



Copying a Identification card

Copying a Identification card

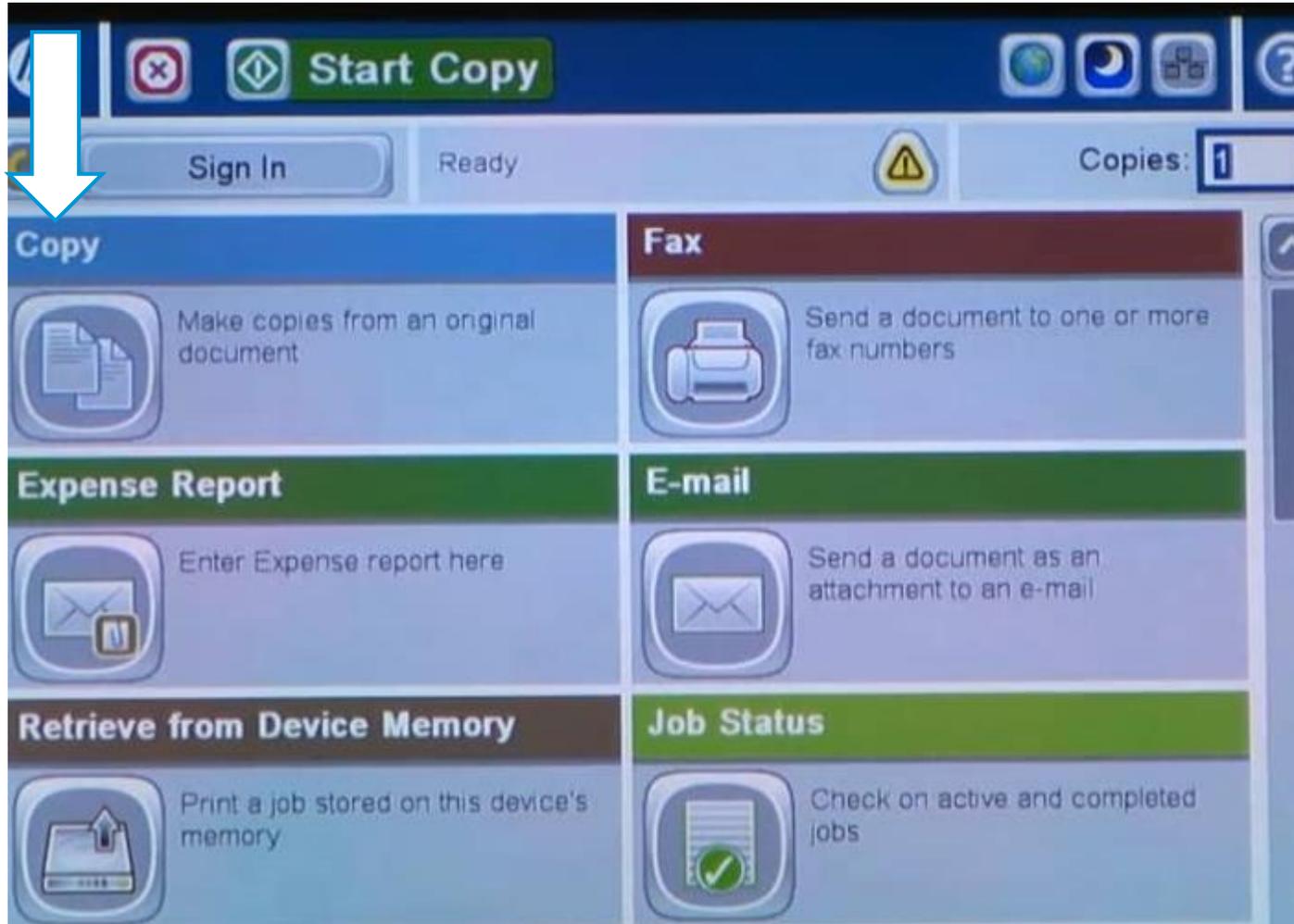


Copy on both sides manually



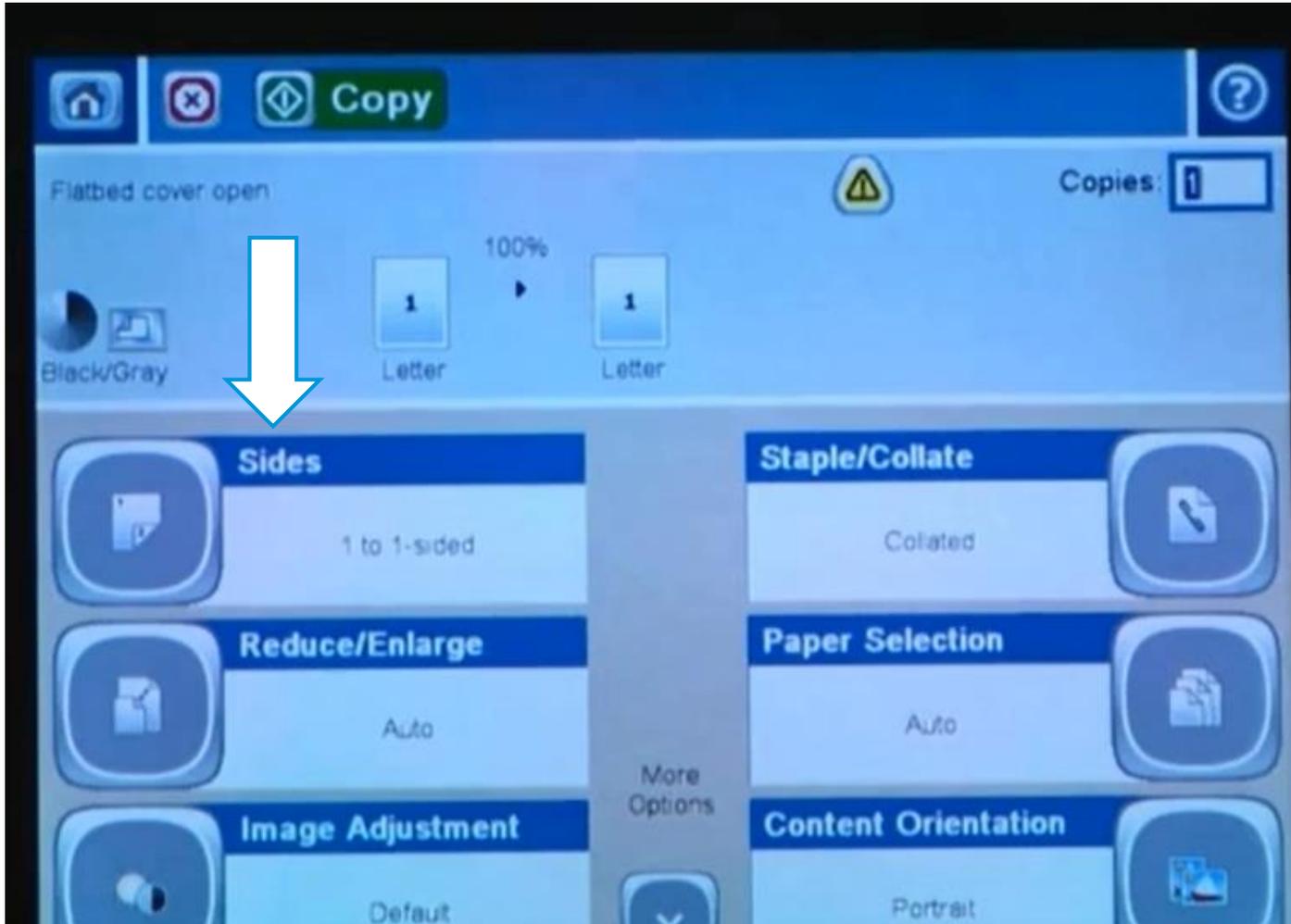
- Lift the scanner lid.
- Place the document face-down on the scanner glass with the upper-left corner of the page in the upper-left corner of the glass.

