

## Encrypt and E-mail Scanned Documents

### How to Encrypt and E-mail a Scanned Document from the Aficio MP C5000 Printer/Copier/Scanner

- Step 1:** Press the **Scanner** button from the menu down the left-hand side of the printer.
- Step 2:** Press the **E-mail** button from the menu on the touch-screen menu.
- Step 3:** Using the touch-screen, select a name from the existing list of recipients; or, select the **Manual Entry** button from the touch-screen menu, and then enter the e-mail address of your intended recipient and press the **OK** button located on the top right-hand side of the touch-screen.
- Step 4:** Using the touch-screen, press the **File Type/Name** located at the bottom-left hand side of the touch-screen menu.
- Step 5:** Select whether you are scanning a **Single** page or **Multiple** pages to convert to a PDF.
- Step 6:** Select the **PDF File Security Settings** option from the touch-screen.
- Step 7:** Next to **Encryption** on the touch-screen, select **On** to enable encryption.
- Step 8:** From the touch-screen, select **Enter**. Enter a complex password (**not your state network password**). Press the **OK** button on the touch-screen. You will be prompted to enter the password a second time for verification purposes. Press the **OK** button again when complete.
- Step 9:** From the touch-screen select the **128 Bit Encryption** option.
- Step 10:** Select **OK** from the upper top right side of the touch-screen to return to the previous menu.
- Step 11:** Select **OK** from the upper top right side of the touch-screen to return to the original scanning screen. The **Start** button on the copier should illuminate **green**.
- Step 12:** Load your document(s) into the scanning tray.
- Step 13:** Press the **Start** button on the printer. Your documents will be encrypted, password protected, and e-mailed to your intended recipient.
- Step 14:** Once you have finished, press the red **Clear/Stop** button located on the printer to clear your settings.
- Step 15:** Press the **Copy** button from the button menu down the left-hand side of the printer to return the printer to normal operations.
- Step 16:** Notify the recipient of your incoming e-mail and related password by phone or separate e-mail (with an acknowledgement that they received the password).