



Student wēpa Printing Guide

How to Print:

- From Public Computing:
 1. When you print from one of our computers, a pop-up will prompt you to log in with your **HSC Net ID**.
 2. Log into a wēpa printer using the same credentials.
 3. Release any print jobs you have in your queue.

- From Your Personal Computer:
 1. Go to www.wepanow.com/software to download either the Windows or OSX driver.
 2. Select “University of New Mexico HSC” for your school.
 3. Log into the driver using your **HSC Net ID** credentials.
 4. When you are ready to print, choose “File>Print” and select “wēpa printer.”
 5. Log into a wēpa printer using your **HSC Net ID** credentials and release your desired print jobs from your queue.

- From Your Mobile Device:
 1. Go to the Apple Store or Google Play Store and download the “wēpa print” app.
 2. Select “University of New Mexico HSC” for your school.
 3. Log into the app using your **HSC Net ID** credentials.
 4. Open the document, click “share”, and select “wēpa”.
 5. Log into a wēpa printer using your **HSC Net ID** credentials and release your desired print jobs from your queue.

- From the Web:
 1. Go to www.wepanow.com/login
 2. Select “University of New Mexico HSC” for your school.
 3. Log in using your **HSC Net ID** credentials.
 4. Upload your documents to the cloud.
 5. Log into a wēpa printer using your **HSC Net ID** credentials and release your desired print jobs from your queue.

- From USB:
 1. Insert USB flash drive into wēpa printer.
 2. Select desired files to print and print settings.
 3. Click “Print” and select to either log in with your **HSC Net ID** or pay with another option.
