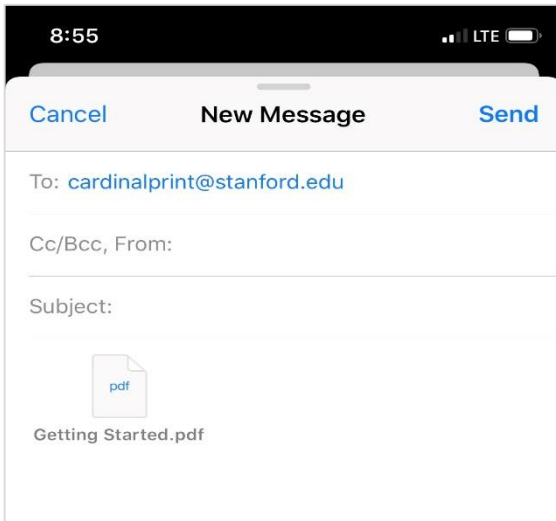


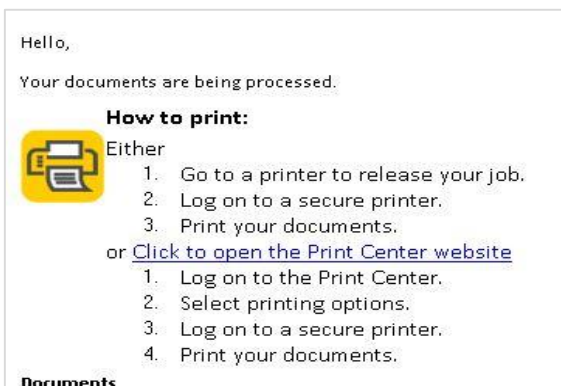
# MOBILE PRINTING

Included with the Cardinal Print Program is mobile printing. This feature allows you to print from any personal, email-enabled device such as your smartphone, tablet, laptop, and PC, regardless of their operating system!

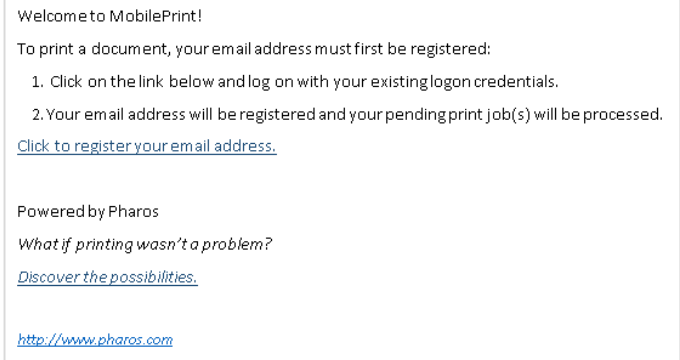
- 1** Create an email message, attach the file to be printed, and send it to: [cardinalprint@stanford.edu](mailto:cardinalprint@stanford.edu)



- 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.



- 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.\*\***



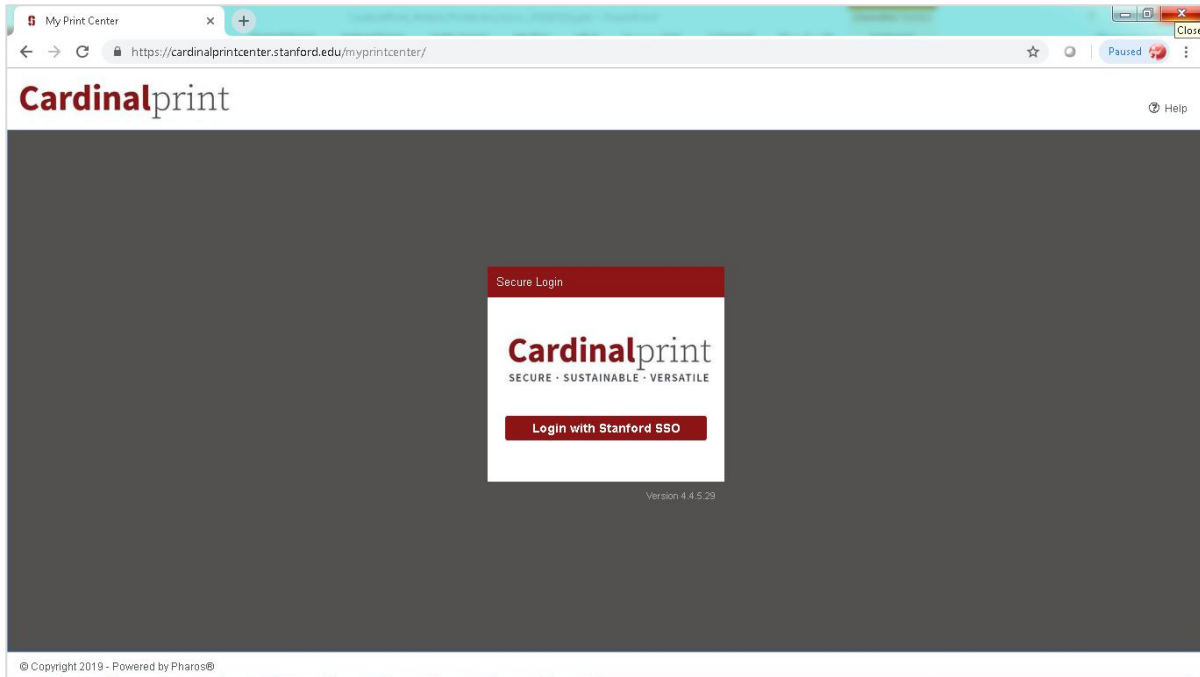
- 4** Log into any Canon multifunction device to print your document. Touch the screen or swipe your card. Follow the **Print Instruction** at the device to print your document(s).

