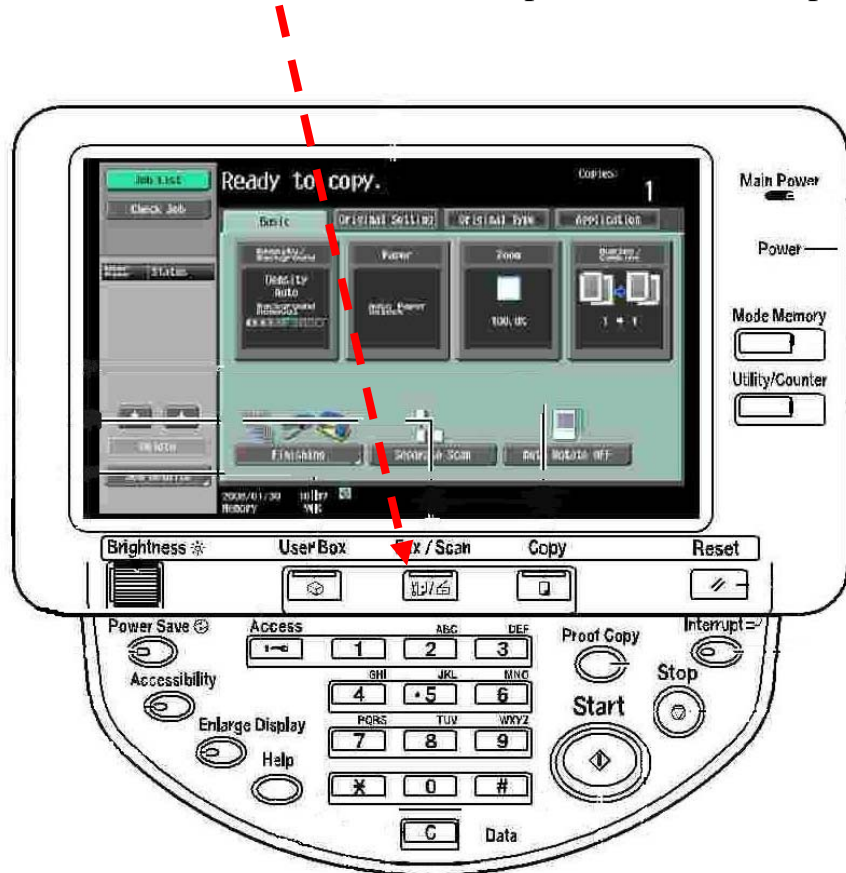


## Scanned to Encrypted E-mail from the 3000, 4000, 5000, or 6000 series OCE copiers

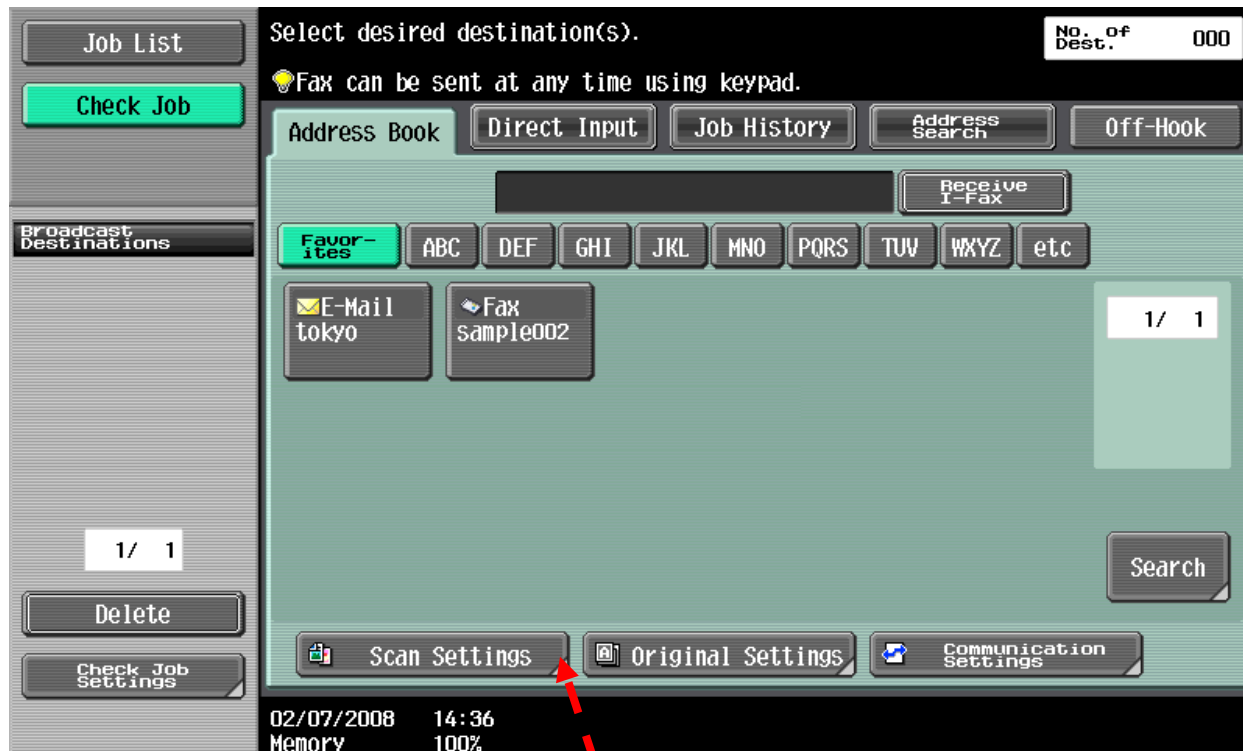
From main menu screen, click on **Fax/Scan** button in top center of control panel.



