R I M A G E[®] R X4()()

USB Recording and Printing System

User Guide

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1 Safety Instructions

1.1 Designated Use

- The RX400 is a copying device for removable media and storage devices. It is intended for commercial use in closed dry rooms.
- The RX400 User Guide must be read and understood before operating the device.
- The RX400 User Guide explains installation, initial configuration, and basic operation.



Note: Details on integration and advanced configuration settings can be found in the online manuals.

- Any uses other than described in this document can compromise the safety of the person and the integrity of the device and are not permitted.
- The manufacturer is not liable for damaged caused by improper or non-designated use.

1.2 Installation, Commissioning, and Operation

- The RX400 must be installed in full compliance with the instructions in the RX400 User Guide and legal regulations.
- The person installing the RX400 must read and understand the RX400
 User Guide and follow the instructions as described. For additional
 support, access the online resources or contact technical support. The
 online manuals provide in-depth information about the RX400 device.
- The device must be installed in a de-energized state.
- Apart from cleaning the device in a de-energized state, no maintenance or modification of the device is allowed.
- All maintenance or repair operations must be performed by authorized support personnel.

1.3 Operational Safety

- The RX400 is designed to meet state-of-the-art safety requirements. It is tested at the factory and shipped in a condition which it is safe to operate. Relevant regulations and European Standards have been followed.
- The manufacturer reserves the right to modify technical data without prior notice. Rimage will supply you with current information and updates to the relevant documentation.
- The information on the Type shield and other affixed labels on the device must be read. These contain important data on the permitted operating conditions, the device's range of application, and information on the materials used.

1.4 Safety Conventions



Warning: Indicates an action or procedure which, if not performed correctly, can result in injury or a safety hazard. Comply strictly with the instructions.



Caution: Indicates an action or procedure which, if not performed correctly, can result in incorrect operation or destruction of the device. Comply strictly with the instructions.



Note: Indicates an action or procedure which, if not performed correctly, can have an indirect effect on operation, trigger an unexpected response or can result in a loss of performance or reliability of the device.

2 RX400 Device Description



Caution: If the box shows obvious traces of external use of force, file a complaint with the transport company immediately. In this case, do not operate the device!



Figure 1: Unpacking

2.1 Unpacking

For safe unpacking you need the help of a second person. Follow the steps below:

- 1. Lift the cover off the box.
- 2. Remove the front and rear transport protection sponges as indicated in Figure 1: Unpacking number ③.
- 3. Lift the device out of the box. The second person holds the box and removes the left and right transport protection sponges.



Note: Please keep the packaging material. It ensures optimal protection of your RX400 during storage, transport or return.

2.2 Box Contents

The scope of delivery includes the box content shown in Figure 2 (example images). The Accessory kit (Number 3) contains all the required accessories for the RX400 USB Recording and Printing System. See Figure 3,

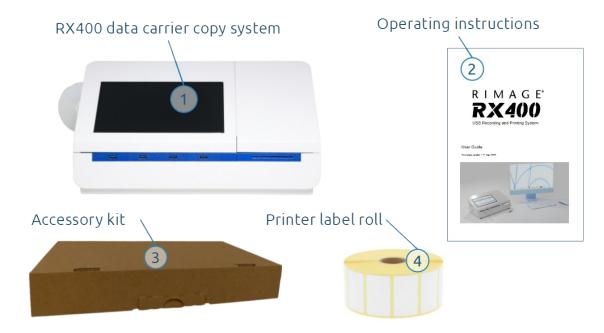


Figure 2: Box contents

Open the Accessory kit (see Figure 3) and make sure it contains the following items:

- 1. USB Stick set
- 2. USB Stick with device documentation
- 3. USB Stick with device firmware recovery software
- 4. Power cord for external power supply with IEC plug
- 5. 24 VDC external power supply
- 6. Small parts plastic bag with:
 - 8. Two drive cage keys for external SSD
 - 9. Cable holder with screw
- 7. Screen cleaning cloth for touchscreen



Figure 3: Accessory kit content

2.3 Device Controls

Figure 4 shows the location and naming of the RX400 controls and labels:

- 1. Disc drive
- 2. Touchscreen
- 3. Printer compartment lid
- 4. Fan ventilation slots
- 5. USB slots: from left to right: slot 1, 2, 3, 4
- 6. Label outlet
- 7. Type label
- 8. Network socket
- 9. Power panel
- 10. Spare network socket with blind cover
- 11. Rear ventilation slots
- 12. Printer lid label
- 13. Lid damper
- 14. Thermal print head

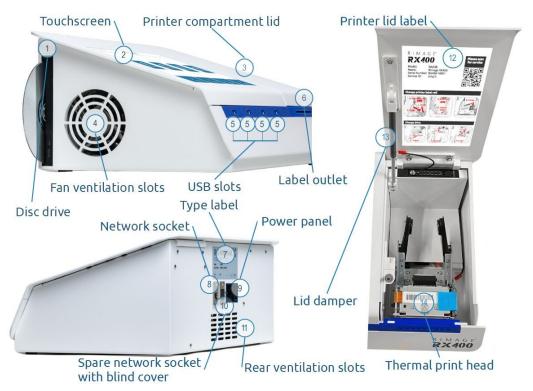


Figure 4: Device controls

Figure 5 shows the elements of the power panel.

