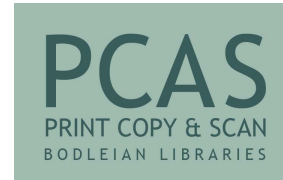


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## **PCAS for Scan and Deliver**

The Bodleian Libraries use the PCAS system for managing printing, copying, and scanning in the Bodleian Libraries. The same accounting system is used for managing payment for Scan & Deliver and you will need to know your PCAS username and password and have sufficient credit.

To set up a PCAS account, please go to: <https://bodleian.pcounterwebpay.com>

University Departments that want to subsidize their members can be authorized to set up accounts or add credit to existing accounts. The department will then be charged for this credit. If your department agrees to this, please ask your Departmental Administrator to request further information from: [pcas@bodleian.ox.ac.uk](mailto:pcas@bodleian.ox.ac.uk). We do not accept requests for this direct from academic staff or users.

For general PCAS information and guides, please go to:

<http://www.bodleian.ox.ac.uk/services/copy>

For details about Scan and Deliver, please go to:

<http://www.bodleian.ox.ac.uk/services/scan-and-deliver>