

**Cardinal**print

SECURE · SUSTAINABLE · EFFICIENT

# Multifunction Device Overview and Tips

3/1/2021

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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:

## 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

**or** Touch the screen to enter your network credentials.

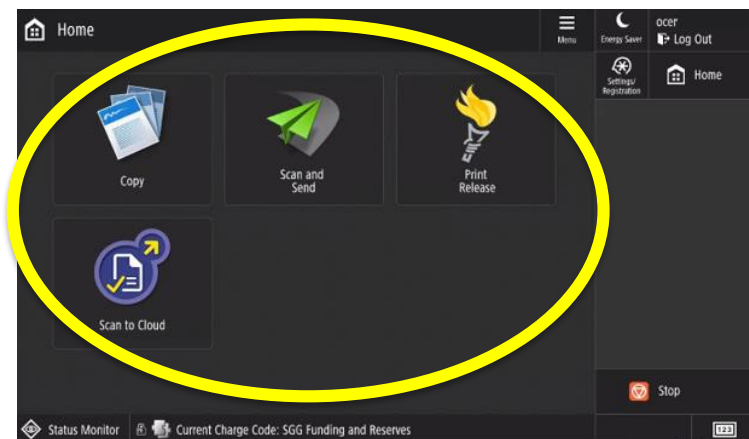
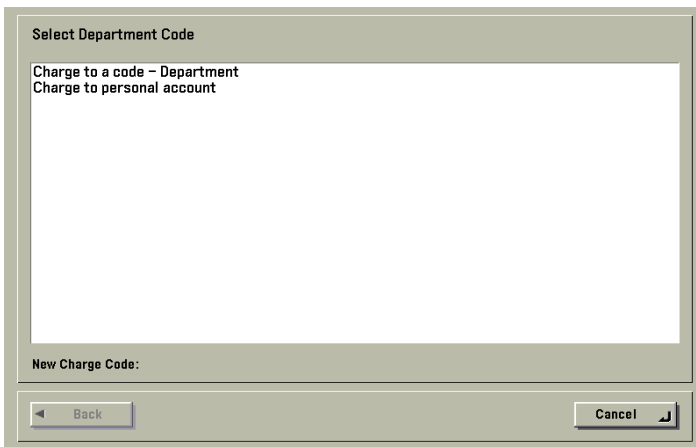
Swipe card or touch here to begin



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

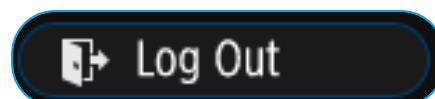
- 2** Once authenticated, select a Department.

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



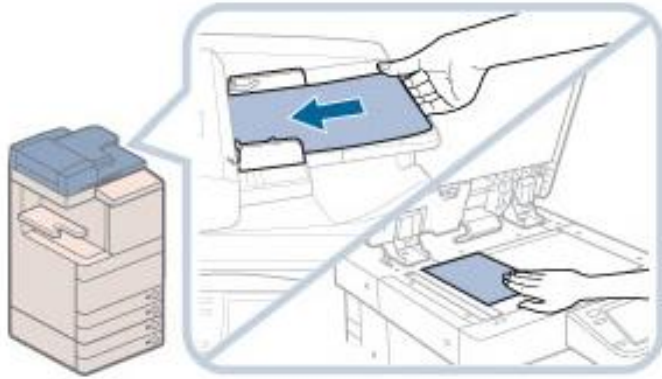
**NOTE:** Users assigned to only one Department will not be prompted with the **Select Department Code** screen. They will be directed to the Main Menu screen.

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

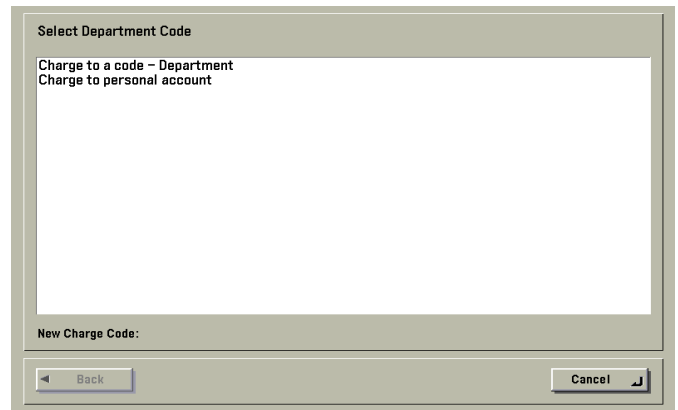


# MAKING COPIES

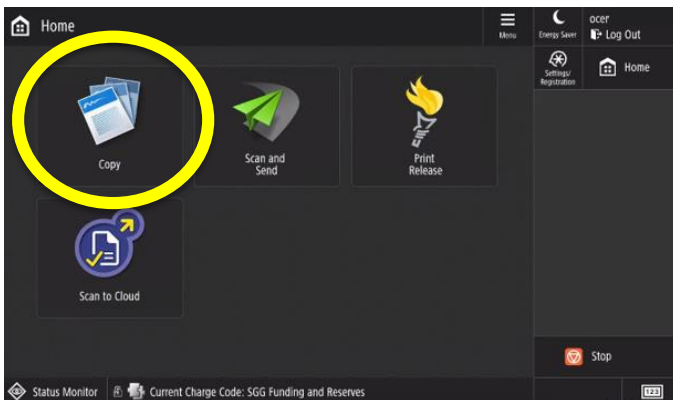
- 1** Place documents face up in the feeder or face down on the glass.



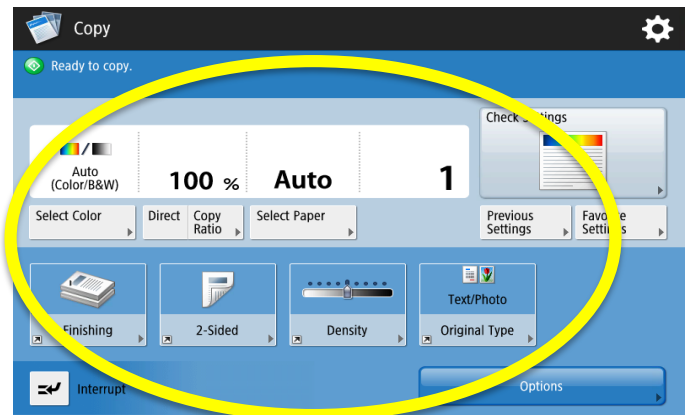
- 2** Swipe Stanford ID over the card reader ([See page 4 for card reader location](#)) OR touch the screen to enter your network credentials. If prompted, select the Department Code.



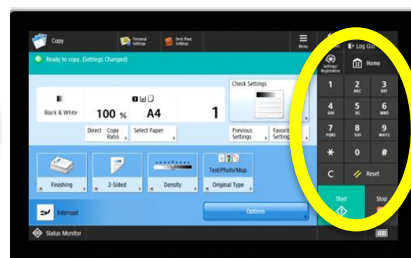
- 3** Touch the **Copy** button.



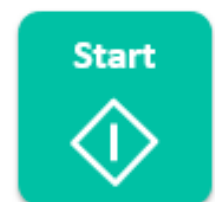
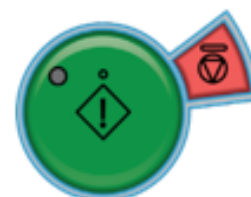
- 4** Change your document(s) settings, if needed.



