Albany State University
PRINT HERE
Albany State University
POTENTIAL. REALIZED.
PRINT STATION
WEPA
WIRELESS EVERYWHERE. PRINT ANYWHERE.
WELCOME TO MEMBERS AREA
UNIVERSITY IMPACT
SAMSUNG

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WEPA
Wireless Everywhere Print Anywhere

WEPA allows students to print their documents from computers, Android™ and Apple® devices, and USB flash drives. Our technology allows students to store their print jobs in the cloud for 96 hours and retrieve them from any WEPA kiosk on campus.

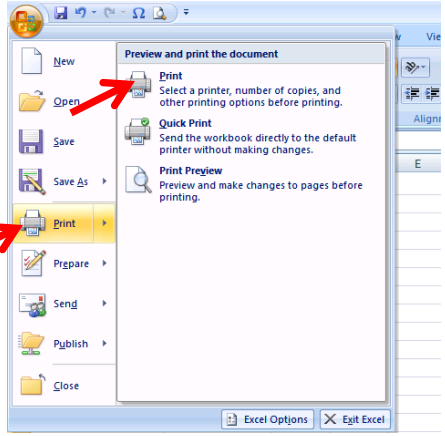
How to Print (On Campus)

Users can print from computers in the Labs and Libraries on campus and pickup their files at any WEPA Kiosk.

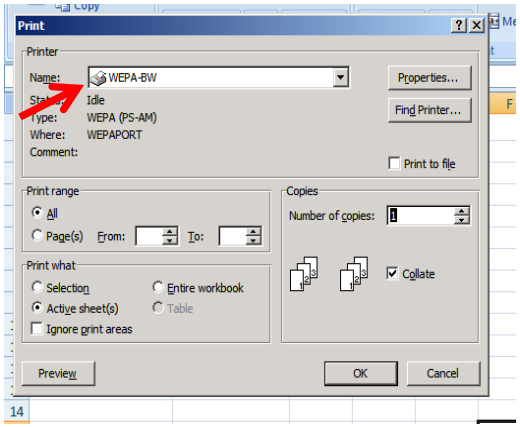
***Note:** The school must first download the WEPA print drivers on all school computers in order for this process to work.*

- Open the file on the computer
- Select "File" then "Print" from the windows taskbar

  (Just like printing a document at any computer)



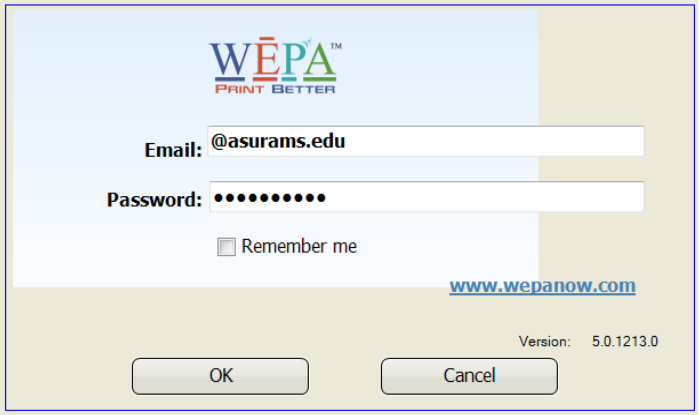
- Select the "**WEPA-BW**" printer to print a document in Black & White
- Select the "**WEPA-COLOR**" printer to print a document in Color



How to Print (On Campus)

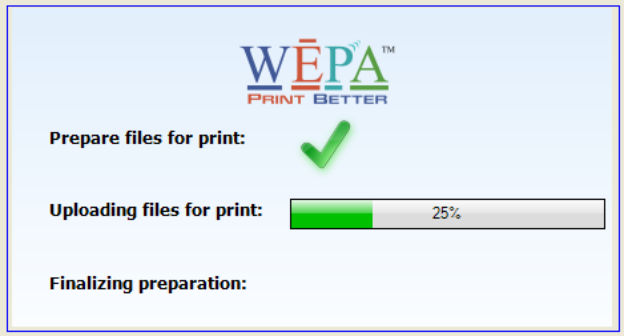
- WEPA recognizes:
  - **File Name**
  - **Total Number of Pages** being printed
  - **Print Color** that is selected
- Click “Proceed” to provide approval for the file to be uploaded to the WEPA Kiosks.

- The user is then prompted to login using their preferred email address.
- After clicking “ok” the uploaded file is sent to the user’s designated account.



How to Print (On Campus)

- The user is notified that their file has been sent and is waiting for them at any WEPA kiosk.
- A Release Code is generated, which allows the user to expedite printing single files at the kiosk.



NOTE: The Release Code is *not* required to retrieve your file(s) at the kiosk. The file has also been placed in the user's account.

How to Print (Off Campus)

Users can send documents from any computer off campus that is connected to the internet and print off their files at any WEPA Kiosk.

- **Sending Prints Off Campus or on a Personal Computer using the WEPA Print Driver**

  - Download the WEPA print driver onto a personal computer at wepanow.com
  - Printing occurs through the same method as printing on campus

- **Sending Prints Off Campus using the WEPA Website**

  - Users can upload file(s) at wepanow.com
  - Select “Web Upload”
  - Click “Browse” to select the file on the computer and then “Upload”

How to Print (Mobile Apps)

Users can send documents from mobile apps and print off their files at any WEPA Kiosk.

