The AStA Copy card

In order to be able to use all the services of the AstA Copyservice, please make sure you get an AstA copy card.

How to get a copy card

Several machines provide copy cards.

Positions:
AStA Copyservice, ME.U.205 Level 4 (library)

4,00 € are charged in advance and will be refunded when handing back the copy card. The rest of your money will be put on your card.

Examples:
If you put a 5€-note in the machine: 4,00 € refund money + 1,00 € credit
If you put a 10€-note in the machine: 4,00 € refund money + 6,00 € credit

Top up your credit

Please use a note that you want as credit on your card. The machine does not provide any change.

Returning the copy card

To return your copy card and get your refund, please bring it to the AStA Copyservice. Refund includes 4,00€ only. The credit that’s left on the card will not be refunded. Please make sure you have used up all your credit.

How to log in:

1. Please place your card on the card reader.
2. Please enter your pin code to the number pad on the right. To confirm your pin code, press the #-button.

Print, copy, scan:

Please choose from the following options on the left:
- Copy (Kopieren)
- Print (Drucken)
- Scan (Scannen)

Copy:

Once you have logged in on the machine, please choose the option Kopieren (copy) on the left. You will see the copy mode on the screen. You can now choose several options for different copy settings. Choose the option you want and press the big green button on the right.

Print:

Once you have logged in on the machine, please choose the option Drucken (print) on the left. You will now see the print jobs on the display. They are highlighted in blue. Use your finger to choose which print jobs you want to print out. Selected print jobs will be highlighted in yellow. Once you have highlighted those jobs you want to print out, please press the button Drucken (print) on the right. You can also delete print jobs from your card when they are highlighted in yellow. Please press the button Löschen (delete) if you want to delete a job form your card.

Scan:

Once you have logged in on the machine, please choose the option Scannen (scan) on the left. You will see a folder named Scan to me on the display. Please choose this folder. Now you can choose whether you want to scan in colour or black/white on the left of the display. Please place the documents you want to scan on the glass of the printer. Start scanning by pressing the big green button on the right. To finish your scan press the #-button. Now use one of the computers to work with your scan (www.copycard.upb.de). Type in the details from your copy card and you will find your scans.
Internet account:  
http://copycard.upb.de

To log in, type in the details from your copy card (SN and PIN).

Displays credit of your card
Displays print jobs before they have been printed
Scans can be downloaded (within 72 hours)

Tutorial
How to use our machines

Printing on the AstA-printers from your notebook

You can’t be bothered to wait for a free computer?

We have a simple solution: install the AstA copyclient on your notebook.

Download from www.asta-copyservice.de
For help, please go to the Notebook-Café.

Contact information:

ME.U.205  
Warburger Str. 100  
D-3398 Paderborn  

Tel. 05251 60-3178  
Fax 05251-60-3703  
info@asta-copyservice.de  
www.asta-copyservice.de

Location of machines

<table>
<thead>
<tr>
<th>AstA Copyservice</th>
<th>ME.U.205</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>Level 2</td>
</tr>
<tr>
<td>Building P</td>
<td>Level 4</td>
</tr>
<tr>
<td>Building N</td>
<td>P1.2.11.4</td>
</tr>
<tr>
<td>HNI</td>
<td>N5 IMT-Poolraum</td>
</tr>
<tr>
<td></td>
<td>F0 near the elevators</td>
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Tutorial
How to use our machines

print | copy | scan

Teuflisch gut!