

Security Guide

PREFACE

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NOTES, CAUTIONS AND WARNINGS

NOTE

A note provides additional information to supplement the main text.

CAUTION!

A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

WARNING!

A warning provides additional information which, if ignored, may result in a risk of personal injury.

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DOCUMENT SECURITY

Document security can be breached in many ways. Some are obvious and can be remedied quite easily;

- > Unattended documents left in a printer's output tray. Even one connected "one-to-one" with a computer.
- > Worse still, unattended documents left in a networked printer's output tray, for all to see!
- > Personnel possessing confidential documents off-site.

Other security risks may not be so obvious.

As printers and multi-function products become more sophisticated so must the security measures to ensure your valuable data is kept secure.

If left unprotected, access to records can be achieved via a networked machine. On-board storage devices may contain confidential data such as PIN numbers, personnel names and IP addresses as well as raw text.

Your machine has a number of valuable features which, when enabled, reduce the risk of security breaches.

The following chapters guide you through the initial set up and also explain how you use the secure printing features.

GLOSSARY

IP	Internet Protocol
MAC Address	Media Access Control Address
PIN	Personal Identification Number
SSL	Secure Sockets Layer
TLS	Transport Layer Security
Storage device	Hard disk drive (HDD) or SD card

SETTING THE SECURITY

Although, in most cases, it is possible to program your machine via the operator panel, the most effective way is via the web page.

NOTE

Example screenshots are used throughout this manual and as such may not represent the screens displayed for your machine. Some of the features shown on the example screenshots may not be available on your machine.

ACCESSING THE WEB PAGE

Type the IP address of the machine in the URL field of your browser and then press **Enter**. The machine web page appears. For example: ***http://10.18.207.15***

The screenshot displays the Toshiba e-STUDIO262CP web interface. The top header features the Toshiba logo and the model name 'e-STUDIO262CP'. A left sidebar contains a navigation menu with options: Status, Printer Status, Printer Summary, Information, Supplies Life, Network Summary, Job List, Print, Links, and Administrator Login. The main content area is divided into several sections. At the top, a large 'ONLINE' status indicator is shown next to a 'Refresh' button. To the right, a 'Toner Remain' section displays four color-coded bars (Cyan, Magenta, Yellow, Black) each at 100%. Below this, the 'Printer Information' table lists details such as Printer Name (e-STUDIO262CP-02765B), IPv4 Address (192.168.0.100), MAC Address (00:80:87:02:76:5B), and various hardware specifications. To the right of this table is the 'Print Service' section, which lists services like LPR, Port9100, FTP, IPP, NetWare PServer, NetWare RPrinter, EtherTalk, and NetBEUI, each with an 'Enabled' checkbox. Below the printer information is the 'Version Information' table, showing CU Version (A1.11), PU Version (00.03.39), Network FW Version (01.05), Web Remote Version (T1.01), and Web Language Version (T1.01). At the bottom right, the 'Setting Service' section lists SNMP, WEB, Telnet, and NetBEUI, each with an 'Enabled' checkbox.

Printer Information	
Printer Name	e-STUDIO262CP-02765B
IPv4 Address	192.168.0.100
MAC Address	00:80:87:02:76:5B
Printer Location	
Serial Number	
Asset Number	
Contact Name	- Administrator
Tray1	A4
MPTray	A4
Duplex	Installed
SD Memory Card	Installed
Memory	256 MB

Print Service	
LPR	<input checked="" type="checkbox"/>
Port9100	<input checked="" type="checkbox"/>
FTP	<input type="checkbox"/>
IPP	<input type="checkbox"/>
NetWare PServer	<input type="checkbox"/>
NetWare RPrinter	<input type="checkbox"/>
EtherTalk	<input type="checkbox"/>
NetBEUI	<input type="checkbox"/>

Setting Service	
SNMP	<input checked="" type="checkbox"/>
WEB	<input checked="" type="checkbox"/>
Telnet	<input type="checkbox"/>
NetBEUI	<input type="checkbox"/>

Version Information	
CU Version	A1.11
PU Version	00.03.39
Network FW Version	01.05
Web Remote Version	T1.01
Web Language Version	T1.01

ADJUSTING THE SECURITY SETTINGS

You must log on as the administrator to adjust the security settings.

NOTE

The Administrative Settings are blocked by a password. Refer to your user documentation for the factory default settings.

It is recommended that the system administrator creates a new password, refer to ["Password configuration" on page 15](#).

1. Click **Administrator Login**.
2. Enter the correct user name and password.
3. Click **Login**.

The initial administration entry screen is displayed.

TOSHIBA

e-STUDIO262CP

Setup Printer

This is the first login to the printer web page.
If you would like to perform basic setup of the device, please complete the fields, and press "OK". Otherwise press "SKIP".

