

**Cardinal**print

SECURE · SUSTAINABLE · EFFICIENT

# Multifunction Device Overview and Tips

2/8/2024

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# GETTING STARTED WITH YOUR DEVICE

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



## •Approved Solution

•Cardinal Print is Stanford's Managed Print Service and part of the University's Print Policy\*.



## •Increased Security

•The dedicated Secure Cardinal Print Network centrally mitigates security vulnerabilities.  
•Authenticate with your badge at a Cardinal Print multifunction device (MFD) before printing. Ensures your print job shows up when and where you're ready to get it. No more running to the printer to get your confidential documents. No more unclaimed wasted paper. GDPR- and HIPAA-compliant.



## •Optimize Your Print Environment and Workflows

•Expert support ensures paper-heavy business processes are more efficient and effective in space savings. Get the right devices in the right places.



## •Offload Administration of Print Devices

•No need to research vendors, devices, or track leases and supply costs. Onsite support teams provide exceptional, prompt service and support for equipment pick-up and delivery. Onsite team manages supplies (e.g., paper, toner, staples).



## •Print Anywhere

•Convenience-Pick up your print at any Cardinal Print MFD. Also, print from any mobile device.



## •Environmental Savings

•Reduction in our toner, energy, and paper use. All devices are ENERGY STAR® certified and rated EPEAT® Gold.

**In 2022, Cardinal Print saved:**



1,131 trees



123,000kWh of energy



1,102,000 gallons of water



Reduction of 118,000 lbs. CO<sub>2</sub> emissions



## •Full Onboarding and Training

•Included user guides, videos, and e-learning covering main device functions and features, as well as customer communication, change management, and training.

For more information about the CardinalPrint program and Stanford's Print Policy visit:

**Cardinal Print Website:**  
[cardinalprint.stanford.edu](http://cardinalprint.stanford.edu)



**Stanford's Print Policy\*:**  
[cardinalprint.stanford.edu/policy](http://cardinalprint.stanford.edu/policy)



# COLOR PRINTING: PC

To save on costs and paper all Cardinal Print devices are defaulted to print in black & white and double-sided. To print in color, complete the following steps every time you print (defaults cannot be changed).

- 1 Select **File, Print**.  
Ensure **CardinalPrint** is selected from the list of Printers and select **Printer Properties**.

Print



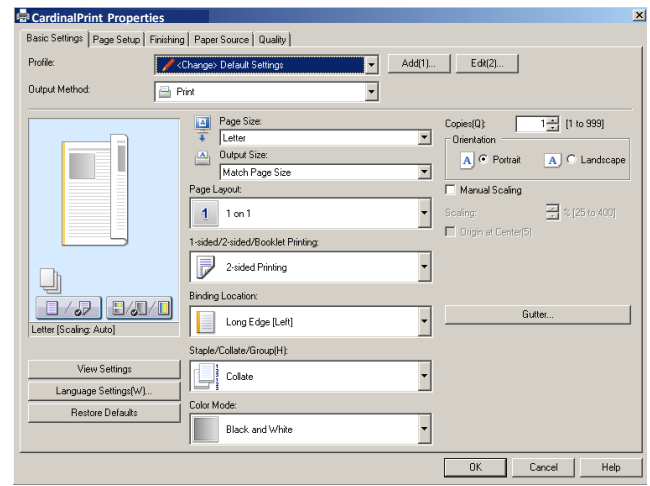
Copies: 1

Printer

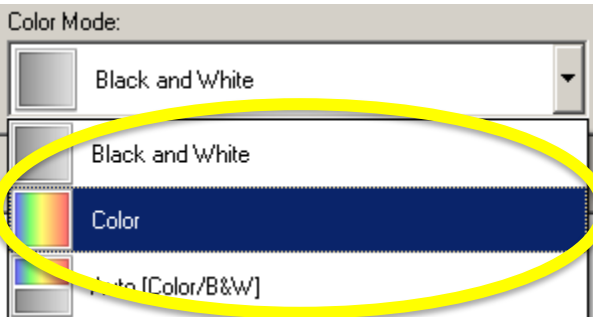


Printer Properties

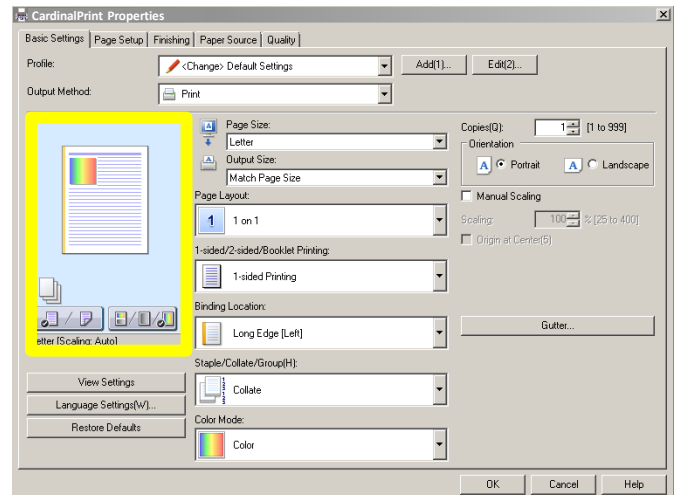
- 2 The Print Driver Options will display in a new window.



- 3 Select **Color Mode** and select **Color** from the drop-down list.



- 4 Apply additional finishing options if desired and select **OK** and **Print**.

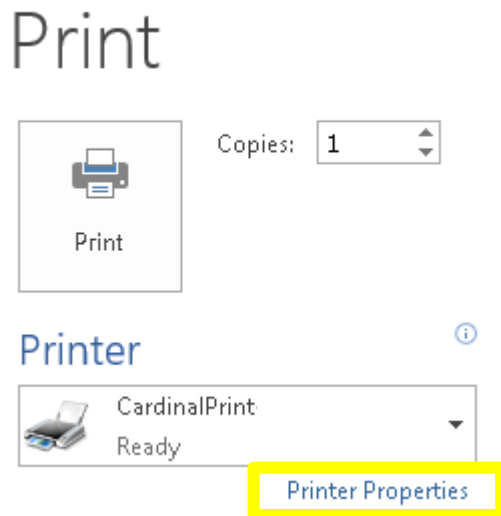


**Note:** The preview page will display the option(s) you selected (e.g., 1-sided color shown above).

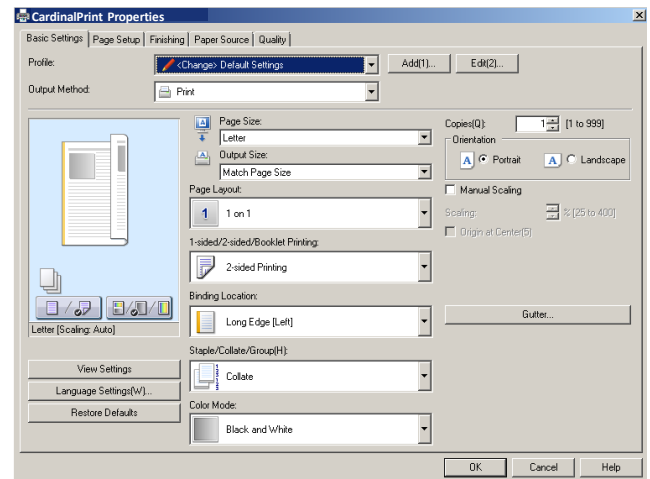
# SINGLE-SIDED PRINTING: PC

To save on costs and paper all Cardinal Print devices are defaulted to print in black & white and double-sided. To print single-sided, complete the following steps every time you print (defaults cannot be changed).

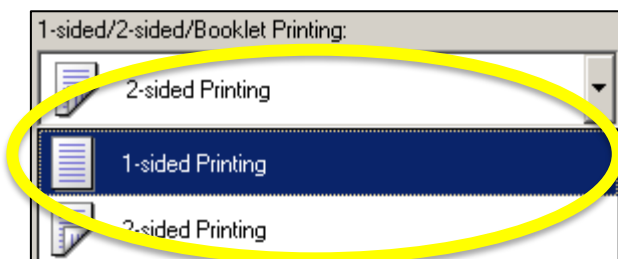
- 1 Select **File, Print**.  
Ensure **CardinalPrint** is selected from the list of Printers and select **Printer Properties**.