- 1. Power switch (shown in OFF position)
- Power On LEDLit when the device is switched on and powered.
- 3. 24DC Power LED Lit when the 24DC power supply is plugged in and powered.
- 4. 24DC Socket Plug in the 24VDC power supply here.
- 5. Cable holder screw thread

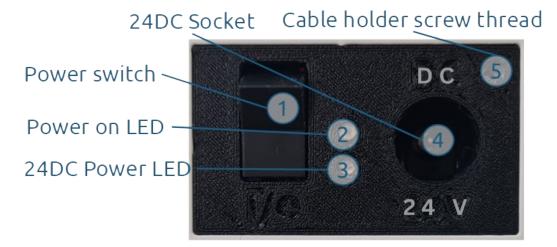


Figure 5: Power panel



Note: Unit must be supplied by ES1, PS2 power supply according to IEC/EN/UL 62368-1 standard or SELV/LPS according to IEC/EN/UL 60950-1 standard with a output rating of 24V, max. 100W



Remarque: L'unité doit être alimentée par une alimentation ES1, PS2 conformément à la norme IEC/EN/UL 62368-1 ou SELV/LPS conformément à la norme IEC/EN/UL 60950-1 avec une puissance de sortie de 24 V, max. 90W

3 Installation

3.1 Installation Conditions



Caution:

- The device must be placed on a stable, flat surface
- Make sure the ventilation on the left side, and on the rear remain free.
- Cables must be routed in such a way that they do not obstruct or hinder the operation of the device.
- The power switch is on the read of the device. Ensure that it is easily reachable by the operator.
- Choose a well-lit location for operation where the device is accessible from the front.
- The device must be set up free standing to ensure proper ventilation.
- There must be space and an easily accessible power outlet that ensures unrestricted cable routing of the external power supply.
- There must be a network port and respective cabling available when integrating this device into a local network.



Note: If you intend to use the optional DVD drive, leave enough space on the left side of the device for inserting and removing a CD/DVD.

 If the RX400 Med is to be connected to a local network, prepare the network cable before installing the device.

3.2 Installation Instructions

1. Place the RX400 in its designated location.



Note: The device must be placed on a stable, flat surface. Make sure that the ventilation slots for the fan on the left side remain free.

- 2. Connect the network cable to *network socket* of the RX400.
- 3. Make sure the device is switched off.
- 4. Connect the RX400RX400 to the 24 VDC power adapter.
- 5. Put the *cable holder* over the 24 VDC cable near the plug and attach it to the *power panel* with the *cable holder screw*.
- 6. Connect the 24 VDC power adapter to the power supply.

4 General setup for use

4.1 Insert Printer Roll



Warning!

Warning: The *printer compartment lid* is held by a damper so it cannot fall down freely. Ensure the damper is operating correctly, otherwise injury can occur when the lid is falling down freely.

If the *printer compartment lid* or the damper are loose, do **not** operate the device and refer to technical service for repair.

- 1. Open the printer compartment lid.
- 2. Follow the instructions on the *printer lid label* to insert the *printer label* roll.
- 3. Close the printer compartment lid.

4.2 First Startup

- 1. Power on the device with the *power switch* located at the rear of the device (see Figure 5; page 11).
- 2. The screen will show a logo and then enter the *setup wizard*, which allows the user to set the language, the administrator PIN and the network settings.

4.2.1 Setup Wizard

Step 1: Select the user interface language (see Figure 6)

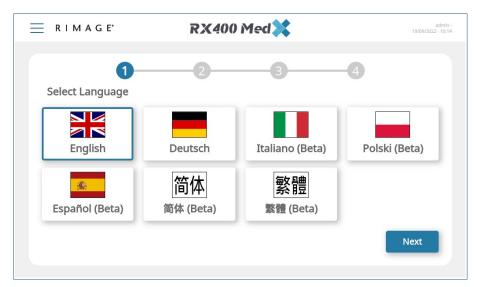


Figure 6: Interface Language

Step 2: Insert a four-digit PIN for the administrator account. The setup wizard will automatically go to step 3 when four digits are entered.

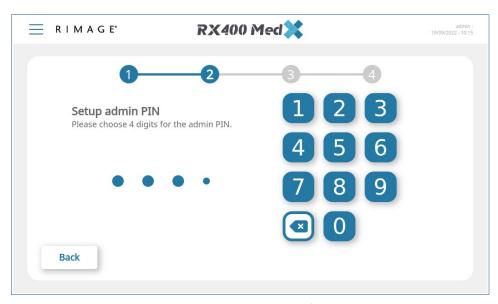


Figure 7: Setup Admin PIN

E RIMAGE RX400 Med 19/09/2022 - 10:15

Confirm admin PIN Please repeat the PIN you entered before.

