

What is PCAS?

PCAS is the system for printing, copying, and scanning across the Bodleian Libraries. All printing, copying and scanning are done through one device – the photocopiers – and payment made through online accounts topped up by credit/debit cards. The account can also be used to pay for Scan & Deliver requests (for items in closed stacks) and inter-library loan requests (for items not held in Oxford libraries).

Your PCAS Account

Personal PCAS accounts are system-generated and use the Bodleian Libraries username and password, also used to access Bodleian Libraries Wi-Fi and PCs in reading rooms.



Your username is the 7 digit barcode number at the bottom right of your University/Bodleian Readers card.

If you are a new cardholder, your password has been temporarily set to be your date of birth in the format **ddMMMyyyy** (e.g. **24MAR2000**). This is case sensitive.

For security reasons you must reset this password as soon as possible at <https://register.bodleian.ox.ac.uk>

Adding credit to your account

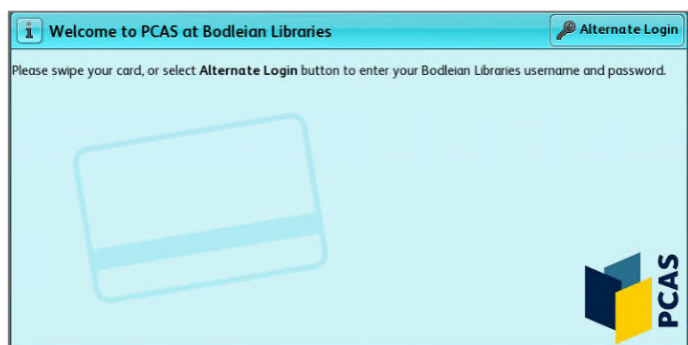
1. Go to <https://www.oxforduniversityshops.co.uk/pcas>
2. Log in with your Bodleian Libraries Username and Password (see above), check the Terms and Conditions option and click **Continue**.
3. Enter the amount you wish to add and follow the instructions for paying by credit or debit card – please note that the maximum amount you can add is £50.00.
4. **Note:** We cannot refund partially unused credit remaining on accounts.

Cash top-ups can be done at libraries which handle cash and there is a Cash Autoloader situated near the Main Enquiry Desk in the Bodleian Library's Lower Reading Room.

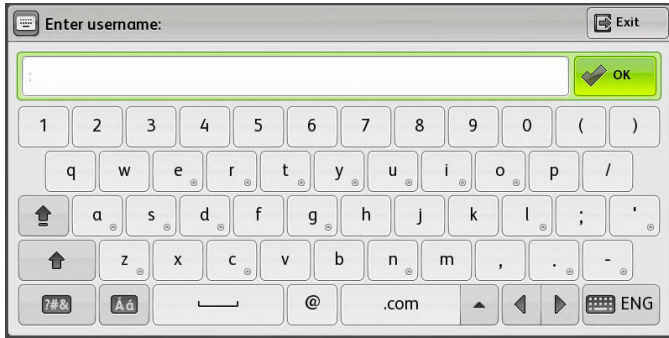
You are now ready to send print jobs, photocopy or scan in the Bodleian Libraries

Linking your card to your account

Linking your University/Bodleian Readers card to your PCAS account saves you having to login manually to the photocopier each time you use it. To do this:



Touch your card to the touch pad located on the top left of the photocopier.



Use the touch screen to:

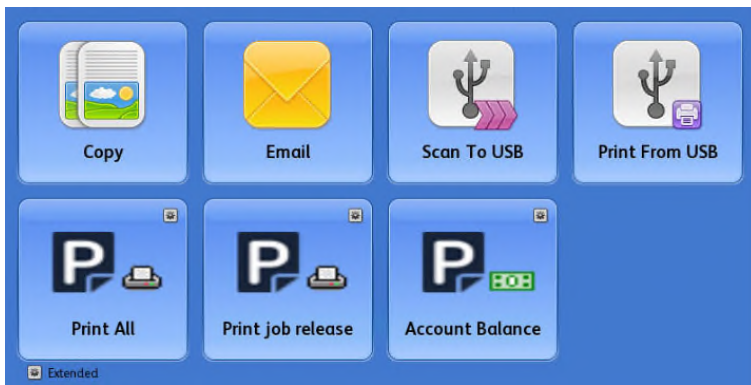
Type in your username – select **OK**

Type in your password – select **OK**

Your card is now linked to your account. You can now touch your card to the touch pad to authenticate for printing, copying and scanning without having to use the touch screen. Alternatively, you can manually log in using the touch screen without ever linking your card by selecting **Alternate Login**.

Printing, Copying and Scanning

Once logged in you will see the following options:



Copy – Photocopying

Email – Scan to Email

Scan to USB – Scan to USB

Print from USB – Print PDF, TIFF, JPEG files

Print All/Print Job Release – Release print jobs

Account Balance – View your account balance

Select the service you wish to use. For detailed instructions, see guides by each photocopier, ask library staff for assistance or go to <https://www.bodleian.ox.ac.uk/using/copy/pcas>

Lost Cards

When a lost card is replaced the associated PCAS credit will not automatically transfer to the new card. Where credit needs to be transferred, contact the PCAS Support Team at pcas@bodleian.ox.ac.uk and they will arrange the balance transfer.

Resetting your Bodleian Libraries Login Details

It is not possible to change your username (the 7 digit barcode on your University/Bodleian Readers card). New cardholders need to reset their password as soon as possible via <https://register.bodleian.ox.ac.uk> Also use the same URL if you have forgotten your password and need to reset it.

