

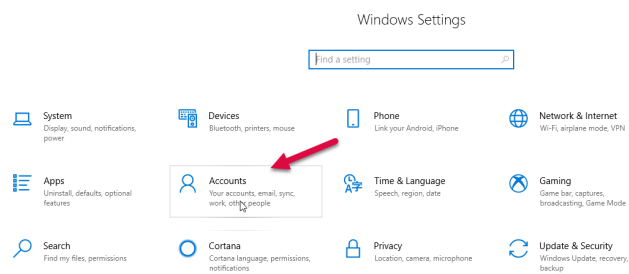
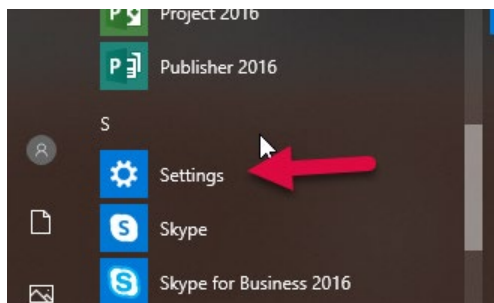
Microsoft Lens (smart phone scanning option)

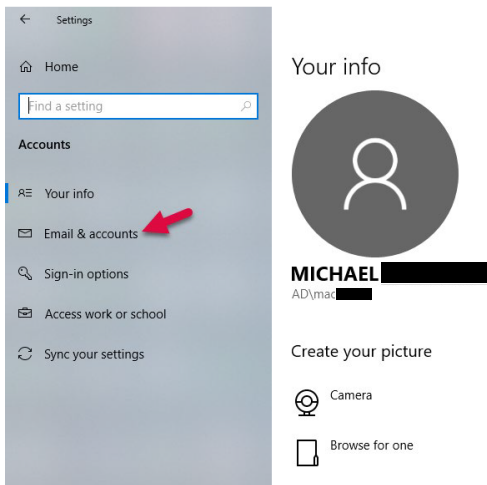
Initial Set-up:

Download the MICROSOFT LENS app from Google Play or Apple Store (for Android and iOS).

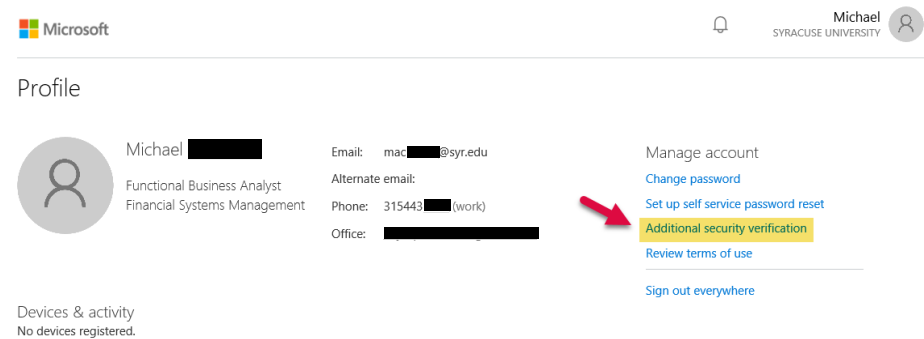
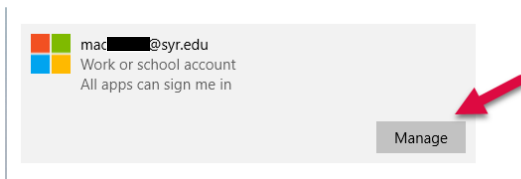
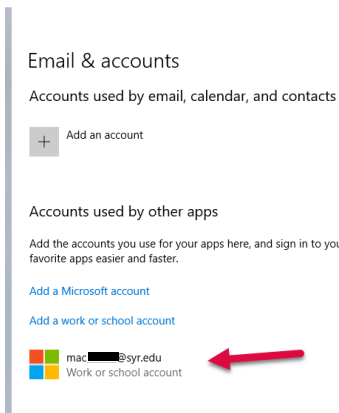


Verify your Microsoft Account (work or school) is updated from your desktop/lap top computer:

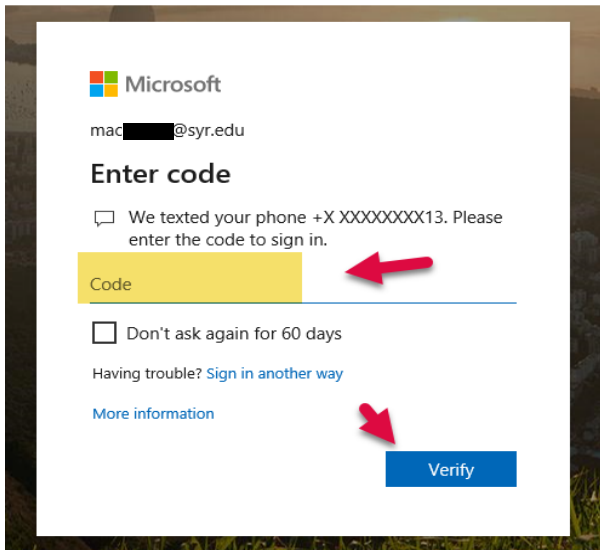




5) This should show your NETID@syr.edu



8) You will be sent a verification code or asked to authenticate in some manner.
**Enter the code and click VERIFY.