4 5 6 7 8 9

Back

Step 3: Confirm the four-digit PIN code for the administrator account.

Figure 8: Confirm Admin PIN

Step 4: Optionally configure the network settings. By default the device uses automatic network configuration (DHCP).



Note: Wait up to 30 seconds after pressing "Finish".

Storing the settings on the device takes some time. If you press "Finish" or "Back", shut down or power off the device, the device configuration process is interrupted.

3. After completing the setup wizard on the device you will see the *Lock Screen*.

4.2.2 How to unlock the Screen

Step 1: Select user account (see Figure 9)

Note: at the first startup only the administrator profile is available.

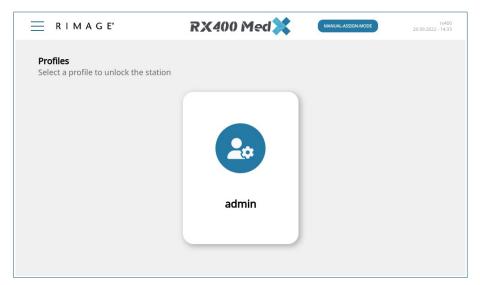


Figure 9: Select User Account

Step 2: Enter the PIN code of the selected user.

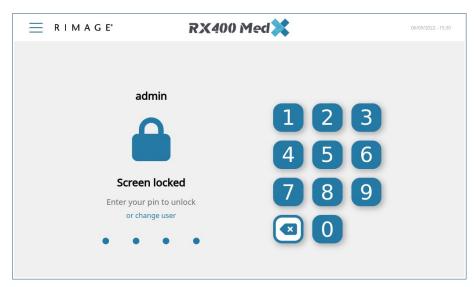


Figure 10: Enter PIN

4.2.3 How to lock the Screen

To lock the screen open the *Side Menu* and select the entry Lock Screen.

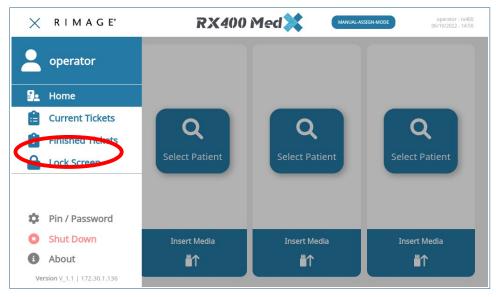


Figure 11: Side Menu

4. To be able to use any functionality you have to have the according licenses activated (see 4.3 License Management).



Caution:

Do not use the administrator account for normal operation!

After the first startup create an operator account for USB Stick production (see 5.1 User Management for further details).

4.3 License Management

The RX400 requires a license in order to activate features and functionality. If your RX400 is not licensed on delivery you will have to activate it with license codes you can source from your distributor.

Following licenses can be activated based on the purchase from your distributor:

- 1. Medical License
- 2. Central License
- 3. Import Add-on

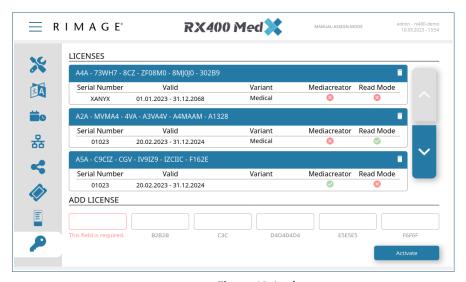


Figure 12: Lock screen

To check and activate your licenses log in as administrator then:

- 1. Open the Side Menu
- 2. Select the entry Settings.
- 3. Select the license Settings (Key Icon)
- 4. Check if there are licenses already activated
- 5. To *activate* a license click on the text field on the bottom and enter the key.
- 6. Click the Activate button.

5 Operation

5.1 User Management

The RX400 is delivered with one user account named administrator.

Any number of additional users can be added via the user management.

Two types of user accounts are available:

- 1. Operator
- 2. Administrator

Operator accounts have access to all functions needed to produce USB Sticks. Administrator accounts additionally have access to the device configuration functions.

Access to the device can be gained from the touchscreen by entering a four-digit PIN code, or via a web browser, where a password is required.

By default, accounts are only configured for local access, via the touchscreen.

To add a new user log in as administrator then:

- 1. Open the **Side Menu** (see 5.2.2 Home Screen, page 23).
- 2. Select **Users** (see 5.2.3, page 25).
- 3. Tap on the **Add User** button. The Add User dialog pops up.



