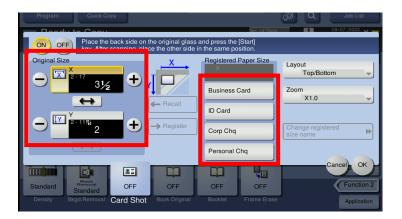


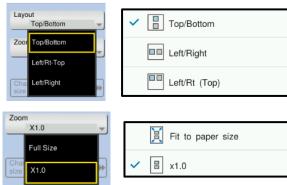
USING CARD SHOT

Card Shot is used to copy both sides of ID, credit cards, cheques, or multiple pages of passports, and have the images appear on 1 page. *Note: on iSeries devices these instructions are for using Card Shot on the "Classic Style" screen.

Card Shot is usually found on the 2^{nd} copy screen (ie. **Function 2**). If not there, then select the **Application** icon and scroll over or select the "J, **Other**" heading. It's the last option under Application.

Select a **Paper Tray** (you cannot use **Auto** paper). Then select **Card Shot** and turn it **ON**. You can change the Layout and the Zoom.





Choose which **Registered Paper Size** you want <u>OR</u> manually use the + and - characters on the left side, to choose your own original size (*see the picture by the **X** and **Y** for the direction). ***NOTE**: If your device doesn't have Registered Size <u>names</u>, only **Size 1**, **2**, **3***, **4**, the sizes in 1, 2, and 4 will be the same as those shown in the picture above (**3*** may be different).

If you manually program the size for ½ of an 8.5x11 (ie. **X=8.5** and **Y=5.5**), this will allow you to put up to 4 x IDs on the glass at once, OR a passport, (*a few years ago, schools used to copy children's vaccine books). *NOTE: This manual size is typically what a lot of school environments use.

<u>I recommend you select your settings then save it as a Copy Program</u>. That way you don't have to continually set it up – you can just **RECALL** the program to use. *Refer to the instruction guide ("cheat sheet") on how to set up programs.

TO COPY: Place your <u>Side 1</u> original(s) face-down on the glass at the <u>back</u>, in the space that reflects the size & orientation of the Registered Paper Size you chose. Press **Start**.

Flip your original(s) over for <u>Side 2</u>, placing them in the exact same position as you did for Side 1. Press **Start**. If you are finished copying originals, select **Finish**, then **Start**.

*If you have more originals to copy, you can continue to copy Side 1 and 2 images, selecting **Start** after each one. Then select **Finish** <u>after finishing Side 2 of the last original</u>, then select **Start**.

Original placement for "ID Card"

