

ID Card Copy

The initial screen allows you to choose from the available options on the Xerox copier.

- Select **ID Card Copy**.
- To make a copy of an ID card, position the document on the glass.



*** If the department is using accounting codes, the copier will prompt for a **User ID**. This is the accounting code assigned to the department.

- Enter the code.
- Press **Done**.



The following screen allows you to **Reduce/Enlarge** the image, or make changes to the **Paper Supply** (size).

- Press **Start** to proceed.



*** Please note that if you entered a **User ID** you are still signed into the machine.

- Press the **Log In/ Out** button to finish using the account.