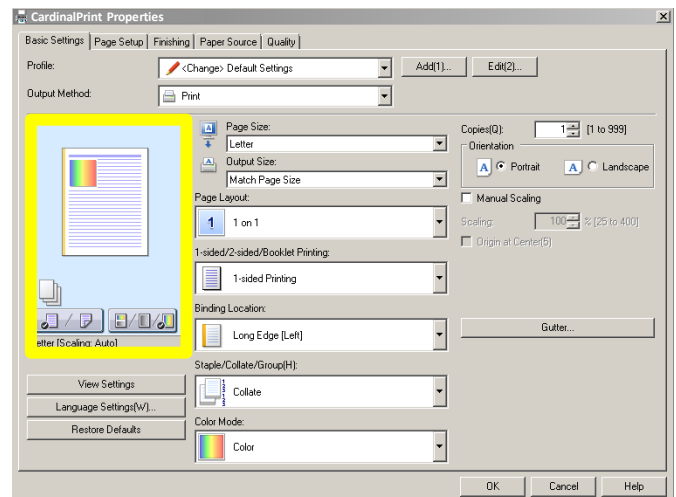
- 2 The Print Driver Options will display in a new window.



- 3 Select **1-sided/2-sided/Booklet** and select **1-sided** from the drop-down list.



- 4 Apply additional finishing options if desired and select **OK** and **Print**.



**Note:** The preview page will display the option(s) you selected (e.g., 1-sided color shown above).

# Non-Domain Bound Users

If you have a PC, you can have the computer joined to the Stanford domain. Consult your desktop support team to determine whether this is an option. Although there is no workaround for the Mac computer, our team is currently investigating a permanent solution to this issue.

- 1** Select **File, Print**.  
Ensure **CardinalPrint** is selected from the list of Printers and select **Print**.


*The Print Job Details menu will display in a new window.*

- 2** Enter your **SUNet ID**.  
Enter your **SUNet ID Password** twice  
Select **Print**.

Print Job Details

Please enter your SUNet ID  SUNet ID

Please enter your SUNet ID Password

 [Answer Settings](#)

# MOBILE PRINTING WITH CARDINALPRINT CENTER

You can print on the go by uploading documents to the CardinalPrint Center. Documents stay in your print queue for 72 hours. The instructions below will guide you through the process.

1

Navigate to <https://uit.stanford.edu/service/cardinal-print> and click on either:

- A. **Staff and Faculty : Log into Print Center** *or*
- B. **Students : Log into Print Center.**

The image shows two side-by-side panels. The left panel is titled 'Staff and Faculty' and features an icon of a person with a red ID badge. Below the icon, it says 'Three ways to print:' followed by a bulleted list: 'Download the universal Cardinal Print driver.', 'Log in to the Cardinal Print Center to upload documents.', and 'Send your attachment(s) via email to cardinalprint@stanford.edu from your Stanford email address.' At the bottom, there are two buttons: 'Log into Print Center »' (circled in yellow) and 'Learn more about Cardinal Print »'. The right panel is titled 'Students' and features an icon of a person with a red ID badge and a red cap. Below the icon, it says 'Three ways to print:' followed by a bulleted list: 'Download the universal Cardinal Print driver.', 'Log into the Cardinal Print Center to upload documents.', and 'Send your attachment(s) via email to cardinalprint@stanford.edu from your Stanford email address.' At the bottom, there are three buttons: 'Log into Print Center »' (circled in yellow), 'Learn more about Cardinal Print for students »', and 'View Cardinal Print device locations »'.

2

- a. If prompted, click on **Login with Stanford SSO**. If not prompted, continue to **Step 4**.
- b. Sign in using your SUNet ID and password. Click on **Login**.

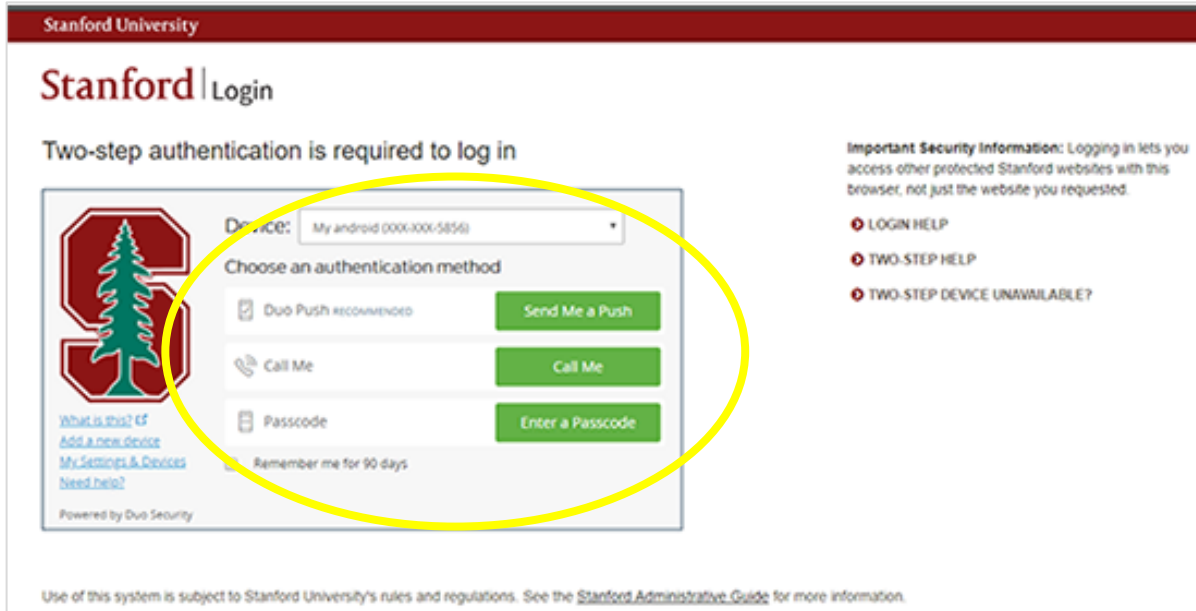
The image shows a 'Secure Login' page for Cardinalprint. The page has a dark red header with 'Secure Login' in white. Below the header, the Cardinalprint logo is displayed in large red and black text, with the tagline 'SECURE · SUSTAINABLE · EFFICIENT' underneath. At the bottom of the main content area, there is a dark red button with the text 'Login with Stanford SSO' in white, which is circled in yellow. The footer of the page is dark grey and contains the text 'Version 4.11.13.1'.

The image shows a browser window displaying the Stanford Login page. The address bar shows the URL 'https://login.stanford.edu/ldap/profile/SAML2/Redirect/SSO?execution=111'. The page has a dark red header with 'Stanford University' and 'Stanford Login' in white. Below the header, there is a login form with two input fields: 'SUNet ID' and 'Password'. Below the input fields is a dark red button with the text 'Login' in white, which is circled in yellow. To the right of the input fields, there is a section titled 'Important Security Information' with a warning icon and the text 'Logging in lets you access other protected Stanford websites with this browser, not just the website you requested.' Below this, there are links for 'LOGIN HELP' and 'DID YOU FORGET YOUR PASSWORD?'. At the bottom of the page, there is a footer with the Stanford University logo and the text 'SU Home Maps & Directions Search Stanford Terms of Use Emergency Info © Stanford University Stanford, California 94305 Copyright Complaints Trademark Notice'.

