

Prepaid Printing Guide

Staff and faculty who wish to charge printing to another department or org code will need to activate and use the Prompt for Login feature of the Equitrac Client software to charge printing to a prepaid Print/Copy card. Prepaid printing is authorized on all MFD units and the two remaining public laser printers, but may not be sent to departmental laser printers due to security concerns except by special arrangement with Printing Services. If Prompt for Login is not active on your computer, see the [Equitrac Prompt for Login Activation Guide](#).

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 color documents is higher.

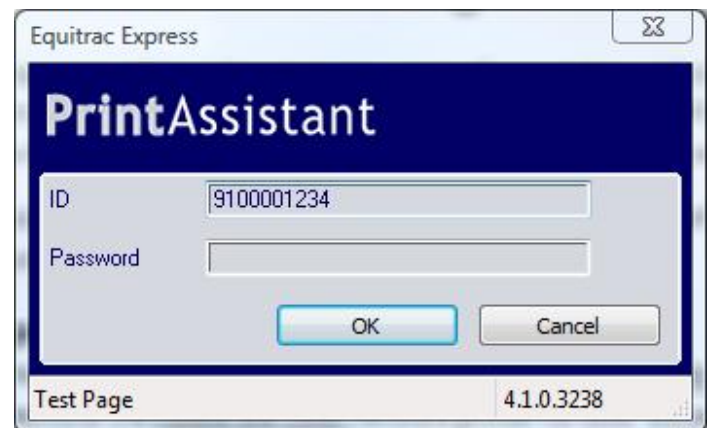
If the [Follow Me Black & White](#) and [Follow Me Color](#) network printers are not installed on your computer, see <http://www.berea.edu/iss/faqs/print-setupprinter.asp> for instructions on installing a network printer.

2. Enter the Card Number to be Charged.

A PrintAssistant login window will appear after you initiate *Print* from your software. Enter the card number from the Print/Copy card and click OK.

If the PrintAssistant login window does not pop up when you send a job to [Follow Me Black & White](#) or the [Follow Me Color](#) network printer, see the [Equitrac Prompt for Login Activation Guide](#) or call the Help Desk (3343) for assistance.

If you enter an invalid ID number, the system will not allow the print job to be sent. If you believe the ID number is valid but is being rejected, call Printing Services (3166) or e-mail Melvin_Cooper@bereda.edu.



3. Continue printing with step 2 of the [Faculty and Staff Printing User Guide](#).

Use the Print/Copy card rather than your ID card to release the printing job(s) at an MFD unit or public laser printer. When the print jobs are released, charges will be assessed against the prepaid Print/Copy card account.

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