

## Security Guide

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- > Security is a growing concern for companies of all sizes. Toshiba has innovative methods of protecting valuable data in order to ensure that what is yours stays yours.
- > There are various ways of controlling who can access what on your Toshiba MFP. By making full use of these possibilities you ensure that your confidential data and information is only available to authorised people.
- > In order to protect the confidentiality and integrity of your data, we continually develop comprehensive security measures for our systems.



# KEEPING YOUR BUSINESS YOUR BUSINESS

Every day millions of confidential documents - such as legal documents or financial data - are produced and distributed via multifunctional printers (MFPs) and copiers.

With MFPs and printers being able to store large amounts of data on their hard disk drive (HDD), they have become an integral part of business networks and thus are a critical point of vulnerability. Sensitive data and business-critical information can easily be tampered with if security measures are not in place. However, although the vast majority of organisations secure their IT networks, the same level of attention is not being given to MFPs. An insecure MFP leaves those working with sensitive information vulnerable to attack and at risk of prosecution if they don't keep data safe.

Toshiba offers various possibilities of securing your data and documents to help your business meet the increasing security challenges of today's world. These security measures can be grouped into the following three categories:

- > Access Security
- > Document Security
- > Device Security



## Access security

### Control who, what and how much

Toshiba has developed simple yet highly effective methods of establishing access security without inconveniencing users.

**Network Authentication** allows administrators to control access at the device in the same way it is controlled from the desktop.

**Strong Passwords** utilises an alphanumeric administrative password with a minimum of eight digits for added protection along with a log-on attempt limitation.

**Department Codes** provide the possibility to group users and to give access to all the features of the device to authorised user groups only.

**Usage Limitations** enable administrators to set limits for copy and print jobs, as well as track and control costs.

To streamline the user login process, the optional **card readers** require a simple swipe of a card while allowing limited user access to specific features and functions.

## Document security

### For your eyes only

Confidential data needs to be protected at all times. To ensure printed documents do not fall into the wrong hands, Toshiba offers the following solutions.

**Private Print** prevents someone from picking up the wrong print job and gives users the option of printing confidential documents individually or multiple documents at one time.

**Secure PDF** protects scanned documents, enabling users to assign a password in order to restrict viewing, printing, editing and extracting of the scanned information. Up to 128-bit AES encryption can be used to keep the information safely stored.

**Hard Copy Security** effectively prevents unauthorised copying. Hidden character strings - e.g. Copying Prohibited - are embedded in the document when printing and reveal themselves when someone attempts to copy the document.

**Pull-printing solutions**, such as e-FOLLOW, hold print jobs in a central queue until the user logs on to any pull-printing enabled MFP, ensuring that the correct user is physically present before the document is printed.

## Device security

### Protecting you and your network

Our standard Advanced Encryption functionality provides near real-time encryption of data written on the device's hard drive. The optional Data Overwrite Kit ensures that all data is erased after every print, scan, copy and fax job in order to prevent the latent storage of valuable data on the system.

Because MFPs and network printers function as a complex network devices, Toshiba has developed several solutions that specifically address network security. IPv6 ensures IP security with a larger IP address range, protection from scanning and attacks as well as support for authentication and confidentiality when using optional IPsec.

Secure Sockets Layer (SSL) employs encryption technology to protect all data travelling to and from the MFP, while IP Filtering acts like a firewall to protect your internal network from intruders. Also, SMB Signing adds a digital signature to verify that the data is received from authenticated sources and ensures the integrity of all communications.



### End-of-life security

Serious consideration also needs to be given to what happens to MFPs once they have reached their end-of-life and/or are taken off site. If the HDD falls into the wrong hands, the data stored on it is at stake.

Toshiba's innovative Secure Hard Disk Drive has set new security standards and provides ultimate security for sensitive data. The 256-bit AES encryption happens in near real-time and the encryption key is stored on the hard disc drive itself. Furthermore, the Toshiba Secure HDD knows which device it has been built into and requires the system to authenticate itself against the hard disc before allowing the data to be accessed. If this authentication fails, the encryption key will be deleted, guaranteeing that your data is safe.

And while in the past invalidating the data on an hard disk at the end of a products life-time was extremely time-consuming, Toshiba's Secure HDD puts an end to this. The data on the disk is safe forever.

All our e-BRIDGE Next MFPs are equipped with the Toshiba Secure HDD. For a complete list, please contact your local Toshiba partner.

## About Toshiba Tec

Toshiba Tec Germany Imaging Systems GmbH is part of the globally operating Toshiba Tec Corporation, active in various high-tech industrial sectors.

Toshiba Tec Corporation is a leading provider of information technology, operating across multiple industries - ranging from retail, education and business services to hospitality and manufacturing. With headquarters in Japan and over 80 subsidiaries worldwide, Toshiba Tec Corporation helps organisations transform the way they create, record, share, manage, and display information.

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Together Information is Toshiba's vision for how people and organisations create, record, share, manage and display ideas and data.

It is based on our belief that the most successful organisations are those that communicate information in the most efficient way.

We make that possible through an integrated portfolio of industry-specific solutions, all of which reflect Toshiba's commitment to the future of the planet.

