

University of Regina - Encrypted USB Secure Scanning

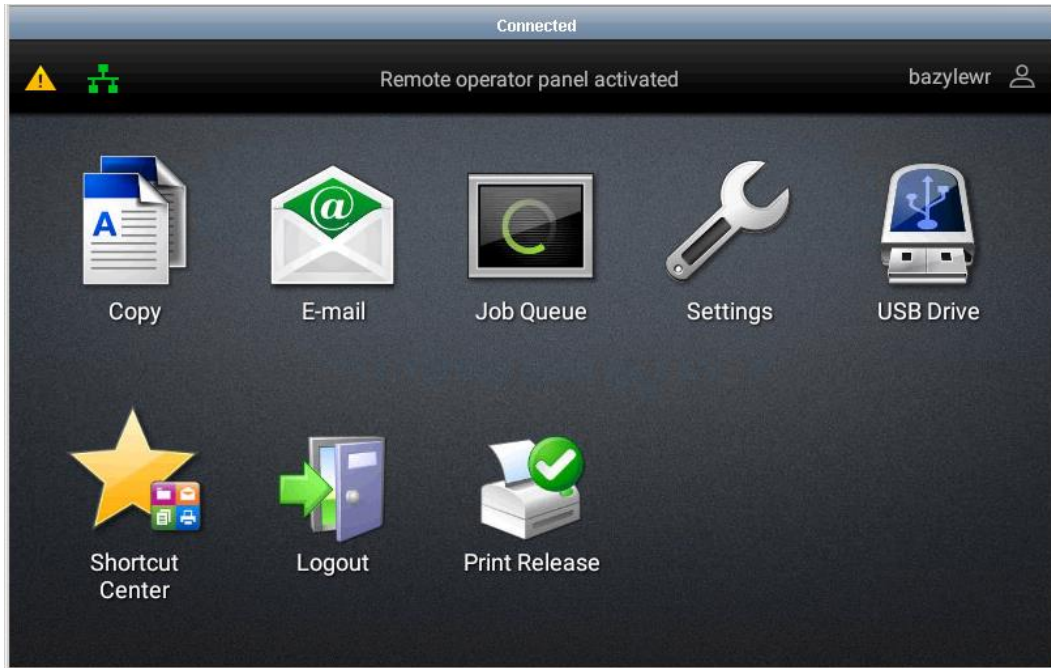
Note that these screenshots may differ slightly based on the version of your printer/scanner MFP.



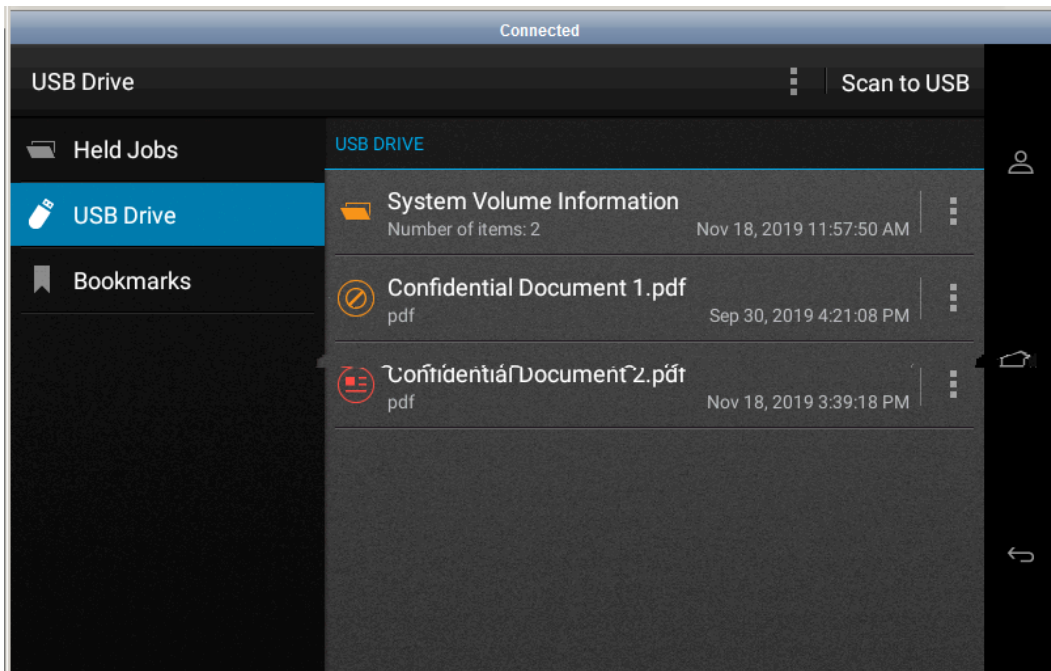
Unlock your encrypted flash drive by inputting your password.

