

This guide outlines the following procedures for printing in the Bodleian Libraries:

- Printing from a **Library PC**
- **Web Print**: Printing over the web from any device, including laptops
- **Mobility Print**: Printing by downloading a driver to your device
- Printing from a **memory device**, e.g. USB stick

You can collect your print job from any printer/photocopier in the Bodleian Libraries. To do so, login and select **Print Release**. You are not charged for your print job until you collect it and uncollected jobs are purged after 72 hours.

Printing from a Library PC

1. From a Library PC select the print option for the item you want to print. A print driver window will appear and automatically link to the **PCASPrinter** queue. Note that the print driver options will look slightly different depending on the browser or application you are using.
2. The default settings are black and white and double-sided. If you do not wish to make any changes to the settings, select **Print**.
3. If you wish to alter the default settings select **Print Properties**, **Properties** or **Preferences** (depending on the option displayed) and adjust to your requirements. Select **OK**, and then **Print**.
4. Note that your job may take a few minutes to reach a Bodleian Libraries' printer/photocopier before it can be released.

Web Print: Printing over the web from any device

1. Go to <http://pcas.bodleian.ox.ac.uk> and enter your Bodleian Libraries username and password.

Your username is the 7 digit barcode number at the bottom right of your card.

Your password can be set/reset at <https://register.bodleian.ox.ac.uk>

2. Select **Web Print** from the left-hand menu and **Submit a Job**.
3. Tick the appropriate queue – **Black and White** or **Colour**. Select **Print Options and Account Selection** to proceed.
4. The number of copies to print defaults to one, adjust this field if multiple copies are required.
5. Select **Upload Documents** and either drag files or select **Upload from computer** to browse.

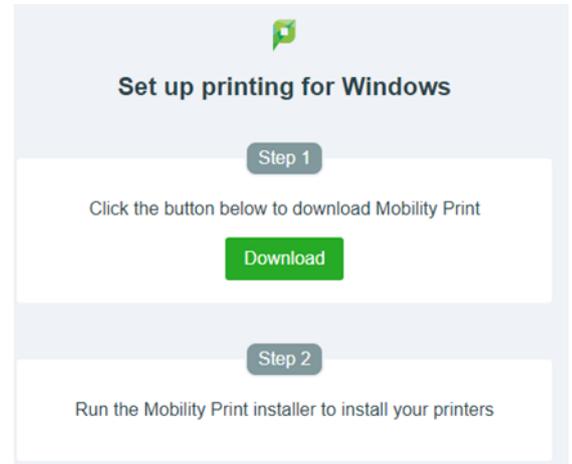
Please note that web pages may not work directly from IP-authenticated resources (e.g. articles from e-journals). To print these, first save them as a file and then upload the file.

6. Select **Upload & Complete** to load the file. Note: It can take some time to process large documents.
7. You can now release your job from a Bodleian Libraries' printer/photocopier.

Mobility Print: Printing by downloading a driver to your device

Mobility Print allows you to download a driver to your device. This can be quicker and allows more flexibility than printing using Web Print, if you are doing a lot of printing from your device.

1. Go to <https://mobilityprint.bodleian.ox.ac.uk/setup>
This page should automatically detect your system, e.g. Windows, and direct you to the appropriate solution.
2. Select **Download** to install the driver on your device.
3. Find the appropriate file in your downloads and **Open**.
4. Please note there can be issues with anti-virus software preventing the driver from running. If so, you will need to flag as an exception, e.g. for Sophos see instructions at: <https://support.home.sophos.com/hc/en-us/articles/115005499966-Setting-scan-exceptions>



Printing from a USB stick

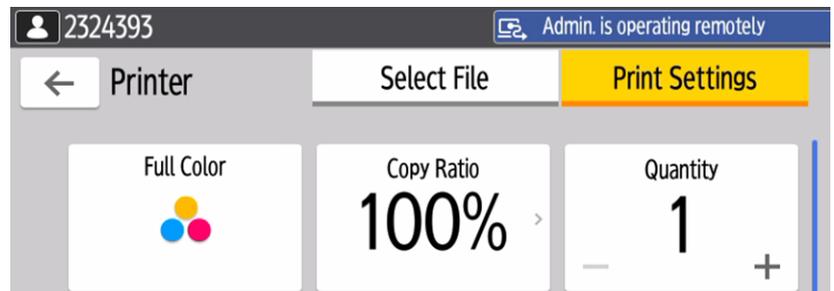
You can send documents to print from your USB stick at a Library PC or via Web Print and Mobility Print (see above).

You can also print PDF, TIFF and JPEG files on your USB directly from a Bodleian Libraries' printer/photocopier.

1. Login to a printer/photocopier and select **Device Functions**, then the **Use device functions** button and then **Print/Scan (Memory Storage Device)**.



2. Insert your USB or other storage device at the top left-hand side of the display panel.
3. Select **Print from Storage Device** and then select **USB**. The device will look in folders on your USB and display PDF, TIFF and JPEG files. You will have to select the correct folder for each job.
4. Select the file you wish to print.
5. Select **Print Settings** to adjust for colour and double-sided. Please note the default is colour (so will need to be changed for black and white) and single-sided (so will need to be changed if double-sided is required).



6. Press the **green Start button** at the bottom right of the display panel to print your document.
7. To safely remove your USB, select the image of a USB with a green tick, at the bottom left of the display screen. Select **OK**. On the next screen that appears, select **CLOSE**.
8. After collecting your print job, log out using the **Logout** button at the top right of the display screen.