

# HOW DO I PRINT ON CAMPUS?



- 1. Create** your account at any wepa print station or at [wepanow.com](http://wepanow.com).
- 2. Upload** your documents to the wepa print cloud.
- 3. Login** at any wepa print station with your username & password.
- 4. Print** your documents.

#### **FOR FASTER LOGIN WITH THE USE OF A CARD:**

*Tag any card with a magnetic stripe to your wepa account. Login and select the "tag card" icon at the wepa print station to tag your card.*

powered by

**wēpa**  
print away

# UPLOAD AND PRINT!



## Cloud

Access your Box, Dropbox, Google Drive, Office 365 or OneDrive account at any wepa print station to print your files.



## Web

Login at [wepanow.com/webupload](http://wepanow.com/webupload), select your documents and "send to wepa."



## Traditional

One-time download to your personal computer: [wepanow.com/printapp](http://wepanow.com/printapp)  
Open your document, choose "file>print" and select your preferred wepa printer.



## Email

Using the email tied to your wepa account, email your documents to [print@wepanow.com](mailto:print@wepanow.com).



## Mobile

Download the "wepa Print" app and follow the instructions.



## USB

Insert your USB drive at any wepa print station.

Visit [wepanow.com/maps](http://wepanow.com/maps)  
to find print stations near you.

1.800.675.7639 • [help@wepanow.com](mailto:help@wepanow.com)