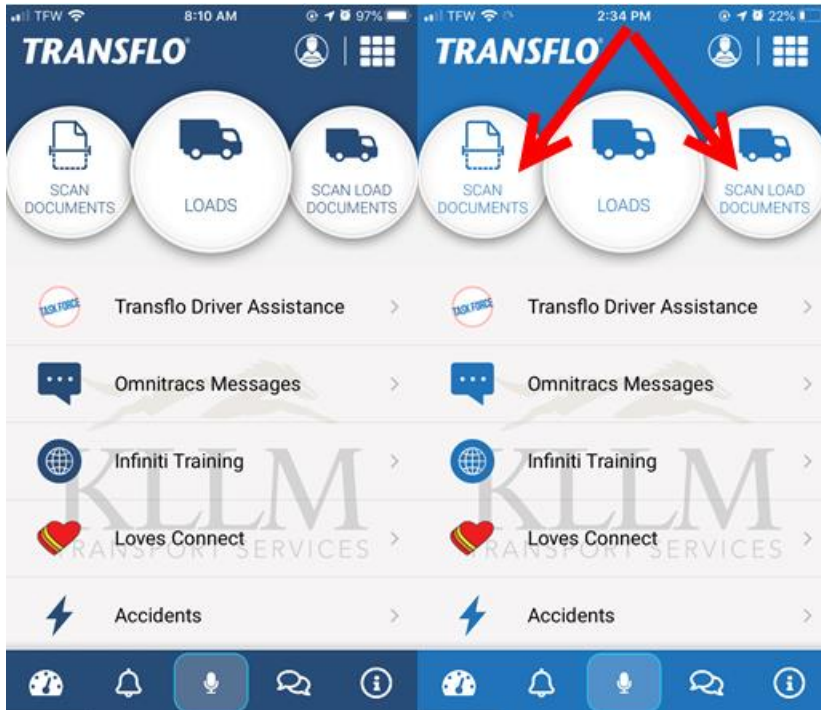


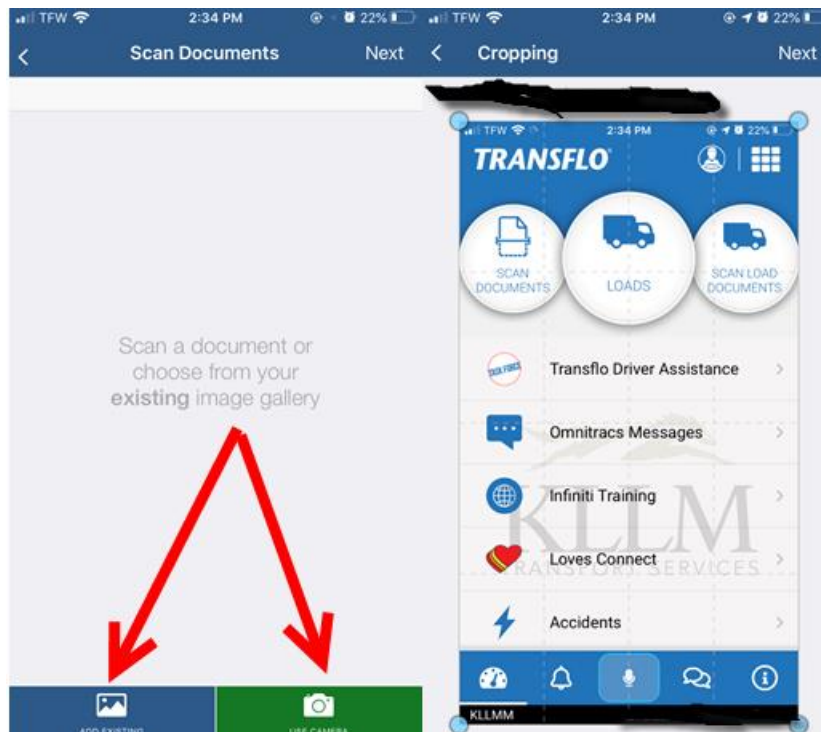
## Scanning Workflow for KLLM Go



Two bubbles deal with the Scanning of documents.

The left side says, “**Scan Documents**” while the one on the far-right side says, “**Scan Load Documents**”.

This document will focus on Scan documents but both options basically work the same way.