Figure 13: User Management

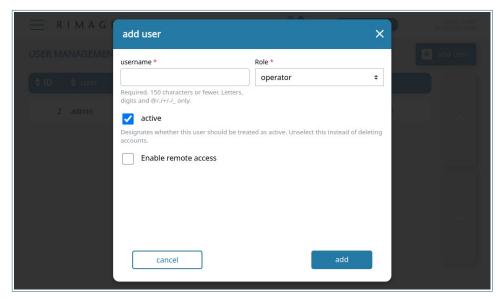


Figure 14: Add User

4. Insert the **username**.

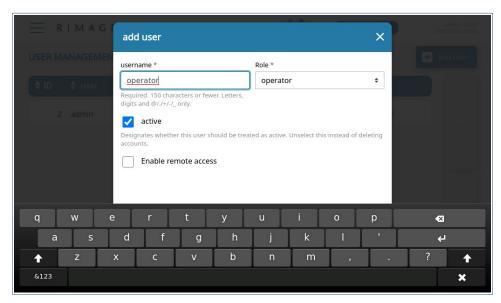


Figure 15: Add Username

5. Select the **role**.

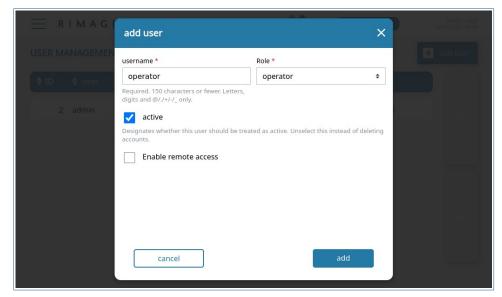


Figure 16: Add Role

- 6. Optionally enable remote access and set the password for remote login.
- 7. Tap the **Add** button.
- 8. The new user is shown in the user list.



Figure 17: New User added to user management The new user will have to set the PIN the first time s/he logs in.



Note: Note that the remote access symbol is grayed out, since the password for remote access is not set.

5.2 User Interface

5.2.1 Lock Screen

After powering on the device, the Lock Screen is shown (Figure 18). Select a user and enter your pin.

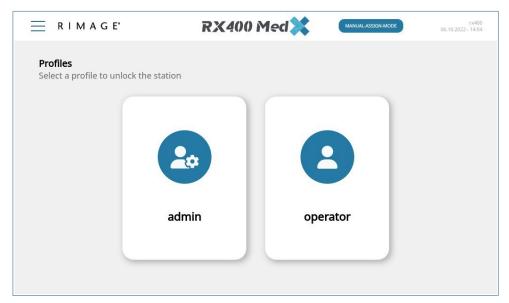


Figure 18: Lock screen

5.2.2 Home Screen

After unlocking the RX400, the Home Screen is shown:

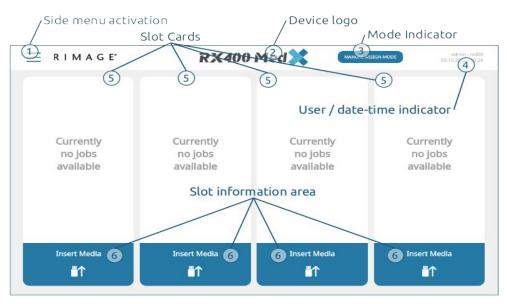


Figure 19: Home screen

Figure 19 shows an example of the Home Screen without any running ticket. The following user interface elements are available:

1. Side menu activation

Tap on the **Menu** button to open the Side Menu (see Fehler: Verweis nicht gefunden Side Menu, page Fehler: Verweis nicht gefunden).

1. Slot Information Area

Tap to get a pop-up window with information about the USB slot, medium (if plugged in), ticket, and job data (if assigned).

In Manual Assign Mode, when at least one ticket is available and in a running state, the *Select Patient* button displays on the home screen (see figure 20). Tap this button to open the *Job Select* list (see Figure 28).

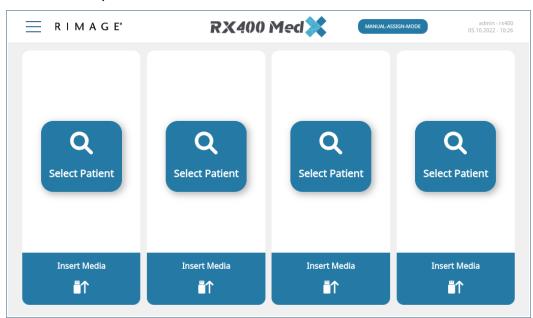


Figure 20: Home screen with running tickets

5.2.3 Side Menu

The Side Menu gives access to additional functionalities.

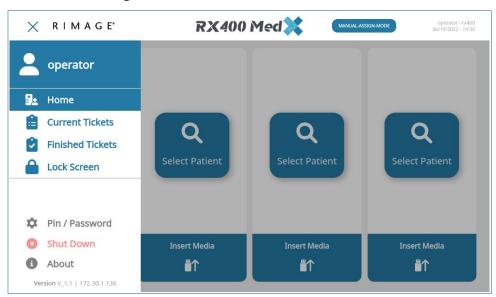


Figure 21: Operator side menu

When logged in as an Operator, you can see the options for USB Stick production and profile management. See Figure 21.

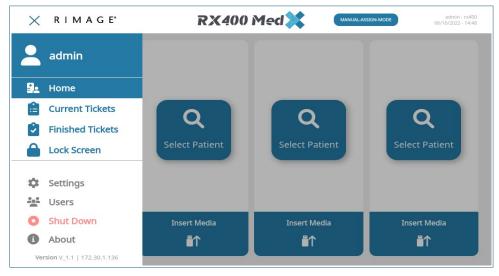


Figure 22: Administrator Side Menu

When logged in as an Administrator, additional options for *Settings* and *Users* are available. See Figure 22.

