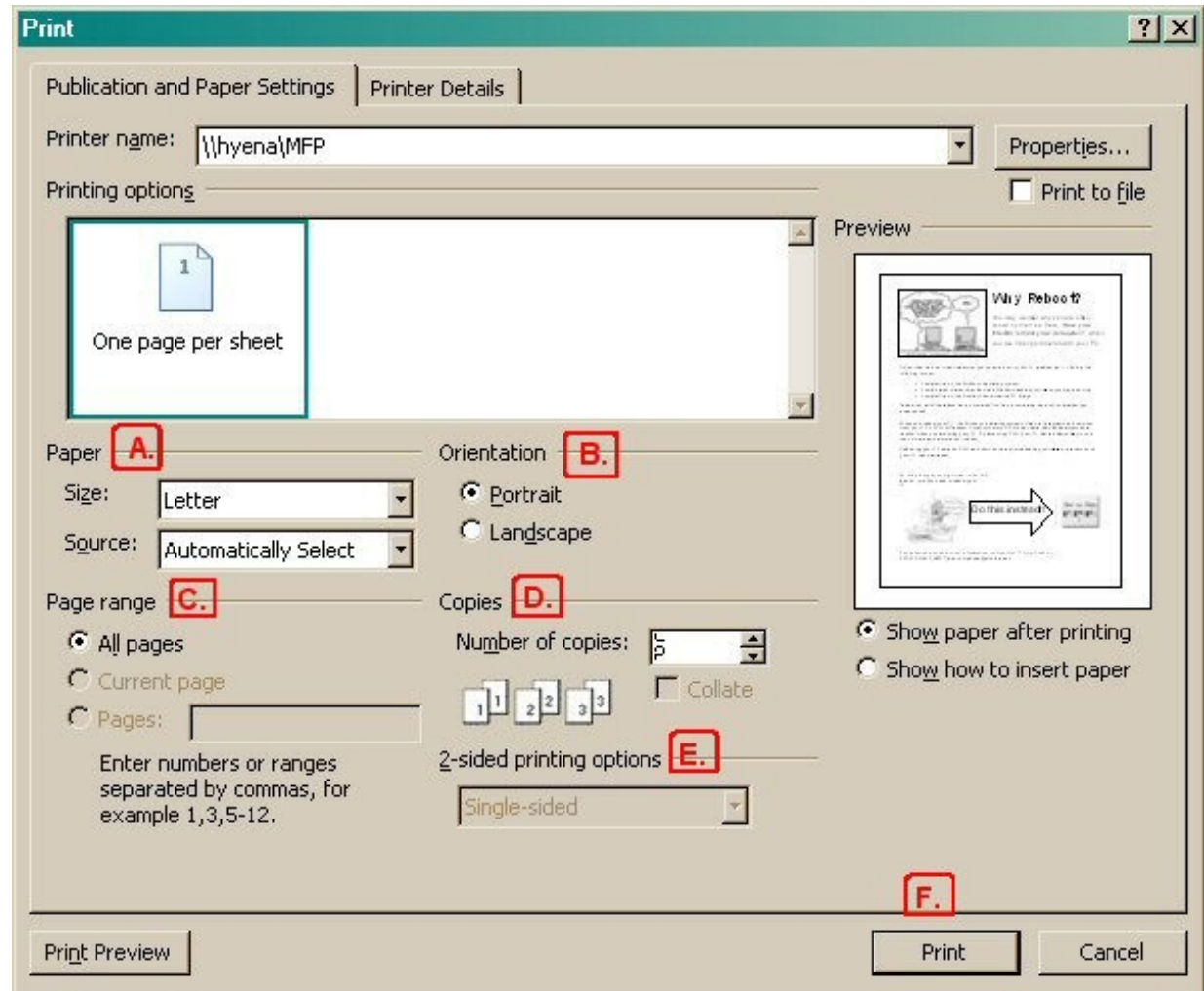


# Equitrac Pay-for-Print Application Instructions

1. When you select the print option in an application, you will see a window like the one shown at the right. To print using Equitrac:
  - A. Select the page size, example: Letter
  - B. Select **Orientation**
  - C. Select which pages to print
  - D. Select number of copies
  - E. Select **one-sided or duplex** (two sided) NOTE: The default in most labs is duplex)
  - F. Click on **Print**

**NOTE:** The Equitrac printers are set to print in black and white by default. You can select to print in Color, by going to **Properties** or **Preferences** depending on the printer.



