DataOverwriteSecurity Unit Type C
DataOverwriteSecurity Unit Type D

Operating Instructions

For security, please read this manual carefully before you use this product and keep it handy for future reference.

Introduction

This manual describes basic instructions and notes about the use of this product. To get maximum versatility all operators are requested to read this manual carefully and follow the instructions. Please keep this manual handy for future reference.

Important

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

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

Depending on your machine, the panel display may differ slightly.

Conditions for Use

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

Operating Environment

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

✎ Note
- ❐ Customer engineers dispatched from the supplier and its affiliated companies are trained in the maintenance of this option.

Instructions for Use

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

- **If the Data Overwrite icon is not displayed, first check if Auto Erase Memory has been set to Off. If the icon is not displayed even though Auto Erase Memory is On, contact your service representative. [*1]**
- **Before turning off the main power switch of the machine, always make sure that the Data Overwrite icon has turned to "Clear". If the Data Overwrite icon remains "Dirty", check if there is a Sample Print or Locked Print job [*2] waiting in line. Either execute or delete the job, and then wait until the icon changes to "Clear".**
- **Should the main power switch of the machine be turned off before overwriting is completed, the temporary data will remain on the hard disk until the main power switch is next turned on and overwriting is resumed.**

[*1] For details on the Data Overwrite icon, see p.2 "Panel Display".
[*2] For details on Sample Print and Locked Print, see *Printer Reference*.

- If the machine enters Energy Saver mode when overwriting is in progress, press the 【Energy Saver】 key to revive the display in order to check the icon.
- The machine will not enter Low Power mode or Off mode (Sleep mode) until overwriting has been completed.
- Should the Data Overwrite icon continue to be "Dirty" even after you have made sure that there is no temporary data, turn off the main power of your machine. Turn it on again and see if the icon changes to "Clear". If it does not, contact your sales or service representative.
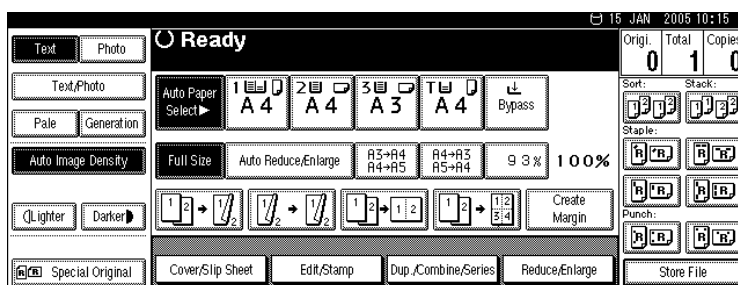
Auto Erase Memory

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

Overwriting starts automatically once the job is completed.

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

Panel Display

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

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

Note
❒ If the Data Overwrite icon is not displayed, first check if Auto Erase Memory has been set to Off. If the icon is not displayed even though Auto Erase Memory is On, contact your service representative.

❖ **Data Overwrite Icon**

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

Methods of Overwriting

You can select a method of overwriting from the following:

✐ Note
❒ Default: *NSA*

❖ NSA [1]
Temporary data is overwritten twice with random numbers and once with zeros.

❖ DoD [2]
Temporary data is overwritten with a fixed value, the fixed value's complement, and random numbers. It is then verified.
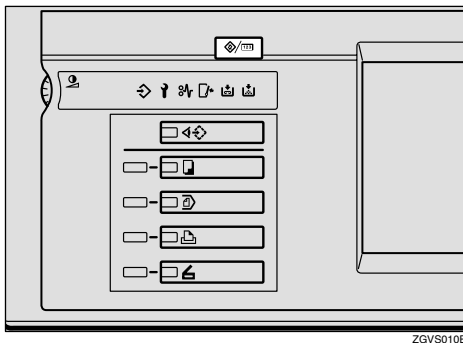
❖ Random Numbers
Temporary data is overwritten multiple times with random numbers. The number of overwrites can be selected from 1 to 9. The default is 3 times.
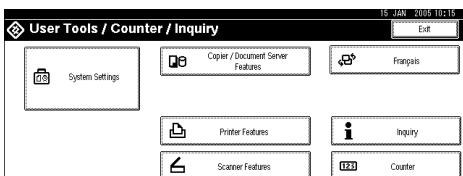
[1] National Security Agency, U.S.A.
[2] Department of Defense, U.S.A.

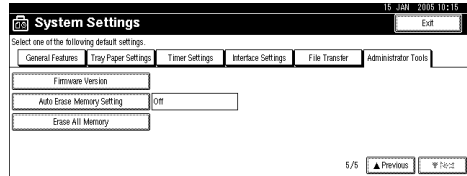## Using Auto Erase Memory

A Press the 【User Tools / Counter】 key.

ZGVS010E

B Press [System Settings].
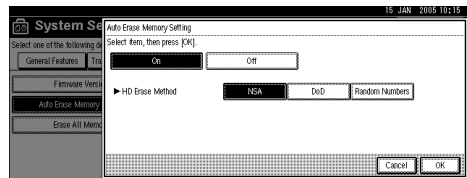

C Press [Administrator Tools].

D Press [▼ Next].

E Press [Auto Erase Memory Setting].
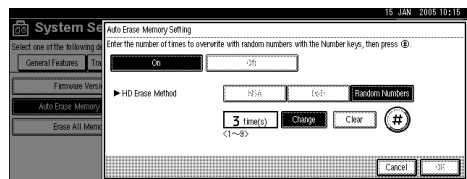

F Press [On].

G Select the method of overwriting.

When you select "Random Numbers"

A Press [Change].

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

H Press [OK].

Auto Erase Memory is set.

