

MP CW2200SP

## User Guide

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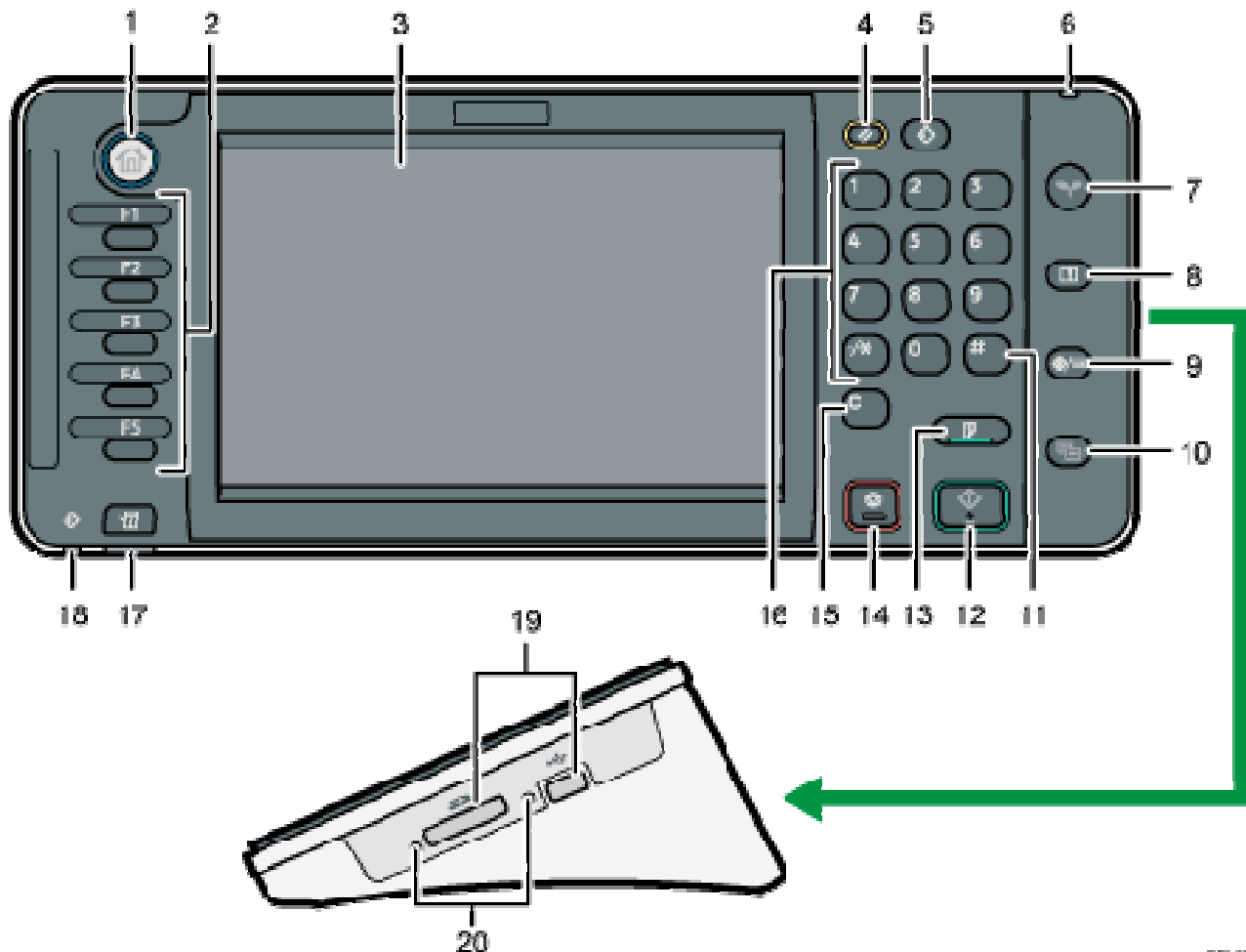
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Broadcast Yourself

For useful playlist of how-to videos, search 'ricoh wiki' on YouTube

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<b>CONTROL PANEL</b>	Page 3
<i>An overview of the function buttons.</i>	
<b>LOADING PAPER</b>	Page 5
<i>How to load paper rolls correctly into the machine.</i>	
<b>FEEDING ORIGINALS</b>	Page 10
<i>How to feed original documents. How to stop the machine feeding.</i>	
<b>MFD BASICS</b>	Page 11
<i>Explains some of the most commonly used hard buttons.</i>	
<b>COPIER</b>	
Copier Basics	Page 12
<i>Explains some of the key copy features.</i>	
Reduce & Enlarge	Page 13
<i>Reduce and enlarge different sized documents.</i>	
Storing a document	Page 14
<i>Save documents onto the MFD hard drive.</i>	
<b>DOCUMENT SERVER</b>	
Retrieving documents	Page 16
<i>Print documents that have been saved onto the MFD hard drive.</i>	
<b>PRINTER</b>	
Print Settings Overview	Page 17
<i>Explains some of the key print features.</i>	
Creating One-Click Presets	Page 18
<i>Demonstrates how to save your print settings as one-click icons.</i>	
Locked Print	Page 19
<i>Locked Print is particularly useful for confidential / secure printing.</i>	
<i>Jobs will not be printed out until the user enters a user code at the MFD to release it.</i>	
<b>SCANNER</b>	
Scan to Email	Page 22
<i>Scan a document and email it to a designated email address.</i>	
Saving Email Shortcuts	Page 23
<i>Set up shortcut buttons for commonly used email addresses.</i>	
Scan to Folder	Page 26
<i>Scan a document to a shared folder on the server.</i>	
Naming a file	Page 27
<i>Rename the scan file at the MFD.</i>	



## 1. [Home] key

Press to display the [Home] screen. .

## 2. Function keys

No functions are registered to the function keys as a factory default. You can register often used functions, programs, and Web pages.

