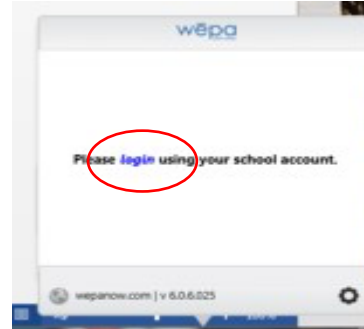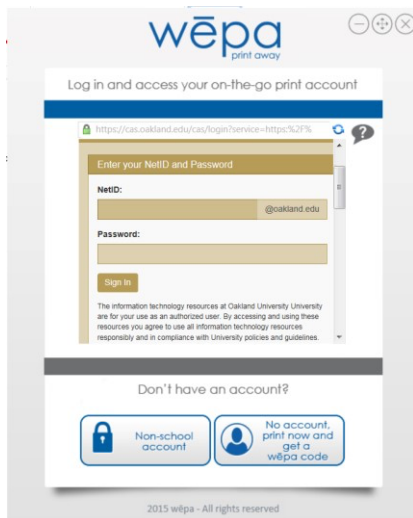## WEPA – at Workstation
Logging in to WEPA to print

When logging into WEPA If you are not presented with a WEPA login screen, click on the WEPA symbol in the Notification Area of the task bar and choose login from the WEPA window.

Option 1 – Logging in with Credentials -> On the WEPA login screen enter your Net ID and password. Then, click Log In.

WEPA will send your request to your account to be queued. If logged in (not WEPA code, see below) you can choose to remain logged in or to log out.
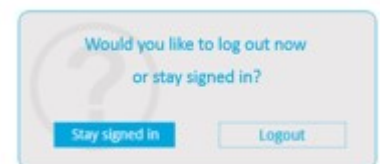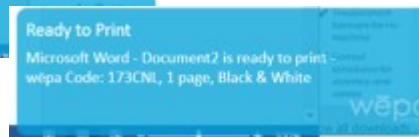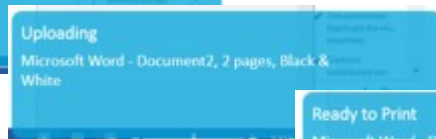
Using WEPA code to print

Option 2 – Obtaining a WEPA Code -> Choose the WEPA code Option. Send your Document to a WEPA

printer, WEPA will display your code for the release station.

At this point you have either logged in with your credentials or have requested a WEPA code.

WEPA – at Print Station

Print from Account

At the WEPA print station, you have two ways of logging in to print your files:

Option One- Sliding your Grizzcard in the card reader (Make sure the magnetic strip is face down and on the right side of the card reader). This will bring up any recent print job associated with your account.
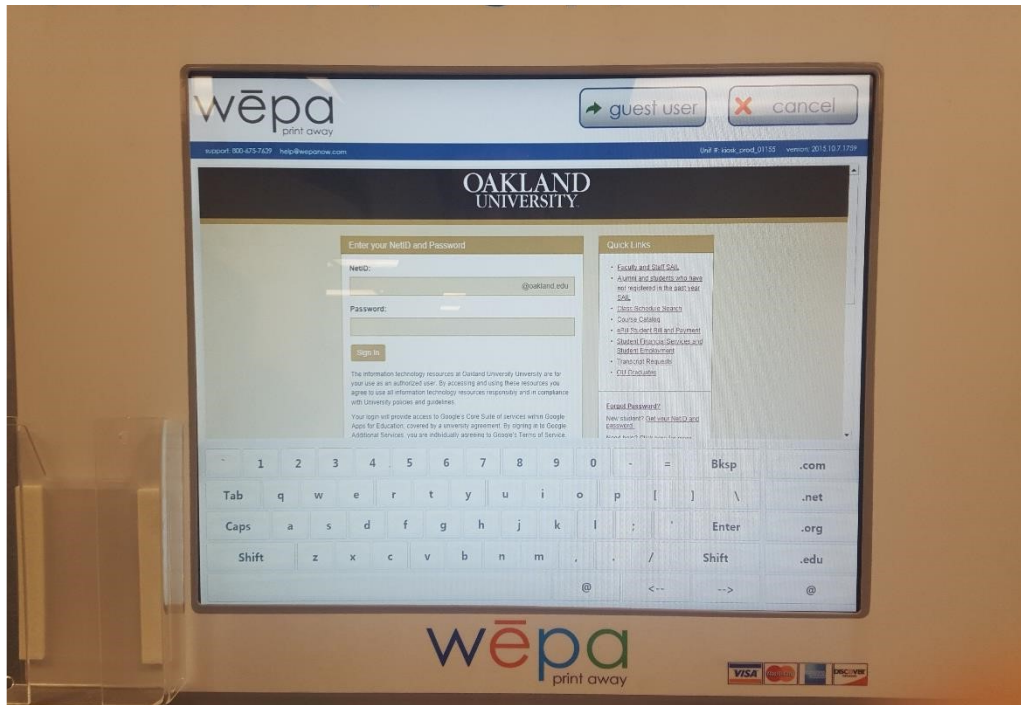
Option Two- If you do not have your Grizzcard, they can still login by selecting the Login/Guest button in the top right hand corner of the screen of the print station. (See picture below)

