




Important Information Concerning Your Print/Copy Account.



- Be sure to review all your print jobs before printing
- Go to "myLakeland," "Student" tab, "Print Fund Manager" link under myRecords to: check on available funds, add funds to your account, or get more information
- There are no refunds on funds added to your account
- Black and white is \$0.05; color is \$0.25 per page
- If you encounter issues with your printout, please see the lab staff
- To ensure another user does not access your account, be sure to log out/shut down the computer when you are finished
- Funds allotted to your account will only remain active until the end of the semester

HOW TO PRINT:

When you click "", you will be prompted to Log in with your User ID and Password.

User ID: For example, jsmith12 (only!) if your Lakeland e-mail address is jsmith12@mail.lakelandcc.edu.

Password: is your 6-digit myLakeland password and is initially set to your date of birth. (mmddy)

Equitrac Express
PrintAssistant
ID: jaker1
Password: ●●●●●●
OK Cancel
Microsoft Word - Document1 4.2.0.3962

The Cost Preview will display how much the print job costs. When you accept the charges, your print job will be released to the printer. If you do not want to print the job you can select delete.

Cost preview
PrintAssistant
Document name: Microsoft Word - Document1
Job information:
Details: 1 x Ltr
Cost: \$0.05
Account information:
Balance: \$9.80
Accept Delete
Microsoft Word - Document1 4.2.0.3962

HOW TO COPY:

When you select the copy feature, the system will prompt you to swipe your ID card. If you do not have your ID card you can select "Alternate Login" and enter your user ID at the PIN prompt.

You will then be prompted to enter your password which is your 6-digit myLakeland password and is initially set to your date of birth.

Once you have completed making your copies, please make sure that you log out by selecting the "Log in/Out" button.

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