## 3. Display panel

Displays keys for each function, operation status, or messages

## 4. [Reset] key

Press to clear the current settings.

## 5. [Program] key (Copier, Document Server, Scanner mode)

Press to register frequently used settings, or to recall registered settings. Also press to program defaults for the initial display when modes are cleared or reset, or immediately after the main power switch is turned on.

**6. Main power indicator**

The main power indicator goes on when you turn on the main power switch.

**7. [Energy Saver] key**

Press to switch to and from Low Power mode or Sleep mode. When the machine is in Low Power mode, the [Energy Saver] key is lit. In Sleep mode, the [Energy Saver] key flashes slowly.

**8. [Login/Logout] key**

Press to log in or log out.

**9. [User Tools/Counter] key**

Press to change the default settings to meet your requirements. You can find out where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. You can also check and print counter readings here.

**10. [Simple Screen] key**

Press to switch to the simple screen. When you press the {Simple Screen} key, the screen changes to the simple screen. Letters and keys are displayed at a larger size, making operations easier. Certain keys do not appear on the simple screen.

**11. [ # ] key (Enter key)**

Press to confirm values entered or items specified.

**12. [Start] key**

Press to start copying, printing, scanning, or sending.

**13. [Sample Copy] key**

Press to make a single set of copies or prints to check print quality before making multiple sets.

**14. [Stop] key**

Press to stop a job in progress, such as copying, scanning or printing.

**15. [Clear] key**

Press to delete a number entered.

**16. Number keys**

Use to enter the numbers for copies and data for the selected function.

**17. [Check Status] key**

Press to check the machine's system status, operational status of each function, and current jobs. You can also display the job history and the machine's maintenance information.

**18. Data In indicator (printer mode)**

Flashes when the machine is receiving print jobs from a computer.

**19,20. Media slots**

Use to insert an SD card or a USB flash memory device.

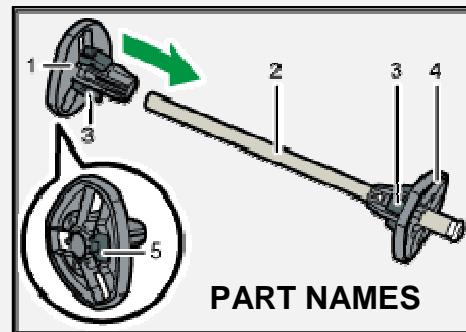


# LOADING PAPER

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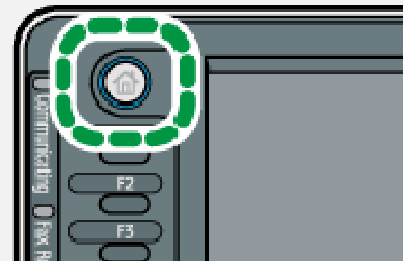
**1**

1. Left flange
2. Spool
3. Paper Roll Adjustment levers
4. Right flange
5. Lock lever



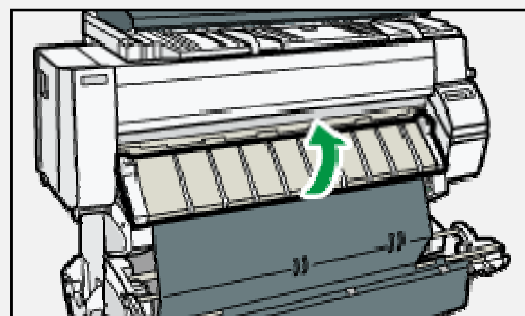
**2**

Press the [Home] key and then select 'Copier' on the screen. Ensure the "Ready" message appears on screen.



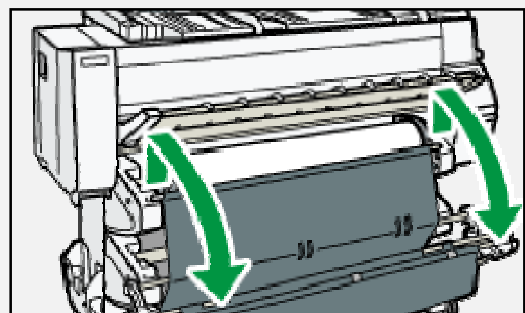
**3**

Lift up the paper input location cover until it clicks.

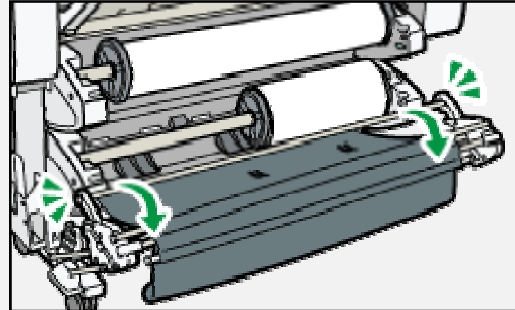


**4**

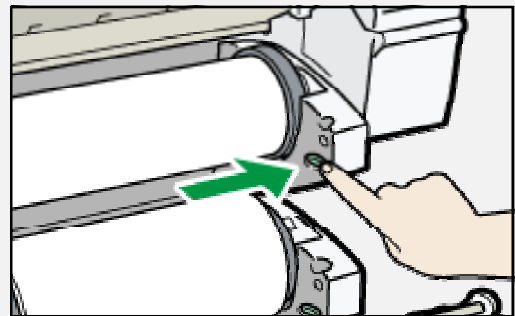
Remove the bar in front of Paper Input Location 1. Then hook it in front of the output location.



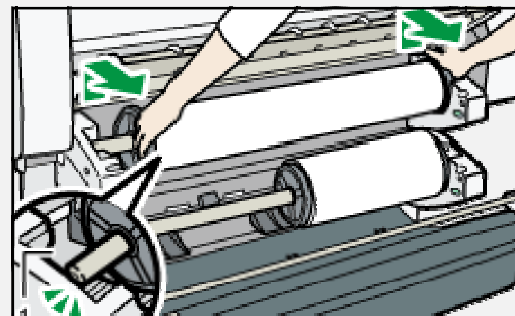
- 5** Pull the bar in front of Paper Input Location 2 forward.