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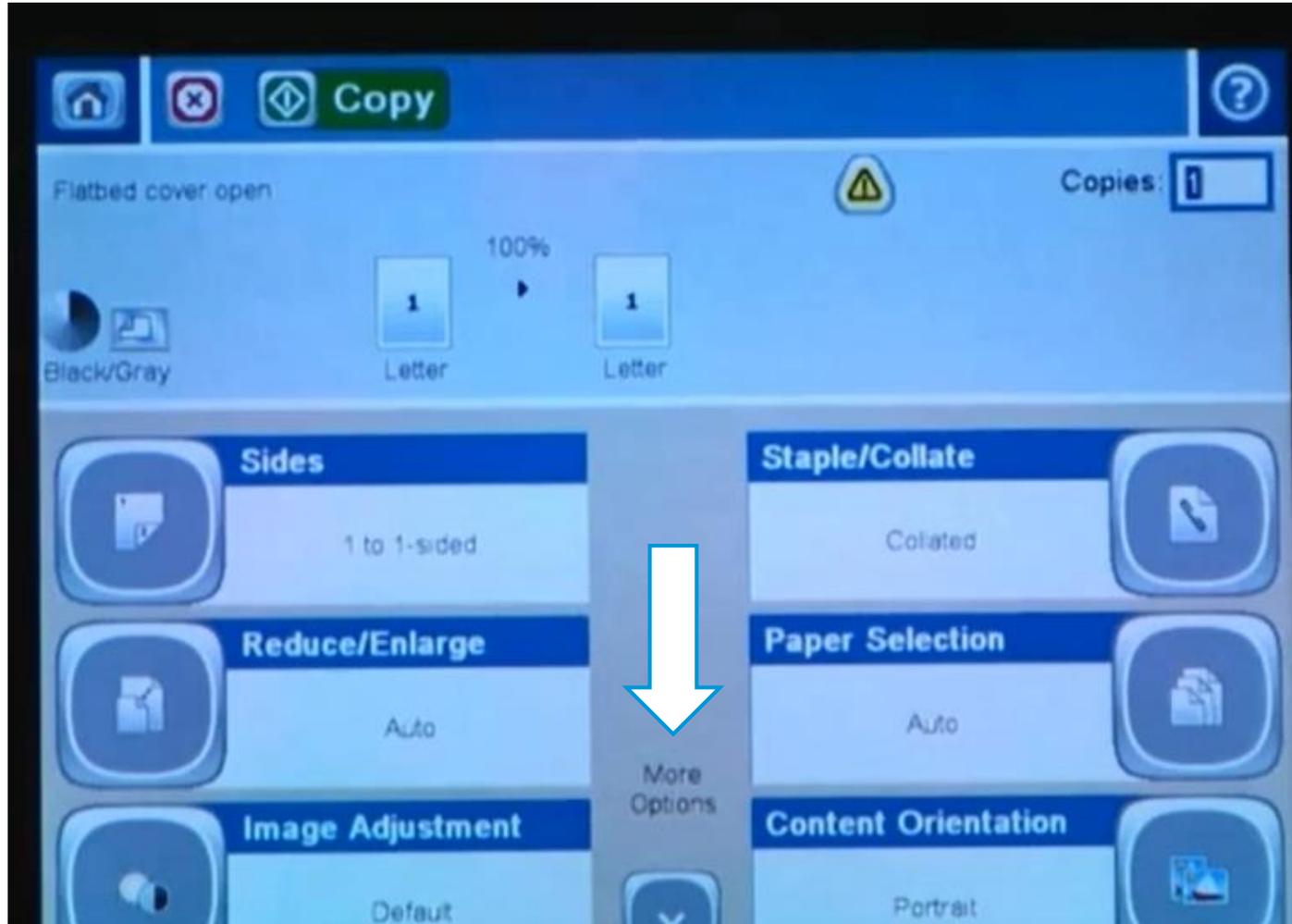
Select copy from the control panel.

