Copying a Identification card
Copying a Identification card
Copy on both sides manually

- Lift the scanner lid.
- Place the document face-down on the scanner glass with the upper-left corner of the page in the upper-left corner of the glass.
Copying a Identification card

Select copy from the control panel.
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Select the Sides button.
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Select the more options button
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Select 2-sided ID Scan on the lower left of the screen
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Turn ID Scan on (Right site on screen)
Place ID on the scanner glass per the instructions.
Close Lid and press Copy
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The Status comes up on the screen
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Once complete follow instruction on Screen to scan the other side.

Press Scan

Once completed make sure to remove the ID card.
Thank you