

How to Print

With wēpa you can print from anywhere on or off campus, and even from your mobile device. Discover how to print!

Your Computer

Follow these six steps to print at any print station from your computer.

1. Download and install the **wepa** print app:

- [PC Print App](#) 

- [Mac Print App](#) 

- **Please note: If you are running Mac OS X 10.7 Lion or below, [download version 5.7.3](#)**

2. Open your document and from the Print menu, choose a printer:

- **wepa BW** for black and white prints
- **wepa BW Two-Sided** for double-sided black and white prints
- **wepa Color** for color prints
- **wepa Color Two-Sided** for double-sided color prints
- Please note: WEPA only print on letter size paper (8.5"x11"). Please format your document to this size before printing

3. Visit any wēpa print station and touch the screen to start

4. Insert your **Port Pass***, enter a **release code**, or login with your Username & Password to view your print jobs.

5. Select the file(s) to print and your payment method.

6. Collect your print job

***First-time uses: To activate your Port Pass for login, please make sure you have previously uploaded a file to print (using the wēpa Print App, web upload or Mobile Apps)**

Computer Lab.

Follow these eight steps to print from any computer on campus.

1. Visit one of the labs or Library.
2. Open your document and from the Print menu, choose a print option:
 - **wepa-BW** (PC) or **wepa-Mono** (Mac) for black and white prints
 - **wepa-Color** for color prints
 - wēpa print stations only print on letter size paper (8.5"x11").
3. Click **Proceed** to send your print job to the cloud
4. Enter your **Domain\Username** and **password** when prompted for authentication
5. Visit any wēpa print station and touch the screen to start
6. Insert your **Port Pass***, enter a **release code**, or login with your Username & Password to view your print jobs.
7. Select the file(s) to print and your payment method
8. Collect your print job

***First-time uses: To activate your Port Pass for login, please make sure you have previously uploaded a file to print (using the wēpa Print App, web upload or Mobile Apps)**

Mobile Device

The **wepa Print app** can be used to print from Apple and Android smartphones and tablets.

Apple iOS



1. Download the [wepa Print app](#) onto your Apple device
2. Open the document you want to print and select the **Open**  icon in the top right hand corner
3. Select **Open in wepa Print**.
4. Select your **School**. Log in with your **Username** and **password** when prompted by the WEPA Print app
5. Select the print options and number of copies to print (Color, B/W, portrait, landscape, and duplex printing options are available)
6. Tap **Send to wepa** to upload your document to the cloud
7. You will receive confirmation that your file has been uploaded
8. Visit any wēpa print station and touch the screen to start
9. Insert your **Port Pass**, enter a **release code**, or login with your **Username & Password** to view your print jobs from the cloud
10. Select the file(s) to print and your payment Method.
11. Collect your print job

Android



1. Download the [wepa Print app](#) from the Google Play store. *(If you are running Android KitKat 4.4 or above, visit our [FAQ page](#) for instructions. To check what version of Android you are running, go to Settings > About This Device.)*
2. Open the wepa Print app, Select your **School**, login using your **Username** and **password**
3. **Select File** to print
4. Navigate to the folder storing your file and open the file to print
5. Select the print options and number of copies to print (Color, B/W, portrait, landscape, and duplex printing options are available)
6. Tap **Send to wepa**, a checkmark next to your file name confirming the file is ready to print
7. Visit any wēpa print station and touch the screen to start
8. Insert your **Port Pass** enter a **wepa code**, or login with your **Username & Password** to view your print jobs.
9. Select the file(s) to print and your payment method
10. Collect your print job

USB Drive

Follow these seven steps to print at a wēpa print station with a USB drive.

1. Save your document to a USB drive and visit a wēpa print station .
2. Tap **Print from USB** on the main screen
3. Firmly insert your USB flash drive into the-USB port (if your files do not display, reinsert your USB)
Do not remove your USB drive until your files have finished printing
4. Select the file(s) you wish to print
5. Select your print options and number of copies (Color, B/W, portrait, landscape, and duplex printing options are available)
6. Select your payment method.
7. Collect your print job

Email To Print.

Follow these eight steps to print at a kiosk from your computer.

1. Log in to your CSUM Email.
2. Attach a Microsoft Office (Word, Excel, or PowerPoint) or PDF document(s) (wēpa print stations only print on letter size paper (8.5"x11"))
3. Specify any print options on the first line of the email body:
 - **Color** for color prints. Default is black and white.
 - **Duplex** for double-sided prints. Default is single-sided.
4. Send email to print@wepanow.com. wēpa will place your files in your account.
(If you send the email from a non-CSUM email account, it will be placed in a Guest account)
5. You will receive an email reply when your files are ready for release. Visit any wēpa print station and touch the screen to start.
6. Insert your **Port Pass***, enter a **release code**, or login with your **Username & Password** to view your print jobs.
7. Select the file(s) to print and your payment method.
8. Collect your print job

***First-time uses: To activate your Port Pass for login, please make sure you have previously uploaded a file to print (using the wēpa Print App, web upload or Mobile Apps)**

Guest Print.

Guests may use wēpa print stations by creating a [wepa account](#). (Note :Cal Maritime students, may access wēpa printing services on campus by using their Cal Maritime **Username** and **Password** to login)

Create a Wepa Account as a Visitor or Guest

1. [Register using the online form](#) on wepa's website
2. In the "Select School" drop-down list, select **A Guest User** and click the "Register" tab
3. Fill out the information requested and submit form
4. Once your account is created, you will receive confirmation that your registration is complete
5. Pay and release you files at any wēpa print station. A \$0.40 transaction fee will apply to all credit/debit card purchases.

Deposit Funds to Your Wepa Account

1. [Log in to your wepa account](#) and click **Deposit Funds. You can also deposit funds directly at any wēpa print station**
2. Complete the Billing Address and Credit Card Details sections on the online form
3. Select the amount of money you would like to deposit.

Print with Your Wepa Account

1. Upload your files to your wepa account from a computer lab, personal computer or mobile device. You can also insert a USB drive or access cloud storage accounts directly at the print station.
2. Visit any wēpa print station on campus and follow the screen prompts to release your print job