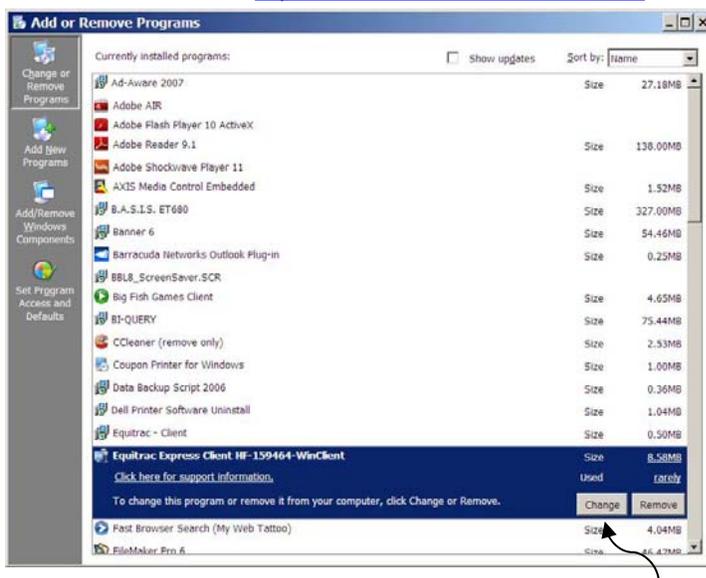


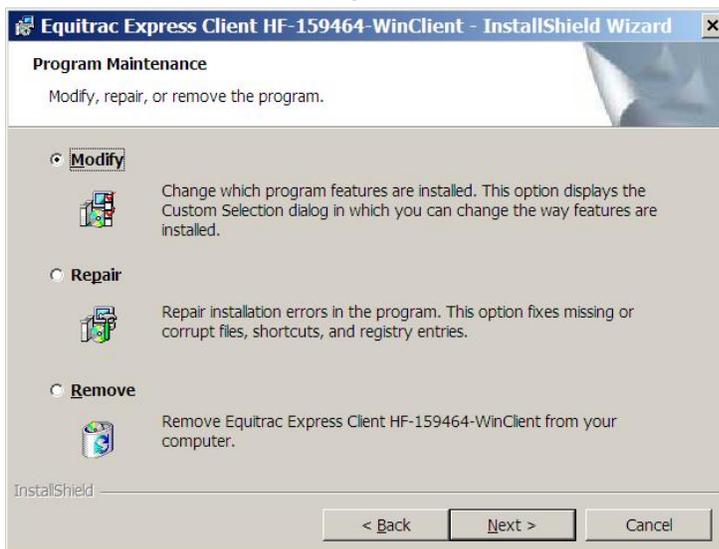
Equitrac Prompt for Login Activation Guide

Students needing to print documents as part of their labor position and faculty or staff who have a need to charge printing to other departments will need to activate the Prompt for Login feature of the Equitrac Client software. Prompt for Login will allow printing to be charged to a prepaid Print/Copy card. Printing charged to a Print/Copy card is authorized on all MFD units and the two remaining public laser printers, but may not be sent to departmental laser printers.

1. From the Start menu, select Control Panel, then select the Add/Remove Programs function.
2. Scroll down to find the Equitrac Express Client program and click on it. If the Equitrac Express Client program is not installed, see the [Equitrac Client Installation Guide](#).

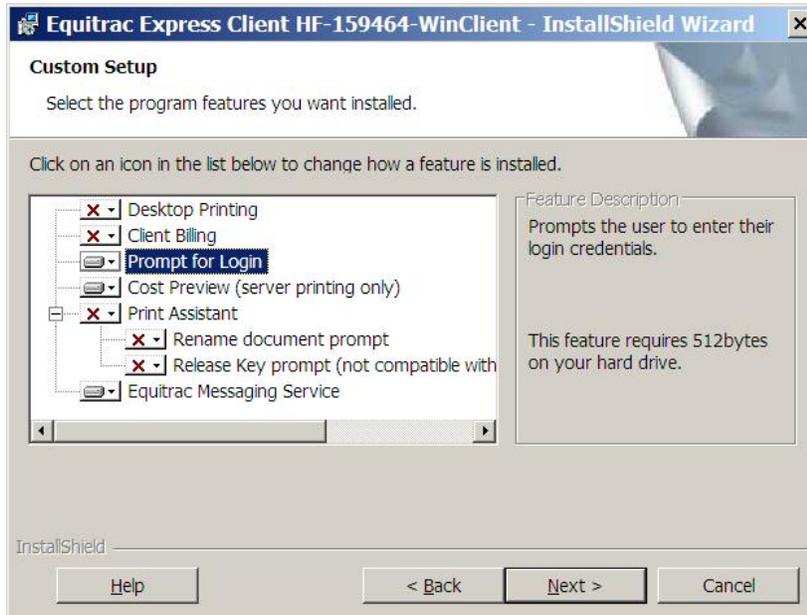


3. Click on the Change button to start the installation configuration change wizard.
4. Click Next to move to the Program Maintenance action selection dialogue.



