How to print to Cardinal Print as a Visitor:

2. Click Visitors: Log in to print center.
3. If you already have an account, use your Cardinal Print username (email address) and password that was used to initially create your account.
   Note: If you're new to Cardinal Print, click I am a new guest and follow the steps to set up your account.

Go to any Cardinal Print enabled device and follow the steps below to print your document(s).

FROM START,

1. Click Upload (top left of the screen) and select the file(s) you'd like to print.
2. Select your desired printing (bottom right of the screen).

Release your Print(s)

Go to any Cardinal Print enabled device and follow the steps below to print your document(s). From Start, follow the Print instructions.

Log In/ Create an Account

1. Touch the Print Release button.
2. Select your document(s) and choose Delete, Print, or Print All.
3. Touch Log Out when you are done.

Add Funds

1. To add funds using a credit card, click on the Add funds in the Payment Methods section (bottom left of the screen).
2. Once you’ve followed the steps to add funds, click Refresh (top left of the screen).
3. Your available funds are displayed on the bottom left portion of the screen.
   Color print/copy jobs are $0.05 each, and black and white print/copy jobs are $0.01 each.

Upload Document(s)

1. Touch the Log Out button.
   Note: You will see the cost of each document and the total charge for all document(s) selected.

START

Touch the screen to enter your Cardinal Print Username (Account Email address) and Password.

If applicable, place your documents face up in the feeder or face down on the glass.

Touch Start to copy your document. Touch Log Out when you are done.

PRINT

SCAN TO EMAIL

COPY

For more complete instructions, go to https://uit.stanford.edu/service/cardinal-print/guests