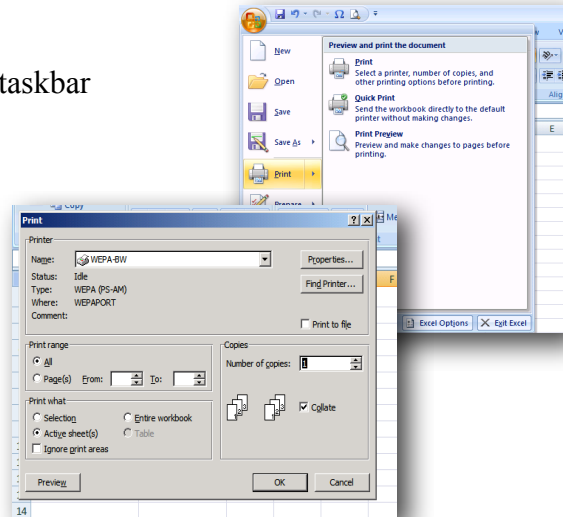


## Printing to WEPA from Lab Computers - Windows 7

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.



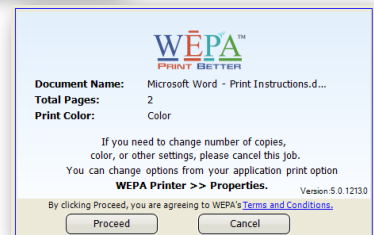
WEPA will show

**File Name**

**Total Number of Pages**

**Print Color**

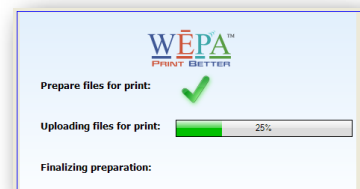
Click "Proceed" to provide approval for the file to be uploaded to the WEPA Kiosks.



Log in with your Fairfield University NetID (example: jane.doe) and 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