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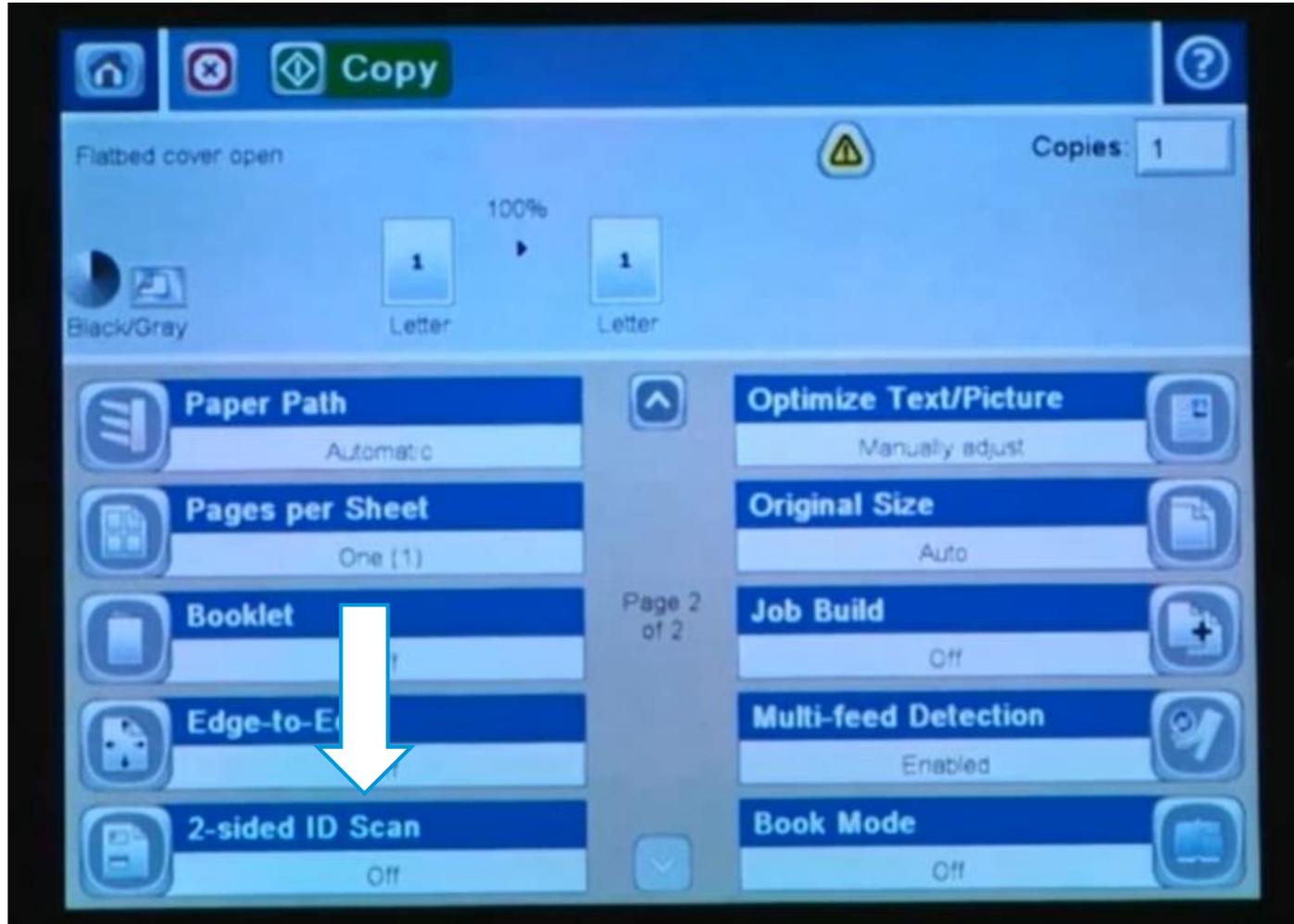
Select the Sides button.

