

Equitrac

Frequently Asked Questions

What are the function keys on the Equitrac Terminals and how might I use them?

Directly below the display on the Equitrac terminals are three oval function key buttons labeled F1, F2 and F3. On the bottom line of the display are the corresponding actions that go with the function key below it.

For example, as soon as you start entering your User ID into the terminal the bottom line of the display reads:

CANCEL INT SPCODE

You can press F1 (which is directly below the word CANCEL on the display) to cancel your User ID entry.

If I want to make photocopies for more than one matter, how can I enter the next client and matter number without having to end my job and reenter my UserID?

Once you have made copies for your first matter it is a simple matter to designate a new client and matter number in Equitrac without having to reenter your User ID. When you are finished with the copies for the first matter and you want to designate the next matter for Equitrac take these steps:

- Press F3 (for MORE)
- Press F1 (for NEXT)
- Enter the net client number and matter number.

What if I want to be courteous and let someone interrupt my job to make a couple quick copies? Do I have to end my Equitrac transaction and then reenter my numbers when they are finished?

Equitrac has a feature so you can interrupt your Equitrac tracking and let someone else go ahead with a few copies and it will remember your numbers so you don't have to rekey them. To interrupt your job:

- Press F2 (for INT)
- The next user can now enter their User ID, client and matter numbers.
- When they are done press END just as you would for any Equitrac transaction
- Equitrac will go back to the original user's ID number, client and matter numbers.

What if I frequently use the same client and matter numbers. Do I have to reenter them every time or can Equitrac remember them for me?

Equitrac has a feature called RECALL that will remember client and matter numbers you have used previously. Here is how it works:

- Enter your 5-digit User ID
- At the prompt for Client number press the RECALL button (it's in the very lower left corner of the terminal)
- The terminal will bring up the last Client number you used on this machine. You now have several options:
 - Use the up and down arrow keys next to the display to scroll through a list of your recently used client numbers.

- Press F2 for GLOBAL to access all client numbers you have entered at any Equitrac terminal (at any of the four machines). You can then use the up and down arrow keys to scroll through this list.
 - Press Enter to accept the client matter once you have selected the one you want to use (the ENTER key is below the number 3 on the keypad).
 - OR press F1 (for CANCEL) if you don't see a number you want to use and want to type in your own client number.
- Once you have entered the client number, the same RECALL features are available for the matter number. Either key in your own matter number or press RECALL to get a list of recently used numbers.