Select the **desired destination**:

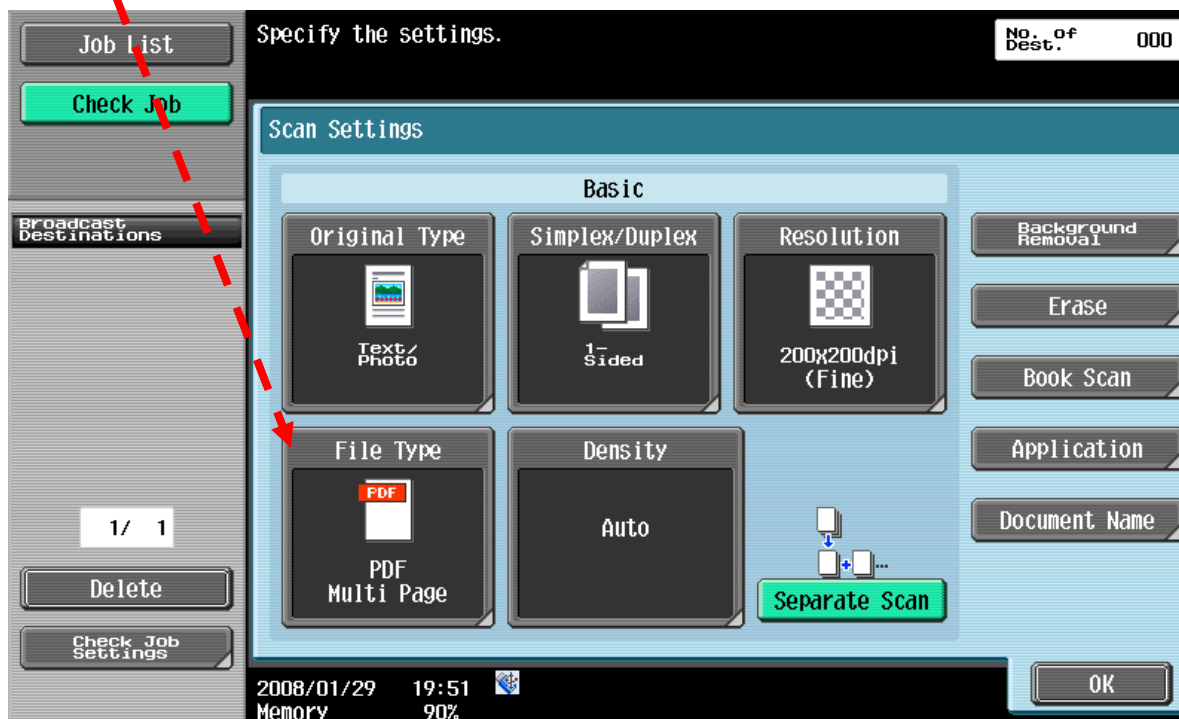
Generally, departmental mailboxes are listed in the **address book\*** of the copier, or user can key in destination under **direct input** option.

\*Users can add listings through One-touch /User Box Registration set up or request assistance from Gorilla Geeks technicians.

