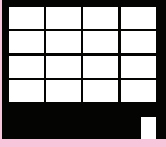


# Cloud Printing



# PRINT FROM



All campus computer labs with a print kiosk, already have the print drivers installed and are ready to go. You can also go to any print kiosk and just plug in your USB drive.

If you want to print from your personal computer, just go to [wepanow.com](http://wepanow.com) and login using your HindsNet credentials. You will be able to download and install the WEPA print driver once you have logged in.

When you print your document, just select one of the WEPA printers. Then you can go to any print kiosk on any campus and retrieve your document.\*

# ANY- WHERE

\*(Any print job you upload will be deleted after 24 hrs)

# PRICING

(Hinds Students are credited \$10 each semester for cloud printing services.)

|                            |     |
|----------------------------|-----|
| Black and White, one sided | 10¢ |
| Black and White, duplex    | 17¢ |
| Color, one sided           | 45¢ |
| Color, duplex              | 69¢ |

# CREATING AN ACCOUNT

If you are a current Hinds student, you do not need to create an account, one has been automatically created for you. If you are a community member, please go to [www.wepanow.com](http://www.wepanow.com) and click 'Register' to set up your account.


Be sure to select 'WEPA - Default Group' as your university. You will be able to add funds to your account from the website.

# HOW TO PRINT

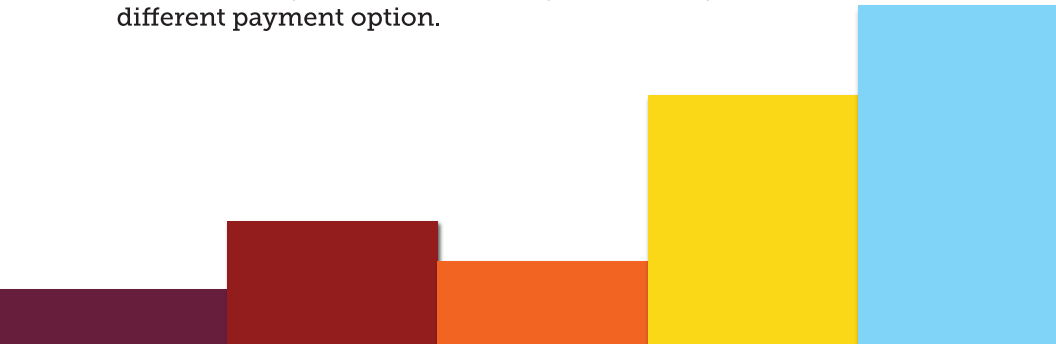
- 1 Go to the print option like you normally would.
- 2 Select either of the following options as your printer, and then click 'Print':
  - WEPA BW (for black and white)
  - WEPA Color (for color)
- 3 A screen will pop up asking if you want to 'Proceed' or 'Cancel'
- 4 Enter your Username & Password:

Username: it is the same username as your **HindsNet** username  
For example: **a1234567**

Password – this will be the exact same password that you use for **HindsNet**.
- 5 Once you click 'Ok' – wait for the document to upload – you will see a release code when it has finished uploading. You can use this release code to print that particular print job at the kiosk, or you can log-in at the kiosk and select which print job(s) you would like to print.
- 6 Now go to a print kiosk – it doesn't matter which kiosk you go to.
- 7 First time logging into the print kiosk? You will need to manually type in the same username and password that you used when sending your document to the printer. After your first time logging into the kiosk, you will be able to swipe your student ID card to log in.
- 8 Select the document(s) that you want to print. Then select the payment option that you wish to use.



Every student receives \$10 at the beginning of each semester (these funds do not roll over). If you do not have any money left on your account, or if you are a community member – you can choose a different payment option.





# FAQs

## Does Hinds CC fund my Cloud Printing account?

—Yes, Hinds places \$10 on every student's print account for each semester. This amount does not roll over from one semester to the next. But if you add funds to your account, those will roll over.

## How do I add money to my account?

—After navigating to the website ([www.wepanow.com](http://www.wepanow.com)), login, mouse-click on "Members Area", mouse-click on "Deposit Funds" (credit-card icon) and follow the instructions. Or, go to any print kiosk, login, and then touch "Deposit into WEPA" and follow the instructions. There is a minimum deposit amount of \$5.00.

## What type of documents does Cloud Printing support?

—The print kiosks support MS Word, MS Excel, MS PowerPoint, Rich Text Format, and Adobe PDF documents along with MAC Pages, Keynote, and Numbers applications. WEPA also supports JPG and BMP printing. Note: At this time, image printing is only available by using a USB jump-drive at the print kiosk.

## Can I print using my USB jump-drive?

—Yes. You can print directly from your USB Flash-drive at any print kiosk. Simply touch "Print from USB", insert your USB Flash-drive (your files will be displayed), select your file(s) you want to print, select your payment option and print.

## After I upload a document, how long do I have to print my document?

—24 hours. The cloud will store your document for 24 hours. After that time has passed it will be purged from the servers. If that happens, you can simply upload your document again.

## Is there a file size limit when uploading documents via the Web?

—Yes. The file size limit is 20MB.

## Why do I get a Release Code when I print?

—The purpose of the "Release Code" is for time and convenience. If you only want to print one print job, you can save time by simply entering the six character alphanumeric release code to access your document instead of entering your Username/Password.