

Document Scanning Guidelines

1. Turn on your scanner and computer. Check the connections between the two machines.
2. Lift the document lid. Examine the scanning surface and the underside of the lid for dust and fingerprints.
3. Put the Passport/Ticket/Document you wish to scan face-down on the glass.
4. Use the alignment markers (if available) to help you square up the object. These are usually found on the left-hand edge of the scanning area.
5. Close the document lid slowly so the document does not shift position.
6. Select a scan resolution. The higher the dpi (dots per inch) count –preferably @ 300 dpi, the sharper and more detailed the image.
7. Push the scan button. You may have to do this on the printer itself or on your computer.
8. Check the preview of your scan on your computer. Depending on the scanner and software, you may have to prompt your computer to display the preview for you.
9. Crop the required part of the image to the required specifications. Click the links below to view the respective document specifications.
 - a. Passport Pages
 - b. Flight Ticket
 - c. Photograph
10. Re-sizing of the images to a smaller size is not advisable since this may reduce the quality of the image.
11. Accept the scan and save. Return the original document to a safe location.

1.Passport Pages:

1. Crop only the required leaf before you save
2. Each file uploaded should display only one leaf of the passport.
3. Create separate files for each desired leaf of the passport



Note: Face and other details are hidden in this image for security purpose

Disqualified

Reason: The entire scanned image is visible.

2.Passport Size Photo:



Note: Face is hidden in this image for security purpose

Disqualified

Reason: The entire scanned image is visible.



Note: Face is hidden in this image for security purpose

Disqualified

Reason: The image alignment is tilted



Note: Face is hidden in this image for security purpose

Qualified:

Reason:

- Perfect Image alignment
- Perfect cropping

3.All Other Documents (A4 Size)

Booking reference: YLNHSC

Your booking has been completed. Kindly make a note of your booking reference. Please quote this number when you contact us with any queries / requests related to your booking.

Ticket Number: 607-2106245514

607-2106245515

1. Your planned itinerary

London (LHR terminal 4) to Abu Dhabi (AUH terminal 3)

Flight	Date	Departs	Arrives	Stops	Duration	Travel Class
EY018	Fri 10 Sep 10	21:20 Heathrow	07:25 +1 Abu Dhabi International	0	7h 05m	Coral Economy (L)

Abu Dhabi (AUH terminal 3) to Sydney (SYD terminal 1)

Flight	Date	Departs	Arrives	Stops	Duration	Travel Class
EY490	Sun 12 Sep 10	10:15 Abu Dhabi International	06:20 +1 Kingsford Smith	0	14h 05m	Coral Economy (L)

Sydney (SYD terminal 1) to London (LHR terminal 4)

Flight	Date	Departs	Arrives	Stops	Duration	Travel Class
EY451	Sun 19 Sep 10	14:50 Kingsford Smith	22:40 Abu Dhabi International	0	25h 30m	Coral Economy (L)
EY011	Mon 20 Sep 10	02:35 Abu Dhabi International	07:20 Heathrow	0		Coral Economy (L)

Note: +1 = arrives the following day

2. Guest(s)

Lagg Anthony

Segment 1: London to Abu Dhabi: 28D

Segment 2: Abu Dhabi to Sydney: 28F

Segment 3: Sydney to Abu Dhabi: 28F

Abu Dhabi to London: 30G

Meal Preference: No Special Meal

Shcherbakova Svetlana

Segment 1: London to Abu Dhabi: 28E

Segment 2: Abu Dhabi to Sydney: 28G

Segment 3: Sydney to Abu Dhabi: 28G

Abu Dhabi to London: 30F

Meal Preference: No Special Meal

Disqualified

Reason: Content of the document is not clear. The content should be readable.

Your Itinerary

Booking reference: ZG9R8Q

Thank you for choosing Etihad Airways. Please note your booking reference and review the details of your trip. Should you wish to contact your local Etihad office or travel agent. We look forward to welcoming you on board soon.

1. Your planned itinerary.

Outbound: Cape Town (CPT terminal A) to Abu Dhabi (AUH terminal 3), Fri 27 Aug 10						
Flight	Date	Departs	Arrives	Stops	Duration	Travel Class
EY601	Fri 27 Aug 10	09:45 Cape Town International	23:55 Abu Dhabi International	1	12:10	Coral Economy (M)
Inbound: Abu Dhabi (AUH terminal 1) to Dubai (XNB), Sat 28 Aug 10						
Flight	Date	Departs	Arrives	Stops	Duration	Travel Class
EY5514 Limo/Bus	Sat 28 Aug 10	02:00 Abu Dhabi International	03:20 Dubai (Ey Bus)	0	1:20	
Inbound: Dubai (XNB) to Abu Dhabi (AUH terminal 1), Wed 01 Sep 10						
Flight	Date	Departs	Arrives	Stops	Duration	Travel Class
EY5515 Limo/Bus	Wed 01 Sep 10	07:00 Dubai (Ey Bus)	08:20 Abu Dhabi International	0	1:20	
Inbound: Abu Dhabi (AUH terminal 3) to Athens (ATH), Wed 01 Sep 10						
Flight	Date	Departs	Arrives	Stops	Duration	Travel Class
EY091	Wed 01 Sep 10	09:40 Abu Dhabi International	13:30 Athens Int E. Venizelos	0	4:50	Coral Economy (M)
Inbound: Thira (JTR) to Athens (ATH), Mon 13 Sep 10						
Flight	Date	Departs	Arrives	Stops	Duration	Travel Class
OA551	Mon 13 Sep 10	10:30 Santorini	11:15 Athens Int E. Venizelos		0:45	Coral Economy (Y)
Inbound: Athens (ATH) to Abu Dhabi (AUH terminal 3), Mon 13 Sep 10						
Flight	Date	Departs	Arrives	Stops	Duration	Travel Class
EY090	Mon 13 Sep 10	14:30 Athens Int E. Venizelos	20:00 Abu Dhabi International	0	4:30	Coral Economy (L)
Inbound: Abu Dhabi (AUH terminal 3) to Cape Town (CPT), Mon 13 Sep 10						
Flight	Date	Departs	Arrives	Stops	Duration	Travel Class
EY602	Mon 13 Sep 10	22:20 Abu Dhabi International	08:30 +1 Cape Town International	1	12:10	Coral Economy (L)

Note: +1 = arrives the following day
Limo/Bus = on this sector, we offer limousine service for Diamond First/ Pearl Business Guests, and luxury coaches for Coral Economy Guests.

Visa information

Qualified:

Reason:

- Perfect Image alignment
- It is readable and content is clear