



MX-FR50U

Data Security Kit Operation Guide

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Warranty

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Note:

"System Settings (Administrator)" in this manual refers to the system settings that require logging in with administrator rights, and "System Settings (General)" refers to the system settings that can be configured by general users (including the administrator).

Icons used in the manuals

The icons in this manual indicate the following types of information:

	This provides a supplemental explanation of a function or procedure.
	This explains how to cancel or correct an operation.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

Introduction

The MX-FR50U adds a security function to the SHARP Digital Multifunctional System. When the copy function, printer function, network scanner function, or fax function of a SHARP Digital Multifunctional System with the security function is used, the image data that is generated for the job is encrypted, and when the job is finished, the encrypted data is immediately erased from memory and the hard disk.

■ Note:

To ensure that the data security function of the machine provides maximum security, observe the following:

- The administrator plays an important role in maintaining security. Exercise appropriate care in selecting the person that will assume the job of administrator.
- Be sure to change the administrator password immediately each time a new person takes over as administrator.
- Change the administrator password on a regular basis (at least once every 60 days).
- Do not select a password that can be easily guessed for the administrator password.
- The system settings (administrator) are very important for security management. If you leave the machine when using the system settings (administrator), be sure to touch the [Logout] key to quit the system settings (administrator). The administrator of the machine should inform users that they are not to access the system settings (administrator) without permission.
- The customer bears responsibility for control of copies of documents made on the machine and faxes received on the machine.
- Even when the data security kit is installed, note that fax data in the polling memory box used by the facsimile function can be read.

■ Backing up and clearing data stored with the document filing function

When the data security kit is installed, data previously stored in the machine with the document filing function is cleared. For this reason, any data that you need to keep is copied to a computer before the data security kit is installed, and then returned to the machine after installation and clearing of the previous data. (This work is normally performed by a service technician at the time of installation of the data security kit.) Only confidential folders can be used to return data from a computer to the machine after installation of the data security kit. Before returning data from a computer to the machine, create confidential folders if needed. For the procedure for storing data on a computer and returning data from a computer to the machine, see document filing help in the Web pages of the machine.

■ About passwords for the Web page

If an incorrect "users" or "admin" password is entered 3 times in a row when attempting to access the Web pages of a machine that has the data security kit installed, access to pages that require entry of the "users" or "admin" password will be prohibited for 5 minutes.



Some of the procedures for operating the machine change when the data security kit is installed. The manuals for the machine explain the procedures for operating the machine when data security kit is not installed. This manual explains the changes to those procedures when the data security kit is installed.

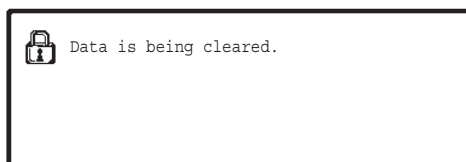
1

When the data security kit is installed

When the data security kit is installed, the following icon appears on the touch panel. Touch the icon (🔒) to view information on the data security kit version.

When the data security kit is installed, data remaining in the machine is automatically erased after each job.

When data clearing begins, the following message appears for 6 seconds*.



* The duration of the message display can be changed with "Message Time Setting" in the system settings (administrator).

(System Settings (Administrator) > "Operation Settings" > "Other Settings" > "Message Time Setting")



If the machine power is turned off while image data is being cleared from the hard disk drive or before a job is finished, the data may not be completely erased. If you do not wish to leave partially cleared data when the power is turned off, it is recommended that you use the program "Clear All Memory" (page 12 of this manual), to complete data clearing before turning off the power.

System settings of the data security kit

When the data security kit is installed, settings to enhance security can be added to the system settings (administrator) of the machine. See "System settings" (page 10 of this manual) for details.

Document control function

The document control function is used to embed a document control pattern on the paper when copies, print jobs, received faxes and list print jobs are printed.

This machine is not equipped with a function for embedding document control patterns into documents and then printing these documents, but it is able to detect document control patterns.

If you try to reload a document which contains an embedded document control pattern, the message "Document control pattern detected. The job has been stopped." will be displayed, and an e-mail will be sent to the administrator.



