

Printing from Quick Search PCs is only available using the Remote Print service. Files can be saved to the desktop and then attached for printing using the procedure below. **Note** files **should be deleted** from the desktop after you have sent your print job (please ask staff if you require assistance with this).

1. Go to: <http://remoteprint.bodleian.ox.ac.uk>



2. Enter your Bodleian Libraries username and password:



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> Note that this **should not** be done via a Quick Search PC, please use your own device or a library PC.

3. Click on **Browse...** and upload a document. Once done, click **Next >>**

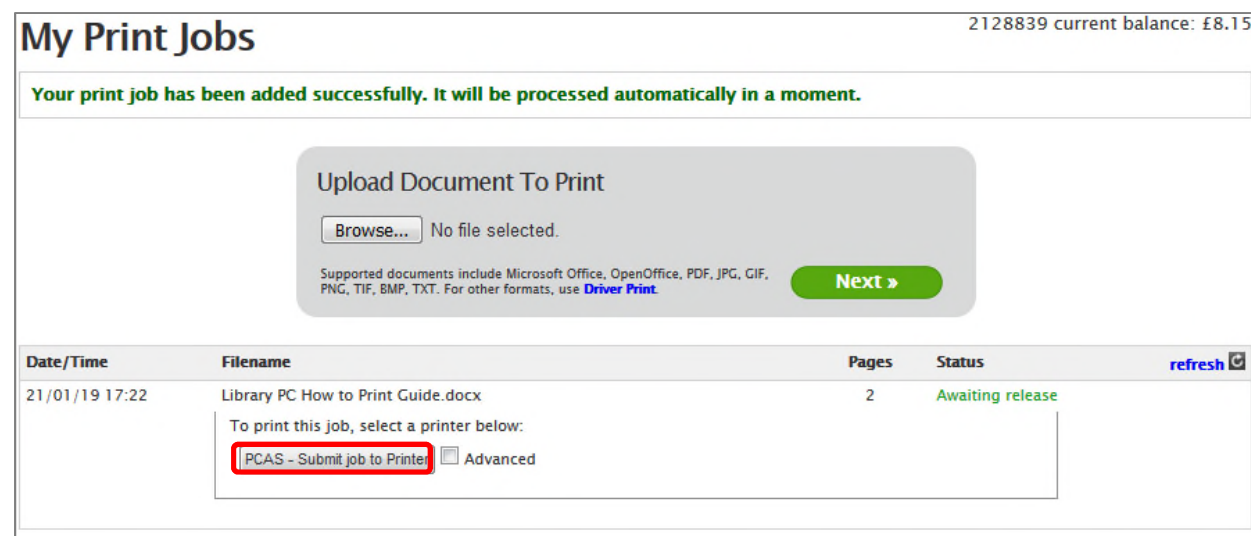
Note: the file types PCAS RemotePrint supports are listed under the **Browse...** button.

Upload Document To Print

No file selected.

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT. For other formats, use [Driver Print](#).

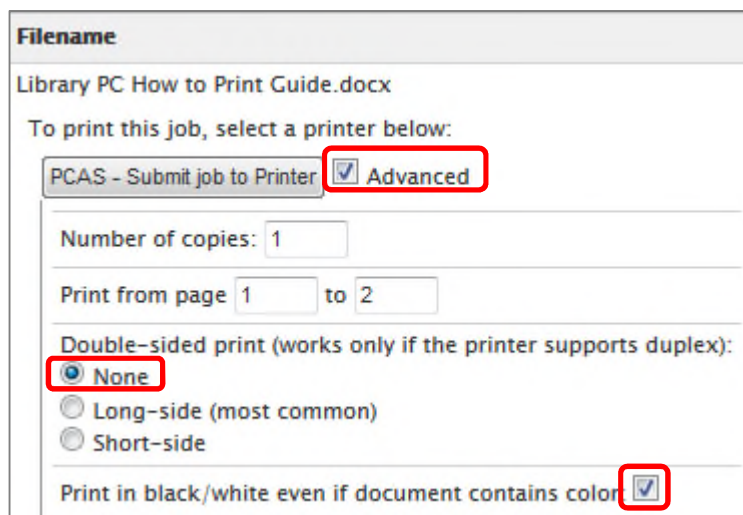
4. The job will be listed underneath. After a few seconds the status will change from **Processing** to **Awaiting release**. It will then need to be confirmed:



Date/Time	Filename	Pages	Status	refresh
21/01/19 17:22	Library PC How to Print Guide.docx	2	Awaiting release	<input checked="" type="checkbox"/>

The default print settings are black and white and double-sided. If you are happy with this, click the **PCAS – Submit job to Printer** button and go to step 6. If you would like to alter the printer settings, go to step 5.

5. If you would like to print in colour, single-sided, have multiple copies or select a page range, you need to tick the **Advanced** box:




A box will then appear where you can alter the print settings:

- ← Choose number of copies
- ← Alter the page range here
- ← Select **None** to print single-sided
- ← Untick box to print in colour

Once you have altered the settings you require, click the **PCAS - Submit job to Printer** button.

6. Once the job has been sent to the print queue you will get a confirmation message:

Date/Time	Filename	Pages	Status	refresh 
21/01/19 17:22	Library PC How to Print Guide.docx	2	Printing	

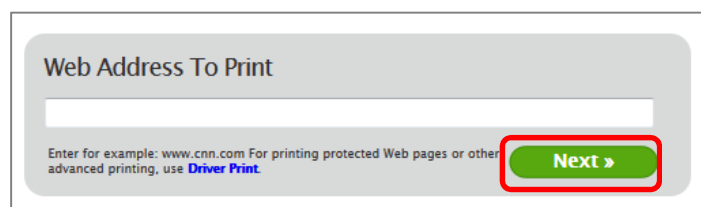
Your print job has been sent to the selected printer successfully.

7. You can now collect your print job from any printer/copier in the Bodleian Libraries.
You are not charged for your print job until you collect it. Print jobs are purged after 72 hours.

How to print a Web Page



To upload a web page to print, select the **Web Print** tab at the top of the page.



Copy and paste the URL in the box. Click **Next >>**

For the rest of the process, follow step 4 above onwards.

Note: URLs will not work directly from IP-authenticated resources (e.g. articles from e-journals). To print these, first save them as a file and then upload the file using the **Browse...** option (see step 3 above).

