



# Install the Equitrac Express Client on a Microsoft Windows Workstation

Instructor Led Training  
Chapter 2 – Exercise J

In this exercise you will:

- [Install the Microsoft Windows Client for Equitrac](#)
- [Connect to the Network Shared Printers on the Server](#)

## Install the Windows Client for Equitrac

Refer to the Network Setup Map section in the Classroom Scenario document and note the IP address of the server machine of the partner assigned to you. Then, working with the instructor, decide which of the following workstation clients are to be installed:

- **Desktop Printing** – to allow printing to local desktop printers.
- **Client Billing** - to use billing codes to support a charge-back system.
- **Prompt for Login** – to use user authentication when submitting a print request.
- **Cost Preview (server printing only)** – to preview a job’s attributes and corresponding pricing prior to submitting the print job.
- **Print Assistant** – to rename a document and/or use the Release Key features.
- **Equitrac Messaging Service** - A proprietary messaging service that is included with the Client install to display error messages on the users workstation. This option is required if you are running the Equitrac Client on Microsoft Windows Vista.

**NOTE:** Print Assistant is unavailable for install if either **Prompt for Login** or **Client Billing** is selected or already installed.

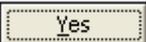
### **Install the Microsoft Windows Client for Equitrac**

1. On your server machine, open a Command Prompt window and ping your partner’s server; verify that a response is returned.

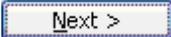
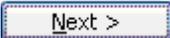
**NOTE:** Do **NOT** proceed until a response is returned.

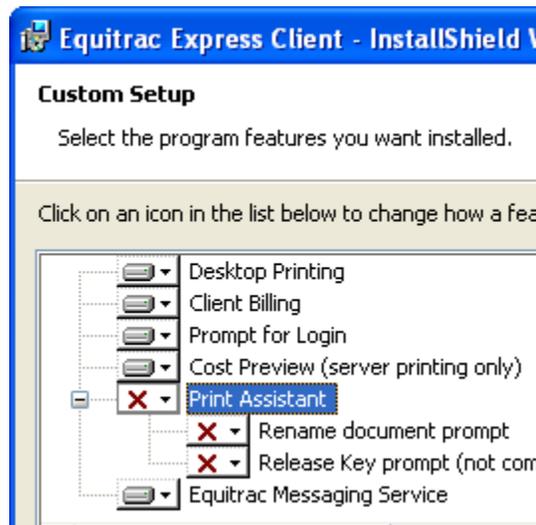
2. Start the Equitrac Training CD.
3. Click the release of Equitrac to be installed; the Equitrac installation page appears.

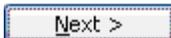
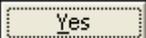
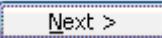
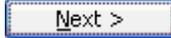
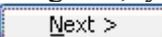
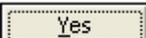


**NOTE:** If a warning message appears regarding activity that could harm your computer, click the  button.

4. On the Equitrac installation page, click **32-bit Install Workstation Client**.
5. In the File Download – Security Warning dialog box, click the  button.
6. In the Internet Explorer – Security Warning dialog box, click the  button; an Extracting Files dialog box appears.

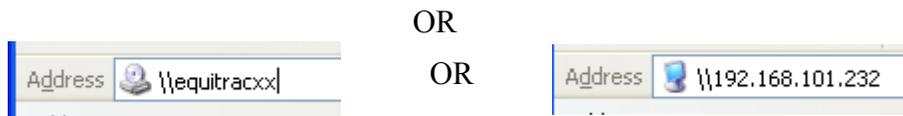
7. In the Welcome to the InstallShield Wizard for Equitrac Express Client, click the  button.
8. In the Licensing Agreement dialog box, click the **I accept the Licensing terms and conditions** radio button, and then click the  button.
9. In the Custom Setup dialog box, select the applicable features to install per the instructor's direction.



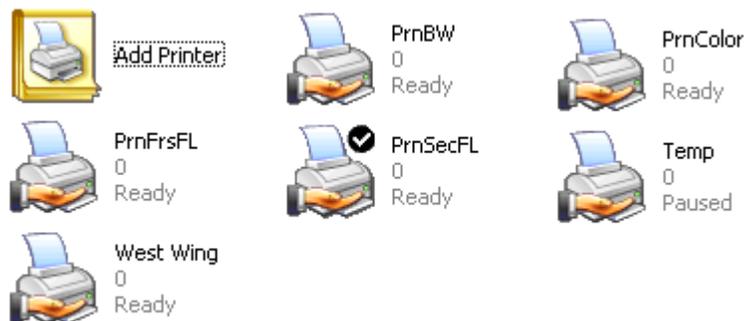
10. Click the  button.
11. In the warning message dialog box that the Print Spooler service must be stopped during file installation, click the  button.
12. In the Select Language dialog box, ensure that **English** is selected and click the  button.
13. In the Printing Support dialog box, ensure that **Windows Printing** (default ) is selected and click the  button.
14. In the Equitrac Express accounting server name dialog box, type the **name** or **IP address** of your partner's server machine, and then click the  button.
15. In the Ready to Install the Program dialog box, click the  button.
16. In the InstallShield Wizard Completed dialog box, click the  button.
17. If a prompt appears to restart the machine, click the  button.

## Connect to the Network Shared Printers on the Server

1. On the server machine on which you installed the Equitrac Express client, start Microsoft Windows Explorer.
2. In the address bar, type the **UNC path** or the **IP address** to your partner's server machine.



3. A list of network printers on your partner's server machine appears.



4. Double-click **PrnBW**; a Connection to .... dialog box appears.



5. Once connected, a spooler window opens; close the window.
6. Repeat the above steps to connect to each of the network printers PrnBW, PrnColor, PrnFrsFL, and PrnSecFL,

**NOTE:** Do **NOT** perform this process on the Temp printer.