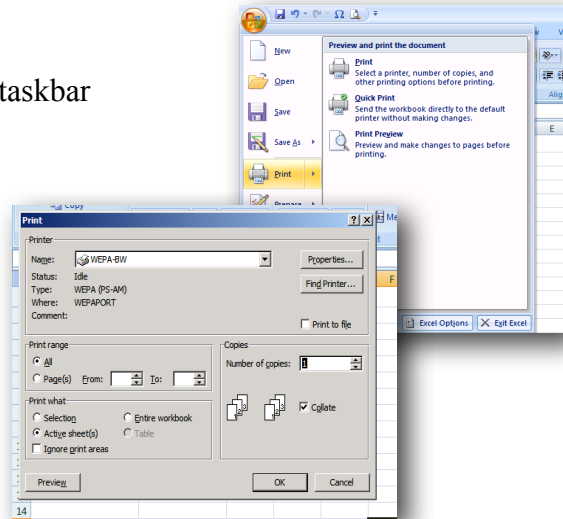


Printing to WEPA from Windows

Open the file on the computer
Select “File” then “Print” from the Windows taskbar

Select the “WEPA-BW” to print a document in Black & White
Select the “WEPA-COLOR” printer to print a document in Color
Duplex can be chosen under Properties.



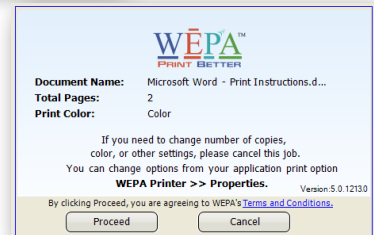
WEPA will show

File Name

Total Number of Pages

Print Color

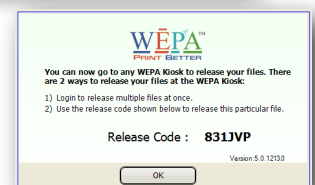
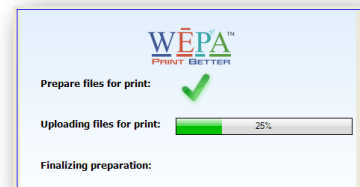
Click “Proceed” to provide approval for the file to be uploaded to the WEPA Kiosks.



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 - Mono \$0.15, Duplex \$0.28
Color - Mono \$0.35, Duplex \$0.68