




COMPLEO.

**HOW VULNERABLE IS YOUR
BUSINESS' DOCUMENT SECURITY?**

Take the test



Businesses have a tendency to get and forget their printers; they shove them in a dark corner and worry about them only when they malfunction or run out of consumables. Perhaps if they knew that 90% of businesses surveyed by [Quocirca](#) reported security breaches through network printers, they'd be more concerned about their document security.

Document security is all about knowing where documents originate, where they are going and how they are getting there. In short, knowing everything there is to know about the stream of information in your business. You can start by asking yourself the following vital questions.



ARE THERE UNCLAIMED PRINTOUTS LYING IN YOUR PRINTER TRAY?

Documents forgotten in printer trays pose a serious security risk: anyone who has physical access to the printer, even visitors, has access to them and the information they contain. Think about your financial and HR records in the wrong hands.

THE SOLUTION: pull printing – a feature that reserves print jobs in the printer's job queue until the relevant person is at the printer to release the document by entering a passcode or scanning a smart card.



DO YOUR EMPLOYEES SEND SENSITIVE INFORMATION TO THE PRINTER?

Most businesses use Wi-Fi to connect to the internet and networked devices such as printers. But if your Wi-Fi network has been compromised (and you don't know), any information it transmits is also compromised. Even if documents are not left unclaimed in the printer tray, the information can still be intercepted on its way to the printer.

THE SOLUTION: file encryption ensures that the information is transmitted in a format that cannot be read by intercepting third parties.



DOES YOUR BUSINESS HAVE SENSITIVE DATA STORED ON PRINTER HARD DRIVES?

Multifunction printers, like all smart devices, have mass storage drives that store the information that they process. And when the printer is hacked, the intruders have unchecked access to all of that information.

THE SOLUTION: automatic overwrites ensure that the printers' hard drives are regularly wiped clean.



DO YOUR EMPLOYEES SCAN TO UNAUTHORISED DESTINATIONS?

Consider this: 36% of data breaches occur because of accidental internal misuse and 84% of IT heads have no idea how much company data is stored in unregulated cloud repositories. Without strict protocols in place, employees are likely to take liberties with how they handle company documents.

THE SOLUTION: automated workflows that govern how documents are stored and shared after they've been scanned.



ARE YOU STORING IMPORTANT DOCUMENTS IN UNLOCKED CABINETS?

Legal offices, bank branches and the public sector store a lot of their documents in on-site file cabinets. But sometimes documents are retrieved so often that locking the cabinets becomes impractical. The problem? Much like the unclaimed printouts, these documents could easily fall into the wrong hands.

THE SOLUTION: digitise your documents and apply access controls such as password protection so that the information is always secure.



DOES EVERYONE IN YOUR BUSINESS HAVE OPEN ACCESS TO PRINTERS?

Printers are not the kind of assets that business owners consider keeping behind locked doors, but they'd probably reconsider if they knew how much valuable information passes through them.

THE SOLUTION: restrict access to the printer by implementing a user authentication system and keeping a detailed log.



DO YOUR EMPLOYEES HAVE UNCHECKED ACCESS TO SCANNED DOCUMENTS?

Just like the unclaimed printouts and the unlocked filing cabinets, unimpeded access to scanned files in shared folders exposes all of the business' critical documents to anyone who happens across them.

THE SOLUTION: protect all scanned documents with passwords and restrict access to shared folders according to suite and clearance level.

If you answered yes to any of these questions, your business' documents aren't well protected.

But with Xerox multifunction printers in your dark corner, they can be. Xerox multifunction printers blend all of the solutions to the above security threats. They give you the confidence and peace of mind to create, send and store your documents, without any lingering paranoia.

Want to learn more about our multifunctional printers?

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