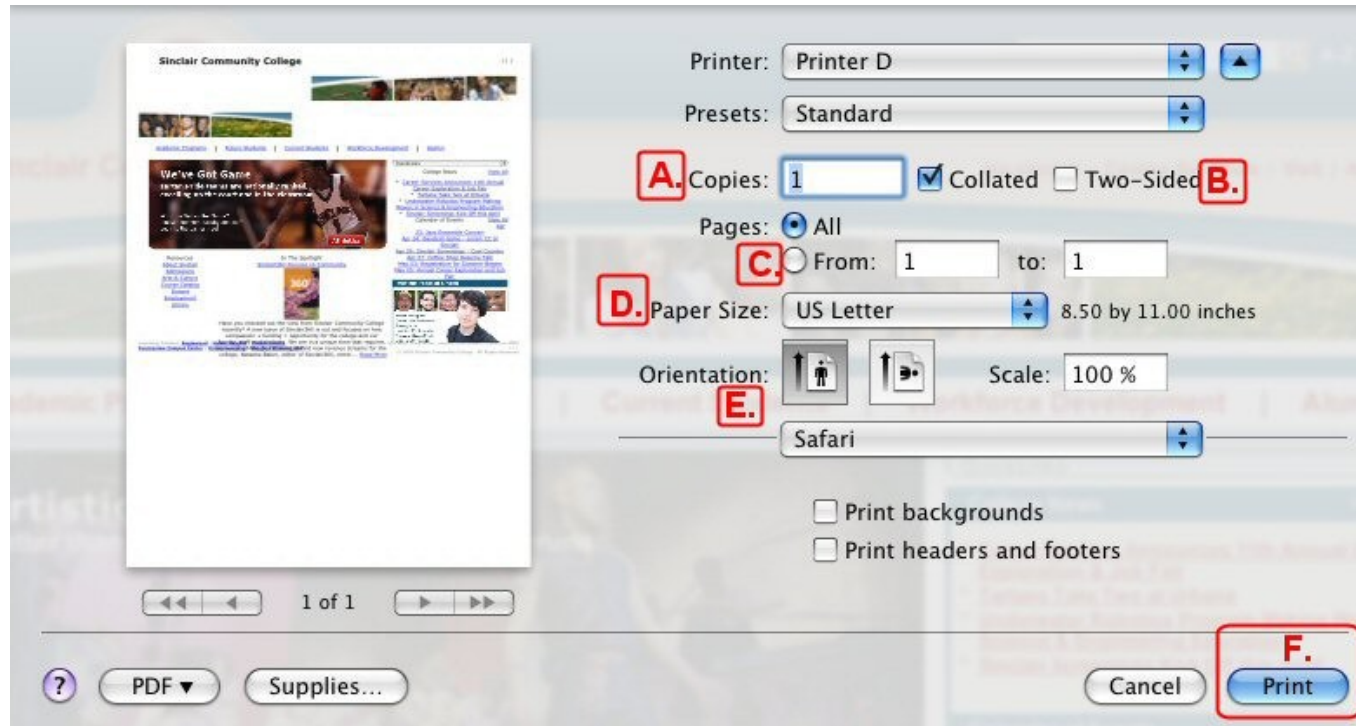


Equitrac Pay-for-Print Application Instructions for Macs

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 number of copies
- B. Select **two-sided** if you wish to print two-sided
- C. Select which pages to print
- D. Select the page size, example: Letter
- E. Select **Orientation**
- 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. The window shown at the right will open.

Enter your my.sinclair username

Then enter your password

Click OK

The image shows a login window titled "Equitrac Express". It has a dark blue header and a light gray body. There are two input fields: "ID" containing "cheryl.stewart" and "Password" containing masked characters. Below the fields are "OK" and "Cancel" buttons. At the bottom, it says "Sinclair Community College" and "4.1.1.3621".

3. The window shown at the right will open

A. The total cost of your print job is shown

B. Your free print balance is shown.

NOTE: Your Tartan card balance is displayed if you have no free prints

C. If you wish to continue with the print job, click on **Accept**

If you wish to cancel it, click on Delete

NOTE: After completing these steps, you will need to go to the Print Release station located in the same lab that you are trying to print in and release the print job to the printer

If you need help with this, ask a lab staff member

The screenshot shows a window titled "Cost Preview" with a dark blue header. The main content area is light gray and contains three sections: "Document Name" with the value "Sinclair Community College"; "Job Information" with "Details: 1 x Ltr" and "Cost: \$0.05"; and "Account Information" with "Balance: 0.10". At the bottom right, there are two buttons: "Accept" (highlighted with a red box and labeled "C.") and "Delete". Red boxes and letters "A.", "B.", and "C." are used to highlight the "Job Information" section, the "Balance" field, and the "Accept" button, respectively.