Printer Identification

Printer Name (Max:31characters)
This is the devices identity on the network (sysName, and Printer Name).

The Printer Name can be applied to the following by checking the boxes:

☐ NetWare Print Server Name
☐ NetWare Printer Name
☐ EtherTalk

Short Printer Name (Max:15characters)
This is Printer Name for WINS and NetBEUI. A maximum of 15 characters can be used (alpha/numeric characters and "-" are acceptable.)

Printer Location (Max:255 characters)

Asset Number (Max:32 characters)

Contact Name (Max:255 characters)
- Administrator

Protocol

TCP/IP	Enable
NetBEUI	Disable
NetBIOS over TCP	Enable
NetWare	Disable
EtherTalk	Disable

☐ Do not show this page again.

- Click **Skip** to navigate to the main menu page.

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e-STUDIO262CP

Status

- Printer Status: ONLINE
- Printer Information
 - Information
 - Supplies Life
 - Usage Report
- Network Information
 - General
 - IEEE802.1X
 - TCP/IP
 - NDP/NetBEUI
 - IPP
 - SNMP
 - Email
 - NetWare
 - EtherTalk
 - SNTP
 - Maintenance
- Printer
- Network
- Job List
- Print
- Security
- Maintenance
- Links

Printer Information

Printer Name	e-STUDIO262CP-02765B
IPv4 Address	192.168.0.100
MAC Address	00:80:07:02:76:5B
Printer Location	
Serial Number	
Asset Number	
Contact Name	- Administrator
Tray1	A4
MPTray	A4
Duplex	Installed
SD Memory Card	Installed
Memory	256 MB

Print Service

Service	Enabled
LPR	<input checked="" type="checkbox"/>
Port9100	<input checked="" type="checkbox"/>
FTP	<input type="checkbox"/>
IPP	<input type="checkbox"/>
NetWare PServer	<input type="checkbox"/>
NetWare RPrinter	<input type="checkbox"/>
EtherTalk	<input type="checkbox"/>
NetBEUI	<input type="checkbox"/>

Setting Service

Service	Enabled
SNMP	<input checked="" type="checkbox"/>
WEB	<input checked="" type="checkbox"/>
Telnet	<input type="checkbox"/>
NetBEUI	<input type="checkbox"/>

Version Information

CU Version	A1.11
PU Version	00.03.39
Network F-W Version	01.05
Web Remote Version	T1.01
Web Language Version	T1.01

- From the left hand menu select **Security**.

TOSHIBA
e-STUDIO262CP

Security

- Protocol ON/OFF
- Panel Lockout
- IP Filtering
- MAC Address Filtering
- SSL/TLS
- IPSec
- Change Admin Password
- Change Network Password
- Maintenance
- Links

Protocol

TCP/IP	Enable
NetBEUI	Disable
NetBIOS over TCP	Enable
NetWare	Disable
EtherTalk	Disable

Service

Web (Port No.: 80)	Enable
IPP (Port No.: 631)	Disable
Telnet	Disable
FTP	Disable
SNMP	Enable
POP	Disable
SNTP	Disable
Local Ports	Enable

Port Number

You can not set port number that is already used.

Web	80 (1-65535)
POP	110 (1-65535)
SMTP	25 (1-65535)

Refer to the following chapters for instructions on how to set your security preferences.

NOTE

High level instructions are given, for more details refer to the information on screen.

PROTOCOL ON/OFF

To set up the security protocol:

1. From the left hand panel select **Protocol ON/OFF**.

The screenshot shows the TOSHIBA e-STUDIO262CP web interface. On the left is a navigation menu with the following items: Status, Printer, Network, Job List, Print, Security (selected), Protocol ON/OFF (sub-selected), Panel Lockout, IP Filtering, MAC Address Filtering, SSL/TLS, IPSec, Change Admin Password, Change Network Password, Maintenance, and Links. The main content area is titled 'Protocol' and contains three sections: 'Protocol' (with TCP/IP, NetBEUI, NetBIOS over TCP, NetWare, and EtherTalk), 'Service' (with Web, IPP, Telnet, FTP, SNMP, POP, SMTP, and Local Ports), and 'Port Number' (with Web, POP, and SMTP). Each item has a dropdown menu to select 'Enable' or 'Disable'. The 'Web' service has a note: 'If "Disable", you can not access from your Web browser. and, you can not print with WSD-port.' The 'Port Number' section has a warning: 'You can not set port number that is already used.' At the bottom are 'Submit' and 'Cancel' buttons, followed by the text: 'Press Submit to send changes. Press Cancel to clear changes.'