2. If you are printing from an instructor station, you can bill your print job to any department billing code that is assigned to you by following these steps:

A. If you know your billing code number, enter it and then click OK.

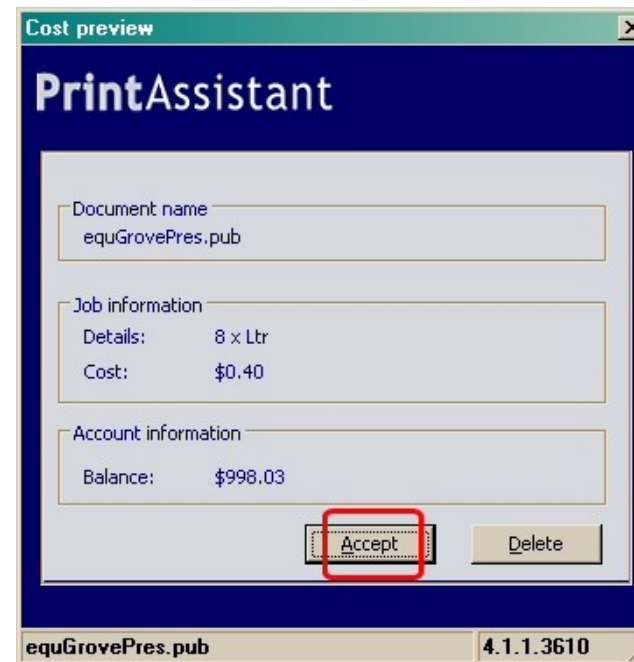


**NOTE:** Full-time faculty and full-time and part-time staff will use their department four digit billing codes. Adjunct faculty will use the 0115 billing code.

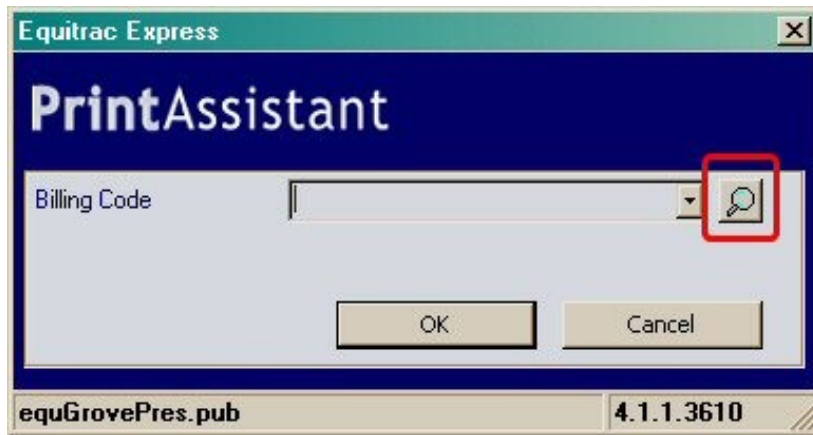
B. The window at the right will open with details about the print job's cost.

Click on **Accept** to print the job. Your job will be sent to the printer.

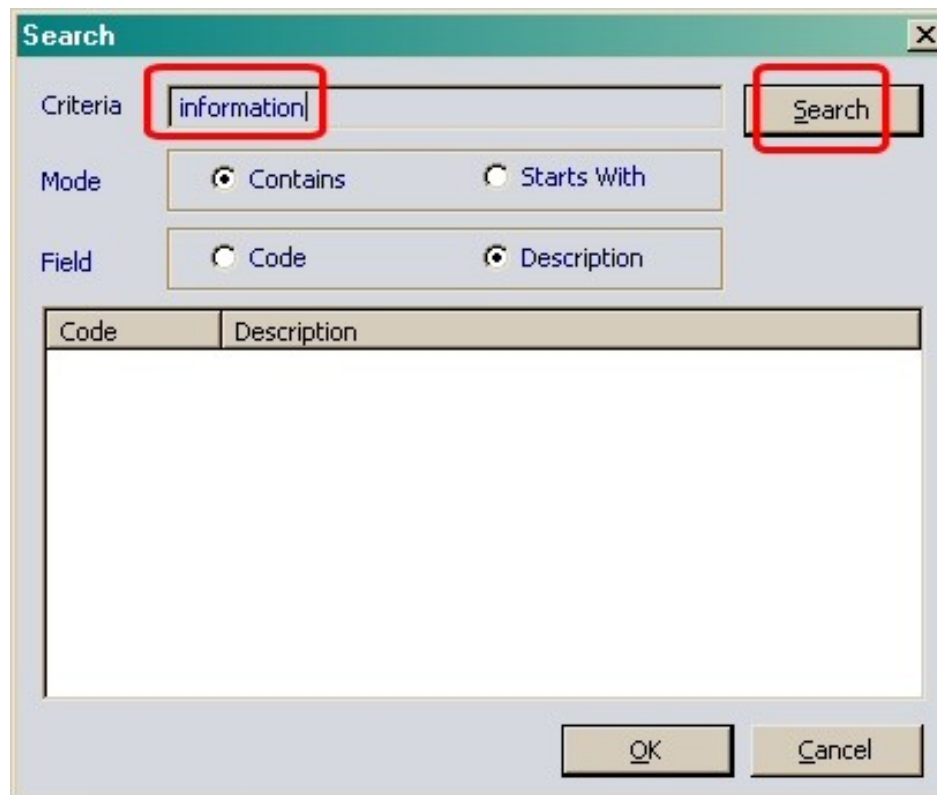
Click on Delete if you do not wish to print.



