



Useful Tips for Reducing the Risk of Unauthorized Access to Network Scanners (imageFORMULA Series)

Important: System administrators are advised to read this document.



This document outlines how to protect your network scanners (imageFORMULA series) from unauthorized access from external networks. System administrators are advised to carefully read this document.

Preface

By connecting Canon imageFORMULA-series network scanners to a network users can make use of such convenient functions as sending scanned images over the network. While imageFORMULA-series network scanners do not retain image data after sending files, they do save such user information as address books and login usernames

on the device.

This document explains how to use a private IP address to prevent unauthorized external access when connecting an imageFORMULA-series device to a network.

Use a Private IP Address

An IP address is a numeric code assigned to a device on a network. There are two types of IP addresses: a **Global IP Address**, which is used when connecting to the Internet, and a **Private IP Address**, which is used for such local networks as a company intranet. When a network scanner uses a global IP address, it becomes accessible to anonymous users on the Internet. This increases the risk of information leakage due to unauthorized access by third parties. On the other hand, access to a Network Scanner with a private IP address is limited to authorized users on an

internal network exclusive to one company or other LAN (local area network).

In principle, when you use a network scanner, you should assign a private IP address. A private IP address must be from one of the ranges below. Check that your imageFORMULA-series network scanner has a private IP address.

Private IP address ranges

- **10.0.0.0 - 10.255.255.255**
- **172.16.0.0 - 172.31.255.255**
- **192.168.0.0 - 192.168.255.255**

NOTE

Even if your network scanner is using a global IP address, it is unlikely to cause immediate information leakage, provided that a secure network environment that blocks external access is established using such security measures as a firewall. If you wish to assign a private IP to address your network scanner, consult your network administrator. You can also reduce the risk of data leakage from your network scanner by setting a password. For information about how to set a password, refer to the user manual of your device.

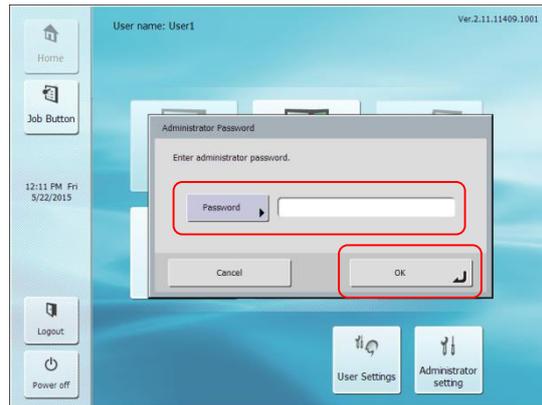


How to Verify your Network Scanner's IP Address (imageFORMULA Series)

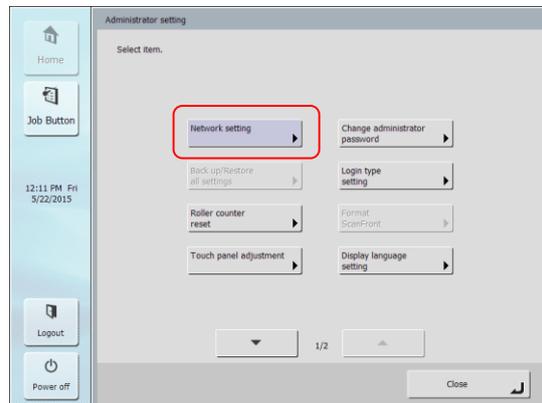
- (1) Select [Administrator setting] on the initial screen
↓
- (2) Input the administrator password and click the "OK" button in the dialog box
↓
- (3) Select [Network setting] on the [Administrator setting] screen
↓
- (4) Verify or change the IP address of the device

For more information on how to verify the IP address of an imageFORMULA-series network scanner, refer to your device's user manual.