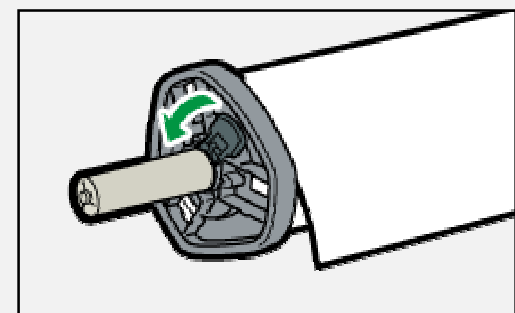
- 6** If there is paper loaded, press down the rewind button to the right of Paper Input Location 1 for a couple of seconds. Once you release, the paper is automatically rewound. No paper? Proceed to step 11.



- 7** Make sure the edge of the paper has been fully fed out of the machine. Hold both flanges and using both hands, move the roll onto the flat areas in front of the bearing (inset). Then remove it entirely.



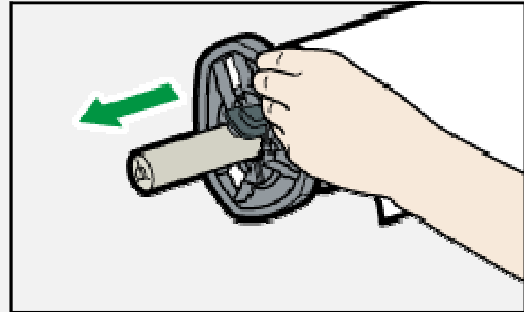
- 8** Place the roll on a flat surface. Raise the lock lever on the left flange.





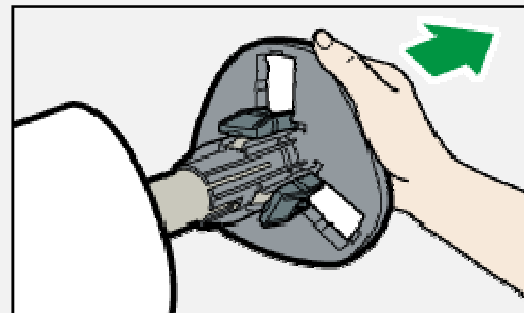
9

Remove the left flange from the spool.



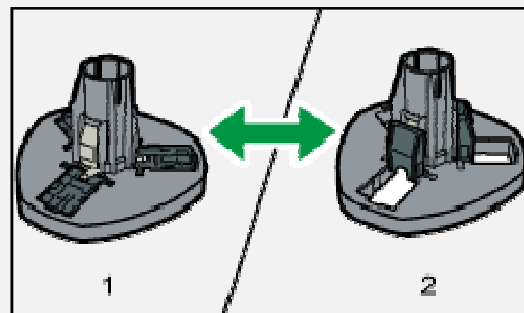
10

Remove both the right flange and spool from the paper roll.



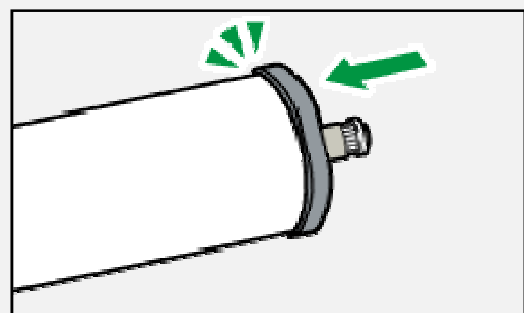
11

Adjust the paper roll adjustment levers on both flanges according to the core (size) of the paper roll you want to load.



12

Insert the flange with the spool from the right side of the paper roll until it touches the end of the paper.





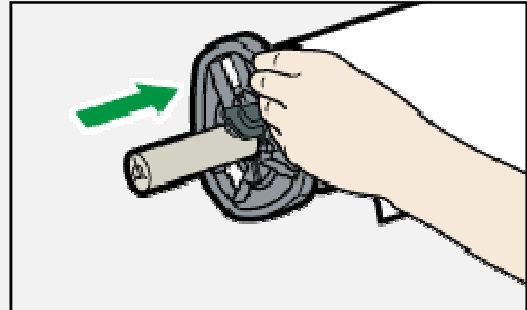
## LOADING PAPER

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**13**

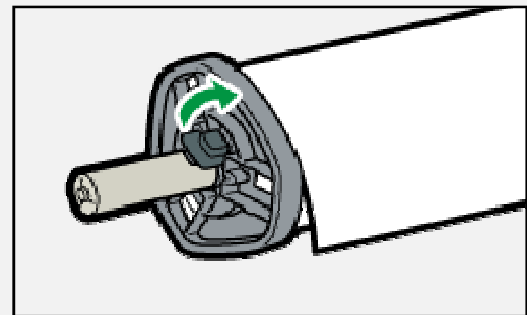
Insert the spool into the left flange.

Holding the right flange, insert the left flange until it touches the end of the paper.



**14**

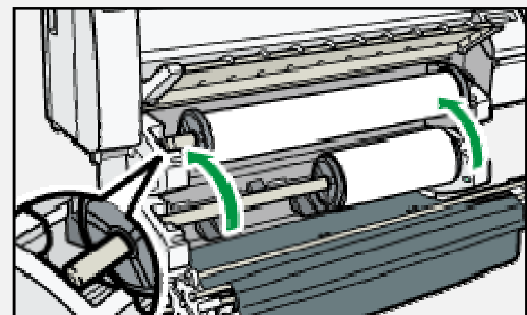
Lower the lock lever on the left flange.



