

[www2.samford.edu/labs/index.html](http://www2.samford.edu/labs/index.html)[home](#)[about](#)[hours](#)[staff](#)[reserve labs](#)

### Computer Labs

- + [University Library Lab](#)
- + [University Library Classroom](#)
- + [Chapman Language Labs](#)
- + [Healing Arts Lab](#)
- + [Journalism Lab](#)
- + [Propst Hall Lab](#)
- + [Restricted Access Labs](#)
- + [Computer Labs Reservation Policy](#)

### Student Links

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- + [Moodle](#)
- + [Connect \(Portal\)](#)
- + [Bulldog Mail](#)



Welcome to the Academic Computing Labs

Click "WEPA"  
Logo

<https://www.wepanow.com/login#>

1.800.675.7639  
[help@wepanow.com](mailto:help@wepanow.com)

[SOLUTION](#)[HOW IT WORKS](#)[SUPPORT](#)[RESOURCES](#)

Click "School"  
Type in "Samf" and  
select "Samford University"

  
  
[Samford University](#)

Log In With

[Forgot your password?](#)

First Time Here?  
You may not need  
to register.  
Start by selecting  
your school.

If you are not affiliated with one, choose  
A Guest User.

### Samford University Authentication Service

Enter your Username and Password

Username:

example(without @samford.edu)

Password:

\*\*\*\*\*

☐ Warn me before logging me into other sites.

LOGIN

Forgot Password?

New User

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Copyright ©2015 Samford University | For assistance contact the Technology Services Helpdesk at (205) 726-2662 or servicedesk@samford.edu



Welcome example@samford.edu

[Click here to complete your login and go to Members Area](#)

SUPPORT: 1.800.675.7639

MEMBERS AREA

## My Account

Welcome: Example Person Account Balance: \$0.00



select all



delete

Click here to upload a document to print



web upload



download  
wēpa Print  
App



more options



log out

wēpa code

name

sent

total pages

color

print options

## Web Upload

Welcome:

Example Person

Account Balance: \$0.00



web upload

download  
wepa Print  
App

more options



log out

## Web Uploads

Choose a file that does not exceed 20mb in file size to be uploaded.

Only .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf & .rtf files will be accepted.

You can also upload images with the following extensions .png, .jpg, .jpeg, .bmp, .gif, .tiff & .tif.

Click here to Browse for your file, or drag and drop it to this window.

Choose File →

## Options

Filename: N/A

File Size: N/A

## Copies

Copies 1

☒ Single-sided ☐ Double-sided

## Color

☒ B&W ☐ Color

## Pages

All ☒

Range All to All

## Page Orientation

☒ Portrait ☐ Landscape

Choose File Here

\***ONLY** these file types are accepted

## Web Upload

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## Web Uploads

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Click here to Browse for your file, or drag and drop it to this window.

Choose File →

Upload Complete

Set the options for your print job.

