

Student Labor Printing Guide

Students needing to print documents as part of their labor position will need to activate and use the Prompt for Login feature of the Equitrac Client software to charge printing to their department's prepaid Print/Copy card. Student labor printing is authorized on all MFD units and the two remaining public laser printers, but may not be sent to departmental laser printers. If Prompt for Login is not active on your computer, see the [Equitrac Prompt for Login Activation Guide](#).

1. Start the print job.

Use the normal methods from your software to print to Follow Me Black & White network printer for black and white documents or the Follow Me Color network printer for color documents. Note that the cost per page for color documents is higher.

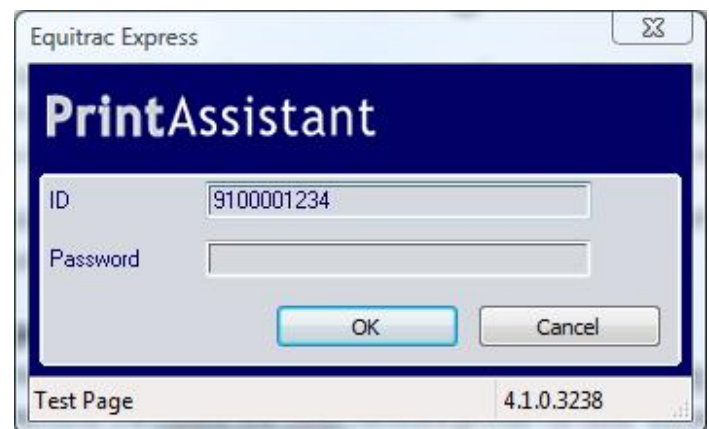
If the Follow Me Black & White and Follow Me Color network printers are not installed on your computer, see <http://www.berea.edu/iss/faqs/print-setupprinter.asp> for instructions on installing a network printer.

2. Enter the Card Number to be Charged.

A PrintAssistant login window will appear after you initiate *Print* from your software. Enter the card number from the Print/Copy card and click OK.

If the PrintAssistant login window does not pop up when you send a job to Follow Me Black & White or the Follow Me Color network printer, see the [Equitrac Prompt for Login Activation Guide](#) or come to the Computer Center for assistance.

If you enter an invalid ID number, the system will not allow the print job to be sent. If you believe the ID number is valid but is being rejected, contact Printing Services by calling 3166 or e-mail to Melvin_Cooper@bereda.edu.



3. Continue printing with step 2 of the [Student Printing User Guide](#).

Use the Print/Copy card rather than your ID card to release the printing job(s) at an MFD unit or public laser printer. When the print jobs are released, charges will be assessed against the prepaid Print/Copy card account.

Need Help? See www.berea.edu/iss/publicprint.asp for more information, come to the Computer Center Help Desk, call EDGE (3343) or e-mail Help_Desk@bereda.edu.