



## imageFORMULA series document scanner

### Measures to prevent unauthorized access

---

**Important** Please read this manual if you are using the document scanner via the network.



Thank you for using our Canon products. This document describes examples of measures to prevent unauthorized access from external networks for the imageFORMULA series document scanners. Please read through before using our products and services.

## Introduction

---

Canon's imageFORMULA series document scanners enable convenient functions such as sending scanned images via the network. The imageFORMULA series document scanners store information such as address books and login information. Appropriate measures must be taken to prevent unauthorized access to such information. This section explains how to use a private IP address when connecting the imageFORMULA series document scanner to a network, as a key measure against unauthorized external access.

## Operate with a private IP address

---

An IP address is a number assigned to a device on a network. The IP address used to connect to the Internet is called a "global IP address." The IP address used on a local area network such as a corporate LAN is called a "private IP address." If the IP address set for the document scanner is a global IP address, it can be accessed by an unspecified number of users on the Internet, increasing the risk of information leakage due to unauthorized external access. On the other hand, network scanners with private IP addresses can only be

accessed by users on a local area network, such as a corporate LAN.

Under normal circumstances, set a private IP address for the document scanner's IP address. Private IP addresses are in one of the following ranges: Make sure that the IP address configured on your imageFORMULA series document scanner is a private IP address.

Private IP address range

• 10.0.0.0-10.255.255.255

• 172.16.0.0-172.31.255.255

• 192.168.0.0-192.168.255.255

### MEMO

Even if a global IP address is set for a document scanner, the risk of unauthorized access can be reduced by creating an environment that prevents access from external, such as a firewall. If you want to use a document scanner with a global IP address, contact your network administrator. In addition, by setting an appropriate password for the document scanner itself, the risk of information leakage is reduced. For details on setting the password, refer to the manual for each device.



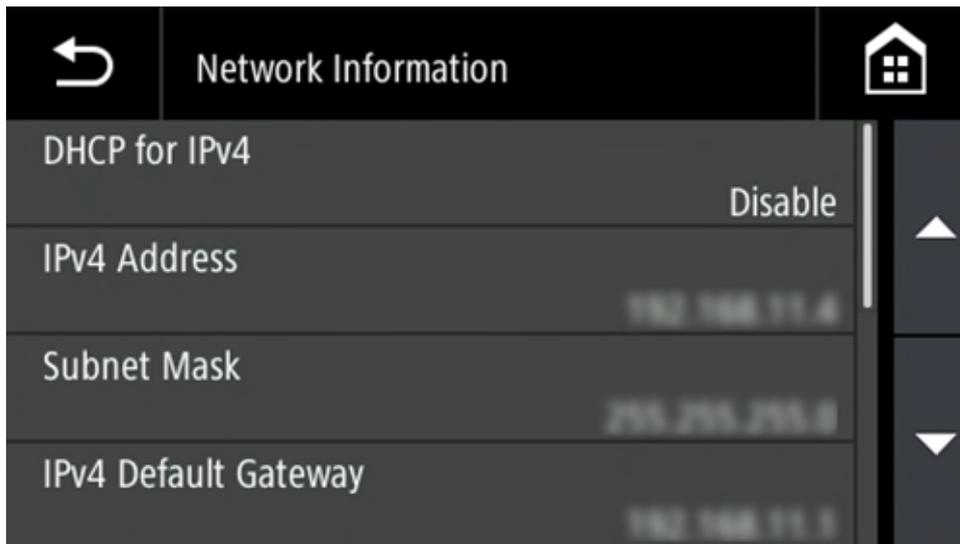
## ■ How to check IP address in imageFORMULA series

---

Example of checking on the panel:

Make sure that the IPv4 address on the screen below is within the range of the private IP address.

