authentication in Enhanced Security Mode

When the Enhanced Security mode is activated, functions related to the user authentication will be enhanced as follows.

- The setting item [User Authentication] on the screen accessed from [06 Administrator Setting] [03 User Auth./Account Track] [01 Authentication Method] is automatically set to [ON (MFP)].
- User authentication is always required under the following conditions to deal with user data to be protected:
- The main power switch is turned off.
- The **sub power switch** is turned off.
- Access on the control panel is pressed.
- [RECALL], [COPY], [SCAN], or [STORE] on the touch panel is pressed.
- Auto reset function is activated.
- The password for user authentication (user password) must be 8 to 64 alphanumeric characters (the alphabetic characters are case-sensitive). Otherwise, the password becomes unavailable. To continue using the user name with a password less than 8 characters specified, the administrator should change the password to be 8 characters or more.
- If a wrong user name/password (or account name/password) is entered in authentication, attempts to retry cannot be made for 5 seconds.
- With the Enhanced Security mode activated, the machine rejects the user authentication using an IC card.

When a user accesses a user box with a specified password in HDD, all the password authentication operations are recorded as audit logs.

Initially, user authentication is not available. When enabling the user authentication, you should change the number of accounts to be distributed according to your needs. Please refer to the POD Administrator's Reference for details.

#### 2.3.1 Adding User Registration

Follow the procedure below to setup a new user name and password to be required for user authentication in Enhanced Security mode, and also to create a personal folder.

- 1 Press Utility/Counter on the control panel to display the Utility Menu Screen.
- 2 Press [06 Administrator Setting].

			<extension number=""></extension>	
Billing Total Caunter Feed Paper Caunter Output Paper Caunter Printer Total Caunter Copy Total Caunter Scan Total Caunter	Counter 00000000 00000000 00000000 00000000 0000	Start Date 10/03/11 (Detarts Perfect: Bind Counter	01 System Setting 102 Function Setting 103 Copy Setting 104 Scan Setting 105 Touch Pamer Ad 105 Administrator	ng ijustment Sætting

A password entry screen will be displayed.

3 Enter the administrator password.

Use the touch panel keypad to enter the administrator password consisting of 8 alphanumeric characters and symbols, then press [OK].

- → Passwords are case-sensitive.
- → If a wrong password or fewer than 8 alphanumeric characters/symbols are entered and [OK] is pressed, the warning message [Incorrect password / Please wait for a while] will appear, and no key will work for five seconds. Enter the correct password after five seconds.

- → The most recently used password cannot be set.
- → The information on failed authentication will be saved in the audit log.
- → The number of characters entered will appear as the same number of asterisks "\*" on the screen.



The Administrator Setting Menu Screen will be displayed.

4 Press [03 User Auth./Account Track].

	UTILITY		0 2
Administrator Settin Please select one of	g Menu following itens	Serial Number : A4EU01100001 <administrator> <extension number=""></extension></administrator>	
Setting Henu Administrator Setti	ng 11 System Setting 12 Adamistrator Regis 13 User Auth./Account 14 Network Setting 15 Cosy/Printer Settin 16 System Connection 17 Security Setting 18 Soon Address Regist 19 Open241 Auth. Mana;	Track	
Exit		Clos	

The User Auth./Account Track Menu Screen will be displayed.

5 Press [02 User Authentication Setting].

	UTILITY		1 🕐 🌚
Administrator Setting Menu Please select one of following itens		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
Setting How Administrator Setting User Auth / Account Track	01 Authentication Method 02 User Authentication Setting, 03 Account Track 04 Print without Authentication 05 Auth. Device Setting 06 External Server Setting 07 User/Account Common Setting		
© 14:30		Close	

The User Authentication Setting Menu Screen will be displayed.

6 Press [02 User Registration].

	UTILITY		1
User Auth./Account Track Menu Please select one of following items		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
Etting Haru Kaninistrator Setting Hoer Auth-Account Track User Authentication Set	If Administrative Setting       I2 User Registration       I3 User Counter		
		Close	

The User Registration Screen will be displayed.

7 Press [Add].

	UTILITY		3
<ul> <li>User Registration &gt; User can be added or changed</li> </ul>		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
	User Registration		
No. 0001-user1	No.	No.	
0002 user2			
Change Ad	d Delete	All Users	
Previous Next		Return	

The User Registration - Add/Change Screen will be displayed.

8 Press [User No.].

UTILITY	
Change User Registration     Please set each item	Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>
Dee Periode I of Phone	
User No. 2 0003	
User Note Password	
Account Name	
Max. Al lowance Set	
Usable Function Copy Scan	Print Recall
© 14∶30	

Use the touch panel keypad,  $[\mathbf{V}]$ , or  $[\mathbf{A}]$  to enter the desired user number.

→ You may use 1 to 1000 for the user number.

	UTILITY	
i Please enter user number		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>
	User No.	
	0000	
<b>6</b> 14-30		Cancel D.

Press [OK] to return to the User Registration - Add/Change Screen.

9 Press [User Name].

2

The User Name Setting Screen will be displayed. Enter the desired user name.

→ You may enter up to 64 alphanumeric characters including symbols for the user name. The user name cannot be duplicated.

UTILITY	
i Please enter user name	Serial Number : A4EU011000011 <administrator></administrator>
	(Extension Number)
User Name	
•	
1 2 3 4 5 6 7 8 9 0	- ^ \ Del.
a wertyuior	
as d f o h j k l	
z x c v b n m ,	/ Shift
Space	
	Cancel OK

Press [OK] to return to the User Registration - Add/Change Screen.

10 Press [Password].

The Password Setting Screen will be displayed. Enter a user password which corresponds to the user name entered in step 9.

→ Enter 8 to 64 alphanumeric characters for the user password (the alphabetic characters are casesensitive).

#### NOTICE

Be sure to use 8 or more alphanumeric characters for the password. A password less than 8 characters cannot be used when the Enhanced Security mode is activated.



Press [OK] to return to the User Registration - Add/Change Screen.

11 Press [Account Name].

The Account Name Screen will be displayed. Select the desired account.

#### NOTICE

If [Synchronize User/Account Track] of Authentication Method is set to [Synchronize], you can set [Account Name].

#### NOTICE

The account should be registered in advance. Select one of the registered accounts provided on the screen.

	UTILITY	
Please select account name		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>
	Account Name	
No. 0001 Team-A	No.	No.
0002 Team-B		
0003 Team-C		
Previous Next		Cancel OK

Press [OK] to return to the User Registration - Add/Change Screen.

- 12 Press [Max. Allowance Set].
  - → Specify the maximum number of prints to be allowed for the user after a successful authentication.
  - → In [Max. Allowance Set], press [Enable] on the right, and then press [Maximum].



- → Use the touch panel keypad, [▼], or [▲] to enter the desired number of allowed prints. Available range for the allowance is from 1 to 99,999,999.
- → Press [OK] twice to return to the User Registration Screen.

	UTILITY		1
i Please enter naximum linit		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
	Connoco	1 2 3 4 5 6 7 8 0 0 <b>7 4</b> Clear	
		Cancel OK	
(§ 14:30			

13 Press [Copy], [Scan], [Print], or [Recall] on the right of [Usable Function] to select function(s) of the machine available to the user.

$\sim$	UTILITY		• •
Change User Registration Please set each item		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
	User Registration - Add/Change		- 10
User No. 🦽	0003		- 11
User Name	user3		- 11
Password	*KKKKKK		- 11
			- 88
Account Name	Tean-A		- 11
Max. Allowance Set	0000005		- 11
Usable Function	Copy Scan P	Print Recall	- 11
IC Card Registration	Unregistered		- 11
(		Cancel OK	
(h) 14:30			

14 Press [OK].

→ When settings are completed, press [Return] on the User Registration Screen. The User Authentication Setting Menu Screen will be restored.

#### 2.3.2 Changing User Registration

Follow the procedure below to change the user name and password to be required for user authentication in Enhanced Security mode.

- 1 Press Utility/Counter on the control panel to display the Utility Menu Screen.
- 2 Press [06 Administrator Setting].

$\sim$		UTILITY		۲
Utility Henu Please select one of fol	lowing itens		Serial Number : A4EU0110 <administrator> <extension number=""></extension></administrator>	00011
Billing Total Counter Feed Paper Counter Output Paper Counter Printer Total Counter Copy Total Counter Scan Total Counter	Counter 0000000 0000000 0000000 0000000 000000	Start Date 10/03/11 Details Perfect Bind Counter	01 System Setting D2 Function Setting D3 Copy Setting D4 Scan Setting B5 Touch Panel Adjust B5 Administrator Set	nent nent
(9 14:30				

A password entry screen will be displayed.

3 Enter the administrator password.

Use the touch panel keypad to enter the administrator password consisting of 8 alphanumeric characters and symbols, then press [OK].

- → The alphabetic characters are case-sensitive.
- → If a wrong password or fewer than 8 alphanumeric characters/symbols are entered and [OK] is pressed, the warning message [Incorrect password / Please wait for a while] will appear, and no key will work for five seconds. Enter the correct password after five seconds.
- → The information on failed authentication will be saved in the audit log.



The Administrator Setting Menu Screen will be displayed.