Protocol	
TCP/IP	Enable
NetBEUI	Disable
NetBIOS over TCP	Enable
NetWare	Disable
EtherTalk	Disable

Service	
Web (Port No. : 80)	Enable <small>If "Disable", you can not access from your Web browser. and, you can not print with WSD-port.</small>
IPP (Port No. : 631)	Disable
Telnet	Disable
FTP	Disable
SNMP	Enable
POP	Disable
SMTP	Disable
Local Ports	Enable

Port Number	
<small>You can not set port number that is already used.</small>	
Web	80 (1-65535)
POP	110 (1-65535)
SMTP	25 (1-65535)

Submit Cancel Press Submit to send changes. Press Cancel to clear changes.

2. From the drop down menus select **ENABLE** / **DISABLE** as appropriate.
3. Input the port numbers as appropriate.
4. Click **Submit** to save the changes or **Cancel** to exit.

PANEL LOCKOUT

To activate the lockout facility on the printer control panel:

1. From the left hand panel select **Panel Lockout**.

The screenshot displays the Toshiba e-STUDIO262CP web interface. The left-hand navigation menu is visible, with the 'Security' section expanded and 'Panel Lockout' selected. The main content area is titled 'Operator Panel Lockout' and contains the text 'Lock printer's operator panel to prevent menu changes' followed by a dropdown menu currently set to 'UNLOCK'. At the bottom of the interface, there are 'Submit' and 'Cancel' buttons, along with a note: 'Press Submit to send changes. Press Cancel to clear changes.'

2. From the drop down menu select **LOCK**.
3. Click **Submit** to save the changes or **Cancel** to exit.

IP FILTERING

To enable IP filtering:

1. From the left hand panel select **IP Filtering**.

TOSHIBA
e-STUDIO262CP

» Status
» Printer
» Network
» Job List
» Print
» **Security**
• Protocol ON/OFF
• Panel Lockout
• **IP Filtering**
• MAC Address Filtering
• SSL/TLS
• IPsec
• Change Admin Password
• Change Network Password
» Maintenance
» Links

IP Filtering

STEP1. Select IP Filtering Settings.

IP Filtering Disable

CAUTION!! If you set IP Filtering to Enable, you can access the printer only from hosts at IP Addresses set in STEP2.

STEP2. Set IP Address range.

Enter the ranges of the host IP Addresses and permissions to print to, or configure the printer.
Complete / valid IP Addresses only. Value of 0.0.0.0 is an invalid address.
Priorities can be given to determine precedence when overlapping ranges of addresses are used.

(CAUTION!!)
When checkbox of "Config" is not marked, you can not print with WSD-port.
Admin IP Address, if set in STEP 3, overrides all configuration settings in this section.

Priority	Address Range No.	IP Address Range		Printing	Config
		Start Address	End Address		
Low	1	0.0.0.0	0.0.0.0	<input type="checkbox"/>	<input type="checkbox"/>
	2	0.0.0.0	0.0.0.0	<input type="checkbox"/>	<input type="checkbox"/>
	3	0.0.0.0	0.0.0.0	<input type="checkbox"/>	<input type="checkbox"/>
	4	0.0.0.0	0.0.0.0	<input type="checkbox"/>	<input type="checkbox"/>
	5	0.0.0.0	0.0.0.0	<input type="checkbox"/>	<input type="checkbox"/>
	6	0.0.0.0	0.0.0.0	<input type="checkbox"/>	<input type="checkbox"/>
	7	0.0.0.0	0.0.0.0	<input type="checkbox"/>	<input type="checkbox"/>
	8	0.0.0.0	0.0.0.0	<input type="checkbox"/>	<input type="checkbox"/>
	9	0.0.0.0	0.0.0.0	<input type="checkbox"/>	<input type="checkbox"/>
High	10	0.0.0.0	0.0.0.0	<input type="checkbox"/>	<input type="checkbox"/>

