## **Panasonic**

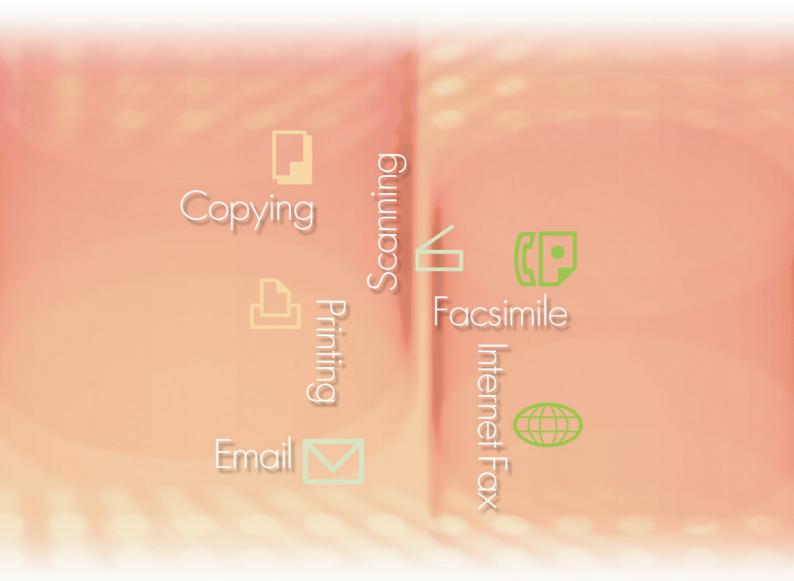
This option is available for the following models.

Name: Digital Imaging Systems Model No.: DP-3030 / 2330

## **Operating Instructions**

(For Data Security Kit) **Data Security Kit** 

Model No. DA-SC03





Before operating this machine, please carefully read this manual, and keep this documentation in a safe place for future reference.

**English** 

This product is certified according to ISO/IEC15408 EAL2.

TOE identification

Name: Data Security Kit

DA-SC03

Version: V1.01

The certification obtained for this product regarding information security indicates that, as a result of evaluation based on given evaluation criteria and evaluation method, the target of evaluation used for such evaluation has been determined to conform to the security assurance requirements.



**CCRA** Certificate mark

This certification confirms that the evaluation of this product was carried out and tested under the rules specified by "Japan Information Technology Security Evaluation and Certification Scheme", and does not state any vulnerability of this product, nor guarantees this product for being equipped with all necessary security functions needed under certain environment.

#### **Conventions**

• The following conventions are used throughout this manual.

| Notation             | Description                                                                                                                                            |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| For Keys and Buttons | Control panel keys are noted as "xxx key". Touch panel buttons are noted as "[xxx]".  Ex.:  Press the START key, and then select [2-SIDED/ORIG. COPY]. |



The key symbol indicates an operation for the key operator.

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## Securing image data

All multifunctional devices are vulnerable to security breaches when pages are copied, scanned, or printed. The output data is retained on a hard disk<sup>\*1</sup> in the same way as the data on any computer hard disk.

The Data Security Kit is designed to protect your confidential information, and prevent the illicit retrieval of this data by unauthorized personnel.

\*1 The Hard Disk Drive is an optional device. Use the Data Security Kit option only when the hard disk drive (Option No.: DA-HD30) is installed.

## Overview of security functions

Document data that is temporarily stored on the hard disk when using copier/printer/scanner functions is deleted immediately after completion of the operation.

Typically, when data is deleted from the hard disk, only the data management information in the electronic equipment that runs the hard disk drive is deleted while the data region remains intact. As a result, the document data remains on the hard disk, and it can still be read by a computer, or a utility tool if the hard disk drive is stolen, replaced or disposed of.

The Data Security Kit offers the following security functions for such document data.

#### (1) Document data deletion

Automatically deletes the data regions on the hard disk drive by overwriting the data when outputting the document. The following overwriting security levels (methods) for deleting this data can be selected.

- **Medium:** Deletes all data by zeroing out all data regions of the document data in three passes.
- **High:** Assigns random values to the data regions of the document data in two passes before zeroing out all data by overwriting it once.

Before replacing or disposing of the device, it is strongly recommended to initialize the hard disk by overwriting the data regions accumulated on it in such a way that the data cannot be restored.

#### (2) Hard disk drive lock management

Setting a password for the hard disk drive prevents unauthorized use of the data it contains, even if the hard disk drive is removed.

#### (3) Security setting protection

Setting or changing of the security settings for the device is restricted to the key operator, and only after entering a user-defined, 8-character password.

