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Welcome to the Cardinal Print Program! In this guide, you will find information that will help you realize the full potential of this Program:

There are numerous enhancements and improvements to the way you will print and handle digital documents. For example, in all four Redwood City office buildings, as well as in the main campus touchdown space, you will now have access to:

Scan to Cloud provides users with a quick and easy, yet secure, way to scan and send documents to Box or Google Drive using a one-touch button.

For questions about Cardinal Print, contact the UIT Service Desk at 5-HELP or (650) 725-4357, or submit a ticket to services.stanford.edu.
LOGGING IN TO YOUR DEVICE

1. Swipe card over the card reader located to the left of the LCD panel.

   or

   Touch the screen to enter your network credentials.

2. Once authenticated, select a Department.

3. a. Place documents in the feeder or on the glass.
   b. Select the desired function from the main menu.

   NOTE: Users assigned to only one Department will not be prompted with the Select Department Code screen. They will be directed to the Main Menu screen.

Press the Log Out button when you are done.
MAKING COPIES

1. Place documents face up in the feeder or face down on the glass.

2. Swipe card over the card reader located to the left of the LCD panel and, if prompted, select the Department Code.

3. Press the Copy button on the main screen.

4. Change your document(s) settings, if needed.

5. Using the control panel, enter the desired number of copies.

6. Press the Start button to complete the process.

Press the Log Out button when you are done.
1. Swipe card over the card reader located to the left of the LCD panel OR touch the screen to enter your network credentials.

2. Once authenticated, select a Department.

3. Select the Print Release button.

 **NOTE:** Users assigned to only one Department will not be prompted with the Select Department Code screen. They will be directed to the Main Menu screen.

4. Select your document and choose: Delete, Print, or Print All.

5. Press the Log Out button when you are done.
SCANNING TO YOURSELF
Only certain settings can be changed prior to sending out your document

1. Swipe card over the card reader located to the left of the LCD panel OR touch the screen to enter your network credentials.

2. Place your documents in the feeder or on the glass. Select the Scan and Send button.

3. Select the Send to Myself button. Your email will automatically populate on screen. Change your document(s) settings, if needed.

4. Press the Start button to begin sending your document. Press the Log Out button when you are done.

Available Scan Settings

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>Change the color settings of your document. The default is set to black &amp; white.</td>
</tr>
<tr>
<td>Doc Type</td>
<td>Change the document extension. The default is set to PDF.</td>
</tr>
<tr>
<td>Resolution</td>
<td>Change the resolution of your document. The default is set to 300x300 dpi.</td>
</tr>
<tr>
<td>Scan to Myself</td>
<td>This option will send your document to your email.</td>
</tr>
<tr>
<td>Size</td>
<td>Select the document size. The default is set to automatically detect the document size.</td>
</tr>
<tr>
<td>Options</td>
<td>Advanced document settings.</td>
</tr>
<tr>
<td>2-Sided</td>
<td>When selected, the device will scan both sides of your document.</td>
</tr>
</tbody>
</table>
SCANNING TO OTHERS
Only certain settings can be changed prior to sending out your document

1. Swipe card over the card reader located to the left of the LCD panel OR touch the screen to enter your network credentials.

2. Place your documents in the feeder or on the glass. Select the Scan and Send button.

3. a. Click on the Address Book button. 
b. Change your document(s) settings, if needed.

4. a. Enter the search criteria. Search by Name or Conditions (allows you to choose multiple search criteria to narrow your results).
b. Press the Start button to begin sending your document. Press the Log Out button when you are done.

Available Scan Settings

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<td>2-Sided</td>
<td>When selected, the device will scan both sides of your document.</td>
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SCAN TO THE CLOUD USING BOX

Only certain settings can be changed prior to sending out your document.

1. Swipe card over the card reader located to the left of the LCD panel OR touch the screen to enter your network credentials.

2. Place your documents in the feeder or on the glass. Select the Scan to Cloud button.

3. Press Scan to Box.

4. Sign in to your Box Account and press Authorize.

5. a. Select the fields to enter your SUNet ID and password*
    b. Press Login.

6. If you’re using a multifunction device for the first time, you will need to confirm your identity. A two-step authentication window will pop up. Authenticate to continue*.

*Using your finger, scroll down to see more of the screen.
Select **Grant Access.** Please Note: You will only need to complete this once per device.