After clicking on the Login/Guest the screen should look like the picture below.

This is where you will sign in with your NetID and corresponding password.

Print from Cloud (allowed document types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf & .rtf)

The documents that you want to print will have to be uploaded to one of the supported cloud storage services: box, Google Drive, OneDrive Dropbox, or Office 365.

You will now have to select the cloud storage you used from the following menu.
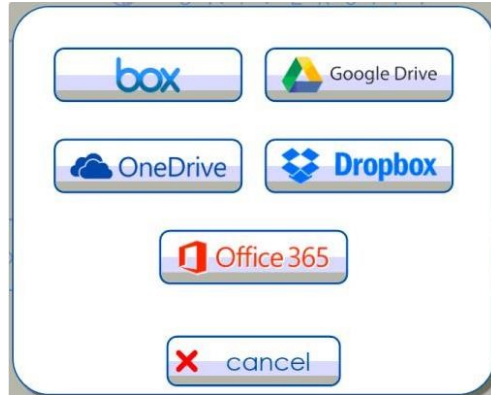
After you make a selection you will have to sign into the corresponding account on the selected cloud service to access the file(s). Once signed in, you will see a list of the file(s) and folders on the left hand side of the screen; these are the file(s) and folders inside your cloud storage. You will have to navigate to where you saved the file(s).
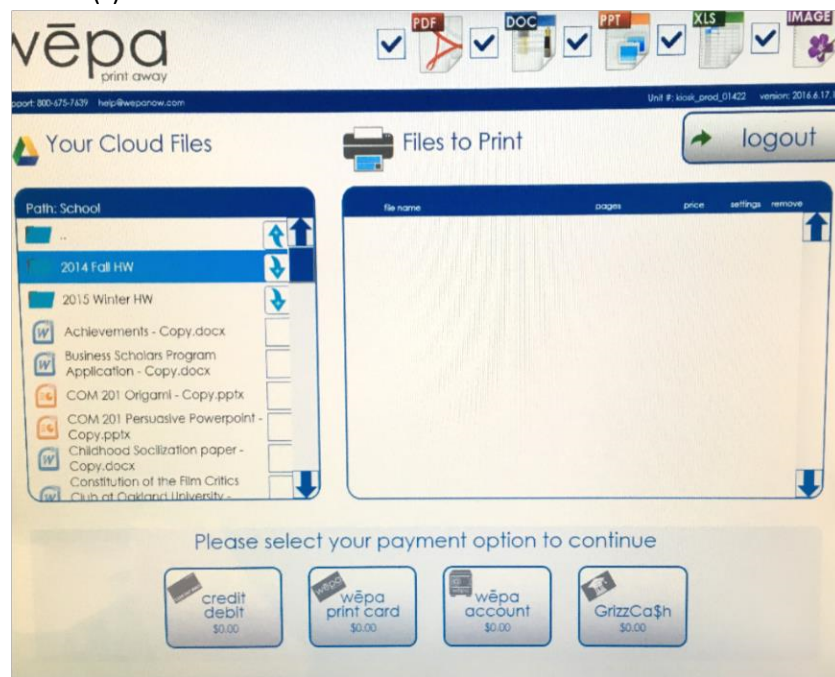

You can select an item by pressing the checkbox next to the name of the item. A print settings menu will appear.

Once the paper is configured to your liking and hit "submit", the previous menu will appear. You can now select another document or a payment method. GrizzCa$h is used through the Oakland University Grizzcard.

