Multifunction Device
Overview and Tips
DAPER
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GETTING STARTED WITH YOUR DEVICE

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

**EASY TO USE**

- **Print Anywhere**
  Print from any device including your tablet or mobile device. Pick up your printout at any Cardinal Print Canon multifunction device (MFD).

- **Print Quickly**
  Be more productive with new, upgraded MFDs.

- **Use Advanced Features**
  Scan directly to email. Add staples or 3-hole punching to your printout.

**SUPPORTS STANFORD’S GOALS**

- **Print Securely**
  Authenticate with your badge at a Cardinal Print Canon MFD to print your job when and where you want it. Approved for high risk and protected health information (PHI) data.

- **Reduces Stanford’s Environmental Impact**
  The program reduces Stanford’s use of toner, paper, and energy. All devices are ENERGY STAR®- and EPEAT®-certified.

- **Decreases Print Costs**
  The program is expected to decrease Stanford’s print costs.

There are numerous enhancements and improvements to the way you will print and handle digital documents. For example, you will now have access to your prints at any Cardinal Print device across DAPER.

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:
   A) To the left of the LCD panel  or
   B) Top right of the document feeder.

   Touch the screen to enter your network credentials.

2. Once authenticated, select a Department.

   NOTE: Card reader placement will vary per device model. Depicted: A) IRA C5550i B) IRA C356iF

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 or top right of the document feeder 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 screen or top right of the document feeder OR touch the screen to enter your network credentials.

2. Once authenticated, select a Department.

3. Select the Print Release button.

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

5. Press the Log Out button when you are done.
1. Swipe card over the card reader located to the left of the LCD screen or top right of the document feeder 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

- **Color**: Change the color settings of your document. The default is set to black & white.
- **Doc Type**: Change the document extension. The default is set to PDF.
- **Resolution**: Change the resolution of your document. The default is set to 300x300 dpi.
- **Scan to Myself**: This option will send your document to your email.
- **Size**: Select the document size. The default is set to automatically detect the document size.
- **Options**: Advanced document settings.
- **2-Sided**: When selected, the device will scan both sides of your document.
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 screen or top right of the document feeder 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

<table>
<thead>
<tr>
<th>Setting</th>
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MOBILE PRINTING

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

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.

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

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.

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.**

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.

Log in to any Cardinal Print 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.

**DEVICE IDENTIFICATION LABEL**

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

<table>
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<td>Serial #</td>
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**GETTING HELP**

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.

A service technician has been alerted about the problem. Please use another available device.