

Threat assessment security scorecard.

Print, copy, scan, fax and email vulnerabilities

- Can anyone (even a visitor) walk up to your copiers (MFDs) and copy and/or scan?
- Can anyone (even a visitor) walk up to your copiers (MFDs) and scan to folder, email or fax?
- Are printed jobs left in the output trays of your printers and copiers unattended?
- Do you have the USB ports disabled to prevent someone from scanning to USB devices?
- Do you maintain an audit trail of print, copy, scan, fax activity; who, what, when, where, how?
- Can anyone walk up to your fax machines and fax documents... anywhere to anyone?
- When your MFDs leave your building (i.e., end of a lease), is there any confidential data stored on the MFD?
- Do your devices contain any sensitive network information stored on the device? Are device passwords yours?
- When archiving documents, are you using a file format that allows for long-term preservation?
- Is your scan and print transfer SSL encrypted?
- Do you keep a digital archive of all transmitted faxes?
- Do you control authorized fax destinations?
- Has your organization invested in any DLP technology? If yes—how have you integrated this into your MFD architecture?
- Do you have business processes that are unnecessarily complicated with many error-prone touch points, where people print, fax, copy, scan, and mail—all within one process?
- When people fax out a document, how do you know if they typed the wrong fax number? What measures have you implemented to mitigate this risk?

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United Kingdom & Ireland	+44 845 838 7023	BeNeLux	+49 6441 671 38139
Germany, Austria & Switzerland	+49 6441 671 38446	South Western Europe	+33 17 3001 476
Nordic countries	+44 7825 169 378	East & Central Europe	+44 7825 169 378

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