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

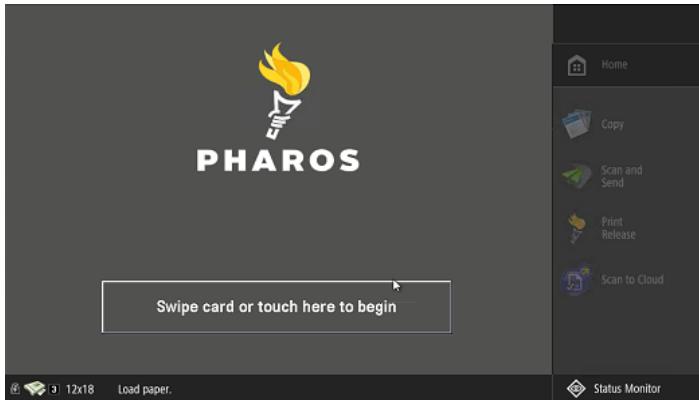


- 6** Press the **Start** button on the control panel or touch **Start** on the screen to begin copying. Touch **Log Out** when you are done.

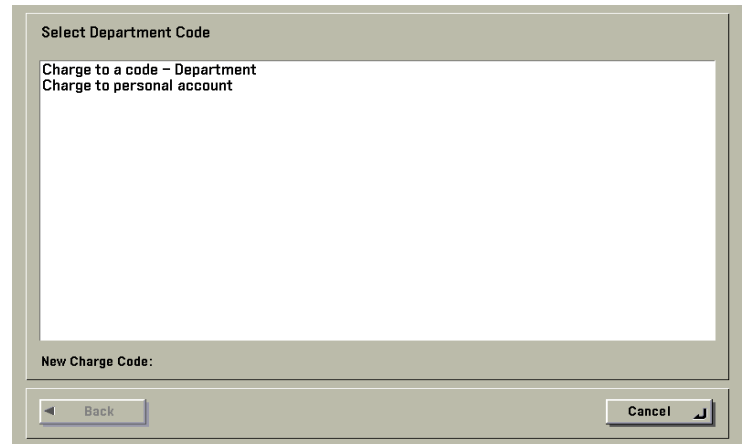


# PRINTING YOUR DOCUMENTS

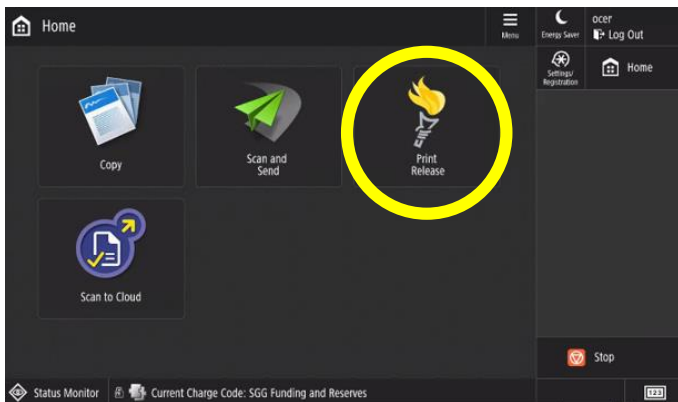
- 1 Swipe Stanford ID over the card reader ([See page 4 for card reader location](#)) OR touch the screen to enter your network credentials.



- 2 Once authenticated, select a Department.

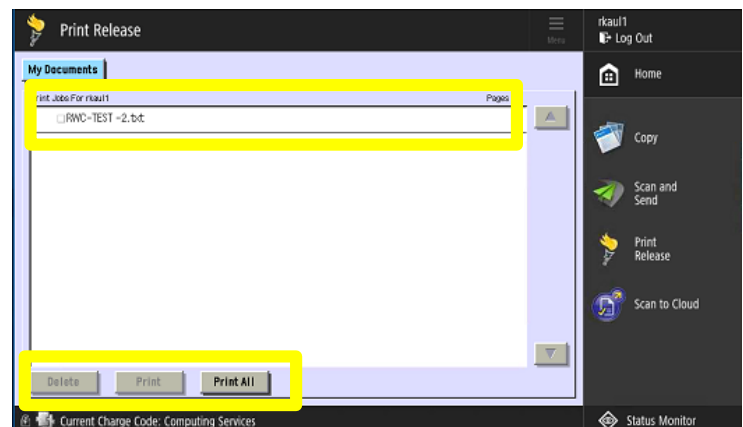


- 3 Touch the **Print Release** button.

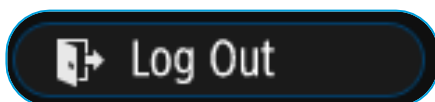


**NOTE:** Users assigned to only one Department will not be prompted with the **Select Department Code** screen. They will be directed to the Main Menu screen.

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



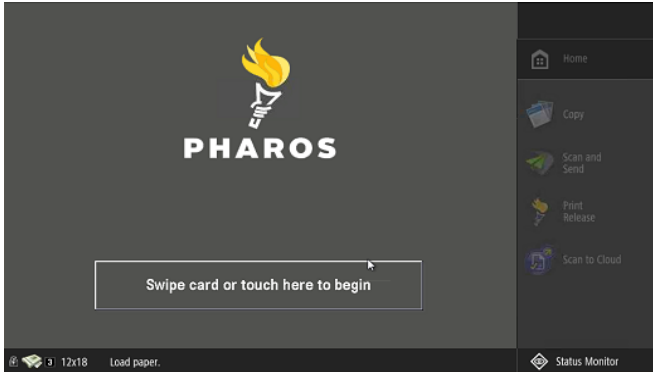
- 5 Touch the **Log Out** button when you are done.



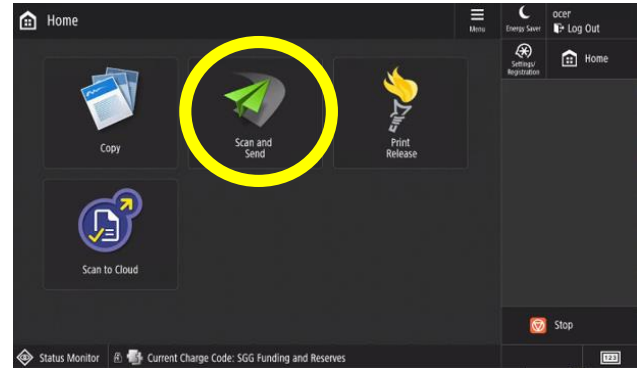
# SCANNING TO YOURSELF

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.







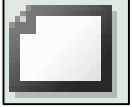

- 3 Touch the **Send to Myself** button. Your email will automatically populate on screen. Change your document(s) settings, if needed.



- 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.



