

EQUITRAC

PRINT MANAGEMENT SYSTEM

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

Information about Equitrac refunds

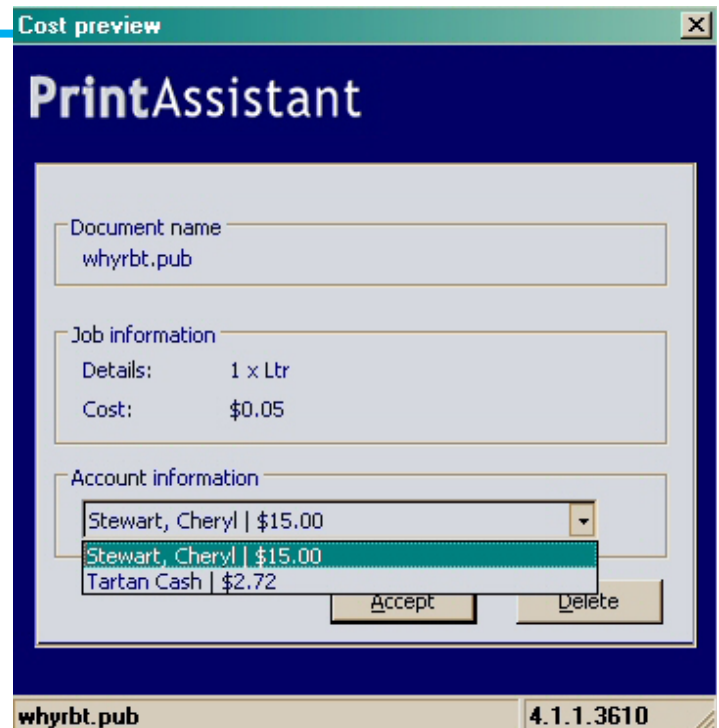
www.sinclair.edu/about/offices/its/pub/flyers/equrefs.pdf

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!

For instructions, Equitrac lab locations, and additional information about the Equitrac system, visit:

<http://www.sinclair.edu/technology/labs/equitrac/>

NOTE: If you have any problems using Equitrac, please contact the lab staff



Printing costs are detailed below.

Black and White	
8 1/2 x 11	\$.05 per page
8 1/2 x 11 Double-sided	\$.04 per double-sided page
8 1/2 x 14	\$.10 per page
8 1/2 x 14 Double-sided	\$.09 per double-sided page
11 x 17	\$.10 per page
11 x 17 Double-sided	\$.09 per double-sided page
Color	
8 1/2 x 11	\$.15 per page
8 1/2 x 11 Double-sided	\$.14 per double-sided page
8 1/2 x 14	\$.30 per page
8 1/2 x 14 Double-sided	\$.28 per double-sided page
11 x 17	\$.30 per page
11 x 17 Double-sided	\$.28 per double-sided page
Plotter	\$.50 per page