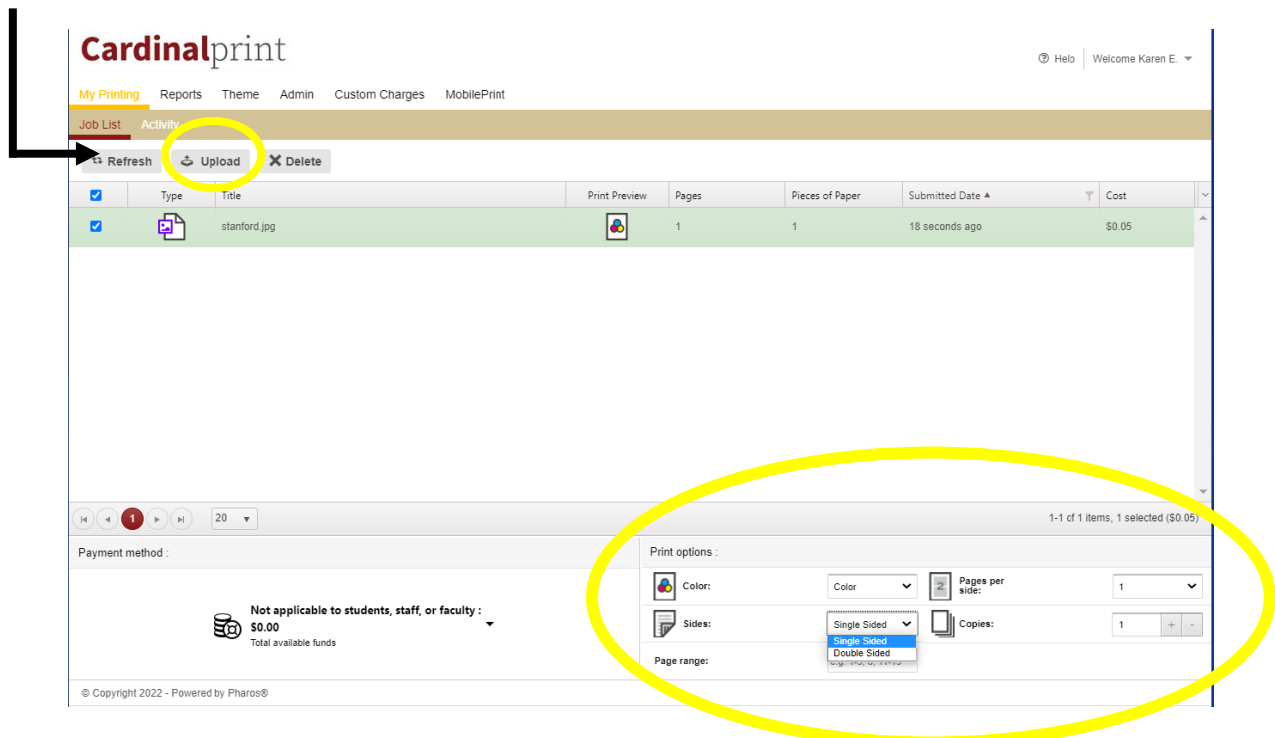


# MOBILE PRINTING WITH CARDINALPRINT CENTER (CONTINUED)

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



- 4
- Click **Upload** to upload document(s) directly to the CardinalPrint Center.
  - Change your document(s) settings, if needed, by selecting your document and click one of the dropdown choices in the **Print options** section. **Log Out** when you are done.

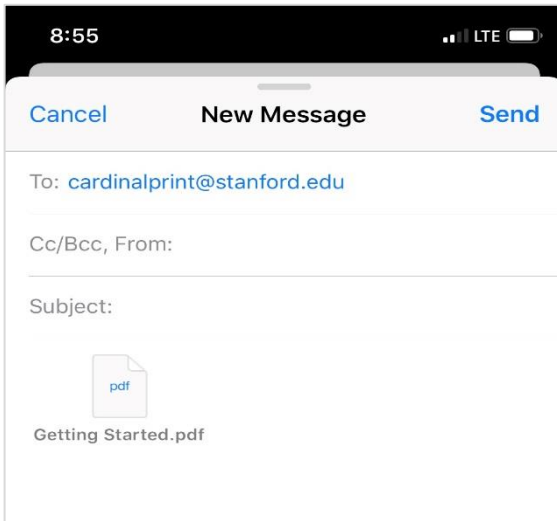


- Go to the closest CardinalPrint device to print your documents.

# MOBILE PRINTING WITH EMAIL

Print on the go with mobile printing. This feature allows you to print from any personal, email-enabled device such as your smartphone, tablet, laptop, and PC, regardless of your operating system. Documents stay in your print queue for 72 hours. The default settings for mobile print are double-sided printing in black and white. Settings can be changed by logging in to CardinalPrint Center online.

- 1** Create an email message, attach the file(s)\* to be printed, and send it to: [cardinalprint@stanford.edu](mailto:cardinalprint@stanford.edu) \*You can add up to 10 attachments per email.

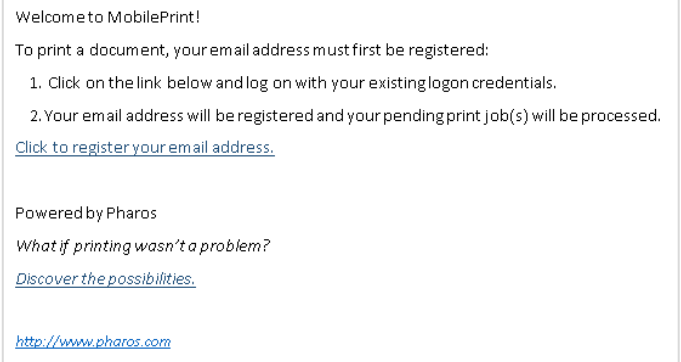


- 3** You will receive a confirmation email indicating that your document(s) are ready to be printed. Instructions on *How to Print* will also be included.



- 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.

**Note: You must be connected to the Stanford network to complete your registration.**



- 4** Log into any CardinalPrint device to print your document. Place your Stanford University ID Card or Mobile Key on the card reader or touch the screen and enter your network credentials.

Follow the [Print Instructions](#) 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.

# LOGGING IN TO YOUR DEVICE

**1** Place your **Stanford University ID card** or **Mobile Key** on 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)** CP Co-Ho **C)** CP Cardinal, CP Marguerite, CP Tressider

*or*

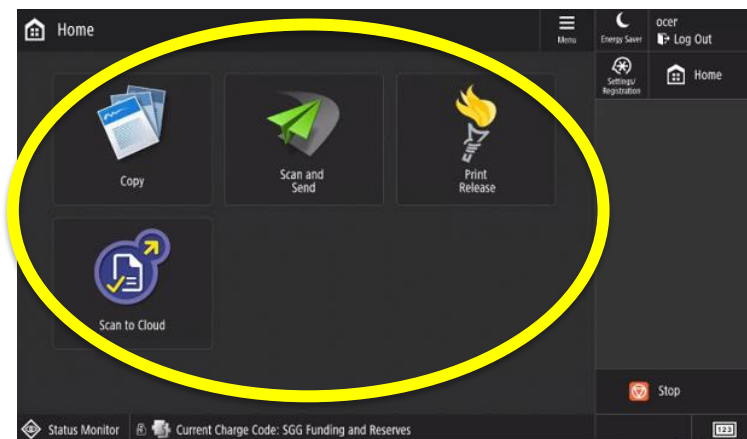
Touch the screen to enter your **SUNet ID** and **Password**.

Swipe card or touch here to begin

**2** Once authenticated, select a Department.

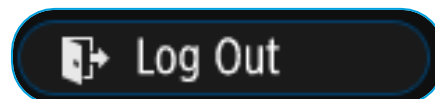
A screenshot of a touch-screen interface. At the top, it says 'Select Department Code'. Below that, there are two options: 'Charge to a code - Department' and 'Charge to personal account'. At the bottom, there is a 'New Charge Code:' field and two buttons: 'Back' and 'Cancel'.

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



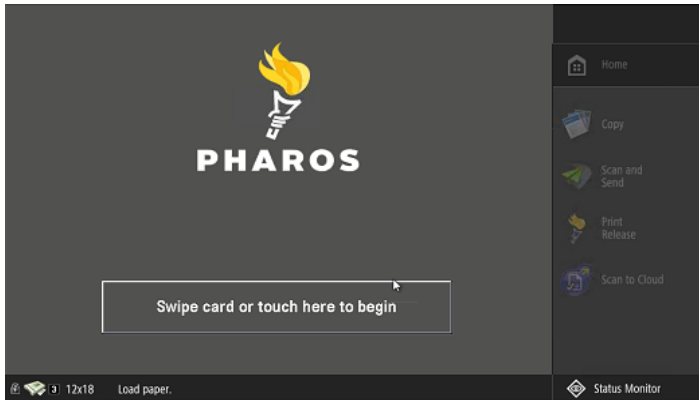
**NOTE:** Users assigned to only one Department will not be prompted with the **Select Department Code** screen. They will be directed to the Main Menu screen.