**15**

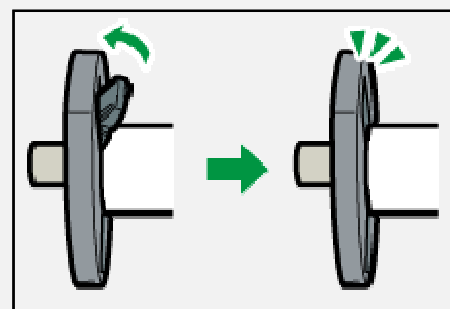
Place the paper roll on the flat place in front of the bearing.

Then move the right hand edge and left hand edges of the shaft into the bearing.



**16**

If loading a 50.8mm (2 inches) paper roll, make sure that all six adjustment levers are fully open. When loading a 76.2mm (3 inches) paper roll, proceed to step 17.





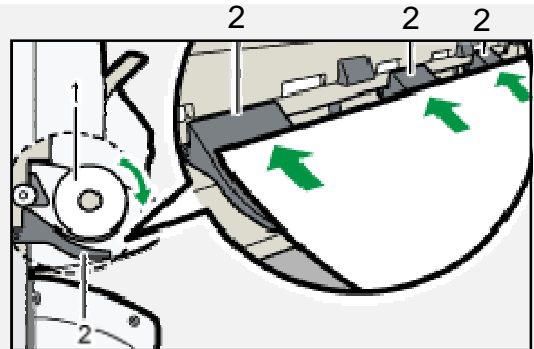


## LOADING PAPER

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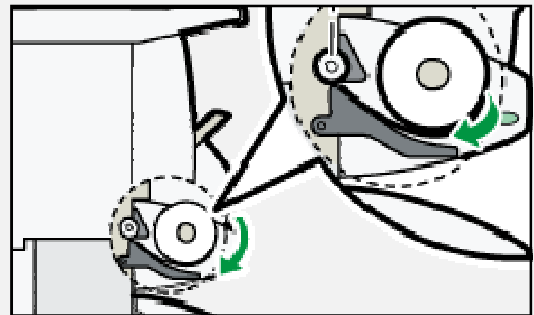
17

Feed the paper roll (1) so that the paper goes over the guides (2) behind the paper roll and under the rollers of the paper feeding slit.



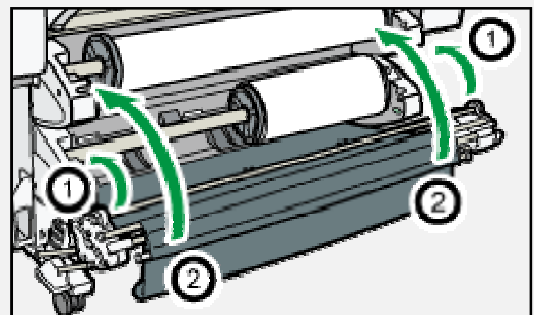
18

Keep rotating the paper slowly until the paper is automatically pulled inside the machine and the beeper sounds.



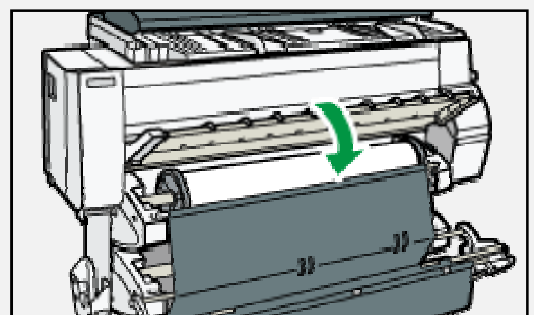
19

Push the bar in front of paper input location 2 into the machine (1). Then lift the bar of the output basket up and hook it in front of Paper Roll 1 (2)



20

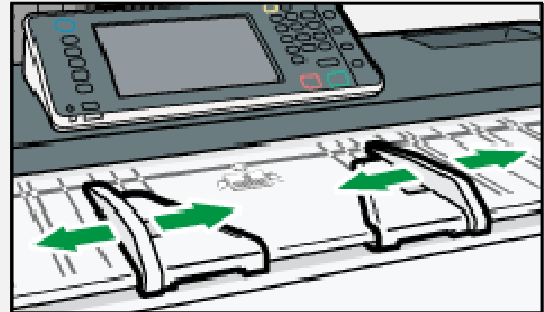
Lower the paper input location cover. Now follow the on screen instructions to finish.





1

Adjust the original guides so they are flush against the original. They should be the same distance from the centre.



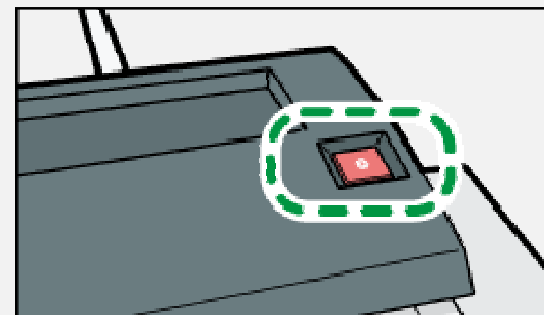
2

Documents should be inserted **FACE DOWN** between the original guides. Support with both hands until it feeds in.



3

Use the [Scanner Stop] button if documents are jamming or not feeding correctly.





1

Press the  
'Energy Saver' button  
to turn the machine  
on from standby.



2

To clear any  
selections you have  
made, press 'Reset'.



