ASTA COPYSERVICE

> The AStA CopyClient App is **NOT** used anymore. You need to create a **NEW** account using this guide!

## Instructions for the UTAX Print app and the new printers in the self-service area

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### IMPORTANT

- **To print and use the webpage or the APP you MUST be in the university's WLAN network! (VPN possible).**
- **An account is required for printing via the printers in the self-service area.**

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### Quick Guide: New Account and log in

Open Browser:

- Go to asta-print.upb.de

Create an new account:

- Select „Neues Konto"
- Register

Receive PIN:

- An 8-digit PIN will be automatically sent to your Mail address
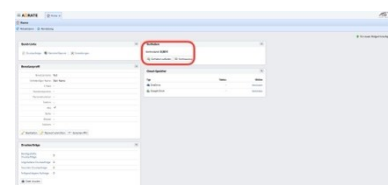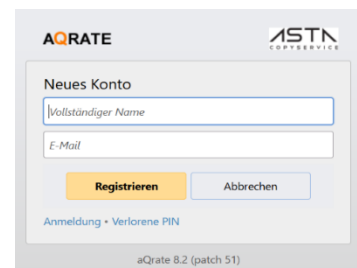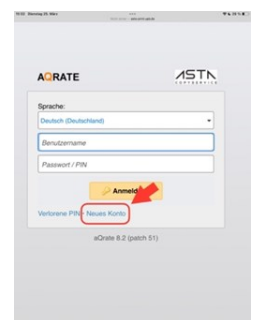- **Make sure to note down this PIN, you will need it soon!**

Log in:

- Username (Benutzername): Your E-Mail address you used for registration

  PIN: The 8-digit PIN received by Mail

Top-up your credit:

- Directly via PayPal
- In person at our service centre with cash or card

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### Top-up using PayPal on iOS devices (Apple devices)

Safari (the browser on Apple devices) blocks pop-ups by default, so the corresponding settings must be changed. To do this, proceed as follows:

- Open the general device settings (app) on your mobile phone
- Find the corresponding app for your browser there (i.e. Safari, duckduck or similar)

  Pop-Ups blockieren

- Deactivate the blocking of pop-ups → PayPal is now working on asta-print.upb.de

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**Optional Cloud connection:**

Go to „Cloud-Speicher".

- Select OneDrive or Google Drive and follow the instructions.



- Once successfully connected, you will have direct access to your documents from your cloud.
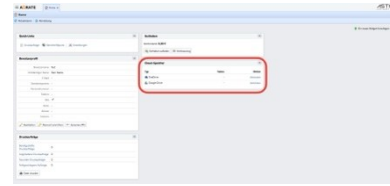
**Quick guide to printing, copying & scanning:**

- **Log in:**
    - ○ Log in with your login details at asta-print.upb.de

- **Top up credit:**
    - ○ Go to „Guthaben aufladen" and top up your credit via PayPal.

- **Create print job:**
    - ○ Go to „Datei drucken".
    - ○ Select a file you want to print and upload it with your desired print settings.

- **Print:**
    - ○ Go to one oft he printers.
    - ○ Log in using your 8-digit PIN.
    - ○ Decide whether you want to:
        - ▪ **„Print all" (Drucke alles):** All uploaded files are printed immediately.
        - ▪ **„My print jobs" (Meine Druckaufträge):** Select and print individual uploaded files.

- **Copy & scan:**
    - ○ Make copies (also for ID cards [ID card, passport, health insurance card, etc.]).
    - ○ Scan documents directly to your email address or to your connected drive.


**Setting up the print app:**

1. Go to asta-print.upb.de
2. Log in using your login details.
3. Create a password. (From now on, you can also use this to log in to the asta-print.upb.de website together with your username instead of the 8-digit PIN) **You will still need the 8-digit PIN to log in to the printer.**
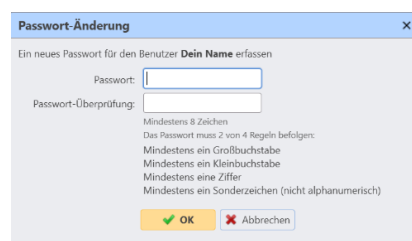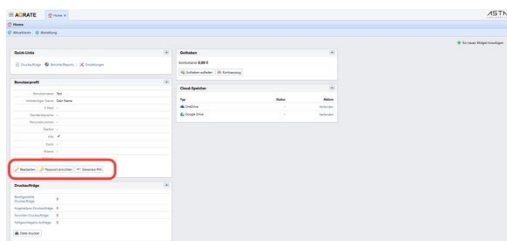
4. Now you can also connect your aQrate account to the UTAX Print app.

