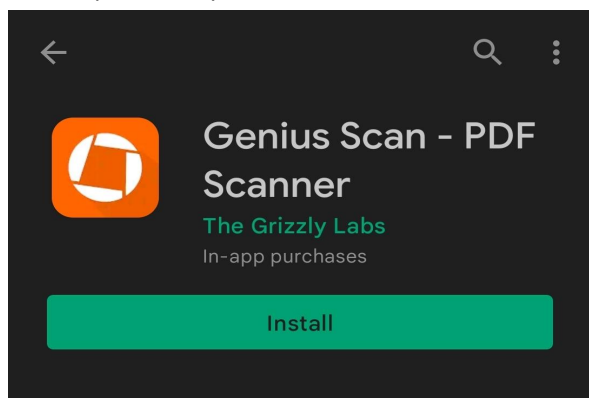


How to Scan/Upload Documents from Your Phone

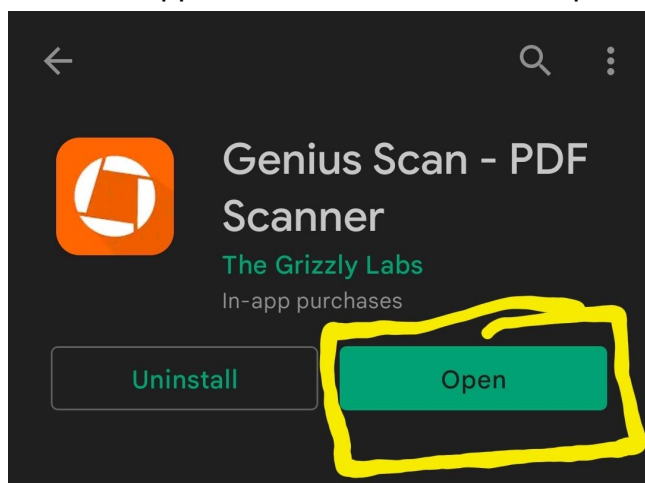
Genius Scan (Smartphone App)

1. Download “Genius Scan” application from either the Apple Store (iPhone) OR Google Play Store (Android)

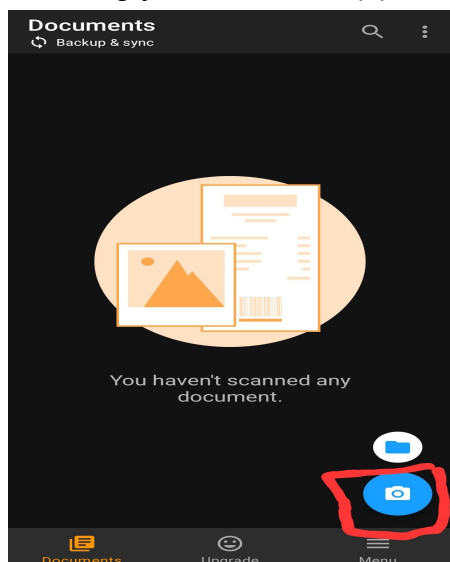


*Search for the app in your store and click install. Wait for the application to finish downloading

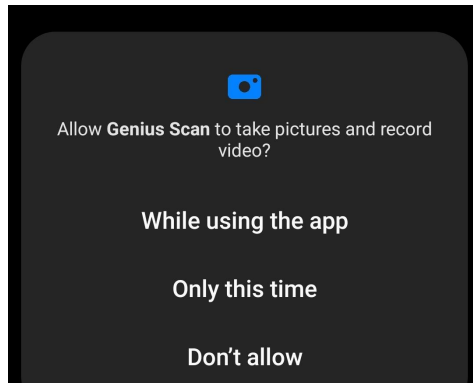
2. Once the application has downloaded, open the application.



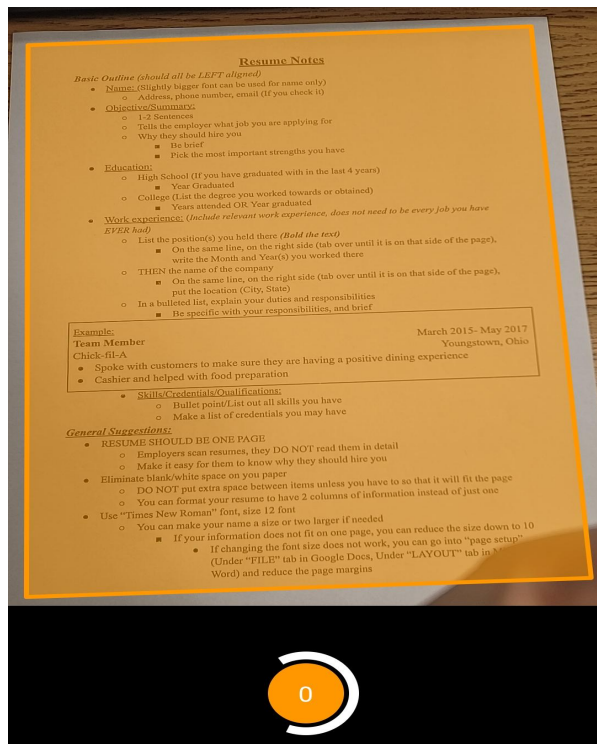
3. Once you open the application, click on the camera icon in the bottom right corner to begin scanning your document(s).