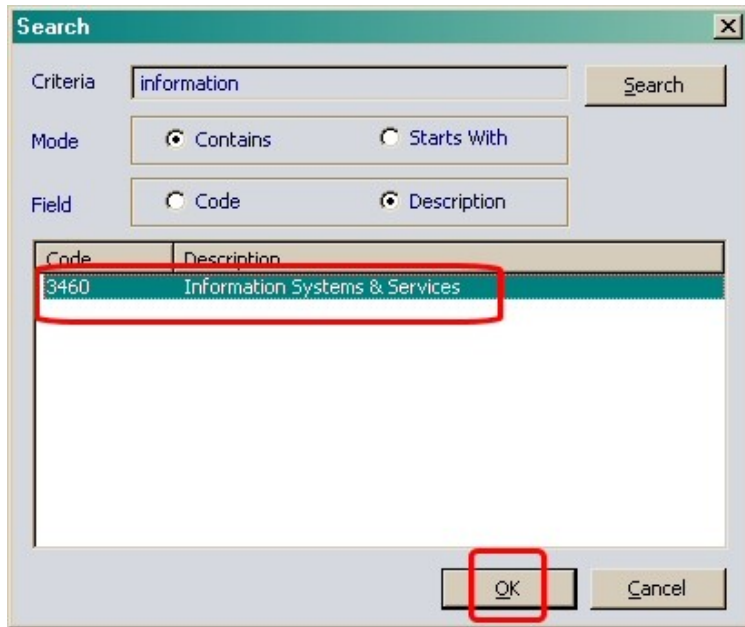
C. You can search for the billing code if you do not know it by clicking on the **Magnifying Glass**



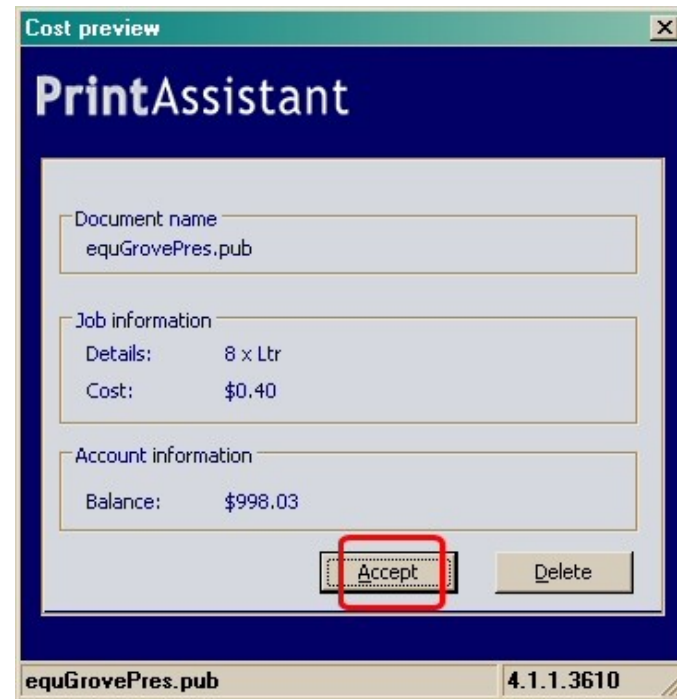
D. Enter your search criteria and click on **Search**



