

# OFFICE WARE

Is your multifunction device safe?



Threats to information security are appearing more frequently and are of a greater magnitude than ever before. These threats can be both internal and external. Since most of an organization's secure information resides in documents, document security has become an area of high importance.

Each time a document is copied, printed, scanned, or faxed, an image may be created on the system's hard drive. The hard drive can be used for both temporary and permanent storage. This hard drive can create a potential security risk, and we therefore offer the following suggestions:

- Always be aware that the hard drive may retain a copy of recently scanned documents. If this causes you concern, you may want to establish a nightly procedure to delete all stored documents. If you feel you're in a high risk area, you may want to add encryption and/or a hard disk overwrite option.
- If your MFP is ever moved or relocated, you will want to make certain that part of the process is to delete all documents from the hard disk. This includes all stored email address or fax numbers. This is a simple process, but the key is to remember to perform these functions, or to ask your provider to perform these functions before the unit is moved and relocated.
- If you rent or lease your equipment, you will want to make certain the appropriate steps are taken to delete all stored data prior to removal from your facility.
- Except for highly secure documents or secure areas within your business, special encryption or overwrite features are not normally required. Simple internal procedures and an awareness of the risk are sufficient.



If you're interested in learning more about the security features on your system or other security options, OfficeWare would be happy to assist.

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[www.officeware.com](http://www.officeware.com)

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