Address Range Bar Display/Refresh Hide

Settings and Address Range Bar Color relation

Printing	Config	Color
Enable	Enable	
Enable	Disable	

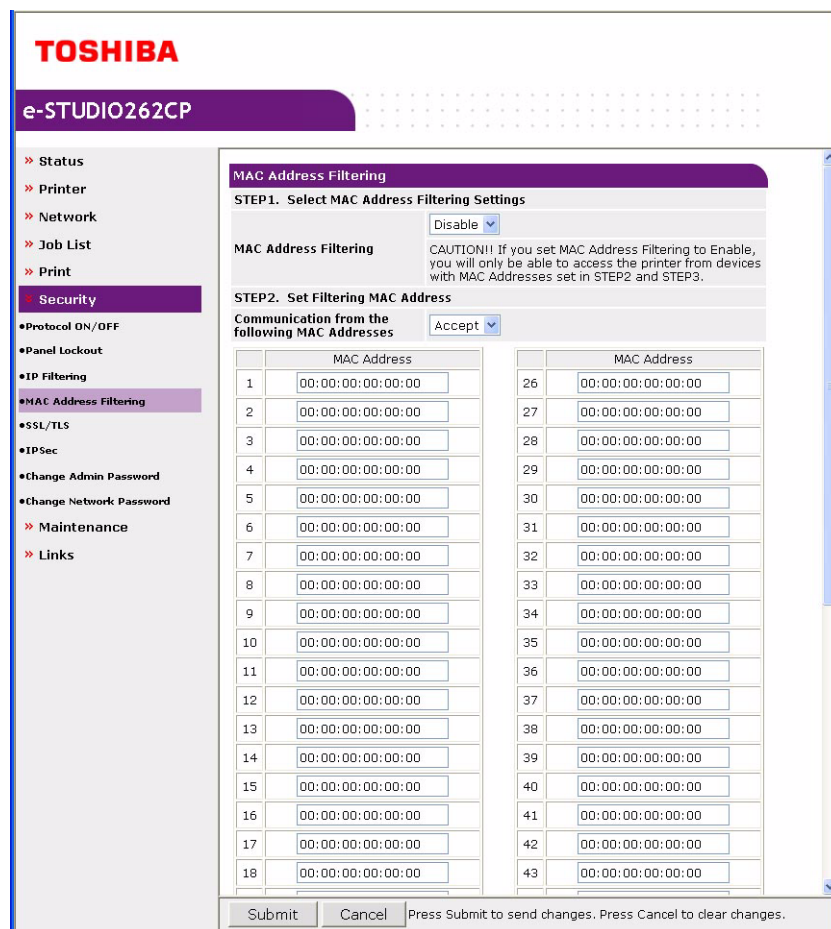
Submit Cancel Press Submit to send changes. Press Cancel to clear changes.

2. From the drop down menu select **ENABLE**.
3. Input the range of host IP addresses and set permissions in the main table.
4. Click **Submit** to save the changes or **Cancel** to exit.

MAC ADDRESS FILTERING

To enable MAC address filtering:

1. From the left hand panel select **MAC Address Filtering**.



TOSHIBA

e-STUDIO262CP

- » Status
- » Printer
- » Network
- » Job List
- » Print
- » Security**
 - Protocol ON/OFF
 - Panel Lockout
 - IP Filtering
 - MAC Address Filtering**
 - SSL/TLS
 - IPSec
 - Change Admin Password
 - Change Network Password
- » Maintenance
- » Links

MAC Address Filtering

STEP1. Select MAC Address Filtering Settings

MAC Address Filtering: Disable

CAUTION!! If you set MAC Address Filtering to Enable, you will only be able to access the printer from devices with MAC Addresses set in STEP2 and STEP3.

STEP2. Set Filtering MAC Address

Communication from the following MAC Addresses: Accept

	MAC Address		MAC Address
1	00:00:00:00:00:00	26	00:00:00:00:00:00
2	00:00:00:00:00:00	27	00:00:00:00:00:00
3	00:00:00:00:00:00	28	00:00:00:00:00:00
4	00:00:00:00:00:00	29	00:00:00:00:00:00
5	00:00:00:00:00:00	30	00:00:00:00:00:00
6	00:00:00:00:00:00	31	00:00:00:00:00:00
7	00:00:00:00:00:00	32	00:00:00:00:00:00
8	00:00:00:00:00:00	33	00:00:00:00:00:00
9	00:00:00:00:00:00	34	00:00:00:00:00:00
10	00:00:00:00:00:00	35	00:00:00:00:00:00
11	00:00:00:00:00:00	36	00:00:00:00:00:00
12	00:00:00:00:00:00	37	00:00:00:00:00:00
13	00:00:00:00:00:00	38	00:00:00:00:00:00
14	00:00:00:00:00:00	39	00:00:00:00:00:00
15	00:00:00:00:00:00	40	00:00:00:00:00:00
16	00:00:00:00:00:00	41	00:00:00:00:00:00
17	00:00:00:00:00:00	42	00:00:00:00:00:00
18	00:00:00:00:00:00	43	00:00:00:00:00:00

Submit Cancel Press Submit to send changes. Press Cancel to clear changes.

2. From the drop down menu select **ENABLE**.
3. From the second drop down menu select **ACCEPT**.
4. Input the MAC addresses in the main table.
5. Click **Submit** to save the changes or **Cancel** to exit.