4 Press [03 User Auth./Account Track].



The User Auth./Account Track Menu Screen will be displayed.

5 Press [02 User Authentication Setting].

	UTILITY		• •
Administrator Setting Menu Please select one of following items		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
Betting Heru Refinistrator Setting Der Auth /Account Track	01 Authentication Nethod 02 User Authentication Setting 03 Account Track 04 Print without Authentication 05 Auth: Device Setting 05 External Server Setting 07 User/Account Common Setting		
© 14:30		Close	

The User Authentication Setting Menu Screen will be displayed.

6 Press [02 User Registration].

	ULILITY		•
User Auth./Account Track Henu Please select one of following items		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
Fetting Hanu Administrator Setting User Auth:/Account-Track User Authentication Set	01 Administrative Setting 02 User Registration 03 User Counter		
Exit		Close	

The User Registration Screen will be displayed.

7 Select the key with the user number and user name to be changed.

	UTILITY	<b>()</b>
(User Registration > User can be added or changed		Serial Number : A4E0011000011 <administrator> <extension number=""></extension></administrator>
	User Registration	
No. 0001 user1	No.	No.
0002 user2		
0003 user3		
Change	Add Delete	ATT Users
Previous Next		Return

- 8 Press [Change] to display the User Registration Add/Change Screen.
  - $\rightarrow$  The user number cannot be changed.
- 9 To change the user name, press [User Name].

	UTILITY		• •
Change User Registration Please set each item		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
	User Registration - Add/Change		
User No. 🦽	0003		- 11
User Name	user3		- 11
Password	*****		- 11
			- 11
Account Name	Team-A		- 11
Max. Allowance Set	0000005		- 11
Usable Function	Copy Scan P	rint Recall	- 11
IC Card Registration	Unregistered		- 11
			_11
0.4.2		Cancel OK	

- 10 Enter a new user name.
  - → You may enter up to 64 alphanumeric characters including symbols for the user name. The user name cannot be duplicated.

	UTILITY	• •
Please enter user r	aane Serial Number : A4E0011000011 (Administrator) (Extension Number)	
	User Name Setting	-11
1 2 3	3 4 5 6 7 8 9 0 - ^ N Del.	
q	ertyui opti	
a 9		
z	x c v b n m , . / Shift	
	Space	- 11
⊕14:30	Lancei UK	

Press [OK] to return to the User Registration - Add/Change Screen.

**11** To change the password, press [Password].

2

- → The Password Setting Screen will be displayed. Enter a new user password which corresponds to the user name entered in step 9.
- → Enter 8 to 64 alphanumeric characters for the user password (the alphabetic characters are casesensitive).
- → The current password cannot be used again as a new password.

UTILITY	
i Please enter password	Serial Number : A4EUUI1000011 <administrator> <extension number=""></extension></administrator>
New Password	
	De1.
	Shift
Ø 14 30	Cancel OK

Press [OK] to return to the User Registration - Add/Change Screen.

12 To change the account, press [Account Name].

→ The Account Name Screen will be displayed. Select the desired account.

#### NOTICE

If [Synchronize User/Account Track] of Authentication Method is set to [Synchronize], you can set [Account Name].

#### NOTICE

The account should be registered in advance. Select one of the registered accounts provided on the screen.

	UTILITY	
Please select account name		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>
	Account Name	
No. 0001 Team-A	No.	No.
0002 Team-B		
Previous Next		Cancel OK

Press [OK] to return to the User Registration - Add/Change Screen.

- **13** To change the allowance, press [Max. Allowance Set]. Change the maximum number of prints to be allowed for the user after a successful authentication.
  - → In [Max. Allowance Set], press [Enable] on the right, and then press [Maximum].



- → Use the touch panel keypad, [▼], or [▲] to enter the desired number of allowed prints. Available range for the allowance is from 1 to 99,999,999.
- → Press [OK] twice to return to the User Registration Screen.

Please enter naximum limit Serial Number : A4EU011000011	
Administrator>     «Extension Number>	
0000000 1 2 3 4 5 6 7 8 0 0 V A For	
Cancel	

14 Press [Copy], [Scan], [Print], or [Recall] on the right of [Usable Function] to specify which functions the user is allowed to use.

	• •
Change User Registration         Serial Number : A4E0011000011           Please set each iten         4AE0011000011           Getterston Number:         4Extension Number:	
User Registration - Add/Change	- 1
User No. 🕜 0003	- 11
User Name , user3	- 11
Password A *****	
Account Name Tentr-A	
Nox. Allowence Set 00000005	
Usable Function Copy Scan Print Recall	
IC Card Registration	
Cancel OK	5)

15 Press [OK].

→ When settings are completed, press [Return] on the User Registration Screen. The User Authentication Setting Menu Screen will be restored.

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#### 2.3.3 Deleting User Data

Follow the procedure below to delete a user name and password to be required for user authentication in Enhanced Security mode, and also to delete a personal folder.

- 1 Press Utility/Counter on the control panel to display the Utility Menu Screen.
- 2 Press [06 Administrator Setting].

		UTILITY		- I I I I I I I I I I I I I I I I I I I
Utility Menu Please select one of following itens			Serial Number : A4EU0110 <administrator> <extension number=""></extension></administrator>	100011
Billing Total Counter Feed Paper Counter Output Paper Counter Pory Total Counter Copy Total Counter Scen Total Counter	Counter 0000000 0000000 0000000 0000000 000000	Start Date 10/03/11 Edda115 Perfect Bind Counter	D1 System Setting D2 Function Setting D3 Copy Setting D4 Scan Setting D5 Touch Panel Adjus D6 Administrator Set	
Exit			S	stem Info.

A password entry screen will be displayed.

- 3 Enter the administrator password.
  - → Use the touch panel keypad to enter the administrator password consisting of 8 alphanumeric characters and symbols, then press [OK].
  - → The alphabetic characters are case-sensitive.
  - → If a wrong password or fewer than 8 alphanumeric characters/symbols are entered and [OK] is pressed, the warning message [Incorrect password / Please wait for a while] will appear, and no key will work for five seconds. Enter the correct password after five seconds.
  - → The information on failed authentication will be saved in the audit log.



The Administrator Setting Menu Screen will be displayed.

4 Press [03 User Auth./Account Track].



The User Auth./Account Track Menu Screen will be displayed.

5 Press [02 User Authentication Setting].

	UTILITY		• •
Administrator Setting Henu Please select one of following items		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
Setting Henu Administrator Setting User Auth /Account Track	D1 Authentication Method         D2 User Authentication Setting ,         D3 Account Track         D3 Account Track         D4 Device Setting         D5 Auth Device Setting         D6 External Server Setting         D7 User/Account Common Setting		
Exit		Close	

The User Authentication Setting Menu Screen will be displayed.

6 Press [02 User Registration].

	UTILITY		3
User Auth./Account Track Henu Please select one of following items		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
Setting Honu Administrator Setting (See Auth-Account Track (See Authentication Set	01 Administrative Setting 02 User Registration 03 User Counter		
© 14:30		Llose	

The User Registration Screen will be displayed.

7 Press the user name key to be deleted.

	UTILITY	
(User Registration > User can be added or changed		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>
	llear Denistration	
	oser kögrött attran	
No. 0001 user1	No.	No.
0002 user2		
0003 user3		
Change A	dd Delete	All Users
Previous Next		Return
© 14:30		

8 Press [Delete].

2

→ A confirmation dialog will be displayed.

UTILITY	
(User Registration > User can be added or changed	Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>
Voer Begistration Bo Bot uner: Boto uner: Boto uner: Boto uner: Boto uner: Boto the selected	
	All loge
() 14:30	Return

Press [Yes]. Selected user data and the personal folder will be deleted.

#### 2.3.4 Changing Password by User

General users can change the password required for user authentication. We recommend that a user himself/herself changes the password assigned by the administrator for security.

#### NOTICE

To change a user password without user authentication made, the user name specified with that password should be entered.

- 1 Press Utility/Counter on the control panel to display the Utility Menu Screen.
- 2 Press [01 System Setting].

		UTILITY		1
Utility Henu Please select one of following items			Serial Number : A4EU011000 <administrator> <extension number=""></extension></administrator>	D11
Billing Total Counter Feed Paper Counter Output Paper Counter Printer Total Counter Copy Total Counter Scan Total Counter	Caretar 0000000 0000000 0000000 0000000 000000	Start Date 10/03/11 Details Perfect Bind Counter	UT system setting 12 Function Setting 13 Copy Setting 14 Scan Setting 15 Touch Panel Adjustme 16 Administrator Settin	
Exit			Syste	m Info.

The System Setting Menu Screen will be displayed.

3 Press [08 Change User Password].

	UTILITY		1
Utility Wenu Please select one of following items		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
Setting Henu System Setting	Π     Language Setting       Π2     Unit Setting       Π2     Default Setting       Π3     Default Screen Setting       Π5     Default Screen Setting		
© 14:30		Crose	

The screen to change the user password will be displayed.

4 Press [User Name], then enter the user name specified with that password.

i Please enter user name	Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>
User Name	
user3	
	- ^ \ Del.
q w é r t y u i o i	
a s d f g h j k l	
z x c v b n m ,	/ Shift
Space	
	Cancel OK

Press [OK].

