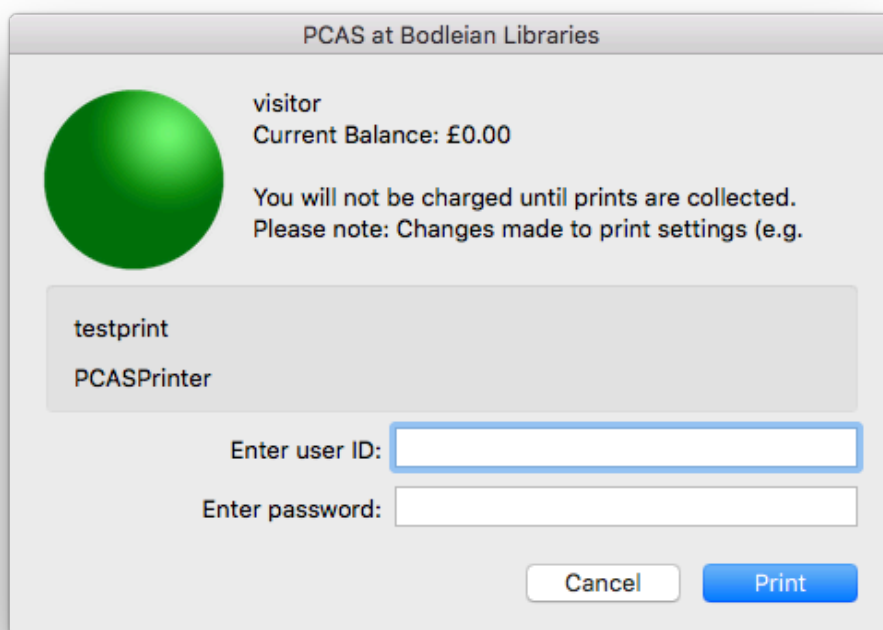


1. What is Follow Me printing?

When you print from an application on a SBS Library Mac, you will see printer options starting **SBS - Xerox PCAS**. This is not a physical printer, instead it's a queue which holds your print jobs until you release them at one of the Xerox printers.

When you send your document to **SBS - Xerox PCAS**, there will be a pause after which a PCAS window will appear prompting for your account credentials, as below.



The image shows a Mac OS-style dialog box titled "PCAS at Bodleian Libraries". It features a green circular icon on the left. To the right of the icon, the text reads: "visitor", "Current Balance: £0.00", and "You will not be charged until prints are collected. Please note: Changes made to print settings (e.g.". Below this text is a light gray rectangular area containing the text "testprint" and "PCASPrinter". At the bottom of the dialog, there are two input fields: "Enter user ID:" followed by a text box, and "Enter password:" followed by a text box. Below the input fields are two buttons: "Cancel" and "Print".

You need to enter your PCAS username and password.

2. How do I print in black/white or colour?

The default print queue is **SBS - Xerox PCAS Mono** and documents sent here will come out in black/white.

Documents sent to **SBS - Xerox PCAS Colour** will come out in colour.

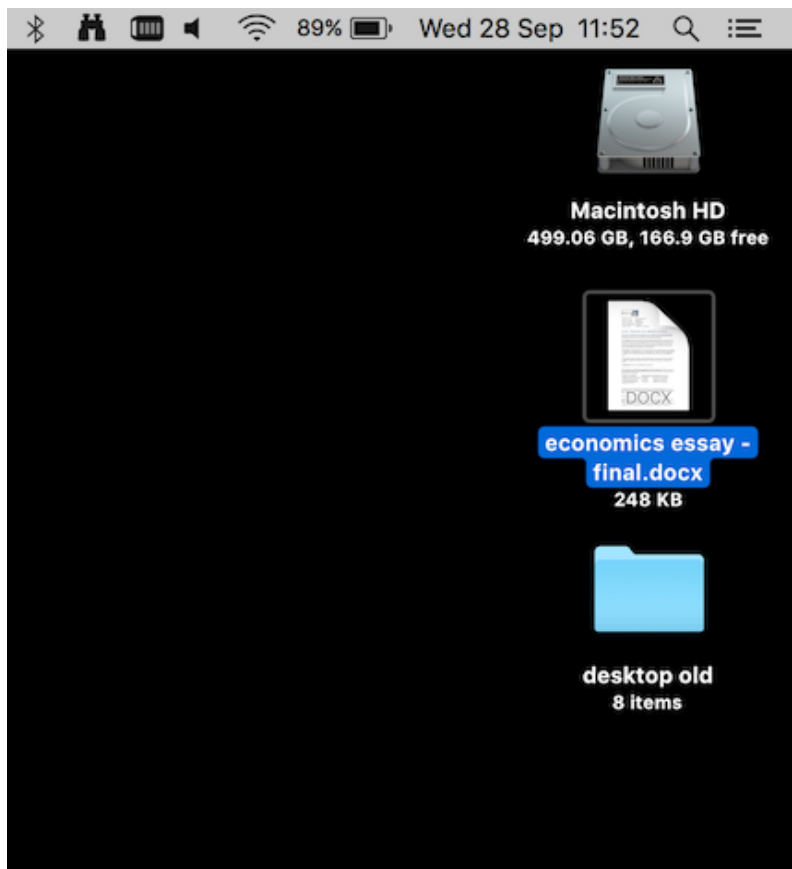
Selecting either queue will result in double-sided printing.

