

## Important Information Regarding Network-Attached Copiers

Great care should be taken when using network-attached copiers for scanning or copying sensitive information. For many copier models, the potential exists for exposure of scanned or copied documents. Those using network-attached scanning devices should be thoughtful as to what type of information they will be copying. If a copier is leased, always ensure that all data are removed from local storage before the device is returned to vendor. For assistance removing data from internal hard drives, contact MSU Safety And Risk Management at 994-5678.

If sensitive documents must be scanned with a network-attached copier, it is highly recommended that the device be secured by following the steps below. Please inquire with your copier vendor for specific instructions for securing your model of copier.

Per MSU network-attached device standards, the following steps should be taken to secure a network-attached copier or scanner:

- ✓ Actual domain or local computer accounts should never be stored in a copier. If credentials are required, a single-purpose service account should be used.
- ✓ Any unnecessary services should be disabled. (Example: Disable FTP, email, or file sharing services if not used.) If FTP or Web access is enabled, it should not allow authentication with an anonymous account.
- ✓ Empty or default admin passwords should never be used. When possible, default usernames should be changed as well.
- ✓ If the administrative web interface cannot be protected by password, an approved firewall or Access Control List should be used to allow access from necessary hosts only.
- ✓ Scanned sensitive documents should never be emailed or written to unsecured file shares.
- ✓ Cached scans of sensitive documents should not remain in memory of network-attached copiers. If possible, copiers should be configured to automatically purge memory after the job is completed.
- ✓ All applicable security updates should be applied.

For further assistance, please contact the ITC ServiceDesk at 994-1777.