### **Security Suggestions for Key Operators**

To maintain your machine's highly-sensitive document data secure from unauthorized users, machine access must be restricted, managed, and controlled from the initial machine installation, network connection, network configuration, and setup of security functions.

The designated Key Operators are instructed to perform the recommended security measures described below.

- 1. The key operator should verify the identity of the manufacturer's service technician, or of an affiliated company's staff, or marketing company, by requesting their ID Card.
- 2. Always connect through a Firewall when installing your device on a network that is connected to the Internet.
- 3. When connecting this device to a client PC, or a server, we recommend configuring your network environment with a switching hub, and encryption to prevent your device from being wiretapped.
- 4. The Key Operator Password, and the Hard Disk Drive Lock Password are vital to maintaining security of the device. When the device is being repaired, it is essential that the key operator personally enter these passwords to maintain their confidentiality, and to prevent unauthorized use.
- 5. After completing these tasks, press the **RESET** key to return the device to the standby screen.
- 6. To reduce your vulnerability to security threats, do not clear the auto reset time settings.
- \* The Key Operator plays a critical part in maintaining & controlling the security of the device, and in prevention of its unauthorized access, therefore, it is of utmost importance that you understand the content described in the Operating Instructions, and that you follow the suggestions herein.

### Overview

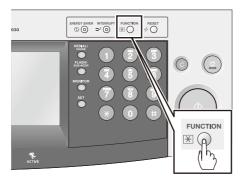
The key operator must perform the following procedures to specify the security settings of this device. The service technician only installs the Data Security Kit. If necessary, be sure to ask the service technician to explain how to setup the security functions. The following security operations are necessary to protect important user information.

- 1. Checking the Data Security Kit version (see page 6)
- 2. Changing the key operator password (see page 7)
- 3. Setting the overwriting security level for hard disk data deletion (see page 9)
- 4. Setting the hard disk drive lock password (see page 10)
- 5. Checking the operation of the security functions (see page 12)

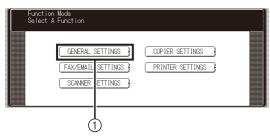
## Checking the Data Security Kit version

Be sure to check the Data Security Kit version before specifying any settings.

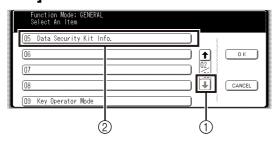
1 Press the **FUNCTION** key.



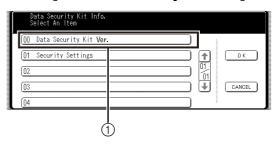
2 Select [GENERAL SETTINGS].



- [FAX/EMAIL SETTINGS] selection is not available when the FAX or Internet FAX option is not installed.
- 3 Select [↓], then [05 Data Security Kit Info.].



4 Select [00 Data Security Kit Ver.].



5 The version is displayed.



The version is displayed as follows.
 Data Security Kit DA-SC03

V1.01 acfb 0c23 3214 75aa 8a6f 2421 b0a7 bcee

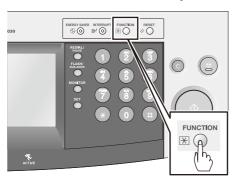
 Contact the service technician if a different version displays.

### Changing the key operator password -

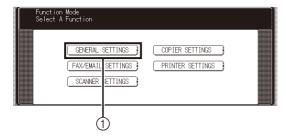


The key operator password is user-definable. (The factory default password is 00000000) Using the keyboard on the screen, or the keypad in the control panel, you can enter numbers, letters (case-sensitive), and symbols (@, ., \_, SPACE) for the password. (The \* and # keys cannot be used.)

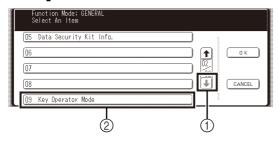
Press the **FUNCTION** key.



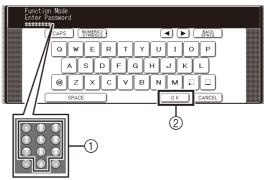
Select [GENERAL SETTINGS].



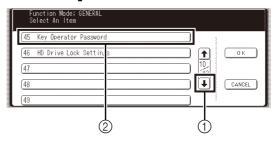
- [FAX/EMAIL SETTINGS] selection is not available when the FAX or Internet FAX option is not installed.
- Select [↓], then [09 Key Operator Mode].



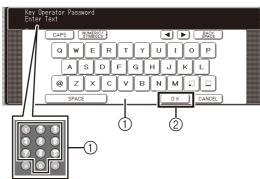
Type in the factory default password (0000000), and then select [OK].



