

Topping Up

Birkbeck students and staff can now use the Card Reader to swipe in for topping up

You will first need to **REGISTER** your Birkbeck card

Once your card has been registered simply swipe in - no need to Log In each time

Other users (unregistered or forgotten cards & visitors) should Log In as below

Visitors will need to collect a User Name & Password from the Help Desk

TO REGISTER

Touch your Birkbeck card to the card reader - Type in **Y** when prompted to
Type in your ITS **User Name** then press **Enter** - Type in your **Password** then press **Enter**

Press the silver **Finish** button - your card is now registered

Next time you wish to top up simply Touch In, Add Credit, Press Finish

Other Users Top Up

Using the keypad below, type in your ITS

User Name

Press the Enter key, then type in your ITS

Password

Press Enter - your balance is shown

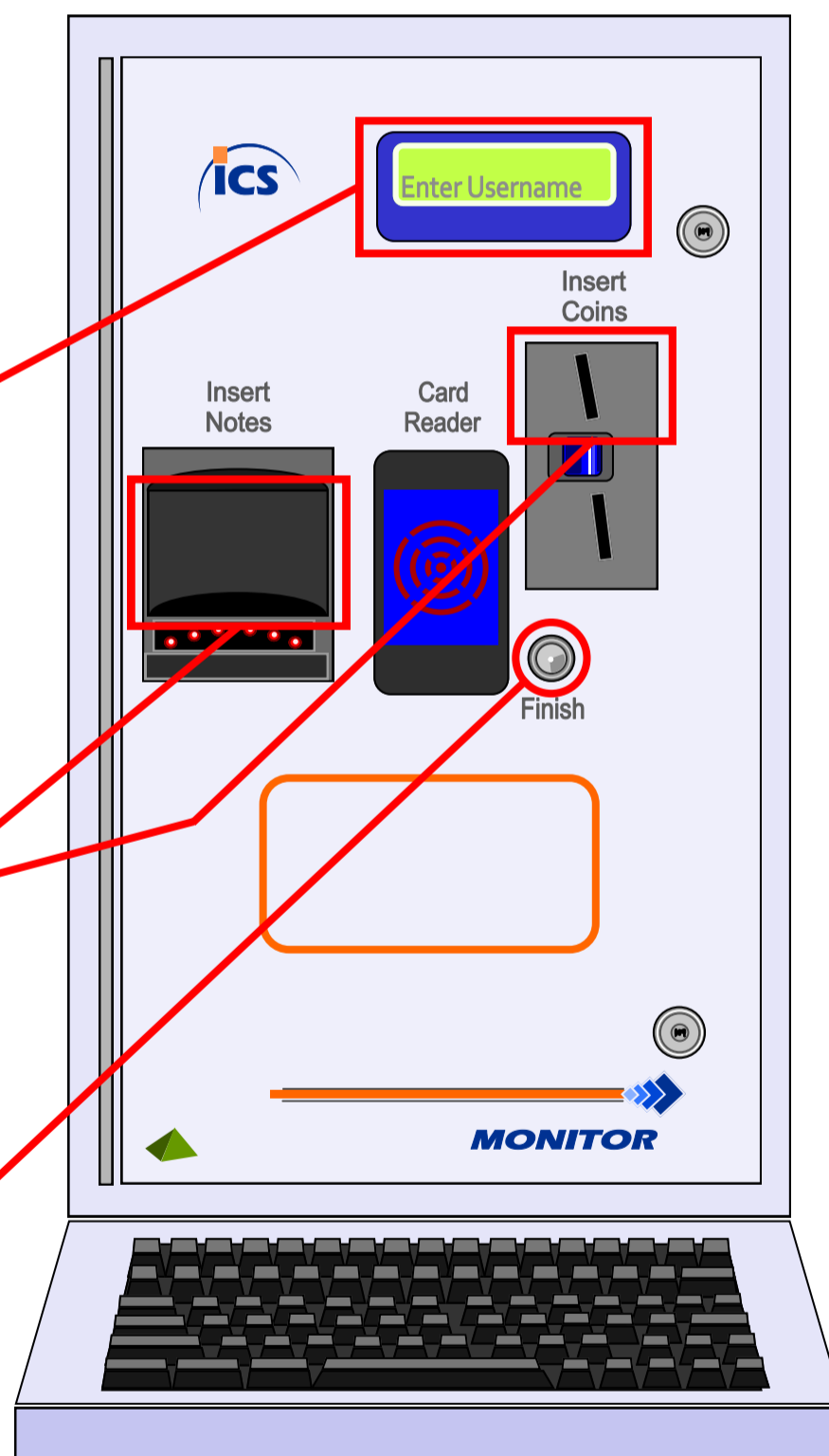
Add credit to your account by inserting

Notes or Coins

but you should avoid using soiled or damaged notes
and remember that no change is given

And finally, log off by pressing the silver button to

Finish



The Topping Up unit is with the main photocopier bank on Level 1

You can also add credit to your printing and copying account by:

Visiting the IT Services Help Desk, located on the Ground Level opposite the Issue Desk

Going online to the IT Services page at this address:

<http://www.bbk.ac.uk/its/printing>