- Download the TA/UTAX Print app from the Appstore

- Open the app and go to Settings (gear wheel at the bottom right)

- The print settings will open, scroll to the bottom and select aQrate**Server:** asta-print.upb.de

    o **Anschluss:** 9094

    o **Login-Benutzername:** Your user name

    o **Kennwort:** Your newly assigned password

- Activate the **aQrate** slider and save with "Fertig"
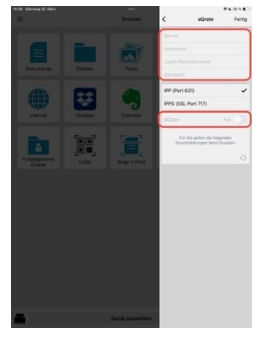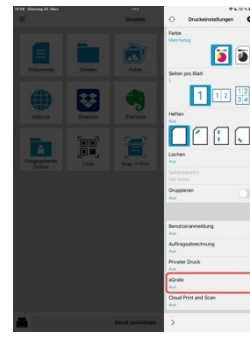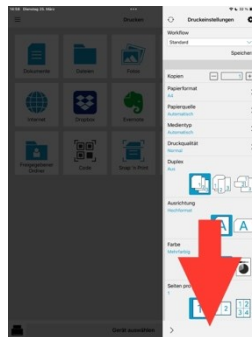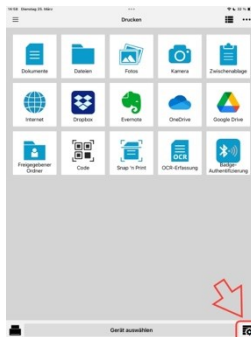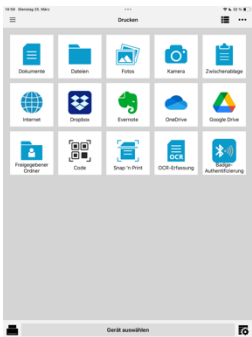


- **Select Printer:**

    o Select a printer at the bottom centre of the app home screen
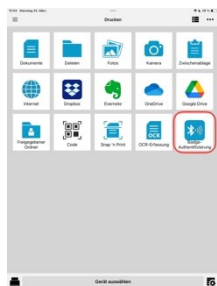
    o Always select **Follow Me**

**Quick Guide – UTAX Print App & printer:**

1. **Initial setup on the printer:**

- Log in to the printer with your 8-digit PIN the first time you use the printer.

2. **Badge-Authentication:**

- Open the menu item 'Badge authentication' in the UTAX Print app on your mobile phone and select 'ID card registration' on the printer..

- Hold your mobile phone (or alternatively an NFC-enabled device such as a DeliCard/city campus card) up to the printer sensor to deposit it.

- In future, you will only need to hold the device in front of you - no PIN entry required.

- On your mobile phone, you must have 'badge authentication' open in the UTAX Print app in order to log in to the device with your mobile phone.

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C O P Y S E R V I C E

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3. **Print jobs via the App:**

- Control your print jobs and upload files from your mobile phone (GoogleDrive, OneDrive - Cloud must be set to www.asta-print.de in advance, but can then also be used via the app).

- Edit print settings (colour printing/black and white, single or double-sided, number of copies, etc.) in the app.

- **Note: You must specify the page range you want to print in the app beforehand; it can no longer be changed on the printer.** (Example: you have a document with 20 pages and only want to print pages 1-7).

4. **Costs & billing:**

- The printing costs are automatically deducted from your account.

5. **Cancel your print**:

- If you want to cancel printing, log out using the lock symbol.

- You will only be charged for what has already been printed; to continue, you must upload the job again.

**Alternative per Mail:**

- Send your documents to **asta-cps@mail.upb.de** (**be sure to use the same email address that you entered on asta-print.upb.de**).

- By default, prints sent by email are printed on one side and in colour.

- Use the following hashtags in the subject line for other printing instructions when printing by email:

  o For colour printing: #farbe

  o For b/w printing: #mono

  o For single-sided printing: #simplex

  o For double-sided printing: #duplex

- After logging in to the printer, your sent jobs will appear automatically and you can start printing.