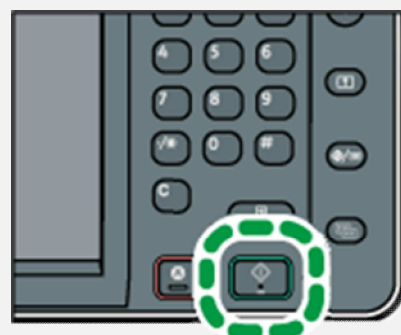
3

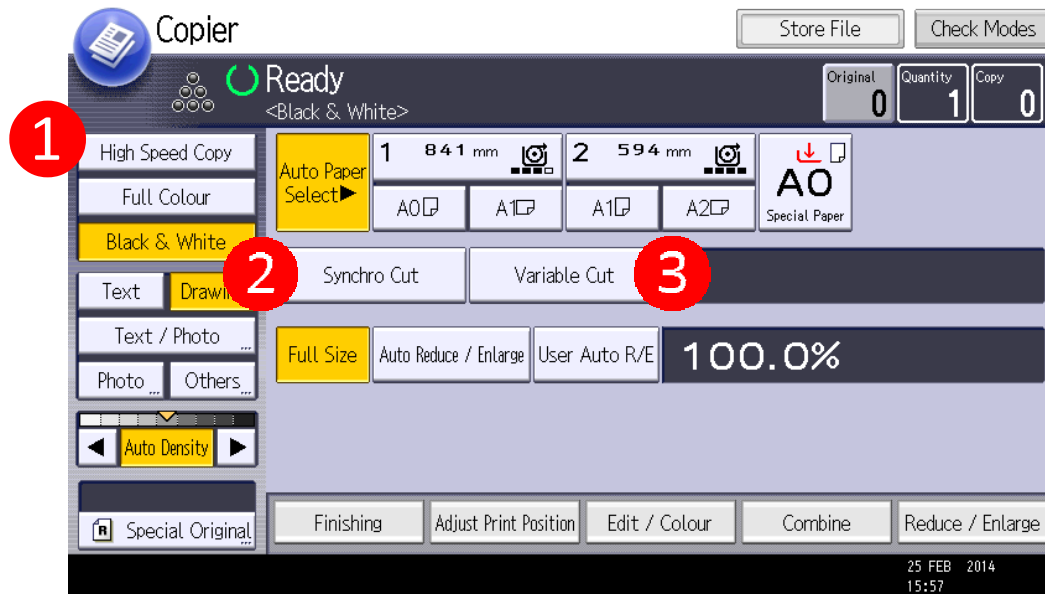
To stop a job,  
press 'Stop'.



4

Press the 'Start' button  
to begin copying/  
scanning.





1

## [High Speed Copy]

Print quality is reduced, but speed is improved.

2

## [Synchro Cut ]

Cuts the paper at the same length as the original.

3

## [Variable Cut ]

Brings up a menu with an option to manually enter a size to cut to.

# REDUCE & ENLARGE



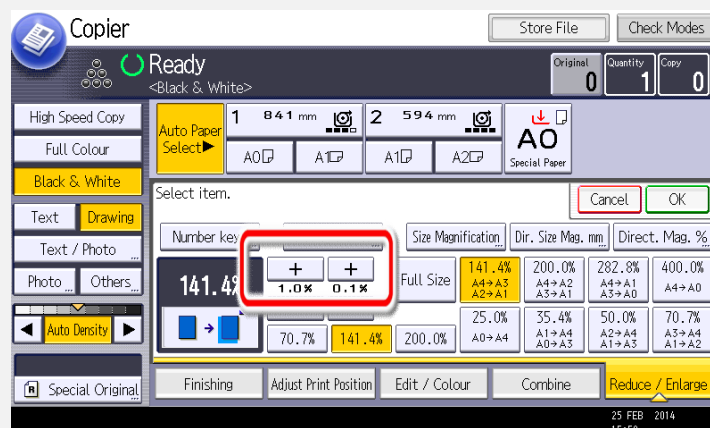
Either use  
**'Auto Reduce/  
Enlarge'** and  
then select  
the paper roll  
you wish to  
use...



...OR, if you  
wish to  
choose a  
different size,  
select the  
**'Reduce/  
Enlarge'** tab.



Use the **'-/+'**  
adjuster to set  
a percentage.

