



# HuskyPrint Instructions

## HuskyPrint is the University's printing service.

If you are students, faculty, or staff, you pay for printing with HuskyBucks on your OneCard. Visitors who have no UConn ID can buy print cards for \$5.00 (cash only) in the Babbidge Library.

## Two Ways to Print

### MYHUSKYPRINT.UCONN.EDU

Via the print portal at [MyHuskyPrint.uconn.edu](https://MyHuskyPrint.uconn.edu)  
This portal lets you view pending print jobs, upload documents to the queue, and select print options.

1. Log onto [MyHuskyPrint.uconn.edu](https://MyHuskyPrint.uconn.edu).
2. Click Upload, select the document, and click **Open**.
3. Go to a HuskyPrint printer.
4. Tap your OneCard on the printer at the designated location to login.
5. If prompted, enter your NetID and password.
6. Select your print job from the list and select **Print**.
7. To log off, tap your OneCard once again. Your session will also automatically end after 10 seconds.

### EMAIL

1. Send your document as an attachment to [HuskyPrint@uconn.edu](mailto:HuskyPrint@uconn.edu).
2. If your email is not registered with your account, you will receive an email to login with your NetID and password.
3. Once you receive a notification that the document has been processed, go to a HuskyPrint printer.
4. Tap your OneCard on the printer at the designated location to login.
5. If prompted, enter your NetID and password.
6. Select your print job from the list and select **Print**.
7. To log off, tap your OneCard once again. Your session will also automatically end after 10 seconds.

### Cost of printing

\$0.05 – B&W Printing  
\$0.15 – Color Printing

### B&W printer locations

Homer Babbidge Library

- Level 1
- Level B Lab
- Plaza Bookworms Café

School of Business, Rm 225

Rowe Building, Rm 231

Student Union

- Rm 107
- Women's Center, Rm 417
- African American Cultural Center, Rm 408C

Wilbur Cross, Student Lounge

Pharmacy Library, Second floor of Pharmacy/Biology Bldg

George White Building Library, Rm 110

WB Young Building Student Lounge

### Color printer locations

Homer Babbidge Library, Level 1

School of Business, Rm 225

Wilbur Cross

### Where can I add money to my card?

[onecard.uconn.edu](https://onecard.uconn.edu) (credit, debit, fee bill)

Cash Deposit Terminals (cash only)

- Library Level 1
- Student Union (above food court)
- UConn B&N Bookstore (by Starbucks)

OneCard Office (cash, check, credit & debit)

Wilbur Cross Building, Rm 207



## Support

Technology Support Center

[techsupport.uconn.edu](https://techsupport.uconn.edu)

860-486-4357

Homer Babbidge Library, Level 1

Report HuskyPrint issues to: [HuskyPrintSupport@uconn.edu](mailto:HuskyPrintSupport@uconn.edu)

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