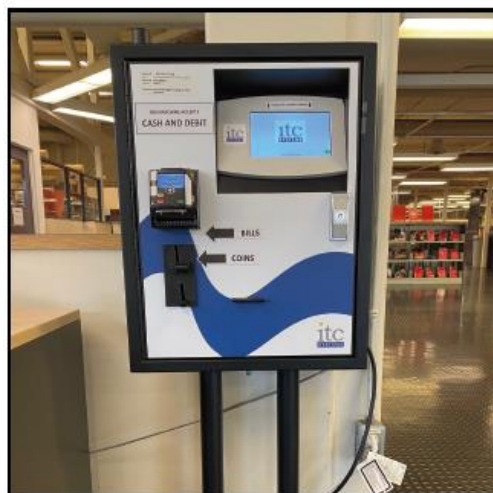# COPYING

How to Photocopy in the Library

Before you start making photocopies, you'll need:

Printing ID and password.
Don't have these? Search your UWinnipeg email inbox for "Equitrac."

Step 1. Add funds to your printing account at the paystation in the library.

The paystation only accepts debit (tap) and cash. It **does not** accept credit cards.

Ensure you add enough funds for your photocopy job. Please note that costs are **per side**, not per sheet.

Copying Costs

| Document Type	8.5" x 11"	8.5" x 14"	11" x 17"
Black & white, double-sided	10.5¢	11¢	22.5¢
Black & white, single-sided	11¢	12¢	24¢
Colour, double-sided	44.5¢	45.5¢	90.5¢
Colour, single-sided	45¢	46¢	93¢

Step 2. Log in to any library printer by touching the screen.

Enter your printing ID and password.

Press "Enable Copier".

https://library.uwinnipeg.ca/borrowing-and-services/computers-and-printing.html

August 2025
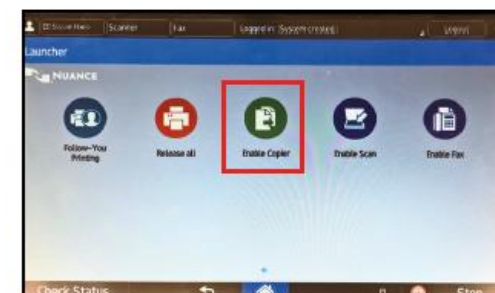
Step 3. If you are copying 8.5" x 11" document(s) that are **not** crumpled, folded, or stapled, place your document(s) face up in the feeder at the top of the printer.

Otherwise, open the top of the printer and place one page of the document you are copying face down onto the top-left corner of the scanner glass. Line up your document with the appropriate size markers.

Step 4. Change any necessary settings. To copy, press "Start." If using scanner glass, repeat steps 3-4 for each page.

You can find a guide to changing the most common photocopy settings on the back of this pamphlet.
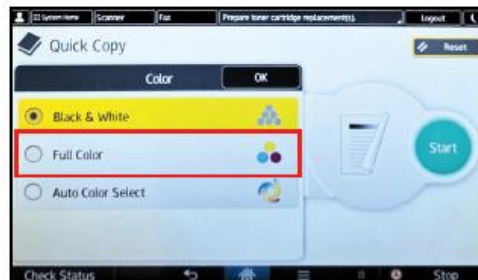

Photocopy Settings

Colour. On the Quick Copy screen, select "Black & White."

Select "Full Colour." Press "OK."

Size. On the Quick Copy screen, select "Paper Tray."

Select a size. Press "OK."

Quantity. On the Quick Copy screen, press "Quantity."

Enter your desired number of copies. Press "OK."

To change other settings, ask library staff for assistance.