Using the Top-up Unit
Adding credit to your account for printing and photocopying

**Touch Screen**
Follow the on-screen instructions
Touch an icon to activate it
Now log in

**Logging In**
Touch in or log in manually
Choose the correct icon to do so
(See over for full details)

**Using Notes**
Feed a note into the slot
**NB: No change is given**
The Change Unit is near the Issue Desk

**Card Reader**
Birkbeck students and staff can touch in
**ALL** users can log in manually
(See over for full details)

**No User Name or Password?**
Ask at the Help Desk
You will also need these for copying

**Using Coins**
Feed coins into the top slot
**The unit takes £1 and £2 coins**
The Change Unit is near the Issue Desk

**Alternative Top-up Unit**
There is a similar unit you can also use
This is located on the Ground Floor
Find it near My Birkbeck

**Other Ways to Top-up**
Visit the Birkbeck Student Shop
This is located in the basement
Or visit IT Services online
Pay with a card - £5 minimum
Using the Touch Screen

**Touch In**
Select the “Gold Chip” icon
The icon turns green when active
The Green Arrow appears next to it

**Put Card to Reader**
Touch your card to the Target
You should now see your account details

**Log In**
Birkbeck students and staff can touch in
Other users should log in manually
**ALL** users can log in manually

**Add Coins or Notes**
The unit takes £1 and £2 coins
The Change Unit is near the Issue Desk
The whole note will be added as credit
(No change is given)

**Log Out**
Touch the Grey Tick Button to finish

**Manual Log In**
Select the “Blue Man” icon
The icon turns green when active
The Green Arrow appears next to it

**User Name & Password**
Use the keyboard to enter your User Name
Touch the Password box to activate it
Enter your Password and touch Login

**Using the Keyboard**
User Name & Password are case sensitive
Touch the keys to activate them

**Red Cancel Button**
This button will also log you out
It will dim once you add any credit
After that log out as above

**Forgotten Your Card?**
Log in manually (see right)

**Affiliate from another University?**
Log in manually (see right)

**Without a User Name & Password?**
Ask at the Help Desk