**5** Press [Current Password] and enter the current password corresponding to the user name entered in step 4.



Press [OK].

The entered password will appear as asterisks (\*\*\*\*\*\*\*) on the screen.

- → Passwords are case-sensitive.
- → If a wrong password or fewer than 8 alphanumeric characters are entered and [OK] is pressed, the warning message [Incorrect password] will appear, and no key will work for five seconds. Enter the correct password after five seconds.
- $\rightarrow$  The information on failed authentication will be saved in the audit log.
- 6 When user authentication is completed successfully, the Change User Password Screen will be displayed.
  - → Press [New Password] and enter a new password corresponding to the user name entered in step 4.
  - → Enter 8 to 64 alphanumeric characters for the user password (the alphabetic characters are casesensitive).



#### Press [OK].

#### NOTICE

Do not use your name, birthday, employee number, etc. for a password that others can easily figure out.

- $\rightarrow$  The information on failed authentication will be saved in the audit log.
- $\rightarrow\,$  The current password cannot be used again as a new password.
- 7 Enter the new password again for confirmation.

→ Press [Input Confirmation] to enter the same password as above.
Press [OK].

8 Press [OK].

The System Setting Menu Screen will be displayed.

#### 9 Press [Exit].

The screen resumes the one previously displayed before the Utility Menu Screen.

#### 2.4 HDD Store Function in Enhanced Security Mode

When saving or outputting data is necessary, use a user box built on the HDD. We recommend using a user box with a password specified, in order to prevent data leakage or tampering.

Please be sure to activate the Enhanced Security mode when you need to save sensitive documents.

If the Enhanced Security mode is turned OFF by the administrator for some reason, users should be alerted to the fact.

Please refer to the User's Guide - Network Scanner to see how to store data into a user box and how to output the stored data.

#### 2.4.1 Saving Data While Copying

This section describes how to save data into a user box in HDD while copying the data in the Enhanced Security mode.

1 On the User Authentication Screen displayed, press [User Name].

MAC	CHINE 📃 JOB LIST 🛅	RECALL	COPY	6	SCAN	ЪН —	STORE	0 2
Gi !	Please enter user name and password,							
9	then touch [UK] or press [Access]				Pre-Job Orig.		Memory	1 OD. 000%
				_	Reserve Job	0	HDD	100.000%
		User Authen	tication	_	_	_	_	_
								_
	< User Authentication $>$							
	User Name							
							_	
	Password 4						_	
							0	
🕒 14:30 📕	Ready to receive					🐼 Ro	itation	Security

The User Name Setting Screen will be displayed.

- 2 Enter the specified user name, and press [OK].
  - → You may enter up to 64 alphanumeric characters including symbols for the user name. The alphabetic characters are case-sensitive.

👥 MACHINE 📃 JOB LIST .	RECALL	COPY		CAN DE	STORE	1 1
Please enter user name						
			Pre	-Job Orig	Memory	100.000%
			Res	erve Job 0	HDD	100.000%
						_
		User Name	_	_	_	- 10
						- 11
1 2 3 4	5 6	7 8 9	0 -	L L	Del.	
		كلكالكا			_	
a s d	f a	h i k				
z ×	c v b	n m	, .	1	Shift	a
	Space					- 10
			_	_	_	
				Cancel	ОК	
914:30 📇 Ready to receive				Ø.	Rotation D	Security

The User Authentication Screen will be restored.

3 Press [Password].





The Password Setting Screen will be displayed.

- 4 Enter the specified password, and press [OK].
  - → You may enter from 8 to 64 alphanumeric characters for the user password.
  - → If a wrong password or fewer than 8 alphanumeric characters are entered and [OK] is pressed, a warning dialog with the message [Authentication failure] will be displayed. Press [OK] on the dialog, and then enter the correct password.
  - → The information on failed authentication will be saved in the audit log.

The User Authentication Screen will be restored.

5 Press [OK].

The Copy Screen will be displayed.

- $\rightarrow$  Position the original.
- 6 Press [Output Setting].



The Output Setting Screen will be displayed.

7 Press [HDD Store].



The list of personal folders will be displayed.

8 Select the desired personal folder and press [To User Box].

MACHINE 📃 -	JOB LIST	СОРУ 🖌	SCAN 📑 STORE	
i Please select stor then touch [To Use	re folder. er Box]		Pre-Job Orig Memory Reserve Job 0 HDD	100.000%
Personal Folder Ruk	olic Folder		Clear	* A11
Folder Name				
abe1-001				00 1
labe1-002				
labe1-003				
pic-01				
sample-A				
			New Register	
			To Use	r Box
(© 14:30 📇 Ready to receive			<b>⊗</b> Rotation	P— Security

All the user boxes included in the selected personal folder will be displayed.

9 Select the desired user box.

🔛 MACHINE 🧮 JOB LIST 📷 RECA	ALL COPY	SCAN 📑	STORE 🚺 🛞 🍸
i Please select store user box			
		Pre-Job Orig Reserve Job 0	Memory 100.000% HDD 100.000%
Personal Folder Public Folder		(	Clear All
Pre-01 User Rox (000000001111:0-10) 00 1 00 1 0 00 1 00 1 0		/Fite	
No. Search New User Box, To Folder List		9 ng	
🕒 14:30 📇 Ready to receive		🔯 Ro	ation -Security

All the files included in the selected user box will be displayed.

**10** Press [New File Store].
MACHINE 📃 JOB LIST 📷 RECALL 💽 COPY 🖆 SCAN		STORE
i Please touch [New File Store] to		
Pre-Job Reserve	0rig Job 0	Memory 100.000% HDD 100.000%
Personal Folder Public Folder		Clear All
pic-01 User Box TKO 10	File	
	0	00
	0	00
No. Search New User Box		
To Folder List	(	New File Store
⊙14:30    ∰ Ready to receive	🙆 Ro	tation P-Security

The File Name Setting Screen will be displayed.

- **11** Enter a file name and press [OK].
  - → You may enter up to 64 alphanumeric characters including symbols for the file name. The alphabetic characters are case-sensitive.

👫 MACHINE 📃 JOB LIST 🛅	RECALL	СОРУ		SCAN	οi	STORE	0?
Please enter file name							
				Pre-Job Orig.		Memory	100.000%
				Reserve Job	0	HDD	100.000%
	File Nar	ne					
					_		_
							a IIII
							a III
1 2 3 4 5	6 7	8 9	0	- ^	Λ.	Del.	a 199
q wer	t y	u i	۰ r		t		
a s d f	g h	j k	1	1 1	1		_ 101
							a 📖
z x c	v b	n m		1		Shift	a 199
			<u> </u>				
Space							_ 101
			,				
				Can	cel	ОК	
⊙14:30 ≜ Ready to receive					🕼 Ro	tation 🖙	Security

12 Press [OK].

The Copy Screen will be displayed.

- 13 On the control panel, press Start.
  - → The output process starts.
  - → Also, storing data into HDD starts.
- **14** When all operations are completed, press **Access** on the **control panel** to release the authentication. The User Authentication Screen will be displayed and it will no longer accept any operation.

## 2.4.2 Saving Data in User Box

This section describes how to save data into a user box in HDD in the Enhanced Security mode.

1 Press [Store] tab and then press [User Name] on the User Authentication Screen displayed.

MACHINE     JOB LIST     Please enter user name and password,     In press [Access]	RECALL		COPY	6	SCAN	i i i	STORE	•
					Pre-Job ( Reserve	hrig kob	Memory 0 HDD	100.000%
			_	_		_		
	User	Authentic	ation				_	
								_
								- 10
								- 88
<pre> User Authentication &gt;</pre>								- 10
Lines Name								- 10
Coer Maile 4							_	- 10
							_	- 10
Password								- 10
								- 10
								- 88
								- 10
								- 10
								- 10
					_			
							( OK	
⊙14:30						Ø	≷Rotation □	-Security

The User Name Setting Screen will be displayed.

- 2 Enter the specified user name, and press [OK].
  - → You may enter up to 64 alphanumeric characters including symbols for the user name. The alphabetic characters are case-sensitive.

9.0	MACHINE		JOB LIST	(bi	RECALL		COPY	6	SCAN	io:	STORE	0 2
ſi	Please en	ter user	nane									
Ŀ									Pre-Job Or	ig	Memory	100.000%
_									Reserve Joi	> 0	HDD	100.000%
	_	_	_	_	_	User Na	me	_	_	_	_	
	_											_
	1	2	3 4	5	6	7 8	3 9	0	·	·	Del.	
	q	w	e	r i	t y	u	l i	•	> (*	L		_ 111
		a	s d	f	g	h j	j k	1	اللال	1		
		z	×	c I	v b	n	m		/		Shift	
			í			-						
			l	Space								
<b>.</b>	_	_	_	_	_	_	_	_	_			
										ancel	0	
D 14:30	l 🚔 Ready ti	o receive								@ R	otation	-Security

The User Authentication Screen will be restored.

