

Scanning Documents Using Your SmartPhone

If you're working remotely and need to scan a document, you can do so from your SmartPhone or Tablet device. Two options are provided below.

Option 1 - iPhone

Scan directly on an iPhone without any additional software:

1. Find the "Files" icon on your phone and click on it.
2. Select "On my iPhone"
3. Just hold your thumb anywhere in the white space and you'll see "Scan Documents" pop up as an option.
4. Point the camera at the page. You do not need to click on the button to take a picture as the page will be scanned automatically when ready. Occasionally, or on older phones poor lighting may affect the scan. If this is the case, be sure to select the flash (lightning icon) on the top right of your screen before taking the picture.
5. You can scan multiple pages and they will all be saved as one .pdf document.
6. Save the file, and it is now ready to send. You can even open it and use the pen on the top right of the screen to annotate the document.

You can also scan on an iPhone using the "Notes" app:

1. Find the "Notes" icon and click on it.
2. Click on the pad with a pen on it to create a new note.
3. Click the camera icon on the bottom of your screen.
4. Choose the "Scan documents" option.
5. Point the camera at the page and it will be scanned automatically. You can scan multiple pages if required. Occasionally, or on older phones poor lighting may affect the scan. If this is the case, be sure to select the flash (lightning icon) on the top right of your screen before taking the picture.
6. You can then click the "Send" icon (looks like a box with an arrow pointing upward) to share the document.

Option 2 (PREFERRED) - Android Phone or iPhone using OneDrive

There are a number of ways you can scan a document on an Android phone, but we recommend you use the OneDrive method because it lets you scan directly to your NLC OneDrive folder.

1. Download and install Microsoft OneDrive from the Google Play store (or App store for an iPhone).
2. Open the OneDrive app. Login to your NLC account as you do via the NLC connect app.
2. Once OneDrive is open, click the Camera icon on the bottom right.
3. Choose "Document"
4. Point the camera at the page that needs to be scanned, once the page is framed properly, take the picture. Occasionally, or on older phones poor lighting may affect the scan. If this is the case, be sure to select the flash (lightning icon) on top of your screen before taking the picture.
5. Choose "+" if there are more pages to be scanned.
6. Chose "Done" when all pages are scanned.
7. Save the file by tapping on the check mark.