

What is PCAS?

PCAS is the 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.

Your PCAS Account

PCAS accounts are system-generated and use the same authentication login used to access Bodleian wireless and PCs in reading rooms. Your username is the 7 digit number above the barcode on your library card and password can be reset at: <https://register.bodleian.ox.ac.uk>.

If you do not have a Bodleian Libraries username and login guest accounts can be set up by contacting pcas@bodleian.ox.ac.uk.

Adding credit to your account

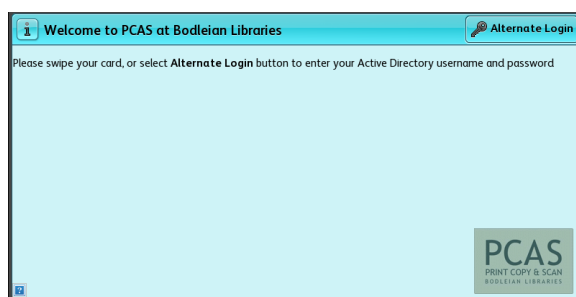
1. Go to: <https://bodleian.pcounterwebpay.com>
2. Select: **'Deposit funds to my print/copy account'** and click on **'Next'**
3. Login with your Bodleian Libraries username and password.
3. Select the amount to credit – in 50p increments – and follow the instructions for paying by credit or debit card.
4. nb. We cannot refund partially unused credit remaining on accounts.

Cash top-ups can be managed at libraries which handle cash and there is a Cash Autoloader situated at the north end of the Bodleian Library's Lower Reading Room

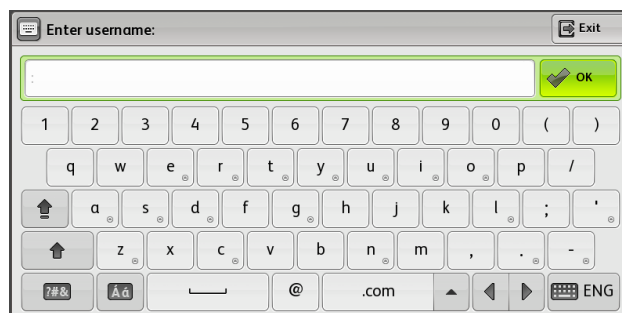
You are now ready to send print jobs or use photocopying or scanning in Bodleian Libraries

Linking Your Card to your Account

You should link your University or Library card to your PCAS account. You can do this during your first visit to a printer/copier in any of the libraries. The first screen presented:



Touch your card to the touch pad on the front of the machine:



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

Use the touch screen to:

- Type in your username – select **'OK'**
- Type in your password and select **'OK'**

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. Alternatively you can manually log in using the screen without ever linking to your card by selecting **'Alternative Login'**.

Copying, Scanning, and Printing

Once logged in you will see the following options:



1. Swipe your card
2. Choose one of the above services
 - Copy – photocopying
 - Email – scan to email
 - Scan To USB – scan to USB
 - Print From USB – prints PDF, Tiff, jpeg files
 - Print All/Print job release – release print jobs
 - Account balance – job account balance

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

Lost Cards

When a lost card is replaced the old Bodleian Libraries login will no longer work and the associated PCAS credit will not be accessible. In the case of a lost card, where credit needs to be transferred, contact the PCAS support team at pcas@bodleian.ox.ac.uk.

Resetting Bodleian Libraries login details

It is not possible to change your username but password/email address can be changed in the following ways:

- Password: to reset your PCAS password go to <https://register.bodleian.ox.ac.uk>
- Email address: contact library staff