- · For confidentiality, each character of the password appears as "\*" on the screen.
- If an invalid character, or the wrong password is entered and [OK] is selected, an alert will sound and all the "\*" will be cleared.
- · To cancel an operation, select [CANCEL].
- Press [↓], then [45 Key Operator Password].



Type in the new password (8 characters), and then select **[OK]**.

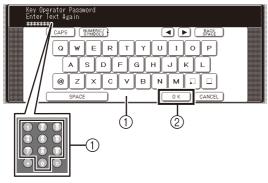


- You have to enter 8 characters for the password.
- It is not possible to enter the same character eight times.
- To erase a wrongly entered character, select [BACK SPACE].
- [◀] and [▶] cannot be used.
- Select [CAPS] to change between upper case, and lower case letters.

NOTE

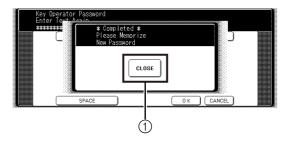
The key operator should not disclose the password in order to prevent unauthorized access.

7 Confirm the password by typing it in again, and then select **[OK]**.

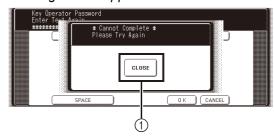


- For confidentiality, each character of the password appears as "\*" on the screen.
- If an invalid character, or the wrong password is entered and [OK] is selected, an alert will sound and all the "\*" will be cleared.

8 Select [CLOSE].



• If the password is entered incorrectly, the following screen appears.



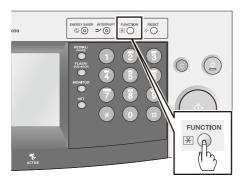
Select **[CLOSE]**, and then repeat the procedure from step 6.

 After completing the setup, press the RESET key.

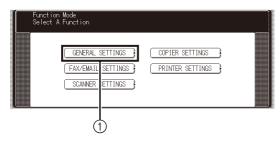
## Setting the overwriting security level for hard disk data deletion

The level of hard disk data deletion can be changed. (The factory default setting is "Basic".)

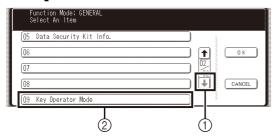
1 Press the **FUNCTION** key.



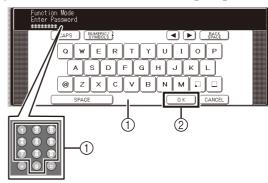
2 Select [GENERAL SETTINGS].



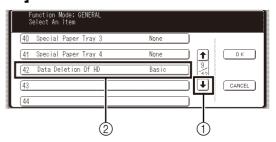
- [FAX/EMAIL SETTINGS] selection is not available when the FAX or Internet FAX option is not installed.
- 3 Select [↓], then [09 Key Operator Mode].



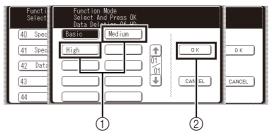
4 Type in the newly set key operator password, and then select **[OK]**.



- For confidentiality, each character of the password appears as "\*" on the screen.
- If an invalid character, or the wrong password is entered and [OK] is selected, an alert will sound and all the "\*" will be cleared.
- 5 Select [↓], then [42 Data Deletion Of HD].



Select the data deletion level [Medium] or [High], and then select [OK].



- The currently selected level appears highlighted.
- [High] is the recommended setting.
- · After completing setup, press the RESET key.

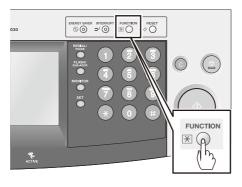
## Setting the hard disk drive lock password -



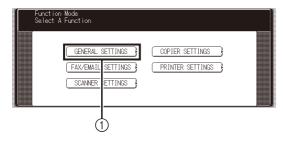
A hard disk drive lock password can be changed. This password is recorded on both the device, and on the hard disk drive. During power activation of the device, both passwords are compared. If the passwords do not match, the device cannot be used.

Using the keyboard on the screen, or the keypad in the control panel, you can enter numbers, letters (case-sensitive), and symbols (@, ., \_, SPACE) for the password. (The \* and # keys cannot be used.)

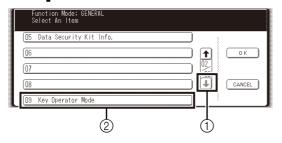
Press the **FUNCTION** key.



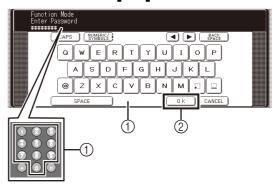
Select [GENERAL SETTINGS].



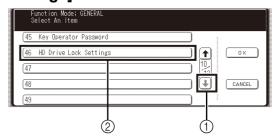
- · [FAX/EMAL SETTINGS] selection is not available when the FAX or Internet FAX option is not installed.
- Select [↓], then [09 Key Operator Mode].