The document control function may not operate depending on the type of original or paper, the paper size, or the setting conditions being used.

Document Filing

To use the document filing function to store jobs in the machine when the data security kit is installed, set the file property to "Confidential".

Files set to the "Sharing" or "Protect" properties cannot be stored. In addition, to print from a computer using the retention function, enter a password in the printer driver settings (when the factory default setting is in effect).

Authority group registration screen

When the data security kit is installed, the [Security] key is added to the "Authority Group Registration" menu screen in the system settings (administrator). This screen is displayed by selecting "User Control" > "Authority Group List".

When this key is touched, the following screen for configuring items appears.

The screenshot shows the 'System Settings' window with the 'Security' tab selected. It includes fields for 'Group Name' (set to 'Guest') and 'Print Jobs Other than Print Hold Job' (set to 'Allowed'). Below is a table for 'Document Filing Approval Setting' with columns for 'Quick File Mode', 'Sharing Mode', and 'Confidential'. The 'Confidential' column has checkboxes checked for 'Copy', 'Printer', 'Scan to HDD', and 'Image Send'.

	Quick File Mode	Sharing Mode	Confidential
Copy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scan to HDD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Image Send	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Print Jobs Other than Print Hold Job

When [Allowed] is selected and the [OK] key is touched, print jobs other than hold jobs are allowed in authority group registration when user authentication is enabled.

- Document Filing Approval Setting

When storing an authority group for user authentication, touch this key to select whether or not document filing is allowed in each filing mode and for each job type.

To enable a filing mode, touch the checkbox of the mode to select it.

After selecting the desired checkboxes, touch the [OK] key.



Document filing must be allowed in the following settings.

By default, document filing is only allowed in confidential mode.

- Allow document filing in authority group registration (this setting)
- Disabling of Document Filing in the system settings (page 17 of this manual)

Protecting passwords

When the data security kit is installed, passwords entered from the operation panel of the machine or the Web pages can be protected.


■ Administrator Password/User Password

When the data security kit is installed, password entry will be locked for 5 minutes if an incorrect administrator password is entered 3 times in a row when the user authentication function is not enabled, or if an incorrect administrator password or user password is entered 3 times in a row when the user authentication function is enabled.

■ Confidential folders and confidential files of the document filing function

If an incorrect password is entered 3 times in a row for a specific confidential folder or file, the folder or file will be locked. To unlock the folder or file, use "Release Lock on File/Folder Operation" (page 19 of this manual).



- All files with the same user name and password can be printed at once using the Batch Print feature of the document filing function ( Operation Guide "BATCH PRINTING" in "6. DOCUMENT FILING".)
Files that have a password different from the password that was entered at the time of the search will be treated as files for which an incorrect password was entered. For this reason, it is recommended that you avoid executing searches using [All Users] and [User Unknown] in so far as is possible.
- When the use of a file is prohibited, the following will apply when the document filing function is used:
 - When batch print is performed, a prohibited file will not be printed even if it matches the search conditions.

■ File search screen of document filing

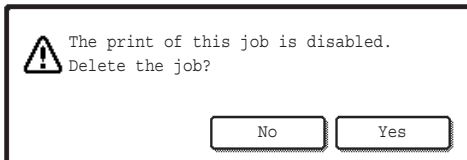
When the data security kit is installed, the password entry setting will not appear in the document filing search screen.

■ Encrypted PDF

When a job is printed by encrypted PDF direct printing (when the PS3 expansion kit is installed)*, the job will appear in the spool queue of the job status screen and a password must be entered to begin printing.

If an incorrect password is entered 3 times in a row when the data security kit is installed, the message "Operation is disabled. Please see your administrator for your assistance." will be displayed for 6 seconds and printing will be locked.

If you touch a file in the spool screen for which an incorrect password was entered 3 times, the following screen will appear.



- Touch the [Yes] button to delete the print job.
- Touch the [No] button to cancel deletion of the job.

To unlock the print job, use "Release Lock on File/Folder Operation" (page 19 of this manual).

* In MX-M265U/MX-M315U/MX-M356U case, the printer expansion kit is required.

