



Printing with wēpa

The guide will walk you through printing using the wēpa system.

Written By: Wayne Peterson

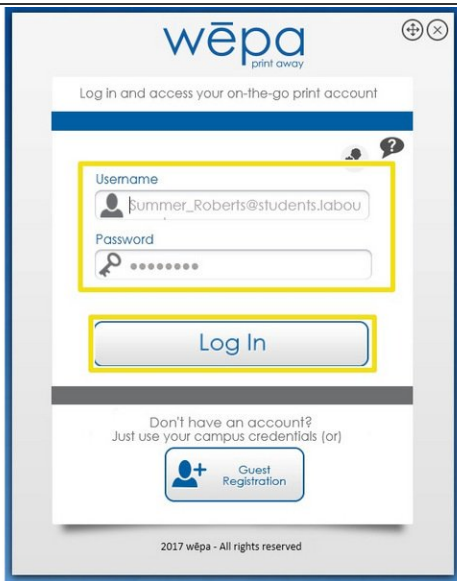
Printing with wēpa

Step 1 — Configure the wēpa print app

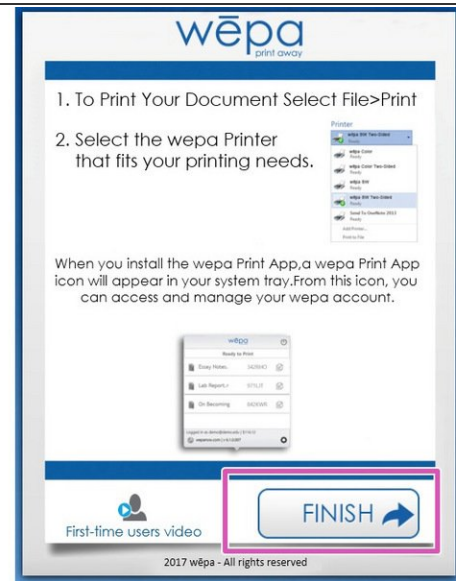


- Launch the wēpa Print App from the desktop.
- Select "This is a Public or Shared Computer" and click **Next**.
- Search *Laboure* and select **Laboure College**, click **Next**.

Step 2 — Sign in to the Wēpa Print App



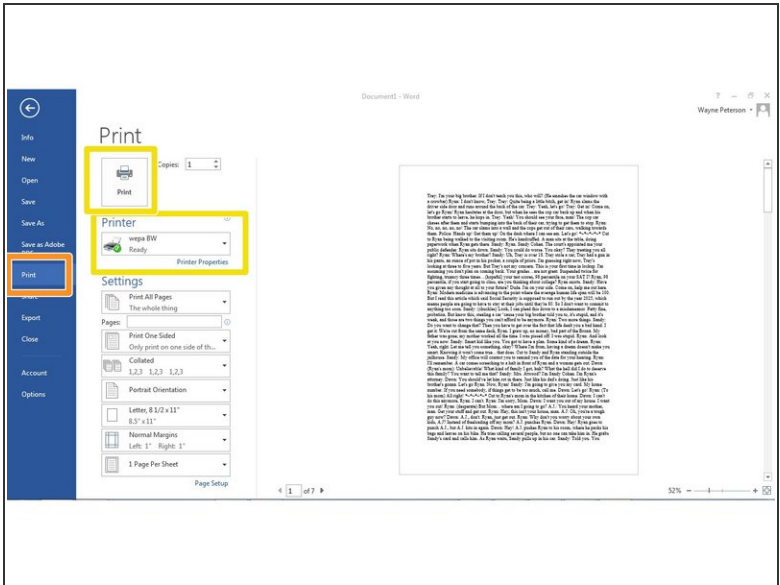
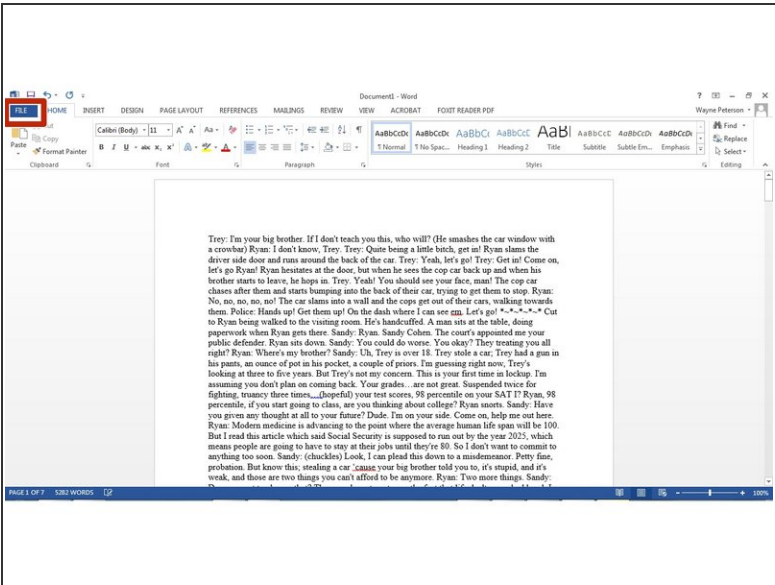
The login screen for the wēpa print away app. It features the wēpa logo at the top. Below the logo is the text "Log in and access your on-the-go print account". There are two input fields: "Username" with the text "summer_Roberts@students.labou" and "Password" with masked characters. A yellow box highlights these fields. Below the fields is a "Log In" button, also highlighted with a yellow box. At the bottom, there is a link for "Guest Registration" and a footer that says "2017 wēpa - All rights reserved".



