

Scanning & Emailing PDFs with Microsoft Lens

To ensure accurate and timely payment for the White Sage fire, all shift tickets, CTRs, and financial documents must be scanned clearly and individually. If we can't read the documents or if multiple pages are combined into one scan, it may delay or prevent payment. Please follow the steps below to properly scan and email each document as a separate PDF. While there are many ways to scan to PDF, this is one method and you may use any method you're familiar with, as long as the result is a clear PDF file.

Instructions for iOS (iPhone / iPad)

Step 1 – Install Microsoft Lens

- a) Open the App Store.
- b) Tap *Search*, type Microsoft Lens.
- c) Find Microsoft Lens: PDF Scanner.
- d) Tap GET → confirm with Face ID, Touch ID, or Apple ID.

Step 2 – Open Microsoft Lens

- a) Tap the *Microsoft Lens* icon on your Home Screen.
- b) Scroll left through the Introduction.
- c) Tap *Allow Access* then *Allow* to grant permissions for Camera and optionally Photos.

Step 3 – Scan a Document

- a) Tap Document mode.
- b) Hold your device over the page.
- c) Tap the Capture button (big circle).
- d) Adjust the crop if needed.

Step 4 – Email as PDF

- a) Tap *Review and Edit*.
- b) Tap *Finish*.

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- c) Tap *Mail*
- d) Enter the recipient in the *To:* box (i.e.,
2025.whitesage.finance@firenet.gov)
- e) Enter your resource order in the *Subject:* line
- f) Tap Send (big blue up arrow button)

Instructions for Android

Step 1 – Install Microsoft Lens

- a) Open the Google Play Store.
- b) Tap Search, type Microsoft Lens.
- c) Find Microsoft Lens - PDF Scanner by Microsoft.
- d) Tap Install.

Step 2 – Open Microsoft Lens

- a) Tap the Microsoft Lens app icon.
- b) Allow permissions for Camera and Storage.

Step 3 – Scan a Document

- a) Aim camera at your document.
- b) Tap the Capture button.
- c) Adjust edges if needed → tap Confirm (✓).

Step 4 – Save as PDF

- a) Tap Review and Edit.
- b) Tap Finish.
- c) Tap PDF as the format.
- d) Tap Save.

Step 5 – Email the PDF

- a) Long press on the document.
- b) Tap Share → choose Gmail or another mail app.
- c) New email opens with PDF attached.
- d) Enter recipient → tap Send.