SSL/TLS

To enable SSL/TLS encryption:

1. From the left hand panel select **SSL/TLS**.

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e-STUDIO262CP

» Status
» Printer
» Network
» Job List
» Print
Security
• Protocol ON/OFF
• Panel Lockout
• IP Filtering
• MAC Address Filtering
• **SSL/TLS**
• IPsec
• Change Admin Password
• Change Network Password
» Maintenance
» Links

Encryption of "Configuration" and "Print"
You can use SSL/TLS for data encryption.
Cipher Setting:
SSL/TLS can encrypt both Printer Configuration via the webpage and Print Data when printing via "IPP".
STEP1. To enable encryption, turn "SSL/TLS = Enable".
If "Enable", you can not print with WSD-port.

SSL/TLS: Disable [Cipher Level Setting](#)

STEP2. Create a Certificate
☒ Using self-signed Certificate
☐ Using a Certificate which a Certification Authority signed
Note: Purchase is required for signed Certificate.

Please provide the following information *Required

Name	Example	Value
1 Common Name	Also known as URL, the Common Name is the fully qualified domain name (FQDN) used for DNS lookups of your printer.	192.168.0.100
2 Organization	The organization name (corporation, limited partnership, university, or government agency) must be registered with some authority at a national state, or city level.	
3 Organizational Unit	(optional) Use this optional field to differentiate between divisions within an organization.	
4 Locality	This field usually denotes the city in which the organization is located.	
5 State/Province	Enter the state where the organization operates. Do not abbreviate.	
6 Country/Region	This is the 2-character ISO format country code. For example, GB is the valid code for Great Britain, and US is the valid code for the United States.	

OK Cancel Press OK to send changes. Press Cancel to clear changes.

2. From the drop down menu select **ENABLE**.

NOTE

Click icon for an explanation of the options available.

3. Click the **Cipher Level Setting** link.
4. Select the level setting from the drop down menu options:
 - > Strong
 - > Standard
 - > Weak
5. Click **OK** to confirm.
6. Select the required option from Step 2: **Create a Certificate**.

NOTE

Click icon for an explanation of the options available.

7. Input the required information into the main table.
8. If required, update the following information:
 - > Key Exchange Method
 - > Key Size
9. Click **OK** to save the changes or **Cancel** to exit.

IPSec

To enable IPSec encryption:

1. From the left hand panel select **IPSec**.

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e-STUDIO262CP

» Status
» Printer
» Network
» Job List
» Print
» **Security**
 • Protocol ON/OFF
 • Panel Lockout
 • IP Filtering
 • MAC Address Filtering
 • SSL/TLS
 • **IPSec**
 • Change Admin Password
 • Change Network Password
» Maintenance
» Links

IPSec

STEP1. IPSec
IPSec Disable ▾

STEP2. IP Address Settings
(Example: "192.168.0.2")
Complete / valid IP Addresses only. Value of 0.0.0.0 is an invalid address.

	IP Address		IP Address
1	0.0.0.0	26	0.0.0.0
2	0.0.0.0	27	0.0.0.0
3	0.0.0.0	28	0.0.0.0
4	0.0.0.0	29	0.0.0.0
5	0.0.0.0	30	0.0.0.0
6	0.0.0.0	31	0.0.0.0
7	0.0.0.0	32	0.0.0.0
8	0.0.0.0	33	0.0.0.0
9	0.0.0.0	34	0.0.0.0
10	0.0.0.0	35	0.0.0.0
11	0.0.0.0	36	0.0.0.0
12	0.0.0.0	37	0.0.0.0
13	0.0.0.0	38	0.0.0.0
14	0.0.0.0	39	0.0.0.0
15	0.0.0.0	40	0.0.0.0
16	0.0.0.0	41	0.0.0.0
17	0.0.0.0	42	0.0.0.0
18	0.0.0.0	43	0.0.0.0
19	0.0.0.0	44	0.0.0.0
20	0.0.0.0	45	0.0.0.0


Submit Cancel Press Submit to send changes. Press Cancel to clear changes.

2. From the drop down menu select **ENABLE**.
3. Enter valid IP Addresses in the **STEP2. IP Address Settings** table.
4. Update the **Phase 1 Proposal Settings** as required.
5. Enter the **Pre-Shared Key Settings** (max. 64 characters).
6. Update the **Key PFS Settings** as required.
7. Update the **Phase 2 Proposal Settings** as required.
8. Click **Submit** to save the changes or **Cancel** to exit.