Setup menu > Network Settings > Network Information

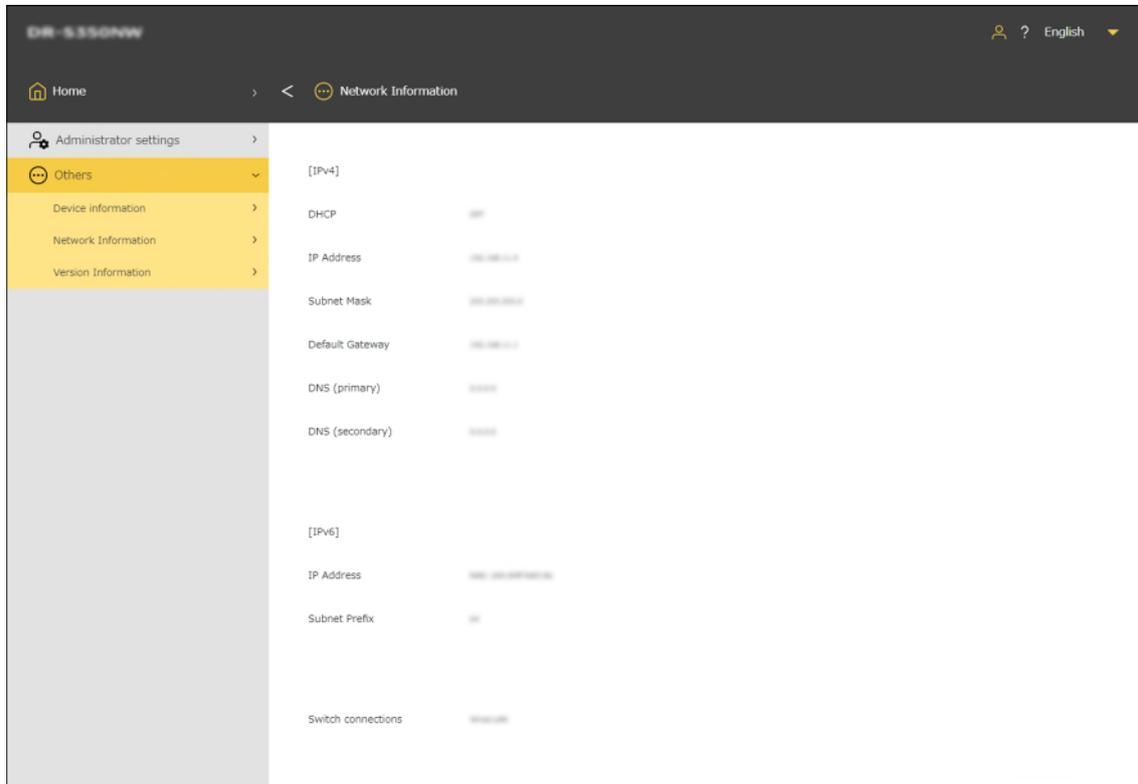




Web menu verification example:

Make sure that the IP address of the web browser to be accessed is within the range of the private IP address.

Setup menu > Network Settings > Network Information



Private IP address range

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

\*For instructions on checking the IP address of your imageFORMULA series document scanner, refer to the Owner's Manual.

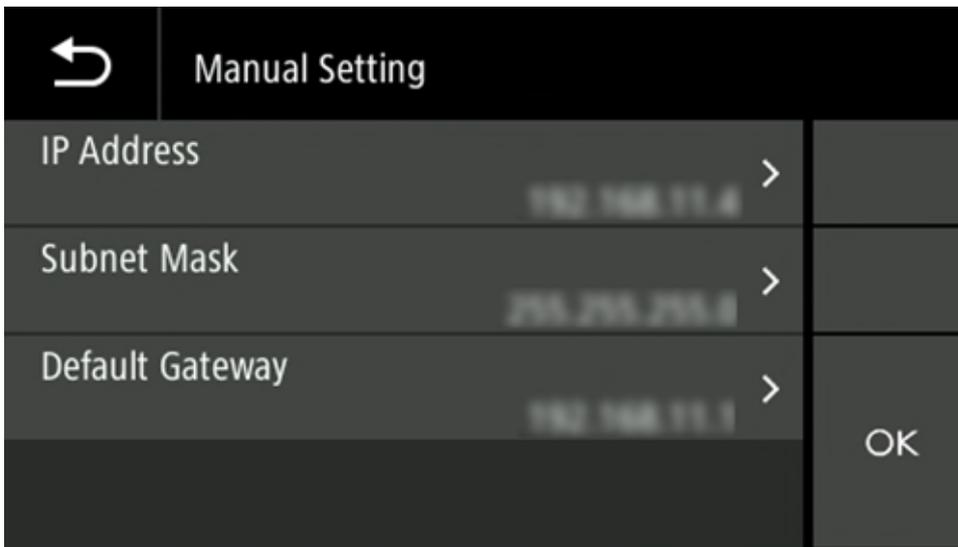
## ■ How to set the IP address in the imageFORMULA series

---

Example of setting via the panel:

Set the private IP address using the IPv4 address on the screen below.