Document Name	
Sinclair Community College	

Job Information	
Details:	1 x Ltr
Cost:	\$0.05

Account Information	
Balance:	0.10

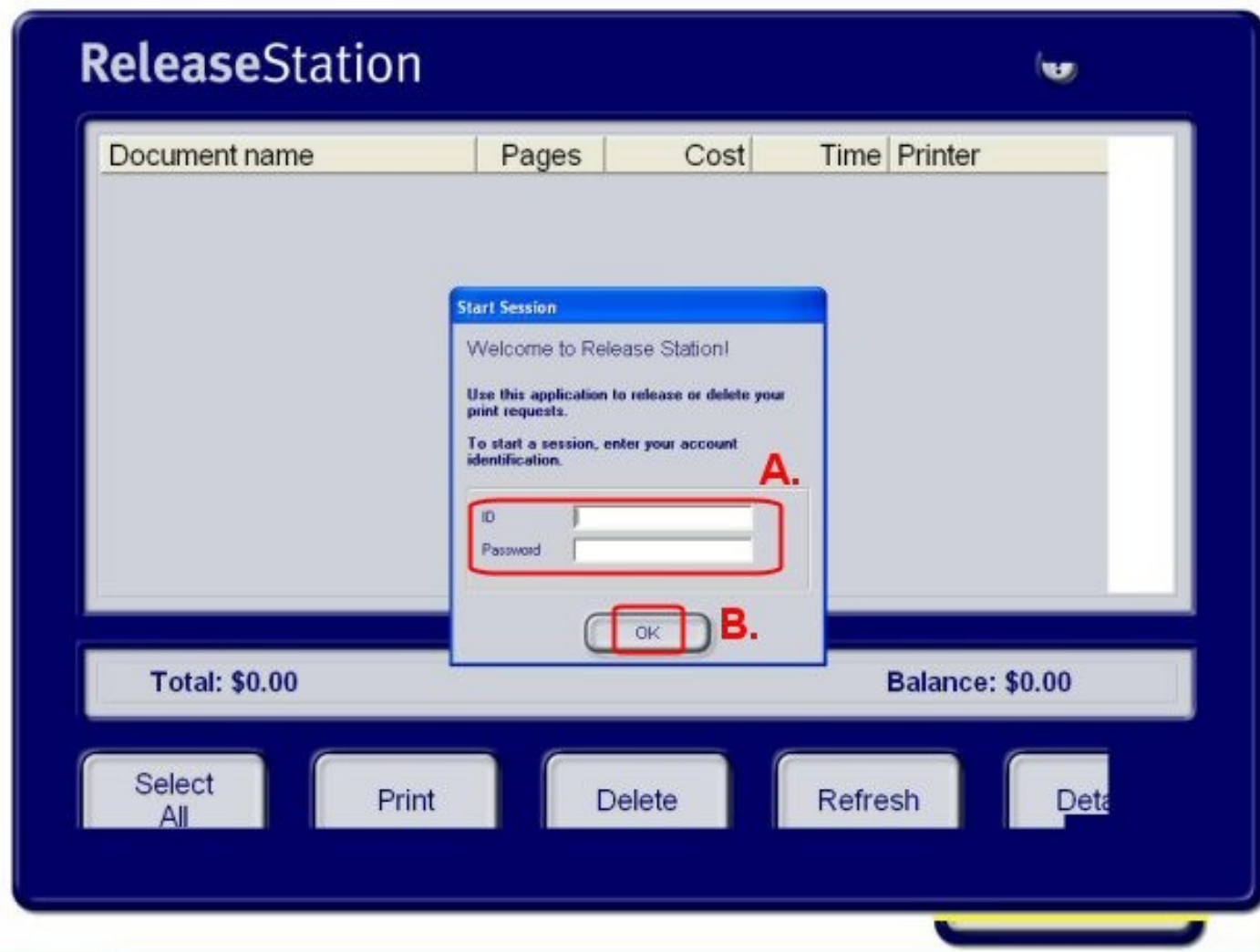
Accept Delete

4. When you go to the Print release station, you will need to login

Enter your username and password

Click on OK

See below:



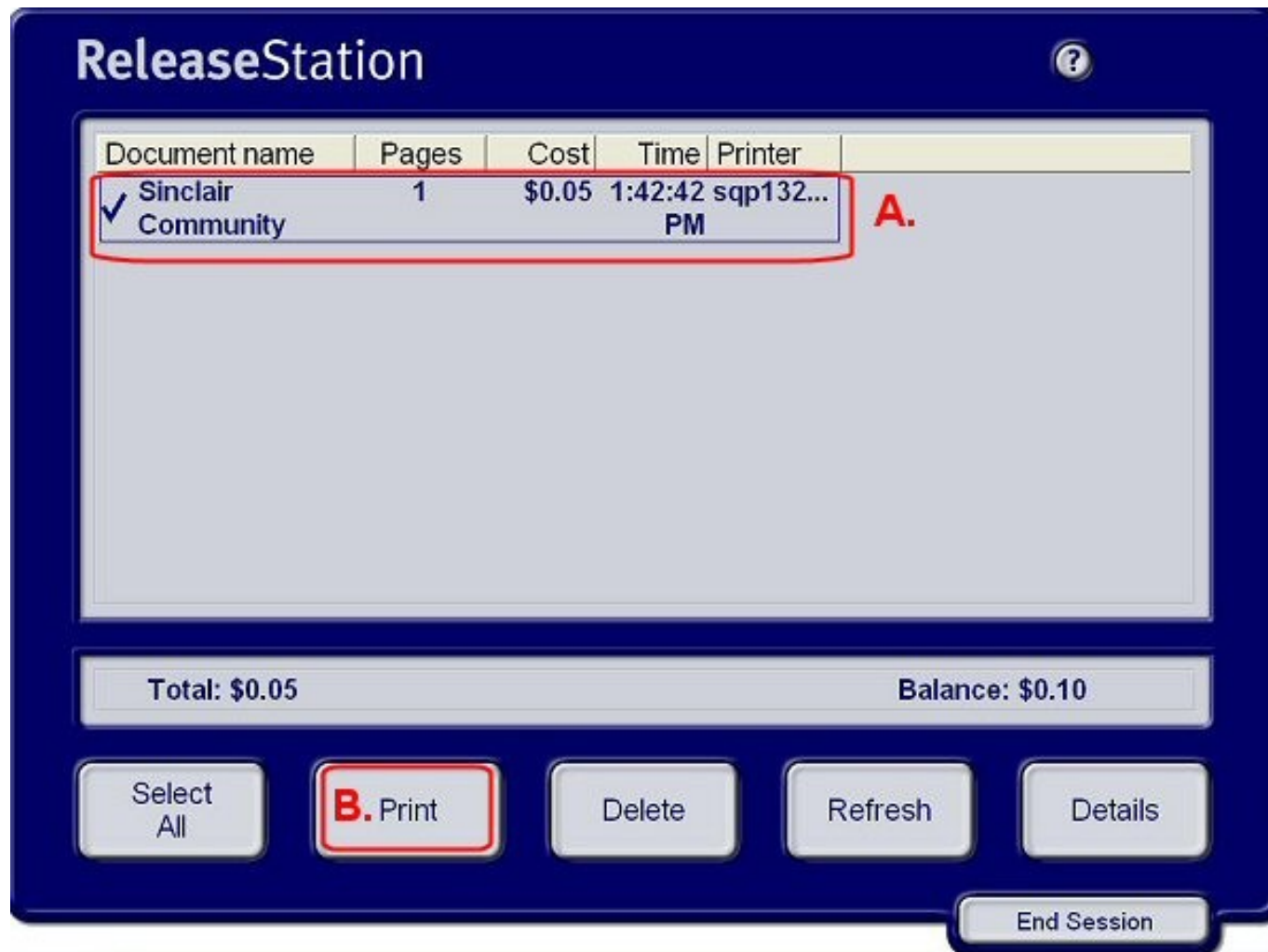
5. The screen shown at the bottom will be displayed

A. **Select your print job** by clicking on its name

NOTE: There is also a Select All button at the bottom of the screen if you wish to select all of your print jobs

