

## WCL FASS Dept Sustainable Printing



The old way of accessing the copiers using Departmental codes has changed. The new way of conducting business and staying on course with our **Go Green** initiatives and Sustainable Printing is done using Equitrac and using your AU ID#. Your print drivers for Equitrac have been preloaded on your workstations and when sending a network print job you are not required to do any extra logging in or prompting for Dept. codes. Just proceed to the copier and retrieve your work after sending. If you experience any problems with this process email: [printing@wcl.american.edu](mailto:printing@wcl.american.edu)



Equitrac Release Terminals have been placed throughout AUWCL for student use. To access the Xerox printers for walk-up copying purposes you must enter in your AU ID# on the key pad or swiping your AU ID card at the terminal which will allow you access copy.



Your American University ID Card is confidential and for security reasons do not share it with anybody. Please keep it in a secure place. The 7 digit code on the front of your ID Card is the number used to access the printers. Some Professors only have six digits on his or her ID they must use a zero in the front of there ID before accessing the Xerox copiers. If you have any issues with your AU ID# not accessing the printers or do not have an AU ID# and need to access the copiers send an email to: [printing@wcl.american.edu](mailto:printing@wcl.american.edu)



**Save time use options such as:** Secure Printing, Delay Printing and Sample Set these options are located by clicking “*Properties*” on your print driver then under “**Job Type**” make your selection.



Universal Serial Bus (USB): **Don’t print if you don’t have too. Save to a thumb drive or use the “Scan to Email” on the Xerox copiers and email the information to your recipients.**



If you need “HELP” or experience any problems with copying or printing to a point were you can’t clear a jam, need instruction on how to print something, or have a problem with an AU ID# in conjunction with printing or copying send an email to: [printing@wcl.american.edu](mailto:printing@wcl.american.edu)