

# Student 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. Students are authorized to print to all MFD units and the two remaining public laser printers, but may not print to departmental laser printers. Commonly used print locations are listed at <http://www.berea.edu/iss/faqs/printerlocations.asp>. For information about printing in your student labor assignment, see the [Student Labor Printing Guide](#). To print your own work, follow the four steps below.

## 1. Start the print job.

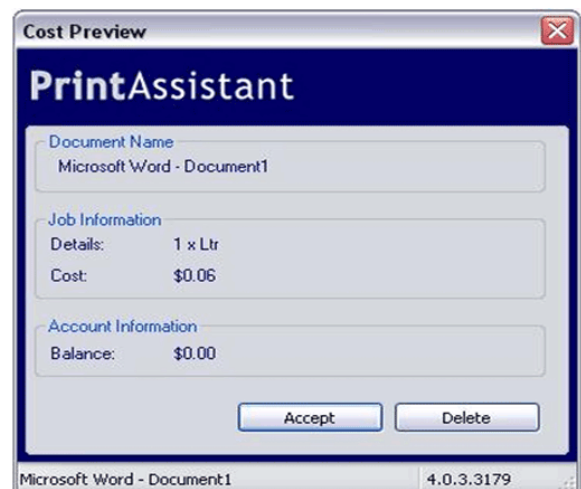
Use the normal methods from your software to print to [Follow Me Black & White](#) network printer for black and white documents or the [Follow Me Color](#) network printer for color documents. Note that the cost per page for color documents is higher.

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. Review the print job.

A PrintAssistant Cost Preview window will appear after you initiate *Print* from your software. This window (see example on the right) will show the number of pages, the cost of your print job and your account balance. Review these details before clicking the *Accept* button.

If the Cost Preview 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 Client Installation Guide](#) or come to the Computer Center for assistance.



## 3. Accept the print job.

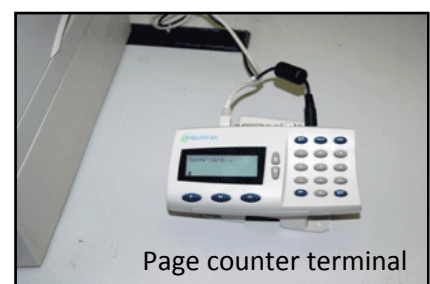
If the information in the PrintAssistant window is correct, click the *Accept* button.



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.



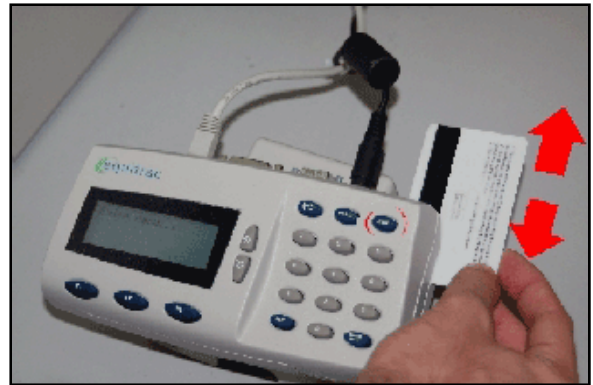
Page counter terminal

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 the remaining balance of your copy/printing account.



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 a public MFD copier or 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 you 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](http://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](mailto: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](mailto:Melvin_Cooper@bereda.edu) .