5.2.4 Finished Tickets

Open the side menu and select Finished Tickets.

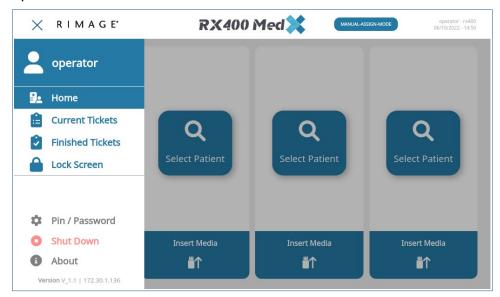


Figure 23: Side Menu

Tap on the line of any ticket to view its details.

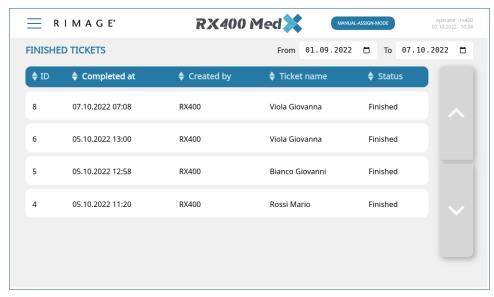


Figure 24: Job Details

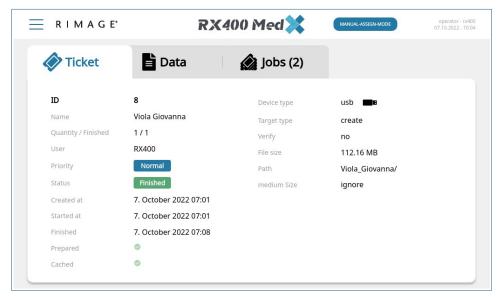


Figure 25: Ticket Tap



Figure 26: Data Tap



Figure 27: Jobs Tap

5.2.5 Job Select List

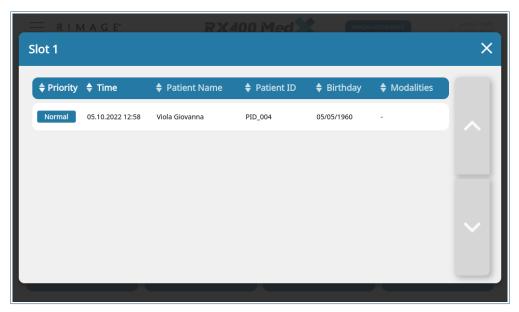


Figure 28: Job Select List

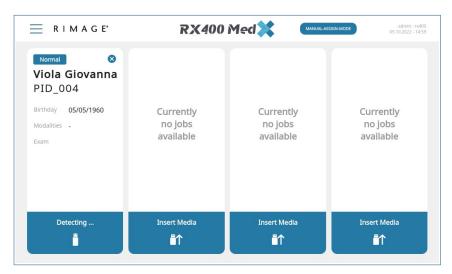


Figure 29: Slot Overview

The parameters displayed both in the *Job Selection List (see Figure 28)* and the *Slot Data Overview* (see Figure 29) can be defined in the settings under *Card*.

To change the shown values and labels do the following:

- 1. Open the Side Menu (see 5.2.2 Home Screen, page 23).
- 2. Select the entry Settings.
- 3. Select the card Settings (Card Icon)
- 4. Change the *Label* Field to the to name you want to show in the *card* and job select list.
- 5. Change the Value Field to the parameter name that is set in the Ticket
- 6. Check the *checkbox* to activate to be shown in job selection

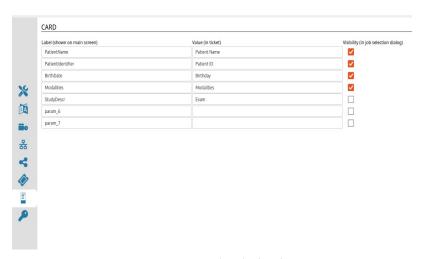


Figure 30: Card and job selection settings

5.3 USB Stick Production



Figure 31: The RX400 System with USB Sticks and Label

The term *production* means to copy data defined by a *Ticket* to an USB Stick. *Tickets* (production orders) are sent to the device over the network connection.

Basic operation is as follows:

