

Copy card activation

If your copy card is lost, contact [Helpdesk](#) immediately. Helpdesk deactivates your card so that the finder cannot use it.

To use multifunction devices you need a copy card. Copy card helps to you authenticat quickly at the device. It does not itself contain the credit.

Many RFID cards can be used to authenticate at multifunction devices. Included are:

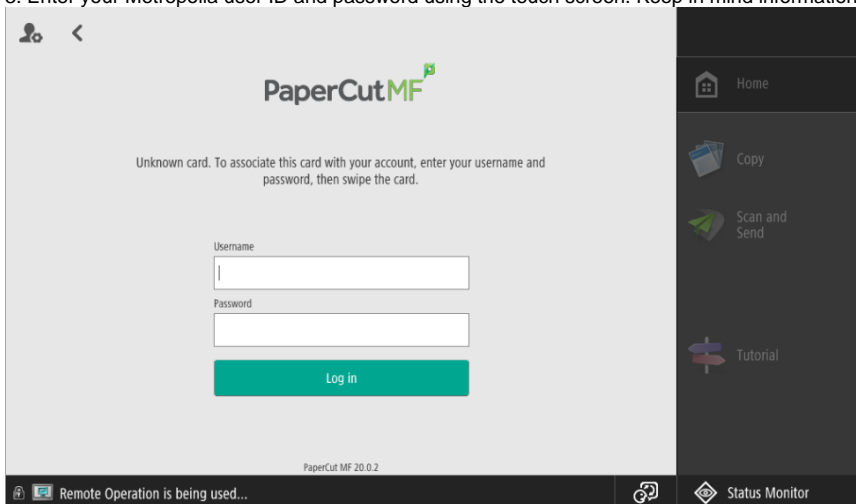
- HSL travel card (The travel credit is not used when copying or printing.)
- Metropolia library card (For external users)
- Metropolia ID card

1. Active your RFID card by associating it with your Metropolia user ID.

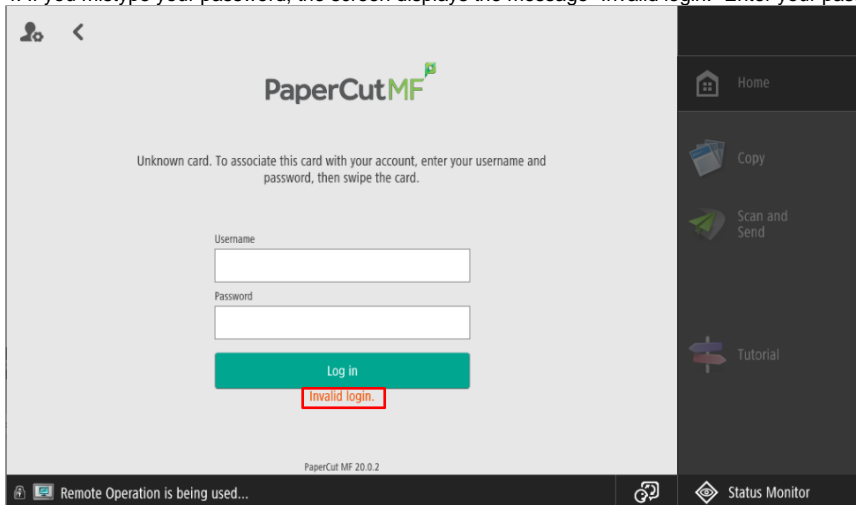
2. Touch the card reader with your copy card.



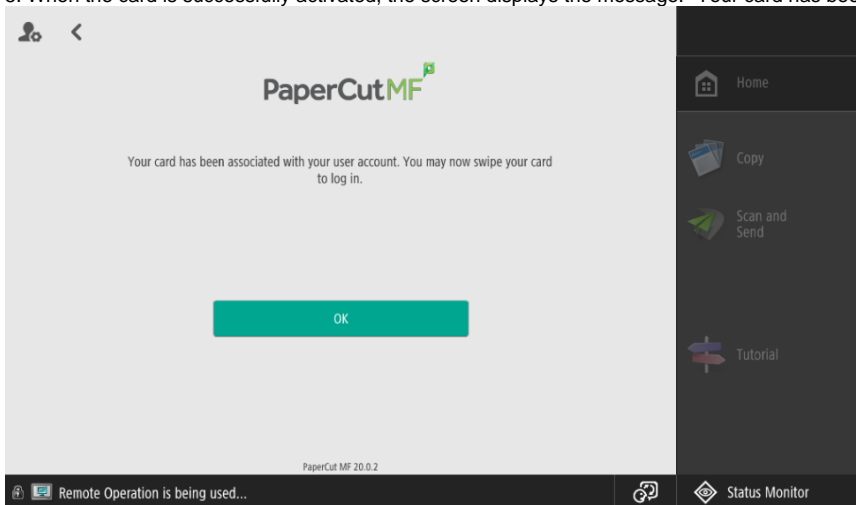
3. Enter your Metropolia user ID and password using the touch screen. Keep in mind information security when entering your information.

A screenshot of the PaperCut MF 20.0.2 login interface. The screen is divided into two main sections. The left section has a light gray background and contains the PaperCut MF logo at the top. Below the logo, it says 'Unknown card. To associate this card with your account, enter your username and password, then swipe the card.' There are two input fields: 'Username' and 'Password'. Below these fields is a green 'Log in' button. The right section is a dark gray sidebar with a vertical list of icons and labels: 'Home' (house icon), 'Copy' (stack of papers icon), 'Scan and Send' (scanner icon), and 'Tutorial' (umbrella icon). At the bottom of the screen, there is a status bar with a lock icon, the text 'Remote Operation is being used...', a status monitor icon, and the text 'Status Monitor'. The version number 'PaperCut MF 20.0.2' is also visible in the bottom left corner of the main area.

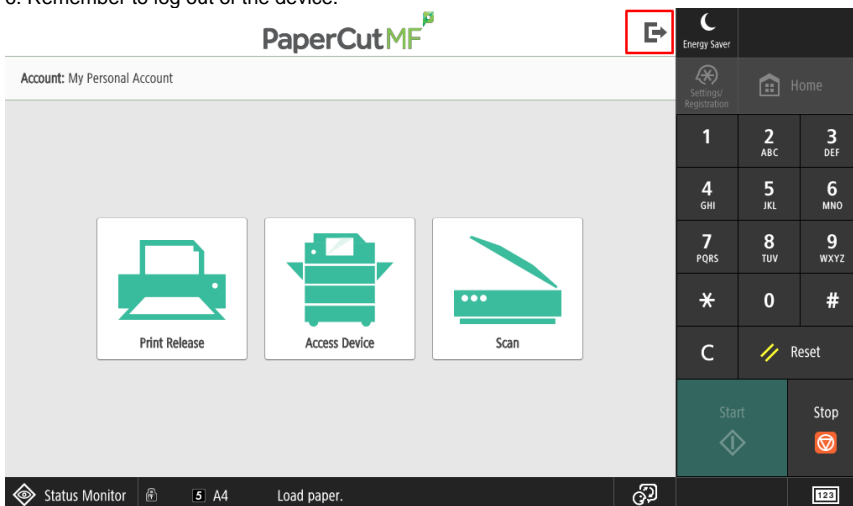
4. If you mistype your password, the screen displays the message "Invalid login." Enter your password again.



5. When the card is successfully activated, the screen displays the message: "Your card has been associated with your user account."



6. Remember to log out of the device.



7. Your copy card is now activated and associated with your Metropolia user ID.

[Kopiokortin käyttöönnotto](#)