PCAS How-to-Guides: Printing from Laptops and from outside the Bodleian Libraries

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

2.   Enter your PCAS username and password and select **Login>**
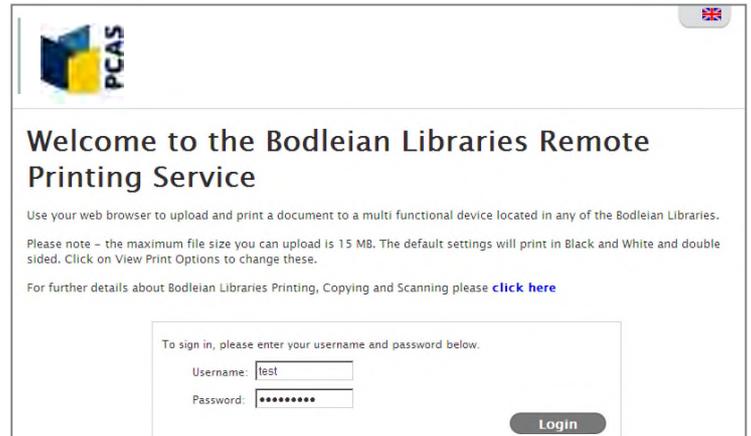
Welcome to the Bodleian Libraries Remote Printing Service

Use your web browser to upload and print a document to a multi functional device located in any of the Bodleian Libraries.

Please note – the maximum file size you can upload is 15 MB. The default settings will print in Black and White and double sided. Click on View Print Options to change these.

For further details about Bodleian Libraries Printing, Copying and Scanning please **click here**

To sign in, please enter your username and password below.

Username: test
Password: ••••••••

Login

3.   Click on **Browse…** and upload a document. Click **Next>**

My Print Jobs
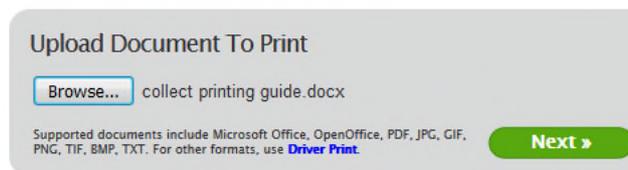
Upload Document To Print

Browse...   collect printing guide.docx

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT. For other formats, use **Driver Print**.

Next »

4.   The job will be listed below and will be processing. It will then need to be confirmed. 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. Your job will be sent to the print queue and will be waiting for you to release it when you log onto the printer/copier.

My Print Jobs

Your print job has been added successfully. It will be processed automatically in a moment.

Upload Document To Print

Browse...   No file selected.

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT. For other formats, use **Driver Print**.

Next »

Click on **PCAS – Submit Job to Printer** to confirm

Date/Time	Filename	Pages	Status
25/10/16 10:34	Managing Xerox Copiersv2.docx	4	Awaiting release

To print this job, select a printer below:

PCAS - Submit job to Printer   ☐ Advanced

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

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6.   If you would like to print colour, single sided, multiple copies or select a page range tick the **Advanced** box. A box will appear where you can change these settings.

To print this job, select a printer below:

PCAS – Submit job to Printer ☑ Advanced

Tick **Advanced**

Once you have updated print settings, click on **PCAS – Submit Job to Printer** to confirm print job

Number of copies: 1

Choose number of copies

Print from page 1 to 4

Choose page range

Double-sided print (works only if the printer supports duplex):
○ None
● Long-side (most common)
○ Short-side

Select for single sided printing

Print in black/white even if document contains color: ☑

Untick for colour printing

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

Date/Time	Filename	Pages	Status	refresh ⟳
19/12/12 10:56	Word Test black 3.doc	3	Printing	
	Your print job has been sent to the selected printer successfully.			

8.   If you wish to upload a web page to print, select the 'Web Print' tab at the top of the page and you can type or copy and paste the URL in the second box. The rest of the process is the same.

Web Print

Use Web Print to print by uploading a document or entering a Web address.

Upload Document To Print

[   ] Browse...

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP.

Upload »

Enter URL of web page to print here

Web Address To Print

[   ]

Enter for example: www.cnn.com   Upload »

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

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

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