**4** Touch the **Log Out** button when you are done.

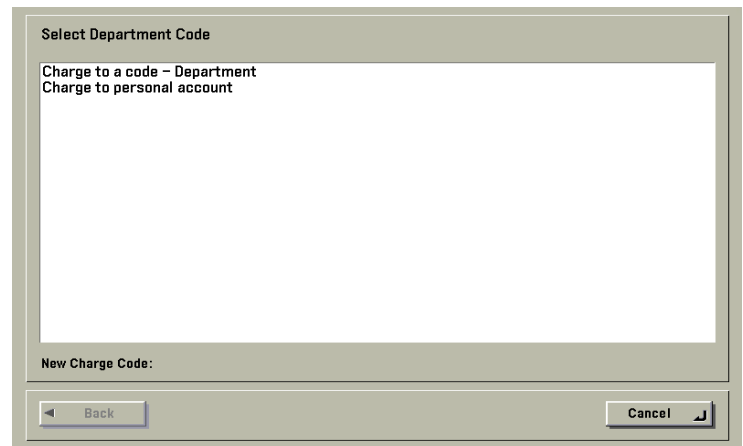


# PRINTING YOUR DOCUMENTS

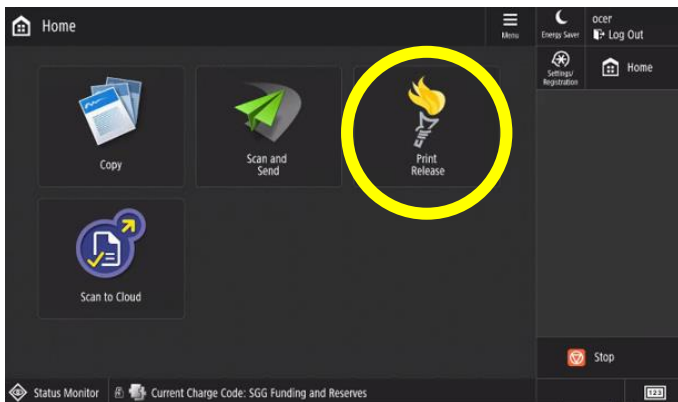
- 1 Place your **Stanford University ID card** or **Mobile Key** on the card reader ([See page 4 for card reader location](#)) OR touch the screen to enter your network credentials.



- 2 Once authenticated, select a Department.

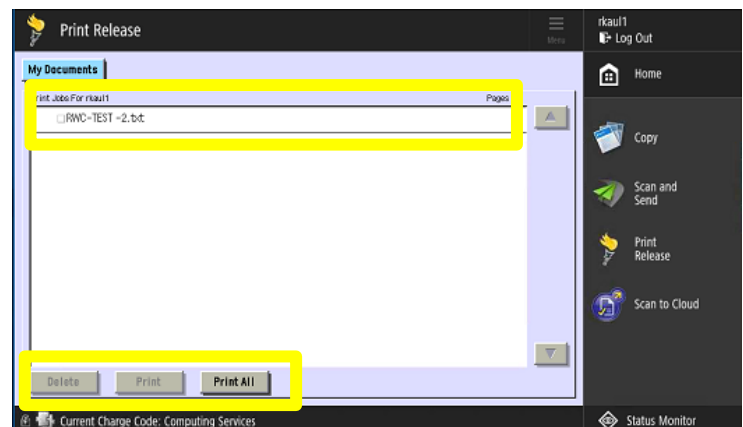


- 3 Touch the **Print Release** button.

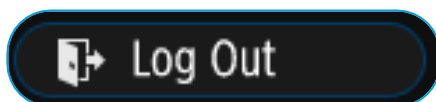


**NOTE:** Users assigned to only one Department will not be prompted with the **Select Department Code** screen. They will be directed to the Main Menu screen.

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

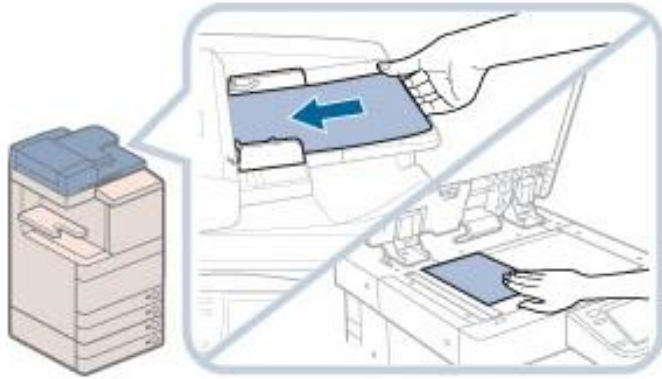


- 5 Touch the **Log Out** button when you are done.

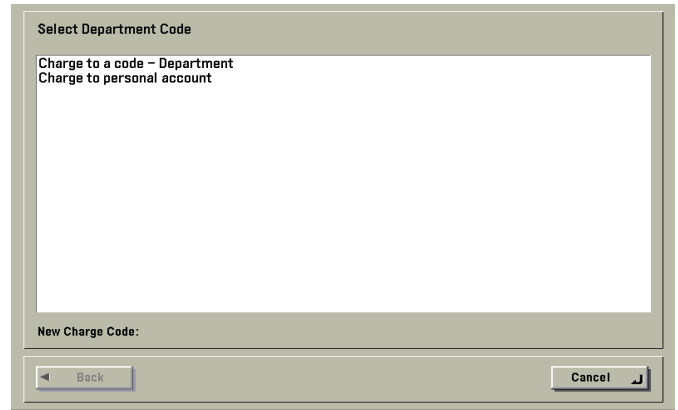


# MAKING COPIES

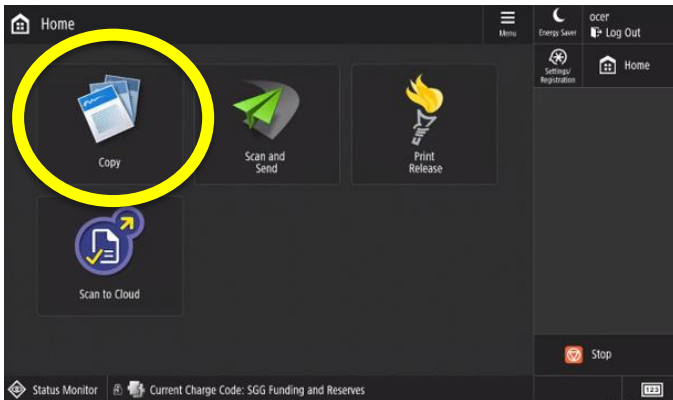
- 1 Place documents face up in the feeder or face down on the glass.



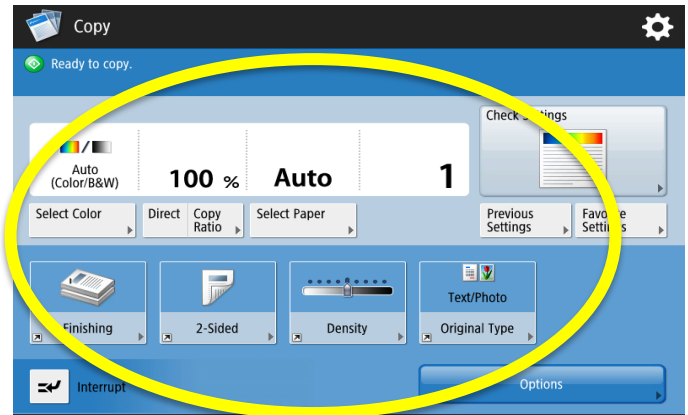
- 2 Place your **Stanford University ID card** or **Mobile Key** on the card reader ([See page 4 for card reader location](#)) OR touch the screen to enter your network credentials. If prompted, select the Department Code.



- 3 Touch the **Copy** button.



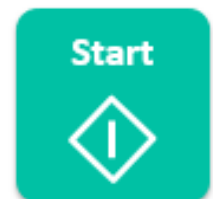
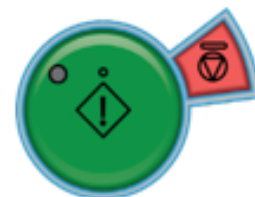
- 4 Change your document(s) settings, if needed.



- 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.