The post-login screen for the wēpa print away app. It features the wēpa logo at the top. Below the logo are two numbered instructions: "1. To Print Your Document Select File>Print" and "2. Select the wepa Printer that fits your printing needs." There is a screenshot of a printer selection menu. Below the instructions is a paragraph: "When you install the wepa Print App, a wepa Print App icon will appear in your system tray. From this icon, you can access and manage your wepa account." There is a screenshot of a system tray icon. At the bottom, there is a "First-time users video" link and a "FINISH" button with a right arrow, highlighted with a pink box. The footer says "2017 wēpa - All rights reserved".

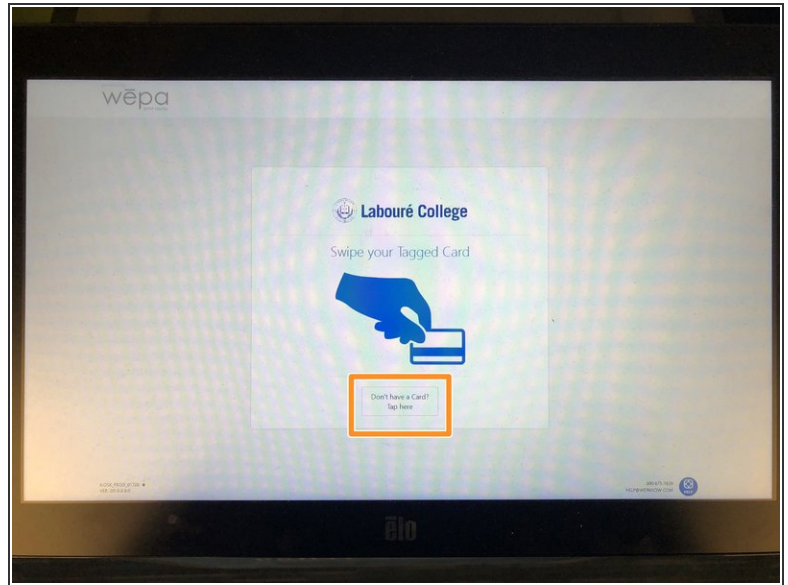
- Log into your account using the following format: Username: FirstName_Lastname@students.laboure.edu followed by your Labouré password.
- Click **Finish**.
- You are now signed into the wēpa Print App and can now send documents to the wēpa print release stations on campus.

