

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 2nd 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 OR 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 names, 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 1/2 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.

I recommend you select your settings then save it as a **Copy Program**. 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.**

Original placement for “ID Card”

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

Flip your original(s) over for Side 2, 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** after finishing Side 2 of the last original, then select **Start**.**