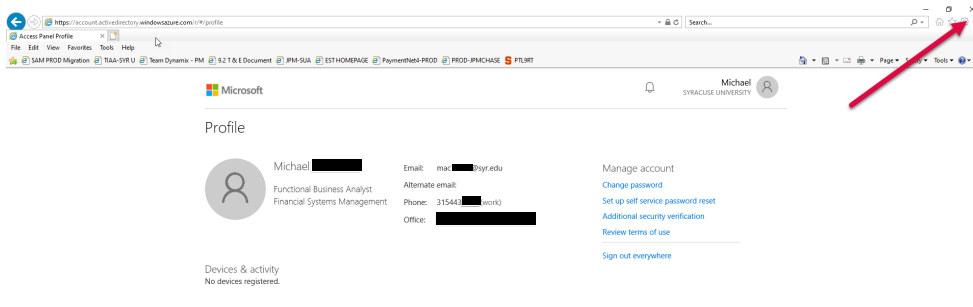


9) Set/confirm your additional security verification.

Check

- (1) Authentication phone (your cell)
- (2) Enter number
- (3) Select how you want to authenticate
- (4) Check office phone
- (5) If your number is wrong, you will need to contact desktop support
- (6) You can also set up an alternate authentication phone
- (7) Enter that number
- (8) when complete make sure to click SAVE

10) You should be all set, click the X in the upper right corner to close the window.



Capturing your documents:

11) From your PHONE - click on the Microsoft Lens app.



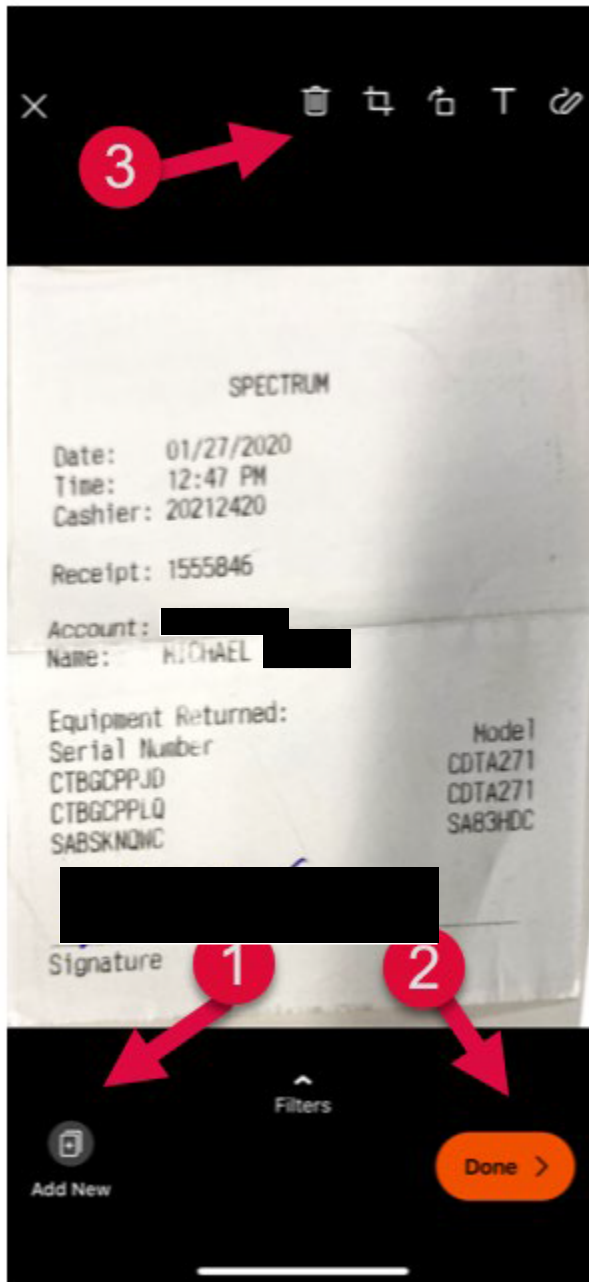
12) The first time through Click Allow Access and click OK to allow access to the camera and OK to access photos.

Your screen will appear as below prior to focusing on desired document(s):



- 1) Push button to take a picture after putting your document in the frame. (5)
- 2) You can select different image types.
- 3) Your current photos display, but if you swipe down on the small white line, it will hide photos.
- 4) There are some additional menu items and will also allow you to see your past files.

