

Making Photocopies using the Equitrac terminal

BEFORE PROCEEDING, PLEASE NOTE: The VIMS Equitrac terminals and desktop client function only with numerical characters. Edit data using the BACK key. Press ENTER after editing the entry.

- Load documents to be copied in the automatic feed or on the glass, then make the following 3 entries on the keypad
- Enter Banner ID: This is number beginning with 93 on your W&M id card. Press Enter.
- Enter Password: Your password is your birth date. Month-day-year i.e. 111675 (November 16, 1975) should your birth month be January through September, drop the leading zero. i.e. 21675 (February 16, 1975). Press Enter. (Terminal message "Accessing Account Information". If you make an error entering either the ID or Password "Invalid Account" message appears you will need to start over again with you banner ID number.)
- Enter Project Billing Code: Your Banner index.
- Enter the Maximum number of pages, cost is calculated on actual no. of copies made. Press F1 to accept the charges and open the keypad, F2 to decline. (The number of copies can not be changed once keypad is opened) Select options such as stapling, duplexing and sorting, press start. When copies are complete, session ends.

Allowable General Fund Index codes are linked to the banner/user ID for system and billing code access only.

For Grant Index codes, amounts will be pre-loaded, linked to the banner/user ID. Funds allocated in the grant or contract will be decreased.

For personal billing, (not Banner) funds can be added by the Cashier to the banner/user ID. Leave the Billing Code blank.

For visitors, a numerical ID is created, with funds added by the Cashier. Leave the Billing Code blank.

