**To Copy an ID (Card Shot)  
Will print both sides side-by-side**

1. “Easy Copy”
2. Right Arrow for more options
   1. > shape on the right side of the screen
3. “Card Shot”
   1. “On”
4. Place card on copy glass, oriented as shown:

**Card**

**Copy Glass**

1. B/W or Color Start
2. Flip card over
   1. Keep the card in the same place, it is not necessary to scan it on a different part of the glass
3. B/W or Color Start (to scan second side)
4. “Read-End” to print copy