

Faculty and Staff Printing User Guide

The Equitrac print/copy accounting system manages usage of our printers and copiers. Copiers are now all Multifunction devices (MFD) and can be used as printers. Your department will be charged each month based on the number of pages you have printed. To charge printing to another department see the [Prepaid Printing Guide](#).

With the Equitrac system you will use the following 4-step process to print to MFD units. When printing to departmental laser printers, only steps 1-3 apply.

1. Start the print job.

Use the normal methods from your software to print to [Follow Me Black & White](#) network printer for black and white documents or the [Follow Me Color](#) network printer for color documents. Note that the cost per page for MFD printing is lower than the cost for laser printers and that the cost for color documents is higher.

If the [Follow Me Black & White](#) and [Follow Me Color](#) network printers are not installed on your computer, see <http://www.berea.edu/iss/faqs/print-setupprinter.asp> for instructions on installing a network printer.

2. Review the print job.

A PrintAssistant Cost Preview window may appear after you initiate *Print* from your software. This window (see example on the right) will show the number of pages and the cost of your print job. Review these details before clicking the *Accept* button. The account balance shown is not relevant for faculty and staff printing.

If the Cost Preview window does not pop up when you send a job to the [Follow Me Black & White](#) or the [Follow Me Color](#) network printer, see the [Equitrac Client Installation Guide](#). You can print without Cost Preview installed, but you will not know the cost of each job.



3. Accept the print job.

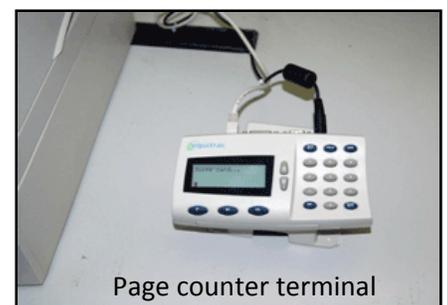
If the information in the PrintAssistant window is correct, click the *Accept* button. If Cost Preview is not installed, the job is automatically accepted. When printing to a departmental laser printer, printing will proceed and charges will be assessed. When printing to an MFD unit, continue with step 4.



Please note that by clicking the *Accept* button, you are purchasing the print job. There is no way to cancel the print job after you have clicked the *Accept* button.

4. Release the print jobs at a printer.

Your print jobs may be printed at any of the public MFD copier or laser printer locations. Simply go to your preferred location and release the jobs by swiping your ID card according to the following instructions.



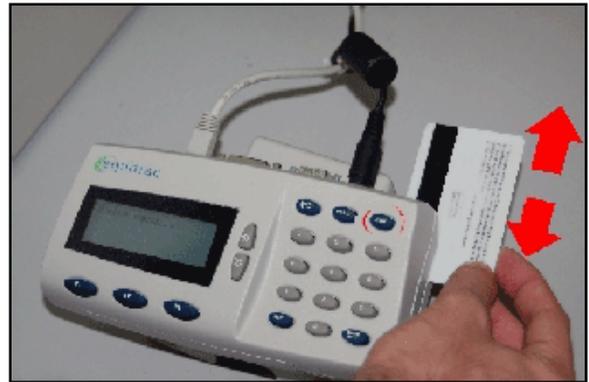
Page counter terminal

To release your print jobs, do the following:

a. Swipe your ID card.

The card's magnetic strip must be face up, and you may swipe the card from the bottom or top.

Once you have swiped your card, the page counter terminal will release all documents that you have printed and briefly display your name and the number of documents. It will then briefly display an account balance which is not meaningful for faculty and staff printing.



Swipe your ID card

b. Press End to close your session.

Press the End button on the page counter terminal to close your session and ready the station for the next person.



Press the End button



After you send a print job to the Follow Me Black & White or the Follow Me Color network printer, you must go to an MFD copier or public laser printer location and release the job within 12 hours. If a job is not released within 12 hours, it will be automatically deleted from the system and your department will not be charged.

And remember that you can send multiple print jobs to the system before releasing them all at one print station.

Need Help? See www.berea.edu/iss/publicprint.asp for more information.

If you need instruction about how to print from your software or install a network printer, come to the Computer Center Help Desk, call EDGE (3343) or e-mail Help_Desk@bereda.edu .

If a printer is not working properly or is low on paper or toner or a page counter terminal is not working properly or if your card is not reading properly or is rejected as invalid, come to the Printing Services office, call 3166 or e-mail Melvin_Cooper@bereda.edu .