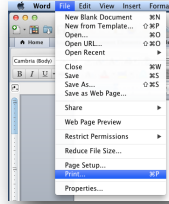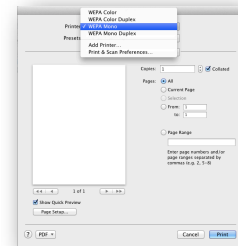# Printing to WEPA from Mac OSX

Open the file on the computer
Select "File" then "Print" from the menu

Select the "WEPA MONO" to print a document in Black & White
Select the "WEPA MONO DUPLEX" to print a document in Black & White double sided.
Select the "WEPA COLOR" printer to print a document in Color
Select the "WEPA COLOR DUPLEX" printer to print a document in Color double sided.

WEPA will show
> **File Name**
> **Total Number of Pages**
> **Print Color**

Click "Proceed" to provide approval for the file to be uploaded to the WEPA Kiosks.

The first time you use send a print job to WEPA, you will need to log in with your Fairfield University NetID (example: jane.doe) and password. When your password changes, you will be prompted for your new password.

After clicking "OK" the uploaded file is sent to your WEPA account
You will be notified that your files has been sent and is waiting for you at any WEPA kiosk
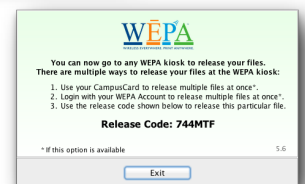
The charges for printing are:
Black & White - Single Sided $0.15, Duplex $0.28
Color - Single Sided $0.35, Duplex $0.68