

How to Print using Wepa Print Stations

Students may print in one of the following ways:

- [Wepa Express](#)
 1. Download the [wepa mobile app](#).
 2. Next to the files you would like to print, select the **rocket logo**.
 3. Tap the Print station in the bottom right-hand corner.
 4. From the summary screen, it will show if documents are ready to be released, show a Wepa Code for documents that may be printed without payment at the Print station or allow you to pay from your account.
 5. Tap your phone on the touch-free access device on the Print station for documents to print immediately.
- [Traditional Printing](#) (May be used with any Windows or Mac application)
 1. One-time download: wepanow.com/printdriver
 2. Open your document, choose “file>print” and select your preferred Wepa printer
- [Web Upload](#)
 1. Login at wepanow.com.
 2. Choose **Document Upload** from menu.
 3. To find the document, select **Choose your file**.
 4. Then, select Print Options and select **Send print options**.
 5. After you review the results, a **Wepa code** is provided as confirmation of the web upload.

- [Print with Wepa Code](#)
 1. From the Wepa print station select **Don't have a card**.
 2. Select **I have Wepa Code** from the menu
 3. Enter the **Wepa code** and submit
 4. Select **Print** then a **payment** option

- [USB](#)
 1. Insert USB in the Wepa print station.
 2. Print your documents after the method of payment is selected.
 3. Remember to take your USB after printing is complete.

- [Email-To-Print](#) (to change print settings, enter **Color** or **Duplex** in the first line of the email)
 1. Attach the document(s) you would like to print to an email draft.
 2. Send the email to: print@wepanow.com.
 3. After the confirmation email is sent to you, print your document(s) at any Wepa Station.

- [Cloud Printing](#)
 1. Log in to your Wepa account and select **Print From Cloud**.
 2. Select **Cloud Storage** and log in to your account (Connect one time to quickly get to your files in the future).
 3. Select the **File(s) to print** and **Settings** to change the default print setting (black and white/single-sided).
 4. Select Done, then select Print (this will show the number of pages to be printed).
 5. After payment method is selected, the documents will be printed.