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DENVER PUBLIC SCHOOLS & RICOH USA, INC.

PC

Equitrac Client Installation Guide

RICOH

2018

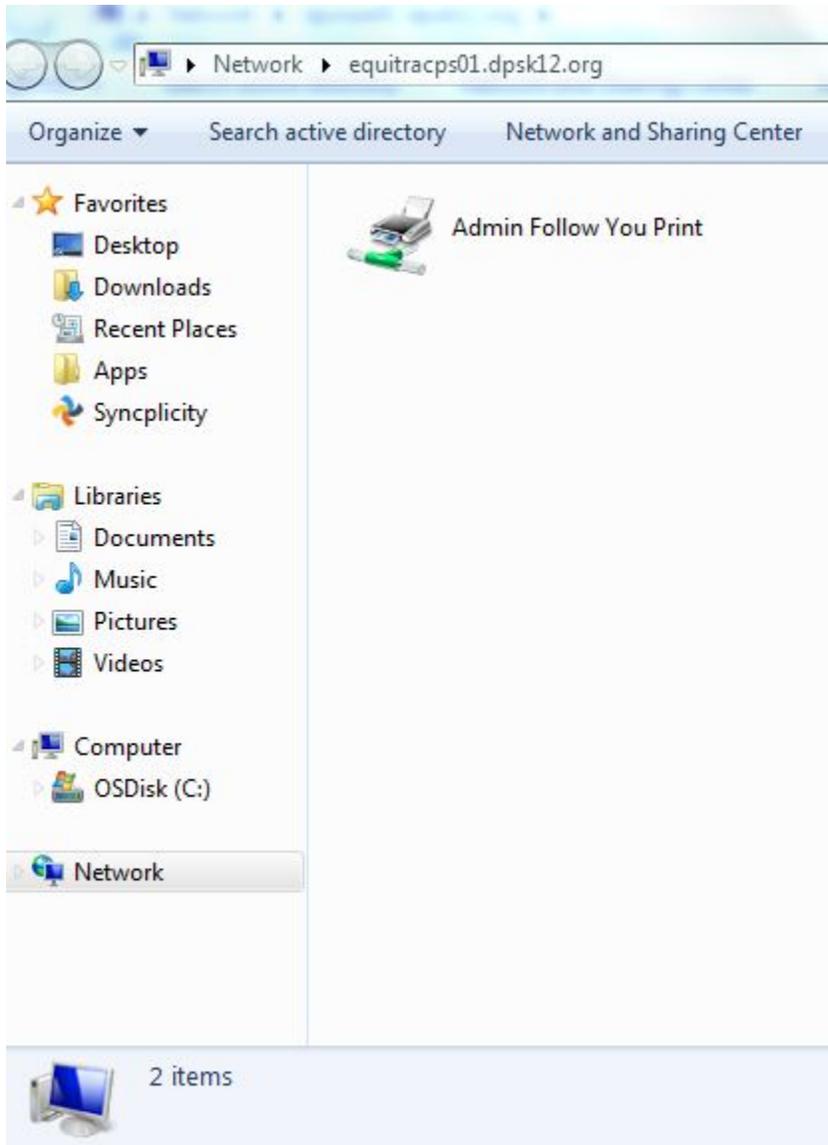
# Equitrac Install Guide for PC

1. Select the start menu icon in the toolbar.

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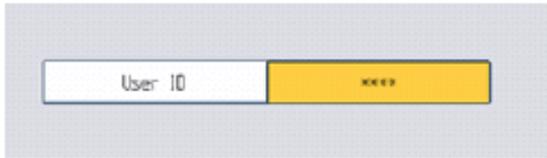


2. In the search field type, [\\equitracps01.dpsk12.org](http://equitracps01.dpsk12.org) and hit enter.
3. Now you will get a login pop up (enter your DPS credentials) and then the following screen below will pop up.



4. Now, double click the “Admin Follow You Print” icon and this will add the printer to your computer.
5. Please set as your default printer by going to your printer and devices in the start menu and then right click on the “Admin Follow You Print” and then select “Set as Default Printer”, you are all done.

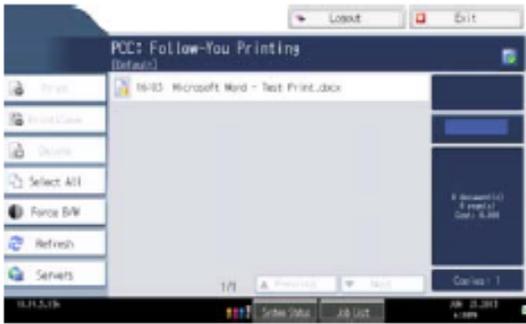
# Retrieve the print job at a Ricoh copy machine



1. Go to the printer and enter your User ID (9 digit employee ID or 5 digit phone extension.)



2. Select Follow-You from the printer's display screen.



3. Select the print job(s) on the display screen. Press Print or the green Start button.



4. Once done printing, press the Logout button from the upper right hand corner of the display screen.