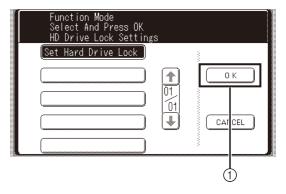
Type in the key operator password, and then select [OK].

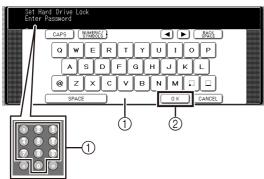


- · For confidentiality, each character of the password appears as "\*" on the screen.
- · If an invalid character, or the wrong password is entered and [OK] is selected, an alert will sound and all the "\*" will be cleared.
- 5 Select [↓], then [46 HD Drive Lock Settings].



Select [OK].





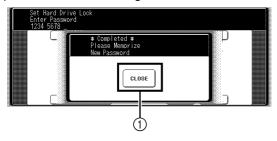
- The password must contain at least 8 characters.
- To correct a wrongly entered character, select [BACK SPACE], [◀] or [▶].
- Select [CAPS] to change between upper case and lower case letters.



The key operator should not disclose the password in order to prevent unauthorized access.

### 8 Select [CLOSE].

The following message appears when the password has been registered.



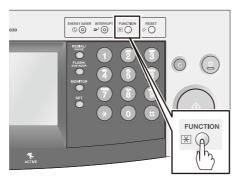
9 The device reboots automatically.



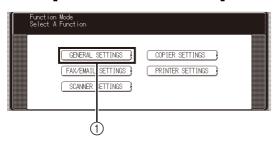
## Checking the operation of the security functions

The security status of the device can be checked as follows.

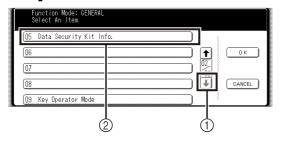
Press the **FUNCTION** key.



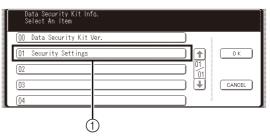
Select [GENERAL SETTINGS].



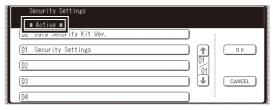
- [FAX/EMAIL SETTINGS] selection is not available when the FAX or Internet FAX option is not installed.
- Select [↓], then [05 Data Security Kit Info.].



Select [01 Security Settings].



5 When the security functions are operating normally, "\* Active \*" appears.



#### (ATTENTION)

If "\* Inactive \*" appears, the security functions are not working.

Check the following security settings.

- a: Key operator password The factory default password (00000000) has been replaced.
- b: Hard disk data deletion level setting [Medium] or [High] has been selected.
- c: Hard disk drive lock password A user-defined hard disk drive lock password has been set.

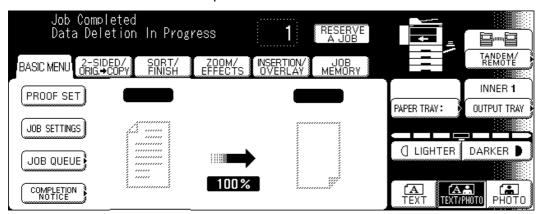
If all settings are correctly specified, have the key operator contact the service technician.

## Screen message when document data is deleted by overwriting

The following message appears on the display of the device when document data is automatically deleted from the hard disk by overwriting. This message indicates that the deleting by overwriting function is operating normally.

#### "Data Deletion In Progress"

#### Ex.: Screen after deletion is completed



#### Functions that automatically delete document data by overwriting

|                        | Function name                                                                                                                                                                                                                                                                    | Timing of deletion                                                                                                                                                                                                                           |  |  |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| When used as a Copier  | <ol> <li>[Rotate- / Shift- / Staple-] Sort, Non-Sort, [Rotate- / Shift-] Group Mode</li> <li>Tandem / Remote Copying</li> <li>Overlay copier</li> <li>Shift-Sort, Shift-Group, and Staple-Sort can be specified only when the 1-Bin Finisher (DA-FS300) is installed.</li> </ol> | <ul> <li>When copying is completed</li> <li>When copying is canceled</li> <li>When deleting a file on an Overlay copier</li> </ul>                                                                                                           |  |  |
| When used as a Scanner | Network scanner                                                                                                                                                                                                                                                                  | <ul><li>When scanning is completed</li><li>When scanning is canceled</li><li>When an error occurs during data transfer</li></ul>                                                                                                             |  |  |
| When used as a Printer | <ol> <li>Printing from a PC</li> <li>Mailbox printing</li> <li>Security box printing</li> <li>Deletion by user operation of<br/>Mailbox/Secure Mailbox</li> </ol>                                                                                                                | <ul> <li>When printing is completed</li> <li>When printing is canceled</li> <li>When the retention period for a mailbox/security box has expired</li> <li>* The screen message "Data Deletion in Progress" above does not appear.</li> </ul> |  |  |

#### NOTE

<sup>•</sup> Document data will not be deleted by overwriting when errors occur while the copier, or printer is operating.

