

Notes for Users

When you create a password-protected PDF file using the scanner function and encrypt the file, be sure to check the  **Note** of this procedure in the user manual while following the below procedure.

Encrypting PDF files

1. Press [Send File Type / Name].
2. Check that [PDF] or [High Compression PDF] is selected.
3. Press [Security Settings].
4. Select [Encryption].
5. In [Encrypt Document], select [On].
6. In [Password], press [Enter].
7. Enter a password, and then press [OK].
The password entered here will be required to open the PDF file.
8. Enter the password again, and then press [OK].
9. In [Encryption Level], select [40 bit RC4] or [128 bit RC4] or [128bit AES]
10. Press [OK] twice.

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