

What is PCAS?


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

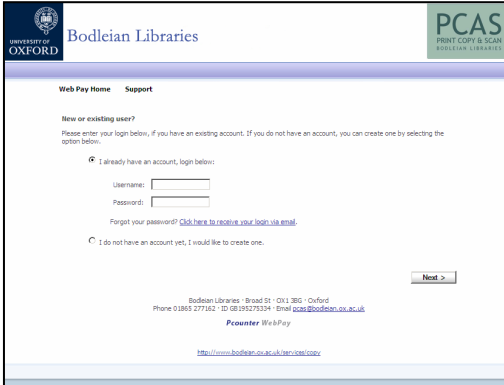
How do readers benefit from PCAS?

The following services are available:

- Scanning as a standard service across all libraries
- Colour printing/copying/scanning
- Scan to USB/email and print from USB
- Duplex printing, with discounts
- Self-service top-up of accounts from any PC
- Send a print job and collect from any device in any library within 72 hrs.
- Standard prices across Bodleian Libraries.

Setting up an account

1. Go to: <https://bodleian.pcounterwebpay.com> or click on the  icon on the reader desktop



The screenshot shows the PCAS login page. At the top, there are logos for 'Bodleian Libraries' and 'PCAS PRINT COPY & SCAN BODLEIAN LIBRARIES'. Below the logos, there are links for 'Web-Pay Home' and 'Support'. The main heading is 'New or existing user?'. Below this, it says 'Please enter your login below, if you have an existing account. If you do not have an account, you can create one by selecting the option below:'. There are two radio button options: 'I already have an account, login below:' (which is selected) and 'I do not have an account yet, I would like to create one.'. Under the first option, there are input fields for 'Username:' and 'Password:'. Below these fields, there is a link: 'Forgot your password? Click here to receive your login via email.'. At the bottom right of the form area, there is a 'Next >' button. At the very bottom of the page, there is contact information for Bodleian Libraries and a URL: <http://www.bodleian.ox.ac.uk/services/copy>.

2. Select: **'I do not have an account yet, I would like to create one'**. And then **'Next'**
3. Choose a username, password, and email address and enter them in the appropriate boxes. These details are completely your free choice and are independent of any other University-assigned usernames/passwords. They can however be the same if you wish.

This is your PCAS username and password.

It is important to have a valid email address as this will be used to notify you should you forget the username or password.

Click **'Next'**

4. You should now have created an account. Log out and close the window.

Adding credit to your account

1. Go to: <https://bodleian.pcounterwebpay.com> and login with your PCAS username and password.
2. Select: **'Deposit funds to my print/copy account'**
3. Select the amount to credit – in 50p increments – and follow the instructions for paying by credit or debit card.

You are now ready to send print jobs or use photocopying or scanning in Bodleian

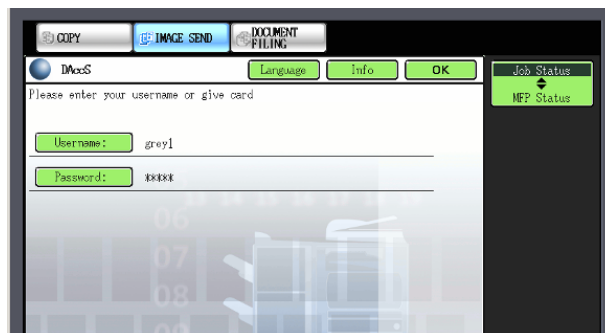
For more information visit <http://www.bodleian.ox.ac.uk/services/copy>

Libraries

Linking Your Card to your Account

Once you have set up a PCAS account you should link your University or Library card to your account. You can do this during your first visit to a printer/copier in any of the libraries.

1. Swipe your card
2. Use the touch screen to
 - Type in your username and select 'OK'
 - Type in your password and select 'OK'
 - At the next screen select 'OK' to confirm

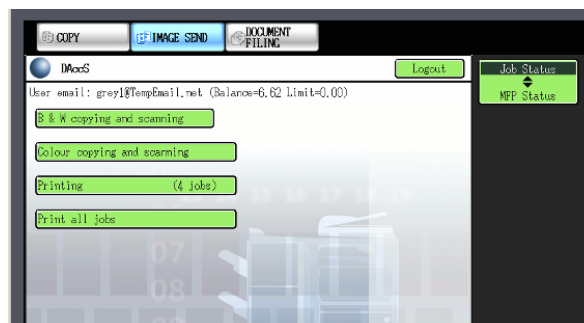


Your card is now linked to your account. You can swipe your card to authenticate for copying, scanning, and printing without having to use the touchscreen or you can manually log in using the screen.

If you lose your card you can easily link a new card to your account to another card by repeating steps 1 and 2 above. Your old card will no longer work.

Copying and Scanning

1. Swipe your card



2. Select 'B&W copying & scanning'
- Or
3. 'Colour copying & scanning'

For detailed instructions see instruction guides by each machine or ask library staff.

Collecting Print Jobs

1. Swipe your card
2. Select 'Printing'
3. A list of your print job/s should appear.
4. Highlight the jobs you want to print and select Print

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