5. The Modify radio button should be selected by default. If it is not selected, click to select it. Now click Next to continue to the Custom Setup dialogue box.

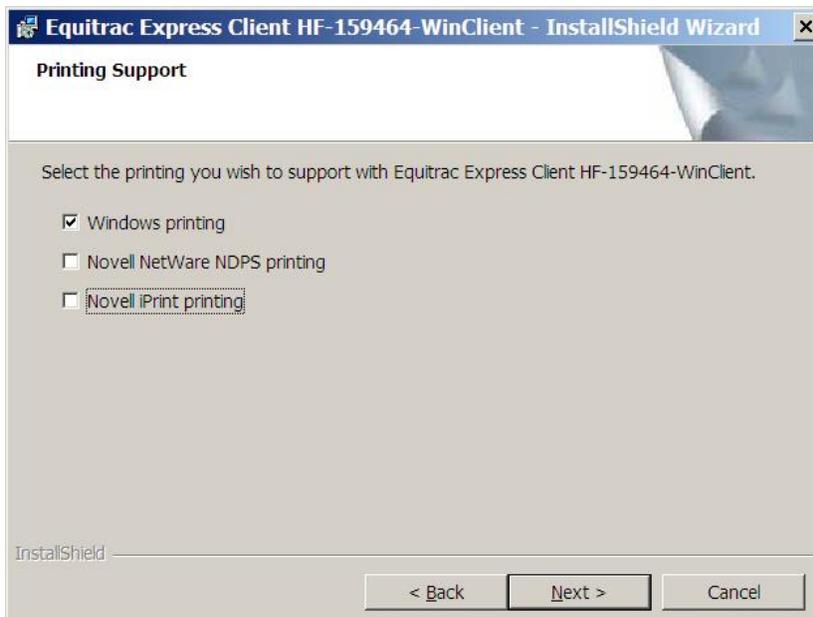
6. Locate the Prompt for Login feature just above the Cost Preview feature and click on the pulldown menu icon just to the left of the Prompt for Logon feature name. A feature installation options menu will appear.
7. Click on the first line of the installation options menu to select "This feature will be installed on local hard drive" option.



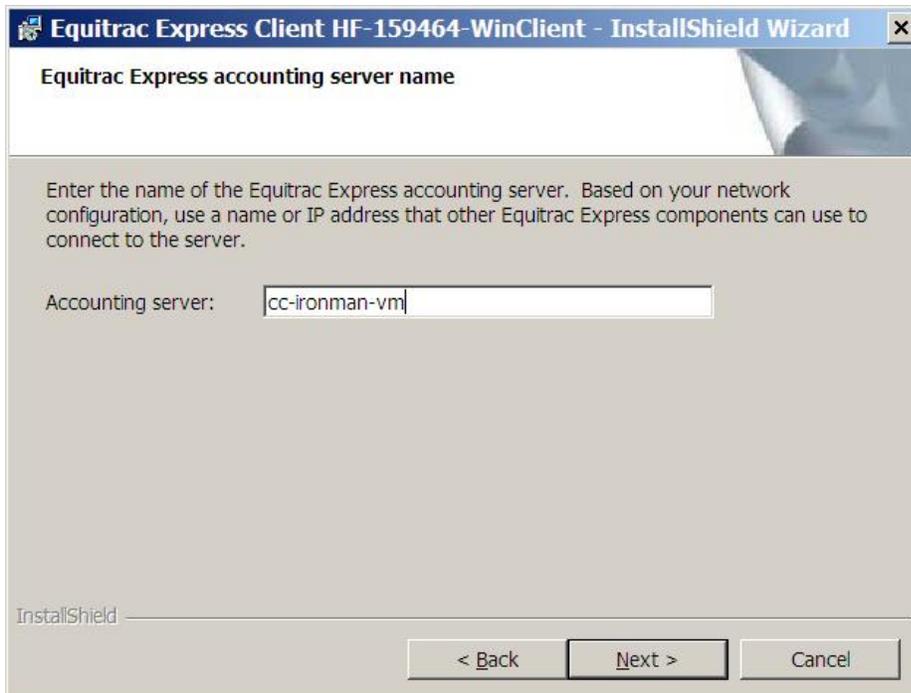
8. Click Next to start the configuration change and click Yes to continue with stopping the print spooler. You should see the Printing Support dialogue box.



9. The Windows Printing checkbox only should be checked. If it is not checked, click on it to check it. If other boxes are checked, click to un-check them. Now click Next to continue to the accounting server dialogue box.



10. Do not change the accounting server name which should read "CC-IRONMAN-VM." Click Next to continue to the Ready to Modify the Program dialogue box.



11. Click Install to complete the configuration change and activate the Prompt for Logon feature.

12. Click Finish to close out of the wizard.

Need Help? See www.berea.edu/iss/publicprint.asp for more information, come to the Computer Center Help Desk, call EDGE (3343) or e-mail Help_Desk@bereda.edu.