■ Login when user authentication is enabled

When "User Authentication Settings" in the system settings (administrator) is enabled, login is required in the login screen before the machine can be used. When "A Warning when Login Fails" is enabled in the system settings (administrator), the machine will lock for 5 minutes if login fails 3 times in a row.

The "A Warning when Login Fails" setting is always enabled when the data security kit is installed.

Restrictions on tandem copying and tandem printing

Tandem copying and tandem printing operate as shown below based on the configuration of the master machine and slave machine (whether or not the data security kit is installed).

■ Tandem copying

		Slave machine	
		Data security kit: Yes	Data security kit: No
Master machine	Data security kit: Yes	The tandem function can be used. Data is encrypted and cleared from both the master and slave machines.	The tandem function cannot be used.
	Data security kit: No	The tandem function can be used. Data is encrypted and cleared from the slave machine.	The regular tandem function can be used.

■ Tandem printing

		Slave machine	
		Data security kit: Yes	Data security kit: No
Master machine	Data security kit: Yes	The tandem function can be used. Data is encrypted and cleared from both the master and slave machines.	The tandem function can be used. Data is encrypted and cleared from the slave machine.
	Data security kit: No	The tandem function can be used. Data is encrypted and cleared from the slave machine.	The regular tandem function can be used.

Security Settings in the Web pages

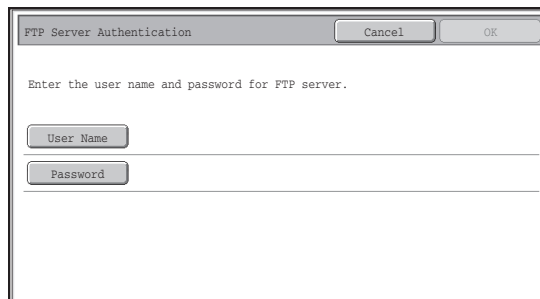
When the machine is used as a network printer and the FTP Pull Print function is used, the data security kit enables authentication of the user by means of a "User Name" and "Password" for the FTP server. (The Pull Print function allows a file on a previously stored FTP server to be printed directly from the operation panel of the machine without using the printer driver; see the Operation Guide.)

User authentication is enabled by selecting the [Enable User Authentication] checkbox on the machine's Web page for configuring FTP Pull Print settings. This checkbox appears when the data security kit is installed, and is initially selected (a checkmark appears).

■ Procedure for directly printing a file on an FTP server (when user authentication is enabled)

Your user name and password must be entered following selection of the FTP server that contains the file to be printed from the touch panel of the machine.

When the FTP server is selected in step 2 of "DIRECTLY PRINTING A FILE ON AN FTP SERVER" in "3. PRINTER" in the Operation Guide, a screen will appear prompting you to enter your user name and password for the FTP server.



Touch the [User Name] key to enter your user name and the [Password] key to enter your password. A letter entry screen will appear in each case.

When you have finished entering your user name/password, touch the [OK] key.

After entering your user name and password, continue from step 3 of "DIRECTLY PRINTING A FILE ON AN FTP SERVER" in "3. PRINTER" in the Operation Guide.

To use this function, the printer expansion kit must be installed.

Transferring copied data

When the data security kit is installed and the Web pages are used to copy data stored with the document filing function to a computer, the copied data can only be transferred back to the original machine from which it was copied.

The data cannot be transferred to another machine even if the machine conditions are the same.

The [Restore from PC] key will only appear on the Web page and transfer of data back to the machine will only be possible when a confidential folder is selected.

2

System settings

This section explains system settings that are related to the security function.



The following explanations assume that the machine has the printer, fax, and network scanner functions.

Using the System Settings (Administrator)

Follow the procedure in "SYSTEM SETTINGS (ADMINISTRATOR)" in "7. SYSTEM SETTINGS" of the Operation Guide to configure the settings in the system settings (administrator).

For explanations of each of the settings, see the following pages.



If an incorrect administrator password is entered 3 times in a row on a machine that has the data security kit installed, entry of the administrator password will be locked for 5 minutes.