E. In the search results, highlight the billing code that you wish to charge to and click on **OK**

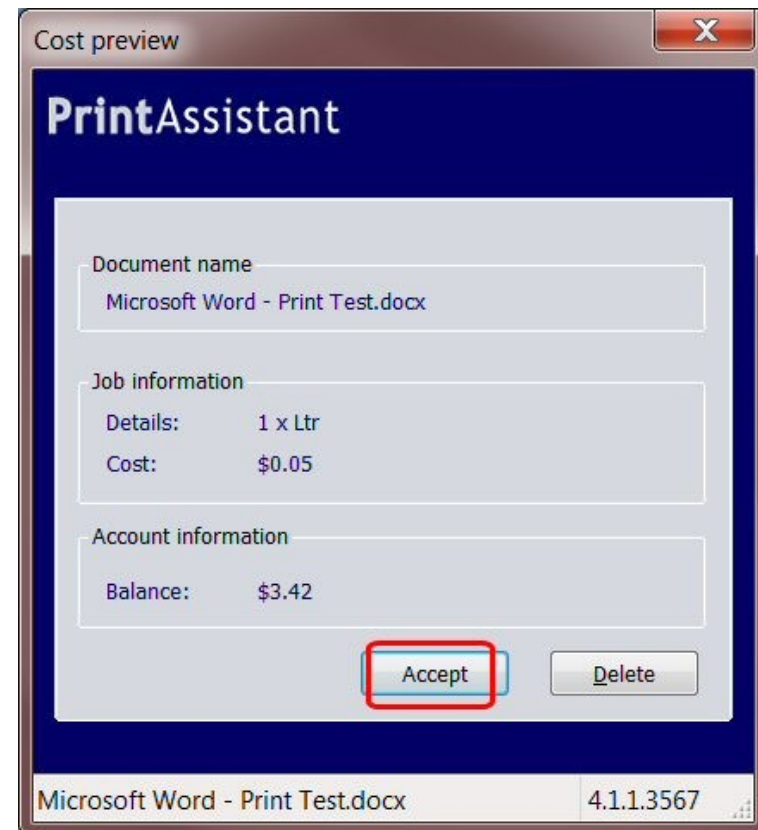
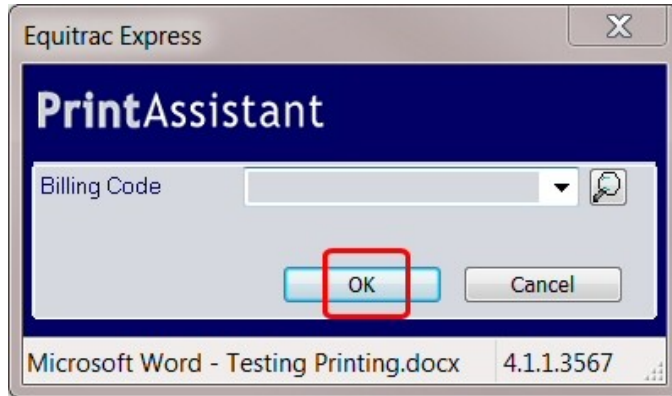
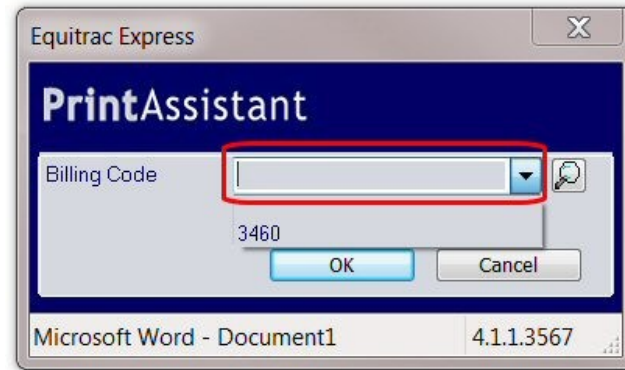


F. Click on **OK** and then **Accept**



**NOTE:** If you wish to use Tartan Cash to pay for your print job at the instructor station, use the drop-down arrow to **select the blank line**. See the image at right

Then click on **OK**. See below:



Then click on **Accept**

3. If you are printing from other locations such as the library or a campus lab, the window shown at the right will open.

A. Click on the **down arrow** to the right of Account Information.

There are two options to pay for your prints.

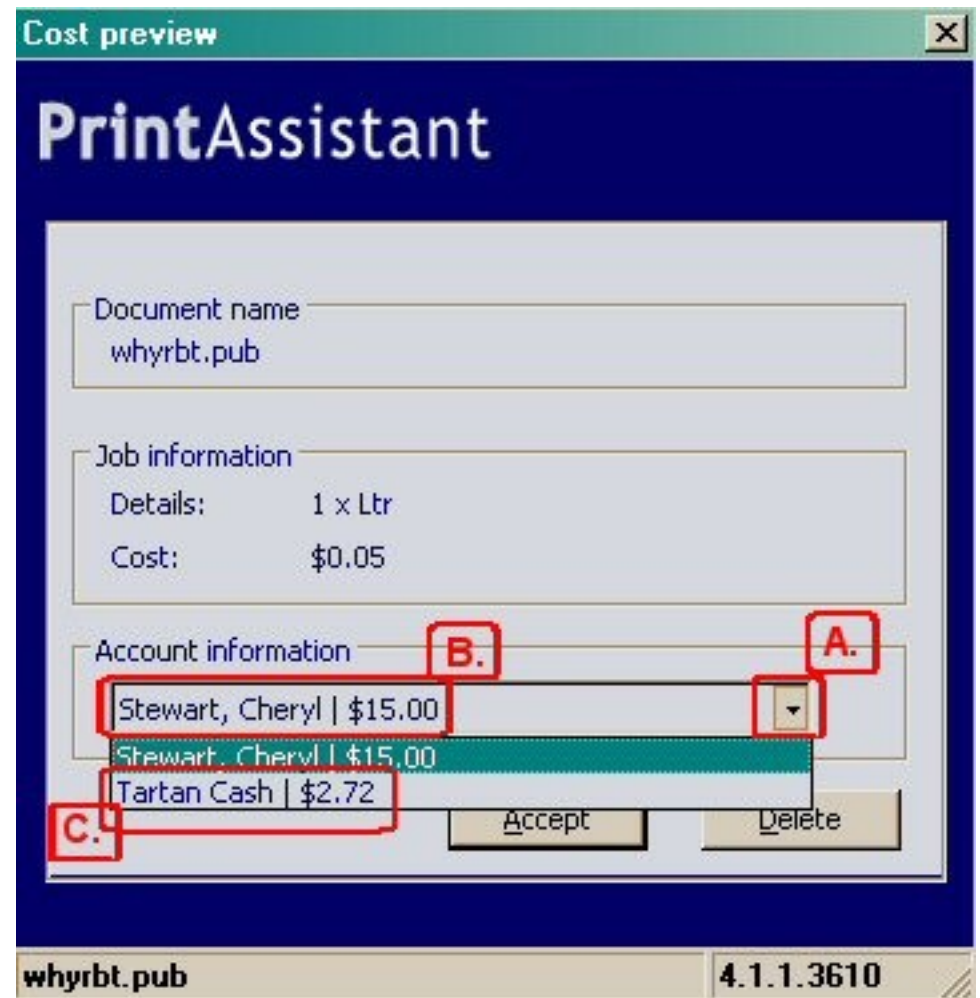
B. You have a set amount of **free prints** provided to you by the College.