- ***Android App***
  1. Download the “WEPA Print” App from Google Play
  2. Open the App, Login with your Username and Password
  3. Tap “Add File” to browse and locate your document
  4. Tap “Upload Now” to send your document to the print cloud
     - Accepted File Types: doc, docx, ppt, pptx, xls, xlsx, pdf, rtf
- ***Apple App***
  1. Download the “WEPA Print” App from the App Store
  2. Open the App, Login with your Username and Password
  3. Close the App
  4. Open your document and tap the “Share” icon on your screen
  5. Tap “Open In” and then choose the “WEPA Print” app
  6. Select your preferred print options
  7. Tap “Send to WEPA” to send your document to the print cloud
     - Accepted File Types: doc, docx, ppt, pptx, xls, xlsx, pdf, rtf

How to Print (at WEPA Kiosk)

Select 1 of the 3 options to access the files to be printed.

1. Swipe to Login
2. Release Code
3. USB

- **<u>Swipe to Login</u>**
  - After sending a print job(s) to the cloud, the user can swipe their campus card at the WEPA kiosk to login to their account.

How to Print (at WEPA Kiosk)

- **Select Files**
  - Once logged in, you can touch the files that you would like to print.
  - Select a specific file(s) or choose “Select All” to print all files.

    (**Tap each file(s) to print!**)

How to Print (at WEPA Kiosk)

- **Payment**
  - You can pay for your prints with your **Campus Card**, **WEPA Account** or a **Credit/Debit Card.**

  - **Campus Card:** Swipe your campus card to log in at the kiosk and pay with funds on your campus account.
  - **WEPA Account:** Load funds onto your WEPA Account by logging into our website or at any kiosk location.
  - **Credit/Debit Card:** Swipe your card to pay with funds on your debit or credit card. *(40¢ fee for card processing)*

How to Print (at WEPA Kiosk)

- **<u>Release Code</u>**

When uploading a single print job, a 6 digit Release Code will be generated. The Release Code is a shortcut to print single files.

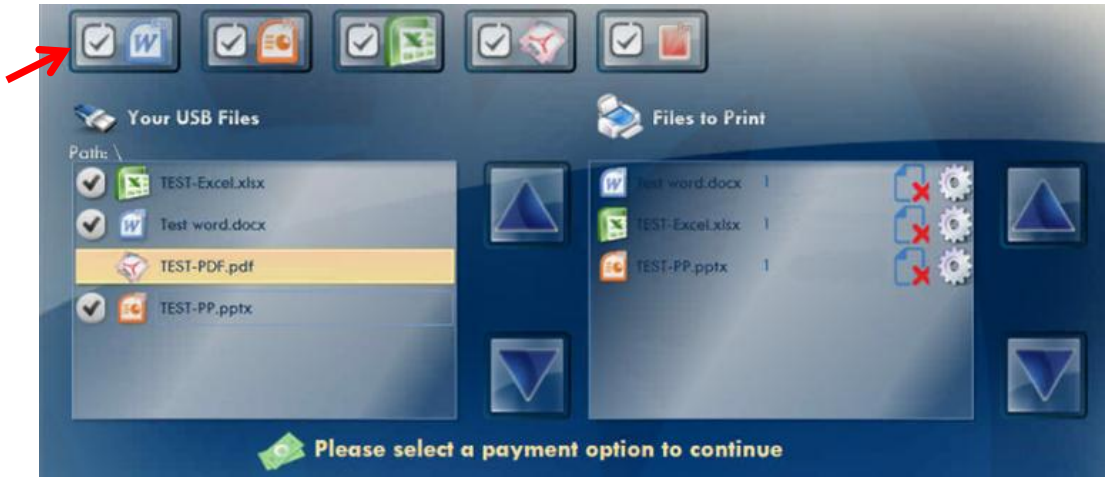
  - To use the code, select “Release Code” at the WEPA Kiosk.
  - Enter the 6 digit Release Code that was provided at the computer.
  - Double tap the file that you sent to the WEPA Kiosk and want to print.

    If you are printing more than one file, just login at the kiosk with your username and password to select multiple files.
  - Choose your Method of Payment
  - Click “Next” and your files will print

How to Print (at WEPA Kiosk)

- **<u>USB</u>**

  You can print files from your USB flash drive at any WEPA Kiosk.
  - Touch “Print From USB”
  - Insert your USB. **(Leave your USB inserted until you finish printing.)**
  - Double tap file(s) that you would like to print and wait for them to upload.
  - Select Method of Payment
  - Touch “Next” and your file(s) will print



Alerts

Information about alerts

Alerts are sent out from WEPA when kiosks are down or about to go down.

- Red/Black Alerts: Kiosk is down and unable to be used.
- Red Alerts - A kiosk is down due to being out of supplies.
- Black Alerts - Kiosk is down due to either network issue or being powered off.
- Yellow Alerts - A kiosk is low on supplies.

WEPA Yellow Alerts

PAPER_LOW_WARNING - Tray one is empty on printer.
PRINTER_LOW_TONER - Toner is low on the printer 10% and lower left.
PAPER_INCORRECT_TRAY_SIZE - The tray size on one or both of the trays is not on letter.
BELT_LOW - Printers belt is low under 10% use left.
FUSER_LOW - Printers fuser is low under 10% use left.
DRUM_LOW - Drum is low under 10% left.

WEPA Red Alerts

BELT_CRITICAL - Printers belt needs need to be changed.
FUSER_CRITICAL - Fuser needs to be changed in printer.
DRUM_CRITICAL - Drum needs to be changed in printer.
PRINTER_CRITICAL_TONER - Toner in the printer is out.
PAPER_OUT_WARNING - The kiosks printer is out of paper.

WEPA Black Alerts

PRINTER_DOWN - The printer is malfunctioning.
PRINTER_UNREACHABLE - The printer does not have a network connection.

Contact Us

Have questions or issues with printing files? Contact Us!

Phone: 1-800-675-7639

Email: help@wepanow.com

Live Chat: Visit wepanow.com,

Click “Click Here to Chat” under Contact Us