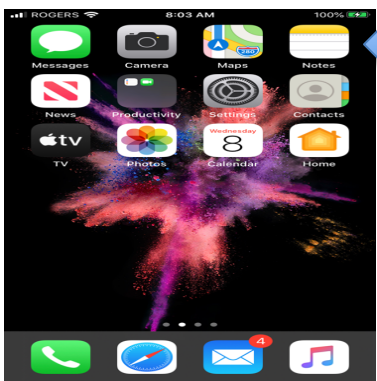
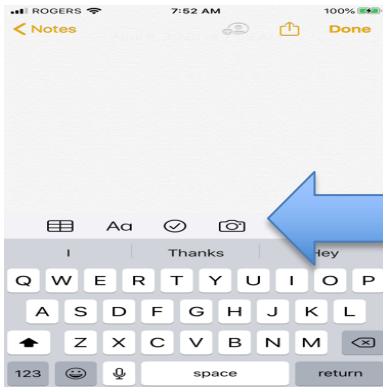


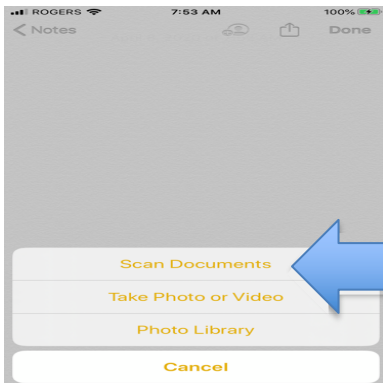
## How to Scan using the iPhone



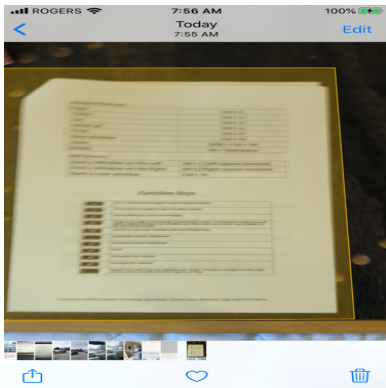
Go to the home screen and open **Notes**



Tap the camera icon located just above the keyboard



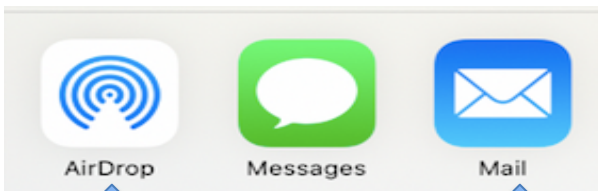
- Position the document in view
- The camera will detect the scanned document when it becomes highlighted in yellow
- Click on the circle button on the screen to take the scan



- Click on the upload button



- Choose the document by adding the checkmark



- Choose Airdrop if you have a Mac Computer
- Choose Mail to send directly to your email