3 Press [Password].

🏫 MACHINE 📃 JOB LIST		RECALL		COPY		SCAN	òi 👘	STORE	0 ?
Please enter password									
						Pre-Job Orig		Memory	100.000
						Reserve Job	0	HDD	100.000
_									_
	_	_	Passwor	°d	_	_	_	_	
<u> </u>									- 11
		6	7 0					Dol	- 11
		_ئ	<u>ن ب</u>					Der.	- 11
a w e	r	t y	u	i	0	p (e	[		- 11
									- 11
a s	d f	9	h j	k	1		1		- 10
z x	c	v b	n	m	,	/		Shift	
				_					_
	_	_	_	_	_	_	_	_	
						Car	ncel	ОК	
)14:30 📇 Ready to receive							🚳 R	otation P	-Security

The Password Setting Screen will be displayed.

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- 4 Enter the specified password, and press [OK].
  - → You may enter from 8 to 64 alphanumeric characters for the user password.
  - → If a wrong password or fewer than 8 alphanumeric characters are entered and [OK] is pressed, a warning dialog with the message [Authentication failure] will be displayed. Press [OK] on the dialog, and then enter the correct password.
  - $\rightarrow$  The information on failed authentication will be saved in the audit log.
  - The User Authentication Screen will be restored.
- 5 Press [OK].

KWCHINE     JOB LIST     RECALL     COPY     Please enter user name and password,     Please enter (root an analysis)	SCAN	Ъ.	STORE	0 ?
Cherr Louch Lok of press [Access]	Pre-Job Orig.		Memory	100.000%
	Reserve Job	0	HDD	100.000%
		_		
User Authentication				
< User Authentication >				
User Name User 1				
			_	
Passilond _ *******				
	_	_	_	
			0	
(9.14:30) # Ready to receive		ARS R	ntation	Security
		Contraction of the second	or of the second se	000001109

The Store Screen will be displayed.

6 Select [Scan to HDD].

Please select store method	RECALL	Y E	SCAN Pre-Job Orig		STORE Menory	100.000x
			Reserve Job		HUU	100.000%
			•			
Scan to	HCO _	C	HDD to FTP/S	MB _	)	
①14:30 畵 Ready to receive				Ø R	otation P	-Security

The list of personal folders will be displayed.

7 Select the desired personal folder and press [To User Box].

🔛 MACHINE 📃 JC	6 LIST	RECALL	COPY 📔 SCAN	ten store 🕥 🍞
Please select store	folder,			
	0073		Pre-Job Ori Deserve Mb	g Nemory 100.000%
Personal Folder Publ	ic Folder		1630 10 000	Clear All
Folder Name				
1abe1-001				00 /
1abe1-002				
labe1-003				
pic-01				
sample-A				
				New Register
				To User Box
ⓒ 14:30 🚔 Ready to neceive				@ Rotation P-Security

All the user boxes included in the selected personal folder will be displayed.

8 Select the desired user box.

💼 MACHINE 📃 JOB LIST	DE RECALL	COPY	6	SCAN	ίσ <b>ι</b>	STORE	] 🕐	2
i Please select user box								
				Pre-Job Orig Reserve Job		Memory HDD	100. 100.	000%
Personal Folder Public Folder		 			[	Clear A	11	
pic-01 User Box				/	File			
00000001 TK0 10								
No. Search New User Box								
To Folder List								
④14:30		_	-		🙆 Re	otation D-	- Securi	ity

All the files included in the selected user box will be displayed.

9 Press [New File Store].

🔛 MACHINE 📃 JOB LIST	Da RECALL	COPY	SCAN DE	STORE 🕡 🍞
Please touch [New File Store] t store aneu	:0		Dros Job Onia - sessa	Mattacay 100,000K
			Reserve Job 0	HDD 100.000%
Personal Folder Public Folder			[	Clear All
pic-01 User Box	TKO 10		File	
000000001 TKO 10 00 / 00 /	333			
No. Search New User Box				
To Folder List				New File Store
🕑 14:30 📇 Ready to receive			@ R	otation -Security

- 10 Enter a file name and press [OK].
  - → You may enter up to 64 alphanumeric characters including symbols for the file name. The alphabetic characters are case-sensitive.

🔛 MACHINE 📃 JOB LIST	RECALL	COPY		SCAN	Ъ.	STORE	۰
i Please enter file name							
				Pre-Job Orig Reserve Job		Memory HDD	100.000%
	File	e Name		_	-		-
fileD2							
							- 11
							3
1 2 3 4	5 6	7 8 9		<u>ال ال</u>		Del.	
	. [t ]v						- 11
							- 11
		h j k					_
zx	; v b	n m		1		Shift	4.00
			í C		_		-
L L	Space		J				- 11
				Car	icel	OK.	
①14:30 昌 Ready to receive					🕼 Ro	tation D-	Security

The Scan Screen will be displayed.

**11** On the **control panel**, press **Start** to load and save the file.

🔛 MACHINE 📃 JOB LIST 🔯 RECALL 💽 COPY	SCAN	TONE STORE	1 2
Press (Start) to scan originals Align original face up on ADF	Pre-Job Orig. Reserve Job	Memory 0 HDD	100.000%
Destination         Folder Name pre-01         Folder Setting         User Box Name To 10         User Box Setting         File Name file Name         File Name file Name         Scan Stree         Standard         Scan Stree         Standard         Standard         Less Setting         Direction         Scan Stree         Standard         Standard         Less Setting         Scan Stree         Standard         Less Setting         Standard         Standard         Less Setting         Standard         Standard         Vertex         Standard         Less Setting         Standard         Less Standard<	2.000 . 000 - + x1.0 4.000 2.000	Application FrankConterE ATI-Image A Amotatio	
(914:30 🚔 Ready to receive		ĝRotation ⊫	Security

- **12** Press one of the following keys:
  - → Press [Yes] to continue loading.
  - → Press [No] to exit.
- **13** When all operations are completed, press **Access** on the **control panel** to release the authentication. The User Authentication Screen will be displayed and it will no longer accept any operation.

# 2.4.3 Recalling and Deleting of Data

This section describes how to recall or delete data stored in a user box in HDD in the Enhanced Security mode.

1 Press [RECALL] tab and then press [User Name] on the User Authentication Screen displayed.

MACHINE JCB LIST	RECALL	COPY	6	SCAN	Ŭ.	STORE	0 ?
				Pre-Job Orig Reserve Job		Memory HDD	100.000% 100.000%
	User A	uthentication	-	_	-	_	- 11
							- 11
							- 11
< User Authentication >							- 11
User Name							- 11
							- 11
Password 🖌						-	- 11
							- 11
							- 11
							- 11
							- 11
	_	_	-	_	-	<u> </u>	_
⊙14:30 ≜ Ready to receive					Ø R	otation 🖻	-Security

The User Name Setting Screen will be displayed.

- 2 Enter the specified user name, and press [OK].
  - → You may enter up to 64 alphanumeric characters including symbols for the user name. The alphabetic characters are case-sensitive.

	1ACHINE		JOB LIST	(bi	RECALL		COPY	6	SCAN	i i	STORE	0 ?
ſì	Please ent	ter user	nane									
Ŀ									Pre-Job Or	ig	Memory	100.000%
_									Reserve Ja	0 dx	HDD	100.000%
						User Na	ne					
												_
												- 11
												_
	1	2	3 4	5	6	7 8	3 9	0	-	• X	Del.	
	q	w	e	r	t y	u	i	•	9 C	I		
							Ĩ					_ 111
		a	s d	f	g	h j	i k	1		: 1		
		z	×	с	v b	n	m		. 1		Shift	
							_					_
				Space								
										Cancel	0	
D 14:30	📇 Ready to	o receive								@ R	otation	Security

The User Authentication Screen will be restored.

3 Press [Password].

Please enter passord          Pre-Job Grig Reary 100.000k         Rearve Job Grig Reary 100.000k	MACHINE MACHINE	JOB LIST	TOT REC	ALL	COPY	6	SCAN	ίο <b>ι</b>	STORE	0 2
Pre-bit Or ng Neary 100.0005 Reserve do 0 KG 100.0005 Passard Passard 1 2 4 5 6 7 8 0 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 0 0 0 0 0 1 2 4 5 6 7 8 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Please er	iter password								
	Ŀ						Pre-Job Ori	g	Memory	100.000%
							Reserve Job	0	HDD	100.000%
										_
				Passw	ord	_	_	_	_	
	l i li se									- 11
								_		_
1       2       4       5       7       8       0       -       >       Det.         a       b       r       y <td></td>										
	1	2 3 4	5 6	5 7	8 9	0	- ^	- I.	Del.	
										_
	q	w e	r t	y u	i	o p		1		_ 11
a a d f a h s k i z z j z x c v b n a . / Snift Social Social Official Social Official Social	_									
z x c v b n n , / 9hift Space		a s d	f	a h	j k	1	ا 💷 ا	1		
Z X C V b n n , Z Shift Space Cancel 0: 0:14 30 @ Ready to receive										
Store		z ×	C V	lb In	السال	<u></u> L			Shift	
Circe Concel Conce										
Cancel OK 0 14 30 & Ready to receive 000 Rotation Im-Security										
© 14:30 ∰ Ready to receive @ Ready to receive	and the second se		-					incel		
	(0) 14:30 Beady t	o receive						riða p	ntation P	-Security

The Password Setting Screen will be displayed.