The supported formats are Word, Excel, PPT, PDF, Images (JPG, TIFF, GIF, BMP), text (CSV, RTF & TXT), and Visio.

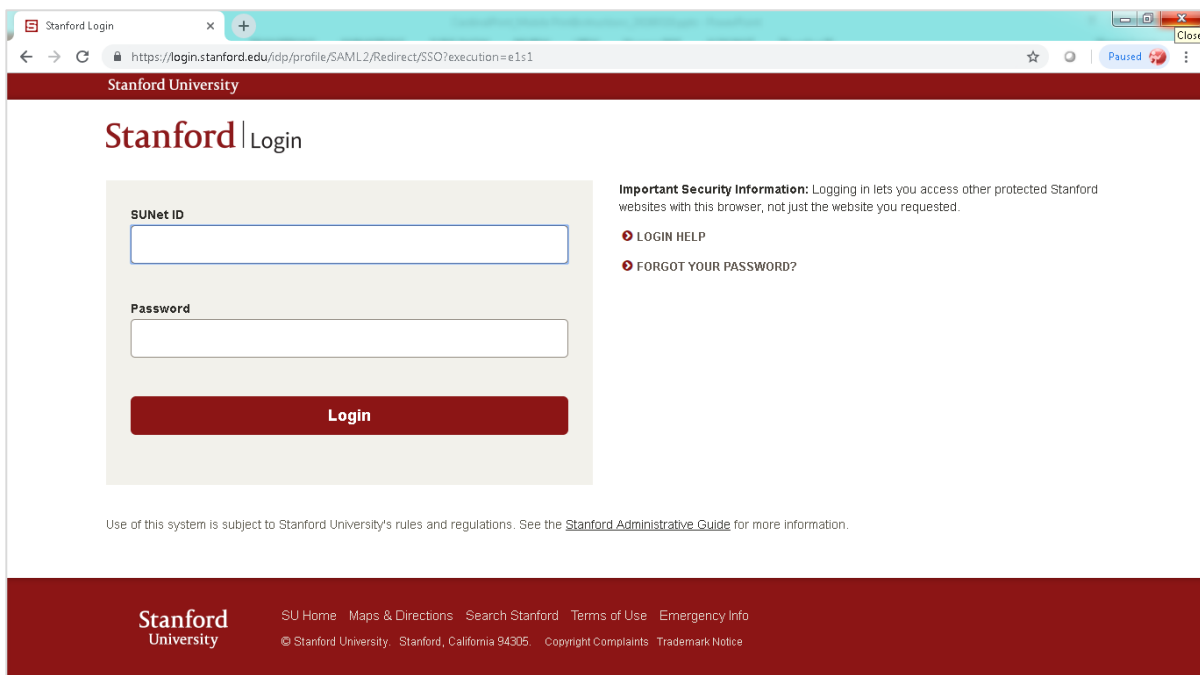
# CARDINAL PRINT CENTER

The default settings for mobile print are double-sided printing in black and white. Documents stay in the print queue for 72 hours. Settings can be changed by logging in to the Cardinal Print Center online. The instructions below will guide you through the process.

- 1
  - a. Open a browser and enter the following url: [cardinalprintcenter.stanford.edu](https://cardinalprintcenter.stanford.edu).
  - b. If prompted, click on **Login with Stanford SSO**.