The screenshot shows a login interface on a PaperCut MF v2.6.0 device. At the top, there is a green header with the University of Regina logo and the word "Login". Below the header, the text reads "Welcome." followed by "To continue, swipe your authentication card or select the login method below." A button labeled "Username and Password" with a green arrow icon is positioned below the text. The version number "PaperCut MF v2.6.0" is visible in the bottom left corner of the interface.

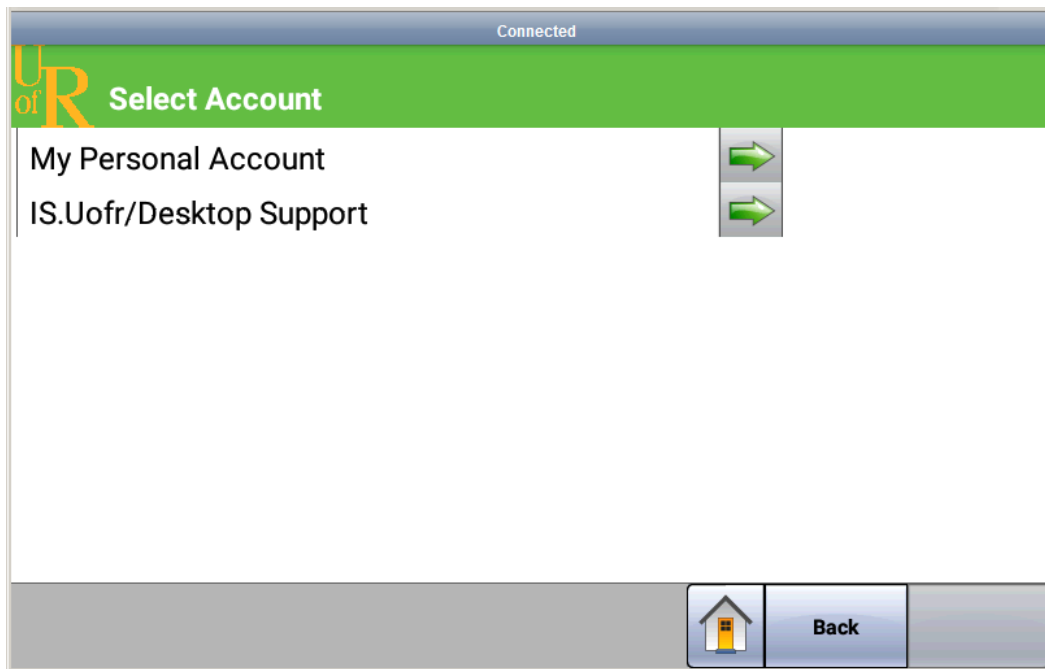
Log in to Papercut on the multi-function device.