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- 4 Enter the specified password, and press [OK].
  - → You may enter from 8 to 64 alphanumeric characters for the user password.
  - → If a wrong password or fewer than 8 alphanumeric characters are entered and [OK] is pressed, a warning dialog with the message [Authentication failure] will be displayed. Press [OK] on the dialog, and then enter the correct password.

 $\rightarrow$  The information on failed authentication will be saved in the audit log.

The User Authentication Screen will be restored.

5 Press [OK].

The Recall Screen will be displayed.

6 Select the desired folder and press [To User Box].

			Reserve Job 0	HDD 100.
Personal Folder	Public Folder Se	cure Folder		Clear All
label-001				00
labe1-002				00
label-003				
pic-01				
sample-A				
			Folder	

The list of user boxes will be displayed.

7 Select the desired user box.

		COPT		I STURE	
Please select file					
)			Pre-Job Onig Reserve Job	Memory N HDD	100.000%
Personal Folder Public Folder	Secure Folder	]		Clear	A11
label-001 User Box	data01	File			
000000001 asta01 00 ( 00 7	fi1e02	11/10/01) 000 ( 000 (			
			Combination File		
		File Delete	A11	Release	Release
No. Search User Box Delete		Thurbesil	Proof(lst S Proof	heet) Wait	Auto
Direct Lait			Suspended	Pri	int

All the files included in the selected user box will be displayed.

- 8 You can either recall or delete the file.
  - $\rightarrow$  If you need to recall the file, proceed to step 9.
  - → If you need to delete the file, proceed to step 14.
- 9 Select the name of the file to be recalled and press [▶].
- 10 Select [Auto], [Proof], [Proof (1st Sheet)], or [Wait], and press [Print].
  - → [Proof (1st Sheet)] can be displayed by using the Utility menu. It does not appear with the initial settings. Please refer to the POD Administrator's Reference for details.

**11** Use the control panel keypad to enter the print quantity.



12 Press [Change Output Sheet] to change the output sheet of the file to be recalled.

🔛 MACHINE 📃 JOB LIST 📷 RECALL 💽 COPY 🖆	SCAN	ю.	STORE	) 🛞	2
Please select file					
	Pre-Job Orig Reserve Job		Memory HDD	100.0	100%
Parsonal Folder Fulder Geoure Folder			(lear All		
label-DD1 / User Env wataD1 / File					
Please set output sheet					
1					
Sheet Specify Please use comma to designate sheet numbers(e.g. 1,3,5) or hyperantic for sheet range(e.g. 5-9)		3	)elete		
	5	6			
All Sheets		,	-		
		٦h	Clear		
	الكال				
No.	Cancel		×	ita	
To Folder List [Innert-Call File Oren] Thusboard	Suspender		Frint		
⊙14:30 🚔 Ready to receive		🔞 Ro	itation 🖙 S	ecur i 1	ty

- → To specify sheets to be output, press [Sheet Specify] and use the touch panel keypad to enter the sheet numbers.
- → Use a comma "," to separate the sheet numbers. To specify consecutive sheet numbers, use a hyphen "-" between the beginning and ending sheet numbers.

→ To output all sheets, press [All Sheets].
Press [OK] to output.

- **13** Press one of the following keys:
  - → Press [Yes] to continue recalling.
  - → Press [No] to exit.
- 14 Select the name of the file to be deleted and press [File Delete].

RECALL COPY	SCAN E	STORE	• •
	Pre-Job Orig Reserve .bb	- Memory 0 HDD	100.000%
Personal Folder Public Follow		Clew Al	
B00000001 seta01 00 / Fx1e02 11/16/01 000 /			
Delete this file ?			
Yes No			
No. Search ) User Bun Delete	Proof(1st. Shee		
To Folder List Unrent Call File Orest Thusbeart	Proof Suspended	Walt Frint	Auto
④14:30 를 Ready to receive	¢	Rotation -	Security

A confirmation dialog will be displayed.

15 Press [Yes].

The selected file will be deleted and the file selection screen will be restored.

16 When all operations are completed, press **Access** on the **control panel** to release the authentication. The User Authentication Screen will be displayed and it will no longer accept any operation.

# 2.4.4 Output Data in the Secure Box

### Secure printing using a PC

To set up data output using the Secure Print function on PC, a secure folder with a specific password must be prepared. Enter the secure folder name consisting of up to 8 alphanumeric characters.

### Secure printing on the machine

1 Press [RECALL] tab and then press [User Name] on the User Authentication Screen displayed.

🔝 MACHINE 📃 JOB LIST 📷 RECALL 💽 COPY 🖆 SCAN 🗄	STORE	1 🕐 🍞
Please enter user name and password, then touch [OK] or press [Access]	Memory	100.000%
Reserve Job	0 HDD	100.000%
User Authentication		
		_
< User Authentication >		
lker Nime		
Password		
	_	
	OK OK	
(914:30 🚔 Ready to receive	🞯 Rotation 🛛	-Security

The User Name Setting Screen will be displayed.

- 2 Enter the specified user name, and press [OK].
  - → You may enter up to 64 alphanumeric characters including symbols for the user name. The alphabetic characters are case-sensitive.

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The User Authentication Screen will be restored.

3 Press [Password].

	MACHINE	JOB LIST	(D)	RECALL		COPY		SCAN	i i i	STORE	0 ?	)
G	Please enter	password										4
u	U							Pre-Job	Orig	Memory	100.000	3%
								Reserve	Job (	HDD	100.000	3%
												1
												8
					Passwo	rd						1
	_		_		_		_				_	8
	•											1
												8
												8
											- 11	1
												1
	1 2	3 4	5	6	7 8	9	0	J		Del.		8
											- 11	1
	q	w e	r	t y	u	i		p   0			- 84	8
											- 84	1
	۵				h j	k		لينال	ل ال		_	1
												8
		Z X	الگ	v [b	n		سال	<u> </u>		Shift	- 11	8
											- 11	8
											- 84	8
			_	-	_	_			Canada			1
	00 8 0 0 0 0 0 0 0 0								- cancer		- 0	IJ

The Password Setting Screen will be displayed.

- 4 Enter the specified password, and press [OK].
  - → You may enter from 8 to 64 alphanumeric characters for the user password.
  - → If a wrong password or fewer than 8 alphanumeric characters are entered and [OK] is pressed, a warning dialog with the message [Authentication failure] will be displayed. Press [OK] on the dialog, and then enter the correct password.
  - $\rightarrow$  The information on failed authentication will be saved in the audit log.

The User Authentication Screen will be restored.

5 Press [OK].

The Recall Screen will be displayed.

6 Press [Secure Folder].

MACHINE	JOB LIST 🛅	RECALL 0	IOPY 🗲 SCAN	STORE 🕥 🅐
Please select fo then touch [To U	lder. Iser Box]		Pre-Job Ori Reserve Job	g Memory 100.000%
Personal Folder	Public Folder	Secure Folder		Clear All
Folder Name				
1abe1-001				00 1
abe1-002				00 /
label-003				
pic-01				
sample-A				
				Folder Delete
	Direct Call			To User Box
(914:30 🚔 Ready to recei	ve			@ Rotation D→ Security

The list of secure boxes will be displayed.

7 Select the desired secure box.

🔛 MACHINE 📃 JOB LIST	RECALL	COPY COPY	6	SCAN	Ŭ.	STORE	. 🕐 (	?
Please select user box								
				Pre-Job Orig		Memory	1 DD. C	000%
				Reserve Job	0	HDD	100.0	000%
Personal Folder Public Folder	Secure Folder				[	Clear	A11	
Secure Folder User Box		File						
samplel								
sample2								
🖬 sample3								
			-					
New User Box J User Box Delete								
Direct Call								
④14:30 畠 Ready to receive					Ø R	otation	⊵— Securi	ty

- Enter the secure password specified in secure printing and press [OK].
   The list of secure files will be displayed.
- 9 Select the desired secure file.

RHOHINE COPY	SCAN         Image: STORE         Top         Top           Pre-Job Orig.          Memory         100.000%           Reserve Job         0         100         100.000%
Personal Folder     Politic Folder       Secure Folder     User Box       Image: sample     00 / 0	Code institute File
All Files Print File Delete New Viser Box, Eser Box Delete Direct Call File Oreck Trustmart Of 14:30 & Ready to receive	All Aslesse Relesse Proof ist Sheet) Proof Wart Auto Suspender Print @ Adation Im Security

- 10 Select [Auto], [Proof], [Proof (1st Sheet)], or [Wait], and press [Print].
- bizhub PRESS 1250/1052

- → [Proof (1st Sheet)] can be displayed by using the Utility menu. It does not appear with the initial settings. Please refer to the POD Administrator's Reference for details.
- **11** Use the control panel keypad to enter the print quantity.

