TABLE OF CONTENTS

Getting Started

Logging into Your Device

Making Copies

Printing Your Documents

Scanning to Yourself

Scanning to Others

Scanning to the Cloud

Mobile Printing

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

**SUPPORTS STANFORD’S GOALS**

**Reduce Stanford’s Environmental Impact**
Reduce Stanford’s use of toner, paper, and energy. All devices are ENERGY STAR® and EPEAT® certified. Program supports our sustainability goals, including becoming 80% carbon free by 2025 and achieving zero waste by 2030.

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

**EASY TO USE**

**Print Anywhere**
Print securely from any device including your tablet or mobile device. Pick up your printout at any Cardinal Print Canon 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.
LOGGING IN TO YOUR DEVICE

1. Swipe Stanford ID over the card reader located:
   A) To the left of the LCD panel or
   B) Top right of the document feeder or
   C) To the right of the LCD panel

2. Once authenticated, select a Department.

3. Touch Copy, Scan and Send, Print Release, or Scan to Cloud.

   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. Touch 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 Stanford ID over the card reader (See page 4 for card reader location) OR touch the screen to enter your network credentials. If prompted, select the Department Code.

3. Touch the Copy button.

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

5. Touch the numbers on the control panel or on the screen to enter the desired amount of copies.

6. Press the Start button on the control panel or touch Start on the screen to begin copying. Touch Log Out when you are done.
1. Swipe Stanford ID over the card reader (See page 4 for card reader location) OR touch the screen to enter your network credentials.

2. Once authenticated, select a Department.

   ![Select Department Code](image)

   **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.

3. Touch the Print Release button.

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

5. Touch 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 Stanford ID over the card reader (See page 4 for card reader location) OR touch the screen to enter your network credentials.

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

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

4. Press the **Start** button on the control panel or touch **Start** on the screen to begin scanning. Touch **Log Out** when you are done.

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**Available Scan Settings**

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Color</strong></td>
<td>Change the color settings of your document. The default is set to black &amp; white.</td>
</tr>
<tr>
<td><strong>Doc Type</strong></td>
<td>Change the document extension. The default is set to PDF.</td>
</tr>
<tr>
<td><strong>Resolution</strong></td>
<td>Change the resolution of your document. The default is set to 300x300 dpi.</td>
</tr>
<tr>
<td><strong>Scan to Myself</strong></td>
<td>This option will send your document to your email.</td>
</tr>
<tr>
<td><strong>Size</strong></td>
<td>Select the document size. The default is set to automatically detect the document size.</td>
</tr>
<tr>
<td><strong>Options</strong></td>
<td>Advanced document settings.</td>
</tr>
<tr>
<td><strong>2-Sided</strong></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 Stanford ID over the card reader (See page 4 for card reader location) OR touch the screen to enter your network credentials.

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

3. a. Touch Address Book and search criteria. Select recipient’s email address.
   b. Touch Address Book then To Local or One Touch to select a stored email address.
   c. Touch New Destination to manually type in an email address.

Available Scan Settings

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</tr>
</tbody>
</table>
SCANNING TO OTHERS (CONT.)
Only certain settings can be changed prior to sending out your document

4. Change your document(s) settings, if needed.
   a. Press the Start button on the control panel or touch Start on the screen to begin
      scanning.
   b. Touch Log Out when you are done.

Available Scan Settings

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<td>Select the document size. The default is set to automatically detect the document size.</td>
</tr>
<tr>
<td><strong>2-Sided</strong></td>
<td>When selected, the device will scan both sides of your document.</td>
</tr>
</tbody>
</table>
SCAN TO THE CLOUD USING BOX

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

1. Swipe Stanford ID over the card reader (See page 4 for card reader location) OR touch the screen to enter your network credentials.

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

3. Touch Scan to Box.

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

5. a. Select the fields to enter your SUNet ID and password*. 
   b. Touch 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.
SCAN TO THE CLOUD USING BOX (CONTINUED)

7 Select **Grant Access. Please Note:** You will only need to complete this once per device.

8 Select **Browse.**

9 Select the file path for your document and Touch **OK.**

10a Enter a file name. You can choose one or more desired scanning options by touching one of the icons under **Current Scan Settings.**

10b If you select one of the icons, apply advanced settings by selecting the options listed in the drop down menu. Touch the **OK** button.

11 Touch the **Scan** button to send your document. Touch **Log Out** when you are done.
1. Swipe Stanford ID over the card reader **See page 4 for card reader location** OR touch the screen to enter your network credentials.

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

3. Touch **Scan to Google Drive**.

4. Sign in to your Google Account.

5. a. Select the fields to enter your SUNet ID and password*.  
   b. Touch **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 Touch **OK**.

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

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

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

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<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><strong>Note:</strong></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 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.

Welcome to MobilePrint!
To print a document, your email address must first be registered:

1. Click on the link below and log on with your existing logon credentials.
2. Your email address will be registered and your pending print job(s) will be processed.

Click to register your email address.

Powered by Pharos
What if printing wasn’t a problem?
Discover the possibilities.

http://www.pharos.com
We have placed a device identification label on each multifunction device. Each label has important information that can be used for service calls.

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.

Device Name
Serial 

To indicate that a service call was placed, please remove this card from the pouch and turn over.

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

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.