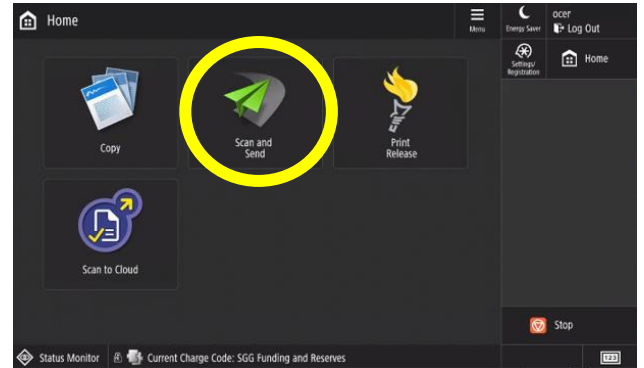
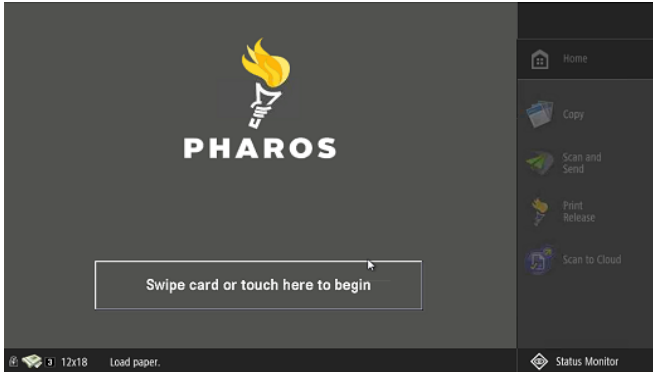


# SCANNING TO YOURSELF

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

**1** Place your **Stanford University ID card** or **Mobile Key** on 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.





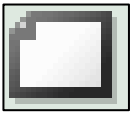



**3** Touch the **Send to Myself** button. Your email will automatically populate on screen. Change your document(s) settings, if needed.

**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.



## Available Scan Settings

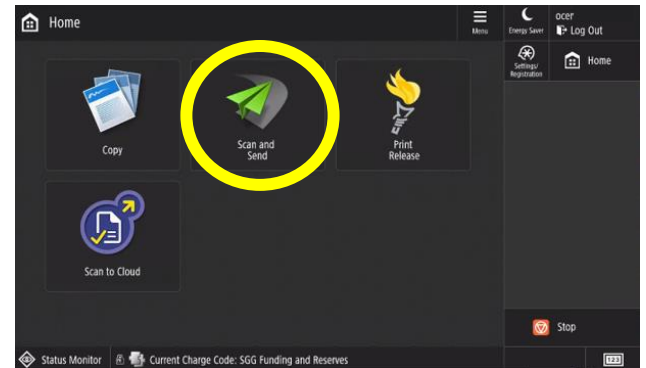
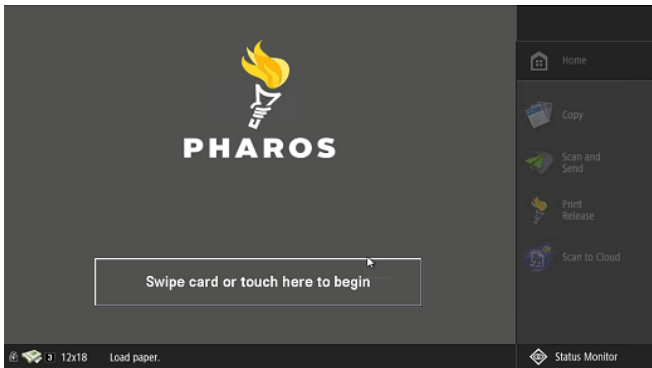
	<p><b>Color:</b> Change the color settings of your document. The default is set to black &amp; white.</p>		<p><b>2-Sided:</b> When selected, the device will scan both sides of your document.</p>
	<p><b>Resolution:</b> Change the resolution of your document. The default is set to 300x300 dpi.</p>		<p><b>Doc Type:</b> Change the document extension. The default is set to PDF.</p>
	<p><b>Size:</b> Select the document size. The default is set to automatically detect the document size.</p>		<p><b>Options:</b> Advanced settings such as Job Build, Copy Ratio, and Erase Frame are available.</p>

# SCANNING TO OTHERS

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

**1** Place your **Stanford University ID card** or **Mobile Key** on the card reader ([See page 4 for card reader location](#)) OR touch the screen to enter your network credentials.




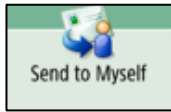
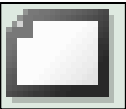


**2** Place your documents in the feeder or on the glass. Touch the **Scan and Send** button.



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



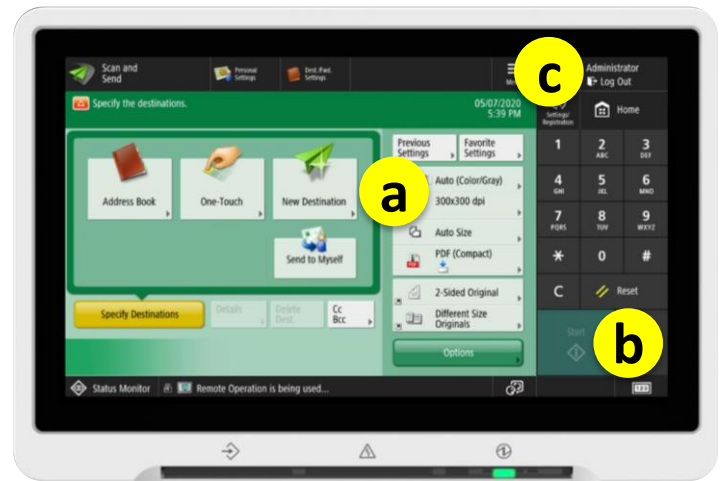
## Available Scan Settings

	<p><b>Color:</b> Change the color settings of your document. The default is set to black &amp; white.</p>		<p><b>Doc Type:</b> Change the document extension. The default is set to PDF.</p>
	<p><b>Resolution:</b> Change the resolution of your document. The default is set to 300x300 dpi.</p>		<p><b>Scan to Myself:</b> This option will send your document to your email.</p>
	<p><b>Size:</b> Select the document size. The default is set to automatically detect the document size.</p>		<p><b>Options:</b> Advanced settings such as Job Build, Copy Ratio, and Erase Frame are available.</p>
	<p><b>2-Sided:</b> When selected, the device will scan both sides of your document.</p>		




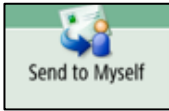
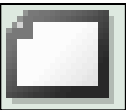


# SCANNING TO OTHERS (CONT.)

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

- 4 a. 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.



## Available Scan Settings

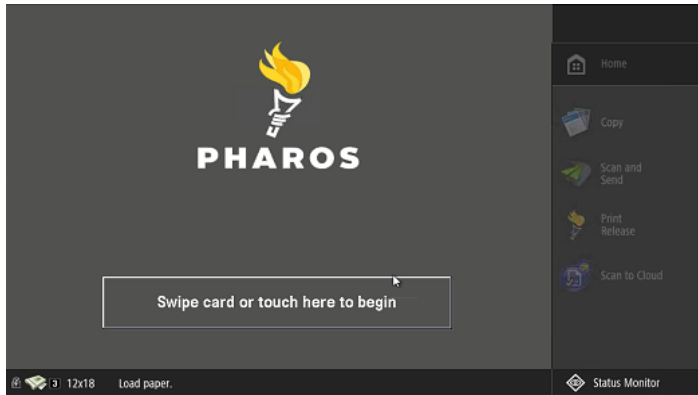
	<b>Color:</b> Change the color settings of your document. The default is set to black & white.		<b>Doc Type:</b> Change the document extension. The default is set to PDF.
	<b>Resolution:</b> Change the resolution of your document. The default is set to 300x300 dpi.		<b>Scan to Myself:</b> This option will send your document to your email.
	<b>Size:</b> Select the document size. The default is set to automatically detect the document size.		<b>Options:</b> Advanced settings such as Job Build, Copy Ratio, and Erase Frame are available.
	<b>2-Sided:</b> When selected, the device will scan both sides of your document.		



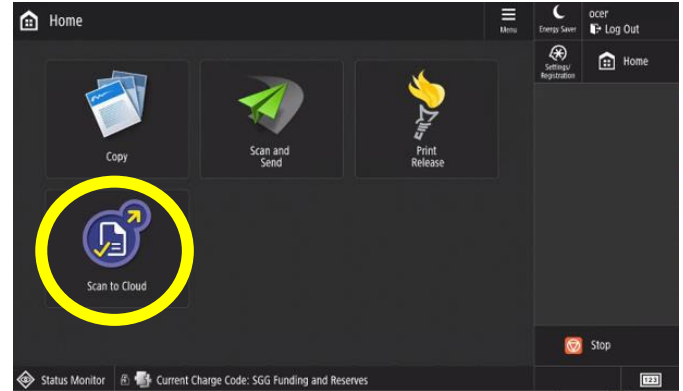
# SCAN TO THE CLOUD USING GOOGLE DRIVE

Note: The Scan to Cloud option is only available on select Cardinal Print Devices. This feature can be added for an additional cost.

