



# Instructor Led Training Table of Contents

## Chapter 1

- a) Introduction.....(*Ch1-a-Intro*)
- b) Classroom Scenario ..... (*Ch1-b-Classroom Scenario*)
- c) Product Sales..... (*Ch1-c-Product Sales*)
- d) Overview..... (*Ch1-d-Overview*)
- e) Features In Depth..... (*Ch1-e-Features In Depth*)
- f) How It Works..... (*Ch1-f-How It Works*)
- g) Quiz.....(*Ch1-g-Quiz*)

## Chapter 2

- a) Install Process ..... (*Ch2-a-Install*)
- b) Server and Network Setup .....(*Ch2-b-Server and Network Setup*)
  - Terminology
  - Screen Resolution
  - Host PC Network Information
  - Test the TCP/IP Configuration
- c) Setting up Windows Printer .....(*Ch2-c-Windows Printer*)
  - Create a Windows printer for the classroom MFP
  - Create Virtual Classroom Printers
- d) Install Microsoft SQL Server Express 2005 ..... (*Ch2-d-Install SQLEx*)
- e) Configure Microsoft® SQL Server 2003 .....(*Ch2-e-Configure SQL Server*)
- f) Configure Oracle®.....(*Ch2-f-Configure Oracle*)
- g) Install Equitrac Express or Equitrac Office ..... (*Ch2-g-Install EEEEO*)
  - Create a Local Equitrac Service Account
  - Install Equitrac Express or Equitrac Office
- h) Apply an Equitrac License..... (*Ch2-h-Config License*)
  - Configure Equitrac System Manger
  - License Equitrac Software

- 
- i) Configure Printer Ports .....(*Ch2-i-Configure Devices*)
    - Automatically Convert Printer Ports
    - Test Page Tracking
    - Configure Equitrac to Read the Correct Device Print Language
    - Appendix A
      - ◆ Manually Back Up Your Current Windows Printer Ports
      - ◆ Manually Convert Printer Ports
      - ◆ Restore the Registry and Windows Printer Ports
  - j) Install the Equitrac Windows Client ..... (*Ch2-j-Install Windows Client-EEEE*)
    - Install the Microsoft Windows Client for Equitrac
    - Connect to the Equitrac Network Shared Printers on the Server
  - k) Quiz..... (*Ch2-k-Quiz*)

### **Chapter 3**

- a) Manager Equitrac Accounts.....(*Ch3-a-Equitrac Accounts*)
- b) Create Departments in Equitrac ..... (*Ch3-b-Departments*)
  - Manually Create a Department
  - Enable Department Charging
- c) Create User Accounts in Equitrac ..... (*Ch3-c-Users*)
  - Manually Create an Equitrac User Account
  - Assign a Single User to a Department
  - Unassign a Single User from a Department
  - Assign Multiple Users to the Same Department
  - Unassign Multiple Users from a Department
  - Assign Users to a Different Department
  - Confirm Department Membership
- d) Create Billing Codes in Equitrac .....(*Ch3-d-BillingCodes*)
  - Create a Billing Code
  - Use a Script to Create Additional Billing Codes
  - Enable How Billing Codes Are to Be Used
  - Assign a Billing Code to a User
  - Unassign a Billing Code from a User
  - Copy and Paste Billing Codes to a User or Multiple Users
  - Assign a Billing Code to a Department
  - Unassign a Billing Code from a Department
  - Copy and Paste Billing Codes to a Department or Multiple Departments
- e) Price and Cost Management ..... (*Ch3-e-Pricing and Quotas*)
- f) Pricing ..... (*Ch3-f-Pricing*)
  - Create or Modify a Basic Print/Copy Price List
  - Create an Advanced Price List for a Black and White Printer
  - Create an Advanced Price List for a Color Printer
  - Create a Price List for a Plotter
  - Create a Secondary Basic Price List
  - Configure the Accounting Precision to Three Decimal Places
  - Assign a Default Price List
  - Apply a Price List to a Printer
  - Apply a Price List to a Department
- g) Quotas .....(*Ch3-g-Quotas*)

- 
- Enable the Color Quota Feature
  - Assign a Color Quota to a User
  - Assign a Color Quota to Multiple Users
  - Remove a Color Quota from a User
  - h) Using Rules and Routing ..... (Ch3-h-Rules Routing intro)
  - i) Create Rules and Routes ..... (Ch3-i-Rules Routing)
    - Rule and Rule Sets
    - Enable Secure Printing
    - Create a Rule Set
    - Assign a Rule Set to a Printer
  - j) Schedules, Reports and Permissions..... (Ch3-j-Sched Perm Reports)
  - k) Create Reports..... (Ch3-k-Reports)
    - Create a Report
    - Email a Report
    - Export a Report
    - Customize a Report
  - l) Create a Scheduled Task..... (Ch3-l-Schedules)
    - Schedule a Color Quota Reset
    - Configure Email Options for Scheduled Reports
    - Schedule a Report
    - Schedule an Account Balance Reset
  - m) Setting Permissions..... (Ch3-m-Setting Permissions)
    - Create a Local Windows Group
    - Configure Access Permission in Equitrac
  - n) Follow You Printing ..... (Ch3-n-Follow You Printing)
    - Configure Secure Printing
    - Define a Custom Group View
    - Assign Printers to a Pull Group
    - Create a Pull Group Using an e-Queue
  - o) Quiz..... (Ch3-o-Quiz)

#### **Chapter 4**

- a) Configure Embedded Devices ..... (Ch4-a-Embedded Devices)
- b) Configuring a PageCounter Terminal ..... (Ch4-b-Setup PageCounter)
  - Configure a PageCounter Terminal
  - Assign a PageCounter Terminal to a Printer
- c) Quiz..... (Ch4-c-Quiz)

**Chapter 5**

- a) Troubleshooting ..... (Ch5-a-Troubleshooting)
- b) Troubleshoot Networks..... (Ch5-b-Troubleshooting Networks)
  - Are the Link Lights Lit?
  - Arp
  - Netstat
  - IPconfig
  - Ping
  - Tracert
  - Nslookup
  - Telnet
  - Port Scanning (Firewalls) Using NirSoft CurrPorts
- c) Troubleshoot Equitrac Express and Equitrac Office ..... (Ch5-c-Troubleshooting EEEO)
  - Notify Users of Problems
  - Display System Messages
  - Verify What Equitrac Software Is Installed
  - Verify What Equitrac Services Are Running
  - Verify User ID and the Attributes Assigned to the User
  - Verify Equitrac Permissions
  - Verify the Windows Group Membership of the User ID Under Which the Equitrac Service Is Logged In As
  - Verify Rules
  - Enable Equitrac Logging
- d) Troubleshoot Windows ..... (Ch5-d-Troubleshooting Windows)
  - Start, Stop and Restart Services
  - Change the Location of the Print Spooler Folder
  - Review System Performance
  - Review Error Messages in the Event Viewer
  - Check the Free Space on the Hard Drive
  - Configure the Windows Firewall
  - Set Printer Permissions
- e) Quiz..... (Ch5-e-Quiz)