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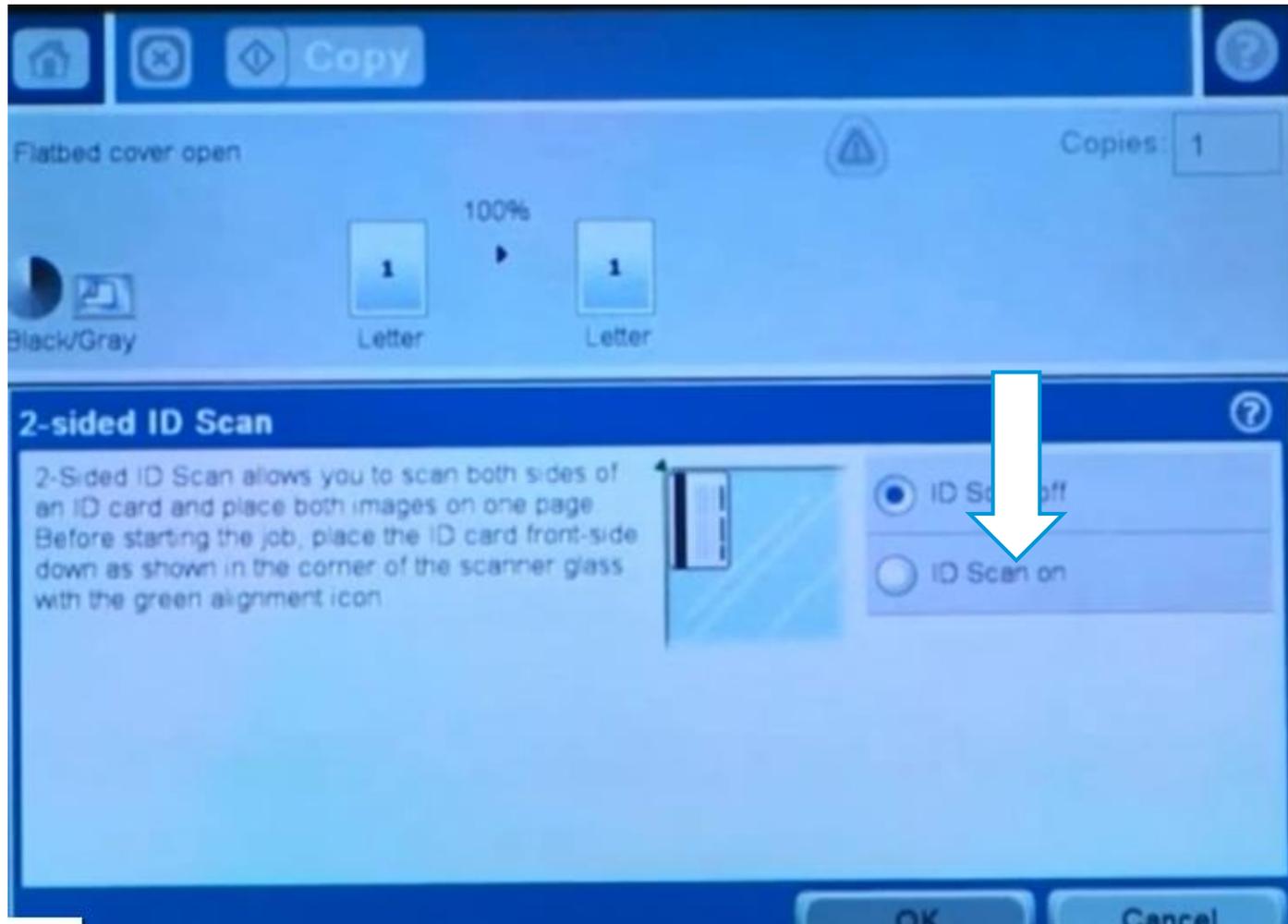
Select the more options button

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Select 2-sided ID Scan on the lower left of the screen

