

### Why is PCAS such a big change?

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

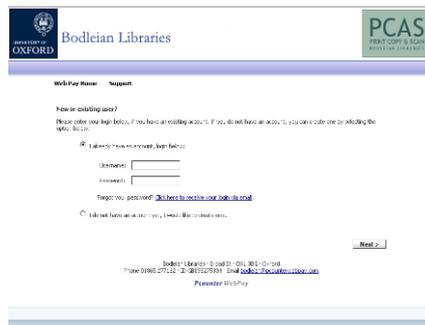
### How will readers benefit from PCAS?

The following new services are now 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.
- Lower prices across Bodleian Libraries.

### Setting up an account

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



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.

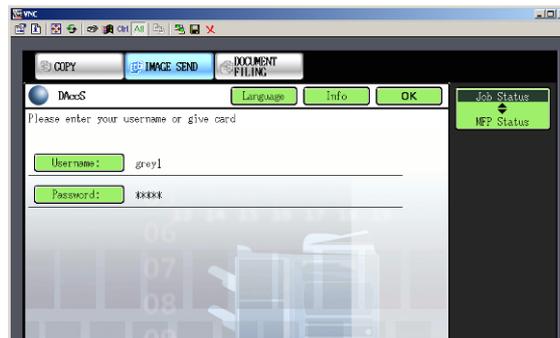
**You are now ready to send print jobs or use photocopying or scanning in Bodleian Libraries**

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

### 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

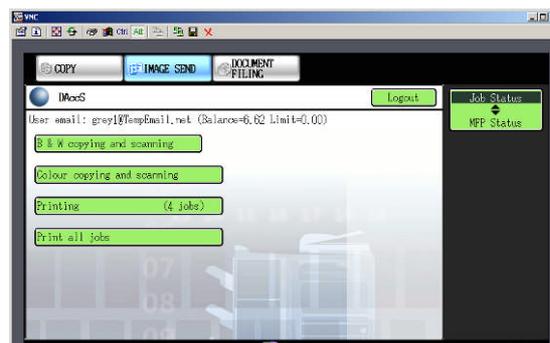


Your card is now linked to your account. You can swipe your card to authenticate for copying, scanning, and printing without having to use the touchscreen or you can manually log in using the screen.

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 signs posted 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>