Xerox Multifunction Devices

Customer Tips

...for the user

Configuring Hard Disk Overwrite on the WorkCentre 7328/7335/7345

Overview

This document describes how to configure the Hard Disk Overwrite feature on the WorkCentre 7328/7335/7345.

The Hard Disk Overwrite function electronically overwrites data stored on the MFP hard drive using an algorithm specified by U.S. Department of Defense Directive 5200.28-M. The data stored on the hard drive is created during copy, print, scan, and fax operations.

The two options available to overwrite files are by Immediate Image Overwrite and Scheduled Image Overwrite. The system administrator is able to configure how many times (1 or 3) the files are overwritten.

This document applies to the stated Xerox products. It is assumed that your device is equipped with the appropriate option(s) to support the information within this document.

Immediate Image Overwrite

Immediate Image Overwrite enables the system administrator to set parameters to automatically overwrite the job data from the hard disk after each job has completed.

Enable Immediate Image Overwrite locally at the device:

1.   At the device press the **Log In/Out** button on the Device's Control Panel.
2.   Enter the Administrator password. (The factory default password is "11111")
3.   Touch **Enter**.
4.   Press the **Machine Status** button on the Control Panel.
5.   Touch the **Tools Tab**.
6.   Select **Authentication/Security Settings**.
7.   Select **Overwrite Hard Disk**.
8.   Select **Number of Overwrites**.
9.   Select either **1 Overwrite** or **3 Overwrites**. (Note: 3 Overwrites is more secure)
10.   Touch **Save**.
11.   Press the **Log In/Out** button.
12.   For the setting to take affect touch the **Reboot Now** button within the **Reboot Machine** window.

Configuration Verification

To ensure that the Image Overwrite function has been configured properly follow these steps:

1. Press the **Services** button on the Control Panel.
2. Touch **Copy** and place at least 3 originals in the document feeder and press the green start button.
3. Press the **Machine Status** button and watch the **Overwrite Hard Disk** button.
4. When the job is in progress "**Standby**" will be displayed, once the job finishes the status will change to "**In Progress**".
5. This confirms that the device has performed the overwrite function for that particular job.

Scheduled Image Overwrite

Scheduled Image Overwrite allows a system administrator to configure what time the device conducts the Image Overwrite on the device. This option will overwrite all areas of the hard disk where job data was stored.

Enable Scheduled Image Overwrite locally at the device:

1. Ensure that the number of overwrite passes have been configured using the Immediate Image Overwrite procedure available on the previous page.
2. At the device press the **Log In/Out** button on the Device's Control Panel.
3. Enter the Administrator password. (The factory default password is "11111")
4. Touch **Enter**.
5. Press the **Machine Status** button on the Control Panel.
6. Touch the **Tools Tab**.
7. Select **Authentication/Security Settings**.
8. Select **Overwrite Hard Disk**.
9. Touch **Scheduled Image Overwrite**.
10. Select the time interval you would like an Image Overwrite to be performed. The choices are **Daily**, **Weekly**, or **Monthly**.
11. Configuration settings will appear on the right side of the screen, with the choices available dependent on which frequency was chosen. These settings will allow you to configure exactly when you want the overwrite function to be performed.
12. Touch **Save**.
13. Press the **Log In/Out** button.

> ℹ️ *When the Scheduled Image Overwrite is being performed an Overwrite Hard Disk screen will appear informing users that the overwrite is "in progress". The device will be unavailable during this time.*

> ℹ️ *When the Scheduled Image Overwrite has completed a reboot will take place.*

Enable Scheduled Image Overwrite remotely:

1. Ensure that the number of overwrite passes have been configured using the Immediate Image Overwrite procedure available on the previous page.
2. In an internet browser enter the IP address of the device you would like to configure.
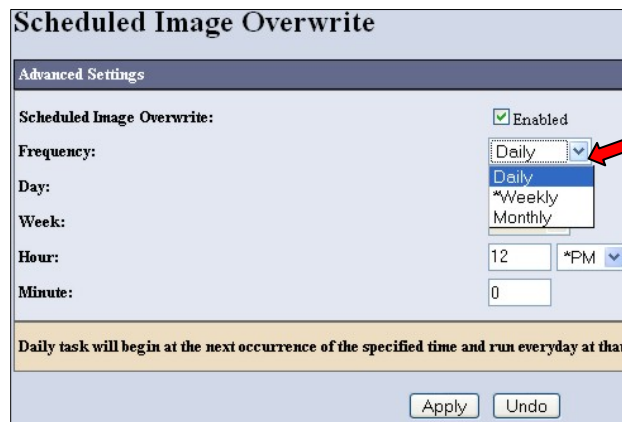3. In the **CentreWare Internet Services** window click on the **Properties** tab.

4. Click on the **Security folder** then the **Scheduled Image Overwrite** link.

5. Click on the **Scheduled Image Overwrite** checkbox.
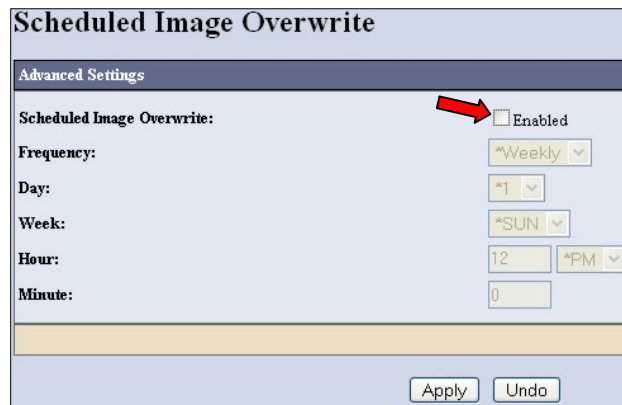
6. From the **Frequency** pull down select **Daily**, **Weekly**, or **Monthly**.

7. Depending on your choice the **Day**, **Week**, **Hour, Minute** items will become active. Using the active fields configure exactly when you want the overwrite function to be performed.

8. Click the **Apply** button.

When the Scheduled Image Overwrite is being performed an Overwrite Hard Disk screen will appear informing users that the overwrite is "in progress". The device will be unavailable during this time.

When the Scheduled Image Overwrite has completed a reboot will take place.

Additional Information

Xerox Customer Support welcomes feedback on all documentation - send feedback via e-mail to: USA.DSSC.Doc.Feedback@mc.usa.xerox.com.

You can reach Xerox Customer Support at 1-800-821-2797 (USA), TTY 1-800-855-2880 or at http://www.xerox.com.

Other Tips about Xerox multifunction devices are available at the following URL: http://www.office.xerox.com/support/dctips/dctips.html.