3. I sent my print; why has the PCAS window not appeared?

The delay between sending the print and the Pcounter window appearing can be up to 1 minute. You can reduce this by printing directly from the Finder. This will print one copy of the document to the default print

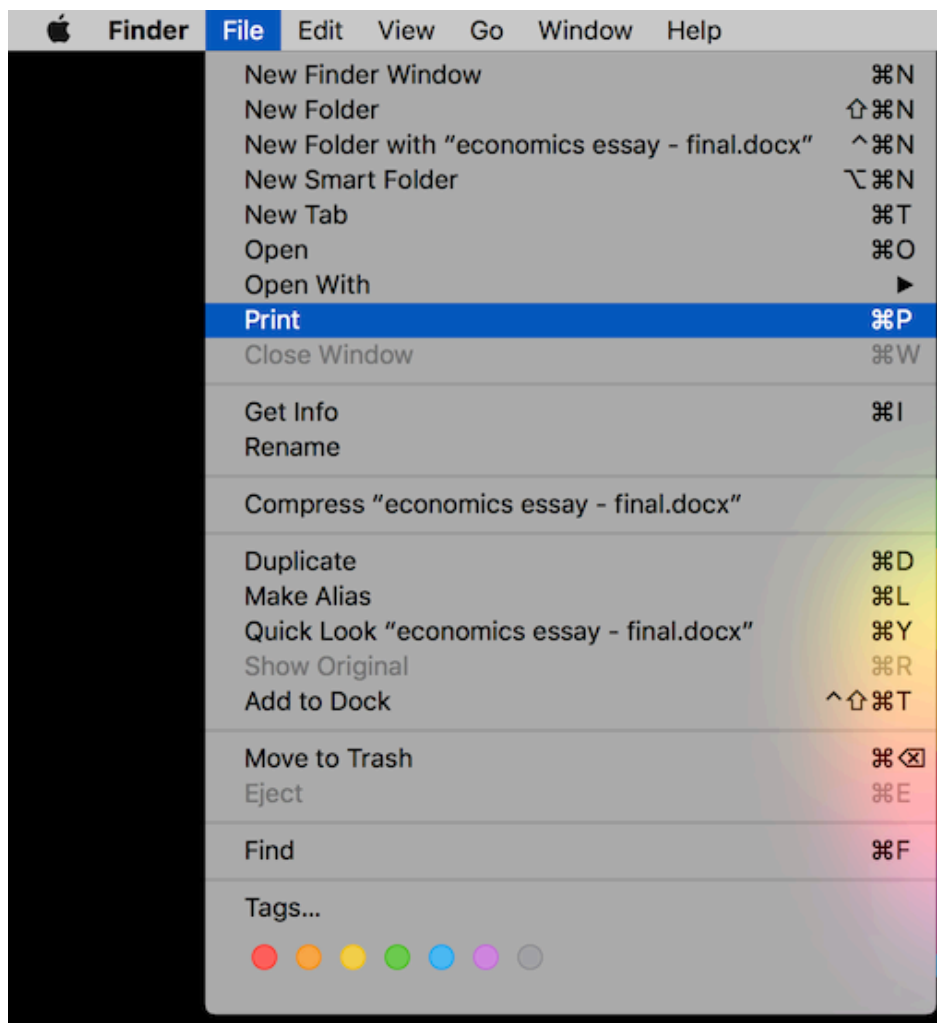
queue (normally the Mono one).

1) **Find the file** you want to print and **click once** to select it.



2) Make sure the current application is **Finder** (i.e. Finder is shown in the top-menu bar).

3) Open the **File menu** and choose **Print**, or just press keyboard shortcut **Cmd-P**.



4) The application associated with the file will open briefly, send the print and close automatically.

4. How can I print single-sided, stapled, punched or from a specific tray?

1) Choose **Print** from the File menu.

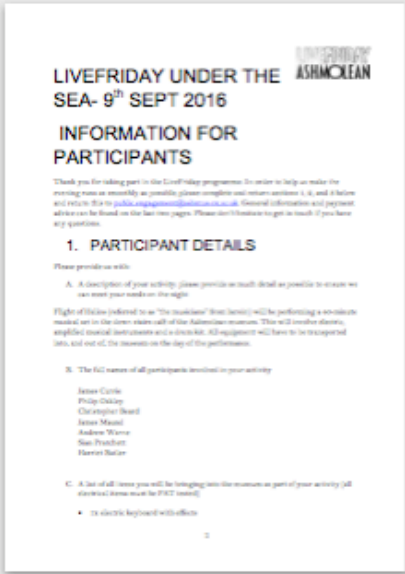
2) Locate the drop-down menu **Copies & Pages**. (If you don't see this menu you may need to expand the Print window by clicking **Show Details**.)