PASSWORD CONFIGURATION

To change the administrator password:

1. From the left hand panel select **Admin Password**.

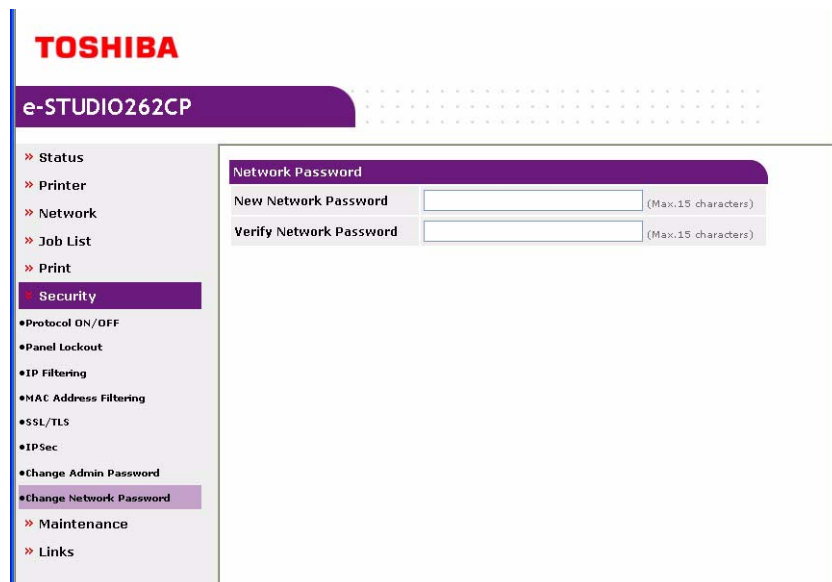


The screenshot shows the Toshiba e-STUDIO262CP web interface. On the left, a navigation menu is visible with the following items: Status, Printer, Network, Job List, Print, Security (highlighted), Protocol ON/OFF, Panel Lockout, IP Filtering, MAC Address Filtering, SSL/TLS, IPsec, Change Admin Password (highlighted), Change Network Password, Maintenance, and Links. The main content area is titled 'Admin Password' and contains two input fields: 'New Admin Password' and 'Verify Admin Password'. Both fields have a placeholder text '(6-12 characters)'.

2. Enter your new password.
3. Enter your new password again to confirm.
4. Click **Submit** to save the changes or **Cancel** to exit.

To change the network password:

1. From the left hand panel select **Change Network Password**.



The screenshot shows the Toshiba e-STUDIO262CP web interface. On the left, a navigation menu is visible with the following items: Status, Printer, Network, Job List, Print, Security (highlighted), Protocol ON/OFF, Panel Lockout, IP Filtering, MAC Address Filtering, SSL/TLS, IPsec, Change Admin Password, Change Network Password (highlighted), Maintenance, and Links. The main content area is titled 'Network Password' and contains two input fields: 'New Network Password' and 'Verify Network Password'. Both fields have a placeholder text '(Max:15 characters)'.

2. Enter your new password.
3. Enter your new password again to confirm.

NOTE
Maximum 15 characters.

4. Click **Submit** to save the changes or **Cancel** to exit.

USING THE PRINTER SECURITY FEATURES

NOTE

Example screenshots are used throughout this manual and as such may not represent the screens displayed for your machine. Some of the features shown on the example screenshots may not be available on your machine.

SECURE PRINTING

Secure printing allows you to print confidential documents on machines that are shared with other users in a network environment.

The document does not print until a PIN (Personal Identification Number) is entered through the control panel. You must go to the machine and enter the PIN.

This feature requires a storage device option to be fitted to your machine and enabled in the printer driver.

If there is not enough space for the spooled data, a "Disk Full" message displays, and only one copy prints.

NOTE

1. *The secure printing feature may not be available from within some PC applications.*

2. *This feature is not supported on Mac OS X.*

If your application software has a collate print option, turn it off otherwise secure printing will not work.

There are three parts in secure printing:

- > ["Sending the document" on page 17](#)
 - > ["Printing the document" on page 18](#)
 - > ["Deleting a secure print document" on page 19](#)
-

NOTE

The menu buttons on your machine's control panel vary depending on the model.

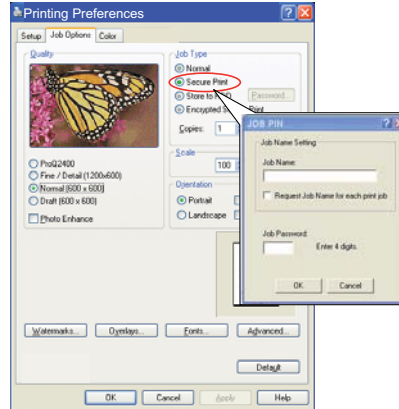
*For illustration purposes we will demonstrate the Printing and Deleting procedures using the +/- and **Enter** buttons; your machine may have **Up/Down** and **Return** arrow buttons instead however the procedure is identical.*

*If your machine has a touch screen and numerical keypad buttons, the principle is basically the same; press the **Print** button to access the print menu options. There are on-screen instructions to guide you through the process.*

SENDING THE DOCUMENT

1. If using the PCL driver, in the **Setup** tab choose any saved driver settings you wish to use.
2. In the driver's **Job Options** tab, click **Secure Print**.