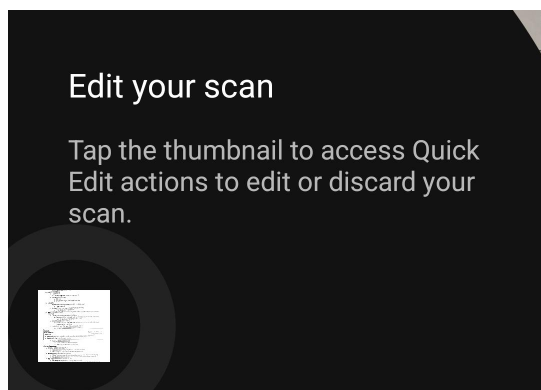
4. When you first open the camera it will ask for permission from your phone to access the camera. Click either “While using the app” OR “Only this time”.



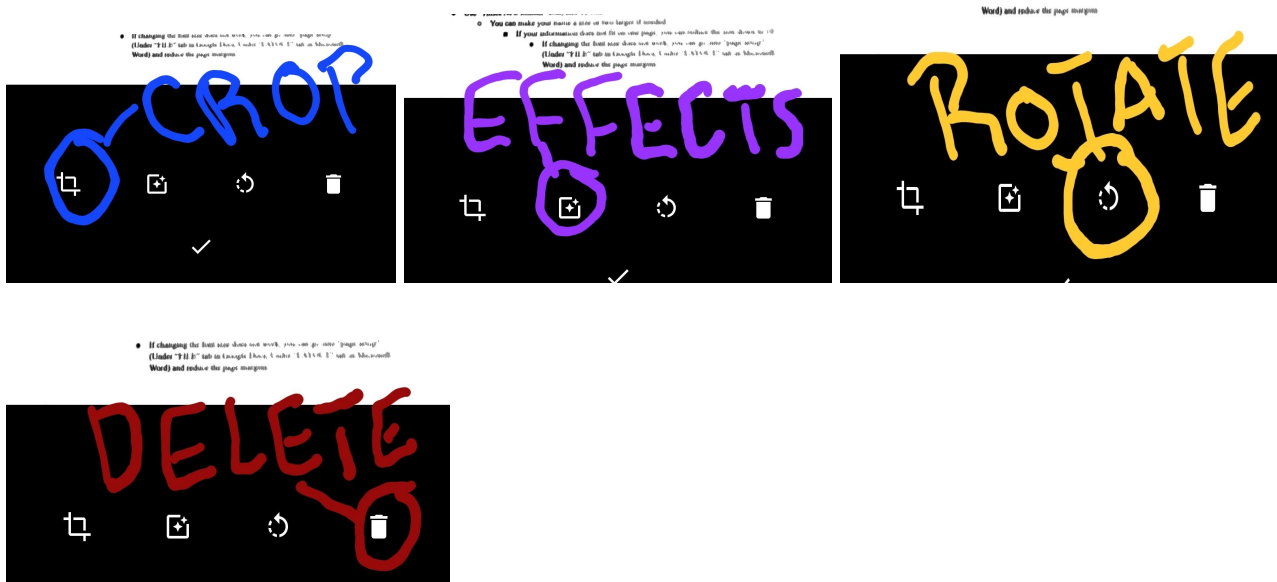
5. Once the camera is open, hover your phone over the document you wish to scan until it is entirely highlighted in orange. Wait for the camera to finish scanning.



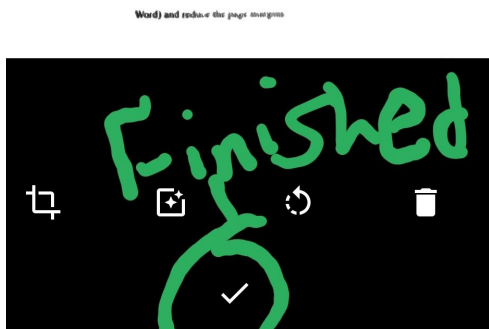
6. Once the document finishes scanning, then you may edit the document by clicking the picture in the bottom left corner.



