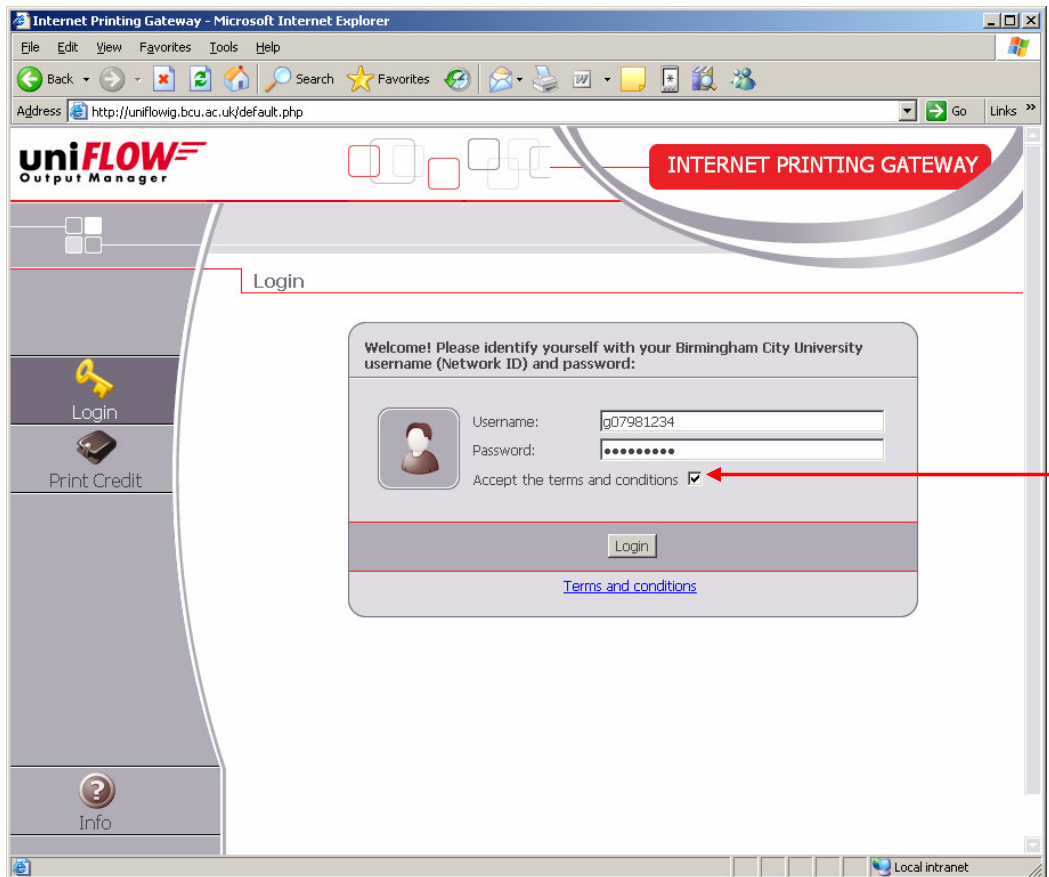


Purchasing Print Credits

Print Credits for the new print system must be purchased online using a credit or debit card. These can be purchased from any PC with internet access by going to: <http://uniflowig.bcu.ac.uk>. All card transactions for print credit purchases are made via a secure web site.

The web page looks like this:




Enter your University Computer user ID and Password. To proceed you must accept the Terms and Conditions by ticking the box.

Then click the Login button to proceed.

On the next screen you can see your current credit balance and recent purchase history:

Print Credit Info

Current Balance: 0.00 GBP

Last Print Credit Change: unknown 

Recent Print Credit Purchases

Date	Provider / Operator	Amount
No transaction data available!		

Click on the “Purchase Print Credit” button to continue.

Enter the amount of credit you want to buy in this window then click next. There is a minimum amount of £5 and a maximum of £30.

Purchase Print Credit

Set Cash Amount: GBP

The minimum possible cash amount is 5 GBP and the maximum possible cash amount is 30 GBP.


Please set the cash amount and choose 'Next' to go on with the print credit purchase. Note that in the next step you will be transferred to the pages of the credit card payment provider, this is a secure site. After finishing the payment, you will be returned to the Birmingham City University Internet Printing Gateway. At the Gateway your printing credits will be updated, you may need to allow a short time for this to take place.

