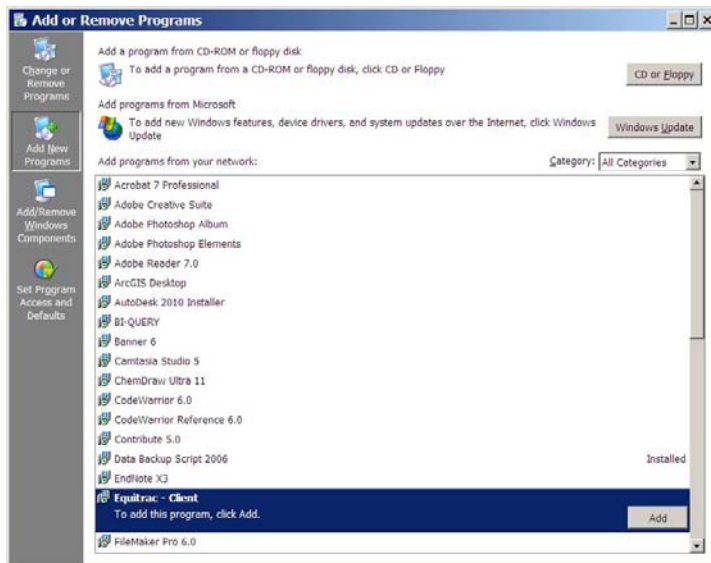


# Equitrac Client Installation Guide

The Equitrac print/copy accounting system manages usage of our printers and copiers. In order to receive messages from the system, to preview the cost of a print job being sent, or to receive a login prompt to identify the Print/Copy account to be charged you must have the Equitrac Express Client program installed on your computer.

1. From the Start menu, select Control Panel, then select the Add/Remove Programs function.
2. When the Add or Remove Programs window opens, click on the Add New Programs icon near the top of the left margin.
3. Scroll down to find the Equitrac - Client program and click on it.



4. Click on the Add button to start the installation wizard. No further action is necessary. When the installation is complete, the wizard windows will close and the Equitrac Client line will be labeled as Installed.

**Need Help?** See [www.berea.edu/iss/publicprint.asp](http://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](mailto:Help_Desk@bereda.edu).