1. Insert an USB Stick. The RX400 detects the type of USB Stick inserted on slot 1.

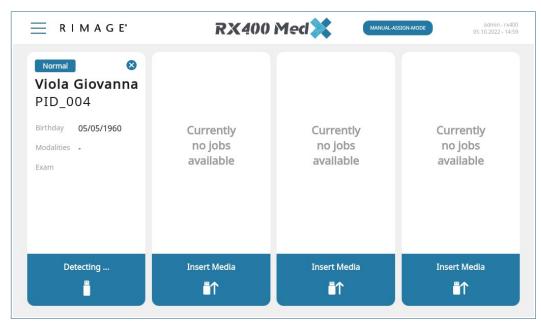


Figure 32: Detecting USB Stick

2. A Rimage BaseLine Pro Stick has been detected in slot 1.

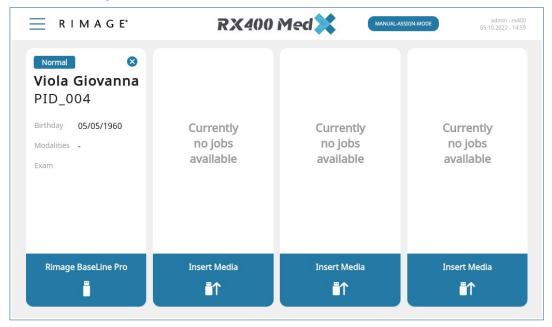


Figure 33: USB Stick detected

3. After verification of the USB Stick, data is copied to it. A progress bar is shown.

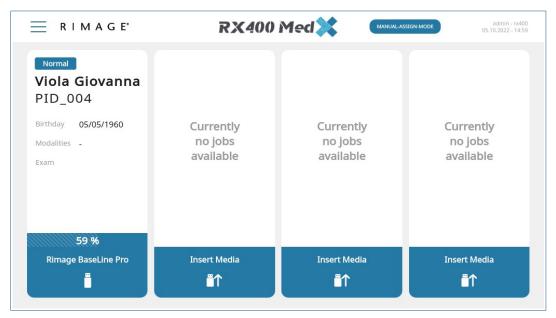


Figure 34: Slot process bar

- 4. Wait for the production process to finish.
- 5. Data has been copied successfully.
- 6. Remove the USB Stick.
- 7. Wait for the label to be printed. It is output at the label outlet, see Figure 4, page 10, number ⑤.
- 8. Peel off the label and attach it to the USB Stick.

The RX400 can be set up in one of two production modes:

- · Auto Assignment Mode
- Manual Assignment Mode

In the *Auto Assignment Mode*, jobs are assigned automatically to free slots. The operator only has to insert empty USB Sticks and remove them after production.

The *Manual Assignment Mode* requires user interaction for each job and is described in more detail in the following sections.

5.3.1 Data Validation on Multi Study Stick

If a Multy Study Stick has been used and the metadata of a Multi Study Stick does not match the ticket metadata the following error message will be shown. Tap on the *Validate Data* button to open the data validation dialog.

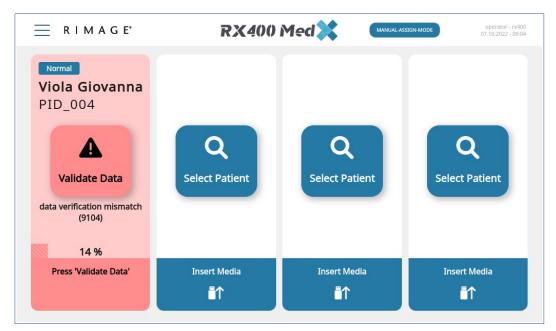


Figure 35: Error Message

The Data Validation dialog shows the ticket metadata on top of the USB Stick metadata.

- Tap the Cancel button to abort the production, or
- Tap the *Add Data* button to add the ticket data as a new session to the Multi-Session Stick.

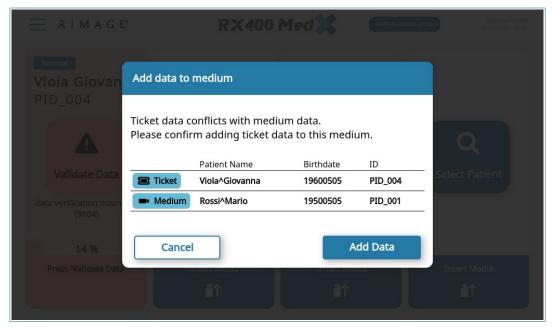


Figure 36: Data validation dialog

When the job production was canceled the following error message is shown.

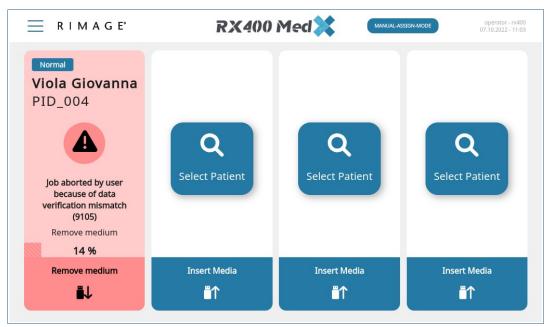


Figure 37: Data validation dialog

5.4 Manual Assignment Mode

In the *Manual Assignment Mode*, the presence of pending jobs is indicated by the Select Patient button (Figure 20, page 24), which is shown on all free slots, no matter if an USB Stick is inserted or not.

- 1. Press the Select Patient button on the desired slot.
- The Job Select List appears. (Figure 28, page 29).
 Select a job from the list by tapping the desired line.
- 3. The *Job Select List* closes and the job appears in the slot card.

If an USB Stick is already inserted in the slot, the production will start imme diately. Otherwise it will start after insertion of an USB stick.