B. Click on **Print**

Click on Delete if you wish to cancel your print job

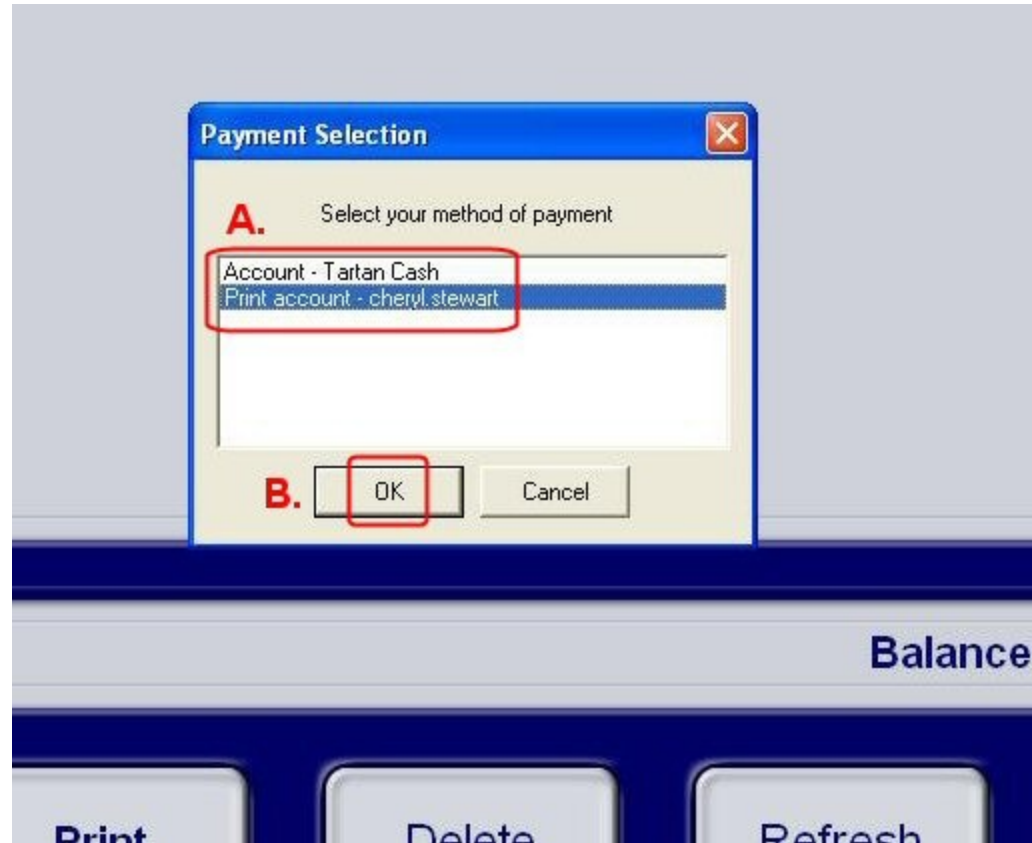


6. In the small box that opens:

A. You can choose to pay with Tartan Cash by highlighting the Account—Tartan Cash line or

You can choose to pay with free print by highlighting the Print account-username line

B. Then Click on **OK**



7. Your print job will now be released to the lab printer

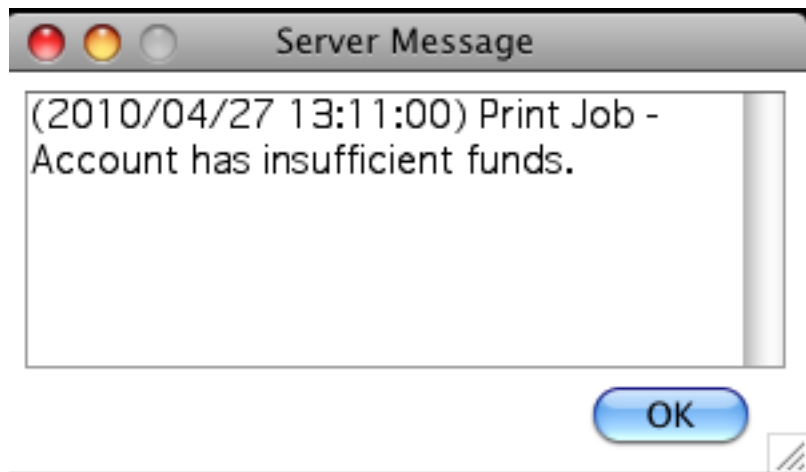
If you have any problems with your print job, ask a lab staff member for assistance

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, Faculty, and Staff 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. Not for copiers on campus.
- All full-time Sinclair faculty and staff are provided with \$15.00 in free prints to offset the charges of printing in the Equitrac system only. Not for copiers on campus.
- **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**