



# Setting Appropriate/Necessary Levels of Document Security

## Key Features and Benefits

### FEATURES

- Set passwords on Mail Boxes or databases
- Ensure that all data is overwritten during copying, printing, and faxing operations
- Set secure levels of password protection both by user and individual document
- Set passwords for secured print jobs

### BENEFITS

- Permits administrator to set password by user and by specific document
- Allows attorneys to set up individual passwords on Mail Boxes or databases
- Allows attorneys to erase all data written during copying, printing, and faxing operations
- Increased security and confidentiality via restricted access to viewed and printed documents
- Control over information written to device hard drives with the optional Security Kit-A1

The business nature of the legal profession requires that security be an integral part of the legal firm's operation. Whether it's a client's claim for damages against a company, divorce filing, or a deposition for a criminal trial, the need for security is critical. Canon solutions provide this security.

## Document Security

Canon's solutions allow hard-copy legal documents to be scanned into one or more password-protected attorney Mail Boxes, or directed to a database for storage, enabling a legal firm to protect access to those hard-copy documents. This also ensures that documents that may have been shared and distributed via carrier or courier transfer are not compromised in any way.

Once the case documents have been viewed, they can be password-protected at the print-output stage. Access to the print job is only permitted with the correct password—providing another layer of security.

Legal firms may also establish passwords for both users and individual documents. This way, a lead attorney can ensure that only those attorneys assigned to a specific case have access to certain documents.

For further security, legal firms may enable the Security Kit-A1. This ensures that any data written to the hard drive during copying, printing, and faxing of hard-copy documents is erased three times, at predetermined intervals, making it virtually impossible for residual data to be recovered and/or compromised.