

Accessing the SendSecure App

1. Press the **SendSecure** button from the home page of the device.
2. Enter your login information (if prompted).

The screenshot shows the 'Compose Secure Message' screen of the XMedius SendSecure application. At the top left is the XMedius SENDSECURE logo. To the right of the logo is the title 'Compose Secure Message'. In the top right corner, there is a 'Scan' button with a document icon and a circled letter 'B'. Below the title, there are several input fields: 'Email *' with a placeholder 'Recipient Email Address' and a circled letter 'A' next to it; 'Phone' with a placeholder 'Recipient Cell Phone or Direct Line'; 'Subject' with a circled letter 'C' next to it; 'Message' with a circled letter 'D' next to it; and 'Security Options' with a dropdown menu showing 'Default' and a circled letter 'E' next to it. At the bottom left, there is a blue 'Scan Settings' button with a gear icon and a circled letter 'F' next to it. At the bottom right, there is a 'Notify recipient in' dropdown menu showing 'English' and a circled letter 'G' next to it.

Sending a Simple Document

1. Place your document in the document feeder or on the glass.
2. Enter the recipient information **(A)** – at least the email address. The recipient's phone number may be required depending on the selected Security Options **(E)**. All the rest is optional (see details below).
3. Press the **Scan** button **(B)** and follow the screen instructions.
4. Once the document is scanned and attached to the secure message, press **Send**.

Your document is securely sent to a new SafeBox in order to be retrieved by the intended recipient.

- The recipient will be notified by email to access the SafeBox as a *Guest Participant*.
- As the *Owner* of the SafeBox, you can access and further manage it via your SendSecure Web application.

Message/SafeBox Options

- **(C)** The **Subject** is the only information that will be disclosed in the notification sent to the recipient (it is normally used to summarize the purpose of the exchange).
- **(D)** The **Message** will be only visible in the SafeBox (and not in the notification sent to the recipient).
- **(E)** The **Security Options** represent the properties of the SafeBox through which your document will be sent (see your administrator for more details).

Scan/Language Options

- **(F)** You can adjust the **Scan Settings**: Size, Orientation, Duplex Mode, Exposure, Resolution...
- **(G)** You can change the **language** in which your recipient will be notified and will access the SafeBox.