System settings for security

When the data security kit is installed, settings related to security (with the exception of [SSL Settings]) are added to the settings that appear when the [Security Settings] key is touched.

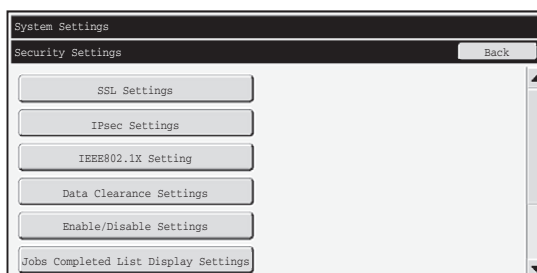
Setting	Page	Explanation
Clear All Memory ^{*1}	12	
Clear Document Filing Data ^{*1}	13	
Clear All Data in Jobs Completed List ^{*1}	13	
Clear Address Book and Registered Data ^{*1}	14	
Power Up Auto Clear ^{*1}	15	Select data clear items and the number of data clear times. Use this to manually clear stored data from each area of the machine's memory and hard drive.
Clearance Time Settings	16	
●Number of Times Data Clear is Repeated ^{*1}	16	
●Number of Times Power Up Auto Clear Program is Repeated ^{*1}	16	
●Number of Times Auto Clear at Job End Program is Repeated ^{*1}	16	
Disabling of Document Filing	17	Set the items that you wish to disable. Use this to disable specific operations to prevent the output of sensitive document data.
Disabling of List Print	17	
Disabling of Print Jobs Other Than Print Hold Job	18	

Setting	Page	Explanation
Jobs Completed List Display Setting	18	Use this to select whether or not the job status completed job screen is displayed.
Job Status Display Setting	19	Use this to select whether or not filenames of print jobs and destination names of image send jobs are displayed in the job status screen.
Release Lock on File/Folder Operation	19	Use this to release locked files and folders.
Product Key ^{*2}	19	Register the product key.

^{*1}When user authentication is enabled, a user cannot configure this setting even when the authority group gives the user the authority to configure security settings.

(This operation can only be performed by an administrator.)

^{*2}This will not appear when the product key is entered and the security function is enabled.



The above system settings can also be configured in the Web page of the machine. However, the product key for the data security kit cannot be entered in the Web page. Use the touch panel of the machine to enter the product key.

■ Clear All Memory

This program is used to manually clear all data from the memory and hard disk of the machine.

Note, however, that the following types of data are not cleared with this setting. Use "Clear Address Book and Registered Data" (page 14 of this manual) to clear the following types of data.

- User Information
- Individual/Group/Program/Relay Broadcast Memory Box*
- Polling Memory/Confidential Memory Box*
- Sender Data
- Allow/Reject Reception Setting Data (including polling passcode number)
- Forward Information

* Image data stored in a memory box is cleared by executing "Clear All Memory".

When the [Clear All Memory] key is touched, a confirmation screen will appear as shown below.

[Clear screen 1]

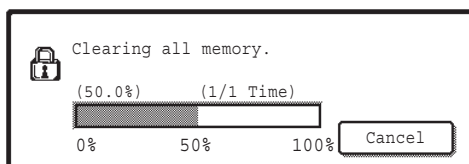
The confirmation message "Clear all memory. (Exclusive of address book/user list data.)" will appear.

- To return to the previous menu screen, touch the [No] key.
- To clear all memory, touch the [Yes] key. "Please wait." appears, and then the following screen is displayed.



If a print job is in progress when "Clear All Memory" is executed, the print job will be canceled. Print jobs in progress and in the job queue are also erased.

[Clear screen 2]



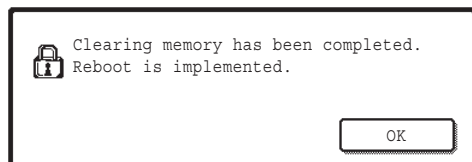
- During clearing, progress will be shown as a percentage together with the number of repetitions.
- When clearing is completed, the following screen will appear for confirmation.



If you wish to cancel data clearing...