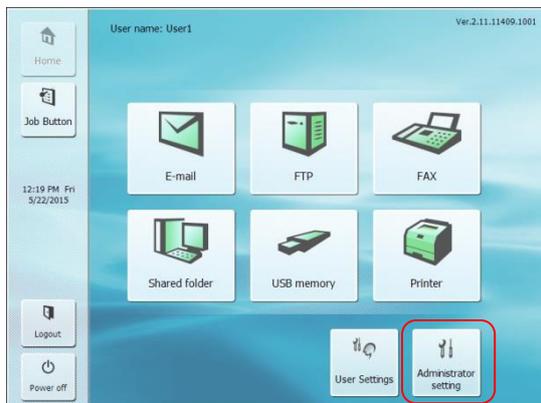
(2)



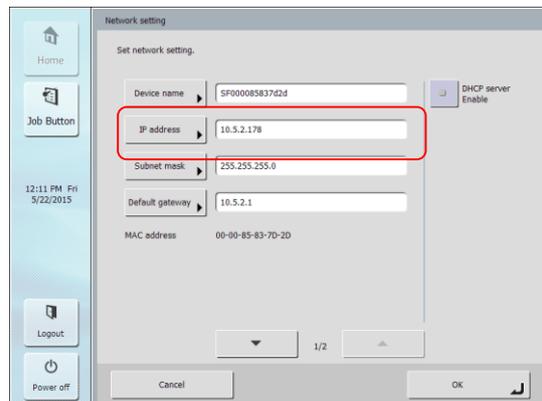
(3)



(1)

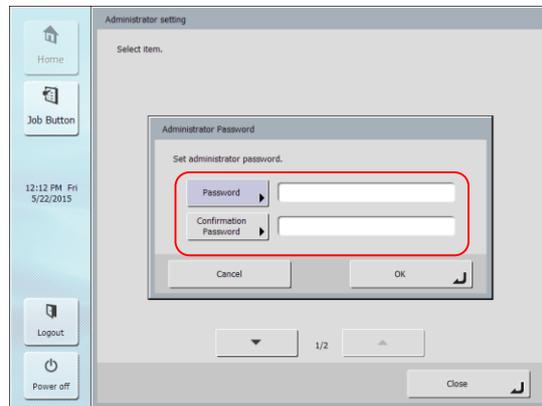
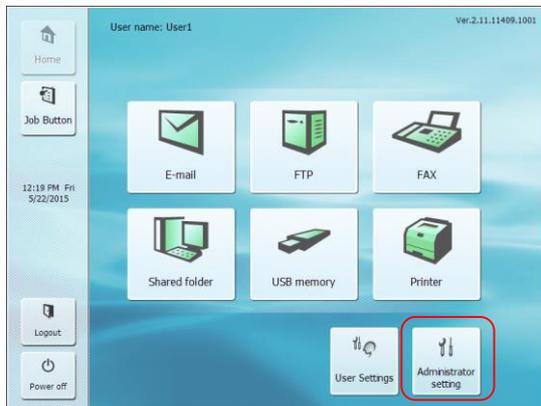


(4)

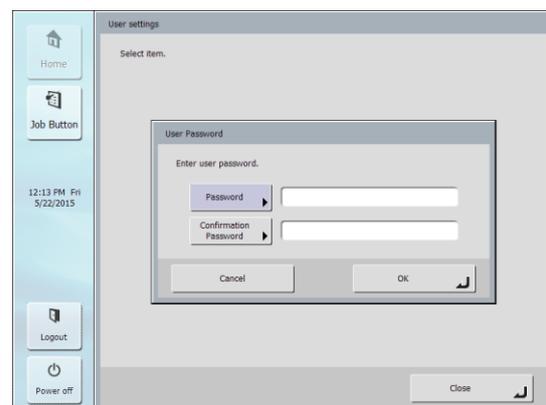
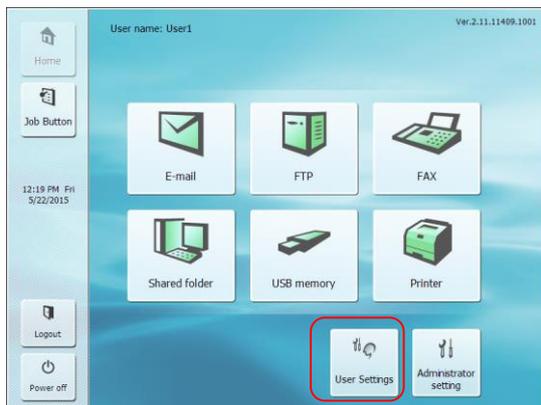


Password Protection (imageFORMULA Series)

Administrator password



User password



For more information on imageFORMULA-series network scanner password settings, please refer to your device's user manual.

NOTE

imageFORMULA-series network scanners feature a password function, however, it is important that passwords are properly managed to ensure the security of your device. Please consider the following when managing your passwords:

- Change the default password.
- Periodically change your password.
- Avoid passwords that are easy to guess.
- Don't carelessly share your password with a third party.