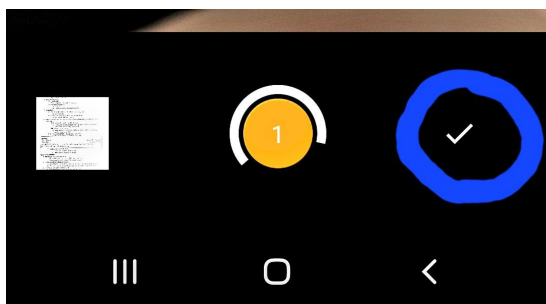
7. You have 4 options of what to do with the document; Crop, Add an Effect (Color), Rotate, and Delete



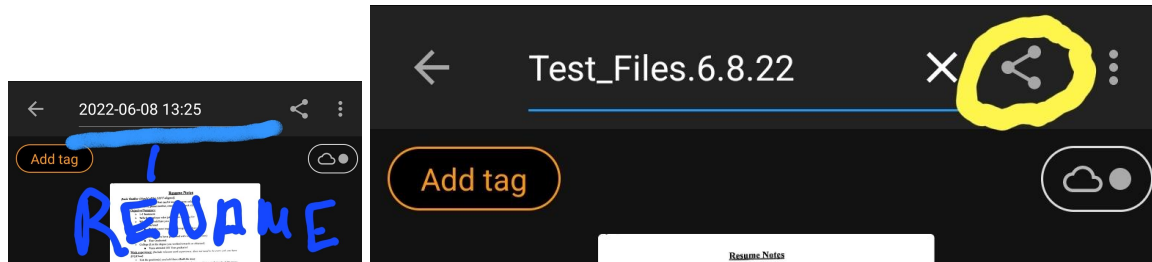
8. Once you are done editing your scanned document, or if you like how it was originally, click on the check mark at the bottom of your screen to mark that it is finished.



- a. If you have more than one page to your document that needs to be scanned, the camera will come back up after you click the check mark, and you repeat the same process listed above.
9. Once you have completed scanning your document(s), click the check mark on the right side of the camera screen