To add money to your GrizzCa$h account you can go to the terminal located on the 2nd floor of Kresge library across from the circulation desk (next to the Men's bathroom). First press the "Deposit GrizzCa$h" button, and select whether or not you want a receipt for the transaction.
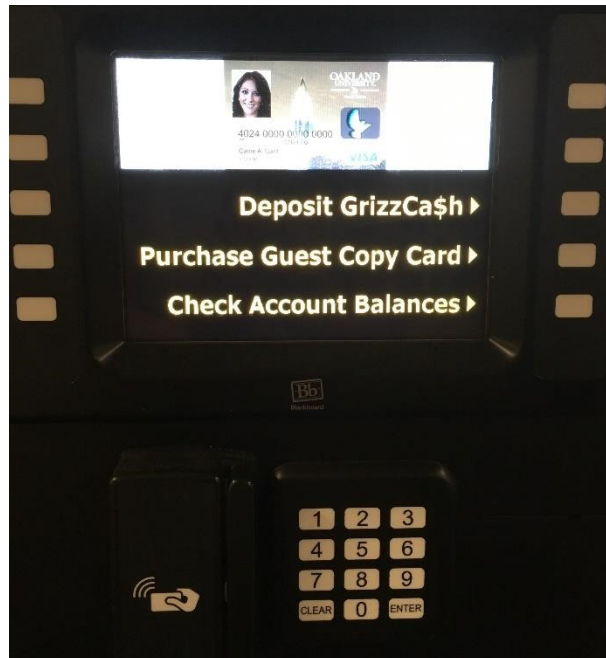
Next swipe your Grizzcard when prompted.
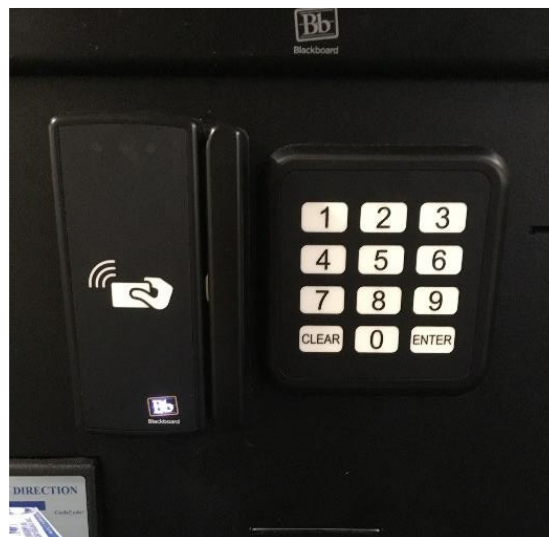
Then, when prompted, insert the cash you want to add to your account and press done when finished.

The final screen will be a summary of your deposit.

WEPA accounts can have money loaded onto the account and use the WEPA account option to pay. WEPA also accepts debit and credit cards. Transaction using debit or credit cards will have a surcharge of $0.40, in addition to the cost of the print job. There is no charge for adding funds to your WEPA account via credit card.

Print from USB

Select USB Drive or plug the USB into the WEPA print station.
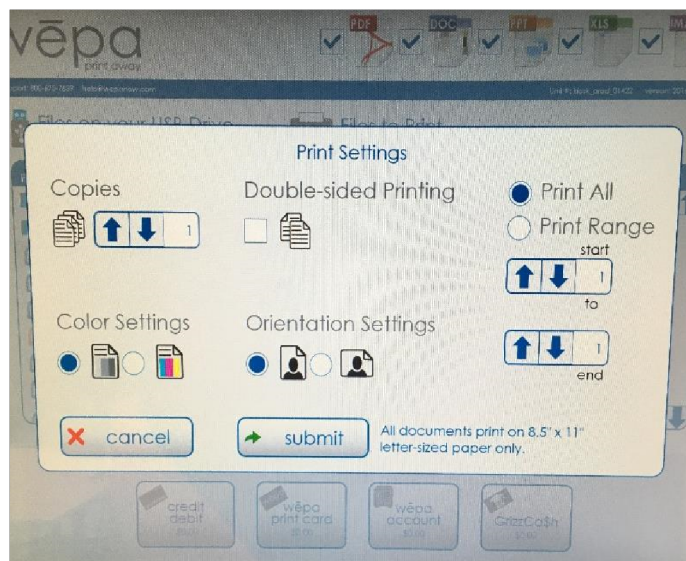
The documents on automatically appear
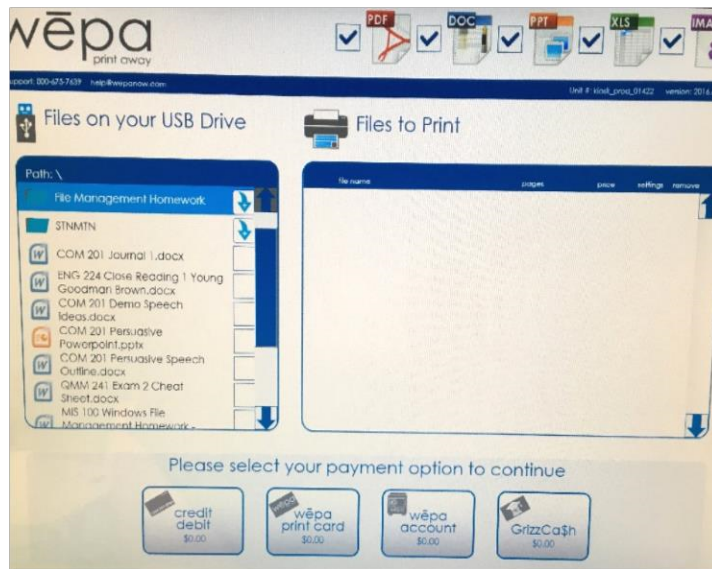
the USB drive will on the left.

