

# Quick Guide to FUJIFILM MFP - ID Card Copying

## 1. On FUJIFILM printer SmartPay terminal

① Press **Copy** button for copying service.

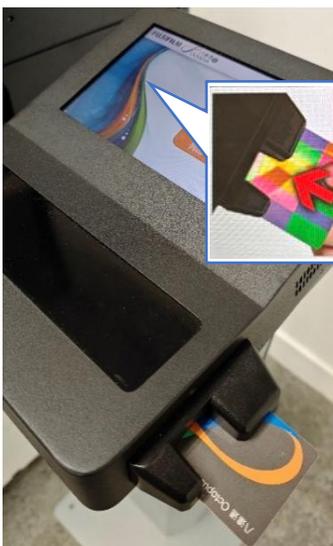


## 2. Choose payment method



### Octopus payment

① Press **Use Octopus**



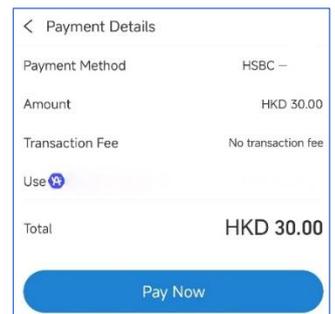
② Insert Octopus Card & press **Confirm**.

### Alipay HK payment

① Press **AlipayHK**

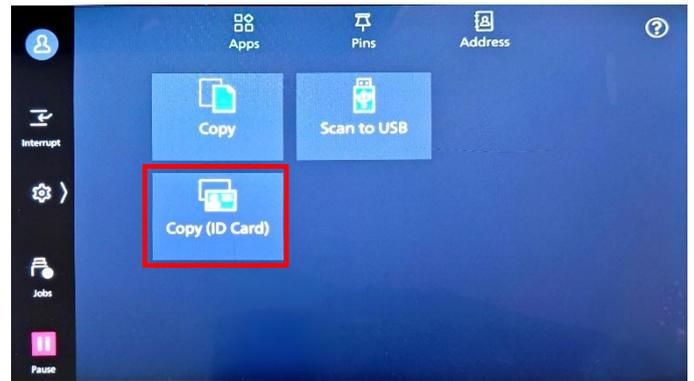


② Open AlipayHK app to scan the QR code appears on the terminal & pay a fixed amount deposit of HK\$30. (Printing charge will be deducted from the deposit.)



### 3. ID Card Copying

① Press **Copy (ID Card)** on the Home screen of control panel.

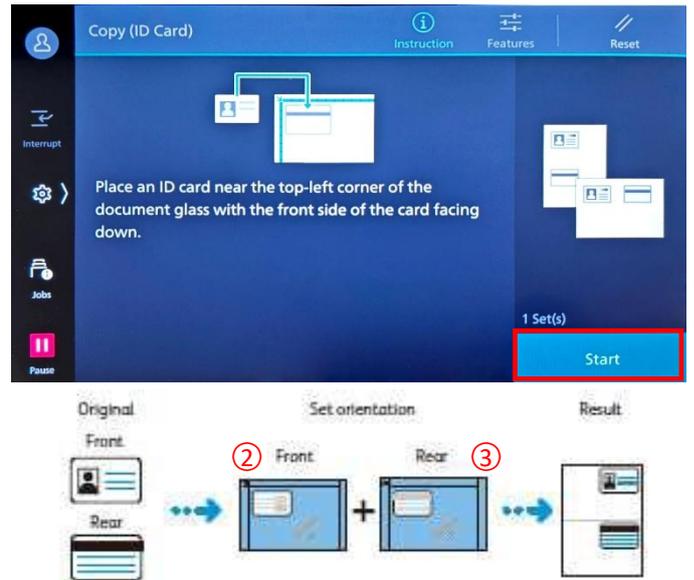


② Place ID card with front side facing down at a position slightly away the top left corner of the glass.

③ Press **Start** to copy front side.

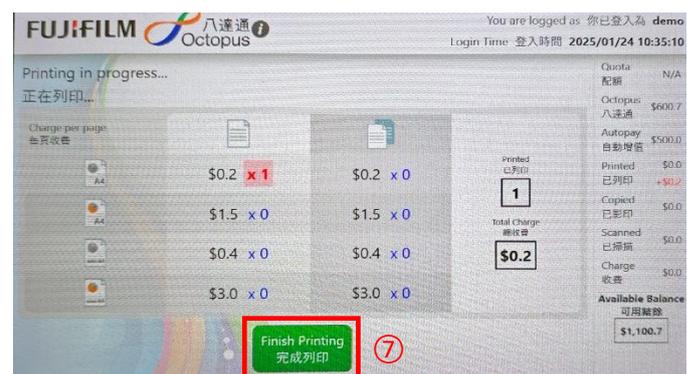
④ After finish copying the front side, turn over ID card and place it at the same position with rear side facing down.

⑤ Press **Start** again to copy rear side.



⑥ Remember to get back your ID card!

⑦ When copying is finished, press

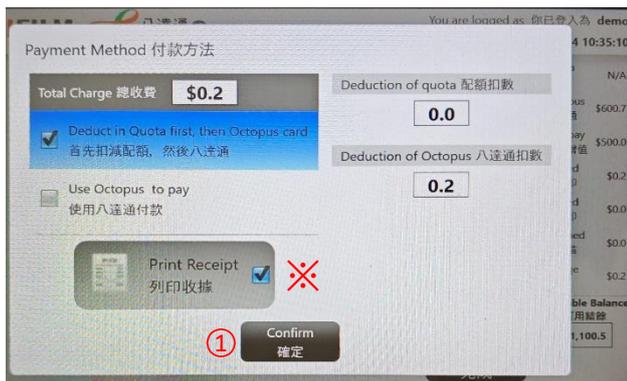


⑧ Remember to press **Complete and Logout** to complete the transaction & log out of the SmartPay terminal.



## 4. Complete payment (& optional receipt printing)

### Octopus payment



① Press **Confirm** to confirm payment.

✘ If receipt is need, check the Print Receipt checkbox.



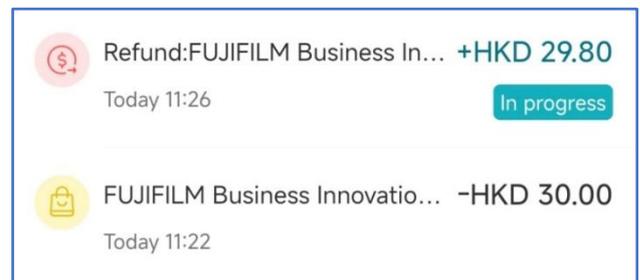
② Remember to get back your Octopus card.

### Alipay HK payment



① Press **Confirm** to confirm payment.

✘ If receipt is need, check the Print Receipt checkbox.



② Unused deposit will then be refunded to your AlipayHK account.



③ Collect receipt from the output tray if you have selected the Print Receipt option.