**This amount is listed next to your name.** Highlight this choice to use free prints to pay for your printing.

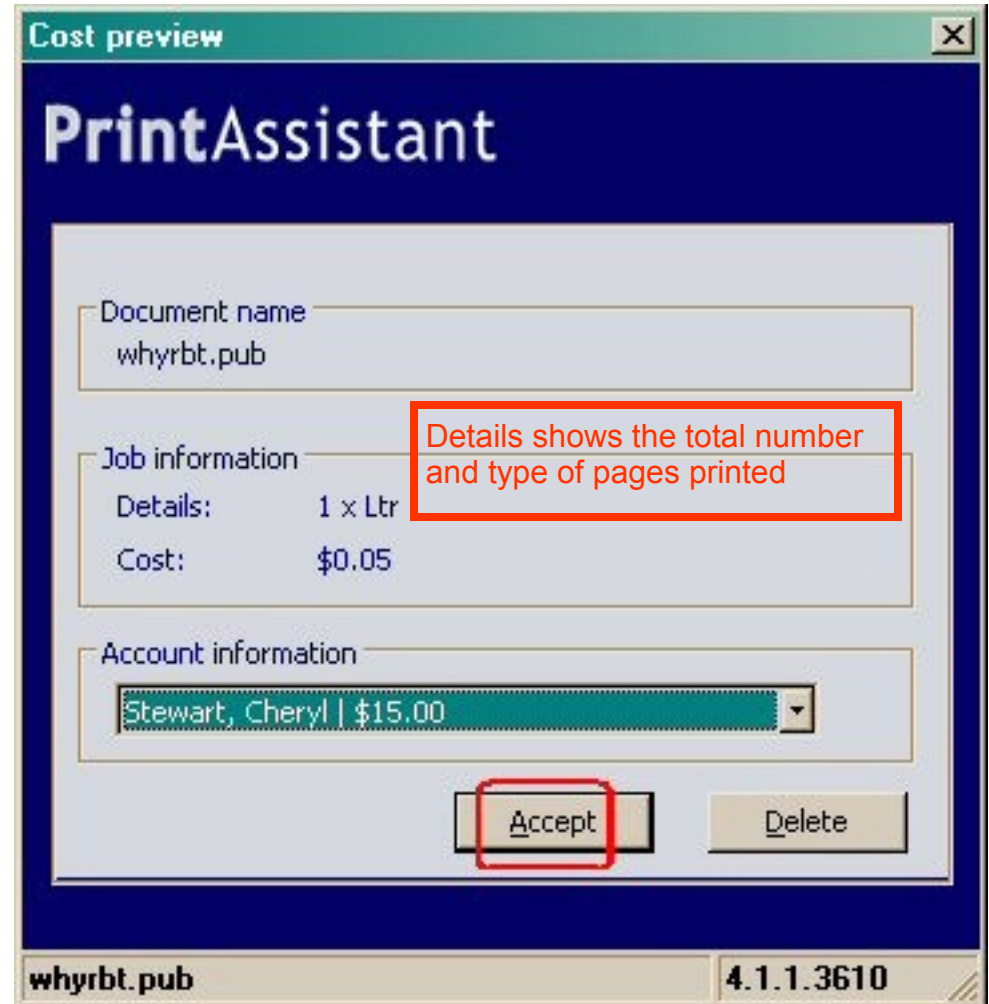
C. **NOTE:** After you have used all of your free prints, you must pay for printing using cash added to your Tartan card.

