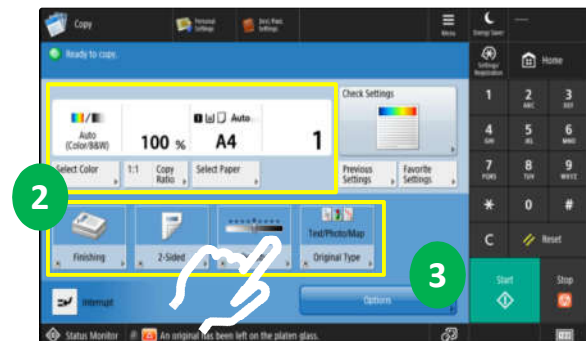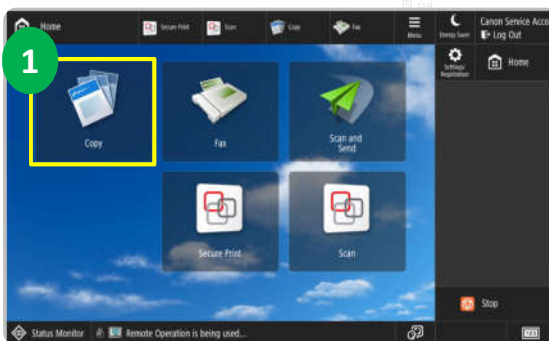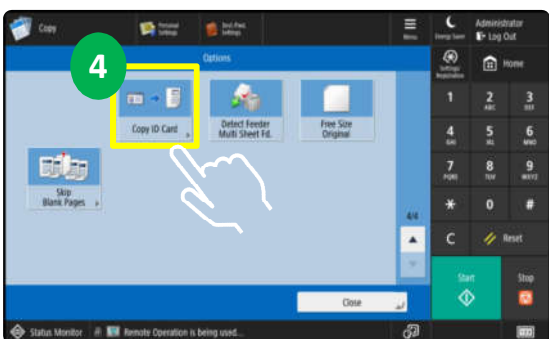## How to Copy Document

- Perform Copy operation

1. Select <Copy> to display Copy Features screen.
2. Select your preferred settings such as copy ratio, paper size, and number of copies.
3. Press <Options> to displays more setting options.

- Copy ID Card

4. Select <Copy ID Card> to copy both the front and back of an ID card onto a single sheet of paper.
5. Follow steps shown in control panel on how to place an ID card on the platen glass.
6. Press <Start> to start the scan front side.

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