You will now be transferred to the payments page - the following message may be displayed for some time. Please be patient.

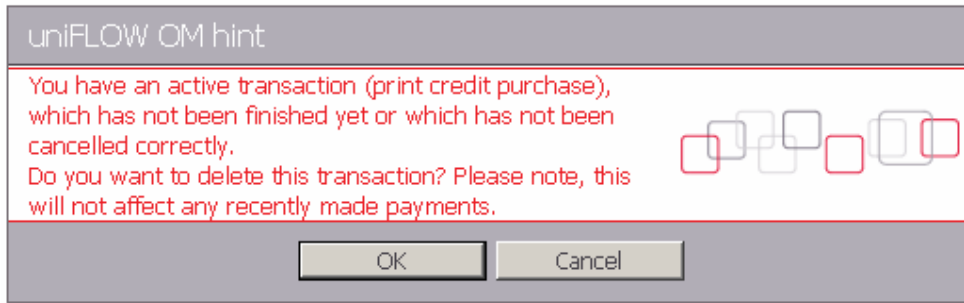
uniFLOW OM hint

Please wait! Initializing Print Credit Purchase...

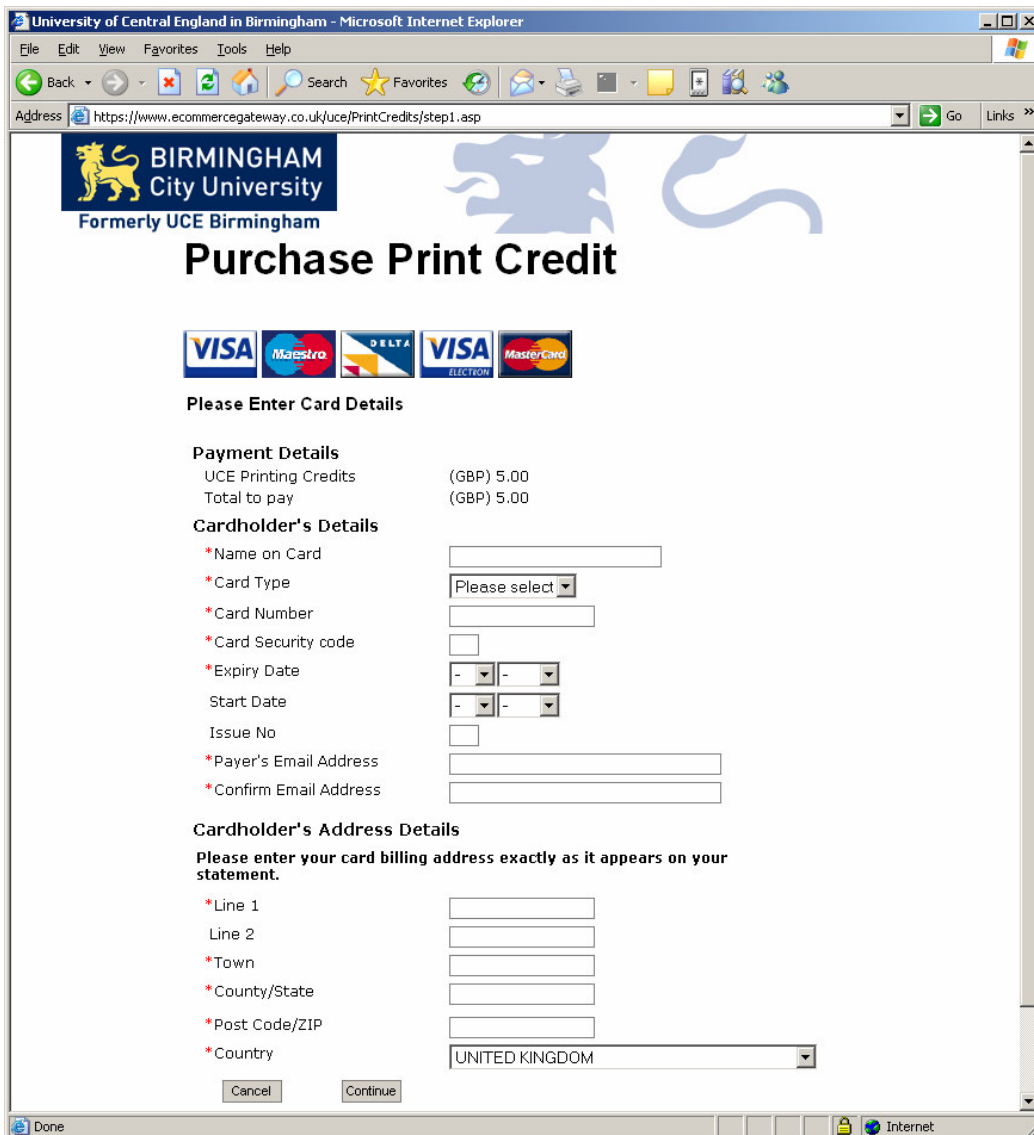
Note that in the next step you will be transferred to the pages of the credit card payment provider, this is a secure site. After finishing the payment, you will be returned to the Birmingham City University Internet Printing Gateway. At the Gateway your printing credits will be updated, you may need to allow a short time for this to take place.