Touch the [Cancel] key. The administrator password entry screen will appear. Enter the administrator password. As soon as the correct password is entered, data clearing will be canceled and the power will turn off briefly and then turn back on automatically.

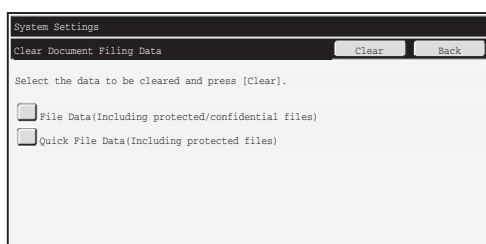
- Even if data clearing is cancelled, the data availability is not secured.

[Clear screen 3]

Touch the [OK] key to restart the machine.

■ Clear Document Filing Data

This function is used to clear data stored using the document filing function. Data whose property is set to "Protect" or "Confidential" is also cleared.



- [File Data (Including protected/confidential files)] checkbox:
Select this checkbox to clear all files stored using "File" in the main folder and in custom folders.
- [Quick File Data (Including protected files)] checkbox:
Select this checkbox to clear all files stored using " Quick File ".

Step 1: Touch the [Clear] key.

A confirmation message prompting you to select "Yes" or "No" will appear.

Step 2: Touch the [Yes] key.

The selected data is cleared.

(Operation during clearing is the same as when "Clear All Memory" (page 12 of this manual) is performed.)

■ Clear All Data in Jobs Completed List

Use this when you wish to clear all data of the items below, which appear in the job status jobs completed screen.

(The job status jobs completed screen appears when the [Complete] key (job status screen selector key) of the job status screen is touched.)

- Printer user names
- Image send destinations
- Senders of faxes that are received

Step 1: Touch the [Clear All Data in Jobs Completed List] key.

A confirmation message prompting you to select "Yes" or "No" will appear.

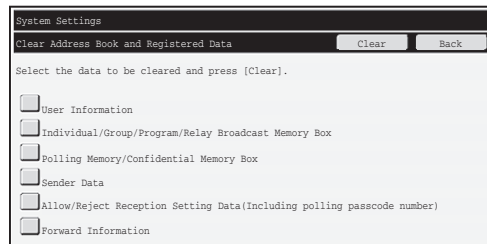
Step 2: Touch the [Yes] key.

Data clearing is executed.

(Operation during clearing is the same as "Clear All Memory" (page 12 of this manual). However, it is not possible to cancel during clearing.)

■ Clear Address Book and Registered Data

This function is used to clear the items indicated below, which cannot be cleared or initialized using "Clear All Memory" (page 12 of this manual) or "Restore Factory Defaults" (System Settings (Administrator) > "Storing/Calling of System Settings" > "Restore Factory Defaults").



- User Information
- Individual/Group/Program/Relay Broadcast Memory Box
- Polling Memory/Confidential Memory Box^{*2}
- Sender Data
- Allow/Reject Reception Setting Data (including polling passcode number)^{*1,*3}
- Forward Information^{*4}

^{*1} The name may vary depending on the options that are installed.

^{*2} Can only be selected when the fax function is enabled.

^{*3} Can be selected when either the fax function or the Internet fax function is in use. ("including polling passcode number" is displayed only when the fax function is enabled.)

^{*4} Select this when you only wish to erase stored forwarding information.

Step 1: Select the checkbox of each item that you wish to clear.

Step 2: Touch the [Clear] key.

A confirmation message prompting you to select "Yes" or "No" will appear.

Step 3: Touch the [Yes] key.

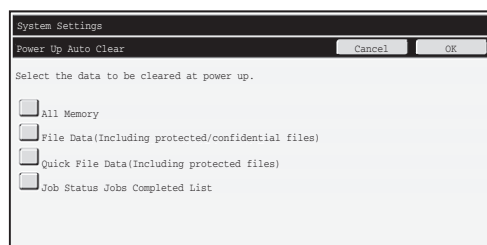
The selected data is cleared.

(Operation during clearing is the same as "Clear All Memory" (page 12 of this manual).

However, it is not possible to cancel during clearing.)

