

QUICK REFERENCE GUIDE FOR VISITORS HOW TO USE THIS DEVICE

VISITOR PRINT

How to print to Cardinal Print as a Visitor:

1

Log In/ Create an Account

1. Navigate to the Cardinal Print website (<https://uit.stanford.edu/service/cardinal-print>).
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.*

2

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.

3

Upload Document(s)

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).

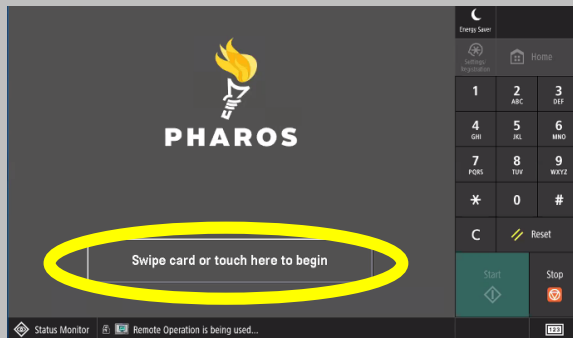
4

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.

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.



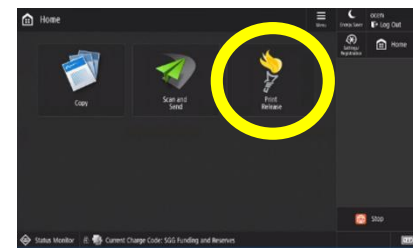
Scan the QR code for Visitor/Guest Cardinal Print instructions



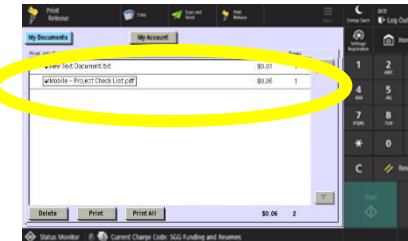
Scan the QR code for access to the Visitor Cardinal Print Center

PRINT

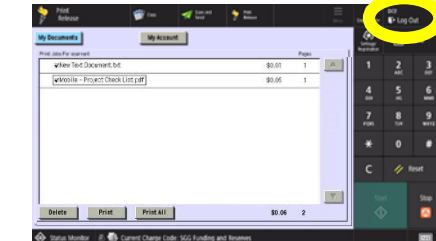
Touch the **Print Release** button.



Select your document(s) and choose **Delete, Print, or Print All**.



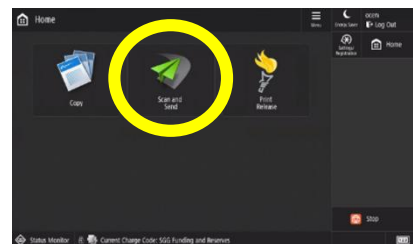
Touch **Log Out** when you are done.



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

SCAN TO EMAIL

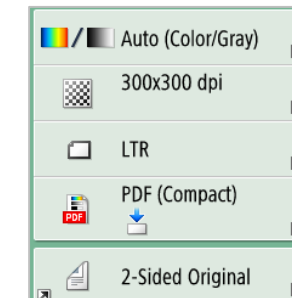
Touch the **Scan and Send** button.



Select the desired destination option: **Address Book, New Destination, or Send to Myself**.



Change settings as needed.

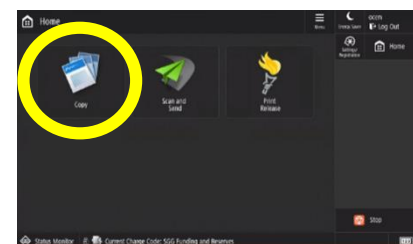


Touch **Start** to send your document. Touch **Log Out** when you are done.



COPY

Touch the **Copy** button.



Change the document settings as needed.



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



For help with the Cardinal Print devices, contact the UIT Service Desk at 5-HELP or (650) 725-4357.