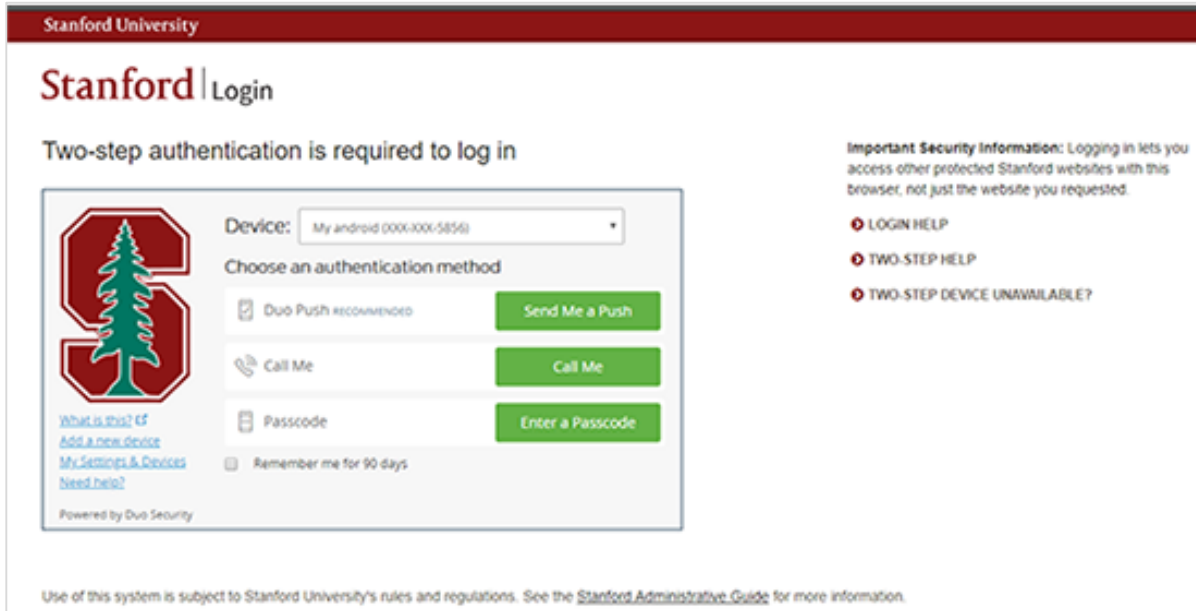


- 2 Sign in using your SUNet ID and password. Click on **Login**.

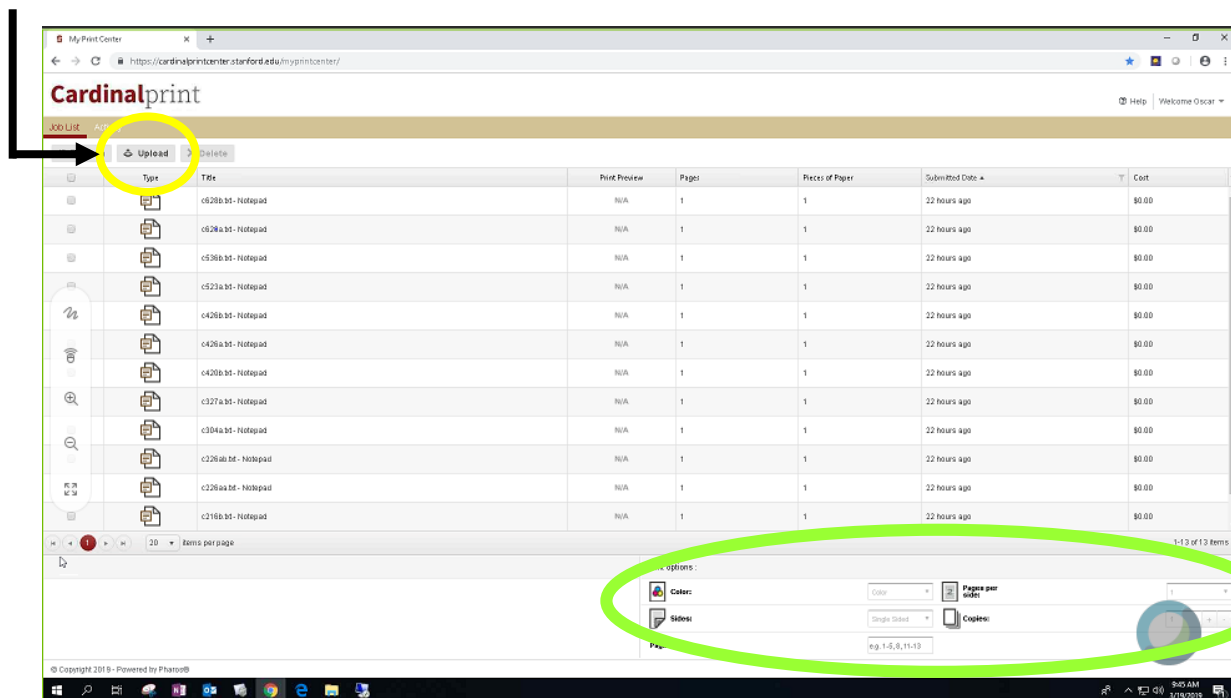


# CARDINAL PRINT CENTER (CONTINUED)

3 Authenticate with a smartphone or tablet and tap **Approve** on your mobile device.



4 Documents you sent to Cardinal Print are visible on the screen. You can also add a document to the list by selecting the **Upload** button.



Change a document setting, if needed, by selecting the document and choosing one of the drop-down choices in the **Print options** section. Click the **Welcome** drop-down menu in the upper right to log out when you are done.