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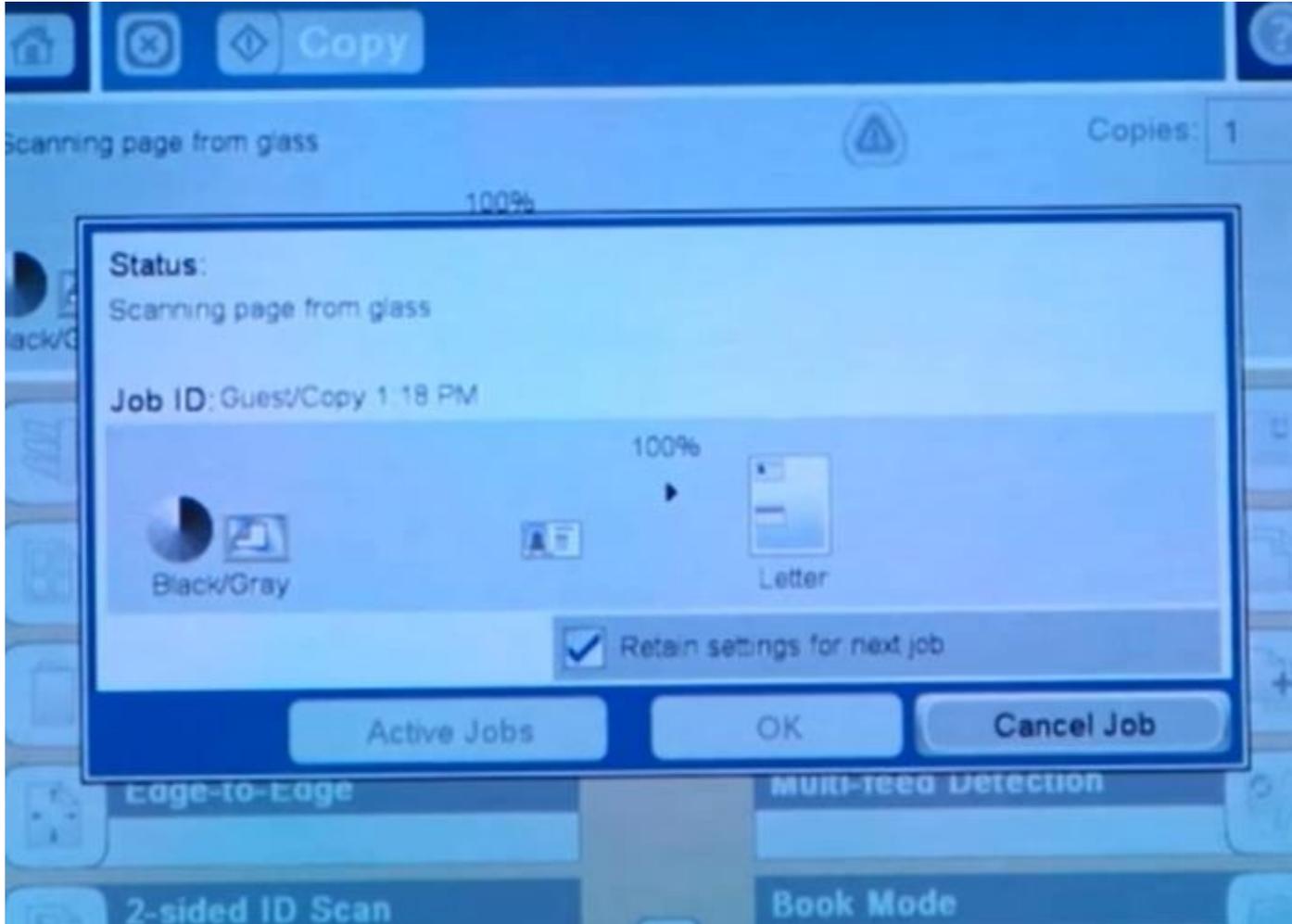


Turn ID Scan on (Right site on screen)

Place ID on the scanner glass per the instructions.