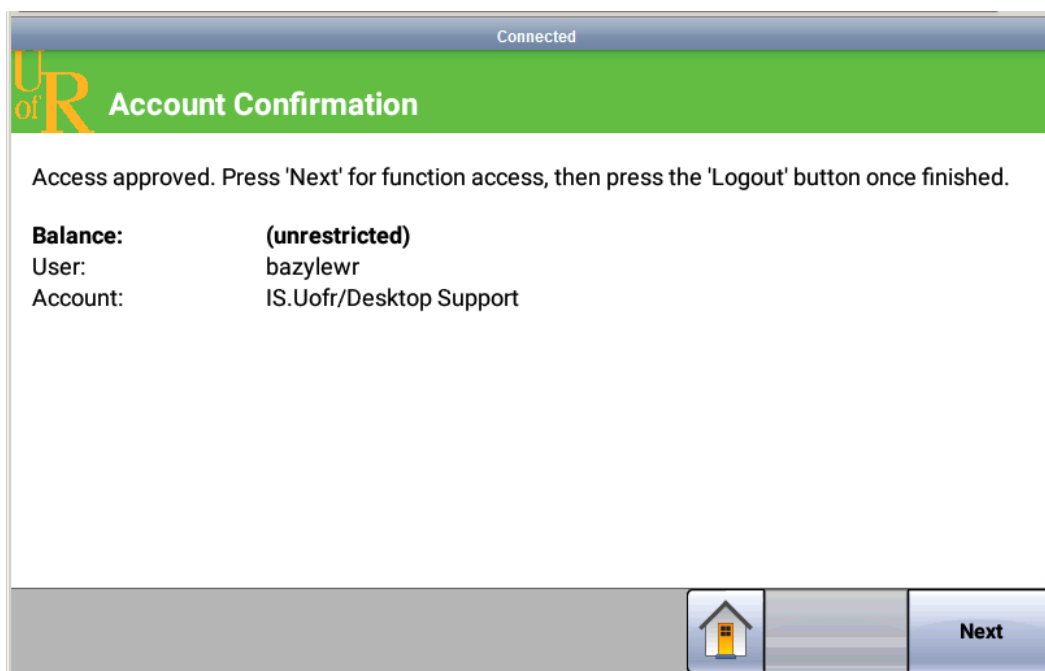
Insert your unlocked encrypted USB drive. Select the USB Drive icon.



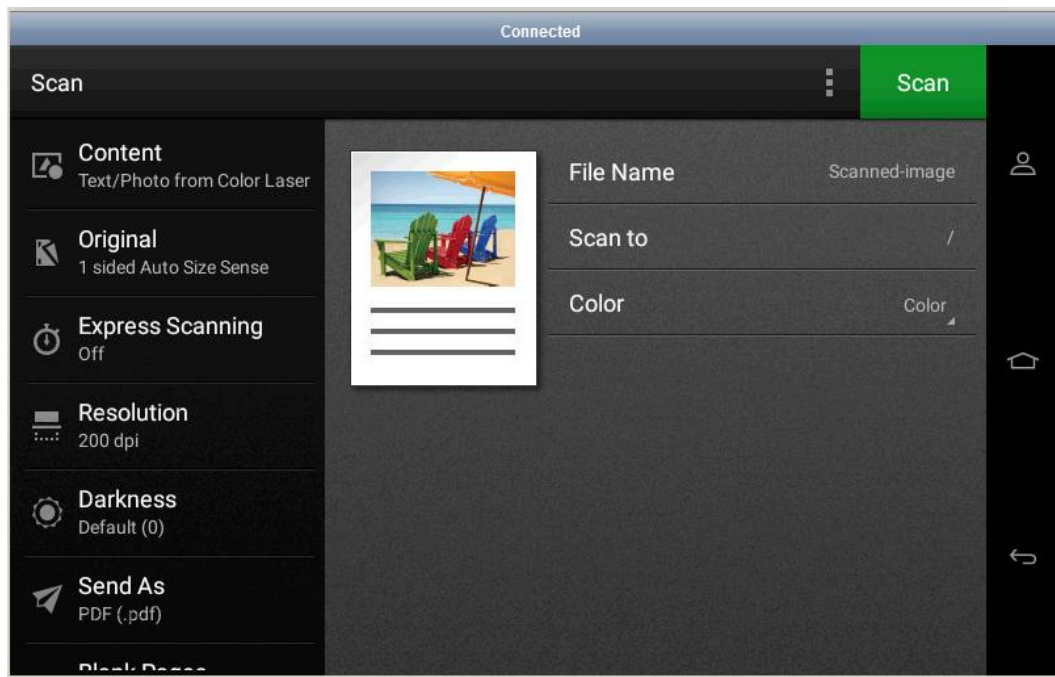
Load the documents to be scanned into the ADF or on to the glass.
Select Scan to USB.



Select the account for billing.



Select Next.



Review settings and make changes as necessary. Specify a file name.

Select Scan when ready.

When finished do not forget to remove your USB device.

For assistance, please contact:

Email: IT.Support@uregina.ca

Phone: 306-585-4685

Toll-free in Canada: 1-844-585-4685

In person at ED 137 or Archer Library