## Available Scan Settings

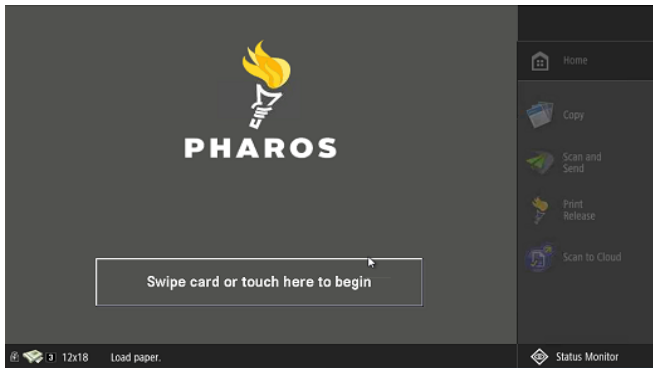
	<p><b>Color:</b> Change the color settings of your document. The default is set to black &amp; white.</p>		<p><b>2-Sided:</b> When selected, the device will scan both sides of your document.</p>
	<p><b>Resolution:</b> Change the resolution of your document. The default is set to 300x300 dpi.</p>		<p><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>



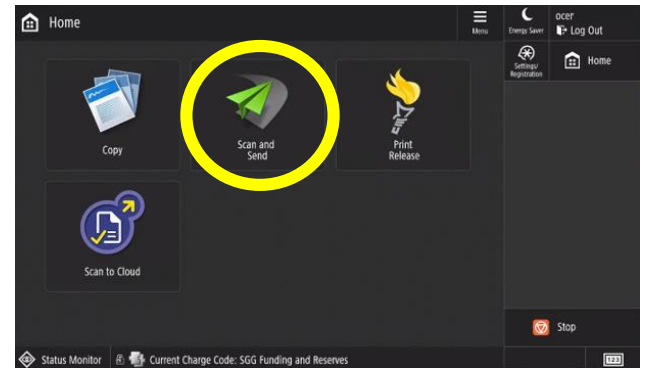
# SCANNING TO OTHERS

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

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






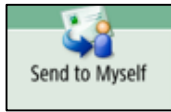
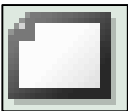


- 2 Place your documents in the feeder or on the glass. Touch the **Scan and Send** button.



- 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

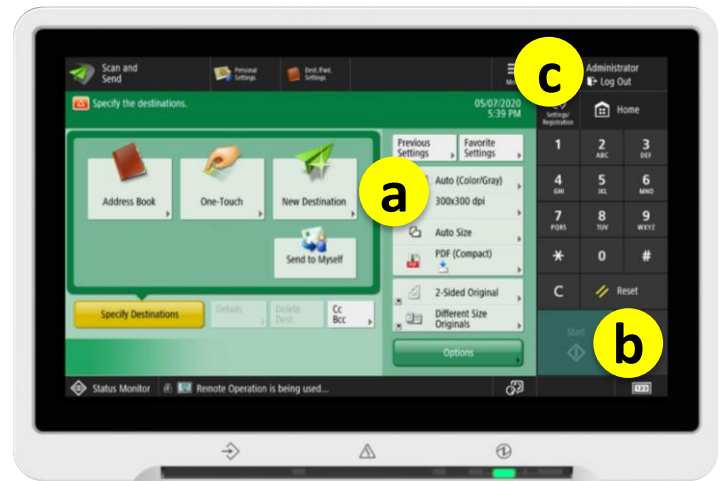
	<b>Color:</b> Change the color settings of your document. The default is set to black & white.		<b>Doc Type:</b> Change the document extension. The default is set to PDF.
	<b>Resolution:</b> Change the resolution of your document. The default is set to 300x300 dpi.		<b>Scan to Myself:</b> This option 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.		






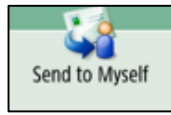
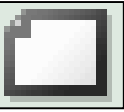


# SCANNING TO OTHERS (CONT.)

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.



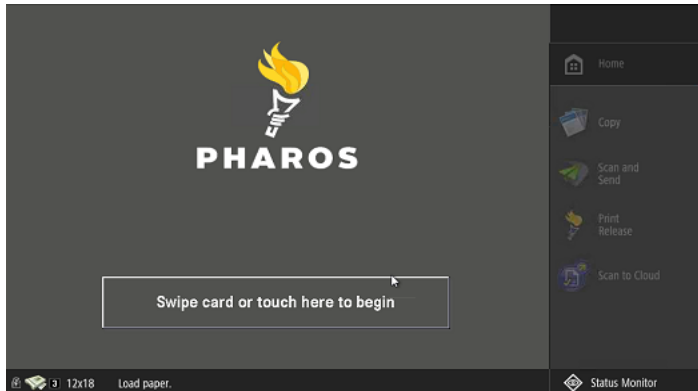
## Available Scan Settings

	<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>		

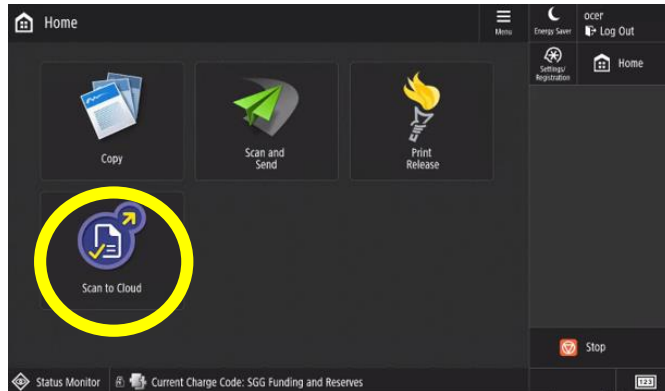
# SCAN TO THE CLOUD USING BOX

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

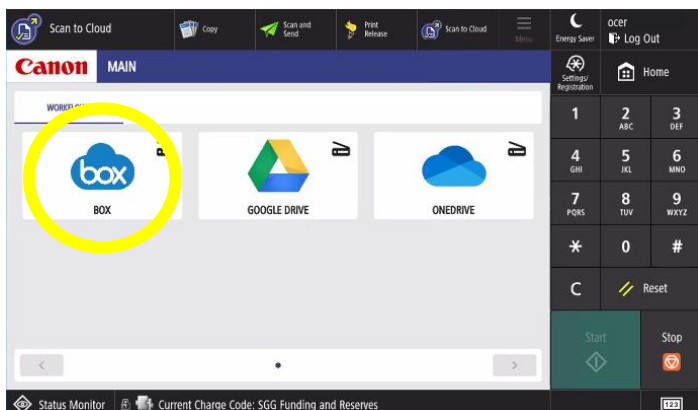
- 1** Swipe Stanford ID over the card reader (See page 4 for card reader location) OR touch the screen to enter your network credentials.



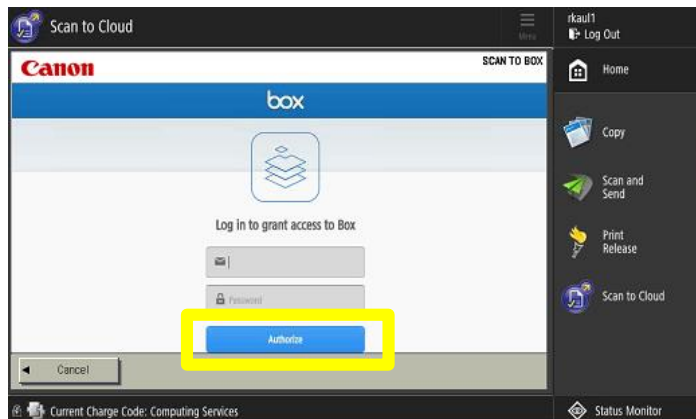
- 2** Place your documents in the feeder or on the glass. Touch the **Scan to Cloud** button.



