Registering your AIT student card on the Print Photocopying and scan system (MFD: Print, Photocopier or Scan device)

AIT provides students with facilities to print documents, photocopy documents and scan documents. This service has been upgraded for the academic year 21/22. As a result, existing and new students have to register their student cards with the printing system. These instructions describe how to do this.

Option 1:   Use an activation code

To use this method, follow these instructions.

1. Login to an AIT computer.
2. Send a document to the printer (the printing system). See separate instructions on the Student learning Portal page of the AIT website if you need assistance with this. https://www.ait.ie/life-at-ait/campus-services/student-learning-portal
3. When a student sends a document to the printing system for the first time, this will trigger an email to be sent to the student's email account, containing an activation code, similar to the email show below, **do not delete this email.**
4. Make a note of the activation code.

From: Safe Q
Sent: 03 September 2021 11:15
To: AXXXXXXXX <AXXXXXXXX@student.ait.ie>
Subject: New Card Activation Code

New Card Activation Code has been generated. Use this code at nearest YSoft SafeQ 6 terminal to assign your card to your Ysoft SafeQ 6 account.
Card Activation Code: XXXXXX

This message has been sent by YSoft SafeQ 6.

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5. Go to a student printer and swipe you card on the card reader at a Multifunctional Device (MFD: Printer/Copier)

6. You will then see the screen below
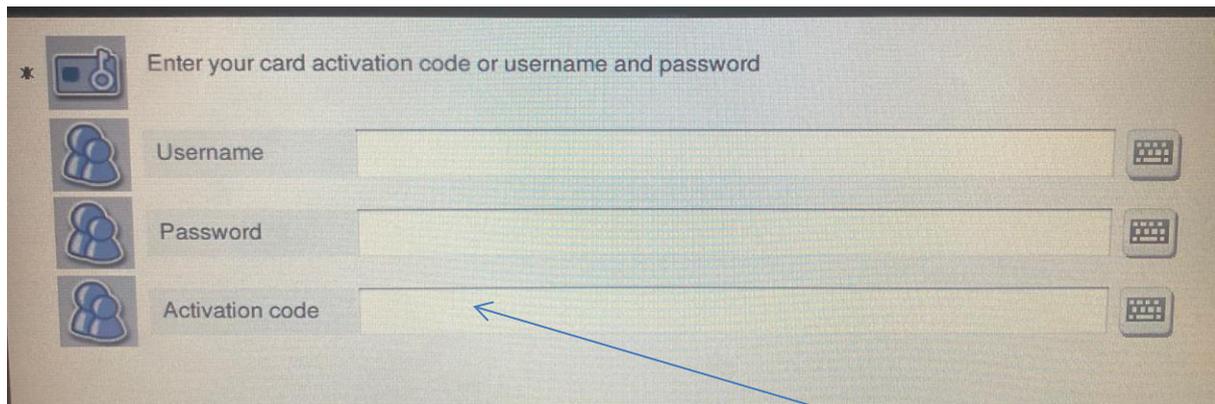
1. Enter the activation code on the printer that was in the email above.
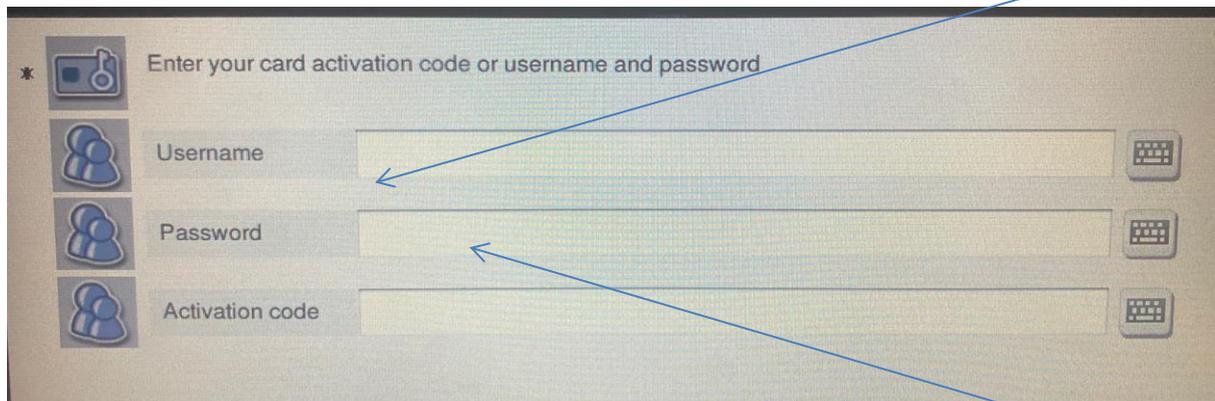2. Press OK

If you cannot get you card to work go to Open Access for assistance

Option 2: Manually register your AIT student card with the printing service

1. Swipe you card on the card reader at a Multifunctional Device (MFD: Printer/Copier)

2. You will then see the screen below

3. Type in your username (your computer login\ email address without @ait.ie)
4. Press OK
5. Press Password
6. Type in your password (your computer\ email password)
7. Press OK
8. If you have entered the details correctly you will then be logged in to the photocopier

Note: If you need an uppercase or any symbol you don't see on the keyboard press the Shift button (see below)

6 Sept 21