Document data will be automatically deleted by overwriting after recovery from the error, or after completing the job.

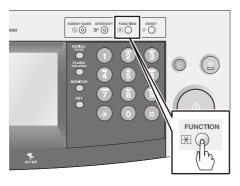
## Changing the key operator password 🖚



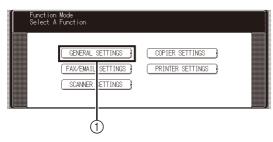
The key operator password can be changed as follows.

Using the keyboard on the screen, or the keypad in the control panel, you can enter numbers, letters (case-sensitive), and symbols (@, ., \_, SPACE) for the password. (The \* and # keys cannot be used.)

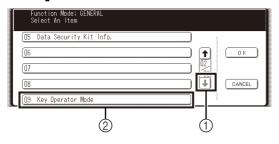
Press the **FUNCTION** key.



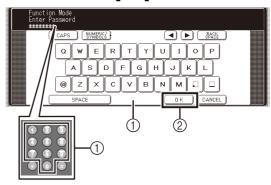
Select [GENERAL SETTINGS].



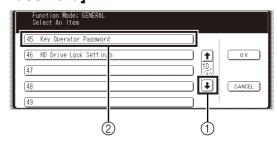
- [FAX/EMAIL SETTINGS] selection is not available when the FAX or Internet FAX option is not installed.
- Select [↓], then [09 Key Operator Mode].



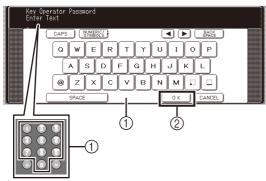
Type in the key operator password, and then select [OK].



- · For confidentiality, each character of the password appears as "\*" on the screen.
- · If an invalid character, or the wrong password is entered and [OK] is selected, an alert will sound and all the "\*" will be cleared.
- To cancel an operation, select [CANCEL].
- 5 Select [↓], then [45 Key Operator Password].



Type in the new password (8 characters), and then select **[OK]**.

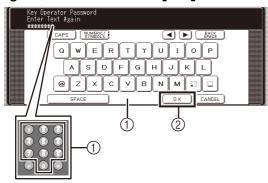


- You have to enter 8 characters for the password.
- It is not possible to enter the same character eight times.
- To erase a wrongly entered character, select [BACK SPACE].
- [◄] and [▶] cannot be used.
- Select [CAPS] to change between upper case, and lower case letters.

NOTE

The key operator should not disclose the password in order to prevent unauthorized access.

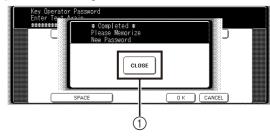
7 Confirm the password by typing it in again, and then select **[OK]**.



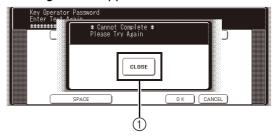
- For confidentiality, each character of the password appears as "\*" on the screen.
- If an invalid character, or the wrong password is entered and [OK] is selected, an alert will sound and all the "\*" will be cleared.

8 Select [CLOSE].

The following screen appears, and the new password is registered.



• If the password is entered incorrectly, the following screen appears.



Select **[CLOSE]**, and then repeat the procedure from step 6.

• After completing the setup, select the **RESET** key.

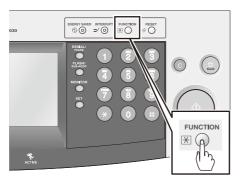
## Changing the hard disk drive lock password



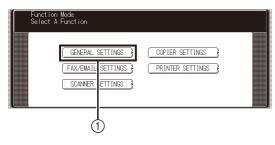
The hard disk drive lock password can be changed as follows.

Using the keyboard on the screen, or the keypad in the control panel, you can enter numbers, letters (case-sensitive), and symbols (@, ., \_, SPACE) for the password. (The \* and # keys cannot be used.)

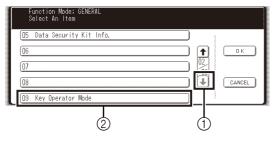
1 Press the **FUNCTION** key.