Print

Printer: SBS - Xerox PCAS Mono

Presets: Default Settings

Copies & Pages



1 of 8

Copies: 1

☒ Collated

Pages:

☒ All

☐ Current Page

☐ Selection

☐ From: 1 to: 1

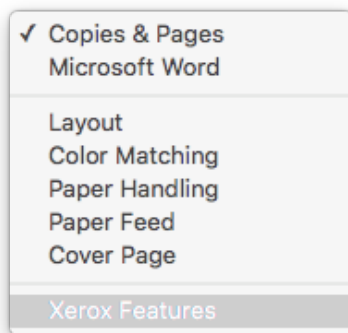
☐ Page Range

Enter page numbers and/or page ranges separated by commas (e.g. 2, 5-8)

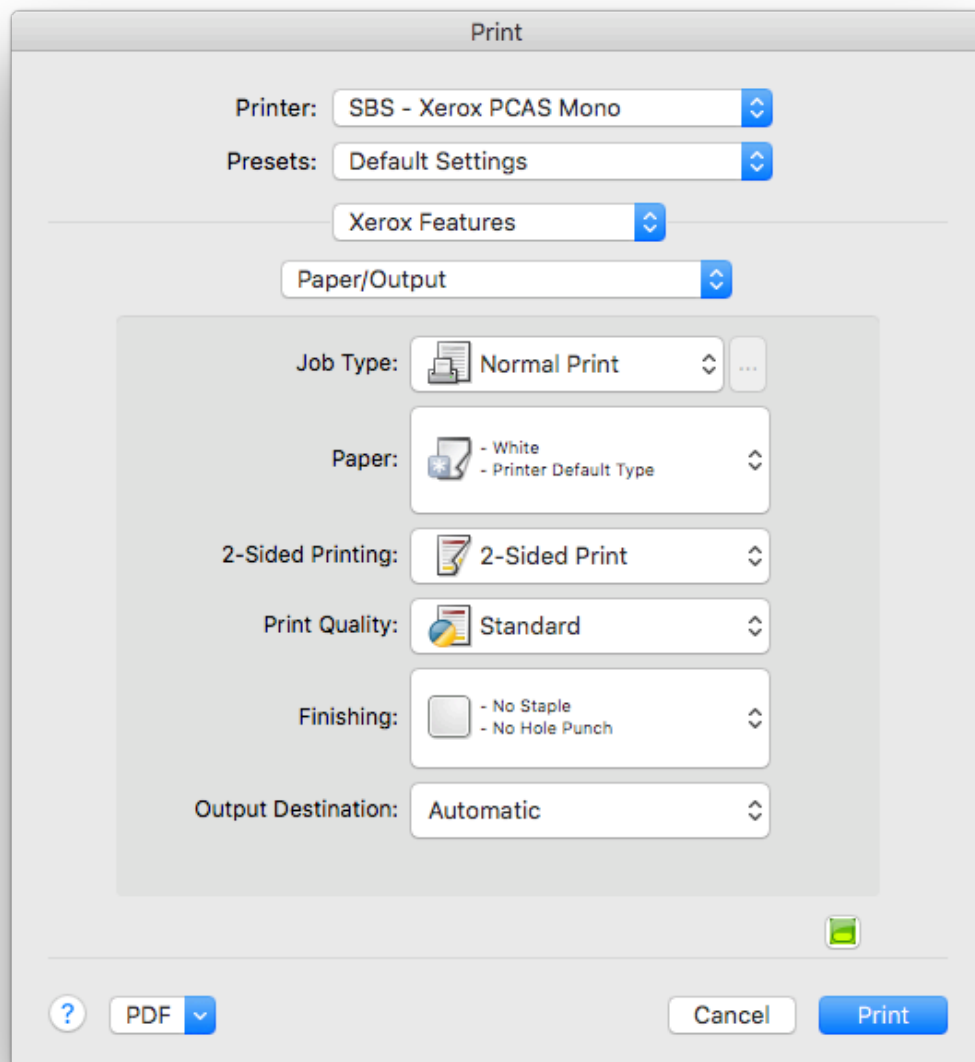
☒ Show Quick Preview

?
PDF
Cancel
Print

3) Set your required number of copies and which pages to print, then click **Copies & Pages** and select **Xerox Features** from the list.



4) You will see the options shown below. If you don't, make sure **Paper/Output** is selected in the menu below 'Xerox Features'.



5) Click any option you want to change and select your requirements.

6) Click **Print**.