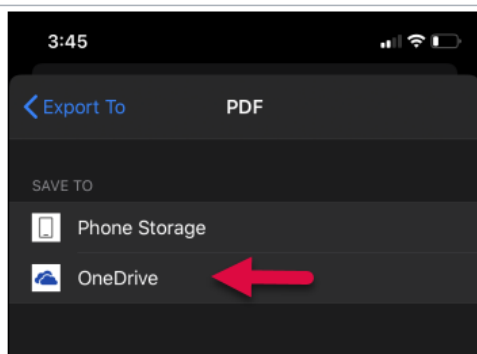
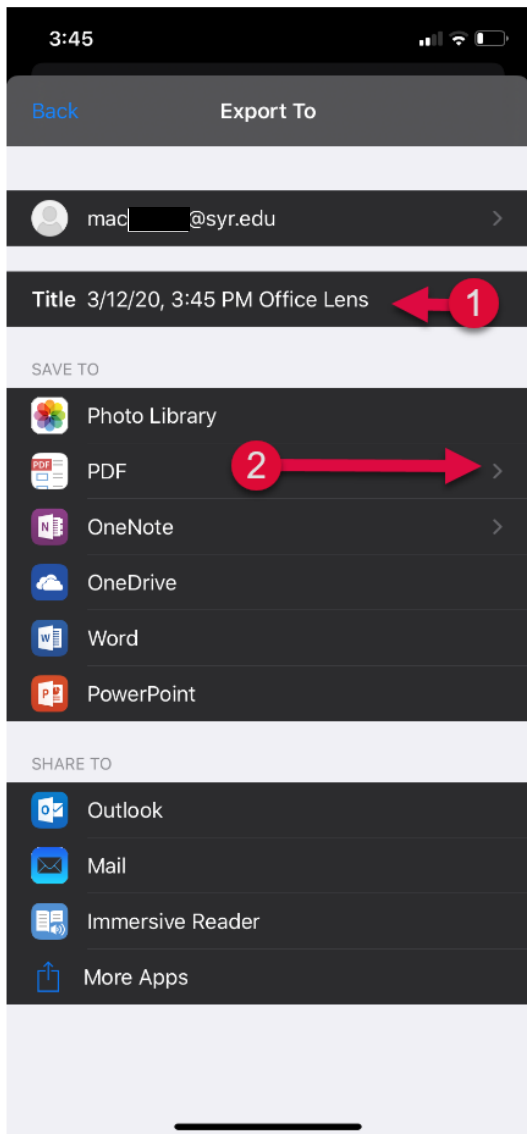
13) Take picture of an image.



- (1) Click Add New button if you need to scan additional images.
- (2) if you are done, click DONE or...
- (3) If you need to delete image or make adjustments, you can use tools on top of screen.

14) Once you have clicked Done.

- (1) You can change the title name (this will become the file name). **Tip: talk to text works great.**
- (2) You have a wide variety of ways to save and share - recommendation for most would be click on the arrow by PDF.



15) First time users: It will prompt you for your Microsoft Account; password (which is your regular net id password); and it may send you a verification code to your phone which you will have to enter.

The screenshot shows a Windows File Explorer window titled "Office Lens". The address bar indicates the location is "OneDrive - Syracuse University > Office Lens". The left sidebar shows a "Quick access" section with various folders, including "Office Lens" under "OneDrive - Syracuse University". Two red arrows point to the "Office Lens" folder in the sidebar and the "Office Lens.pdf" files in the main list. The main list contains the following files:

Name	Status	Date modified	Type	Size
31220, 345 PM Office Lens.pdf	🔄	3/12/2020 3:46 PM	Adobe Acrobat D...	300 KB
31220, 325 PM Office Lens.pdf	🟢	3/12/2020 3:25 PM	Adobe Acrobat D...	637 KB
31220, 323 PM Office Lens.pdf	🟢	3/12/2020 3:24 PM	Adobe Acrobat D...	478 KB
31220 test with Mike P home .pdf	🔄	3/12/2020 12:30 PM	Adobe Acrobat D...	1,421 KB
3_12_20 test with Mike P home 1.jpg	🔄	3/12/2020 12:30 PM	JPG File	2,380 KB
3_12_20 test with Mike P home .jpg	🔄	3/12/2020 12:30 PM	JPG File	1,967 KB
31220 test receipt with Carolyn.pdf	🟢	3/12/2020 11:58 AM	Adobe Acrobat D...	1,675 KB
3_12_20, 11_45 AM Office Lens.jpg	🔄	3/12/2020 11:50 AM	JPG File	908 KB
31220 test images with Matt.pdf	🟢	3/12/2020 8:47 AM	Adobe Acrobat D...	2,205 KB
Trip to New York City August 2020.pdf	🟢	3/12/2020 8:36 AM	Adobe Acrobat D...	3,408 KB
31220, 806 Pictures with Brian.pdf	🟢	3/12/2020 8:06 AM	Adobe Acrobat D...	2,658 KB
31220, 709 AM Office Lens.pdf	🟢	3/12/2020 7:10 AM	Adobe Acrobat D...	1,326 KB