Enter a file name. You can choose one or more desired scanning options by selecting one of the icons under *Current Scan Settings.*

Select the file path for your document and select **OK.**

If you select one of the icons, apply advanced setting by selecting the options listed in the drop down menu. Press the **OK** button.

Press the **Scan** button to send your document. Press the **Log Out** button when you are done.
SCAN TO THE CLOUD USING GOOGLE DRIVE

Only certain settings can be changed prior to sending out your document.

1. Swipe card over the card reader located to the left of the LCD panel OR touch the screen to enter your network credentials.

2. Place your documents in the feeder or on the glass. Select the Scan to Cloud button.

3. Select Scan to Google Drive.

4. Sign in to your Google Account.

5. a. Select the fields to enter your SUNet ID and password*.  
     b. Press Login.

6. If you’re using a multifunction device for the first time, you will need to confirm your identity. A two-step authentication window will pop up. Authenticate to continue*.

*Using your finger, scroll down to see more of the screen.
Select **Allow**. **Please Note**: You will only need to complete this once per device.

Select the file path for your document and select **OK**.

If you select one of the icons, apply advanced setting by selecting the options listed in the drop down menu. Press the **OK** button.

Enter a file name. You can choose one or more desired scanning options by selecting one of the icons under **Current Scan Settings**.

Press the **Scan** button to send your document. Press the **Log Out** button when you are done.
**SCAN SETTINGS**

Only certain settings can be changed *prior* to sending out your document

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<th>Description</th>
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<tbody>
<tr>
<td><strong>Color</strong></td>
<td>Change the color settings of your document.</td>
</tr>
<tr>
<td><em>When to use this option:</em></td>
<td>If you are scanning a color document and you would like your recipient to receive it in color, change this setting from black to color.</td>
</tr>
<tr>
<td><strong>Resolution</strong></td>
<td>This option has been defaulted to 200x200 dpi.</td>
</tr>
<tr>
<td><em>When to use this option:</em></td>
<td>If you want to increase the clarity of your document, increase the resolution in this setting.</td>
</tr>
<tr>
<td><em>Note:</em></td>
<td>The higher the resolution, the longer your document will take to process.</td>
</tr>
<tr>
<td><strong>Size</strong></td>
<td>Select the document size. Auto detect is the default setting.</td>
</tr>
<tr>
<td><em>When to use this option:</em></td>
<td>If you want to specify a document size other than that of your original document.</td>
</tr>
<tr>
<td><strong>1-Sided</strong></td>
<td>Choose whether to scan both sides of your original page(s).</td>
</tr>
<tr>
<td><em>When to use this option:</em></td>
<td>Change the setting to 2-sided if your document has information on both sides.</td>
</tr>
<tr>
<td><strong>Orientation</strong></td>
<td>Select the original document orientation before scanning.</td>
</tr>
<tr>
<td><em>When to use this option:</em></td>
<td>If you want to change the orientation from landscape to portrait.</td>
</tr>
<tr>
<td><strong>Image</strong></td>
<td>Choose the type of document you are scanning (e.g., text, map, photo).</td>
</tr>
<tr>
<td><em>When to use this option:</em></td>
<td>If you want to specify the type of document you’re scanning.</td>
</tr>
<tr>
<td><strong>Document Extension</strong></td>
<td>You can change the document type to TIFF, JPEG, or PDF. The default has been set to PDF.</td>
</tr>
</tbody>
</table>
MOBILE PRINTING

1. Create an email message, attach the file to be printed, and send it to: CardinalPrint@Stanford.edu

```
To:        CardinalPrint@stanford.edu
Cc:        
Bcc:       
Subject:   TestDocument
```

2. If you are a first-time user, you will receive an email reply prompting you to register. Click the link in the email to register your account.

**You must be connected to the Stanford network to complete your registration.**

3. You will receive a confirmation email indicating that your document(s) are ready to be printed. Instructions on How to Print will also be included.

4. Log in to any Canon multifunction device to print your document. Touch the screen or swipe your card. Follow the Print Instruction at the device.

The supported formats are Word, Excel, PPT, PDF, Images (JPG, TIFF, GIF, BMP), text (CSV, RTF & TXT), and Visio.
We have placed a device identification label on each multifunction device. Each label has important information that can be used for service calls, including device map location.

When a service issue is reported, please turn the label over to display Service Issue Reported. Once the issue is resolved, turn the label over to display the identification information.

For help with Canon multifunction devices, contact the UIT Service Desk at 5-HELP or (650) 725-4357, or submit an online ticket to services.stanford.edu.