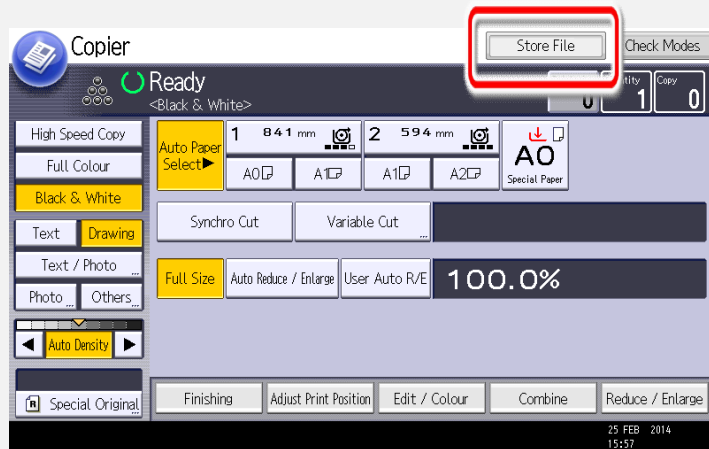


# STORING A DOCUMENT



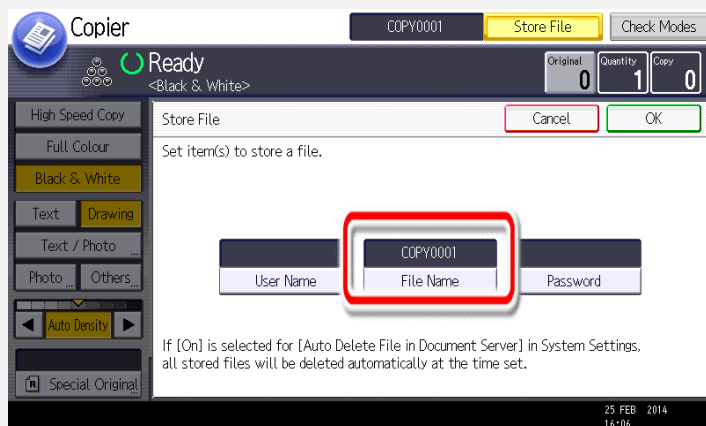
1

**Choose any settings.  
Then select  
'Store File'**



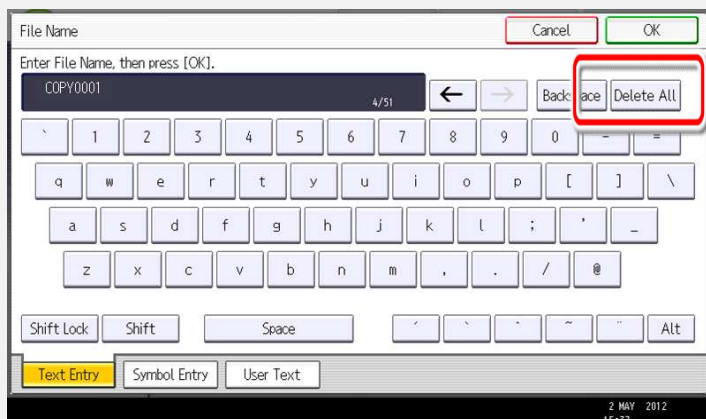
2

**Select 'File  
Name'**



3

**Select 'Delete  
All'**

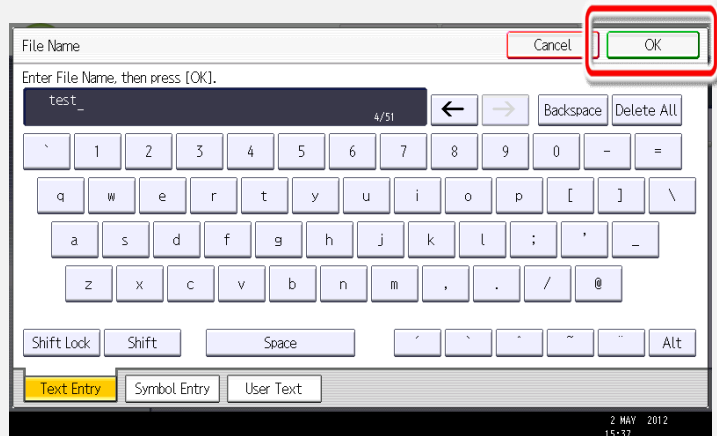


# STORING A DOCUMENT



4

Use the key-  
pad to type in  
the name of  
the document,  
then select  
'OK'



5

Press the  
'Start' Key to  
store the  
document





# RETRIEVING DOCUMENTS



Document  
Server

1

**Select the file  
you wish to  
print**



2

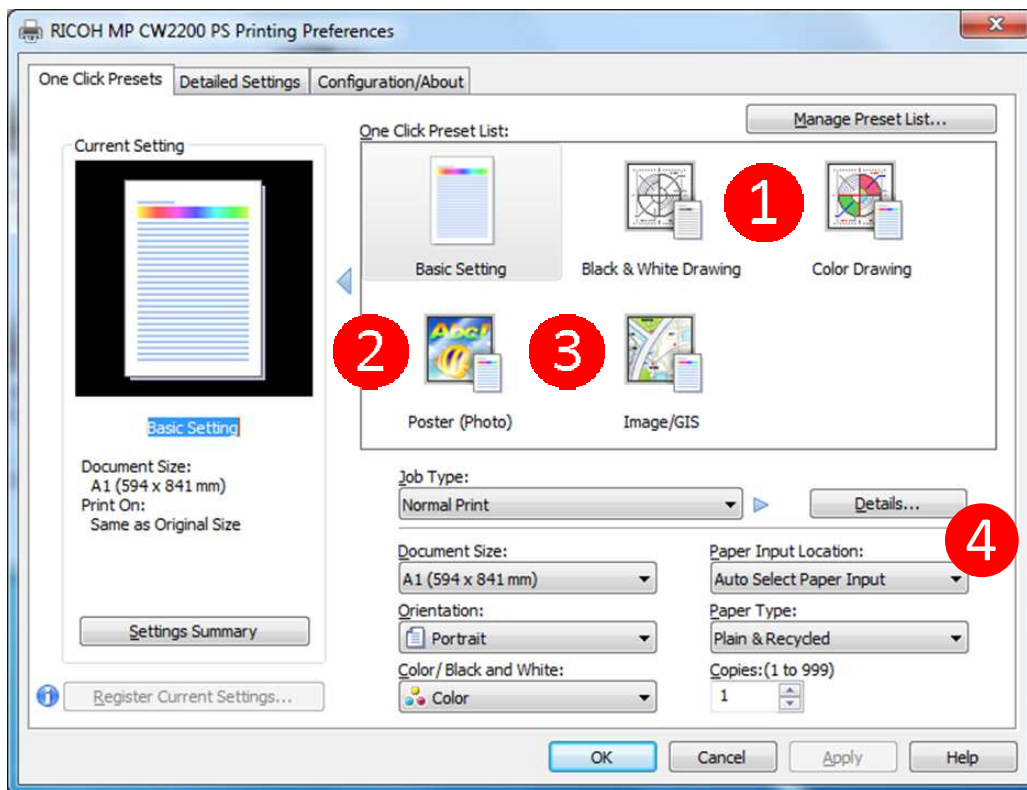
**Use the number  
keys to change  
quantity. (Prints  
one copy by de-  
fault). Press the  
'Start' button to  
print**







# PRINT SETTINGS OVERVIEW



1

## [Drawing ]

Uses the 'Speed' print quality setting for faster printing at reduced resolution (600X300 dpi)

2

## [Poster ]

Uses the 'Quality' print quality setting (1200X1200 dpi) but increases print time

3

## [Image ]

Uses the 'Standard' print quality setting (600X600 dpi)