5.5 Multi Session Production

Using an RX400 with Medical License, Multi Session USB Sticks can be written more then once. To do that each new production job has to match the metadata from the most recent writing job and patient name, birth date of a patient and patient ID are compared.

If the data to be written does not match the last written job, the operator has to decide whether to abort or finish the production.

5.3.1 Data Validation on Multi Study Stick, page 33, shows a sequence of screenshots of an aborted MultiWORM production.



Note: Multi Session USB Sticks may contain sensitive data. Adding data from mismatching jobs might violate data protection regulations.

5.6 Label Reprinting

In order to re-print the ticket of a finished job:

- 1. Open the Side Menu (see chapter 5.2.2, page 23).
- 2. Select the entry *Finished Tickets* (see chapter 5.2.3,page 25).
- 3. From the list of finished tickets select the respective one by tapping on its line.
- 4. The ticket information screen opens. Select the *Jobs* tab.
- 5. Look up the respective job with status Finished and tap the printer symbol.

6. Tap the *Print* button in the *Print Label* dialog.

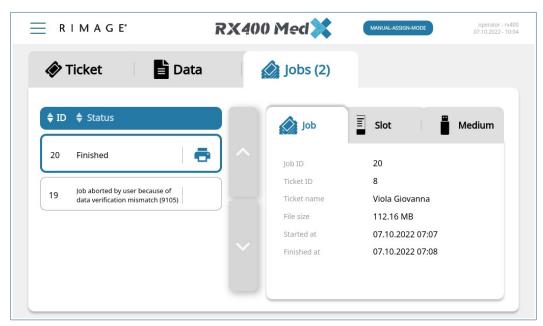


Figure 38: Finished jobs



Note: The ticket data is only cached for some time. Be sure to reprint the label before the cached data is deleted.

The PrintLabel dialog opens. Tap on Print to reprint the label.



Figure 39: Print label

5.7 Importing from Media



Note: Importing/Reading Media is a additional Feature that is available for purchase from your distributor.

In order to Import data from any Media you have to have activated the Import license. (see 4.3 License Management, page 19).

In order to activate the read functionality:

- 1. Open the *Side Menu* (see 5.2.2, page 23).
- 2. Select the entry Settings.
- 3. Select the Ticket Settings (Ticket Icon) tab
- 4. Set the Read Mode to Enable
- 5. Select the USB Medium and CD settings (see Read Medium settings)
- 6. Select the Network Share Settings (Network Icon)
- 7. Change the READ SHARE setting to Guest Access or Username/Password
- 8. Give the share an arbatrary name (i.e. "read")
- 9. If you put it into *Username/Password* set your preferred access credentials

In order to read from a medium:

- 1. Open the Side Menu
- 2. Select the Home Menu
- 3. Find the slot that you want to read from (for CD click the CD icon next to the Rimage logo on top)
- 4. Select the read icon from the top right of the corresponding slot.
- 5. Select Start
- 6. Put your medium in the corresponding slot
- 7. Access your data by accessing the RX400 samba share (Linux: smb:// <RX400_ip>/, Windows: \\<RX400_ip>)

5.8 Read Medium settings

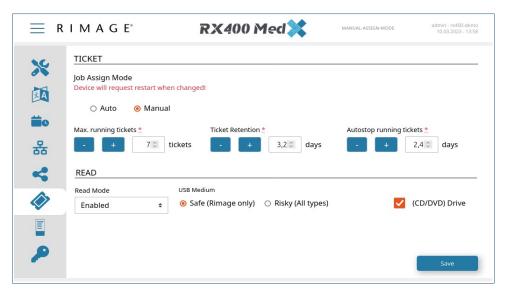


Figure 40: Read Medium Settings

5.8.1 USB Medium

Secure (Rimage Only)

The Secure Mode only allows Rimage Licensed Writeprotected USB Sticks to be read. This mode is considered safe as we rule out any manipulation of the USB Data by applying the writeprotection.

Unsecure (All Types)

The Unsecure Mode allows reading of any generic USB Stick. This Mode should only be chosen with the given risk of system contamination in mind.



Caution:

By allowing generic (unlicensed) USB Sticks you accept the increased risk of security threats to your infrastructure. Rimage is not responsible for any damage caused by generic USB Sticks.

5.8.2 (CD/DVD) Drive (Optional. Only if Drive is build in)

Enable or **Disable** the (CD/DVD) Drive capability. Any CD/DVD can be read when enabled.



Caution:

By allowing CD/DVDs you accept the increased risk of security threats to your infrastructure. Rimage is not responsible for any damage caused by CD/DVDs.

5.9 Power Off



Note:

- To avoid data loss or corruption, shut down the RX400 according to the following procedure before unpowering.
- To avoid corrupting data written to USB Sticks, wait until all USB
 Sticks in production are finished before shutting down the device.
- 1. Open the Side Menu (see 5.2.2 Home Screen, page 23).
- 2. Select the entry *Shut Down* (see Fehler: Verweis nicht gefunden Fehler: Verweis nicht gefunden, page Fehler: Verweis nicht gefunden).
- 3. The screen goes black and outputs some messages. Wait until the back-light of the touchscreen switches off.
- 4. Switch of the device with the power switch on the back of the device (see Figure 5: Power panel, page 11).