Send to wepa →

Send Document to Wepa  
Wepa code will then appear

## Options

Filename: Example Document.docx

File Size: 11.11 KB

## Copies

Copies 1

☒ Single-sided ☐ Double-sided

## Color

☒ B&W ☐ Color

## Pages

All ☒

Range All to All

## Page Orientation

☒ Portrait ☐ Landscape

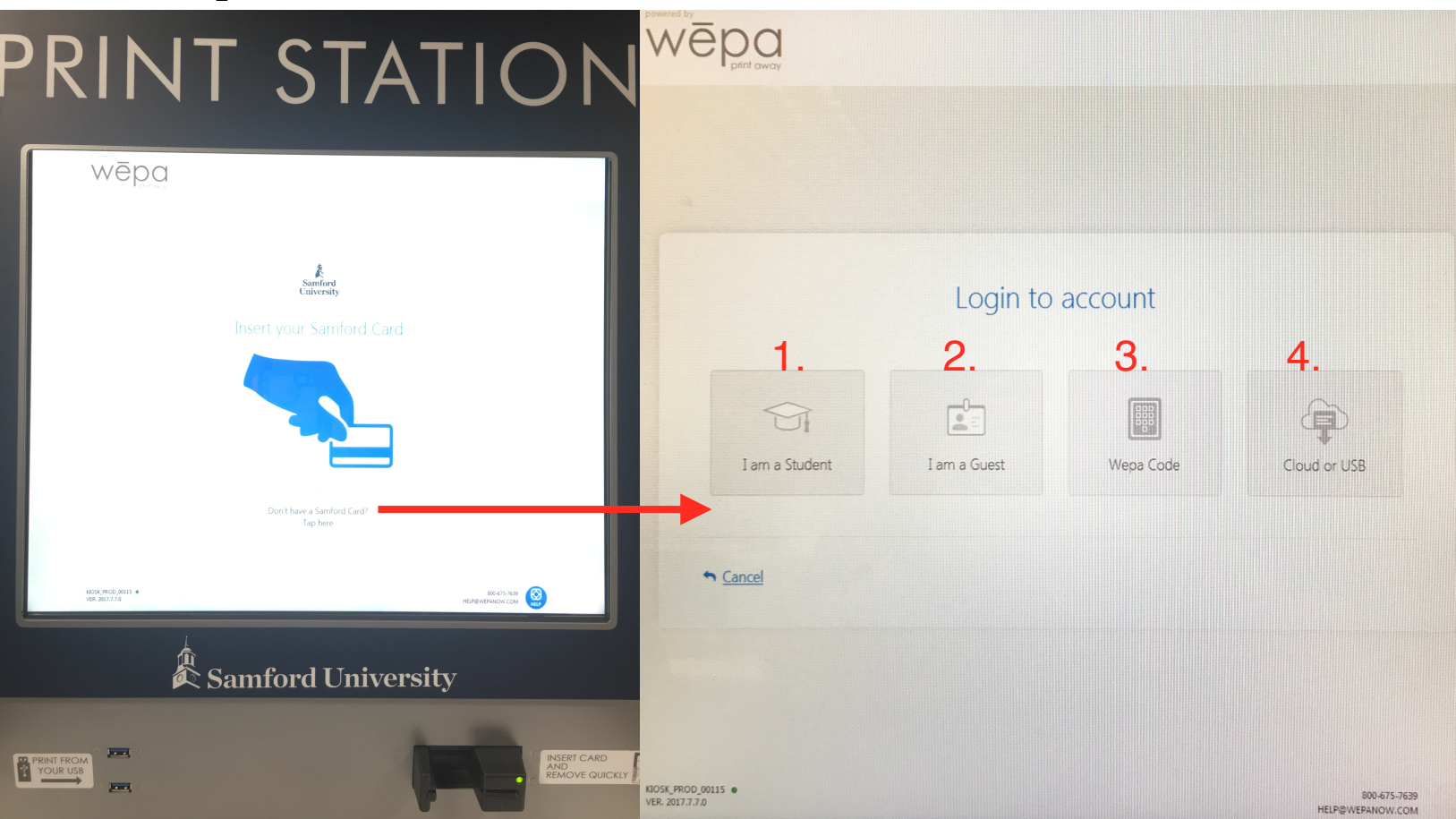
8\* Select Print Options

\*Options can NOT be changed after  
you submit document to Wepa

10\* \*Wepa code is only necessary  
if you do not have a samford ID  
or login to the Wepa machines



# Wepa Printer Instructions

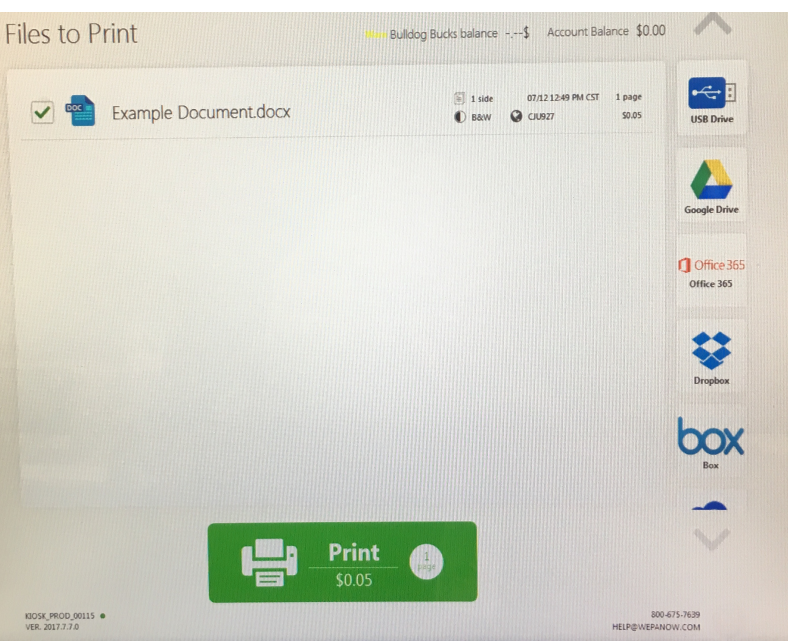


## Insert Samford ID

## Log In With Credentials

Log in using either your Samford ID or:

1. Samford Login Credentials
2. As a guest
3. Wepa code generated online
4. Directly from Cloud/USB



Once document(s) have been uploaded select “Print” and they should print in the tray below the screen.

Having Issues? Call 205-726-2662