4

## [Paper Input Location ]

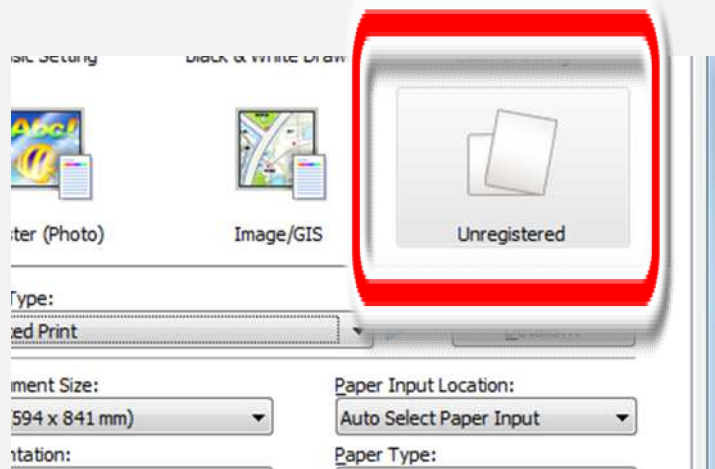
Choose which paper roll to print onto if more than one paper roll is loaded



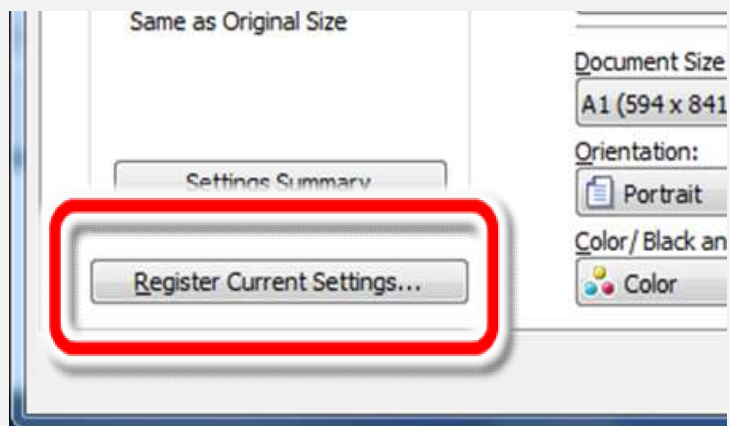
# CREATING ONE-CLICK PRESETS



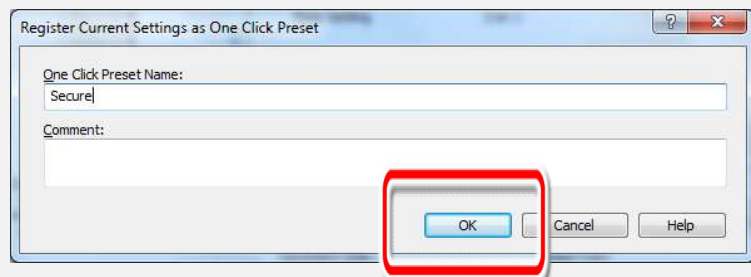
- 1** If you change any settings, an 'Unregistered' icon will appear in the presets field. This means you can save those settings as a one-click preset.



- 2** First, choose any settings you wish to use. To save those settings, select 'Register Current Settings'



- 3** Type in a name and then select 'OK'. Your one-click preset has now been saved and added to your icon list





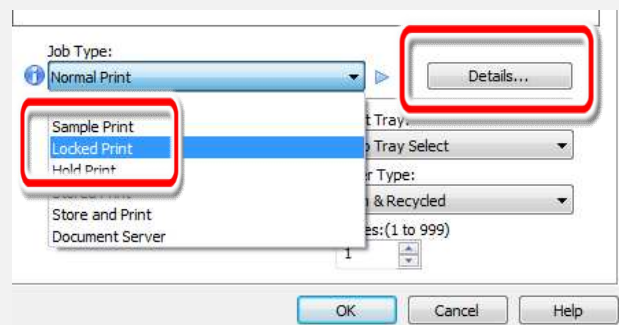
1

At the PC  
select 'File',  
'Print' and  
then 'Print  
Properties'



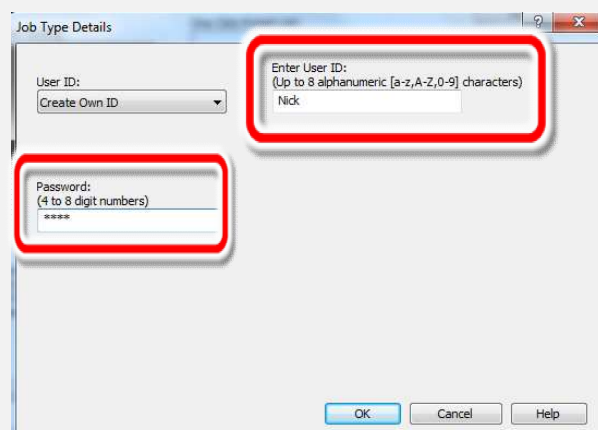
2

Under Job  
Type select  
'Locked Print'  
from the drop  
down box, and  
then select  
'Details'



3

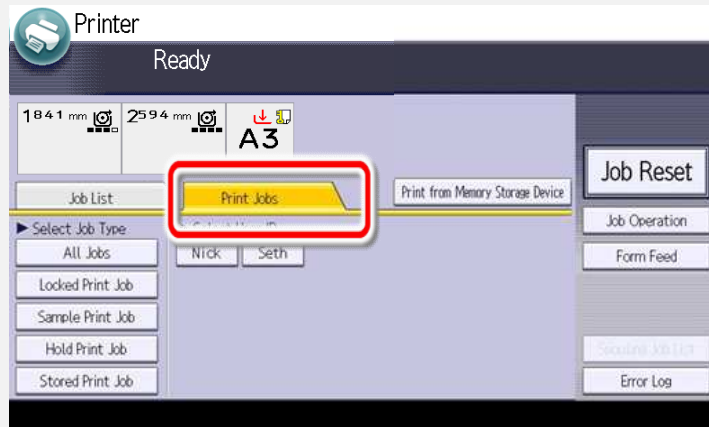
Create your own  
'User ID'. (e.g.  
JSmith)  
  
