What to Expect From the Cardinal Print Program at Redwood City

**BENEFITS TO YOU**

- **Print Anywhere**
  - *Convenience*: Pick up your print at any Canon multifunction device (MFD) across Redwood City as well as the main campus touchdown space at Bambi modular, 320 Panama Mall. Also, print from any mobile device.

- **Security**
  - *Authenticate with your badge at an MFD before printing*: Ensure your print job shows up when and where you’re ready to get it.

- **Quality And Efficiency**
  - *Improved print speed and quality*: Be more productive with upgraded MFDs.

- **Savings**
  - *Reduction in our print costs*: Our collaboration with Canon is expected to significantly decrease our print costs.

- **Sustainability**
  - *Reduction in our toner, energy and paper use*: All devices are ENERGY STAR® certified and rated EPEAT® Gold.

**HOW TO PREPARE PRIOR TO THE MOVE**

1. **SINGLE-FUNCTION DEVICES (SFDs) AND TONER CARTRIDGES**
   - Dispose of your old SFDs (e.g., printers, scanners) and their toner cartridges.
   - See the Print Device and Toner Disposal Guidelines on the Cardinal Print website.

2. **PAPER FILES**
   - Please check with your department’s leadership before making any permanent changes. However, in general, the goal is to digitize as many of your paper files as you can.
   - 1) First, dispose of papers you’ll never need (shred all confidential information).
   - 2) If a paper record must be maintained, consider scanning and storing it digitally. UIT’s document management consulting service can help you manage this process.

**DAY 1 OF THE MOVE**

**PRINT DRIVERS**
- Before your move-in day, your local desktop support group will “push” the print drivers to your computer. The print drivers will also be available for download on the Cardinal Print website before your move.

**TRAINING**
- Check out the Quick Reference Guides by all the new devices for instructions on how to print, copy, and scan.
- After move-in, you can get help from anyone wearing a red Canon T-shirt. Canon personnel will provide in-the-moment support and answer your questions.

**QUESTIONS?**
- For help with Canon MFDs, contact the UIT Service Desk at 5-HELP or (650) 725-4357, or submit an online ticket.
- For questions about our Cardinal Print Program, email the Cardinal Print Team at cardinalprint@lists.stanford.edu.