

# Equitrac Quick Reference Guide



## Staff Access

Your usage is charged to your department

## Student/External Access

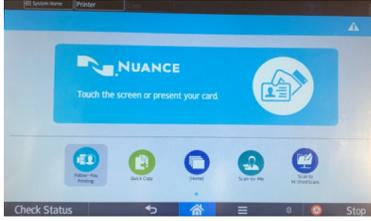
Your usage is charged to your personal account, you will not be able to proceed if you have insufficient funds

### Login

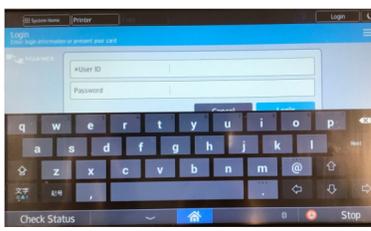
Place your card over the reader to login



Or, touch the screen and enter your MWS credentials into the user ID and Password fields then select 'Login'



First time you use your card you will receive a message 'card not recognised'. You will need to enter your MWS user ID and password to register your card.



### Copy

Touch the screen and select the 'Copy' option



Place your card over the reader to login



At the copy screen press start for a basic single sided copy select 'change' or 'others' for further options



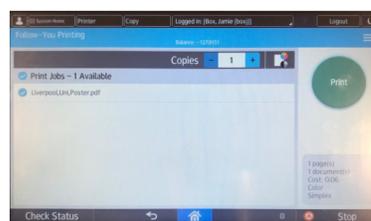
Press the green 'Start' button to begin and then remember to logout

### Follow You Printing

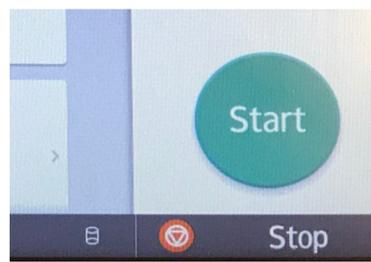
Place your card over the reader to login



The 'follow you' print screen will be displayed



You can select individual or multiple jobs to be printed, you can also change the print amounts.



Press the green 'Start' button to begin and then remember to logout

### Scan to Email or M Drive

Touch the screen and select the 'Scan' to 'Email or 'M Drive' option



Place your card over the reader to login



Place your documents face up in the document feeder or face down on the glass.



Press the green 'Start' button to begin and then 'start' again to release your print outs, Remember to logout