This amount is listed next to **Tartan Cash**. Highlight this choice to use Tartan Cash to pay for your printing.

**NOTE: The balances shown under Free Prints and Tartan Cash are balances before your current print job**

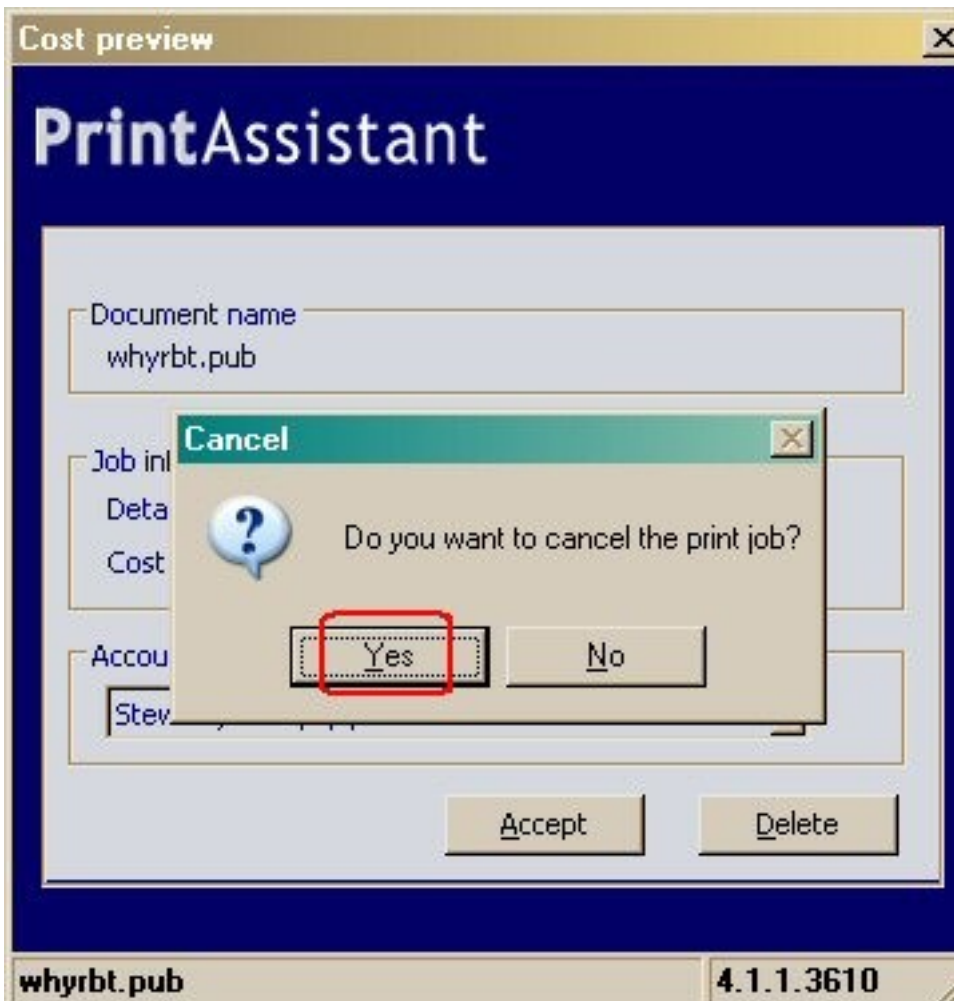
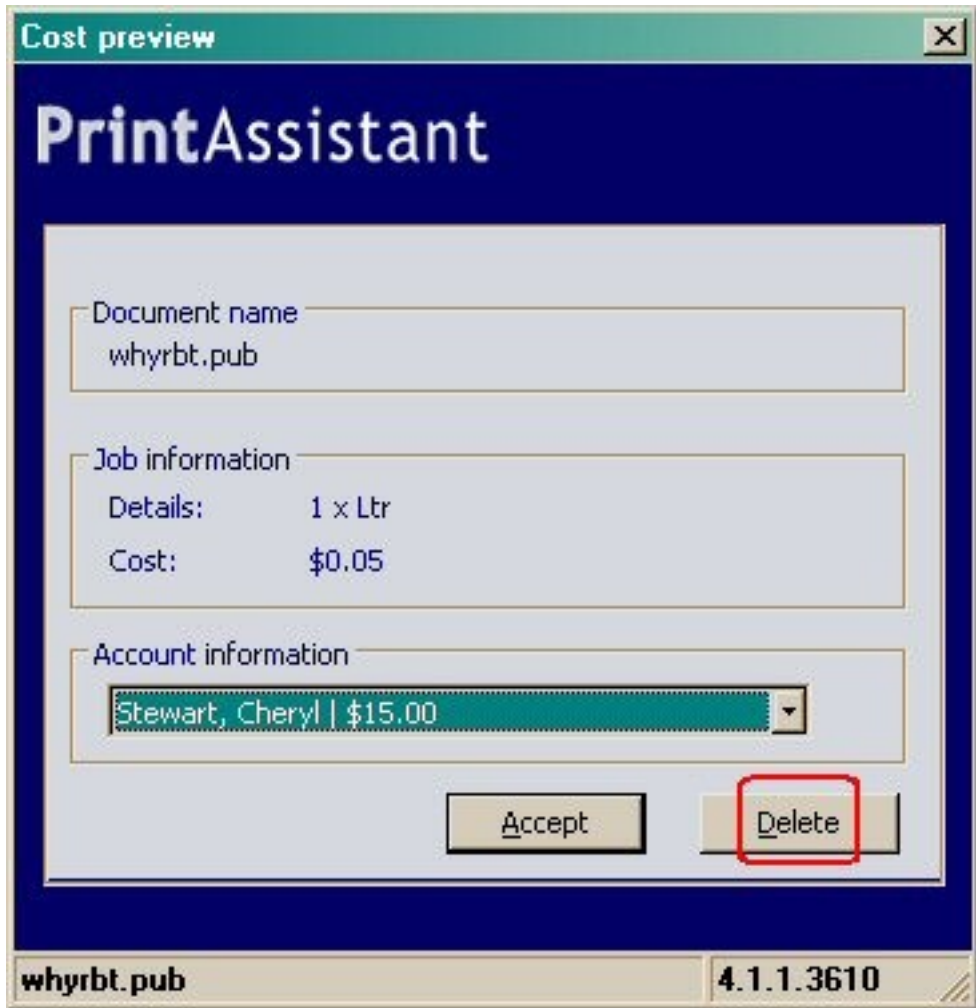