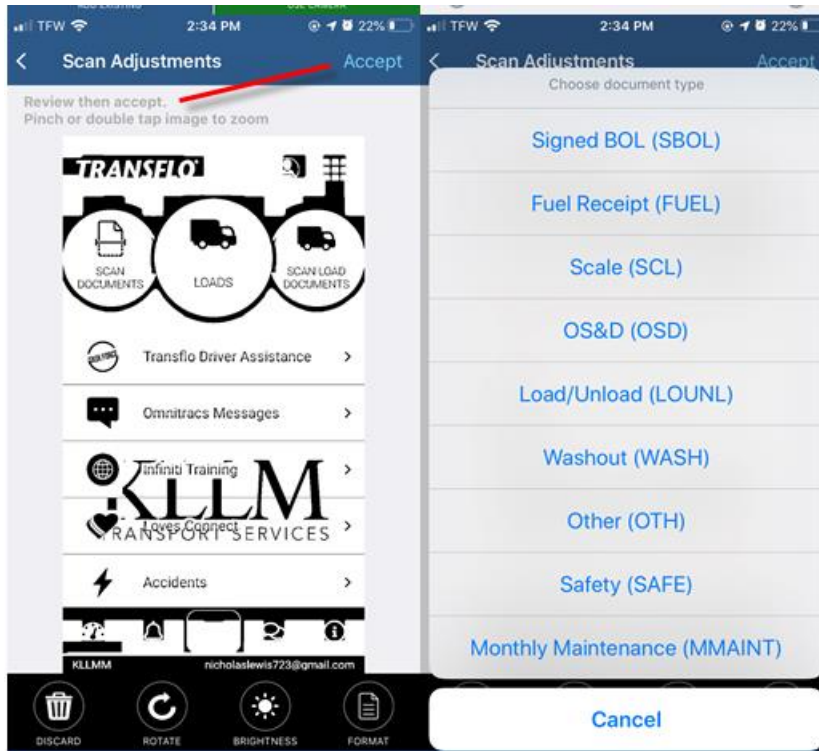


When you press the scan documents bubble. You will see, “**Scan a document or choose from your existing image gallery.**”

The left blue tab says, “**Add Existing**” and the green tab on the right says, “**Use Camera**”.

This gives you the option to pull an image already existing in your device or take a new image with your device.

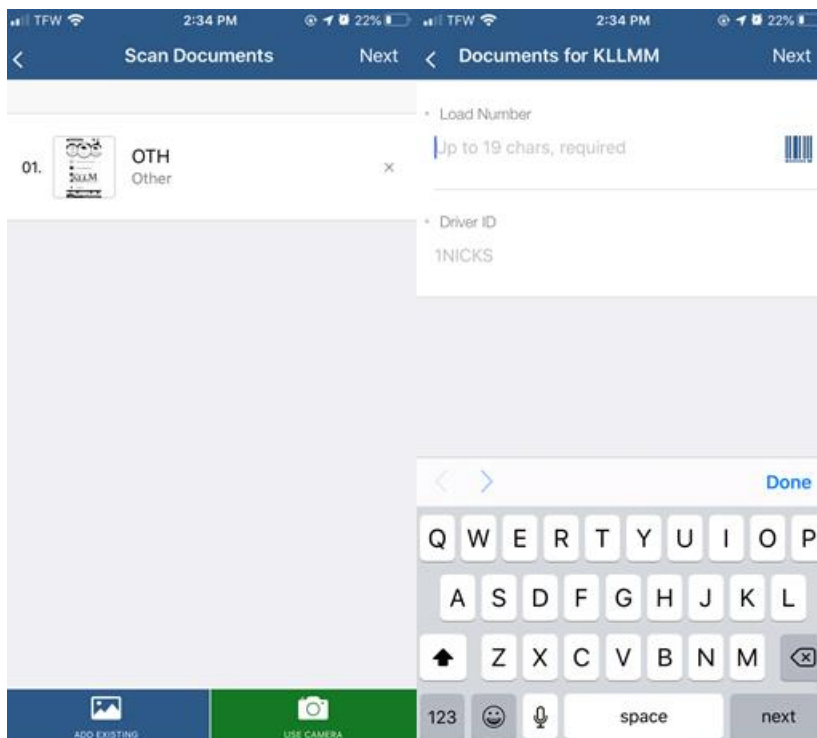
Press one or the other as needed.



The image in black and white is a sample of a scanned image. **If the image meets your approval then press, ACCEPT on the top right.**

Then choose document type screen will appear. **Press the document type that best describes you scanned image.**

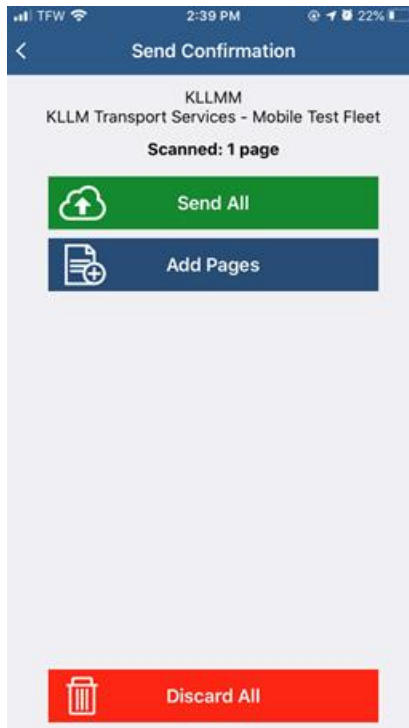
Anytime you don't know the document type press, Other (OTH).



Once you have scanned the document and the type has been selected you will see a small version of the image you scanned under the document type you assigned to it.

At this point, you can **(1) Scan another document by using the blue or green options or (2) if finished press NEXT at the top.**

If you selected, Scan Load Documents then you will be asked to **enter the Load number** that matches to the scan you just entered.



Once you have scanned all your documents, you will see the Send Confirmation.

Press **Send All** to upload your scans or **Add pages to add more scans**.

In red, at the bottom it gives you the option to **“Discard All”**.