

## What is PCAS?

PCAS is the system for printing, copying, and scanning across Bodleian Libraries. All copying and printing will all be done through one device – the existing photocopiers - and payment made through online accounts topped up by credit/debit cards.

## What do I do now?

To get started, set up a PCAS account. Go to: <https://bodleian.pcounterwebpay.com> or click on the PCAS icon on the reader desktop.



Set up your account using a username and password of your choice. Guides for all procedures are available at <http://www.bodleian.ox.ac.uk/services/copy>

## How do I add credit to my account?

You can add credit to your account using a Credit/debit card at any PC – home or in the library at <https://bodleian.pcounterwebpay.com>.

## How secure is the online payment?

Credit is added using RBS World Pay an established internet finance provider. The service has the added security of being hosted on the University's network.

If you have concerns about topping up your account using a public PC you can access <https://bodleian.pcounterwebpay.com> from your laptop or from a private machine away from the Library.

## Can I still use my old copy card?

No. However, any existing credit can be transferred to your online account by library staff. Set up your account and then ask library staff for a credit transfer.

## Is my account linked to my University/Library card?

The first time you use the machine you will need to link your University/Library card to your account by a simple logon and swipe card procedure.

## What if I forget my account details?

Go to: <https://bodleian.pcounterwebpay.com> and click on the forgotten password option. Follow the instructions.

## What if I lose my card?

You can link your account to your new card and the lost card will no longer work.

## Can I get advice?

Library staff can offer help with the system. Separate guides for all these procedures are available in libraries, at <http://www.bodleian.ox.ac.uk/services/copy> and at <http://ox.libguides.com>.

## **REMEMBER - Logout at the end of your session!**

Logout when you have finished copying, printing, or scanning. If you do not logout after you are finished, then the next person using the machine will be able to print, copy and scan using your account.

For more information visit <http://www.bodleian.ox.ac.uk/services/copy>