

CLASSIFIED REPRODUCTION RULES

- This equipment is approved for reproduction of classified material as long as an authorization letter, signed by the commander, is posted at the machine
- Permission to reproduce classified must be obtained from personnel listed on the posted letter
- The machine cannot be connected to the unclassified network
- The machine cannot contain a hard drive unless located in an approved open storage area
- Reproduce classified only when mission essential. Pay attention to any reproduction rules that may be listed on the document
- Operators must be knowledgeable of reproduction rules
- Operators must remain at the machine at all times
- Ensure all originals and copies are removed. Check machine closely before departing. Pay close attention to paper jams
- When finished, run 3 blank copies and destroy as classified waste
- Power off the copier to clear any memory/cache

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