UIT POLICIES AND PROCEDURES DIVISION 27 24 13

STANFORD COMMUNICATIONS CARDINAL PRINT STANDARD

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>AUTHOR, DATE</th>
<th>APPROVED BY, DATE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Erich Snow, 12/26/19</td>
<td>Erich Snow, 02/15/20</td>
<td>02/15/20</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.0 Purpose

The Cardinal Print Solution: Planning for a Secure and Sustainable Future

The Cardinal Print program is a Business Affairs Strategic Initiative with the goal of improving workflow efficiency, reducing security risks, enhancing end user experience, reducing total cost of ownership (including expenses for equipment, consumables, maintenance, and energy), and achieving long-term sustainability goals. The program, a partnership between Financial Management Services (FMS) and University IT (UIT), aims to make printing more secure, sustainable and efficient and Canon Solutions America’s Global Managed Services is the preferred supplier of these managed print services.

By replacing single-function devices with energy-efficient multifunction devices, Cardinal Print substantially reduces the amount of electricity, paper, and toner used to print, copy, and scan. For example, Cardinal Print saved 202,632 sheets of paper during its first two months. This is the equivalent of 24 Stanford trees, 20 gallons of water, or 11,000 pounds of CO2 emissions.

The Cardinal Print team is continuing to meet with the campus community and business units who are interested in joining the Cardinal Print program. If you are interested in the program, please contact the Cardinal Print team at cardinalprint@lists.stanford.edu.

2.0 General

2.1 Cardinal Print is ordered through the University Information Technology (UIT) team. If a project is interested in this feature engage the team early at the contact e-mail listed. There is also the Cardinal Print website for more information at https://uit.stanford.edu/service/cardinal-print

2.1 Current Models used are Canon 5550, 5535 and 356 and are provided by the Cardinal Print Team. The following details are for space, communications and power by model.

2.2.1 Model C5550

- Space requirements;
  - Dimensions: 24-3/8” W x 29-1/4” D x 37-3/8” H
  - Installation space: Basic – Stack Bypass + Cassette Drawers open: 37-18” W x 46-3/8” D
- Vertical Clearances;
  - free-standing devices, from the floor to top of open cover on top: **73.20”**
• tabletop devices, from the tabletop to the open cover on top: **43.05”**

**Communications**
- One –Telecommunications Service Outlet (TSO) equipped with 2- RJ45 data ports

**Power Requirements;**
- NEMA 5-20R
  - Dedicated 115 VAC (+/- 10%)
  - 20 Amps Maximum
  - 60 Hertz Single Phase
  - 3-wire dedicated ground

### 2.2.2 Model C5535

**Space requirements;**
- Dimensions: 24-3/8” W x 29-1/4” D x 37-3/8” H
- Installation space: Basic – Stack Bypass + Cassette Drawers open: 37-18” W x 46-3/8” D

**Vertical Clearances;**
- free-standing devices, from the floor to top of open cover on top: **73.20”**
- tabletop devices, from the tabletop to the open cover on top: **43.05”**

**Communications**
- One –Telecommunications Service Outlet (TSO) equipped with 2- RJ45 data ports

**Power Requirements;**
- NEMA 5-15R
  - Dedicated 115 VAC (+/- 10%)
  - 15 Amps Maximum
  - 60 Hertz Single Phase
  - 3-wire dedicated ground

### 2.2.3 Model C356 - Desktop

**Space requirements;**
- Dimensions (Standard Desktop): 20-1/8” W x 25-5/8” D x 25-1/8” H
- Dimensions (With Cassette Feeding Unit): 20-1/8” W x 25-5/8” D x 41-7/8” H
Installation space (Basic): 33-1/2” W x 35-3/4” D
Installation space (With Stapler Finisher): 55-3/8” W x 35-3/4” D

Vertical Clearances;
- free-standing devices, from the floor to top of open cover on top: **73.20”**
- tabletop devices, from the tabletop to the open cover on top: **43.05”**

Communications
- One — Telecommunications Service Outlet (TSO) equipped with 2- RJ45 data ports

Power Requirements;
- NEMA 5-15R
  - Dedicated 115 VAC (+/- 10%)
  - 15 Amps Maximum
  - 60 Hertz Single Phase
  - 3-wire dedicated ground