⚠️ Important
❒ When Auto Erase Memory is set to On, temporary data that remained on the hard disk when Auto Erase Memory was Off might not be overwritten.

Note

❒ Should the main power switch of the machine be turned off before overwriting is completed, the temporary data will remain on the hard disk until the main power switch is next turned on and overwriting is resumed.

❒ If an error occurs before overwriting is completed, turn off the main power. Turn it on again, and then repeat from step **1**.

❒ If the overwriting method is changed while overwriting is in progress, the remainder of the temporary data will be overwritten using the method set originally.

Canceling Auto Erase Memory

1 Follow steps **1** to **5** in "Using Auto Erase Memory".

2 Press [Off].

3 Press [OK].

Auto Erase Memory is disabled.

Note

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

Types of Data that Can or Cannot Be Overwritten

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

Data overwritten by Auto Erase Memory	Copier	• Copy jobs
	Printer	• Print Jobs • Sample Print/Locked Print jobs [*1] • Spool Printing jobs
	Facsimile [*2]	• LAN-FAX print data • Internet fax data
	Scanner [*3]	• Scanned files sent by e-mail • Files sent by Scan to Folder • Documents sent using DeskTopBinder, the Scan-Router delivery software or a Web browser
Data not overwritten by Auto Erase Memory	Documents stored by the user in the Document Server using the Copier, Printer, Facsimile or Scanner functions [*4]	
	Information registered in the Address Book [*5]	
	Counters stored under each user code	

[*1] A Sample Print or Locked Print job can only be overwritten after it has been executed.
[*2] Data sent or received via facsimile, as well as fax numbers, will not be overwritten by Auto Erase Memory.
[*3] Data scanned with network TWAIN scanner will not be overwritten by Auto Erase Memory.
[*4] A stored document can only be overwritten after it has been printed or deleted from the Document Server.
[*5] Data stored in the Address Book can be encrypted for security. For details, see *Security Reference*.

Erase All Memory

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

⚠️Important

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

📝 Note

❒ Before erasing the hard disk, you can back up user codes, counters for each user code, and Address Book data using SmartDeviceMonitor for Admin. For details, see SmartDeviceMonitor for Admin Help.

❒ Depending on hard disk capacity and overwriting method, the process might take a few hours. During overwriting, the machine cannot be operated.

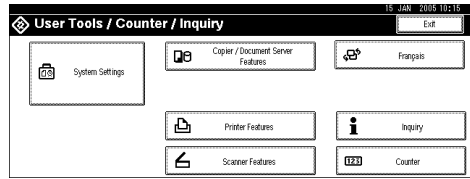❒ For the methods of overwriting, see p.3 "Methods of Overwriting".

Using Erase All Memory

A Disconnect communication cables connected to the machine.
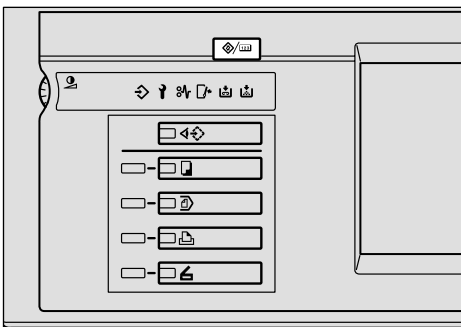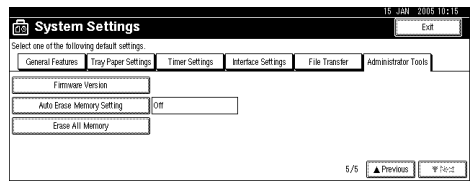
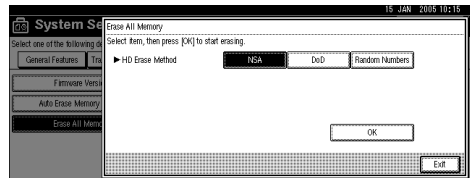**B** Press the 【User Tools / Counter】 key.

C Press [System Settings].

D Press [Administrator Tools].

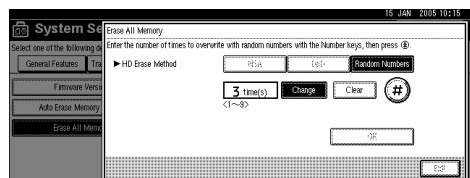**E** Press [▼ Next].

F Press [Erase All Memory].
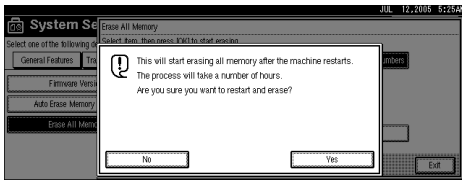

G Select the method of overwriting.

When you select "Random Numbers"

❶ Press [Change].

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

H Press [OK].

I Press [Yes].

The machine restarts automatically, and overwriting begins.

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

⚠️Important

❒ Should the main power switch of the machine be turned off before Erase All Memory is completed, overwriting is canceled. Make sure the main power switch is not turned off during overwriting.

📝 Note

❒ If the main power is turned off when Erase All Memory is in progress, overwriting will start again when you next turn on the main power.

❒ If an error occurs before overwriting is completed, turn off the main power. Turn it on again, and then repeat from step **B**.

Canceling Erase All Memory

A Press [Cancel] while Erase All Memory is in progress.

B Press [Yes].

Erase All Memory is canceled.

C Turn off the main power.

📝 Note

❒ To resume overwriting after power off, turn on the main power of the machine, and then repeat the procedure in "Using Erase All Memory".

When an Error Message is Displayed

Contact your service representative.

Accessories

- Operating Instructions (this manual)

GB (GB)
EN (USA)
AE (AE) B735-8600