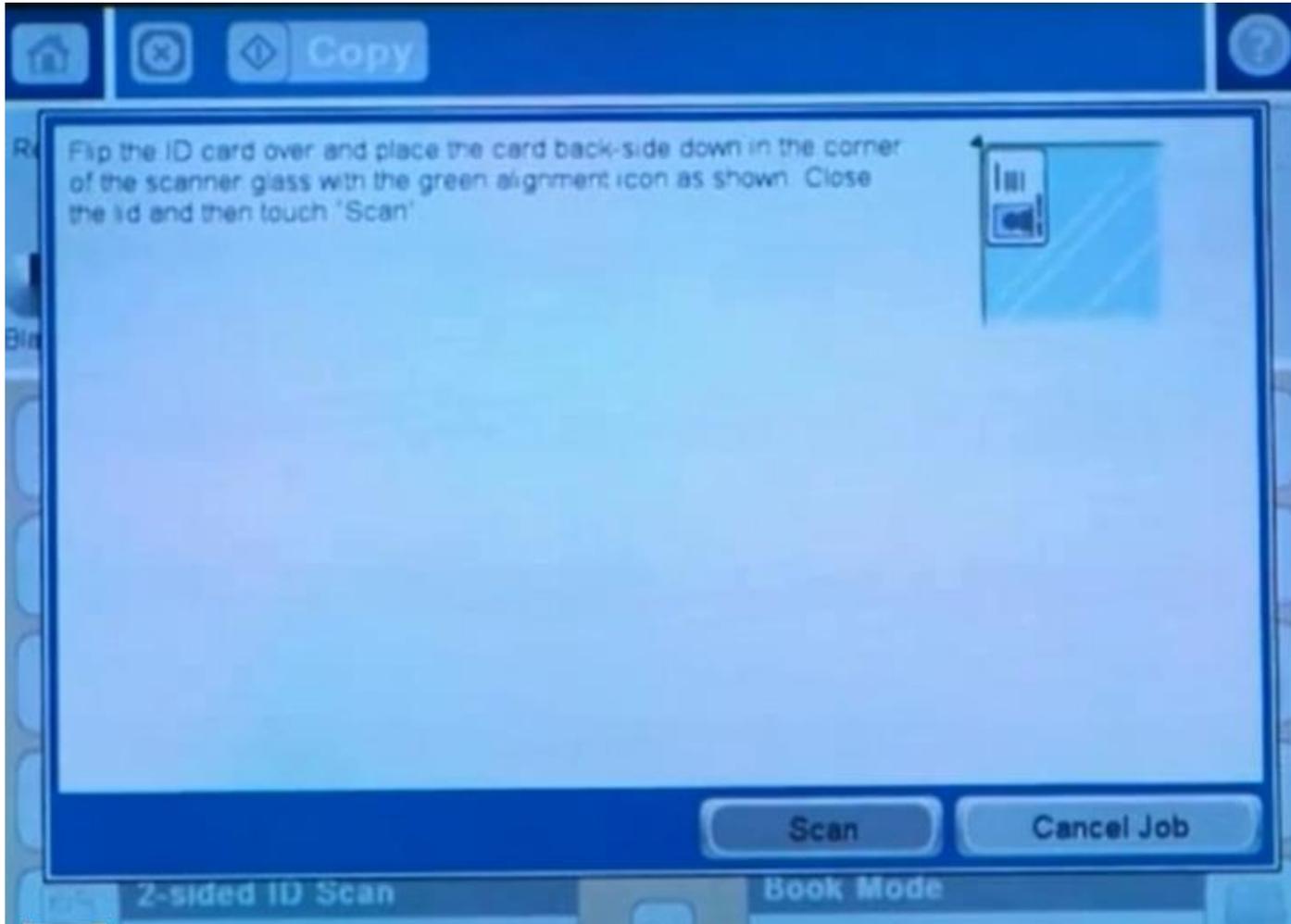
Close Lid and press Copy

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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