

PaperCut - Adding Top-Up Value

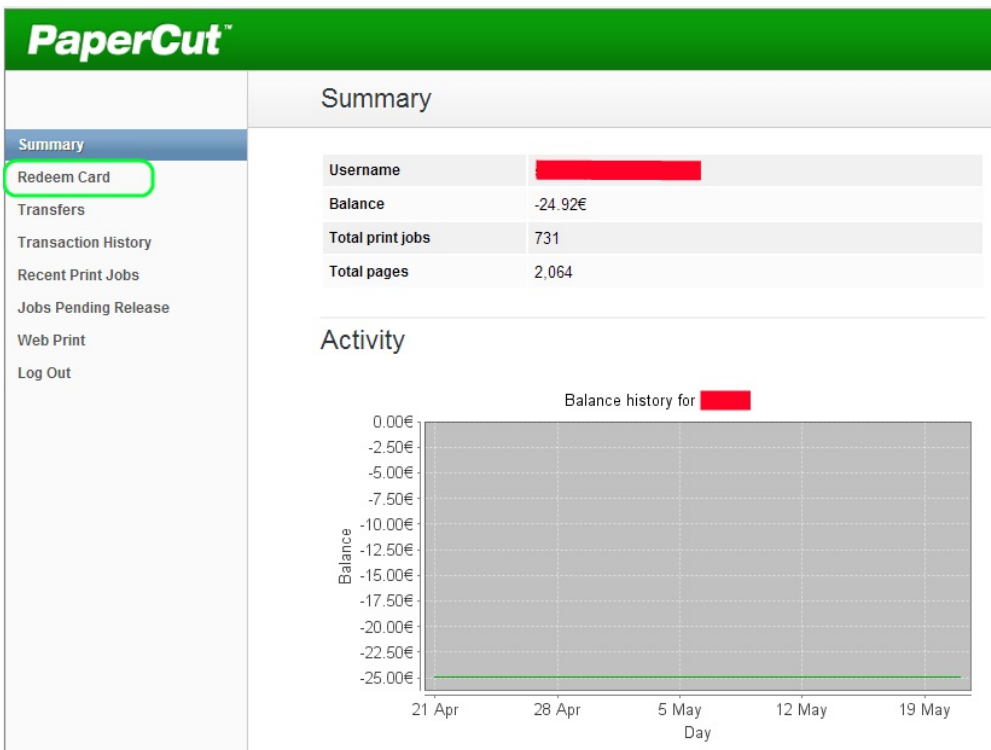
1. The library sells top-up cards (not Karamalmi common library) with a code printed on them. The prices of top-up cards are laid out in the [price chart](#).
2. Start the web browser and go to <http://print.metropolia.fi>. If you receive a certificate warning, look for instructions here: [Accepting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



The login page features the Metropolia logo (a stylized orange 'M') and the text 'Metropolia Single Sign-on Service'. Below this, there are two input fields: 'Username' and 'Password', each with a white text box on an orange background.

LOGIN

4. Select "Redeem Card" in the left panel

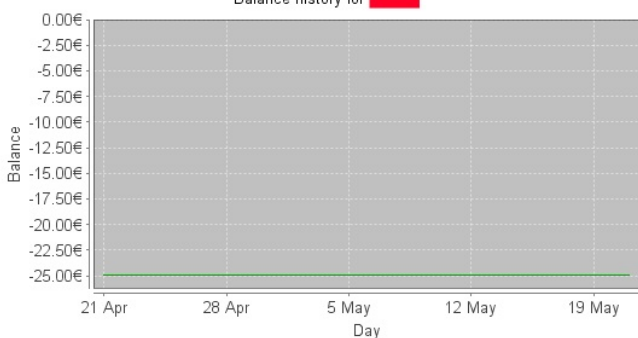


The PaperCut interface shows a green header with the 'PaperCut' logo. On the left is a navigation menu with 'Summary' selected and 'Redeem Card' highlighted with a green box. The main area is titled 'Summary' and contains a table of account details and a balance history chart.

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

Activity

Balance history for [REDACTED]



The chart shows a flat line at -24.92€ from April 21 to May 19. The y-axis is labeled 'Balance' and ranges from 0.00€ to -25.00€ in 2.50€ increments. The x-axis is labeled 'Day' and shows dates: 21 Apr, 28 Apr, 5 May, 12 May, 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.

PaperCut™

	Summary
Summary	
Redeem Card	Username [REDACTED]
Transfers	Balance -23.92€
Transaction History	Total print jobs 731
Recent Print Jobs	Total pages 2,064
Jobs Pending Release	

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

[PaperCut - Arvoliput selaimella](#)