

How to use WebPay

(for copiers/printers at Faculty of Theology. Rev. 3)

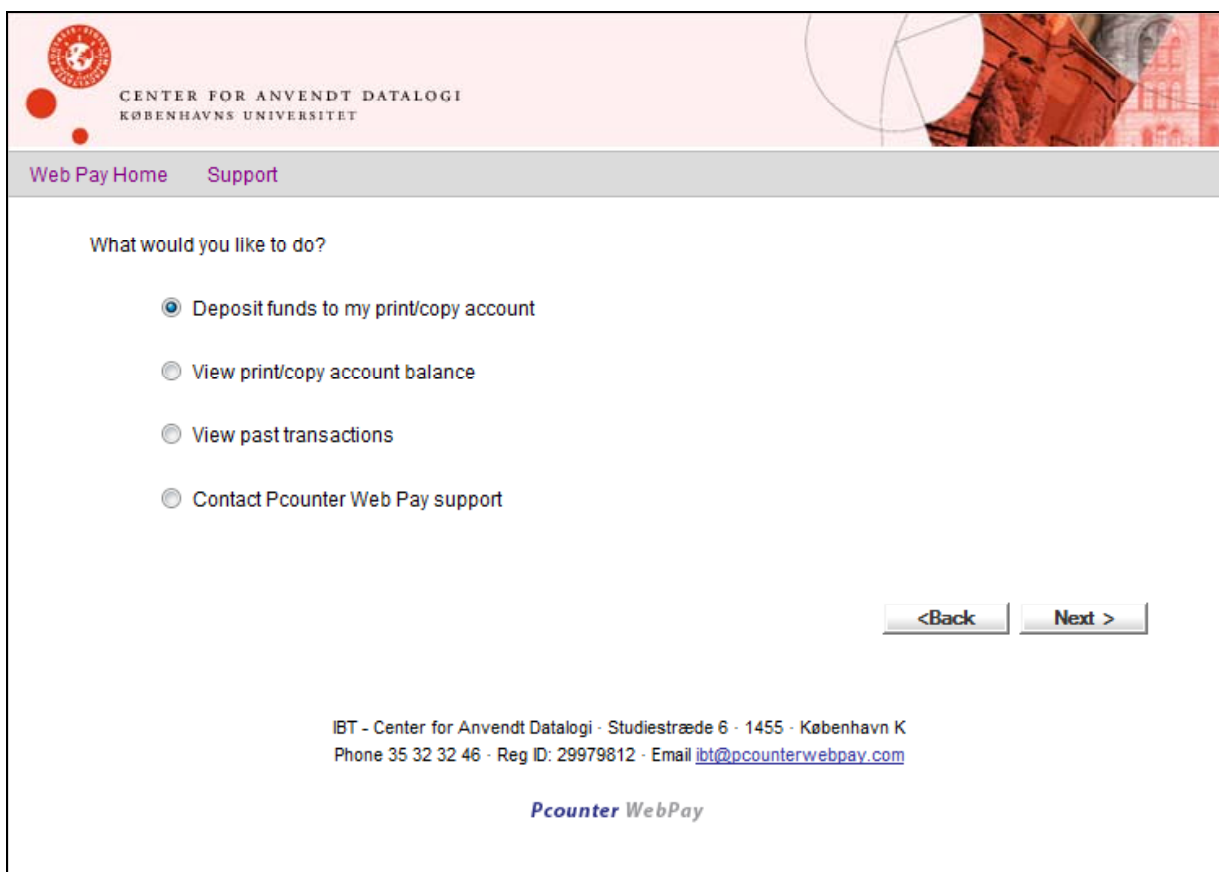
1. Enter this url in a browser: <https://ibt.pcounterwebpay.com/>

Choose language and click **Næste >**:



The screenshot shows the top of the WebPay website. The header includes the logo of the Center for Applied Data Science at the University of Copenhagen and the text "CENTER FOR ANVENDT DATALOGI KØBENHAVNS UNIVERSITET". Below the header, there are two navigation links: "Web Pay Forside" and "Support". The main content area asks the user to "Vælg et sprog fra listen nedenfor:" (Choose a language from the list below:). There are two radio button options: "Dansk" (unselected) and "English" (selected). A "Næste >" button is located on the right side of the page. At the bottom, there is contact information for IBT - Center for Applied Data Science, including the address, phone number, registration ID, and email address. The "Pcounter WebPay" logo is also present at the bottom.

2. Choose "Deposit funds to my print/copy account". Click **Next >**:



The screenshot shows the main menu of the WebPay website. The header is identical to the previous page. Below the header, there are two navigation links: "Web Pay Home" and "Support". The main content area asks the user "What would you like to do?". There are four radio button options: "Deposit funds to my print/copy account" (selected), "View print/copy account balance", "View past transactions", and "Contact Pcounter Web Pay support". There are two buttons at the bottom right: "<Back" and "Next >". At the bottom, there is contact information for IBT - Center for Applied Data Science, including the address, phone number, registration ID, and email address. The "Pcounter WebPay" logo is also present at the bottom.