■ Power Up Auto Clear

This function is used to automatically clear all data in the machine when the power switch is turned on.



The following types of data can be cleared.

- All Memory
- File Data(Including protected/confidential files)
- Quick File Data(Including protected files)
- Job Status Jobs Completed List

Select the checkboxes of the data to be automatically cleared when the power switch is switched on. When you have finished selecting the checkboxes, touch the [OK] key. No checkboxes are initially selected.



When there is a stored image send job (fax, network scanning, or Internet fax job)*, "Power Up Auto Clear" will not take place when the power is turned on.

*This includes received faxes and Internet faxes that have not yet been printed; however, it does not include data in a fax memory box (except confidential memory box).




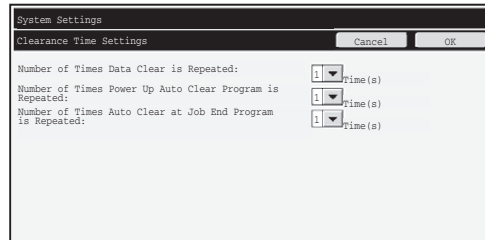
If you wish to cancel data clearing...

See the explanations in "Clear screen 2" and "If you wish to cancel data clearing..." in "Clear All Memory" on page 12 of this manual.

■ Clearance Time Settings

To further strengthen the security settings, you can have data clearing repeated a set number of times in each area.

Touch the select box  of each item and select the number of times that you wish data clearing to be repeated. When finished, touch the [OK] key.



- **Number of Times Data Clear is Repeated**

The number of times data clearing is repeated when "Clear All Memory", "Clear Document Filing Data", "Clear All Data in Jobs Completed List", or "Clear Address Book and Registered Data" is executed can be set to any number from 1 to 7. The factory setting is 1.

- **Number of Times Power Up Auto Clear Program is Repeated**

The number of times "Power Up Auto Clear" is repeated can be set to any number from 1 to 7. The factory setting is 1.



This setting is only enabled when the [Power Up Auto Clear] checkbox is selected.

- **Number of Times Auto Clear at Job End Program is Repeated**

The number of times auto clear is repeated after each job is completed can be set to any number from 1 to 7. The factory setting is 1.

However, the number of times data clear is repeated for received fax data and received Internet fax data is 1 regardless of the setting.

About the repeat setting

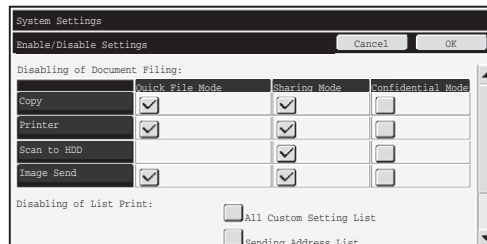
When the repeat setting (number of repetitions) is increased to enhance the security function, the time required for data clearing increases.

It is recommended that you select repeat settings for "Number of Times Data Clear is Repeated", "Number of Times Power Up Auto Clear Program is Repeated", and "Number of Times Auto Clear at Job End Program is Repeated" that are suitable for your security needs and conditions of use.

■ Disabling of Document Filing

This program is used to restrict the filing modes of the document filing function.

Document filing modes (Quick File Mode, Sharing Mode, and Confidential Mode) can be separately disabled in each mode in which document filing operates (Copy, Printer, Scan to HDD, and Image Send mode).



- Touch the checkboxes of filing modes that you wish to disable. When you have finished selecting the checkboxes, touch the [OK] key.
- The property of a file that is already stored cannot be changed using "Property Change" (Operation Guide "CHANGING THE PROPERTY" in "6. DOCUMENT FILING") to a disabled filing mode.



If a certain property is disabled in "Disabling of Document Filing" and a file exists that was previously stored with this property, the property of the stored file can be changed to another property.

When printing with the printer function, even formats for storing files that have been disabled with this program will appear in the Job Handling screen of the printer driver (Operation Guide "SAVING AND USING PRINT FILES (Retention/Document Filing)" in "3. PRINTER"). However, if a disabled file format is selected when printing a file, the file will not be stored (only printing will take place).