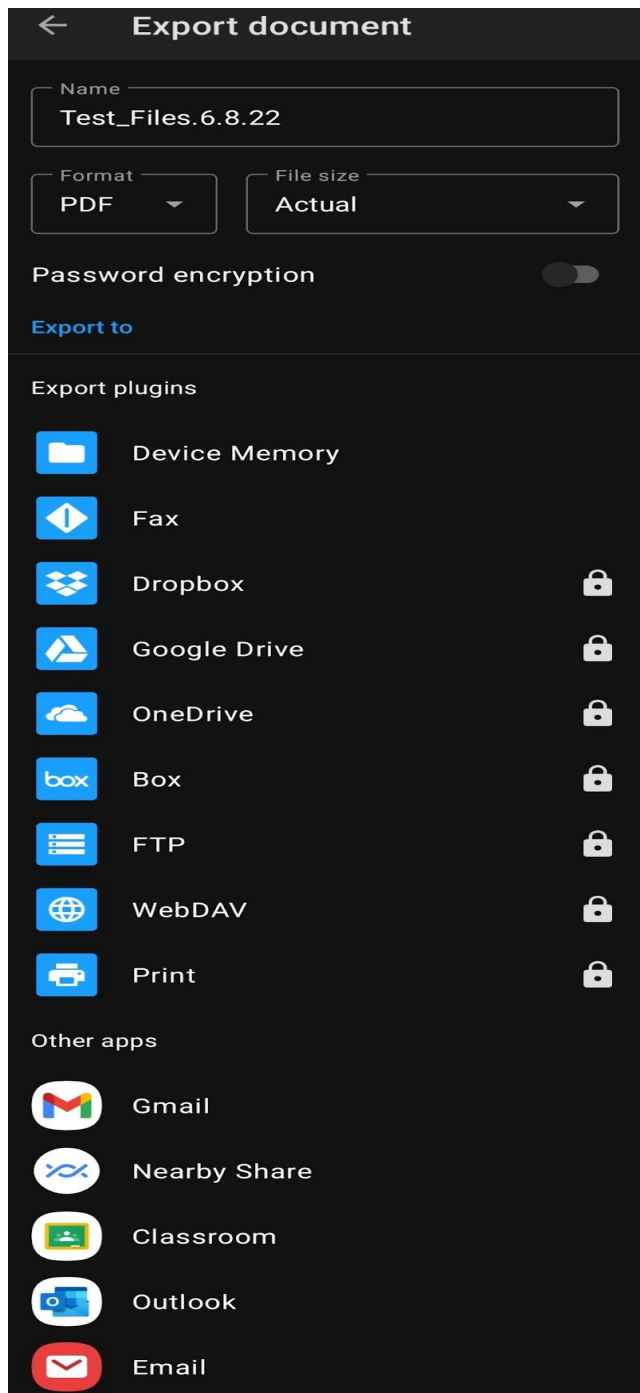


10. From the next screen, you can either rename your document (optional) and/or send your document to your email, Dropbox, or Google Drive.

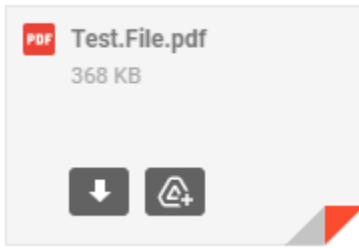


***To send your document to yourself or your computer click on the angle button in the top right corner**

SELECT THE PLACE YOU WISH TO SEND YOUR DOCUMENT



11. Once you have emailed your document to yourself, or have pulled it up in your Google Drive/Dropbox account, download the file to your computer so it is ready to upload.



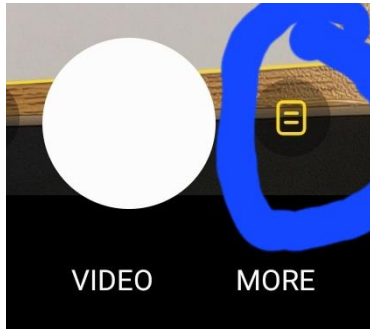
Screen Recorded Instructions

- Youtube Link- <https://www.youtube.com/watch?v=jXPJzhRpSS8>

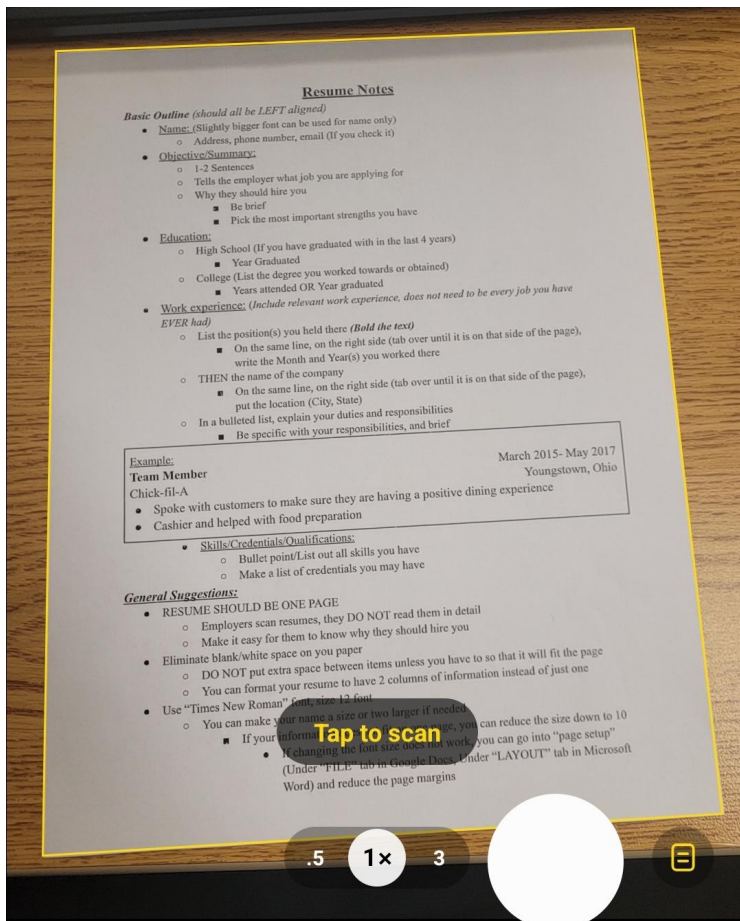
Phone Camera (Updated Feature)