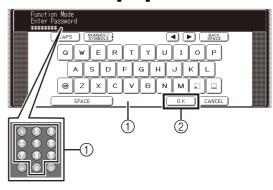
2 Select [GENERAL SETTINGS].



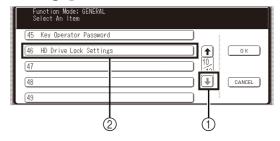
- [FAX/EMAIL SETTINGS] selection is not available when the FAX or Internet FAX option is not installed.
- Select [↓], then [09 Key Operator Mode].



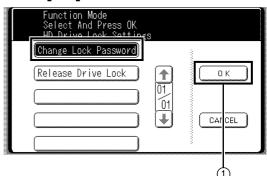
4 Type in the key operator password, and then select **[OK]**.



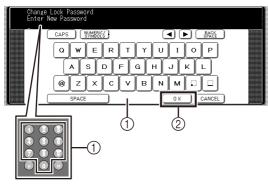
- For confidentiality, each character of the password appears as "\*" on the screen.
- If an invalid character, or the wrong password is entered and [OK] is selected, an alert will sound and all the "\*" will be cleared.
- 5 Select [↓], then [46 HD Drive Lock Settings].



6 Confirms that [Change Lock Password] is selected, and then select [OK].



Type in a password of your choice (8-32 characters), and then select [OK].



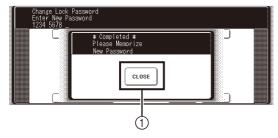
- The password must contain at least 8 characters.
- To correct a wrongly entered character, select [BACK SPACE], [◀] or [▶].
- Select [CAPS] to change between upper case, and lower case letters.

NOTE

The key operator should not disclose the password in order to prevent unauthorized access.

8 Select [CLOSE].

The following message appears when the password has been registered.



9 The device reboots automatically.



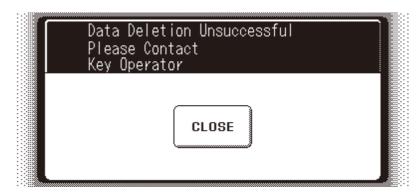
## When document data cannot be deleted by overwriting

When the power was not turned Off normally due to a sudden power interruption, abnormal disconnection from the power source or a blackout, a hard disk error screen may appear when the device power is turned On.

If the following screen appears, the document data on the hard disk may not have been properly deleted by overwriting.

When copying, scanning or printing important data, be sure to contact the key operator before selecting [CLOSE], in order to ensure security.

The key operator must perform the procedure on the next page. It is recommended that the data remaining in the data region be deleted by overwriting, in order to ensure security.



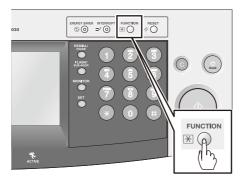
# Deleting the remaining document data in the data region by overwriting —

To delete document data remaining in a region of the hard disk drive by overwriting, the key operator must perform the following procedure. See page 13 for setting the document data to be selected for deletion by overwriting.

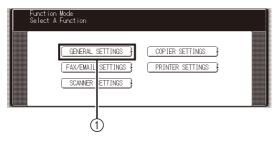
#### (ATTENTION)

Before deleting data from the hard disk, turn Off the power and disconnect the LAN cable, Printer cable (USB cable), and Telephone line cable from the device, then turn the power back On again.

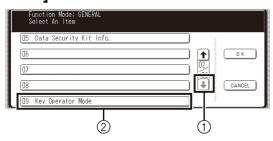
1 Press the **FUNCTION** key.



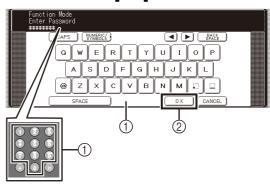
Select [GENERAL SETTINGS].



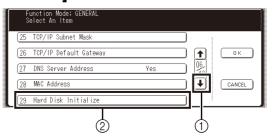
- [FAX/EMAIL SETTINGS] selection is not available when the FAX or Internet FAX option is not installed.
- 3 Select [↓], then [09 Key Operator Model.



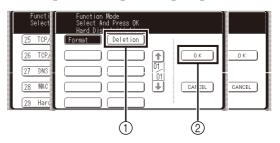
4 Type in the key operator password, and then select **[OK]**.



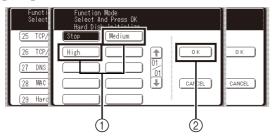
- For confidentiality, each character of the password appears as "\*" on the screen.
- If an invalid character, or the wrong password is entered and [OK] is selected, an alert will sound and all the "\*" will be cleared.
- 5 Select [↓], then [29 Hard Disk Initialize].



