How to use WebPay
(for copiers/printers at Faculty of Theology. Rev. 3)

1. Enter this url in a browser https://sundku.pcounterwebpay.com/

Choose language and click **Næste >**:

2. Choose "Deposit funds to my print/copy account". Click **Next >**:
3. Enter username and password. Click **Next >**:

![WebPay Home Support]

To log on to your printcopy account, please enter your assigned username and password below.

Kun brugere fra Stud.ibtku.dk og Ibtku.dk kan indbetale via denne site. Følgende kan IKKE indbetale her: Ifs-ku.dk (statistikudkab), Psyk.ku.dk (Psykologifak.), Doc.ku.dk (Doktorer), Sund.ku.dk (Det Sundhedsvidenskabelige Fakultet).

Only users from Stud.ibtku.dk and Ibtku.dk can pay via this site. The following can NOT pay here: Ifs-ku.dk (statistikudkab), Psyk.ku.dk (Psykologifak.), Doc.ku.dk (Doktorer), Sund.ku.dk (Det Sundhedsvidenskabelige Fakultet).

Username: [Enter username]
Password: [Enter password]

Processing your login may take a few moments.

![<Back Next>] (IDT - Center for Anvendt Datalogi - Studiekøde 6 - 1455 - København K
Phone 35 32 32 46 - Reg ID: 29076812 - Email cnt@pcounterwebpay.com)

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 >**:

![WebPay Home Support]

Your current balance is **50,75**.

Please choose amount in DKK currency that you would like to deposit to your printcopy account.

![Deposit Amount Table]

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Phone 35 32 32 46 - Reg ID: 29076812 - Email cnt@pcounterwebpay.com)
5. Enter your 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 >**:

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