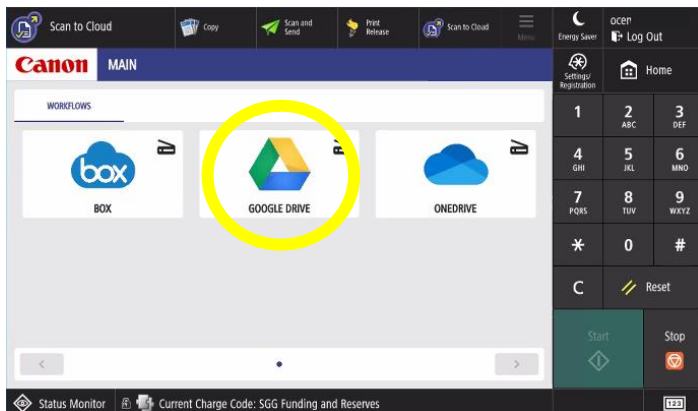
- 1** Place your **Stanford University ID card** or **Mobile Key** on the card reader ([See page 4 for card reader location](#)) OR touch the screen to enter your network credentials.



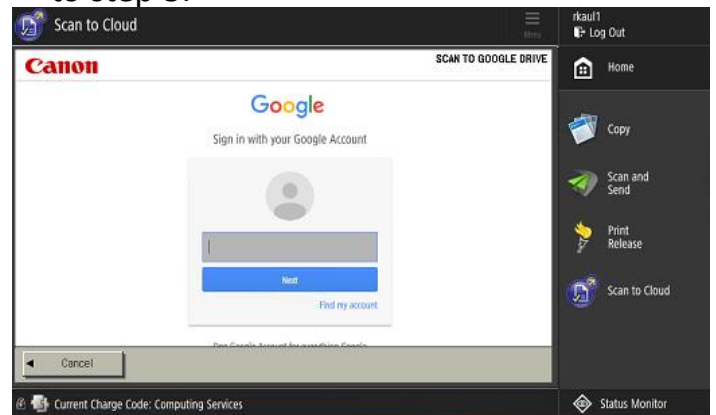
- 2** Place your documents in the feeder or on the glass. Touch the **Scan to Cloud** button.



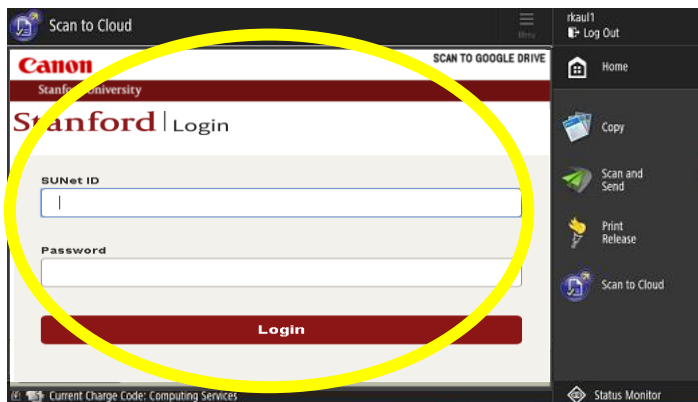
- 3** Touch **Google Drive**.



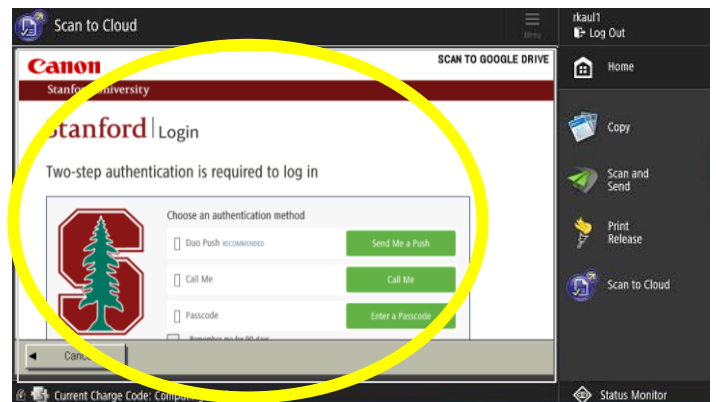
- 4a** If you're using a multifunction device for the first time, or switching accounts, sign in to your Google Account. Otherwise, go to step 5.



- 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\*.

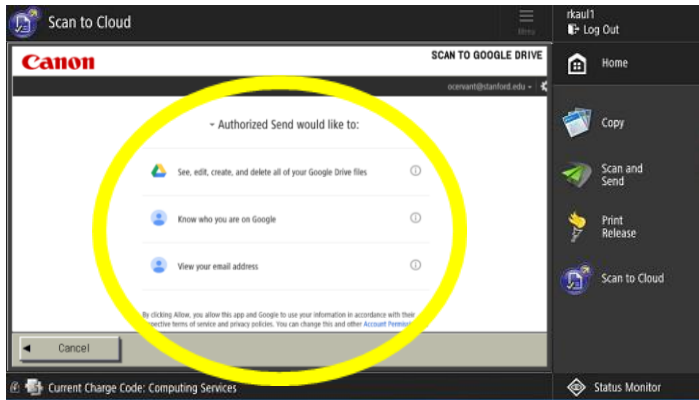


*\*Using your finger, scroll down to see more of the screen.*

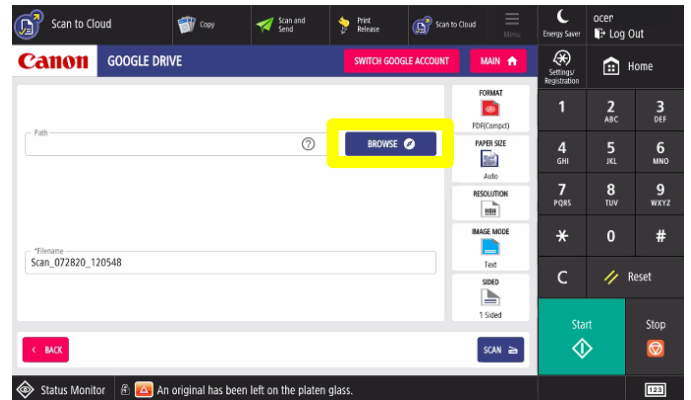
# SCAN TO GOOGLE DRIVE (CONTINUED)

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

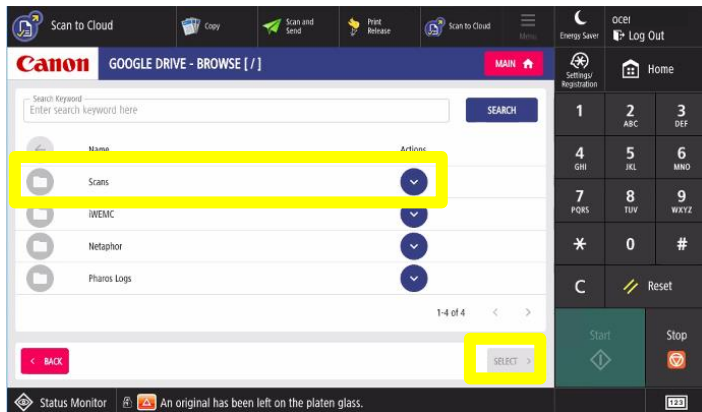
**4d** Select **Allow**. Please Note: You will only need to complete this once per device.



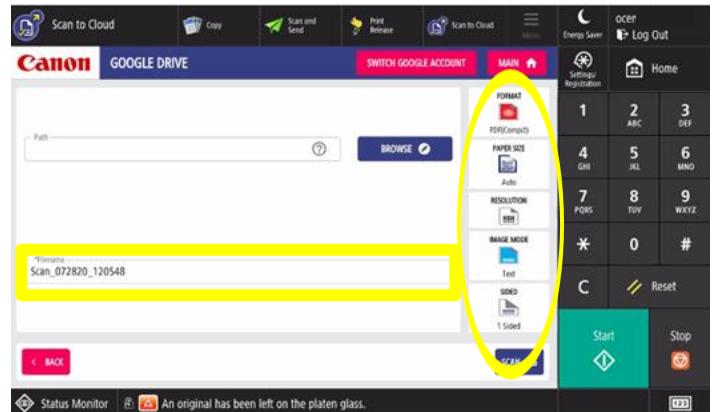
**5** Select **Browse**.