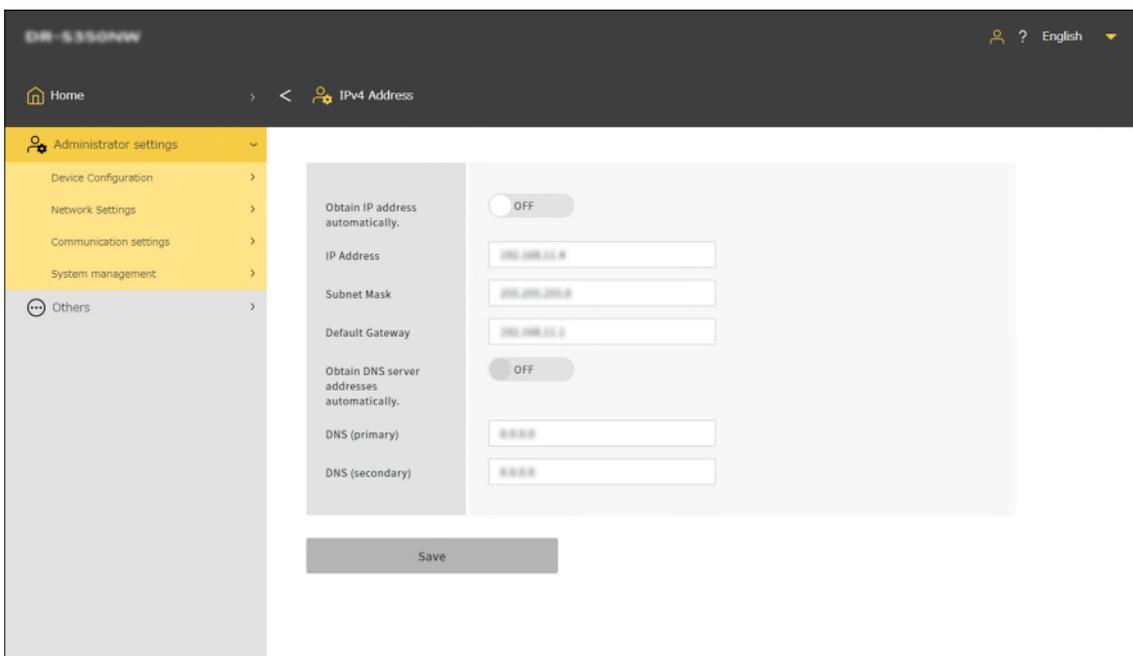
Setup menu > Network Settings > IP Address Settings >



Example of setting via Web Menu Settings:

Set the private IP address using the IPv4 address on the screen below.

Administrator Settings > Network Settings > IPv4 Addresses



## ■ Managing imageFORMULA series with passwords

---

In the unlikely event of unauthorized access by a malicious third party, you can significantly reduce the risk of information leakage by protecting various information held by the document scanner with a password.

\*If an initial password has been set, change it regularly.

\*Depending on the model, the initial password is not set. In that case, please set a password.

\*Some models are not equipped with a password function.

\*For the password setting procedure, refer to the Owner's Manual.

### MEMO

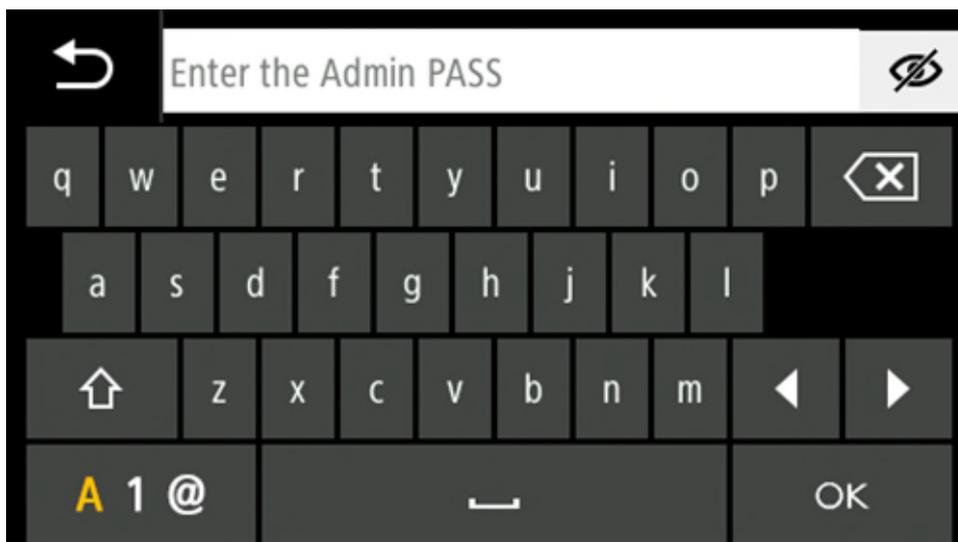
The imageFORMULA series document scanners are password protected, and password management is important for security. Refer to the following points when managing passwords.

- Always change the initial password
- Change the password regularly
- Do not use passwords that are easy for a third party to guess.
- Do not share the password with a third party

Example of the Screens

Example of setting via the panel:

Setup menu > Device Settings > Security > Set Administrator Password





Example of setting via the Web Menu Settings:

Administrator Settings > System Administration > Administrator Password

The screenshot shows the Canon Web Menu interface for an imageFORMULA series document scanner. The top header displays 'DR-S250N' on the left and a user profile icon with a question mark and 'English' on the right. Below the header is a navigation bar with 'Home' and 'Administrator Password'. A left sidebar menu is expanded to 'Administrator settings', which includes 'Device Configuration', 'Network Settings', 'Communication settings', 'System management', and 'Others'. The main content area is titled 'Administrator Password' and contains three input fields: 'Current Password', 'New Password', and 'New Password(Confirmation)'. A 'Save' button is located below the input fields.

\*For instructions on changing the administrator password for your imageFORMULA series document scanner, refer to the owner's manual.

#### MEMO

Web Menu is software that allows you to access the document scanner from your web browser over a network, check the status of the unit, and change various settings. You can remotely manage via the computer without going to the front of the scanner. When accessed via a web browser, the web menu is displayed.

\*For details on the Web menu operation, refer to the Owner's Manual.