



LaserJet Enterprise MFP, PageWide Enterprise MFP

Copy or scan both sides of an identification card

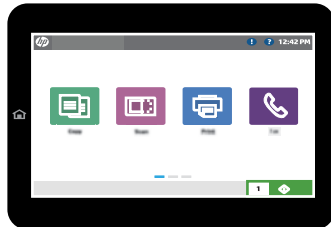
Use the [2-sided ID Scan](#) feature to copy or scan both sides of identification cards, or other small-size documents, onto the same side of one sheet of paper. The product scans one side of the document, prompts to turn the document over, and then scans again. Print the pages by using the copy feature, or save the scanned pages to a file in the printer memory.

 **NOTE:** The steps vary according to the type of control panel.

FutureSmart 3



FutureSmart 4



FutureSmart 3

1. Decide whether to make a printed copy now or to scan to the printer memory to share or print later:
 - Make a printed copy: From the Home screen on the printer control panel, select the [Copy](#) button.
 - Scan to the printer memory: From the Home screen on the printer control panel select the [Save to Device Memory](#) button. Select the folder for saving the job, or create a new folder.
2. Select the [More Options](#) button until the [2-sided ID Scan](#) feature displays on the screen.
3. Select [2-sided ID Scan](#) and select [ID Scan on](#).
4. Place the identification card face-down on the left, rear corner of the scanner glass, with the top of the card along the left edge. The image on the control panel shows the correct orientation.
5. Select the [OK](#) button to enable the feature and return to the main menu.
6. Set other job settings.

 **NOTE:** Some [Copy](#) menu options conflict with the [2-sided ID Scan](#) feature. After enabling [2-sided ID Scan](#), these features are unavailable in the [Copy](#) menu.

7. Select the Start  button to scan the first side of the card.

8. The printer prompts to flip the card over and place it on the same location on the scanner glass. Select the [Scan](#) button on this screen to scan the second side of the card.
9. When the scan completes, the printer prints both scanned images on the same side of one sheet of paper or saves the file in memory.

FutureSmart 4 — Copy to print now

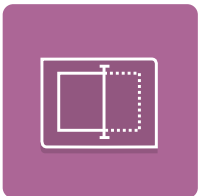
1. From the Home screen on the printer control panel, select [Copy](#), and then select [Options](#) in the lower left corner.




2. Select [Scan Mode](#), select [2-sided ID Copy](#), and then select [Done](#).
3. Place the identification card face-down on the left, rear corner of the scanner glass, with the top of the card along the left edge. The image on the control panel shows the correct orientation.
4. Adjust any other setting options that are needed. Select [Done](#) for each setting if prompted.
5. Select [Copy](#) to begin scanning. A [2-sided ID Scan](#) prompt screen appears.
6. Turn the ID card over to scan the other side, and then select [Scan](#).
7. Select [Done](#) to start printing.

FutureSmart 4 — Scan to job storage on the printer



1. From the Home screen on the printer control panel, select [Scan](#), and then select [Scan to Job Storage](#).



 **NOTE:** If prompted, enter your user name and password.

2. Select the default storage folder name shown under [Folder](#), and then select the folder.

Note: If the printer administrator has configured the option, you can create a new folder. Follow these steps to create a new folder:

- a. Select the New Folder  icon.
 - b. Select the [New Folder](#) field, type the folder name, and then select [OK](#).
3. Make sure that you have selected the correct folder.
 4. Select the [Job Name](#) text field to open a touchscreen keyboard, type the name for the file, and then select the Enter  button.
 5. Select [Options](#) in the lower left corner, select [Scan Mode](#), select [2-sided ID Copy](#), and then select [Done](#).

6. Adjust any other settings that are needed. Select [Done](#) for each setting if prompted.
7. Touch the right pane of the screen to preview. A [2-sided ID Scan](#) prompt screen appears.
8. Select [Scan](#) to scan the ID card on the scanner. When the scan completes, turn the card over and select [Scan](#) again.
9. Select [Done](#) when you are finished scanning, and then select [Save](#).