4. After you have chosen your payment choice, click on **Accept**



5. If you decide that you want to cancel your print job, click on **Delete**

Then click on **Yes**



**IMPORTANT: Be sure to log out of the PC when you are finished or another user can access your account and use your Free Prints or Tartan Cash to print!!!**

## Equitrac Doesn't Do Partial Print Jobs

If you do not have enough funds to complete your entire print job, Equitrac will not send the print job to the printer.

**Example:** You have \$.20 in funds (either Free Prints or Tartan Cash) but the total cost of your print job is \$.50. Equitrac will not print \$.20 worth of pages. The entire job will be removed from the printer queue.

You may see the screen below if you do not have enough funds to print your entire print job:



**Solution:** Start another print job and choose another account to use to pay for your print job, for instance choose Tartan Cash instead of Free Prints.

**NOTE:** If you have no Free Prints or Tartan Cash funds either, you will need to add funds to your Tartan Cash to print.

**NOTE:** Only Sinclair Students have Free Prints.

If you have questions and are using a lab PC, contact the Lab Staff.

If you have questions and are using a classroom PC, contact the IT Help Desk at 937-512-HELP (4357)

## Some important notes about using Equitrac

- Be sure to review all your print jobs before printing
- Make sure you have available funds to print
- Select the print jobs that you wish to print and click Accept
- When printing double-sided (duplex) jobs with an odd number of pages in Microsoft Word 2007 and in Internet Explorer, both programs have an error that rounds the number of pages up by one. This results in an added cost of an extra \$.04 due to the Microsoft error
- Sinclair students are provided with \$7.50 in free prints to offset the charges of printing in the Equitrac system only.
- **Information about Equitrac refunds is at:**  
<http://www.sinclair.edu/about/offices/its/pub/flyers/equirefs.pdf>
- Printing costs are detailed in the table at: <http://www.sinclair.edu/about/offices/its/pub/flyers/equCosts.pdf>
- **NOTE: If you have any problems using Equitrac, please contact the lab staff**

To access information about your Equitrac account, go to [equitrac.sinclair.edu](http://equitrac.sinclair.edu)

**NOTE:** You will need to login into the site with your Sinclair username and password



You will see the screen below:

[Logout](#)

[Home/Documentation](#) | 
 [Check Balance](#) | 
 [Check Activity](#) | 
 [Change Copier Password](#) | 
 [My Billing Codes](#) | 
 [Departmental Activity/Users](#)

**Welcome to the Equitrac Print Management Page at Sinclair Community College!**

**Students-** check your free print balance, see a detailed account of your print activity and export this activity to Excel-compatible .CSV format!

**Full-time faculty & staff** -do all of the above plus change your Equitrac PIN code for copiers!

**Budget managers** -do all of the above plus see and export detailed information about print & copy activity for your budgets and users who can bill against those accounts!