Step 3 — Send your Document to the Printer



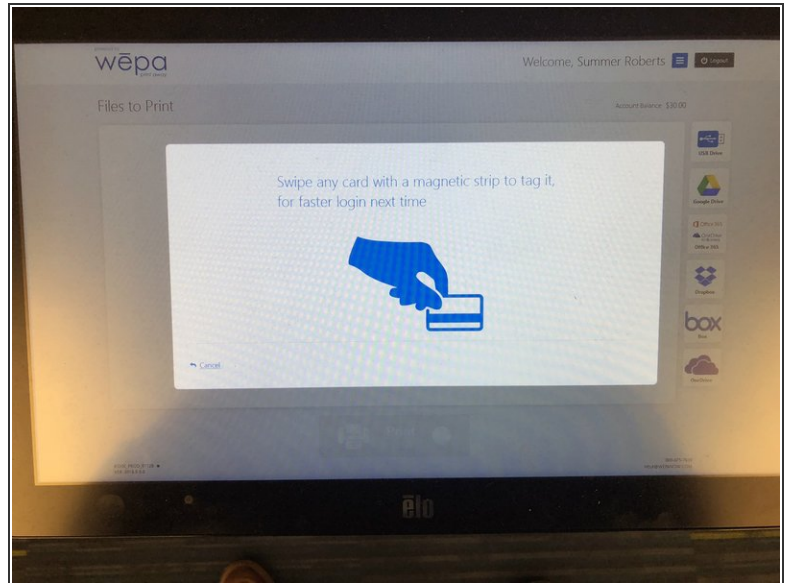
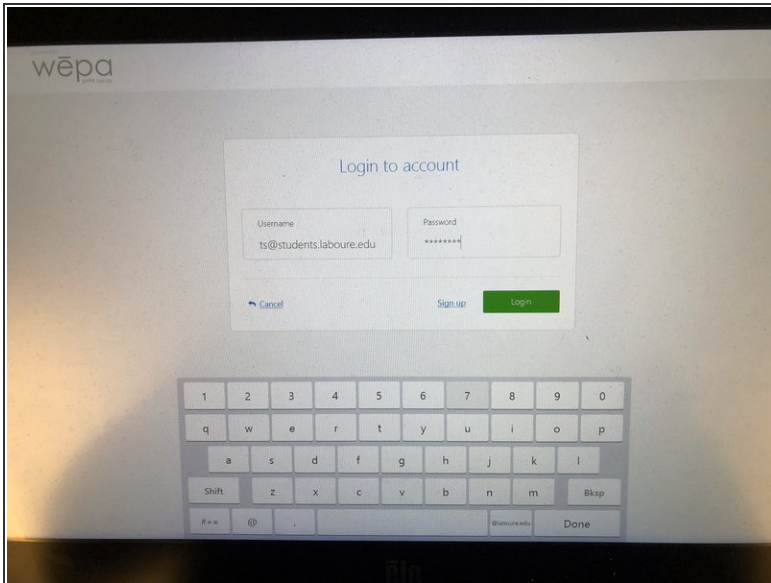
- Click **File** in the top-left.
- Select **Print** from the menu on the left.
- Confirm your printer selection (wēpa BW, wēpa Color etc) and number of copies and click **Print**.

Step 4 — Release your Print Jobs



- Tap anywhere on the screen to begin.
- If you have registered your Student ID with the wēpa system, simply swipe the card to log in. If you have not- tap the box below the image.

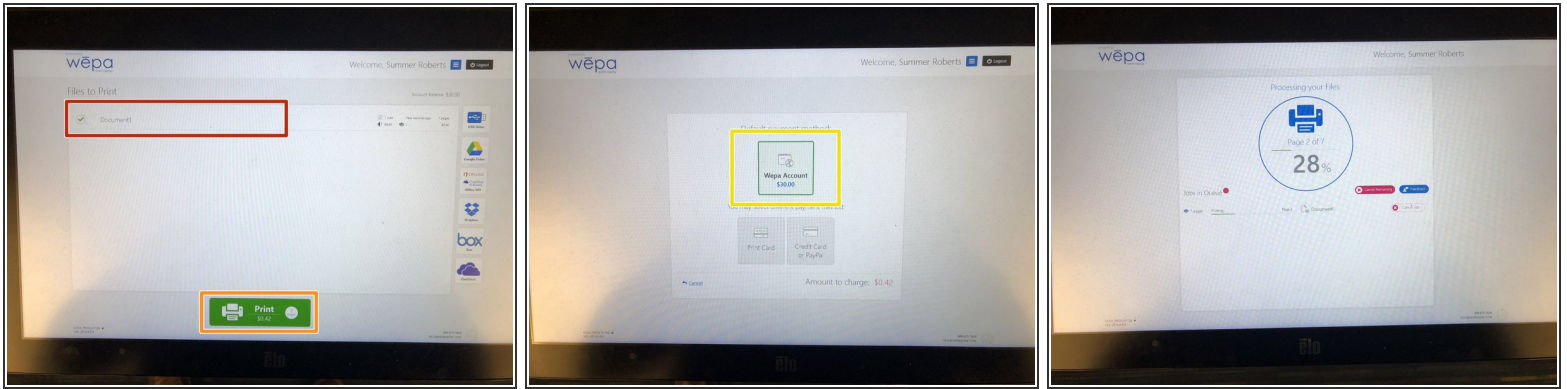
Step 5 — Signing in and Registering your Card



⚠ If you have already registered your ID with the wēpa system, you can skip this step and simply release your documents.

- Log into your account using the following format: Username: `FirstName_Lastname@students.laboure.edu` followed by your Labouré password.
- To register your Student ID with the wēpa system, simply swipe the card when prompted. You will now be able to sign into the wēpa print release station with a swipe of your Student ID. If you do not have a Student ID, click Cancel.

Step 6



- You will see the documents you have sent into the queue listed here, you can tap to select the documents you would like to print.
- Tap to print.
- Tap to select your Wēpa account. Each student is provided with a beginning print balance. More information about Print Balances can be found at it.laboure.edu under the Wēpa Printing category.
- Your document will begin printing momentarily.