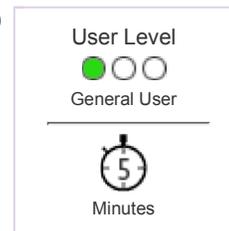




Solutions for : How To Copy an ID Card**Solution : Copy an ID Card**

1. Press the [Services Home] button on the Control Panel, and then select [ID Card Copy] on the Touch Screen. .
2. Select the [ID Card Copy] tab.
3. Verify the output color, paper supply, and reduce / enlarge settings. Change the settings as needed.
4. Select the [Image Quality] tab.
5. Verify the original type, lighten/darken, and background suppression settings for side 1. Change the settings as needed.
6. Lift the Document Cover and place the ID card, or a document smaller than half the selected paper supply size, in the upper left corner of the Document Glass.
7. Close the cover and press the [Start] button.
8. Lift the cover and turn over the document and position it in the upper left corner of the glass.
9. Verify the original type, lighten/darken, and background suppression settings for side 2. Change the settings as needed.
10. Close the cover and press the [Start] button.
11. When finished, remove the content on the glass.



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