Password Protect/Encrypt a .PDF

1. Select "Scan and Send" from the main copier menu.

2. Press PDF
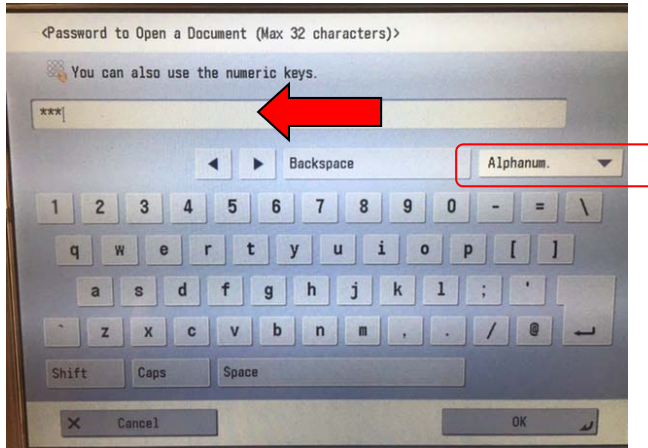

3. Press Encrypt
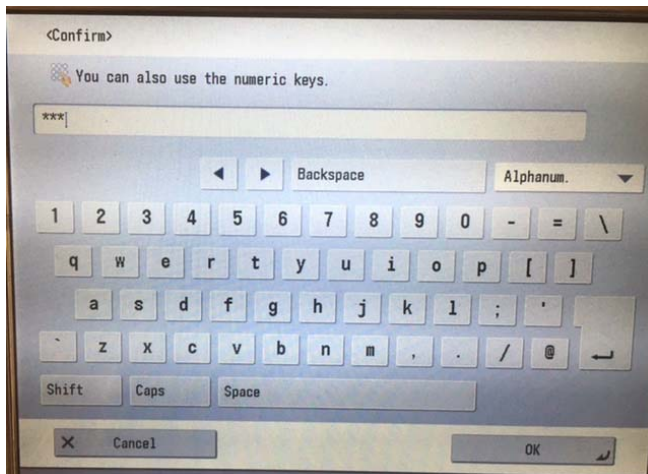

4. Press "Password Required to Open a Document" and then press "Password to Open a Doc"

5. Input selected password. You can use Alpha or Numeric or a combination of both. Just select what you prefer from the menu options. Then press "OK"

6. You will now Confirm your password by retyping and press "OK"

7. Select "OK" and then select where you would like to send the encrypted scan.