Note: After switching off, always wait 5 seconds before switching the device on again.

5.10 Replace Printer Label Roll

When reaching the last 10 labels a red strip will be visible on the Printer Roll indicating that it must be replaced.

To replace the printer label roll refer to section 4.1 Insert Printer Roll, page 14 and the printer lid label (Figure 4: Device controls, page 10, number 11).

6 Troubleshooting

6.1 Touchscreen remains dark

- Check whether the switch on the back of the device is on and both power LEDs are lit, see Figure 5 Power panel, page 11.
 If so, switch the device off, wait 5 seconds and only then switch the device on again.
- Check if the 24 VDC Power LED is dark: in this case, check the external power supply, its power cord and the mains socket where it is plugged in.



Note: In all other cases contact your sales partner or authorized support personnal.

6.2 Error message when producing an USB Stick

- Invalid medium: please use only Rimage Baseline, Baseline Pro or TopLine USB Sticks with RX400 and MedX software variant.
- 2. Be sure to insert the USB Stick completely into the socket
- 3. The USB Stick must have good contact and sit firmly in the USB socket. If it sits loose please contact your sales partner or Rimage.
- 4. Do not touch the USB Stick during the production process. If the production process fails because of movement or removal of the USB Stick while writing, you can try to write the USB Stick again. There is, however, no guarantee that the USB Stick will still work.
- 5. The data to be written might exceed the storage capacity of an USB Stick. In that case, use an USB Stick with sufficient capacity.
- 6. Write errors may indicate a defective USB Stick. You can try to produce the stick on a different slot and with a job from a different ticket. If this fails discard the USB Stick.
- 7. Printer label not printed or crumpled: Reprint the label as explained in 5.6 Label Reprinting, page 36.



Note: Use only empty Single WORM USB Sticks. When used a second time a corresponding error message is shown.



Note: Under no circumstances open the RX400 to carry out repairs yourself. Doing so voids any warranty.

6.3 BIOS – Battery

If the system time is incorrect or the system no longer boots up correctly, it is possible that the BIOS battery is faulty and needs to be replaced. The battery may only be replaced by the Rimage Service Team.



Warning!

Warning: There is a danger of fire or explosion if batteries are replaced incorrectly – only replace batteries with the same battery or equivalent type. Dispose of used batteries according to the instructions.

Only Rimage service personnel are authorized to replace the BIOS battery.



Avertissement!

Avertissement: Il existe un risque d'incendie ou d'explosion en cas de remplacement incorrect des piles - ne remplacez les piles que par des piles identiques ou de type équivalent. Éliminez les piles usagées conformément aux instructions.

Seul le personnel de service Rimage est autorisé à remplacer la batterie du BIOS.

7 Decommissioning



Warning: The RX400 is subject to the WEEE and the RoHS directive of the EU.

It is classified as electronic equipment and as such it must be returned to a respective treatment property after decommissioning.

Do not dump it together with residual waste!

In order to decommission the RX400:

- 1. Power off the device as described in chapter 5.9, page 40.
- 2. Remove the network cable.
- 3. Remove the cable holder from the power panel.
- 4. Unplug the external 24 VDC power supply.
- 5. Open the printer lid.
- 6. Remove the printer label roll.
- 7. Open the drive cage and remove the external SSD drive.



Note: The external SSD drive might contain sensitive data. Be sure to either securely delete the data or to have the drive destroyed in a secure way.

8 Technical Specification

Touch Disables 40.4" 4024 v. 600 av. and a filium h !		
Touch Display	10.1", 1024 x 600 px, capacitive touch	
USB Stick Labels	54 × 25 mm, width × height	
Power Supply	24 VDC, 4 A	
	Unit must be supplied by ES1, PS2 power supply ac-	
	cording to IEC/EN/UL 62368-1 standard or SELV/LPS	
	according to IEC/EN/UL 60950-1 standard with a out-	
	put rating of 24V, max. 100W	
Operating Temp	0°C ~ 40°C	
Weight	8.7 kg / 19.2 lbs	
Dimensions	170 × 444 × 258 mm, height × width × depth	
	6.7" × 17.5" × 10.2"	
Protection Class	, low voltage power supply	
Protection Code	IP20	

9 Contact

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10 Data Protection and Security Indications

The RX400 will probably handle sensitive data, governed by the DGPR.

Some of these data will be exposed on the screen during USB Stick production or during other operations on the device.

The data and metadata of each ticket and job is stored for a configurable time span on the external SSD drive.



Note:

To ensure protection of the data and metadata handled by the device we give the following recommendations:

- 1. Prevent public access to the device to avoid eavesdropping and theft of produced USB Sticks.
- 2. Whenever the external SSD drive is replaced, be sure to have the data on the previous disk destroyed securely.
- 3. Network access to the RX400 must be secured and restricted to trusted parties.