6 Select [Deletion], then [OK].



7 Select the data deletion level [Medium] or [High], and then select [OK].



- [High] is the recommended setting.
- 8 Select [NO].

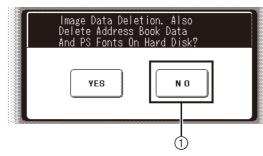


NOTE

If you select **[YES]** when FAX Address book is setup in an auto diary, the address book data on a hard disk is deleted. If you wish to leave the address book data intact, be sure to select **[NO]**.

The following screen appears if the optional Multi Page Description Language Controller Module (DA-MC301) is installed.

#### Select [NO].

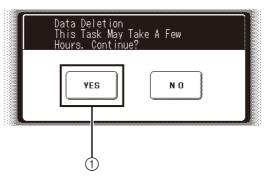


NOTE

If you select **[YES]** when FAX Address book is setup in an auto diary, the address book data on a hard disk is deleted.

The user-added font data is also deleted. If you wish to leave the address book and font data intact, be sure to select **[NO]**.

9 Select [YES].



 Data on the hard disk is deleted by overwriting. The device restarts automatically after the deletion process is completed.

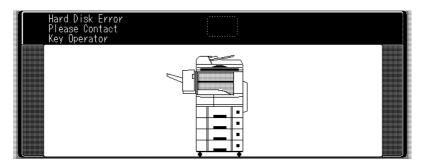
# When the hard disk drive lock password does not match —

The following screen message appears when the main board, or the hard disk drive is damaged, or replaced.

When this screen appears, the key operator is required to perform certain actions.

Only key operations using the function keys are available.

If the following message appears although neither the main board, nor the hard disk was replaced, be sure to contact the service technician as soon as possible.



\* The displayed equipment illustration varies according with the installed options.

The hard disk drive lock password needs to be reset. If the hard disk drive lock password is entered incorrectly, hard disk drive lock release settings must be specified that include the deletion of all data (see page 23, from step 10 onward).

## Resetting the hard disk drive lock password -

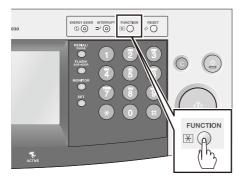


If the main board or the hard disk drive is replaced, the Hard Disk Error screen appears when the device power is turned On.

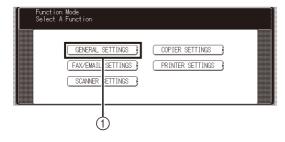
Enter the hard disk drive lock password.

Using the keyboard on the screen, or the keypad in the control panel, you can enter numbers, letters (case-sensitive), and symbols (@, ., \_, SPACE) for the password. (The \* and # keys cannot be used.)

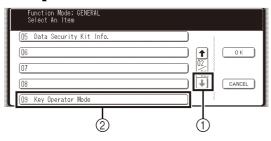
Press the **FUNCTION** key.



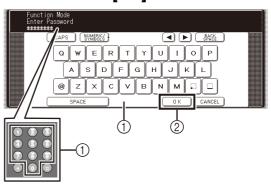
Select [GENERAL SETTINGS].



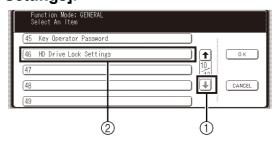
- · [FAX/EMAIL SETTINGS] selection is not available when the FAX or Internet FAX option is not installed.
- Select [↓], then [09 Key Operator Mode].



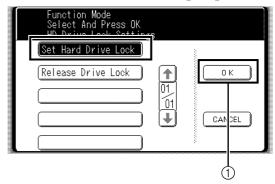
Type in the key operator password, and then select [OK].



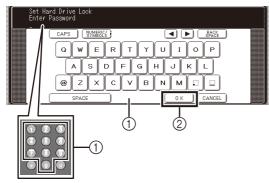
- · For confidentiality, each character of the password appears as "\*" on the screen.
- · If an invalid character, or the wrong password is entered and [OK] is selected, an alert will sound and all the "\*" will be cleared.
- 5 Select [↓], then [46 HD Drive Lock Settings].



6 Confirm that [Set Hard Drive Lock] is selected, and then select [OK].



7 Type in the password that was previously setup, and then select [OK].



 To correct a wrongly entered character, select [BACK SPACE], [◄] or [►].

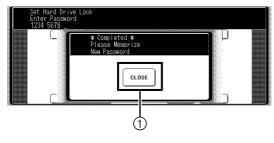
Select **[CAPS]** to change between upper case, and lower case letters.

NOTE

The key operator should not disclose the password in order to prevent unauthorized access.

8 Select [CLOSE].

The following message appears when the new password has been registered.

