🧑🏻‍💻User Based

How to Scan a Document/Document Scanning?

1. **Log in to your account** to begin. Make sure you're signed in as a registered user to access all features.
2. Once logged in, navigate to the **"Scan Documents"** option located in the left sidebar menu.
3. Choose the **number of pages** you'd like to scan.
4. Select your preferred **Scan Type**:
   - *One by One* – for individual scanning of each page
   - *Multiple* – for scanning multiple pages in a single go
5. After configuring your scan preferences, click on **"Start Scanning"**—and you're all set!

Your documents will be scanned according to your selections. Simple, efficient, and ready when you are.