

## 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](mailto:cardinalprint@lists.stanford.edu).