



### **Copier Services Transition Update**

**\*\*If you have any questions regarding the Copier Services transition, please email Copier Services: [copierservices@uwyo.edu](mailto:copierservices@uwyo.edu) \*\***

As the University's copier contract comes to an end with All Copy Products on 6/30/2023 for the Konica Minolta copiers, our new copier partner the Office Shop is currently working on installing new Canon copiers throughout campus.

A FAQ document has been compiled and will be updated based on questions received. **Please visit the Copier Services webpage: <https://www.uwyo.edu/copier-services/> for additional information regarding the new copiers and to review this FAQ document.** *If you have previously viewed the Copier Services webpage, you may need to clear your cache to see the recent updates.*

A formal presentation took place on June 1, 2023 and the recording may be viewed [here](#).

If you have reviewed the FAQ document and have additional questions for Copier Services, three virtual drop-in Q&A sessions are also being offered in the coming weeks. These are optional for those who may find them beneficial and have questions after reviewing the FAQ document referenced above. These sessions will be informal Q&A sessions where users can drop into a virtual meeting if they have questions regarding the new Canon copiers. No registration is required, you can simply use the meeting information provided below to join the designated meeting.

#### **Tuesday, June 6, 3:30-4:30pm – Virtual Drop-In Q&A Session #1**

##### **Microsoft Teams meeting**

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 277 584 044 658

Passcode: 2LJShj

[Download Teams](#) | [Join on the web](#)

#### **Wednesday, June 14, 11:00am – 12:00pm – Virtual Drop-In Q&A Session #2**

##### **Microsoft Teams meeting**

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 287 266 511 042

Passcode: WqfcFa

[Download Teams](#) | [Join on the web](#)

**Monday, June 19, 2:00 – 3:00pm – Virtual Drop-In Q&A Session #3**

**Microsoft Teams meeting**

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 241 660 900 882

Passcode: rfaHYK

[Download Teams](#) | [Join on the web](#)

Below are a few areas that we are currently working to address. Information pertaining to these areas will be shared out once available:

- Adding/removing access for guest lecturers
- Adding/removing access for contractors, guests, and other patrons

Thank you for your continued support and patience throughout this transition!

Sincerely,

**UW Copier Services**

[copierservices@uwyo.edu](mailto:copierservices@uwyo.edu)

**UW Procurement & Payment Resources**

- [Policies and Procedures](#)
- [Forms](#)

**Contact Information**

Procurement & Payment Services  
Department 3605  
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Merica Hall, Room 115  
Laramie, WY 82071

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Payment Services Email: [accounts-payable@uwyo.edu](mailto:accounts-payable@uwyo.edu)  
Website: [uwyo.edu/procurement](http://uwyo.edu/procurement)