

Guest Printing:

Things to know before printing:

1. Payment for guest; Debit or Credit card (\$0.40 surcharge), guest print card (can be purchased from the black box by the 2nd floor men's bathroom), or money loaded onto a WEPA account.
2. Sending to WEPA; cloud storage, USB, email to WEPA, WEPA account, or WEPA code.

Sending to WEPA:

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

The document that you wants to print will have to be uploaded to one of the supported cloud storages. (box, Google Drive, OneDrive Dropbox, or Office 365)



You will now have to select the cloud storage used from the following menu.



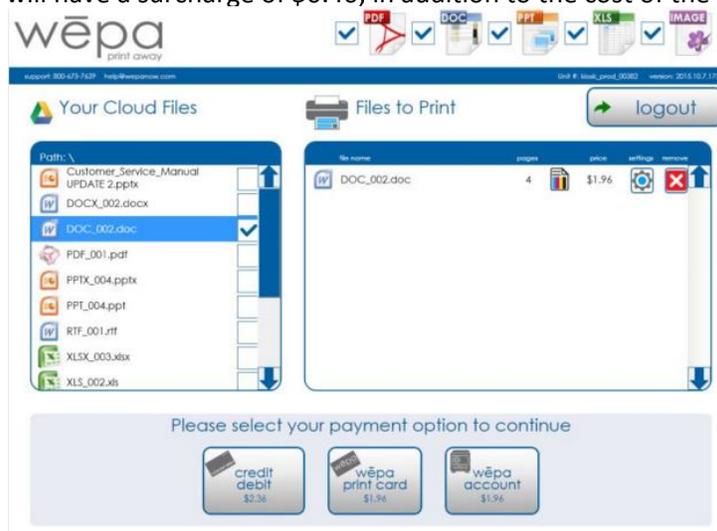
After you make a selection you will have to sign into the corresponding account to access the file(s). You will see a list of the file(s) and folders on the left hand side of the screen; these are the file(s) and folders inside the cloud storage account. You will have to navigate to where the file(s) you want to print are.



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 you hit “submit”, the previous menu will appear. You can now select another document or a payment method. WEPA accounts can load money 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.

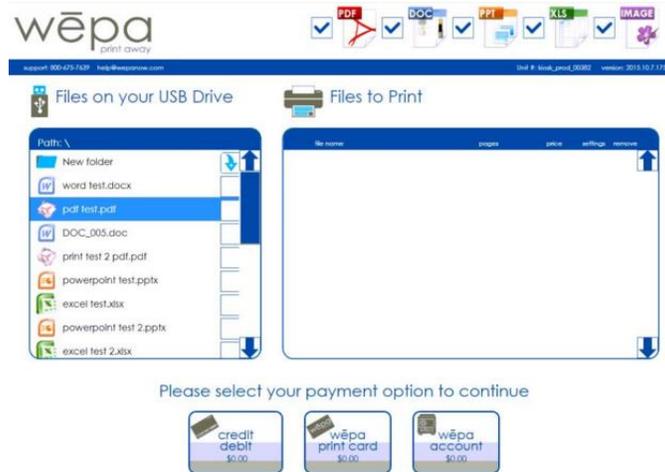


Print from USB

Select USB Drive or plug the USB into the WEPA print station.



The documents will automatically appear on the left.



Once a document is selected the print option will appear.



Once the paper is configured to your liking and you hit “submit”, the previous menu will appear. You can now select another document or a payment method. WEPA accounts can load money 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.

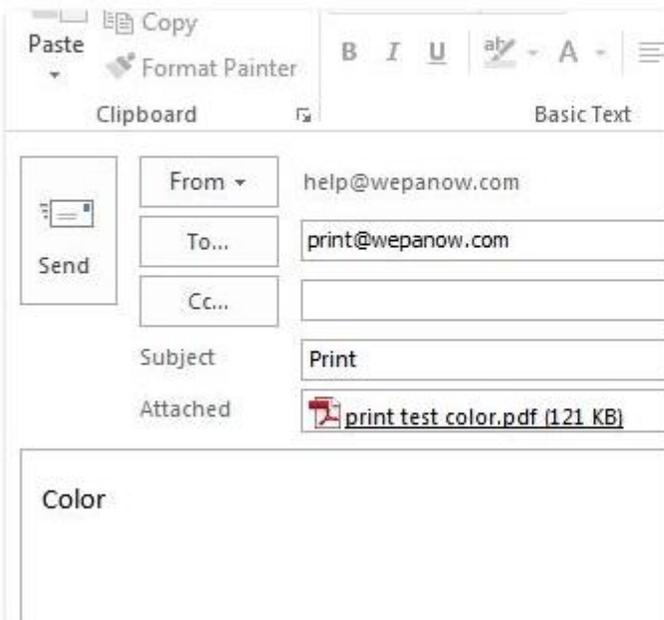
Print from Email (allowed document types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf & .rtf) Maximum size of 50MB

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

Creating a WEPA account:

You can create a WEPA account by going to wepanow.com and clicking on “Account Menu” in the top right hand area of the screen. (See picture below)



After clicking create an account the following screen will appear. You will need to fill in all of the required information.

First Time Here?
You may not need to register.
Start by selecting your school.

If you are not affiliated with one, choose A Guest User.

School

Login Register

Create an Account

First Name

Last Name

Email Address

Confirm Email Address

Password

Confirm Password

Back



First Time Here?
You may not need to register.
Start by selecting your school.

If you are not affiliated with one, choose A Guest User.

School

Login Register

Create an Account

FirstName

LastName

YourEmailHere@example.com

YourEmailHere@example.com

.....

.....

Back

After you have enter in the information click the submit button. You should get the following message at the top of your internet browser.

wēpa print away

How It Works | Your account has been created successfully. You can now Log In. | Account Menu

NOTE: Your email is your username.

Now it is time for you to login to your new WEPA account. You can now print the same was as a student, except for using a Grizzcard. To sign in with a WEPA account, on computer owned by Oakland University, you will need to click the Non-school account button on the WEPA app. The app will prompt you to fill in the login information for your WEPA account.

wēpa print away

Log in and access your on-the-go print account

Enter your NetID and Password

NetID:

Password:

Sign In

Don't have an account?

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wēpa print away

Log in and access your on-the-go print account

NetID:

Password:

Forgot password

Log In

Don't have an account?

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If you login successfully the following message will appear in the bottom right hand corner of the screen.



Using WEPA code to print

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.



You will now go up to the WEPA print station and press the WEPA code option. Type in the 6 Character code and it will bring up the job you sent.