*May not be available on older smartphones

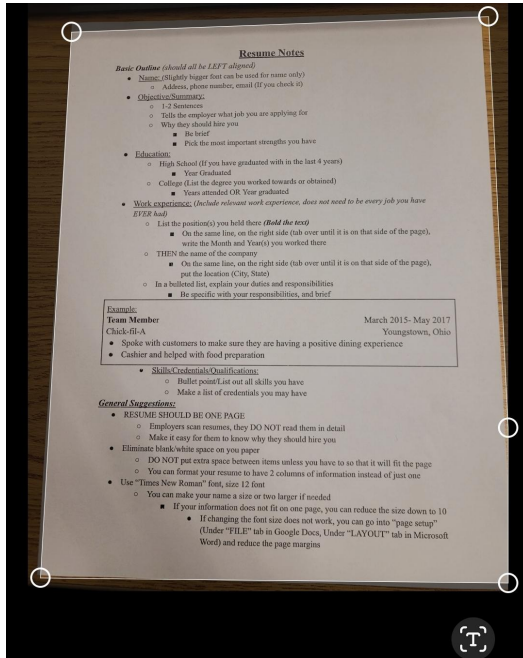
1. Open your camera on your phone.
2. Once your camera is open make sure your scanning feature is enabled. (For most phones this is automatic. Other you may have to enable this feature by clicking on the small document button on the camera screen)



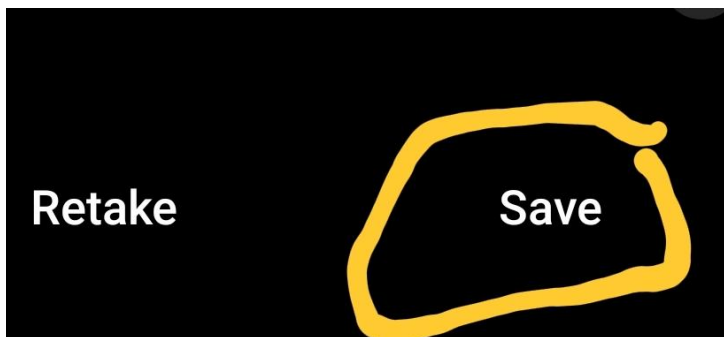
3. Once the scanning mode is enabled, hold your camera over your document until the yellow lines surrounding it have lined up with the sides of your page. Once the whole page is in line click "Tap to Scan".



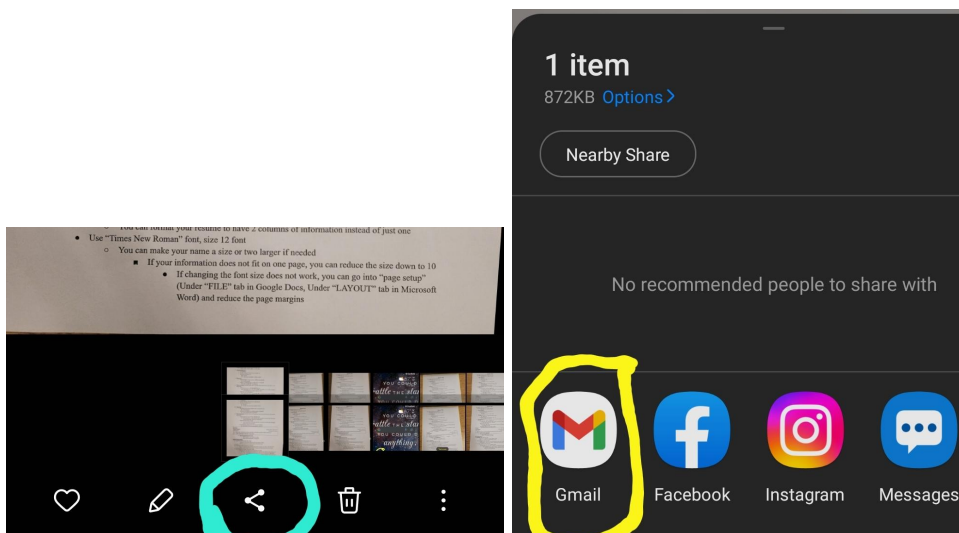
4. Once it has scanned, you may click and drag the corners using the white circles on the page to fix the lines if they went outside of the document.



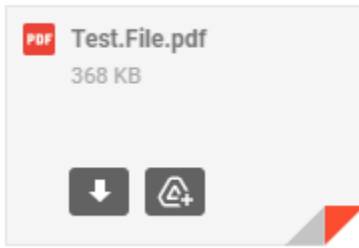
*When you are finished, click "SAVE".



5. Once you have scanned your document, go to your phone gallery and click on the document. From here you can click on the share (angle) icon to send your document to yourself.



6. Once you have emailed your document to yourself, or have pulled it up in your Google Drive/Dropbox account, download the file to your computer so it is ready to upload.



Screen Recorded Instructions

- Youtube Link- <https://www.youtube.com/watch?v=n1gV7YtF-O8>