The Job PIN (Personal Identification Number) window opens.



3. If the PIN window does not open, click the **Password** button.
4. In the Job PIN window, enter a **name** for this print job.
The name may be up to 16 alpha-numeric characters.
5. If you would like a prompt at the machine for the job name, click the **Request...** check box below the name entry.
6. Enter a number from 0000 to 9999 in the **PIN** box.
Your PIN must be unique on this machine. Each user should be allocated a PIN by the system administrator.
7. Click **OK** to accept your changes.

NOTE

Leave the number of copies set to one. You can increase the copy count from the operator panel when you print the document.

8. Click **OK** to close the **Printer Properties** window.
9. Print your document.

The print job will be sent to the machine, but will not print at this time.

PRINTING THE DOCUMENT

NOTE

The menu buttons on your machine's control panel will vary depending on the model.

*For illustration purposes we will demonstrate the following procedure using the +/- and **Enter** buttons; your machine may have **Up/Down** and **Return** arrow buttons instead however the procedure is identical.*

*If your machine has a touch screen and numerical keypad buttons, the principle is basically the same; press the **Print** button to access the print menu options. There are on-screen instructions to guide you through the process.*

Your secure print job is printed using the control panel on the front of the machine.

1. When the machine is idle, use the +/- buttons to select the PRINT JOB menu, then press **ENTER**.
 2. Select ENCRYPTED/STORED JOB.
 3. Use the +/- buttons to enter your PIN. Press **ENTER** after each digit.
 4. If necessary, use the +/- buttons to highlight the PRINT option.
 5. Press **ENTER** to confirm you wish to print the document.
 6. Use the +/- buttons to select the number of collated copies you require.
 7. Press **ENTER** to print your document.
-

NOTE

It is also possible to print and delete secure documents remotely from your PC using the Storage Device Manager utility.

DELETING A SECURE PRINT DOCUMENT

NOTE

The menu buttons on your machine's control panel will vary depending on the model.

*For illustration purposes we will demonstrate the following procedure using the +/- and **Enter** buttons; your machine may have **Up/Down** and **Return** arrow buttons instead however the procedure is identical.*

*If your machine has a touch screen and numerical keypad buttons, the principle is basically the same; press the **Print** button to access the print menu options. There are on-screen instructions to guide you through the process.*

If you change your mind about printing a secure document, you can delete it from the machine's storage device without printing it first.

1. Follow steps 1 to 3 in the above procedure for printing the document.
2. Use the +/- buttons to highlight the DELETE option and press **ENTER**.
3. If necessary, use the +/- buttons to highlight the YES choice, and press **ENTER** to confirm the deletion.

Your document is deleted from the machine's storage device without printing.

NOTE

It is also possible to print and delete secure documents remotely from your PC using the Storage Device Manager utility.

STORE TO STORAGE DEVICE

This feature allows print jobs to be created on the PC and stored on the machine's storage device for printing on demand. This is good for forms, generic memos, letterhead, stationery, etc.

If you use this feature for standard forms, for example, you can walk up to the machine at any time and print off your forms without having to re-send them from the PC.

This feature works in exactly the same way as the secure printing feature described earlier in this chapter, and is available only in the Windows PostScript and PCL drivers. The difference with job spooling is that the document is not automatically deleted from the machine's storage device after printing. It remains there for future use until you delete it from the Printer Control Panel or from your PC with the Storage Device Manager utility.

NOTE

1. If this choice does not appear in the driver screens, or if it is greyed out, check to ensure that the storage device is enabled in the printer driver.
 2. This feature is not supported on Mac OS X.
-

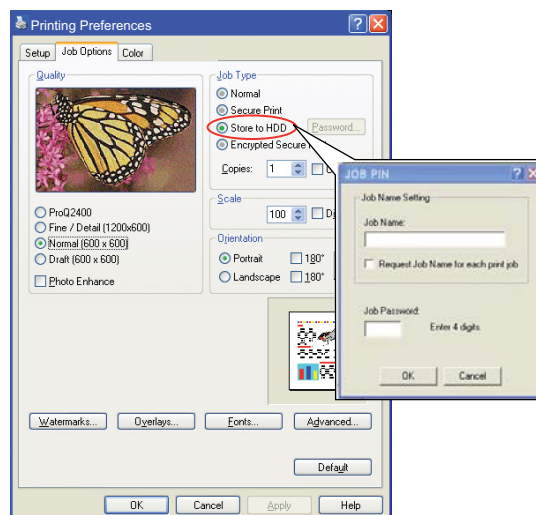
Like the secure printing feature, there are three activities in job spooling:

- > Sending the document
- > Printing the document
- > Deleting a stored document

SENDING THE DOCUMENT

Follow the same procedures as described in the section ["Sending the document" on page 17](#) for sending a secure document, except that on the **Job Options** tab in step 2, click:

- > **Store to HDD** if you have a hard disk drive installed
- > **Store to SD** if you have an SD card installed



PRINTING THE DOCUMENT

Follow the same procedures as described in ["Printing the document" on page 18](#) for printing a secure document. In this case the document will not be deleted from the storage device after it has been printed.

