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

   NOTE: Card reader placement will vary per device model.
   Depicted: A) IRA C5550i B) IRA C356iF C) IRA DX C5750i

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.

3. Touch the Print Release button.

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. 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>Resolution:</strong></td>
<td>Change the resolution of your document. The default is set to 300x300 dpi.</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>2-Sided:</strong></td>
<td>When selected, the device will scan both sides of your document.</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>Options:</strong></td>
<td>Advanced settings such as Job Build, Copy Ratio, and Erase Frame are available.</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

- **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 settings such as Job Build, Copy Ratio, and Erase Frame are available.
- **2-Sided:** When selected, the device will scan both sides of your document.
4. Change your document(s) settings, if needed.

b. Press the **Start** button on the control panel or touch **Start** on the screen to begin scanning.

c. Touch **Log Out** when you are done.

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**Available Scan Settings**

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<td><strong>Scan to Myself</strong></td>
<td>This option will send your document to your email.</td>
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<td>When selected, the device will scan both sides of your document.</td>
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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 Box.

4a. If you’re using a multifunction device for the first time, or switching accounts, sign in to your Box Account and touch Authorize. Otherwise, go to step 5.

4b. Confirm your identity.
   a. Select the fields to enter your SUNet ID and password*.
   b. Touch Login.

4c. 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)

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

4d Select Grant Access. Please Note: You will only need to complete this once per device.

5 Select Browse.

6 Select the file path for your document and touch Select.

7a Enter a file name. Choose one or more desired scanning options by touching one of the Scan Settings icons.

7b If you select one of the icons, apply advanced settings by selecting the options listed in the drop down menu. Touch the Close button.

8 Touch the Scan button to send your document. Touch Switch Box Account to switch accounts and repeat the process, or 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 Google Drive.

4a. If you’re using a multifunction device for the first time, or switching accounts, sign in to your Google Account. Otherwise, go to step 5.

4b. Confirm your identity.
   a. Select the fields to enter your SUNet ID and password*.
   b. Touch Login.

4c. A two-step authentication window will pop up. Authenticate to continue*.

*Using your finger, scroll down to see more of the screen.
4d  Select **Allow.** Please Note: You will only need to complete this once per device.

5  Select **Browse.**

6  Select the file path for your document and touch **Select.**

7a  Enter a file name. Choose one or more desired scanning options by touching one of the Scan Settings icons.

7b  If you select one of the icons, apply advanced setting by selecting the options listed in the drop down menu. Touch the **Close** button.

8  Touch the **Scan** button to send your document. Touch **Switch Google Account** to switch accounts and repeat the process, or touch **Log Out** when you are done.
SCAN TO THE CLOUD USING ONEDRIVE

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

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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 **OneDrive**.

4a. If you’re using a multifunction device for the first time, or switching accounts, sign in to your OneDrive Account and touch **Next**.

4b. Confirm your identity.

   a. Select the fields to enter your SUNet ID and password*.

   b. Touch **Login**.

4c. A two-step authentication window will pop up. Authenticate to continue*.

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*Using your finger, scroll down to see more of the screen.*
4d Select **Don’t show this again** and touch **Yes**. **Please Note**: You will only need to complete this once per device.

5 Select **Browse**.

6 Select the file path for your document and touch **Select**.

7a Enter a file name. Choose one or more desired scanning options by touching one of the Scan Settings icons.

7b If you select one of the icons, apply advanced settings by selecting the options listed in the drop down menu. Touch the **Close** button.

8 Touch the **Scan** button to send your document. Touch **Switch Microsoft Account** to switch accounts and repeat the process, or touch **Log Out** when you are done.
**SCAN SETTINGS**

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

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<tr>
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<tbody>
<tr>
<td><strong>Color</strong></td>
<td>Change the color settings of your document. &lt;br&gt;&lt;br&gt;<em>When to use this option:</em> 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. &lt;br&gt;&lt;br&gt;<em>When to use this option:</em> If you want to increase the clarity of your document, increase the resolution in this setting. &lt;br&gt;&lt;br&gt;<em>Note:</em> 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. &lt;br&gt;&lt;br&gt;<em>When to use this option:</em> 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). &lt;br&gt;&lt;br&gt;<em>When to use this option:</em> 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. &lt;br&gt;&lt;br&gt;<em>When to use this option:</em> 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). &lt;br&gt;&lt;br&gt;<em>When to use this option:</em> 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>

![Diagram of document settings process]

1. **Scan** the document.
2. **Send** to cloud or device.
3. **Receive** on another device.
Create an email message, attach the file to be printed, and send it to: 
CardinalPrint@Stanford.edu

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.

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.