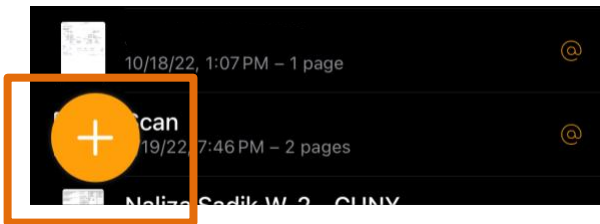## **Genius Scan App - Available for iPhone, iPad (free) and Android Devices (fee)**
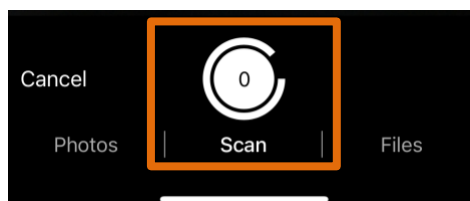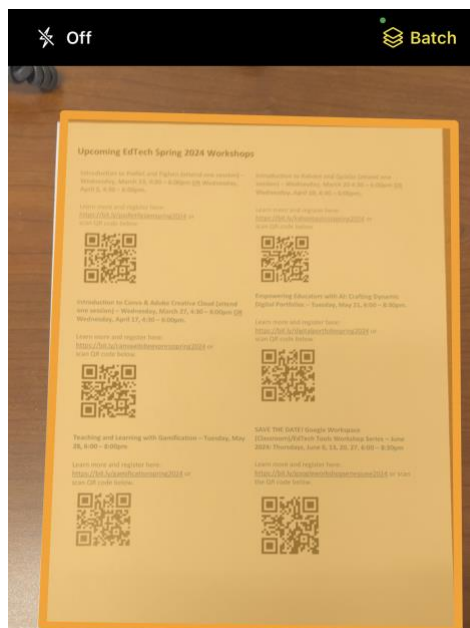
1. Download the Genius Scan app > Launch app by touching icon

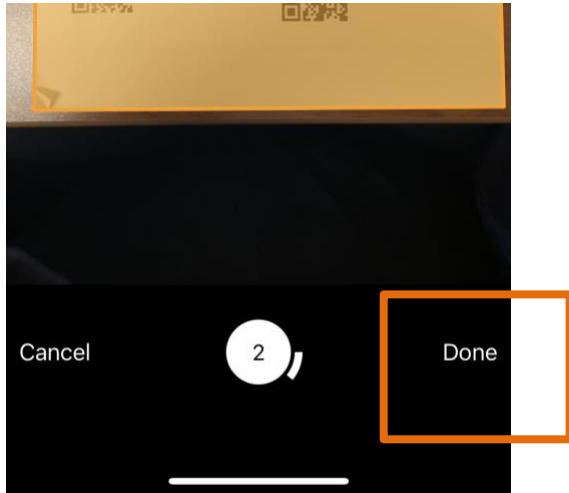2. Click on orange plus sign

3. Option 1: To scan - hold phone over document until document is highlighted in orange and it is automatically scanned.
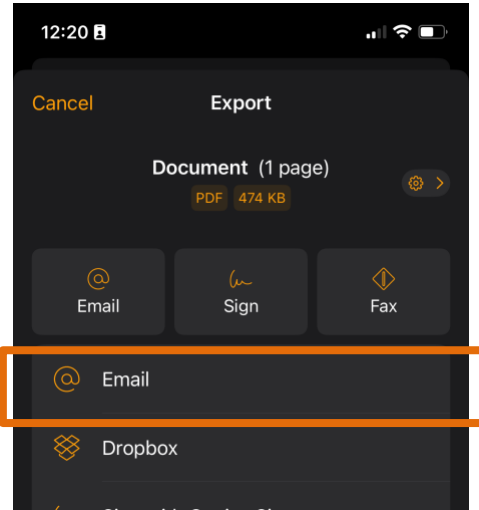
Option 2: To scan - hold phone over document until document is highlighted in orange > Click center button
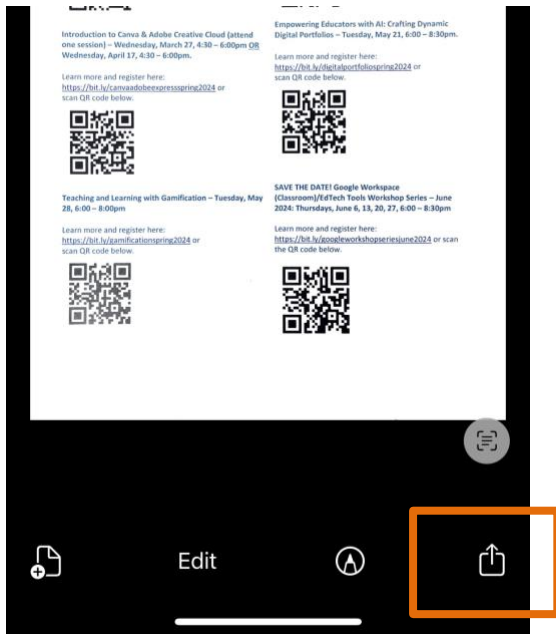
4. Click Done

6. Select Email

5. Click on Share icon

7. Enter email address > Send