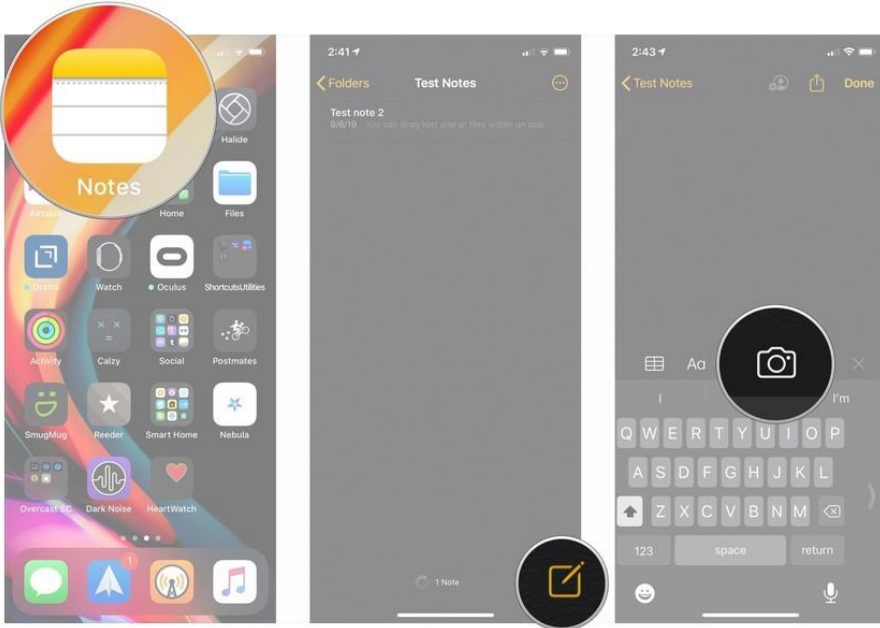# HOW TO SCAN DOCUMENTS USING AN iPHONE

1. Open **Notes** on your iPhone or iPad.

2. Create a **new note** or tap on an existing one to add a document to it.

3. Tap the **camera button** at the bottom of the <u>screen</u> or above the keyboard.

4. Tap **Scan Documents**.

5. Line up the **document** you want to scan.

6. Tap the **shutter button** if the scanner doesn't automatically scan the document. Repeat this step for every document you want to scan.

7. Tap **Save** after you've scanned all of the necessary pages. The button will have a count of how many pages you scanned.
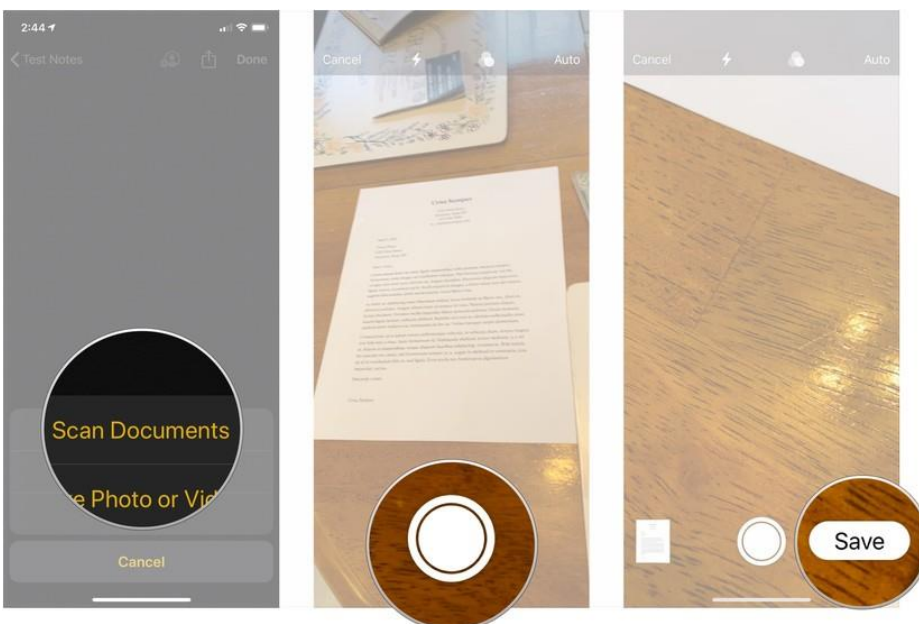
The scanned pages will populate in a new note in the Notes app.

How to email scanned documents:

1. Open the Notes application and select the note you want to attach to an email.

2. Tap the icon of a box with an arrow in it at the bottom of the screen and tap the "Mail" icon. A new email message will open with the contents of your note displayed within.

3. Compose your email as you normally would, entering the recipient's email address along with any additional information you want to place in the body of the email.

4. Tap "Send" to send your email with the attached note to the recipient.