

uPrint - Student Printing

Overview

Hybrid Student Printing Service - uPrint - The uPrint service is a hybrid of print kiosks and multifunction printers (MFPs; copiers). The uPrint service offers users additional services such as copying, scanning, and the use of 2 additional paper sizes. While the service is positioned for student use, employees may also use the service via their Nautilus Card and Personal account. uPrint is managed by UWF Campus Services. **Contact:** auxservices@uwf.edu

About uPrint printing kiosks

- Kiosks are in 12 locations on the Pensacola campus, 6 of which are ADA
- Prints black/white and color copies; single or double-sided; 8.5x11
- Prints most Windows and MAC file types
- BYOD - Bring Your Own Device!

About uPrint printing multifunction printers (MFPs)

- MFPs are in many locations on the Pensacola campus and 1 is on the FWB campus
- MFPs offer printing, copying and scanning as well as the ability to use 3 paper sizes (8.5x11, 8.5x14, 11x17)
- Some MFPs are B/W only, others are B/W and Color

How to print to a uPrint device - kiosk or MFP

[Printing Using the uPrint app in MyUWF](#)

When you are ready to print:

- Go to your print menu as usual
- Select one of these print drivers
 - Stu_BW_Follow_Me_Print
 - Stu_Color_Follow_Me_Print
 - Stu_Mac (if using an Apple computer/device)
- Print
- You may release your job at any uPrint device

Frequently Asked Questions

What forms of payment are accepted?

Payment is by Nautilus Card **ARGO**bucks only (formerly the declining balance account).

How can I add funds to my **ARGO**bucks?

There are 4 ways to make deposits to your Nautilus Card **ARGO**bucks (declining balance account).

1. Deposit funds via the **TouchNet 360u** app (convenience fee applies)
 - a. Sign into the **TouchNet 360u** app with your ArgoNet credentials.
 - b. Touch the "wallet" at the bottom of the screen.
 - c. Touch the "General" account (**ARGO**bucks).
 - d. Touch the "Add Funds" button.
 - e. You are now at the Online Deposit area.
2. Deposit funds at the Commons Service Desk (Building 22) with cash or check (no convenience fee)
3. Deposit funds at the Automatic Deposit Machine (Building 32) with cash (no convenience fee)
4. Deposit funds online via debit/credit card (convenience fee applies)
 - a. Log in to MyUWF (my.uwf.edu).
 - b. Click on "Nautilus Card Deposits" app.
 - c. Sign In.
 - d. Click on "Add Cash" at the top of the page.

How do I get the TouchNet360u app?

Visit the Apple Store or GooglePlay and search for "TouchNet 360u" app. In the app, you will be asked to search for your school which can be found using "UWF." Sign in with your Argonet ID and password. Each time you make a purchase using your Nautilus Card, your account balance is displayed at the point of purchase. You can also see your account balances anytime in the app! Also, you can deactivate your card from the app if it is lost or stolen. We can issue you a new card in our office.

If you have the previous version, Touchnet OneCard App, you will need to unregister by using these instructions.

1. Open App
2. Go to the three bars at top right corner of App
3. Unregister Device
4. Click Yes to unregister Device
5. Delete TouchNet OneCard App.

If you have any issues, please call the Nautilus Card office at 850.474.3325

Do I need to set up an account to be able to print?

No. You will use your Nautilus Card to swipe. The only form of payment is **ARGO**bucks (general account; not meal plan or Dining Dollars).

Can I print from a USB Drive?

Yes, you can at MFPs but not at kiosks.

May I print from a kiosk or MFP in my residence hall?

Yes, you can! Because the UWF Residence Halls are on a separate wireless system, PaperCut Mobility Print has been put in place to allow students in the residence halls to print to uPrint. [Instructions are in Confluence.](#)

Is there a file size limit for uploaded documents?

Files being sent over the UWF network may not be larger than 32MB, i.e. printed from a lab computer or from a phone on ArgoAir. When using Mobility Print, file size is not applicable because you are using the cloud.

After I upload a document to print, how much time do I have to print it?

2 hours

What should I do if I get bad prints or copies?

Email auxservices@uwf.edu with your username, ID number, description of issue and how many pages of what size were affected.

Pages on this Topic

- [Locating a uPrint kiosk or MFP \(multifunction printer\)](#)
- [Paying for uPrint print/copy/scan jobs](#)
- [Printing using the uPrint app in MyUWF](#)
- [Printing with uPrint in the Pace Library](#)
- [WEPA printing account - Request a Refund](#)