Locating a Copier (multifunction device) on campus

Overview

UWF Copy Services provides departmental and student copiers to the UWF campus and its affiliates. Almost all of the devices on campus are networked and have Postscript capabilities so that print jobs can be sent from any computer, MAC, or PC. There are 20 color and 71 black/white devices on the main campus and in various UWF locations.

Device Listing by Location

BLDG #	DEPARTMENT / LOCATION	MODEL	FAX	COLOR DEVICE	INTERNAL FINISHER & EXTERIOR CONVENIENCE STAPLER	1 x 500 + 2 - 100 Split Tandem Drawers	Right Side Exit Tray
4	Computer Science (2nd floor, hallway)	MXM3070			-		
4	Electrical & Mechanical Engineering (3rd floor, hallway)	MXM3070			-		
4	Math & Statistics (4th floor, hallway)	MXM3070			-		
4	College of Science and Engineering Dean's Suite (Room 423)	MXM3570			X	X	
8	SBDC	MX3071		X	X		
10	Division of Finance and Administration (1st floor)	MXM3070			X		
10	Academic Affairs (2nd floor)	MXM3070			X		
10	President's Office (President's Office use only)	MX3071		X	X		
11	Research Administration and Engagement	MX3071		X	X		
11	Division of Academic Engagement (DAE)	MX3071	X	X	X		X
12	University Advancement	MXM3070			X		
13	Department of Earth & Environmental Sciences / Anthropology	MX3571		X	X	X	
18	Admissions	MXM3070			X		
18	Dean of Students	MXM3070			X		
18	Financial Aid / Registrar	MXM3070			X		
19	Career Services / Student Disability Resource Center	MXM3070			X		
19	Housing	MXM3070			X		
20E	Controllers Office - Cashiers	MXM3070			X		
20E	Controllers Office	MXM3070			-		
20E	Human Resources	MXM3570			X	X	
20W	Business & Auxiliary Services	MX4071		X	X		
21	First Year Advising	MXM3070			X		
21	Testing	MXM3070			X		
22	UWF Dining Services	MX3071	X	X	X		
22	CyberLab	MXM3070			-		
22	UWF Bookstore	MXM3070	X		X		X
22	University Commons & Student Involvement	MX3071		X	X		X
32*	Pace Library (1st floor, coin operated only)				X		
32	Pace Library (1st floor, Nautilus Card only)	MX3071		X	X		
32	Pace Library (2nd floor, Nautilus Card only)	MXM3070			X		
32*	Pace Library, Special Collections (Basement, cash only; bookminder available)	257			-		
32	Pace Library, Administration (1st floor)	MXM3070			X		
36	Communication Arts	MXM3070			X		
37	Nursing	MXM4070			X	X	
38	School of Allied Health & Science (SAHLS)	MXM3070			X		
41	Psychology	MXM3070			X		
48*	Records Management	264			-		
49*	Archaeology Curation	264			-		
50	Government	MXM3070			X		

#	Office	Code	C1	C2	C3	C4
50	English / Honors	MX5071	X	X	X	
51	Writing Lab	MXM3070		X		
52	TRIO / Student Support Services	MXM3070		X		
53	Marketing	MX3571	X	X		
53	CASSH Dean's Office	MX3071	X	X		
54	Athletics Administration	MX5071	X	X		
58	Medical Technology	MXM4070		X	X	
58	Physics	MXM3070		X	X	
58C	Chemistry	MXM7570		X		
58C	Biology	MXM7570		X		
70	Instructional Workforce and Applied Technology	MXM3070		X		
71	International Center	MXM5070		X		
72	HLES	MXM4070		X		X
72	Recreation & Sports	MXM3070		X		X
73	Athletic Training (Pool)	MXM3070		-		
75	Office of Equity, Diversity, and International Affairs	MXM3070		X		
76	Accounting & Finance	MXM5070		X	X	
76	Global Hospitality & Tourism Management	MX3071	X	X		
76A	College of Business Advising Center (2nd floor)	MXM3070		X		
76A	College of Business Dean's Office (3rd floor)	MXM3070		X		
76A	Management & MIS	MX6071	X	X		
77	Continuing and Distance Education	MXM3070		X		
77	Military Science	MXM3070		X		
78	SACS (ERDC)	MX3071	X	X		
82	Center for Fine and Performing Arts (CFPA)	MXM5070		X	X	
82	Theatre	MXM3070		X		
83	Wetlands	MXM3070		-		
85	College of Education and Professional Studies (CEPS) Dean	MXM3070		X		
85	Elementary Education	MXM3070		X		
85	Criminal Justice	MXM3070		X		
85	Social Work	MXM3070		X		
86	Professional Studies	MXM3070		?		
86	Doctoral Support	MX3071	X	?		
86	Professional Studies Library (Nautilus Card only)	MXM3070		X		
88	WUWF	MXM3070		X		
89	Archaeology Institute	MX3571	X	X		
90	Facilities Planning	MXM3070		X		
92	Building Services	MXM3070		X		
93	Police Patrol	MXM3070		X		
95	Environmental Health & Safety	MXM3070		X		
99	Child Care Center	MXM3070		X		
910	Village East	MXM3070		-		
920	Martin Hall Office	MXM3070		X		
921	Heritage Hall Office	MXM3070		-		
922	Presidents Hall Office	MXM3070		-		
925	Argo Hall Office	MXM3070		-		
930	Pace Hall Office	MXM3070		?		
960	Health Services (1st floor)	MXM3070		X		
960	Counseling Center (2nd floor)	MXM3070		X		
709	Florida Public Archaeology Network (FPAN)	MXM3070		X		
FWB	B.1	MXM3070		X		
FWB	B.2	MXM3070		X		
FWB	B.4	MXM3070		X		
FWB	B.8	MX3071	X	X		
FWB	FSBDC, Emerald Coast, Suite A	MX3071	X	X		

* Indicates copiers not on a network

Notes about the devices installed Fall 2019:

- All devices print up to size 18x12 / 12 x 18 and copy and scan up to size 17 x 11 / 11 x 17.
- Networked devices offer scan to email. However, the maximum size is 25MB for GMAIL.
- Print from USB (PDF, Microsoft Office files, and various images) and Scan to USB.
- All devices are equipped with Postscript capabilities for MAC printing. MAC Print Drivers and PaperCut Client must be installed locally on MACs.

Departmental Copy/Print/Scan/Fax Costs:

- Black & White (8.5x11) - $0.075
- Color Copies (8.5x11) - $0.50
- Scans (any size, b/w or color) - $0.01
- Fax - $.25

Resource Information

Ordering Copy Paper for Copy Service Devices: If your department or area has a Copy Service copier, you may order copy paper in letter, legal, and tabloid sizes from the Auxiliary Services office. The cost of the paper is included in your cost-per-copy. Paper orders are placed on Tuesday afternoon and delivered on Wednesdays each week. To place an order, dial Ext. 3012 or email **copyserv@uwf.edu**.

Service, Toner, and Staples: Please use the Service Request Form via the **Business & Auxiliary Services Service Desk**. Contact: Vicki Westcott, Ext. 3012 or **vwestcott@uwf.edu** or **copyserv@uwf.edu**.

Accounting Contact: Gail McGrady, Ext. 2635 or **gmcgrady@uwf.edu**

Copy Service Program Contact: Maera Bradberry, Ext. 6071 or **maerabradberry@uwf.edu**. (Copiers, needs, print drivers, PaperCut)

uwf.edu/copyserv