■ Disabling of List Print

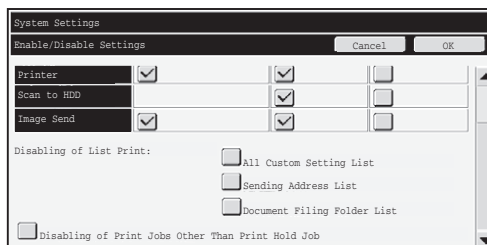
This program is used to disable printing of any of the following lists that are printed using "List Print (User)" in the system settings (general).

"All Custom Setting List", "Sending Address List", "Document Filing Folder List"

Select the checkboxes of the lists for which you wish to disable printing. After selecting the desired checkboxes, touch the [OK] key.

■ Disabling of Print Jobs Other Than Print Hold Job

Printing in print mode other than from the operation panel of the machine can be prohibited. This setting can be used to prevent sensitive documents left on the output tray from being taken by a third party, which could result in the leaking of sensitive information.



- To prohibit printing other than from the operation panel, select the checkbox. To print when the prohibit setting has been selected, follow the steps below.

Step 1: Set the "Retention" setting in the printer driver to [Hold Only] and select the print command.

The print job will appear on the operation panel of the machine.

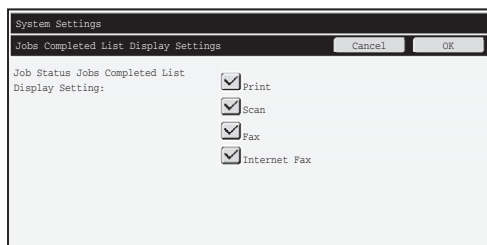
Step 2: Select your print job and execute printing. (Operation Guide "PRINTING A STORED FILE" in "6. DOCUMENT FILING")

If "Hold After Print" or "Sample Print" is selected before the print command is executed, printing will not take place. However, the job will be held in the machine and can be printed from the operation panel using the document filing function in the same way as a "Hold Only" job.

Jobs Completed List Display Setting

You can select whether or not the job status completed jobs screen (job status screen selector key) is displayed.

If you prefer not to have the information (print mode user names, image send destinations, senders of faxes that are received, etc.) that is stored and shown in the job status completed jobs screen be displayed for security reasons, use this setting to hide the screen.



- To hide the job status jobs completed screen, touch the checkbox of each mode ([Print], [Scan], [Fax], and [Internet Fax]) to remove the checkmarks. When finished, touch the [OK] key.

Job Status Display Setting

You can select whether or not filenames of print jobs and destination names of image send jobs are displayed in the job status screen of the touch panel. If you do not want to display this information for security reasons, select the appropriate checkboxes.

Release Lock on File/Folder Operation

This function is used to release document filing folders and files and encrypted PDF files, that are locked due to the entry of an incorrect password.

Touch the [Release Lock on File/Folder Operation] key and then the [Release] key to release all locked items. After this is done, the items can be manipulated. When no items are locked, the [Release Lock on File/Folder Operation] key is grayed out.

Product Key

To initially enable the security function, you must use system settings (administrator) to enter the product key (password). The name of the system setting used for this purpose is "DATA SECURITY KIT". Please ask your dealer for the product key. (This work is performed by a service technician at the time of installation of the data security kit.)

To register the product key, touch the inside of the frame below the data security kit display, press the numeric keys to enter the product key number, and touch the [Submit] key.

- If an incorrect number is entered...
A message will appear instructing you to check the product key number again.
- If the correct number is entered...
A message will appear instructing you to turn the power off and then on. Touch the [OK] key when you have finished reading the message.
Turn off the power key first and then turn off the main power switch. The security function will be enabled when the power is turned on again.
Once the security function is enabled, the "Data Security Kit" will no longer appear in the product key entry screen.

After the product key is entered, it will not be possible to perform the following operations until the machine is restarted.

- All access from the network or fax line is prohibited.
- Keys that change the screen display such as the [CLEAR ALL] key cannot be used.
- The [Back] key of [Product Key] in the system settings will be grayed out to prevent switching to other screens.

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