DELETING A STORED DOCUMENT

Follow the procedure as described in [“Deleting a secure print document” on page 19](#) for deleting a secure print document.

Like secure print documents, any other documents stored on the machine’s storage device can also be deleted remotely from the PC using the Storage Device Manager utility.

ENCRYPTED SECURE PRINTING

Security over the network is an increasing concern for some organisations. Encrypted secure printing allows you to send, store and print confidential documents on machines that are shared with other users in a network environment.

Encrypting your documents before sending them to your machine will prevent unauthorised personnel accessing confidential or sensitive information.

Print jobs are encrypted immediately before transmission to the machine, where they are stored in an encrypted format on the storage device. The documents will remain stored and unprinted until an authorised user authenticates the print job; decryption only happens when the job is actually printing.

This feature requires a storage device to be installed in your machine and enabled in the printer driver.

NOTE

1. The secure printing feature may not be available from within some PC applications.
 2. This feature is not supported on Mac OS X.
-

If your application software has a collate print option, turn it off otherwise encrypted printing may not work.

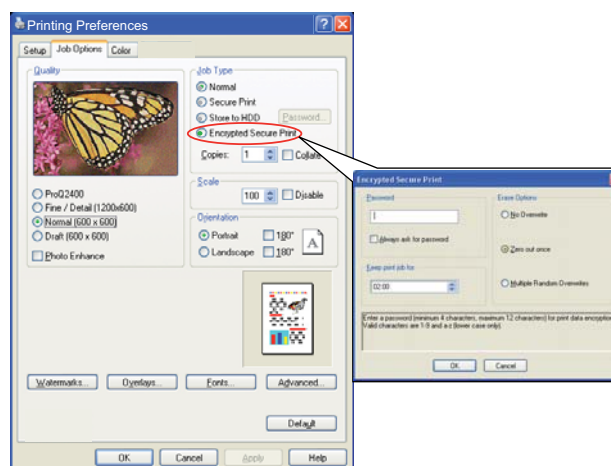
As deletion is automatic, there are only two activities in encrypted secure printing:

- > Sending the document
- > Printing the document

SENDING THE DOCUMENT

1. If using the PCL driver, in the **Setup** tab choose any saved driver settings you wish to use.
2. In the driver’s **Job Options** tab, click **Encrypted Secure Print**.

The Encrypted Secure Print window opens.



3. In the Encrypted Secure Print window, enter a **Password** for this print job:
The password must be between 4 and 12 alpha-numeric characters. Numbers 1 to 9 and letters a to z are all valid.
4. If you would like a prompt at the machine for the job password, click the **Always ask for password** checkbox below the password entry.
5. Select the required erase option for your print job.
If you have a hard disk installed, select from the following options:
 - > **No overwrite**: deletes the job from the hard disk but doesn't overwrite with data. This option is faster but less secure as the print data may be recovered.
 - > **Zero out once**: deletes the job from the hard disk and overwrites with zeros. This option is more secure than "No overwrite" but it may still be possible to reconstruct the print job from the hard disk.
 - > **Multiple Random Overwrites**: deletes the job from the hard disk and overwrites it three times. This option is the slowest but the most secure.If you have an SD Card installed, select from the following options:
 - > **No overwrite**: deletes the job from the SD card but doesn't overwrite with data. This option is faster but less secure as the print data may be recovered.
 - > **Zero out once**: deletes the job from the SD card and overwrites with zeros. This option is more secure than "No overwrite".
6. Select the **Keep print job for period**.
Specify a period of time (hours:minutes) during which the print job is stored in the machine's storage device. When this period expires, the print job is automatically erased from the storage device.
7. Click **OK** to accept your changes.
8. Click **OK** to close the Printer Properties window.
9. Print your document.

PRINTING THE DOCUMENT

Follow the same procedures as described in the section ["Printing the document" on page 18](#) for printing a secure document.

In this case you will enter your password, and the document will be erased from the storage device depending on the options you specified in Sending the document, step 5 ["Select the required erase option for your print job." on page 22](#) when sending the document to print.

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