

# It's official!

Printing & Reprographics has its head in the clouds! Printing now offers a new way for Faculty, Students and Staff to print documents from literally anywhere in the world. Our new **WEPA printer** allows you to send your documents to our cloud server which stores your file for 48 hours; you can then print your documents at our printer located on the First floor of the HUB next to the information desk. Copies can be printed in black and white or in color. The documents are printed on a bright, high quality recycled paper. Also in keeping within our campus green goals, documents can be printed two-sided. Payment can be made by either the campus Bear Bucks card, Visa, MasterCard or American Express. When you get a chance drop by the HUB and take a look --this is very impressive technology! For additional information please contact Printing & Reprographics at (951) 827-4443.

Brought to you by a partnership of the HUB management and UCR Printing & Reprographics



**WEPA (Wireless Everywhere Print Anywhere)** is a new print service that provides students with a printing option from their own laptop while on Campus. **WEPA kiosk** has been installed in:

- ◆ **HUB:** 1st Floor, Main Entrance.
- ◆ **Cost:** WEPA charges \$ 0.10 for black & white copies, and \$ 0.50 for color copies.

## How to Print with WEPA

There are three ways to print using a **WEPA kiosk**:

### WEB

**Printing an Uploaded File.** You can print previously saved documents by simply uploading them to the **WEPA** web site:

- ◆ Go to [www.wepanow.com](http://www.wepanow.com)
- ◆ Enter the site, then click *Print Now*
- ◆ Login to your **WEPA account**
- ◆ Click the *Print Now* button
- ◆ Click *Browse*. Browse to the location on your computer where your files are stored. Select the file you want to print, then click *Upload*.
- ◆ Select your Print Options
- ◆ Click *Send to WEPA*
- ◆ Your file will be uploaded to the WEPA server and assigned a release code. Make note of your release code, then click *Close*.
- ◆ Click *Print Now* to upload more documents, or *Logout* to exit.
- ◆ Go to the WEPA kiosk and sign in with your release code. You will be able to release your print job, and the cost of the prints will be deducted from your **WEPA account**.



See how to pay  
with your R'card  
on the other side



## USB

**Printing from a USB Drive.** You can print directly from your USB drive at any WEPA print kiosk. This option does not require you to have a WEPA account.

- ◆ Go to any **WEPA kiosk**
- ◆ On the main screen, select *Print from USB*
- ◆ Insert your USB drive into the USB slot
- ◆ Follow the on-screen instructions to print your document
- ◆ Documents printed directly from a USB drive must be in either PDF or Microsoft Office format

## LOCAL

**Printing from Word, Internet Explorer, etc.** If you are at a computer that has the WEPA client installed, you will be prompted to login to your WEPA account whenever you print a document from an application:

- ◆ With your document open, select *File*, then *Print*
- ◆ When prompted for a printer, choose the *WEPA printer*
- ◆ Select options for black & white or color printing
- ◆ Login to your **WEPA account** when prompted
- ◆ Your print job will be uploaded to the **WEPA system**, and assigned a release code.
- ◆ Go to the WEPA kiosk and sign in with your release code. You will be able to release your print job, and the cost of the prints will be deducted from your WEPA account. Or use the other available payment methods.

## How to Pay with WEPA

At the moment there are three ways to pay for the print jobs: Bear Bucks (R'Card), Credit Card or your **WEPA Account**.

### BEAR BUCKS / R'CARD

In order to print using the WEPA kiosk you can use the Bear Bucks/UCR Card. A UCR Card can be purchased at the UCR Carding Office.

### WEPA ACCOUNT

In order to use the full functionality of the **WEPA system**, you will need to create a **WEPA account**, however, you can print from a USB key directly at any **WEPA kiosk** without a **WEPA account**.

- ◆ Go to [www.wepanow.com](http://www.wepanow.com)
- ◆ Enter the site, and then click the *Print Now* button.
- ◆ On the next screen, click *Register Here*.
- ◆ Fill out the registration form and click *Register* to create your **WEPA account**.

**Place Funds in Your WEPA Account.** In order to print using your **WEPA account**, you will need to place funds in it.

- ◆ Login to your **WEPA account** at [www.wepanow.com](http://www.wepanow.com)
- ◆ On the Welcome Screen, click *Deposit Funds*.
- ◆ Enter your credit card details, billing address information and the amount you want to put into your account.
- ◆ Click *Submit*.

**Cost:** WEPA charges \$ 0.10 for black & white copies, and \$ 0.50 for color copies.

### CREDIT CARD

When printing directly from a USB drive at the **WEPA kiosk**, you have the option of paying for your prints by swiping a **credit card** without logging into or even creating a **WEPA account**. However, there is a 0.40 surcharge per print job when you pay for your prints by swiping a credit card at the **WEPA kiosk**. You can avoid this surcharge by paying from your Bears Bucks or **WEPA account**. You can even add value to your Bear Bucks or **WEPA account** by swiping a credit card at the **WEPA kiosk**, and there is no surcharge for doing this.