MACHINE JOB LIST THE RECALL	COPY 🖌 🗲	SCAN T	STORE 🕕 🕐
Please select file			
		Pre-Job Orig	Memory 100.000%
		Reserve Job 0	HDD 100.000%
Personal Folder Fublic Folder Cecure Folder			Clear All
Secure Folder / User Dox sample1	File		
1 3000			
Please enter set number from keyrad	oor		
	005		
0	utput Sheet		
	All Sheets		
		Change Outp	out Sheet
			ease
Contract of the second s			СК
			litu
Diment (Sali) Pille Orect	Thusbnar I	Suspended	fr int
①14:30 🛔 Ready to receive		Ø.	Rotation P-Security

**12** Press [Change Output Sheet] to change the output sheet of the file to be recalled.

🔛 MACHINE 📃 JOB LIST	RECALL COPY	SCAN	STORE	1 1
Please select file		Pre-Job Orig. Reserve Job	Memory 0 HDD	100.000% 100.000%
Persuasi folder Secure Folder Batt Batt Batt Batt Plesse set output s	Zevine Folder		Clear /	
Sheet Specify All Sheets	Plase we come to designate thet numbers (= 1,3,5) or hyphenation for sheat range(e.g.5-9)	1 2 4 5 7 8 0 4 Cancel	3 Delete 6 9 ▶ Clear 0K	ease Ita
Current Sail	File Oren 🖉 Thusbrian	Suspender	fri	nt
(914:30 🛔 Ready to receive			ĝRotation □	-Security

- → To specify sheets to be output, press [Sheet Specify] and use the touch panel keypad to enter the sheet numbers.
- → Use a comma "," to separate the sheet numbers. To specify consecutive sheet numbers, use a hyphen "-" between the beginning and ending sheet numbers.

→ To output all sheets, press [All Sheets].
Press [OK] to output.

- **13** Press one of the following keys:
  - → Press [Yes] to continue recalling.
  - → Press [No] to exit.
- 14 When all operations are completed, press **Access** on the **control panel** to release the authentication. The User Authentication Screen will be displayed and it will no longer accept any operation.

# 2.5 Administrator Security Functions

The administrator turns ON/OFF the Enhanced Security mode from the Utility Menu Screen. For that operation, a CE password and administrator password should be set up on the machine. Ask your service representative to set up an administrator password. Once specified, the password can be changed by the administrator himself/herself. For details on changing the administrator password, see Section 7 of the User's Guide - POD Administrator's Reference.

To protect the data on the machine from leakage or tampering, please be sure to designate an administrator and activate the Enhanced Security mode.

## 2.5.1 Turning the Enhanced Security Mode ON/OFF

This section describes how to turn the Enhanced Security mode ON/OFF.

- Press **Utility/Counter** on the **control panel** to display the Utility Menu Screen.
- 2 Press [06 Administrator Setting].

$\sim$		UTILITY		۲
Utility Henu Please select one of fol	iowing itens		Serial Number : A4EU011000 <administrator> <extension number=""></extension></administrator>	011
Billing Total Counter Feed Paper Counter Output Paper Counter Printer Total Counter Copy Total Counter Scan Total Counter	Counter 0000000 00000000 0000000 0000000 000000	Start Date 10/03/11 Detaria Perfect Bind Counter	01 System Setting 02 Function Setting 03 Scan Setting 04 Scan Setting 05 Touch Panel Adjustne 05 Administrator Settin	
(§ 14:30				

A password entry screen will be displayed.

- 3 Enter the administrator password.
  - → Use the touch panel keypad to enter the administrator password consisting of 8 alphanumeric characters and symbols, then press [OK].
  - → The alphabetic characters are case-sensitive.
  - → If a wrong password or fewer than 8 alphanumeric characters/symbols are entered and [OK] is pressed, the warning message [Incorrect password / Please wait for a while] will appear, and no key will work for five seconds. Enter the correct password after five seconds.
  - $\rightarrow$  The information on failed authentication will be saved in the audit log.

UTILITY	
Please enter password(0 characters)	Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>
Password Setting	
	7 Shift
Space	Cancel OK
0.14:20	

The Administrator Setting Menu Screen will be displayed.

4 Press [07 Security Setting].

2

	UTILITY		1
Administrator Setting Hemu Please select one of following items		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
Setting New Relinistrator Setting	11       System Setting         12       Administrator Registration         13       User Auth./Account Track         14       Network Setting         15       Copy/Printer Setting         16       System Connection         17       Security Setting         18       scarity Setting         19       Scan Address Register         19       OpenAPT Auth. Management		
Exit		Close	

5 Press [03 Enhanced Security Mode].

	UTILITY		) 🛞	2
Administrator Setting Henu Please select one of following items		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>		
Setting Horu Administrator Setting Security Setting	11 Administrator Password 12 HEO Monagement Setting 13 Enhanced Security Mode			
© 14:30		Liose		

- 6 Turn ON/OFF the Enhanced Security mode.
  - → Select [ON] to activate the Enhanced Security mode, or select [OFF] to deactivate it.

	UTILITY	
Enhanced Security	Node	Serial Number : A4EUU11000011 <administrator> <extension number=""></extension></administrator>
Setting can be change	ad	
	Enhanced Security Mode	
914:30	(H) ()FF	Cancel OK

- 7 Press [OK].
  - → A dialog to confirm the change to the Enhanced Security mode setting will be displayed.

→ Press [Yes].



Enhanced Security Hode       Serial Number : A4EU011000011         \u00eddatamath{datamath{a}}       \u00eddatamath{a}         \u00eddatamath{a}       \u00eddatamath{a}         \u00eddatamath{a}
Setting can be changed
Please wit for a while
Carrel (i

$\sim$	UTILITY		1
Enhanced Security Node		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
Setting can be changed			
	Enternen Segun ty Hore		
D14:20			

8 Turn OFF the sub power switch, and turn OFF the main power switch.

#### NOTICE

Do not turn off the main power while the message [Cooling in progress / After cooling, power off automatically] is displayed.

- 9 Please wait for more than 10 seconds.
- 10~ Turn ON the main power switch, and turn ON the sub power switch.

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## 2.5.2 HDD Lock Password

With the Enhanced Security mode activated, you can specify a new lock password (8 to 32 alphanumeric characters, case-sensitive) by changing the default lock password initially given to the HDD. Setting up a lock password will prevent the leakage of document data by taking out an illicitly-switched HDD. If the HDD itself is externally accessed, the data readout will not be available until the correct lock password is entered.

#### NOTICE

Do not use your name, birthday, employee number, etc. for a password that others can easily figure out. Be careful not to inform anybody else of the password, or not to let it known to others.

- 1 Press Utility/Counter on the control panel to display the Utility Menu Screen.
- 2 Press [06 Administrator Setting].
  - → The HDD lock password only functions when the Enhanced Security mode is activated. With the Enhanced Security mode turned off, the message [Please set enhanced security mode] is displayed.
  - → Please be sure to set up an HDD lock password when using the Enhanced Security mode.

		UTILITY		1 2
Utility Menu Please select one of fol	lowing itens		Serial Number : A4EU01100 <administrator> <extension number=""></extension></administrator>	0011
Billing Total Counter Feed Paper Counter Drippit Paper Counter Printer Copy Total Counter Scan Total Counter Scan Total Counter	Counter 0000000 0000000 0000000 0000000 000000	Start Date 10/03/11 Details Perfect Bind Counter	01 System Setting 02 Function Setting 03 Copy Setting 04 Scan Setting 05 Touch Panel Adjust 06 Administrator Sett	
O 14:30				

A password entry screen will be displayed.

- 3 Enter the administrator password.
  - → Use the touch panel keypad to enter the administrator password consisting of 8 alphanumeric characters and symbols, then press [OK].
  - → The alphabetic characters are case-sensitive.
  - → If a wrong password or fewer than 8 alphanumeric characters/symbols are entered and [OK] is pressed, the warning message [Incorrect password / Please wait for a while] will appear, and no key will work for five seconds. Enter the correct password after five seconds.
  - → The information on failed authentication will be saved in the audit log.

UTILITY	<b>()</b>
Please enter password(8 characters)	Serial Number : A4EUU11000011 <administrator> <extension number=""></extension></administrator>
Dereved Set inc.	
1	
	- ^ \ Del.
z x c v b n n , .	/ Shift
Space	
0.14.20	

The Administrator Setting Menu Screen will be displayed.

4 Press [07 Security Setting].

	UTILITY		1
Administrator Setting Hemu Please select one of following items		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
Setting Henu Mainistrator Setting	01 System Setting         02 Administrator Registration         03 User Auth./Account Track         04 Network Setting         05 Copy/Printer Setting         05 System Connection         07 Security Setting         08 Scon Address Register         09 OpenAP1 Auth. Management		
		Close	

5 Press [02 HDD Management Setting].

	UTILITY		1 1	2
Administrator Setting Henu Please select one of following items		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>		
Retting Honu Administrator Setting Security Setting	91 Administrator Password 92 HEO Honagement Setting 93 Enhanced Security Mode			
© 14:30		CTOSE		

The HDD Management Setting Menu Screen will be displayed.

6 Press [03 HDD Lock Password].

	UTILITY		٠ 🕥	2
HDD Management Setting Henu Please select one of following items		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>		
Setting Heru Administrator Setting Security Setting ECO Hanagement Setting	01 Folder/War Box List Detete 02 HOD Stored Data Delete Period 03 HOD Lock Passeord 04 Delete Temp. Data Setting 05 Delete All Data Setting 06 HOD Encryption Setting			
© 14:30	_	Close		

The HDD Lock Password Screen will be displayed.

