

Instructions for Scanning to Folder for E-Verify:

SHARP COPIERS:

1. Place driver's license (DL) and social security cards (SS) face down on document glass; then continue to Step 3. **NOTE:** DL and SS cards should be scanned **SEPERATELY** from other documents, such as I9s, drug screen forms, etc. No actual copies of DL or SS cards should be made.
2. Place other documents, such as I9s, drug screen forms, etc in the tray on copier, then continue to Step 3.
3. Hit Image Send
4. Hit Mode Switch
5. Hit Scan
6. Hit Address Book
7. Hit button **HR-PreEmployment**.
8. Hit Condition Setting
9. Hit Start

NOTE: Your documents will be scanned directly to **HR's E-Verify system**.

KYOCERA COPIERS:

1. Place driver's license (DL) and social security cards (SS) face down on document glass; then continue to Step 3. **NOTE:** DL and SS cards should be scanned **SEPERATELY** from other documents, such as I9s, drug screen forms, etc. No actual copies of DL or SS cards should be made.
2. Place other documents, such as I9s, drug screen forms, etc in the tray on copier, then continue to Step 3.
3. Press the Send key.
4. Press [Address Book].
5. Select [**HR-PreEmployment**].
6. Press [OK].
7. Press [Start] button to scan.

NOTE: Your documents will be scanned directly to **HR's E-Verify system**.

DELL MFP's:

1. Place driver's license (DL) and social security cards (SS) face down on document glass; then continue to Step 3. **NOTE:** DL and SS cards should be scanned **SEPERATELY** from other documents, such as I9s, drug screen forms, etc. No actual copies of DL or SS cards should be made.
2. Load other documents, such as I9s, drug screen forms, etc. face up with top edge in first into the feeder, then continue to Step 3.
3. Press **Scan** from the home screen; press the left/right arrows to select **SMB**.



4. Press the **Next** button; select the destination **SMB** server. Destinations **HR-PreEmployment** (for E-Verify).
 5. If necessary, customize the scan settings including original size, scan color, scan format, duplex, and image quality by using **Options**.
 6. Press **Start** (on the operator panel)
- NOTE: Your documents will be scanned directly to **HR's E-Verify system**.