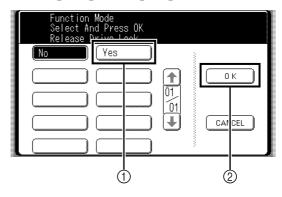


9 The device reboots automatically.

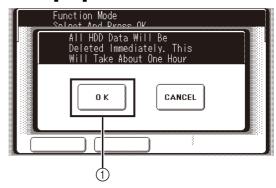


10 If the error message appears again, the drive lock password may not have been entered correctly. If the correct drive lock password is not known, select [Release Drive Lock] in step 6, and then select [OK]. Continue with step 11.

11 Select [Yes], then [OK].



12 The confirmation screen appears. Select **[OK]**.

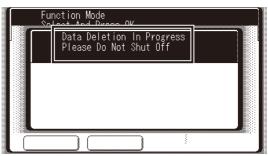


If **[CANCEL]** is selected, the previous screen appears again.

NOTE

The entire content of the hard disk is deleted.

13 The following screen message appears, and after all of the hard disk data is deleted, the device reboots.



## Requirements when disposing of the device -

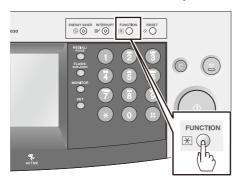


Have the key operator contact the service technician to dispose of this device. Have the key operator perform the following procedure to delete all the data, such as address book data, recorded in the data region of the hard disk drive.

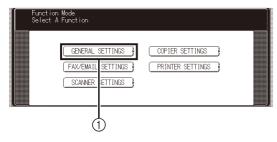
#### (ATTENTION)

Before deleting data from the hard disk, turn Off the power and disconnect the LAN cable, Printer cable (USB cable), and Telephone line cable from the device, then turn the power back On again.

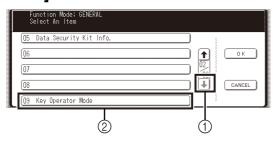
Press the **FUNCTION** key.



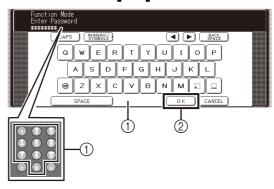
Select [GENERAL SETTINGS].



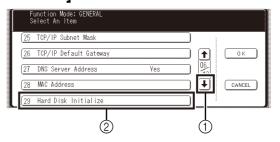
- [FAX/EMAIL SETTINGS] selection is not available when the FAX or Internet FAX option is not installed.
- Select [↓], then [09 Key Operator Model.



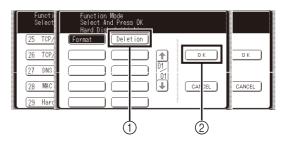
Type in the key operator password, and then select [OK].



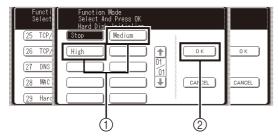
- · For confidentiality, each character of the password appears as "\*" on the screen.
- · If an invalid character, or the wrong password is entered and [OK] is selected, an alert will sound and all the "\*" will be cleared.
- 5 Select [↓], then [29 Hard Disk Initialize].



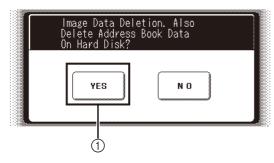
6 Select [Deletion], then [OK].



7 Select the data deletion level [Medium] or [High], and then select [OK].



- [High] is the recommended setting.
- 8 Select [YES].

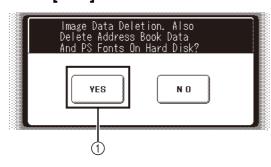


NOTE

If you select **[YES]**, when FAX Address book is setup in an auto diary, the address book data on a hard disk is deleted. If you press **[NO]**, the address book data will remain on the hard disk. Be sure to select **[YES]** when you dispose of the device.

The following screen appears if the optional Multi Page Description Language Controller Module (DA-MC301) is installed.

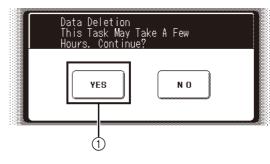
#### Select [YES].



NOTE

If you select [YES], when FAX Address book is setup in an auto diary, the address book data on a hard disk is deleted. The user-added font data is also deleted. If you select [NO], the address book and font data will remain on the hard disk. Be sure to select [YES] when you dispose of the device.

9 Select [YES].



 Deletion of the hard disk data starts. The device restarts automatically after the deletion process is completed.

| For Service, Call:                                                                                   |                          |         |              |  |
|------------------------------------------------------------------------------------------------------|--------------------------|---------|--------------|--|
|                                                                                                      | •                        |         |              |  |
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