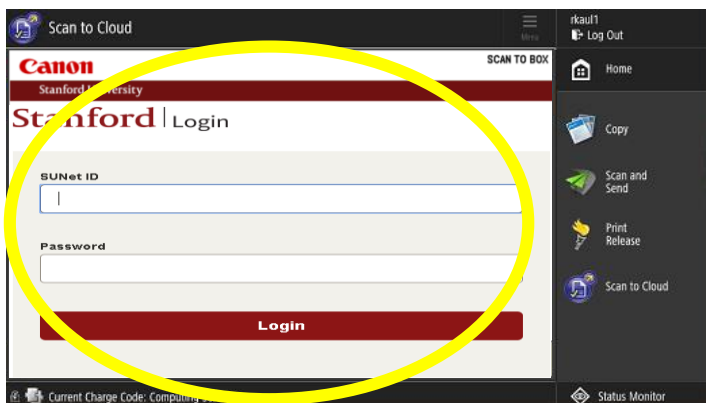
- 3** Touch **Box**.



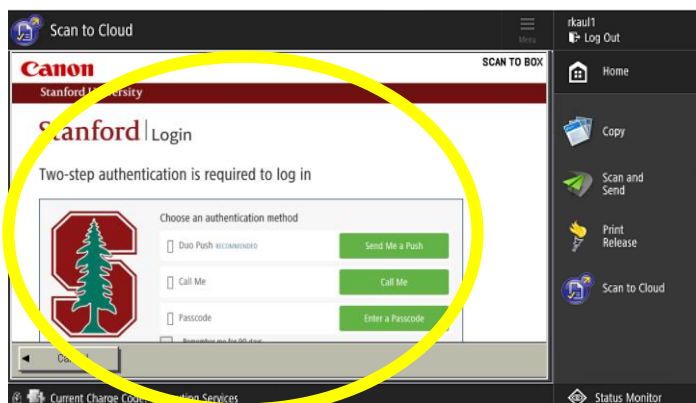
- 4a** If you're using a multifunction device for the first time, or switching accounts, sign in to your Box Account and touch **Authorize**. Otherwise, go to step 5.



- 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\*.

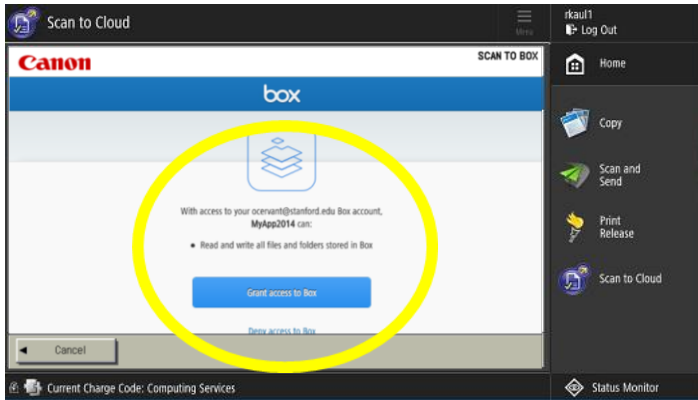


*\*Using your finger, scroll down to see more of the screen.*

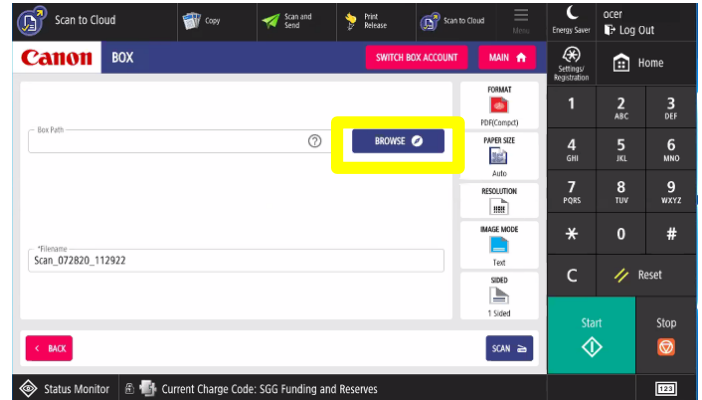
# SCAN TO THE CLOUD USING BOX (CONTINUED)

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

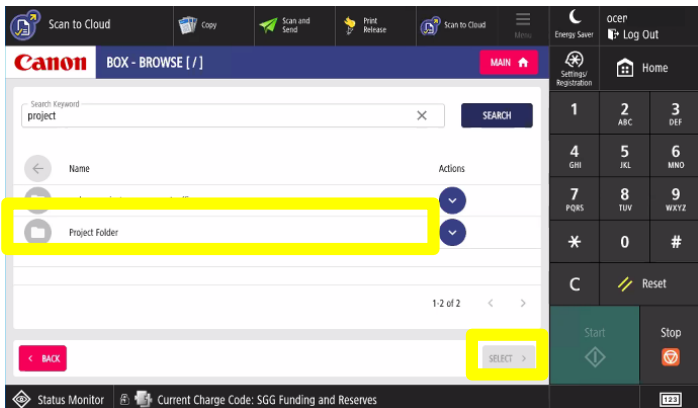
**4d** Select **Grant Access**. Please Note: You will only need to complete this once per device.



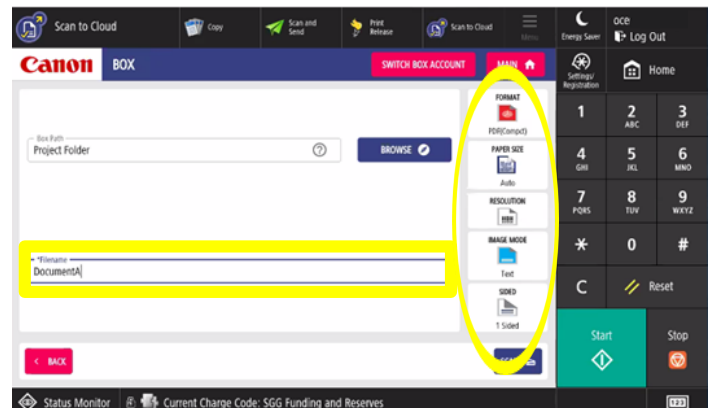
**5** Select **Browse**.



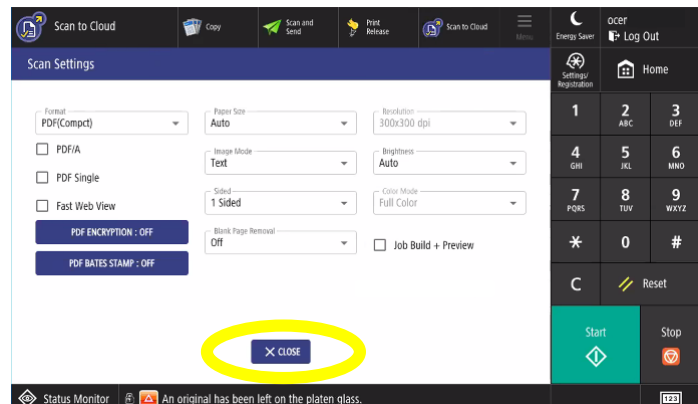
**6** Select the file path for your document and touch **Select**.