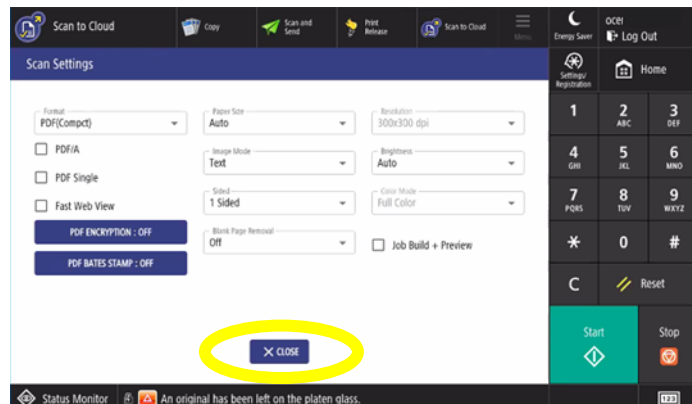
**6** Select the file path for your document and touch **Select**.



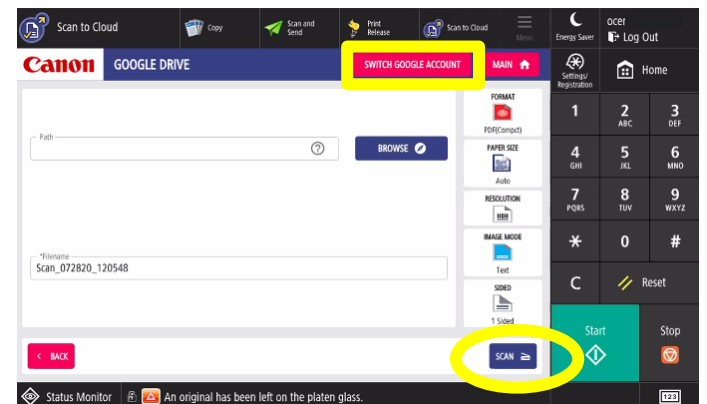
**7a** Enter a file name. Choose one or more desired scanning options by touching one of the Scan Settings icons.



**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.



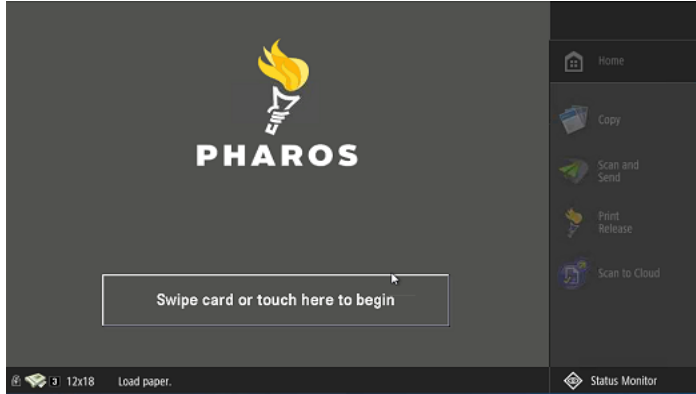
**8** Touch the **Scan** button to send your document. Touch **Switch Google Account** to switch accounts and repeat the process, or touch **Log Out** when you are done.



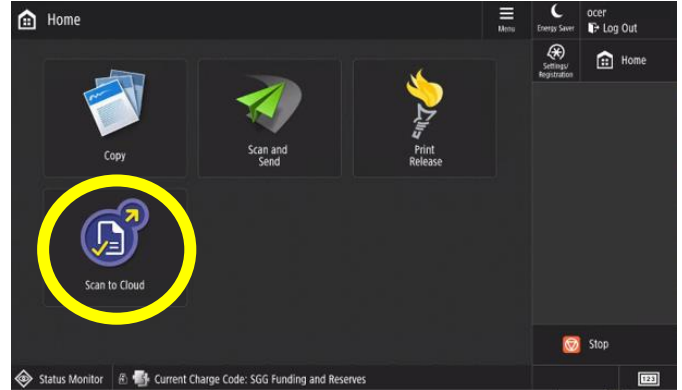
# SCAN TO THE CLOUD USING ONEDRIVE

Note: The Scan to Cloud option is only available on select Cardinal Print Devices. This feature can be added for an additional cost.

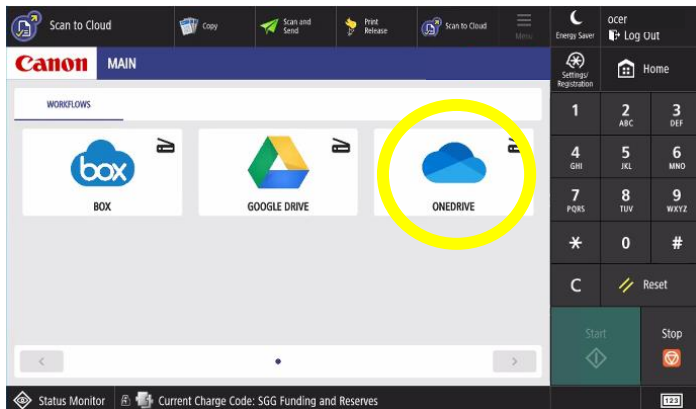
- 1** Place your **Stanford University ID card** or **Mobile Key** on the card reader ([See page 4 for card reader location](#)) OR touch the screen to enter your network credentials.



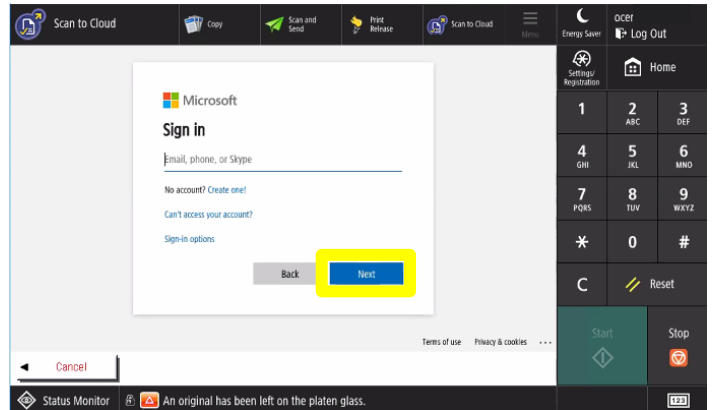
- 2** Place your documents in the feeder or on the glass. Touch the **Scan to Cloud** button.



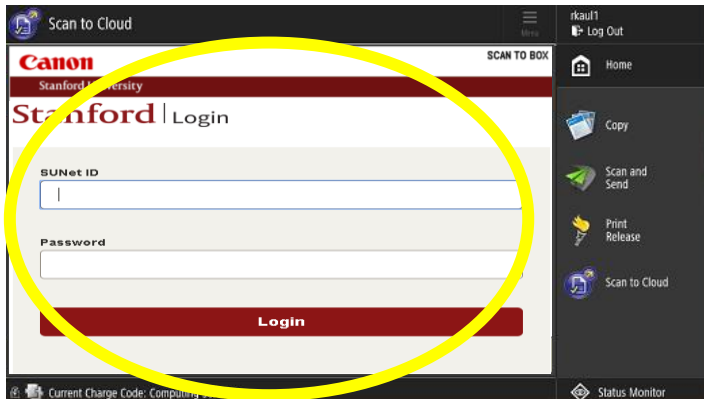
- 3** Touch **OneDrive**.



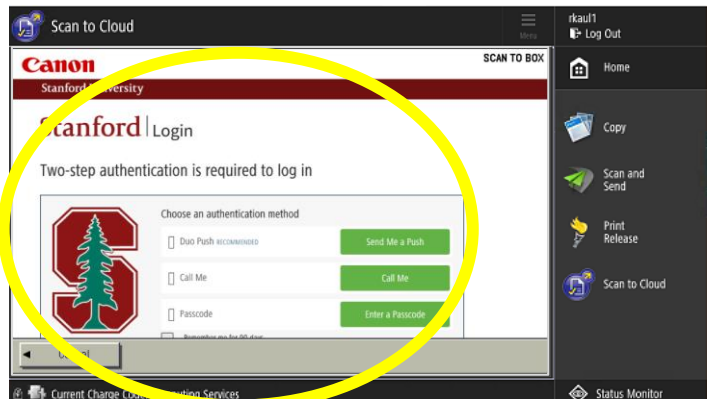
- 4a** If you're using a multifunction device for the first time, or switching accounts, sign in to your OneDrive Account and touch **Next**.



