

PaperCut - Adding Top-Up Value

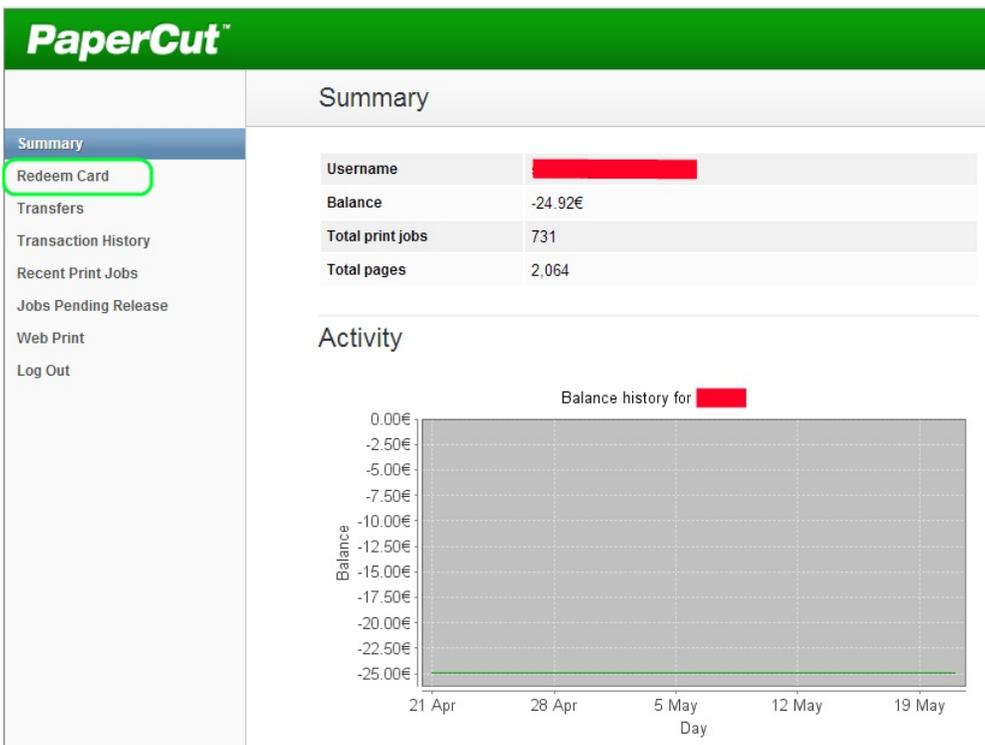
1. The library sells top-up cards (not Karamalmi common library) with a code printed on them. The prices of top-up cards are laid out in the [price chart](#).
2. Start the web browser and go to <http://print.metropolia.fi>. If you receive a certificate warning, look for instructions here: [Accepting the web browser certificate](#).
3. Log in to the system using your Metropolia user ID (Tuubi username)



The image shows the login page for Metropolia's Single Sign-on Service. It features a dark grey header with the Metropolia logo (a stylized orange and red 'M') and the text 'Metropolia Single Sign-on Service'. Below the header is an orange background with two white input fields: 'Username' and 'Password'. A 'LOGIN' button is located below the input fields.

LOGIN

4. Select "Redeem Card" in the left panel

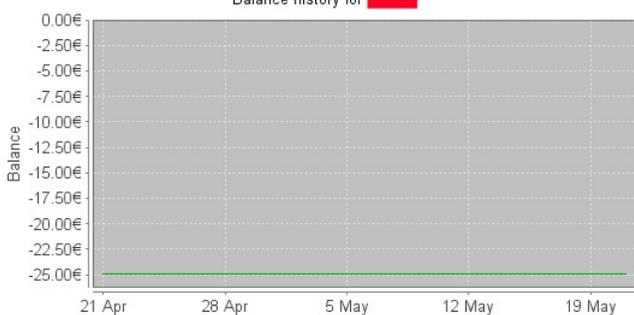


The image shows the PaperCut user interface. The top navigation bar is green with the 'PaperCut' logo. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Summary' section with a 'Redeem Card' button highlighted in green. The main panel displays the account summary for a user with a redacted name. Below the summary is an 'Activity' section with a line graph titled 'Balance history for [redacted]'. The graph shows a constant balance of -24.92€ from April 21st to May 19th.

| Summary | |
|------------------|------------|
| Username | [redacted] |
| Balance | -24.92€ |
| Total print jobs | 731 |
| Total pages | 2,064 |

Activity

Balance history for [redacted]



The graph shows a constant balance of -24.92€ over time. The y-axis is labeled 'Balance' and ranges from 0.00€ to -25.00€ in increments of 2.50€. The x-axis is labeled 'Day' and shows dates from 21 Apr to 19 May.

5. Type the code printed on the top-up card in the "Card number" field and click on the grey "Redeem Card" button. If you receive the message that the code has already been activated or is in use, check "Summary" as instructed in item 8. The value may already have been added to your account.

Redeem Card

Enter the Card number and press the "Redeem Card" button to redeem.

NOTE: All requests to redeem cards are logged.

Card number

P-TEST1-2282-2153-7838-9265

Redeem Card

6. When the value has been added to your account, the screen displays the message: "The value associated with this card has been successfully applied to your account."

 The value associated with this card has been successfully applied to your account.

Redeem Card

7. Select "Summary" in the upper left corner of the page to check the value. The value is shown in the middle of the screen under your user ID.



The screenshot shows the PaperCut interface. At the top is a green header with the PaperCut logo. Below it is a navigation menu on the left with options: Summary (highlighted), Redeem Card, Transfers, Transaction History, Recent Print Jobs, and Jobs Pending Release. The main content area is titled "Summary" and contains a table with the following data:

| | |
|------------------|------------|
| Username | [Redacted] |
| Balance | -23.92€ |
| Total print jobs | 731 |
| Total pages | 2,064 |

8. Remember to log out by selecting "Log out" in the left panel.

[PaperCut - Arvoliput selaimella](#)