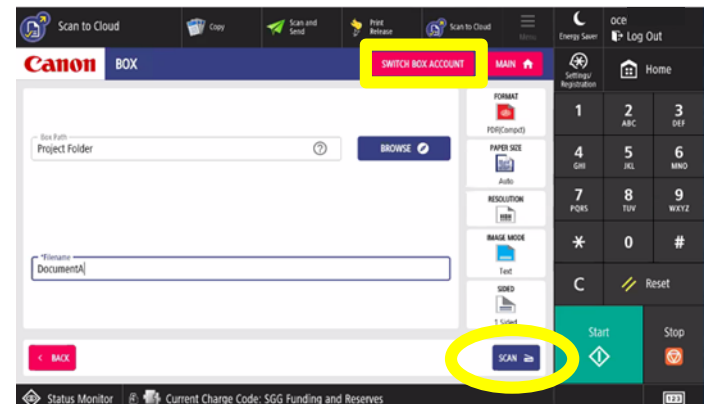
**7a** Enter a file name. Choose one or more desired scanning options by touching one of the Scan Settings icons.



**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.



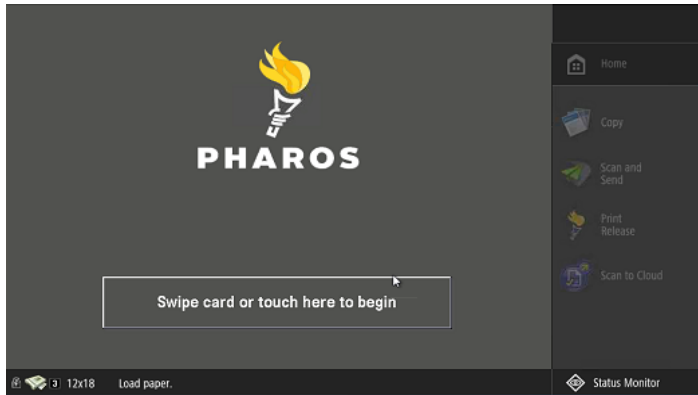
**8** Touch the **Scan** button to send your document. Touch **Switch Box Account** to switch accounts and repeat the process, or touch **Log Out** when you are done.



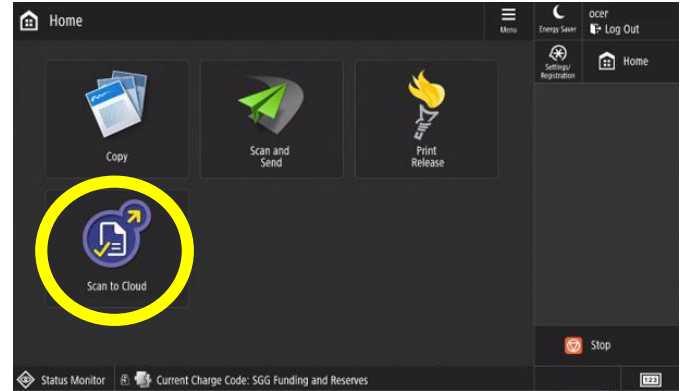
# SCAN TO THE CLOUD USING GOOGLE DRIVE

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

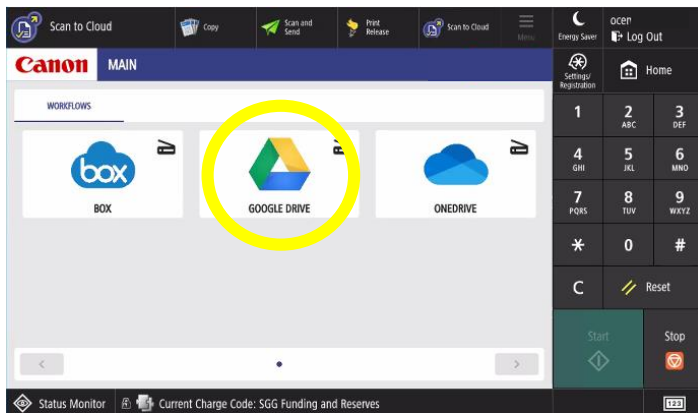
- 1** Swipe Stanford ID over the card reader (See page 4 for card reader location) OR touch the screen to enter your network credentials.



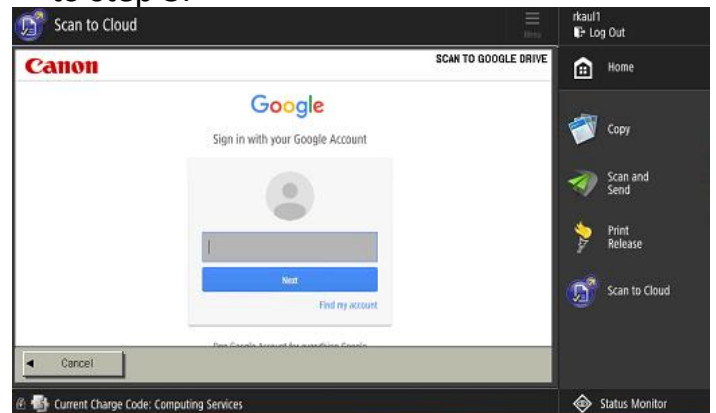
- 2** Place your documents in the feeder or on the glass. Touch the **Scan to Cloud** button.



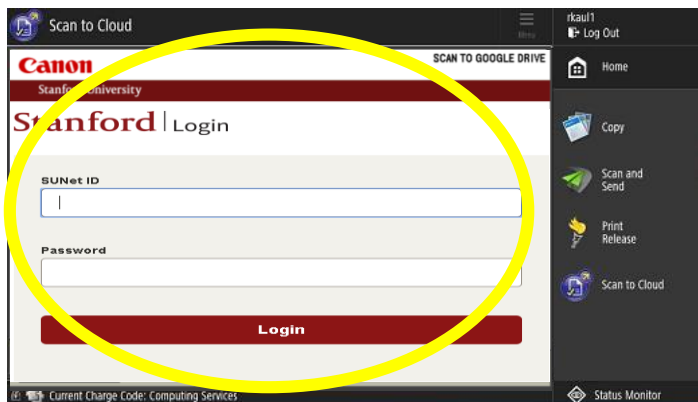
- 3** Touch **Google Drive**.



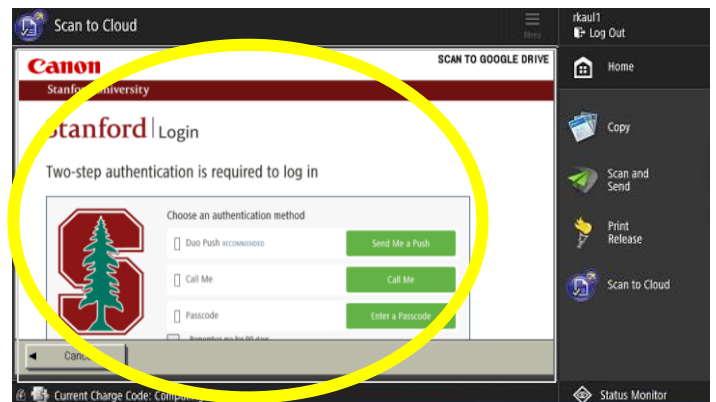
- 4a** If you're using a multifunction device for the first time, or switching accounts, sign in to your Google Account. Otherwise, go to step 5.



