**Equitrac Quick Reference guide**

**Staff Access**
Your usage is charged to your Department

**Login**
Place your card over the reader to login

Or touch top of the screen and enter your network credentials to the user ID and password fields now select Login

First time you use your card you will receive a message card not recognised

You will need to enter your network user name and password to register your card this is a one off process and you will not need to repeat, next time you just need to place your card over the reader to login

**Copy**
Press copy on the main screen

At the copier screen press start for a basic single sided copy

If further options are required press change and more copy options are shown

**Follow You Printing**
Hold Your Card over the reader to login

The follow you print screen will be displayed

You can select individual print jobs to be printed or at the top left of the screen you can select all you can also change print amounts

Now press start to release your prints hold your card over the reader to login

**Scan to Email or M Drive**
At the main screen select scan to email or scan to M Drive

Hold your card over the reader to login and place your documents face up in the document feeder or face down on the glass

Press start to complete your scan

Now press start to release your prints hold your card over the reader to login

**Student/External access**
Your usage is charged to your personal account, you will not be able proceed if you have insufficient funds