Guidelines On How To Use Pre-paid Cards To Top-Up Your Print Quota
To use a pre-paid card to top up your print quota:

1. Purchase a card from the Finance Department located at ADM building, General Office, level 3.

2. Two methods to access the user login page:

   **Method 1:**

   a) Your current account balance will be displayed via a popup window, located on the top right corner, which automatically runs upon logon. (See in Figure 1).

   ![Figure 1: User Account Balance](image)

   b) Click the Details... link shown in Figure 2. The web browser will open.

   ![Figure 2: Details link under User Account Balance](image)

   c) Enter your username and password and click Login. (See Figure 3)

   ![Figure 3: Papercut NG User Login Page](image)

   d) After logging in, your account status would be displayed.

   **Method 2:**

   To access the user pages directly via a web browser:
a) Open a standard web browser.

b) Upon entering the URL: http://155.69.61.1:9191/user, the login screen will appear. (See Figure 4 below)

c) Enter your username and password and click Login. (See in Figure 5)

d) After logging in, your account status would be displayed.
3. Click on the **Use Card** link located at the left-sided navigation bar shown below in Figure 6.

![Use Card Figure 6](image6)

4. Enter the **Card Number** in the **Card Number** box and press **Use Card**.

![Use Card Figure 7](image7)

*Figure 7: Using a Card*
5. If the card’s number is valid, the credit listed on the card will be transferred to your account (See Figure 8) and this will be recorded in your transaction history, shown in Figure 9. Each card can only be used once.

![Figure 8: Transfer of Card Value to User Account](image1)

![Figure 9: User’s Transaction History](image2)