- 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\*.

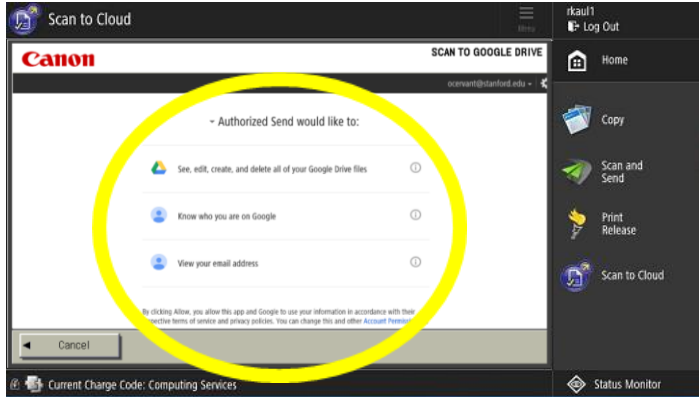


*\*Using your finger, scroll down to see more of the screen.*

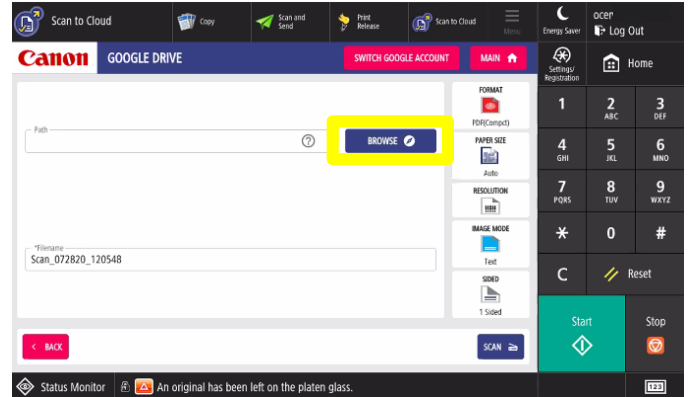
# SCAN TO GOOGLE DRIVE (CONTINUED)

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

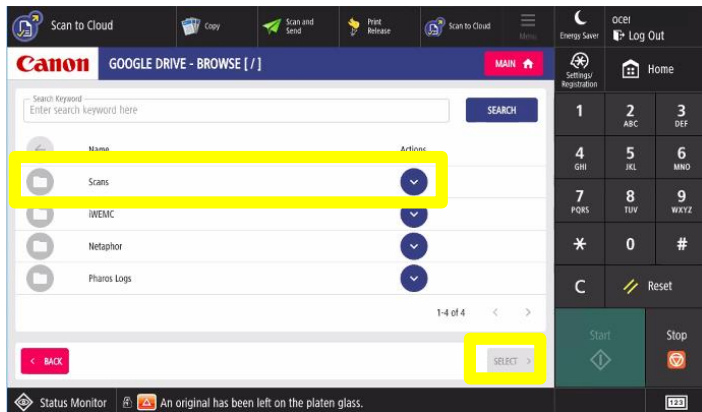
**4d** Select **Allow**. Please Note: You will only need to complete this once per device.



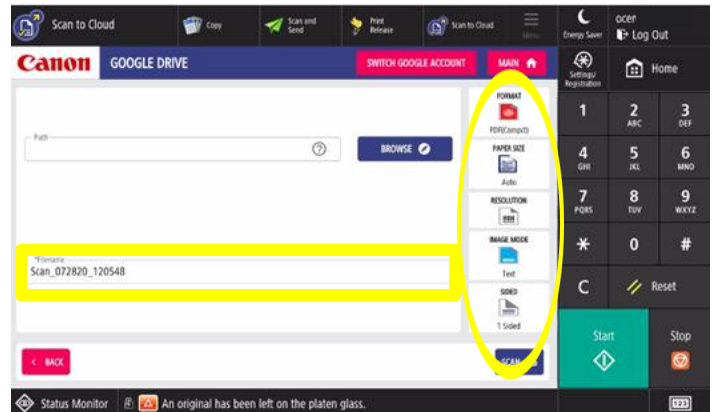
**5** Select **Browse**.



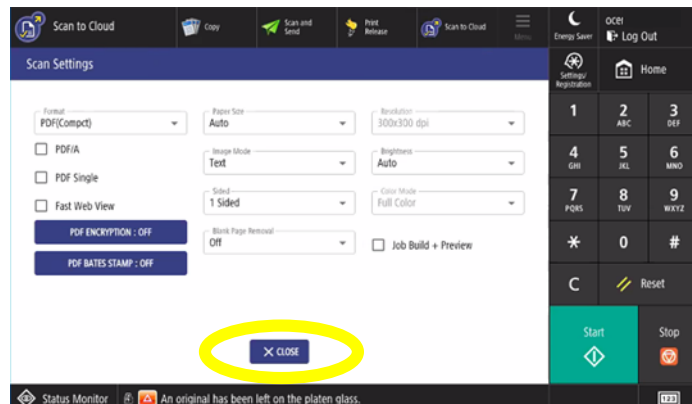
**6** Select the file path for your document and touch **Select**.



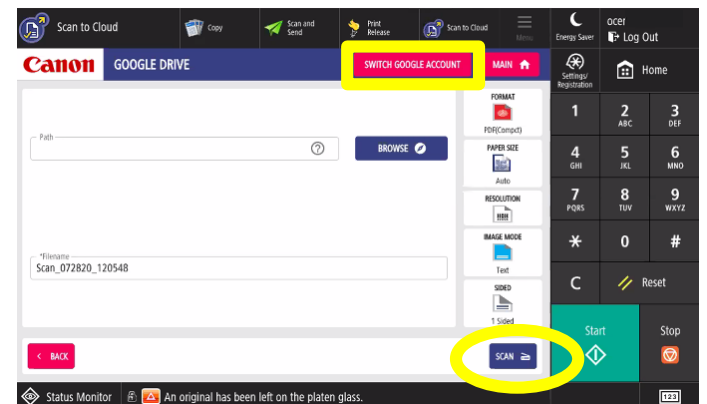
**7a** Enter a file name. Choose one or more desired scanning options by touching one of the Scan Settings icons.