Once a document is selected, the print option will appear.

Once the paper is configured to your liking and hit "submit", the previous menu will appear. You can now select another document or a payment method. GrizzCa$h is used through the Oakland University Grizzcard. WEPA accounts can have money loaded onto the account and use the WEPA account option to pay. Transaction using debit or credit cards will have a surcharge of $0.40, in addition to the cost of the print job. There is no charge for adding funds to your WEPA account via credit card.

Print from Email (allowed document types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf & .rtf) Maximum size of 50MB

Using the email address associated with your WEPA account, attach your document and send it to print@wepanow.com.

If you want it printed in black/white and single sided there are no other requirements. A blank email with attachment will suffice.

Optionally, you can specify print options on the first line of the body of the email. Options will apply to all attached documents.

Here is an example of how the email message should look if you want Color prints:
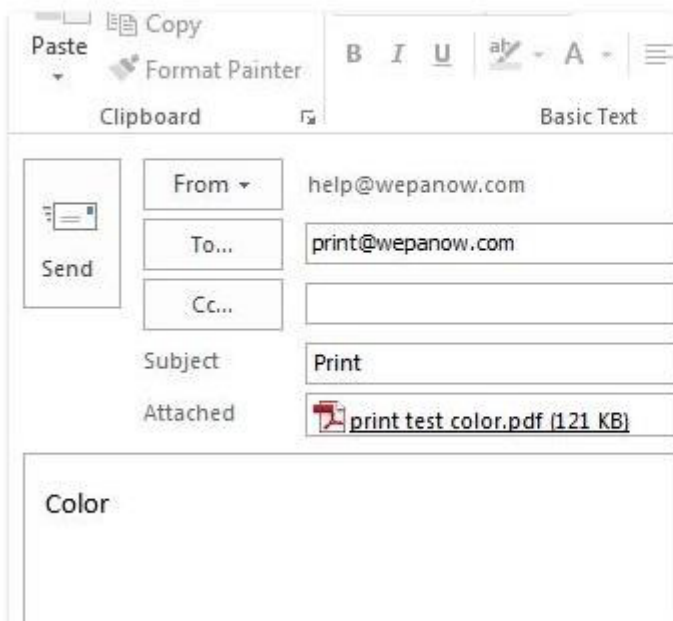
Options For All Document Types

"**color**" – print the document in color

"**duplex**" – print the document on two sides of the page

Options For Powerpoint

Powerpoint presentations will be printed as Slides unless you specify one of the options below:

"**slides** or **slides1**" – Slides

"**handouts** or **handouts1**" – Handouts, one per page

"**handouts2** or **slides2**" – Handouts, two per page

"**handouts3** or **slides3**" – Handouts, three per page

"**handouts4** or **slides4**" – Handouts, four per page

"**handouts6** or **slides6**" – Handouts, six per page

"**handouts9** or **slides9**" – Handouts, nine per page

"**notespages**" – NotesPages "**outline**"

– Outline

WEPA – Reporting Problems

Mail to help@wepanow.com
Call WEPA – M-F 7AM-7PM

WEPA – OU Libraries Website

Contain docs/screens for above items