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7 Press [Current Password] to enter the password currently used, then press [OK].

Default password is the main body serial number consisting of 13 alphanumeric characters.

UTILITY	
HDD Lock Password Please enter password	Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>
Setting can be changed	
< HDL Lock Password Change >	
	Cancel OK

- → The main body serial number as 13 alphanumeric characters is displayed on the upper left corner of the Utility Menu Screen or to be printed on the upper right corner of the audit log. For details, see the next section "Printing Audit Log."
- 8 If the authentication has succeeded, press [New Password] to enter a new password.

#### NOTICE

Do not use your name, birthday, employee number, etc. for a password that others can easily figure out.

- → You may enter 8 to 32 alphanumeric characters for the HDD lock password.
- → If a wrong password or fewer than 8 alphanumeric characters are entered and [OK] is pressed, the warning message [Incorrect password / Please wait for a while] will appear, and no key will work for five seconds. Enter the correct password after five seconds.
- $\rightarrow$  The information on failed authentication will be saved in the audit log.
- → The information on changing password will be saved in the audit log.
- → The current password cannot be used again as a new password.
- → Press [OK] when completed.
- 9 Press [Input Confirmation] to enter the same password as above.
  - → Press [OK] when completed.
- **10** Press [OK] on the HDD Lock Password Screen.

## 2.5.3 Deleting Temporary Data

Use this function to select whether or not to erase the temporary data on HDD or DRAM in order to prevent them from being reused. When erasing the data, also select one of the two erase modes provided on the screen.

- 1 Press Utility/Counter on the control panel to display the Utility Menu Screen.
- 2 Press [06 Administrator Setting].

		UTILITY	(*) (*)
Utility Menu Please select one of follo	wing itens		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>
Billing Total Counter Feed Paper Counter Original Paper Counter Printer Total Counter Copy Total Counter Son Total Counter	Counter 0000000 00000000 0000000 0000000 000000	Start Date 10/03/11	01 System Setting 12 Function Setting 19 Scar Setting 19 Scan Setting 19 Touch Panel Adjustment 18 Administrator Setting
		Perfect Bind Counter	
Exit			System Info.

A password entry screen will be displayed.

- 3 Enter the administrator password.
  - → Use the touch panel keypad to enter the administrator password consisting of 8 alphanumeric characters and symbols, then press [OK].
  - → The alphabetic characters are case-sensitive.
  - → If a wrong password or fewer than 8 alphanumeric characters/symbols are entered and [OK] is pressed, the warning message [Incorrect password / Please wait for a while] will appear, and no key will work for five seconds. Enter the correct password after five seconds.
  - $\rightarrow$  The information on failed authentication will be saved in the audit log.

UTILITY	
Please enter password(8 characters)	Serial Number : A4EU011000011 (Administrator) (Extension Number)
Password Setting	
© 14:30	Cancel OK

The Administrator Setting Menu Screen will be displayed.

4 Press [07 Security Setting].



5 Press [02 HDD Management Setting].

UTILITY	
Administrator Setting Menu Please select one of following items	Serial Number : A4EU011000011 <administrator≻ <extension number=""></extension></administrator≻ 
Setting Venu Ammistrator Setting Security Setting	r Passward nt Setting ur it y Mode
© 14:30	

The HDD Management Setting Menu Screen will be displayed.

6 Press [04 Delete Temp. Data Setting].

	UTILITY		1
HDD Hanagement Setting Henu Please select one of following items		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
Setting Heru Administrator Setting Security Setting ED Hangement Setting	31 Folder/Aber Box List Delete         32 HED Stored Data Delete Period         13 HED Lock Password         34 Delete Temp. Data Setting         15 Delete All Data Setting         16 HED Encryption Setting		
CD 14:20		Close	

The Delete Temporary Data Setting Screen will be displayed.

- 7 Select whether or not to overwrite the temporary data.
  - → To overwrite the temporary data, press [ON]. Otherwise, press [OFF].

Delete Tempora To effect sett	ry Data Setting ing OFF/ON main power	UTILITY	Serial Number : A4EU011000011 <administrator></administrator>	1
			<extension number=""></extension>	_
	< Delete T	emporary Data Setting >		
	Setting Switch Erase Mode	(N) Node 1	OFF Wode 2	
			Cancel OK	

- 8 If you choose to overwrite the data, select the desired erase mode.
  - → Press [Mode 1] or [Mode 2]. Please refer to the POD Administrator's Reference for details.
  - → If you choose not to overwrite the data, the mode selection does not make any difference.
- 9 Press [OK] on the Delete Temporary Data Setting Screen.
- 10 Turn OFF the sub power switch, and turn OFF the main power switch.
  - → Do not turn off the main power while the message [Cooling in progress / After cooling, power off automatically] is displayed.
- **11** Please wait for more than 10 seconds.
- 12 Turn ON the main power switch, and turn ON the sub power switch.

# 2.5.4 Deleting All Data

You can choose to delete all the document data stored on HDD. When you choose to delete all the data, select one of the 8 erase modes provided.

- 1 Press Utility/Counter on the control panel to display the Utility Menu Screen.
  - → To use this function of deleting all the data, please contact your service representative.
- 2 Press [06 Administrator Setting].

$\sim$		UTILITY	
Utility Nenu Please select one of follo	wing itens		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>
Billing Total Counter Feed Paper Counter Output Decorrector	Counter 00000000 00000000 00000000	Stort Date 10/03/11	81 System Setting 102 Function Setting 193 Copy Setting
Printer Total Counter Copy Total Counter Scan Total Counter	000000000000000000000000000000000000000	Details Perfect Bind Counter	B4 Scan Setting B5 Touch Panel Adjustment Tré Administrator Setting
© 14:30			System Info.

A password entry screen will be displayed.

3 Enter the administrator password.

- → Use the touch panel keypad to enter the administrator password consisting of 8 alphanumeric characters and symbols, then press [OK].
- → The alphabetic characters are case-sensitive.
- → If a wrong password or fewer than 8 alphanumeric characters/symbols are entered and [OK] is pressed, the warning message [Incorrect password / Please wait for a while] will appear, and no key will work for five seconds. Enter the correct password after five seconds.
- $\rightarrow$  The information on failed authentication will be saved in the audit log.



The Administrator Setting Menu Screen will be displayed.

4 Press [07 Security Setting].

	UTILITY		2
Administrator Setting Menu Please select one of following items		Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>	
Setting Haru Administrator Setting	D1 System Setting         D2 Administrator Registration         D3 User Auth. /Account Track         D4 Network Setting         D5 Copy/Printer Setting         D6 System Connection         D7 Security Setting         D8 Scon Address Register         D9 OpenAPT Auth. Management		
Exit		Close	

5 Press [02 HDD Management Setting].

Administrator Setting Menu Please select one of following items	Serial Number -: A4E0011000011 <administrator> <extension number=""></extension></administrator>
Cetting Heru Administrator Setting Decurity Setting	01 Administrator Password 12 HD Honogenent Batting 13 Enhanced Security Hode
Exit	Close

The HDD Management Setting Menu Screen will be displayed.

6 Press [05 Delete All Data Setting].

	UTILITY 🛛 🕄 🕄
HDD Management Setting Menu Please select one of following items	Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>
Setting Heru Remitstrator Setting Security Setting ECO Hanagement Setting CO Hanagement Setting	der/Abar Box List Delete Stored Data Delete Per IO Lock Password ete All Data Setting ete All Data Setting
© 14:30	Crose

The Delete All Data Setting Screen will be displayed.

7 Select the desired erase mode and press [Execute Deletion].

→ Please refer to the POD Administrator's Reference for details of the erase mode.

### NOTICE

If you delete data using the [Execute Deletion] key, no data on HDD can be used again. All the necessary data should be moved to another device beforehand.

	u	ЛІLITY		- I I I I I I I I I I I I I I I I I I I
Delete All Data S	etting		Serial Number : A4EU011000 <administrator> <extension number=""></extension></administrator>	0011
	< Pelete Al	1 Data Setting >	_	
	Celete Al	T Lata Setting /		_
	Erase Mode Node 1			
	Mode 2			
	Mode 3			- 11
	Mode 4			- 11
	Mode 5			
	Mode 6			
	Mode 7			
	Mode 8			
			R	eturn

8 Press [Return] on the Delete All Data Setting Screen.

### 2.5.5 Printing Audit Log

2

An audit log will be automatically created when the data saved on the machine have been accessed. All the audit log data can be output as follows.

- 1 Press Utility/Counter on the control panel to display the Utility Menu Screen.
- 2 Press [06 Administrator Setting].

$\sim$		UTILITY		۲
Utility Menu Please select one of follo	wing itens		Serial Number : A4EU0110000 <administrator> <extension number=""></extension></administrator>	11
Billing Total Counter Feed Pager Counter Output Pager Counter Printer Total Counter Copy Total Counter Scan Total Counter	Counter 0000000 0000000 0000000 0000000 000000	Start Date 10/03/11 Betails Perfect Bind Counter	Bt System Setting 12 Function Setting 13 Copy Setting 14 Scan Setting 15 Touch Panel Adjustme 16 Administrator Settin	
Exit			System	1 Info.
(9) 14:30				

A password entry screen will be displayed.

