

Adding Credit to Papercut

As a student, you can now add credit to your papercut from a website when in the Conservatoire

Log onto Papercut with your network username and password at <https://papercut.rcs.ac.uk>

- Click *Add Credit* from the left hand menu
- Select the amount and click *Add Value*

PaperCutMF^P

Summary
Transfers
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Credit

Add credit using RBS WorldPay

Username
[input field]

Current balance
£0.00

Amount to add
-- Select the amount --
£1.00
£5.00
£10.00
£15.00
£20.00

Add value

Privacy
We take your privacy very seriously. Please find a copy of our privacy policy here [here](#).

Contact Details
Address: Royal Conservatoire of Scotland, 100 Renfrew Street, Glasgow, G2 3DB
Phone: 0141 332 4101
Email: papercut@rcs.ac.uk

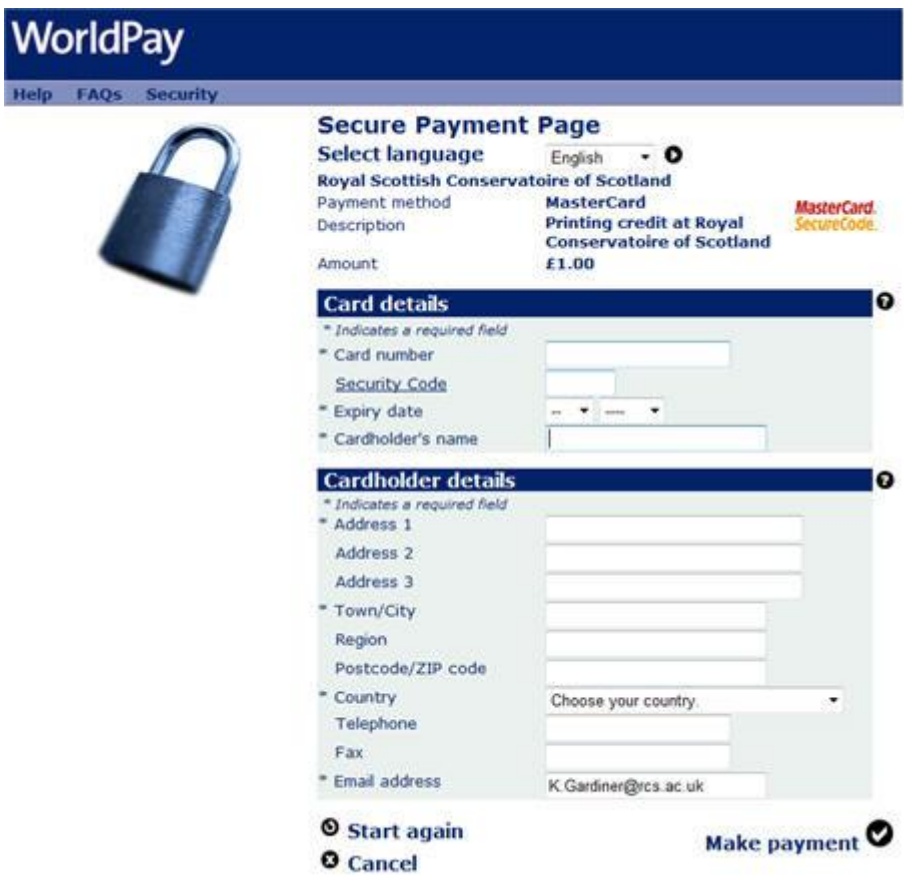
You will then be transferred to the WorldPay site where your payment will be processed

Select the *payment method* you wish to use



The screenshot shows the WorldPay 'Secure Payment Page'. At the top left is the WorldPay logo and navigation links for 'Help', 'FAQs', and 'Security'. A padlock icon is on the left. The main heading is 'Secure Payment Page' with a sub-heading 'Please review your purchase details, then select a payment method to continue.'. Below this is a 'Select language' dropdown set to 'English'. The purchase details are: 'Royal Scottish Conservatoire of Scotland', 'Description: Printing credit at Royal Conservatoire of Scotland', and 'Amount: £1.00'. A section titled 'Select your payment method' shows icons for MasterCard, VISA, Maestro, and JCB. A 'Cancel' button is at the bottom right. At the bottom, it says 'payments powered by WorldPay' and 'For help with your payment visit the: WorldPay Help.' The footer contains 'WorldPay (UK) Limited © 2012'.

On the next screen enter your credit card details
Ensure all the field with an asterisk are filled out

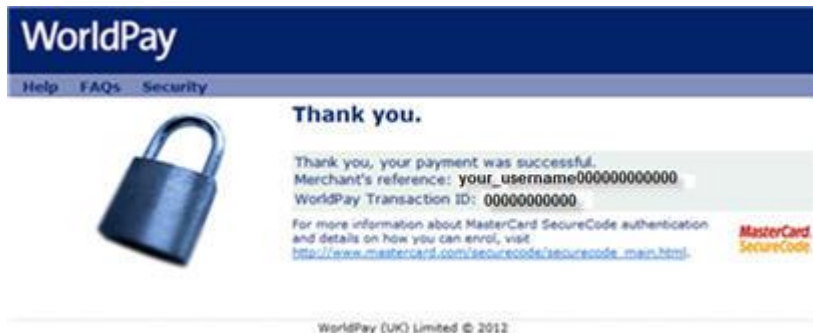


This screenshot shows the 'Card details' section of the WorldPay payment page. It includes the same header and purchase details as the previous screen. The 'Payment method' is now 'MasterCard' with the 'MasterCard SecureCode' logo. The 'Card details' section contains several input fields, some marked with an asterisk to indicate they are required: 'Card number', 'Security Code', 'Expiry date', and 'Cardholder's name'. Below this is the 'Cardholder details' section, also with required fields marked with an asterisk: 'Address 1', 'Address 2', 'Address 3', 'Town/City', 'Region', 'Postcode/ZIP code', 'Country' (a dropdown menu), 'Telephone', 'Fax', and 'Email address' (pre-filled with 'K.Gardiner@rcs.ac.uk'). At the bottom, there are three buttons: 'Start again', 'Cancel', and 'Make payment'.

Click on *Make Payment*

Your payment will be processed and at this point funds will be removed from your card. The next screen will show you a merchant reference and a worldpay transactionID

You will also be emailed the details to your RCS email account



You can then log back into Papercut to ensure the funds have been applied to your account

If you get any problems please email papercut@rcs.ac.uk