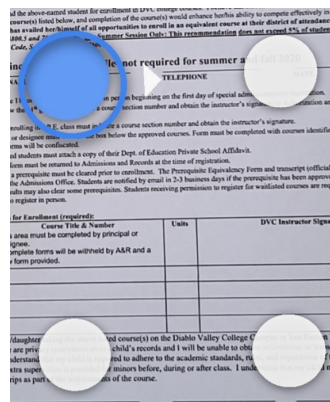
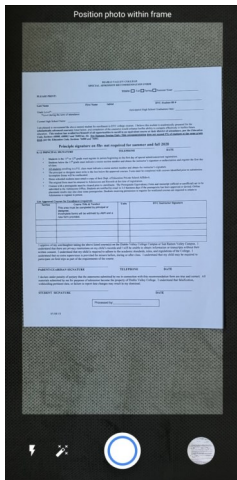
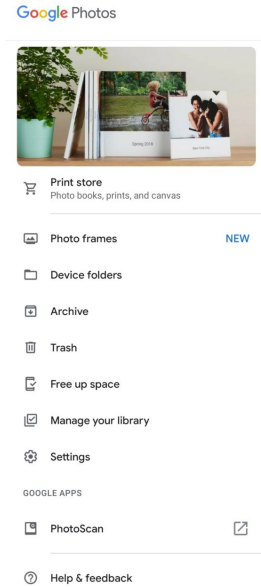


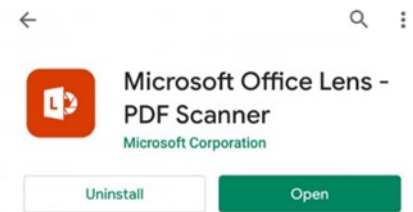
How To Scan From An Android and iPhone

Most Android phones come with Google Photos. If you have a Google Photos account, there is a built in Photo Scanner in the app. This will allow you to scan a document and save it to your Google Photos account.

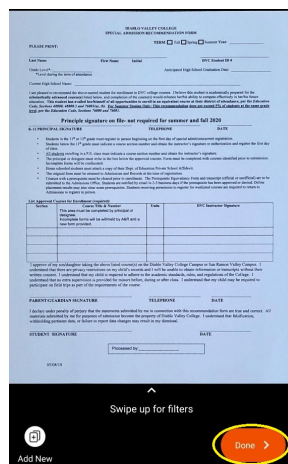
- 1. Open Google Photos and choose PhotoScan from the menu.**
- 2. Place your document on a flat surface.**
- 3. Hold your phone above the document to fit it all in the screen. Tap the camera button, then move your phone to align the circles in the top left, top right, bottom right, and then bottom left.**
- 4. This will scan the document for you and save it into your google photos account.**



Another option is to download Microsoft Office Lens. This is a free app available on the Google Play Store. This app scans a document, allows you to save it as a PDF, and save it in your photo gallery. It is then easily accessible to attach to an email.



- 1. Hold your phone over the document and tap the camera button. If you are satisfied with the photo, click done.**

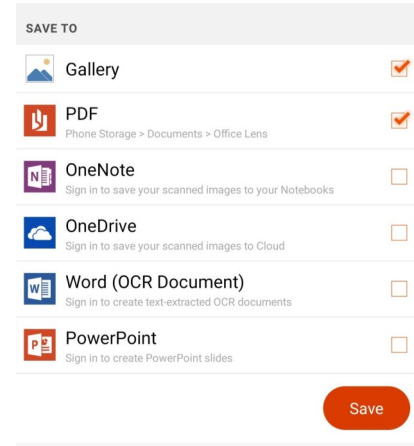


TURN OVER

How to Scan From An Android and iPhone Continued...

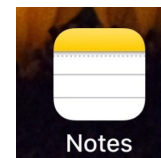
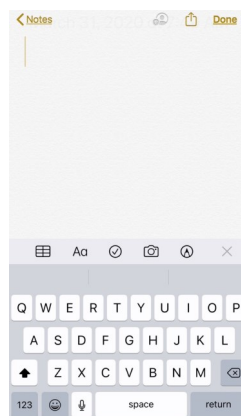
2. Check the boxes of where you would like the photo saved, and if you would like it saved as a PDF. Once you have selected where you would like it saved, click save.

3. You may now attach your document to an email.



iPhone or iPad document scan options:

- 1. Launch the Notes app on your iPhone or iPad.**
- 2. Create a New Note.**



- 3. Tap the camera button just above the keyboard.**
- 4. Tap Scan Document from the list of options.**
- 5. Line up the document you want to scan.**
- 6. If the scanner doesn't automatically scan, tap the shutter button to manually scan. Repeat for each page you want to scan for a single document.**
- 7. Tap Keep Scan when you are finished scanning all pages, then tap on Save.**
- 8. The scanned documents will appear in a new note on the Notes app. You may then attach this document an email.**