**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

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

**Copy**
Touch the screen and select the ‘Copy’ option
Place your card over the reader to login

**Follow You Printing**
Place your card over the reader to login

**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

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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.

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

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

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

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**COMPUTING SERVICES**

**UNIVERSITY OF LIVERPOOL**