



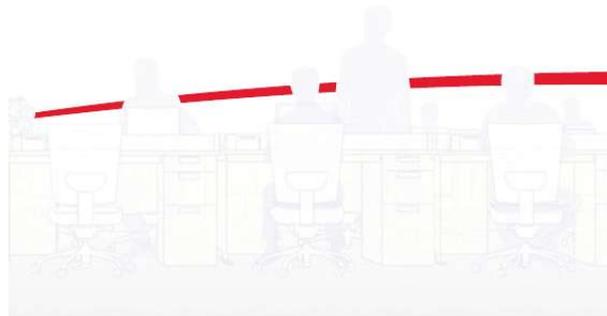
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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA TASKALFA 250CI. You'll find the answers to all your questions on the KYOCERA TASKALFA 250CI in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KYOCERA TASKALFA 250CI
User guide KYOCERA TASKALFA 250CI
Operating instructions KYOCERA TASKALFA 250CI
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Data Security Kit (E)

Operation Guide



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Manual abstract:

Instructions for General Users (for Both General Users and Administrators) · · Security Kit Functions

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....2 Touch Panel Display after the Security Kit is Installed3 Instructions for Administrators (for Those in Charge of Installation and Operation of the Security Kit) · · · Installing the Security Kit.

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.... 5 Changing Security Functions .

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.. 7 System Initialization

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..... @@@@The security kit deletes and overwrites (hereinafter collectively referred to as overwrite(s)) the unnecessary data storage area used for the output data or deleted data to ensure that data cannot be restored.

Overwriting is performed automatically, without user intervention. CAUTION: When you cancel a job, the machine immediately starts overwriting the data that has been already stored in the hard disk. Overwrite Methods There are two overwrite methods, which can be switched at any time. Once Overwrite Method Overwrite a target storage area of the hard disk (for overwriting) or entire hard disk (for system initialization) with zeroes to disable data restoration. 3-time Overwrite Method (default) Overwrite the same target storage area of the hard disk as mentioned above with a random pattern twice and then with zeroes to prevent data restoration. This method with its higher degree of security makes data restoration much more difficult than the Once Overwrite method even by a sophisticated restoration tool. This method may take more time than Once Overwrite method to process a larger amount of data. Encryption MFPS store the data of scanned originals and other data stored by users in the hard disk. It means the data could be possibly leaked or tampered with if the hard disk is stolen. The security kit encrypts data before storing it in the hard disk.

It guarantees higher security because no data cannot be decoded by ordinary output or operations. Encryption is automatically performed and no special procedure is required. 2 CAUTION: Encryption helps enhance security. However, the data stored in the Document Box can be decoded by ordinary operations. Do not store any strictly confidential data in the Document Box.

Functions of Security Kit Security Kit 1. Overwrite unwanted area of data. 2. @@@@Turn the machine back on at the main power switch. Overwriting automatically resumes.

@@@@This will not affect subsequent overwriting processes. @@@@@@The Repeat Copy function will be unavailable after the installation. @@@@@@By default, the code is set 00000000. @@@@@@You can customize the security password so that only the administrator can use the security kit. Use the procedure below to change the security password. 1 2 3 Press the System Menu key. Press [System]. If user login is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to log in with administrator privileges.

Refer to the machine's Operation Guide for the default login user name and password. Press [Next] of Data Security. Press [Next] of Hard Disk Initialization. Enter the default security password, 000000. Press [Change] of Security Password. Press [Password] to enter a new security password 6 to 16 alphanumeric characters. 4 5 6 7 System - Security Password Set password. Enter new password, then re-enter it to confirm. 8 Password # Keys CAUTION: Avoid any easy-to-guess numbers for the security password (e.g.

11111111 or 12345678). Confirm Password # Keys 9 OK Press [Confirm Password] to enter the same password again. Cancel Status 10 Press [OK]. 7 Changing the Method for Overwriting the Entire Hard Disk Change the method for overwriting the entire hard disk. Refer to Overwriting on page 2 for details.

NOTE: The overwrite methods are used both for overwriting and hard disk initialization, and cannot therefore be set individually. Use the procedure below to select the interface. 1 2 3 Press the System Menu key. Press [System]. If user login is disabled, the user authentication screen appears.

Enter your login user name and password and then press [Login]. For this, you need to log in with administrator privileges. Refer to the machine's Operation Guide for the default login user name and password. Press [Next] of Data Security. Press [Next] of Hard Disk Initialization. Enter the security password. By default, the code is set 000000. Press [Change] of Data Overwrite Method. Press [3-time Overwrite] (default) or [Once Overwrite]. Press [OK].

4 5 6 7 System - Data Overwrite Method Select data overwrite method. 8 9 Once Overwrite 3-time Overwrite Cancel Status OK 8 System Initialization Overwrite all the data stored in the system when disposing of the machine. CAUTION: If you accidentally turn the main power switch off during initialization, the system might possibly crash or initialization might fail. NOTE: If you accidentally turn the main power switch off during initialization, turn the main power switch on again. Initialization automatically restarts. @@Press [System]. @@@@Press [Next] of Hard Disk Initialization. Enter the default security password, 000000. Press [Execute] of System Initialization. Press [Yes] on the screen to confirm the initialization.

Initialization starts. @@Follow the steps below. 1 Enter the encryption code. Press [Encryption Code], and enter the encryption code that was entered during the installation of the security kit. Encryption Code ***** CAUTION: Even though entering a different encryption code can also enable continuation of a job, this will overwrite all the data stored in the hard disk.

Exercise extreme caution when entering an encryption code. OK Status The encryption code is not the same as the security password. 2 Press the Power key and confirm that the Power key/indicator and the memory indicator are off. After that, turn the main power switch off and on. 10 Rev.

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