

# Print, Copy, Scan

Please follow Access Guidelines below

This device will be available:  
**Monday to Friday from 8:00 am - 8:00 pm**

## Access Guidelines

- Please respect Social Distancing guidelines.
- Keep 6 feet (2 metres) distance from others at all times.
- **Wipe down surfaces before and after use with the supplied Oxivir TB wipes.**
- For technical support, visit the IT Support Centre in ED 137 or phone 306-585-4685

## Instructions

- Go to <https://www.uregina.ca/is/student/printing-copying> for information
- Printing must be 'enabled' on your account, and charges go to your U of R student account

### How do I print a file from my laptop?

1. Log into Papercut at <https://papercut.uregina.ca/user>
2. Select the Webprint option on the left side menu.
3. Follow the onscreen prompts.
4. The printer to select is "Archer1st-Colour".

<https://www.uregina.ca/is/student/printing-copying/webprint.html>

### How do I make a copy?

1. Log directly into the device with your uregina username and password.
2. Put your documents in the feeder, OR lift the lid, place your document on the glass, close lid.
3. Press Copy and follow the onscreen prompts.

### How do I print a file from my USB stick?

1. Log directly into the device with your uregina username and password.
2. Insert the USB stick in the USB port to the right of the control panel.
3. Select the file you wish to print, and follow the onscreen prompts.

### How do I scan a document and email it?

1. Log directly into the device with your uregina username and password.
2. Press Email and follow the onscreen prompts.
3. When entering the recipient email address, ensure the address is entered correctly.



University of Regina, Information Services

<http://www.uregina.ca/is>