3. Enter username and password. Click **Next >**:

CENTER FOR ANVENDT DATALOGI
KØBENHAVNS UNIVERSITET

Web Pay Home Support

To log on to your print/copy account, please enter your assigned username and password below.

Kun brugere fra Stud.ibt.ku.dk og Ibt.ku.dk kan indbetale via denne site. Følgende kan **IKKE** indbetale her: lfs-ku.dk.ad (statskundskab), Psyk.ku.dk (Psykologi), Soc.ku.dk (Sociologi), Sund.ku.dk (Det Sundhedsvidenskabelige Fakultet).

Only users from Stud.ibt.ku.dk and Ibt.ku.dk can pay via this site. The following can **NOT** pay here: lfs-ku.dk.ad (statskundskab), Psyk.ku.dk (Psykologi), Soc.ku.dk (Sociologi), Sund.ku.dk (Det Sundhedsvidenskabelige Fakultet).

Username:

Password:

Processing your login may take a few moments.

<Back Next >

IBT - Center for Anvendt Datalogi - Studiestræde 6 - 1455 - København K
Phone 35 32 32 46 - Reg ID: 29979812 - Email ibt@pcounterwebpay.com

Pcounter WebPay

4. Your current balance is displayed at the top of the next page. You can now choose an amount to deposit (from kr. 25 kr. to kr. 500). Make a choice and click **Next >**:

CENTER FOR ANVENDT DATALOGI
KØBENHAVNS UNIVERSITET

Web Pay Home Support

Your current balance is 50,75.

Please choose amount in DKK currency that you would like to deposit to your print/copy account.

Deposit DKK

Minimum amount to deposit: 25,00

25
50
75
100
125
150
175
200
225
250
275
300
325
350
375
400
425
450
475
500


Log Out

<Back Next >

IBT - Center for Anvendt Datalogi - Studiestræde 6 - 1455 - København K
Phone 35 32 32 46 - Reg ID: 29979812 - Email ibt@pcounterwebpay.com

Pcounter WebPay

5. Enter you e-mail address in the empty space on the left side of the page . A receipt will be sent to the entered mail address. Click **Next >**:



CENTER FOR ANVENDT DATALOGI
KØBENHAVNS UNIVERSITET

Web Pay Home Support Log Out

Please confirm your order below.

Purchase	Price	Qty	Total
Deposit to print/copy account	25,00	1	25,00 [remove]
Total Before Tax:			25,00 DKK
Tax:			0,00 DKK
Your order total:			25,00 DKK

To receive a receipt for your purchase, please enter your email address in the field below.

Your email:






By continuing with this order, it is assumed the buyer has read and accepted our terms of sale.
[View the terms \(opens in a new window\).](#)

IBT - Center for Anvendt Datalogi - Studiestræde 6 - 1455 - København K
Phone 35 32 32 46 - Reg ID: 29979812 - Email ibt@pcounterwebpay.com

Pcounter WebPay

6. Enter you credit card information and complete the purchase by clicking **Next >**:

Total amount to be charged: 25,00 DKK


    

Please enter your payment information below.

Card Number:

Expiration: /

Control digits from back of card: [Need help locating the code?](#)

 Ordering with Pcounter WebPay is guaranteed secure. Card numbers are transmitted over an encrypted secure connection directly to the banking network for authorization, Pcounter WebPay does **not** record the card number anywhere.

All information provided will be kept strictly confidential and not shared with anyone for any reason.

Important: When you click 'next' below, we will begin processing your information. Do NOT interrupt when started, or click more than once or your credit card may be billed twice!

How to make copies (v. 2.0)

1: Make sure that the copier is ready. If ready it will show this info:

"Klar til at scanne opgaven"

"Aktiver adgangskontroludstyret, hvis du ønsker at anvende maskinens funktioner"

2: Use the terminal – which looks like a big calculator – to log on to your account.

CAPITAL LETTERS: Press black "arrow up" and again "arrow down" for small letters.

Symbols like dots etc.: Hold the white arrow down while you press the desired key.

The display panel says:

"Gateway Login:"

"INDTAST BRUGERID": Enter username and press the green "E" to accept.

"INDTAST KODEORD" Enter password and press the green "E" to accept.

3: You are now ready to copy. The display on the terminal shows your balance:

"KREDIT= XXX kroner."

4: When finished it is important that you log out. Not doing so will give other users - who stand in line - the possibility to use your account and thereby your money! You log out by pressing the green button named "STOP".

If the machine is out of paper or an error message shows, contact the reception. To add funds to your account go to:

WebPay:

<https://ibt.pcounterwebpay.com/>