

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



Welcome to the Bodleian Libraries Printing Service

PCAS
PRINT COPY & SCAN
BODLEIAN LIBRARIES

Online Printing
Use your web browser to upload and print a document to a multi functional device located in any of the Bodleian Libraries. [PRINT](#)

Advanced Windows Printing
Frequent print users may wish to install PrintWhere™ on their PCs. PrintWhere gives you complete printing control from your Windows applications. [More about Windows print drivers](#)

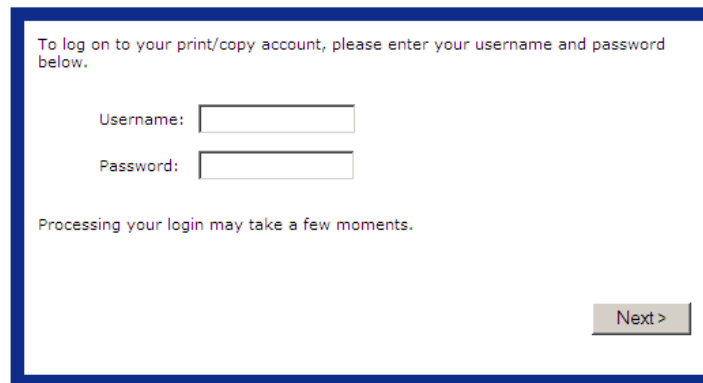
For further details about Bodleian Libraries Printing, Copying and Scanning please go to our web page [Bodleian Libraries](#)

[Terms of Service](#) | [FAQ](#) | [Support](#)

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PRINT SIMPLY REFINED

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2. Click on **PRINT**



To log on to your print/copy account, please enter your username and password below.

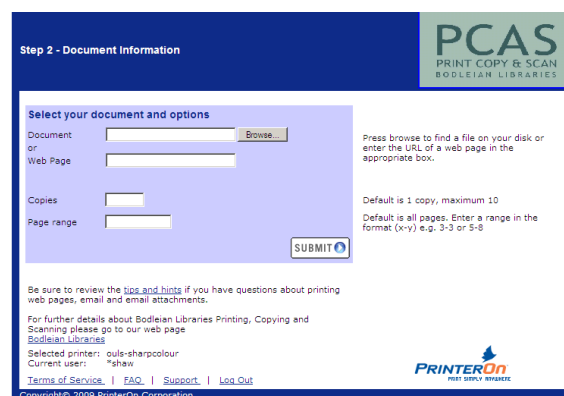
Username:

Password:

Processing your login may take a few moments.

[Next >](#)

3. Enter your PCAS username and password and select **Next>**
4. Select colour or black and white printing.



Step 2 - Document Information

PCAS
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BODLEIAN LIBRARIES

Select your document and options

Document: [Browse...](#)

or

Web Page:

Copies:

Page range:

[SUBMIT](#)

Press browse to find a file on your disk or enter the URL of a web page in the appropriate box.

Default is 1 copy, maximum 10
Default is all pages. Enter a range in the format (x-y) e.g. 3-3 or 5-8

Be sure to review the [tips and hints](#) if you have questions about printing web pages, email and email attachments.

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Selected printer: ouls-sharpcolour
Current user: "shaw"

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5. Click on **Browse...** and upload a document or enter a URL. For **Copies** and **Page range**, one copy and all pages are the default. Click **SUBMIT**

Please note URLs will not work directly from IP-authenticated resources (e-Journals, OxLIP+). To print these, first save them as a file and then upload the file using the browse option.



Step 3 - Print Options

Page Settings

Paper: A4 - A4 - 210 x 297 mm

Double sided: Single Sided

Orientation: As Saved

CONTINUE

As Saved - Orientation as found in the saved document.

Best Fit - Shrinks graphic images if larger than the page.

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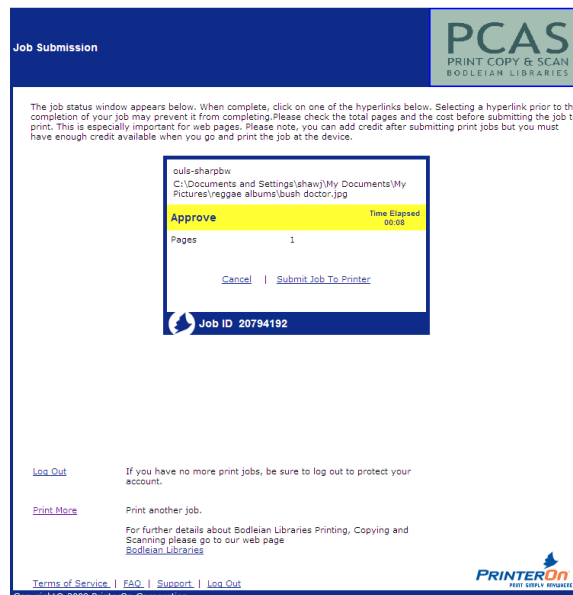
Selected printer: ouls-sharpcolour
Current user: *shaw

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6. Here you can change you print settings if required. Click on *CONTINUE*

Pcounter will send the job and then ask you to approve once the number of pages has been established. Click *Submit Job to Printer*



Job Submission

The job status window appears below. When complete, click on one of the hyperlinks below. Selecting a hyperlink prior to the completion of your job may prevent it from completing. Please check the total pages and the cost before submitting the job to print. This is especially important for web pages. Please note, you can add credit after submitting print jobs but you must have enough credit available when you go and print the job at the device.

ouls-sharpbw
C:\Documents and Settings\shaw\My Documents\My Pictures\reggae albums\bush doctor.jpg

Approve Time Elapsed: 00:08

Pages: 1

Cancel | [Submit Job To Printer](#)

Job ID 20794192

[Log Out](#) If you have no more print jobs, be sure to log out to protect your account.

[Print More](#) Print another job.

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You can collect the job from any printer/copier in the Bodleian Libraries and your account will be charged at the point of collection.