

## **Sending an Encrypted PDF file**

- 1) Press the “**Scanner**” button.
- 2) Select the **destination** (you can select multiple destinations).
- 3) Select “**File Name/Type**” (on the left side of the screen).
- 4) Select “**Security Settings**”.
- 5) Under “**Encrypt Document**” select “**ON**”.
- 6) Select “**Enter**” to set password.
- 7) Press “**OK**”.
- 8) Re-enter password to confirm and press “**OK**”.
- 9) Press “**OK**”.
- 10) Press the “**Start**” button.