**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.

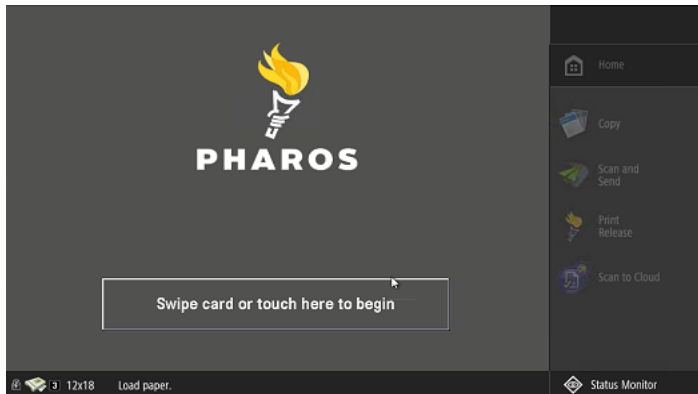




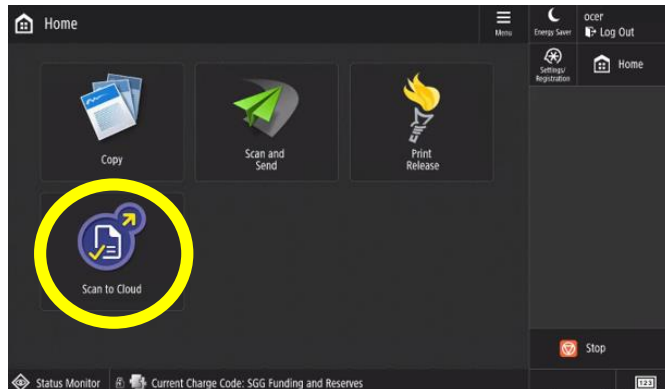
# SCAN TO THE CLOUD USING ONEDRIVE

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

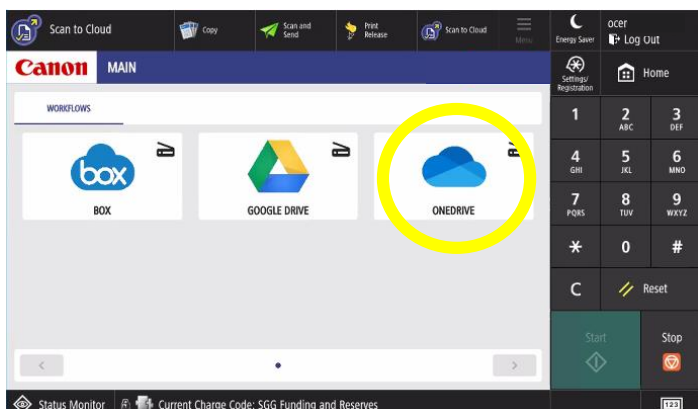
- 1** Swipe Stanford ID over the card reader (See page 4 for card reader location) OR touch the screen to enter your network credentials.



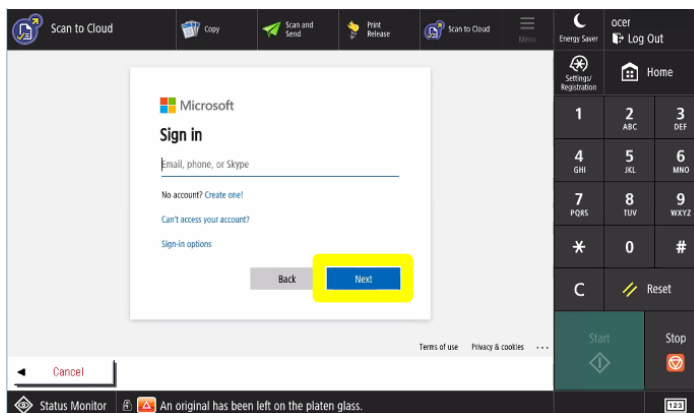
- 2** Place your documents in the feeder or on the glass. Touch the **Scan to Cloud** button.



- 3** Touch **OneDrive**.

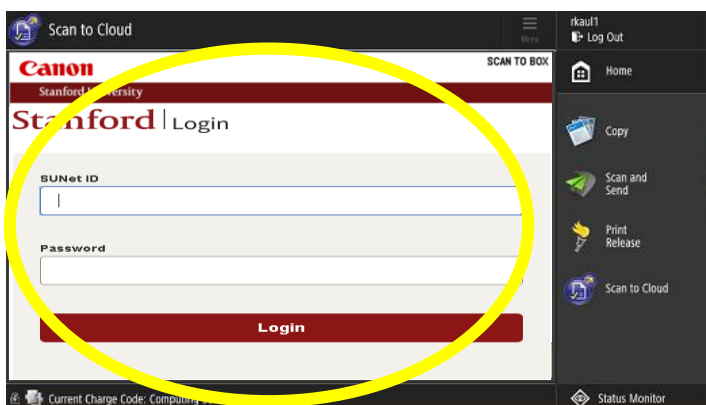


- 4a** If you're using a multifunction device for the first time, or switching accounts, sign in to your OneDrive Account and touch **Next**.

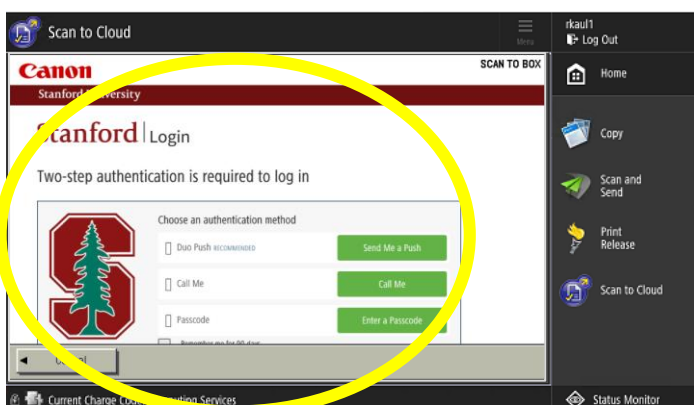


Confirm your identity.

- 4b** 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\*.



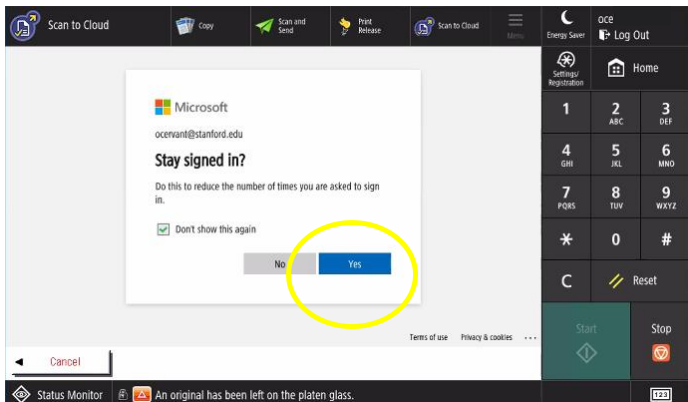
*\*Using your finger, scroll down to see more of the screen.*



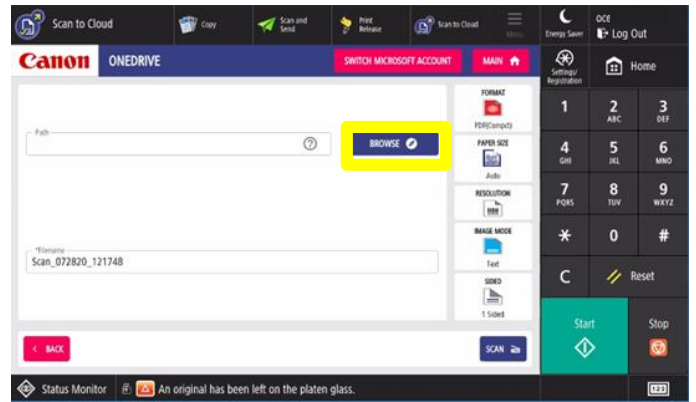
# SCAN TO ONEDRIVE (CONTINUED)

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

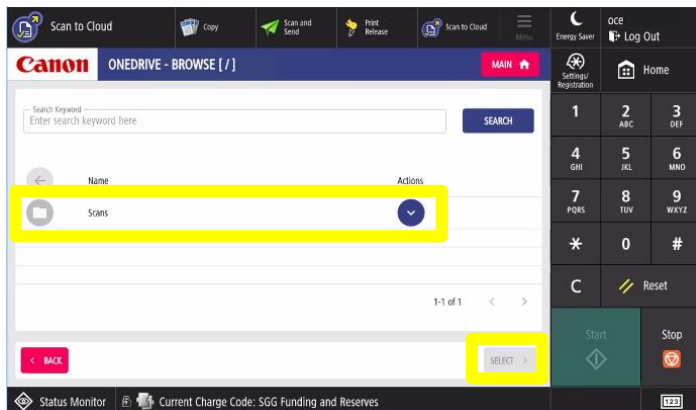
**4d** Select **Don't show this again** and touch **Yes**. Please Note: You will only need to complete this once per device.



