

Account CSI

Recharge printout credit

Access credentials

Account CSI

Contact persons

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Printing and copying

At the beginning of the academic year, each PRE and SUM student is assigned 1000 (one thousand) copies to their accounts (including copies and printouts, single or double-sided). Once the limit has been exceeded, further prints must be purchased.

Procedure

1. Go to the accounting department to pay the refill fee.
2. Once the fee has been paid, you receive a ticket with an activation code.
1. From a browser, go to:
<https://papercut.conservatorio.ch:9192/app?service=page/UserTopUpCards>
3. Enter your CSI Account credentials and login
4. Click on the "Redeem card" item in the left-hand menu
5. Enter the code you received in Accounting and click on the "Redeem card" button

At this point, the new printouts are added to your account.

Costs

CHF 10 per 100 prints. Reloads can be made in multiples of CHF 10.