**Click on the links at the top of this page to get started !!!**

**Need Additional Help? Click on the Equitrac documentation links below!**

Lab/Classroom Printing	
<a href="#">Equitrac Printing Instructions</a>	Detailed instructions on how to use Equitrac when printing from a PC
<a href="#">Equitrac Mac Printing Instructions</a>	Detailed instructions on how to use Equitrac when printing from a Mac
<a href="#">Equitrac Flyer for Students</a>	<b>Student Version</b> - flyer on Equitrac printing detailing policies, pricing and issues
<a href="#">Equitrac Flyer for Faculty/Staff</a>	<b>Faculty/Staff Version</b> - flyer on Equitrac printing detailing policies, pricing and issues

Copying	
<a href="#">Equitrac Copying Detailed</a>	Detailed instructions on how to use an Equitrac PageCounter terminal for copying
<a href="#">Equitrac Copying Brief</a>	Instructions on how to use an Equitrac PageCounter terminal for copying
<a href="#">Equitrac Copying Brief for Students</a>	<b>Student Version</b> - how to use an Equitrac PageCounter terminal for copying

To change your Equitrac password, select **Change Copier Password** and follow the instructions on the screen.

Logout

Home/Documentation | Check Balance | Check Activity | **Change Copier Password** | My Billing Codes | Departmental Activity/Users

Enter a new password for your Equitrac account. This password is used along with your Tartan ID number to log in at copiers **ONLY**.

**The Password must be all numbers and must be 4 to 12 characters in length.**

Enter NEW Equitrac Password:

Confirm NEW Equitrac Password:

Click on **Check Balance**. Your Tartan Card Balance can be found by clicking on the link at the bottom of the screen and logging into the Tartan Card system.

Logout

Home/Documentation | **Check Balance** | Check Activity | Change Copier Password | My Billing Codes | Departmental Activity/Users

Balance for user cheryl.stewart generated 12/8/2011 9:45:53 AM

My.Sinclair User ID cheryl.stewart	User Account State USER ENABLED	Equitrac Free Prints Balance 0.00000
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**Faculty and staff no longer receive free prints, but do have access to departmental billing codes and Tartan Cash. For more information please visit <http://our.sinclair.edu/news/docs/frptsdsc21.pdf>**

The balance shown here is your Equitrac free print balance, which is a free printing credit allotted to students at the beginning of each quarter. This amount is now entirely separate from your Tartan Card balance.

[Click here to visit a separate site to check your Tartan Card balance . . .](#)

You can also access detailed account activity by selected **Check Activity**

The table below contains a detailed listing of all Equitrac activity associated with your account sorted by transaction date.

- To sort the table by any other field, click the header (column name) of that column.
- If you have a large number of transactions, the table may split the results across multiple pages. To switch from page to page, click the numbered links at the bottom of the table.
- Click 'Export to CSV' to download a Microsoft Excel-compatible file with these results for analysis. The data in the export will be sorted by transaction date.

[Export To CSV ...](#)

Transaction Date	Transaction Type	Charged To	Document Name	Printer/Copier	Cost	Pages
12/5/2011 1:22:21 PM	Tartan Card	000055424	Brown Rice and Lentil Casserole	qp13000wpb	0.05	1 x Ltr
12/5/2011 1:20:52 PM	Tartan Card	000055424	Handmade Life: Lentil Casserole, felted, pot holder and pumpkin buns	qp13000wpb	0.05	1 x Ltr
12/5/2011 1:15:38 PM	Tartan Card	000055424	Night Watchers Broccoli Lentil Casserole recipe - 4 p.ditryd Weight W	qp13000wpb	0.05	1 x Ltr
12/5/2011 10:31:09 AM	Tartan Card	000055424	Smart Arch Sleeper Support : Footsmart.com	qp13000wpb	0.05	1 x Ltr
12/5/2011 8:52:39 AM	Tartan Card	3460	Microsoft Word - 20112010StabusReportDavid.docx	qp13000wpb	0.05	1 x Ltr
12/1/2011 3:35:24 PM	Tartan Card	000055424	University Ct, West Chester, OH 45069 to Ikea Way, West Chester, OH 4	qp13000wpb	0.05	1 x Ltr
12/1/2011 3:27:55 PM	Tartan Card	000055424	, OH to 7700 University Ct, West Chester Township, OH 45069 - Google	qp13000wpb	0.05	1 x Ltr
11/29/2011 10:40:19 AM	Tartan Card	3460	img035.pdf	qp13000wpb	0.05	1 x Ltr

Be sure to click on **Logout** and close your browser window when you are finished using the site

The table below contains a detailed listing of all Equitrac activity associated with your account sorted by transaction date.

For questions or additional information, contact the IT Help Desk at 937-512-HELP (4357) or at [helpdesk@sinclair.edu](mailto:helpdesk@sinclair.edu)