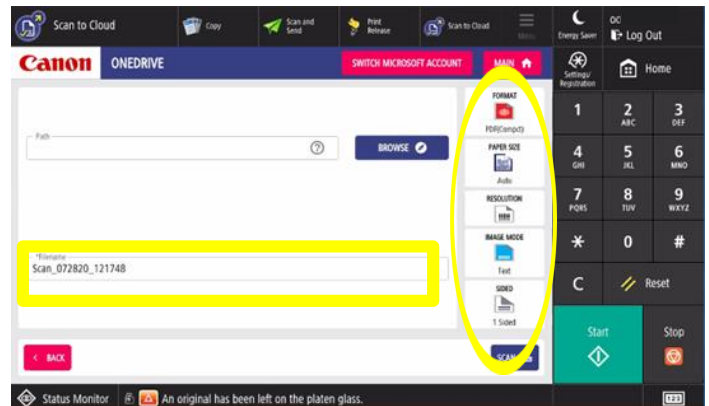
**5** Select **Browse**.



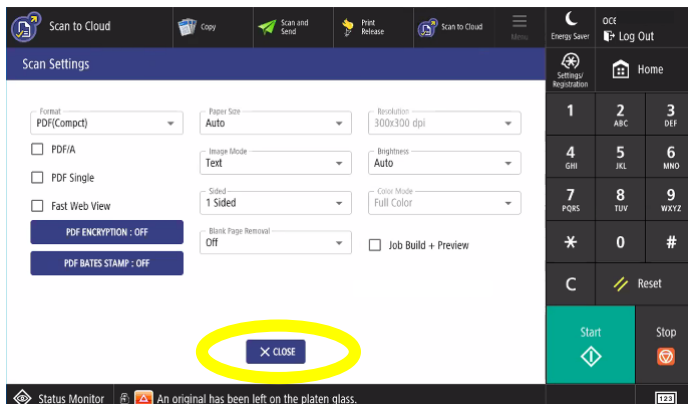
**6** Select the file path for your document and touch **Select**.



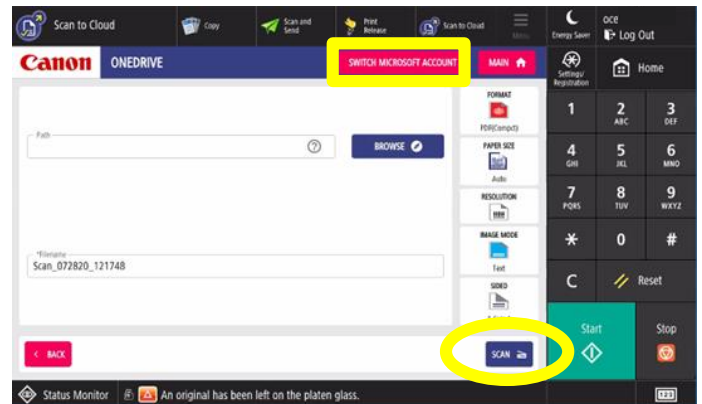
**7a** Enter a file name. Choose one or more desired scanning options by touching one of the Scan Settings icons.



**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

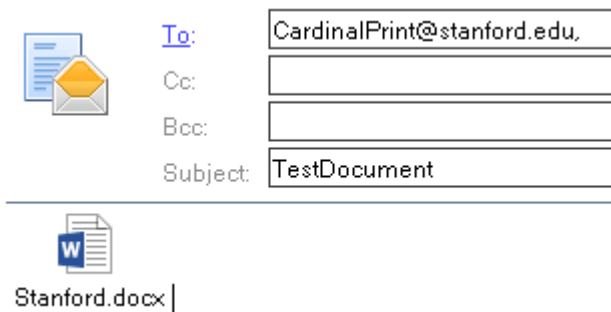
Only certain settings can be changed prior to sending out your document

 <p>Black</p>	<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>200x200</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>Auto</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>1 Sided</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>Auto</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>Text</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>TIFF TIFF</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>

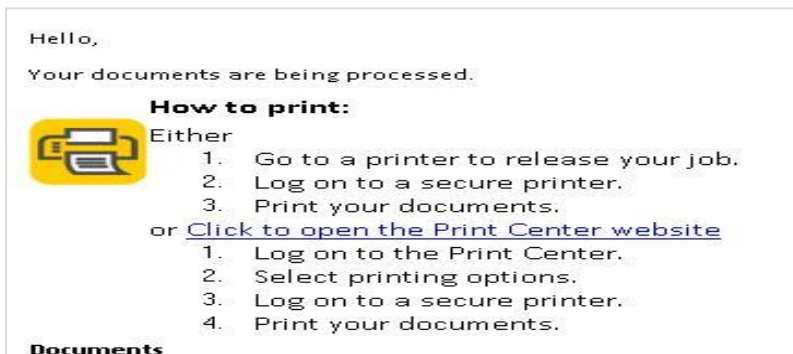


# MOBILE PRINTING

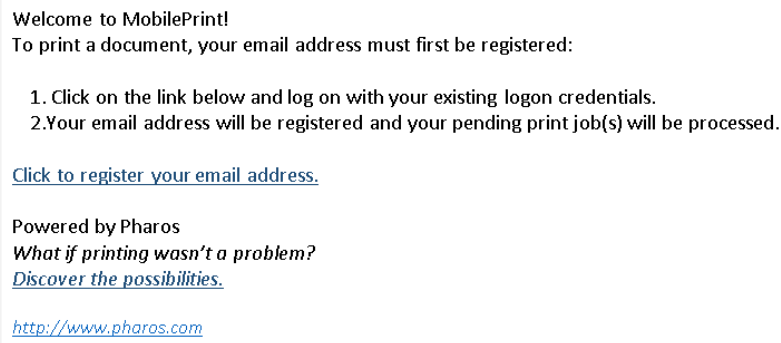
- 1** Create an email message, attach the file to be printed, and send it to:  
[CardinalPrint@Stanford.edu](mailto:CardinalPrint@Stanford.edu)



- 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.  
**\*\*You must be connected to the Stanford network to complete your registration.\*\***



- 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.

# GETTING HELP

We have placed a device identification label on each multifunction device. Each label has important information that can be used for service calls.

## DEVICE IDENTIFICATION LABEL

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](https://services.stanford.edu).

Device Name

Serial #

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



DEVICE  
INFORMATION  
LABEL

# 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.