- 3 Enter the administrator password.
  - → Use the touch panel keypad to enter the administrator password consisting of 8 alphanumeric characters and symbols, then press [OK].
  - → The alphabetic characters are case-sensitive.
  - → If a wrong password or fewer than 8 alphanumeric characters/symbols are entered and [OK] is pressed, the warning message [Incorrect password / Please wait for a while] will appear, and no key will work for five seconds. Enter the correct password after five seconds.
  - → The information on failed authentication will be saved in the audit log.

Please enter password(8 characters)	Serial Number : A4EU011000011 <administrator> <extension number=""></extension></administrator>
Password Setting	
1 2 3 4 5 6 7 8 9 0	- ^ \ Del.
asdf ghjkl zxcvbnm,	; : ] /
Space	
© 14:30	Cancel OK

The Administrator Setting Menu Screen will be displayed.

4 Press [01 System Setting].



5 Press [04 List/Counter].

	UTILITY		) 3
Administrator Setting Henu Please select one of following items	Seria <admin <exter< th=""><th>l Number : A4EU011000011 nistrator&gt; nsion Number&gt;</th><th></th></exter<></admin 	l Number : A4EU011000011 nistrator> nsion Number>	
Setting Haru Kalimistrator Setting System Setting	B1 Power Save Setting       D2 Date/Time Setting       D3 Weekly Timer Setting       D4 List/Counter       D5 Restrict User Access Setting       D6 Expert Adjustment       D7 Size Setting       D8 Sender Time       D8 Keyboard Type Setting       D0 Operation Screen Customize		
© 14:30		Close	J

The List/Counter Screen will be displayed.

6 Select [Audit Log Report], then press [Print Mode].

Serial Number : ARDUIT000011 Administrator -REtension Number Setting can be changed List/Counter Mode Nencry List User Management List
Setting can be changed List/Counter  Mode Mesory List User Management List User Management List Use Management List Excit Los Deport
List/Contor Rode Netory List Door Norsgoment List Door Paragement List Event Paragement List Fort Parton List
Node Memory List User Management List Use Management List Fort Pattern List
Node Nemory List User Hanagement List Use Hanagement List Fort Pattern List
Node Memory List User Management List User Management List Fort Pattern List
ber Hanagement List Die Hanagement List Fort Pattern List
Use Management List Fant Pattern List
Font Pattern List
Audit Log Papart
Addre 200 Hepore
Print Hode Return

- 7 Print the log.
  - → Press Start on the control panel.
  - → To stop printing, press Stop on the control panel. A dialog will pop up for confirmation. Press [Cancel Job] to cancel the print job.
  - → When the print job is completed, press [Close].

# 2.5.6 Analyzing Audit Log

Audit log needs to be analyzed by the administrator regularly (once per month), or when the data saved in the machine are illegally accessed or even tampered.

The machine is supposed to store up to 750 logs per month. If more than 750 logs are assumed to be stored in a month, carry out the analysis in a shorter period before unanalyzed logs reach that number.

					Audit log	report				04/04/2 A4EL	P.1 2012 18:29 1011901010 TC:931
No	date/time	id	action	result	No	date/time		id	action	result	
0001	04/04/2012 18:29	-2	04	OK	0002	04/04/2012	15:35	-3	11	NG	
0003	04/04/2012 14:26	1	11	OK	0004	04/04/2012	14:24	1	11	OK	
0005	04/04/2012 14:24	1	11	NG	0006	04/04/2012	14:23	-3	11	NG	
0007	04/04/2012 14:23	1	11	NG	0008	04/04/2012	14:22	2	07	OK	
0009	04/04/2012 14:22	1	07	OK	0010	04/04/2012	14:22	2	07	OK	
0011	04/04/2012 14:21	1	07	OK	0012	04/04/2012	14:18	-2	02	OK	
0013	04/04/2012 14:17	2	07	OK	0014	04/04/2012	14:17	-2	02	OK	
0015	04/04/2012 14:15	-2	02	OK	0016	04/04/2012	14:11	-2	02	OK	
0017	04/04/2012 11:23	-2	02	OK	0018	04/04/2012	11:21	-2	02	OK	
0019	04/04/2012 11:20	-2	02	OK	0020	04/04/2012	11:19	-1	06	OK	
0021	04/04/2012 11:19	-1	06	OK	0022	04/04/2012	11:18	1	11	OK	
0023	04/04/2012 11:17	-3	11	NG	0024	04/04/2012	11:15	1	11	NG	
0025	04/04/2012 11:14	1	11	NG	0026	04/04/2012	11:11	1	11	OK	

## Audit log information

The audit log contains the following information:

- 1. date/time: registers date and time of the operation that resulted in the creation of a log entry.
- 2. id: specifies person who made the operation, or subject for security protection.
- -1: operation by customer engineer (CE)
- -2: operation by the administrator
- -3: operation by the unregistered user
- Other integer: indicates subjects for security protection, and the following action IDs narrow down the subject for protection. User ID: numbers from 1 to 1000. Secure User ID: numbers from 1 to 99999.
- 3. action: indicates number that specifies the operation. Refer to the following table for details.
- 4. result: records result of the operation. For password authentication, success/failure will be indicated as OK/NG. For operations without password authentication, all log entries will be indicated as OK.

Table c	of items	saved in	audit log
---------	----------	----------	-----------

No.	Operation	Audit ID	Stored ac- tion	Result
1	CE authentication	CE ID	01	OK/NG
2	Administrator authentication	Administrator ID	02	OK/NG
3	Set/Change Enhanced Security mode	Administrator ID	03	OK
4	Print audit log	CE ID	04	ОК
5	Change/Register CE password	CE ID	05	ОК
6	Change/Register administrator pass- word	CE ID/Administrator ID	06	ОК
7	Create user by administrator	User ID	07	ОК
8	Change/Register user password by ad- ministrator	User ID	08	ОК
9	Delete user	User ID	09	ОК
10	Change user attribute	User ID	10	ОК
11	Password authentication for user	User ID <sup>*1</sup> /Unregistered user ID <sup>*2</sup>	11	OK/NG
12	Change attributes of user by user (user password, etc.)	User ID	12	ОК
13	Access to file (Read document data)	User ID	13	ОК

No.	Operation	Audit ID	Stored ac- tion	Result
14	Delete file Delete document data	User ID	14	ОК
15	Change file attribute	User ID	15	OK
16	Password authentication for secure print	Secure user ID <sup>*3</sup> /Unreg- istered user ID <sup>*4</sup>	16	OK/NG
17	Access to secure print file	Secure user ID	17	OK
18	Delete secure print file	Secure user ID	18	OK
19	Change HDD lock password	Administrator ID	19	OK

<sup>\*1</sup>: Audit log ID will be saved as user ID when user authentication is successfully made, or when password inconformity occurs with a registered user name.

<sup>\*2</sup>: Audit log ID will be saved as unregistered user ID when authentication failure occurs with an unregistered user name.

<sup>\*3</sup>: Audit log ID will be saved as secure user ID when secure print authentication in successfully made, or when password inconformity occurs with a registered secure user name.

<sup>\*4</sup>: Audit log ID will be saved as unregistered user ID when secure print authentication failure occurs with an unregistered user name.

The purpose of analyzing the audit log is to understand the following and implement countermeasures:

- Whether or not data was accessed or tampered with
- Subject of attack
- Details of attack
- Result of attack

For specific analysis methods, see the following description.

#### Specifying unauthorized actions: password authentication

If logs have NG as the result of password authentication (action: 01, 02, 11), items protected by passwords may have been attacked.

- Failed password authentication (NG) log entries specify who made the operation, and show if unauthorized actions were made when password authentication failed.
- Even if password authentication succeeded (OK), you may need to check whether a legitimate user created the action. Careful check is recommended especially when successful authentication occurs after series of failures, or for those made during times other than normal operating hours.

## Specifying unauthorized actions: actions other than password authentication

Since all operation results other than password authentication are indicated as successful (OK), use ID and action to determine if any unauthorized actions were made.

- Since you cannot identify what was attacked only with an ID, you need to refer to the correspondence table of actions on the previous page to determine whether unauthorized actions were made on a personal box or secure box.
- Check the time of operation, and see if the user who operated the specific subject made any unauthorized actions.

For example:

If a document saved in a box is printed with fraudulent authentication, the following audit log entry will be created.

1. Password authentication to the box:

action = 11

id = Box for which the authentication was performed

result = OK/NG

2. Access to the document in the box:

```
action = 13
```

id = Box for which the authentication was performed

Check the date and time of the operation, and see if the user who operated on documents in the specific personal/secure box was a legitimate owner of the box.

## **Remedy for unauthorized operations**

If you find that a password has leaked out after analyzing the audit log, change the password immediately.

- The legitimate user may not be able to access the box because the password has been fraudulently altered. The administrator must contact the user to confirm the situation, and if that is the case, he/she must address the problem either by changing the password or by deleting the stored data.
- If a stored document cannot be found or its content is altered, unauthorized actions may have been occurred. If that is the case, similar countermeasures are needed.



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# 3.1 Index by item

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