- 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\*.

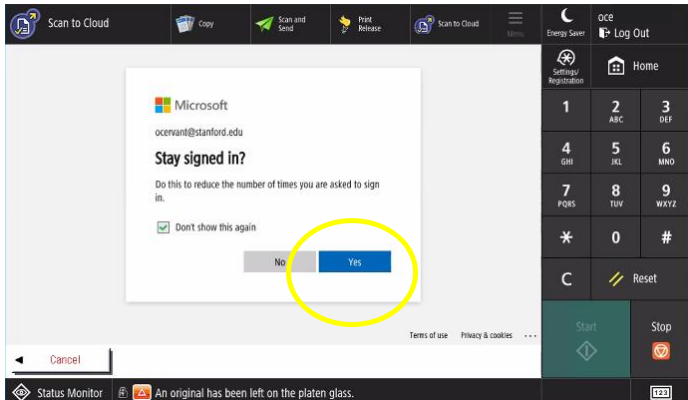


\*Using your finger, scroll down to see more of the screen.

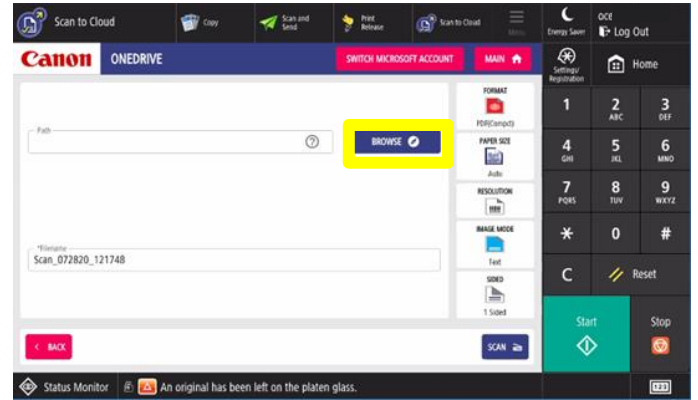
# SCAN TO ONEDRIVE (CONTINUED)

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

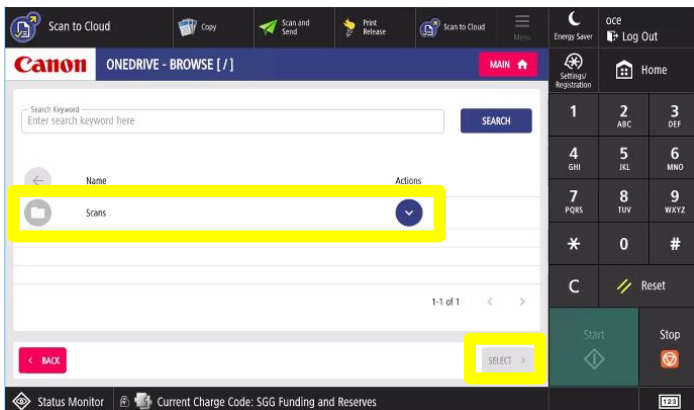
**4d** Select **Don't show this again** and touch **Yes**. Please Note: You will only need to complete this once per device.



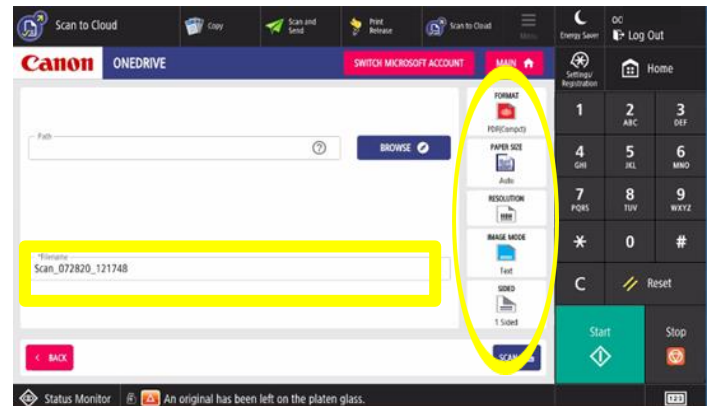
**5** Select **Browse**.



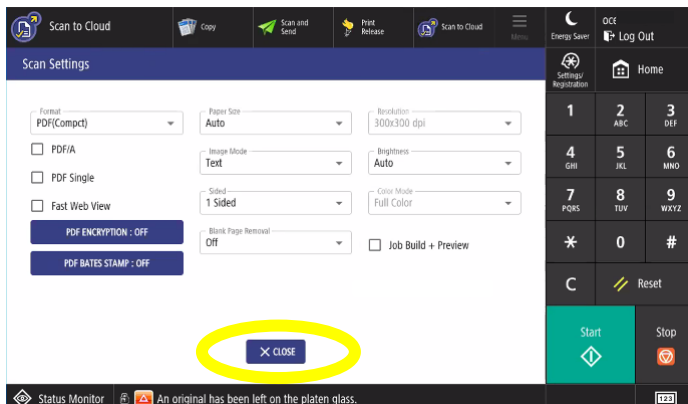
**6** Select the file path for your document and touch **Select**.



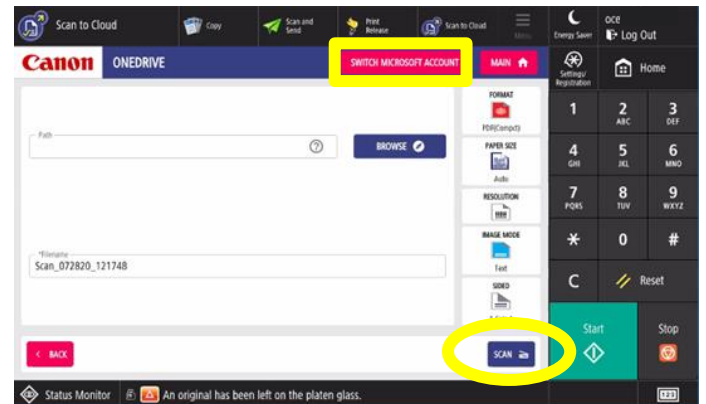
**7a** Enter a file name. Choose one or more desired scanning options by touching one of the Scan Settings icons.



**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

	<p><b>Color:</b> Change the color settings of your document.</p> <p><b>When to use this option:</b> 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.</p>
	<p><b>Resolution:</b> This option has been defaulted to 200x200 dpi.</p> <p><b>When to use this option:</b> If you want to increase the clarity of your document, increase the resolution in this setting.</p> <p><b>Note: The higher the resolution, the longer your document will take to process.</b></p>
	<p><b>Size:</b> Select the document size. Auto detect is the default setting.</p> <p><b>When to use this option:</b> If you want to specify a document size other than that of your original document.</p>
	<p><b>1-Sided:</b> Choose whether to scan both sides of your original page(s).</p> <p><b>When to use this option:</b> Change the setting to 2-sided if your document has information on both sides.</p>
	<p><b>Orientation:</b> Select the original document orientation before scanning.</p> <p><b>When to use this option:</b> If you want to change the orientation from landscape to portrait.</p>
	<p><b>Image:</b> Choose the type of document you are scanning (e.g., text, map, photo).</p> <p><b>When to use this option:</b> If you want to specify the type of document you're scanning.</p>
	<p><b>Document Extension:</b> You can change the document type to TIFF, JPEG, or PDF. The default has been set to PDF.</p>



# GETTING HELP

We have placed a device identification label on each multifunction device. This includes the Help Desk information and the device serial number.

## CARDINAL PRINT

For help with Canon multifunction devices, contact the UIT Service Desk at **5-HELP** or **(650) 725-4357**, submit an online ticket to [helpsu.stanford.edu](https://helpsu.stanford.edu), or scan the QR code.

**Serial  
Number**

1234567890



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

**Cardinalprint**  
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# SERVICE ISSUE REPORTED

**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.