

**Capstone Project**

**Printer & Document Solutions**

**Cybersecurity Guidelines**



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# Who is this guide for?

***Small to Medium Enterprises and Organisations***

***Vendors***

***Individuals***

# What this guide does NOT cover.

1. Which brand or model you should purchase or use
2. Costs associated with purchasing, ongoing use or maintenance of the devices mentioned in this guide
3. Specific and individual security risks outside generic vendor software provided.
4. Specific cybersecurity response plans should you fall victim to cybercrime

# Pre-Installation

## Vendor/Manufacturer Requests

## Requests to Vendors

## Limiting Vendor Access

## Physical Security

# Ongoing Use

## Physical Security (continued)

## Drivers & Associated Software Patches

## Faults/Maintenance/Repairs

# Vendor Maintenance and Repairs

## Contacting the Vendor/Technical/Manufacturer

## Organising a Service Call

## Confirming vendor/repair agent identity

## Restricting Access

## Confirming Work Completed

# Destruction/Removal/Returning of Devices

## Device Destruction

## Device Removal

## Returning the Device

# TEST

## TEST

# List of references

Project Service and Procurement Canada. (2021). *Project Charter Introduction*. <https://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/ti-it/etivcapft-idsfvpcvc-eng.html>.

# Appendix