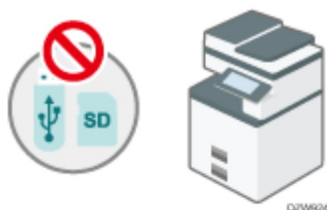


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# Preventing Information Leaks from the Media Slot

You can restrict use of the media slot to prevent information leaks.

Documents scanned on the machine can be stored to a USB memory device or SD card using the media slot on the side of the control panel. This function is useful, but it also increases the possibility of information leaks due to misplaced or stolen storage devices. Restrict the functions of the media slot according to your security policy.



- The media slot can be used to store scanned documents to an external media or print documents stored on the media. You can disable only the scanning feature or disable both the scanning and printing features.

The procedure is described using the [Classic] screen type of [Settings] as an example. When you are using the [Standard] screen type, specify the settings in the screen below.

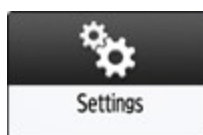
- [System Settings] ► [Machine] ► [External Device] ► [Allow Media Slots Use]

The names of the setting items may differ on the setting screen for [Classic] and [Standard] screen types.

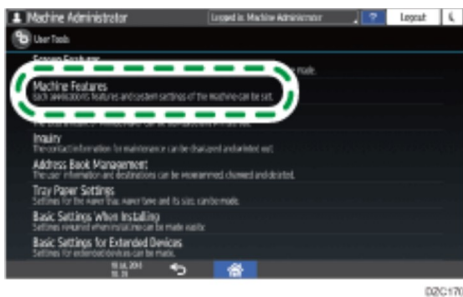
[Settings Menu Compatibility List \(Classic to Standard Settings\)](#)

**1** Log in to the machine as the machine administrator on the control panel.

**2** On the Home screen, press [Settings].



**3** On the Settings screen, press [Machine Features Settings].



**4** Press [System Settings] ► [Administrator Tools] tab ► [Media Slot Use] to display the setting screen.

**5** Specify the functions to restrict.



- Store to Memory Device: Select [Do not Permit] to disable storing documents in memory storage devices.
- Print from Memory Storage Device: Select [Do not Permit] to disable printing documents stored in memory storage devices.

**6** Press [OK].

**7** After completing the configuration, press Home (  ).