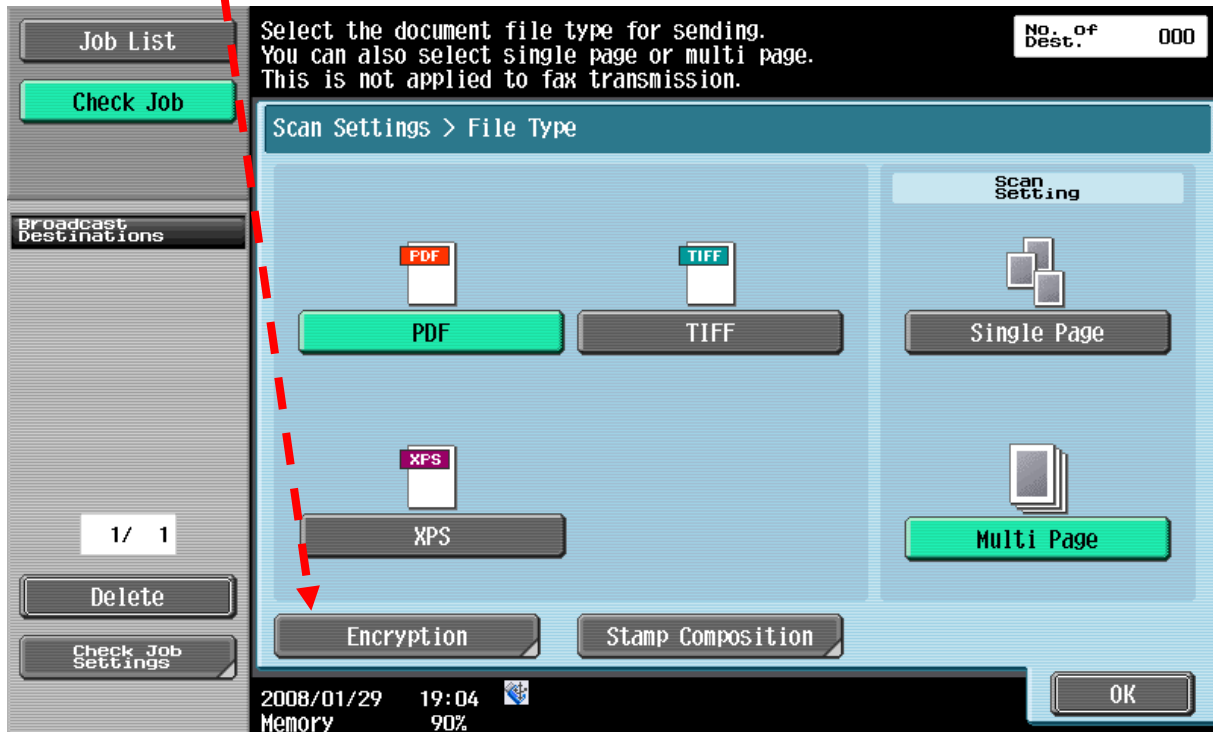


Once destination is selected, click on **Scan Settings**.

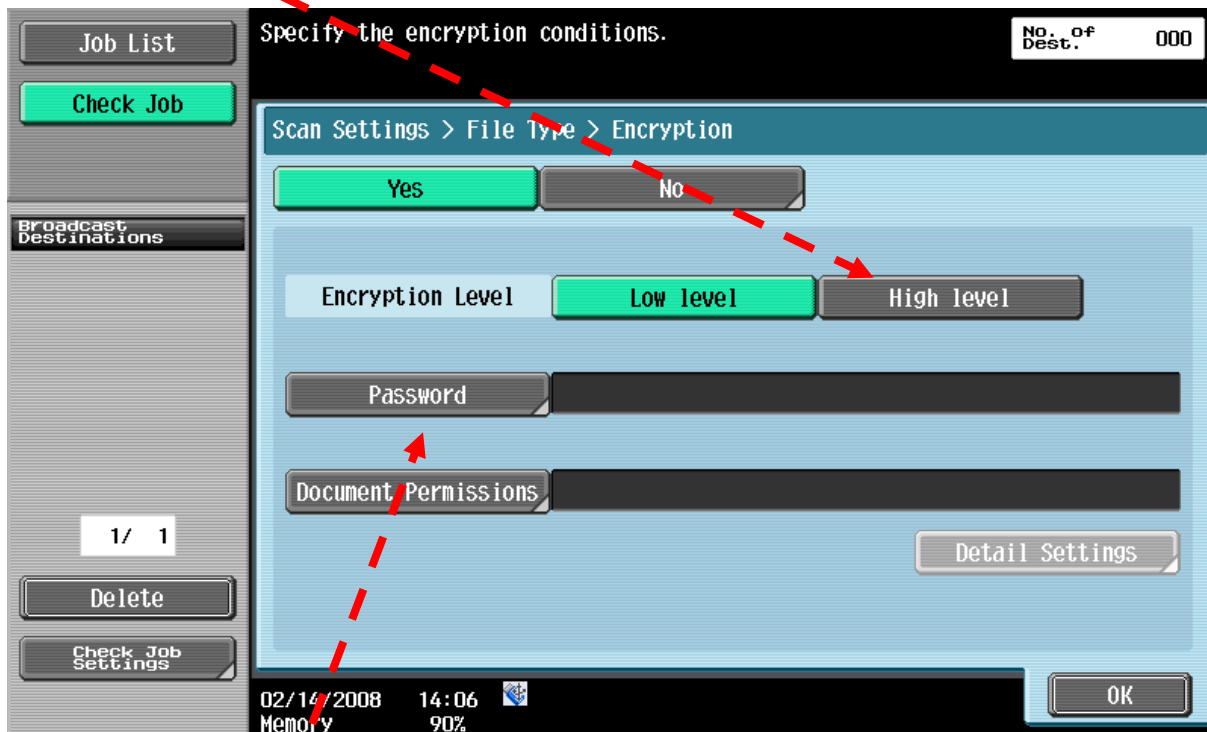
Select **PDF** file type.



Select **Encryption**.



Select **High Level** encryption.



Select **Password**

User will be prompted to type **password** twice, followed by **OK** each time.



Insert originals in document feeder tray, then push **Start** key on control panel.