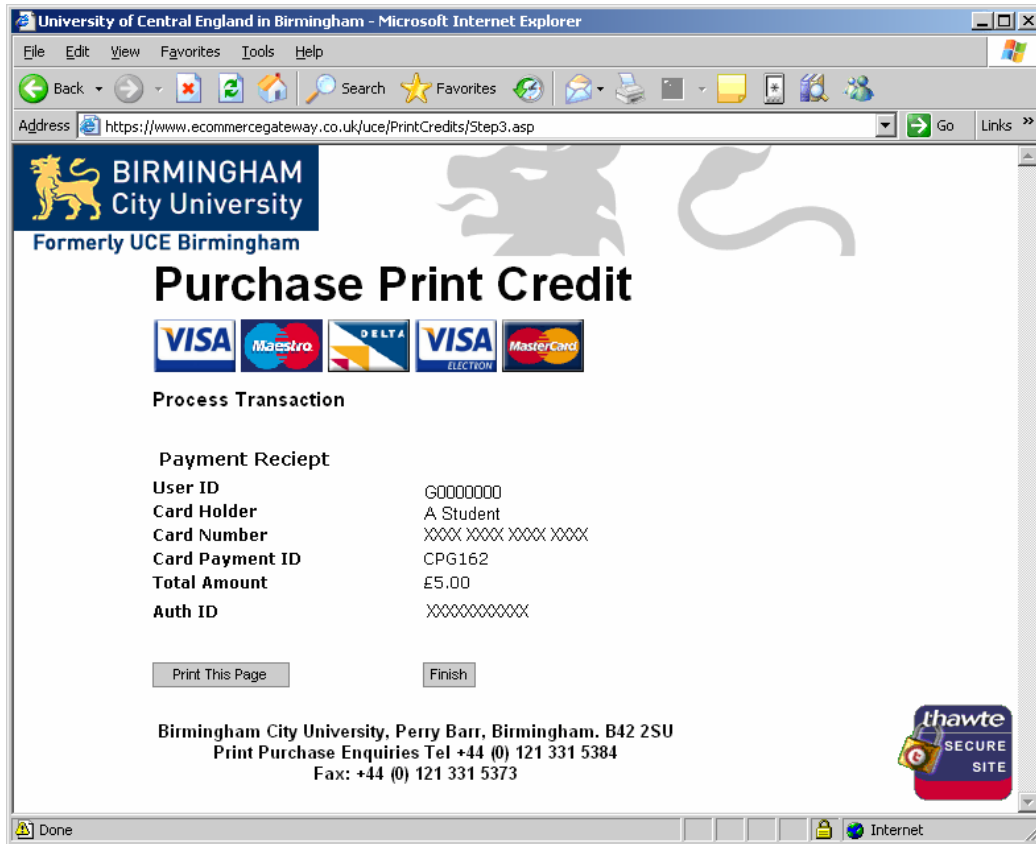
If a previous transaction failed you may see this message, if so please just click OK.



Please complete all fields marked with a *. The e-mail address that you nominate will receive an electronic receipt.



If the transaction is successful you will see a screen similar to this one below, and a transaction receipt will be sent to your nominated e-mail address.



If your transaction fails you will be prompted to check your details and given further instructions.