

# Scanning Documents using a Cell Phone

This document is intended to provide guidance on how to use a cellular phone to scan items.

In the absence of a printer/scanner, a cell phone can be used to scan documents. Once scanned, these can be emailed to others or yourself. Once emailed, then can be downloaded and saved. This can be very handy should you have hard-copy documents that need signatures, storing, or sharing with others.

Android:

<https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en>

iPhone/iPad:

<https://support.apple.com/en-us/HT210336>

Owner: MIS