

HOW TO SCAN DOCUMENTS FROM YOUR IPHONE

1. On your iPhone, go to *NOTES*
2. Start a new note (icon on the bottom right hand corner that has a box with a pencil in it)
3. Once a new note opens, click on the **camera icon**
4. Click **Scan Document**
5. Take a picture of the document
6. Click **Keep Scan** (or retake if the picture is not clear)
7. Click **Save** if done or continue to scan more documents
8. Once saved, you should send the scanned documents via email. Touch the document, click on the **Send** icon (the icon is in the top right corner that has a box with an arrow)
9. Click **Mail**
10. Enter the recipient's email
11. Click **Send**