Create your own  
'Password'  
(4-8 digits, e.g.  
1234)





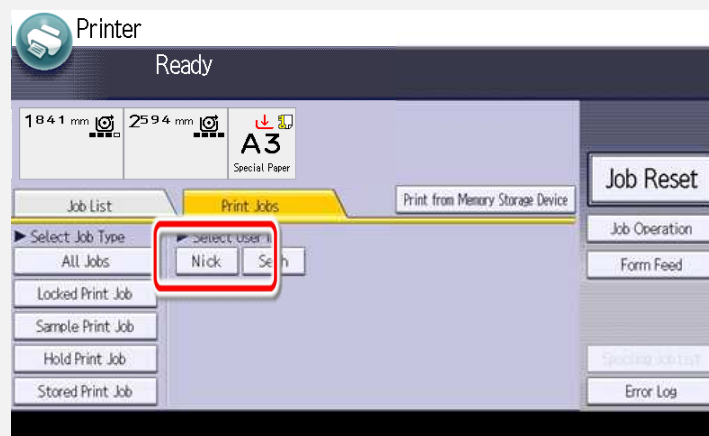
4

At the MFD,  
select  
'Printer' and  
'Print Jobs'



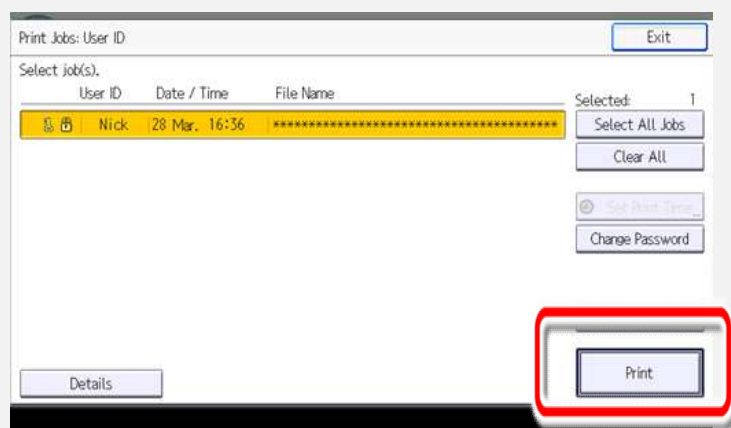
5

Select your  
User ID (in  
this example  
'Nick')



6

Select the job  
(s) you wish  
to print and  
then select  
'Print'.





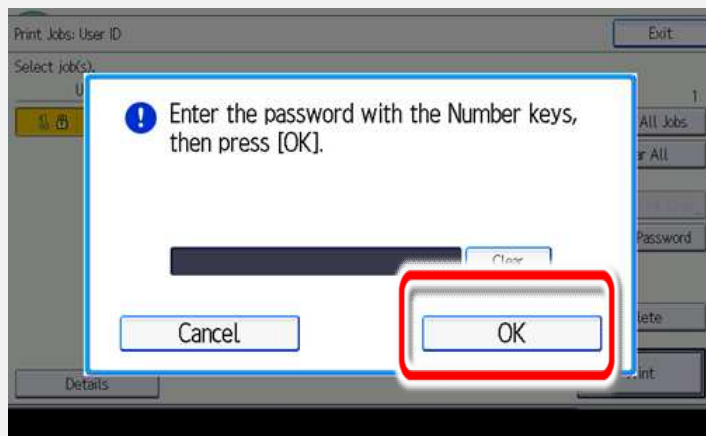
7

Use the  
number keys  
to enter your  
'Password'



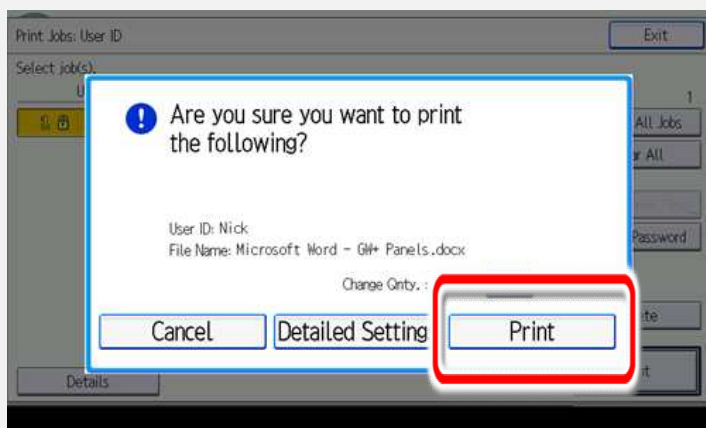
8

Select 'OK'



9

(Use number  
keys to change  
quantity)  
Select 'Print' to  
print your job(s)



1

**Select your  
destination  
box**



2

**If no other  
settings are  
required,  
press 'Start'**





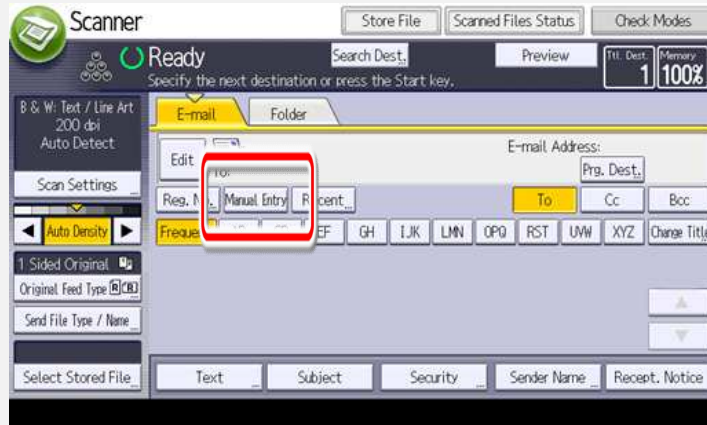


# SAVING EMAIL SHORTCUTS



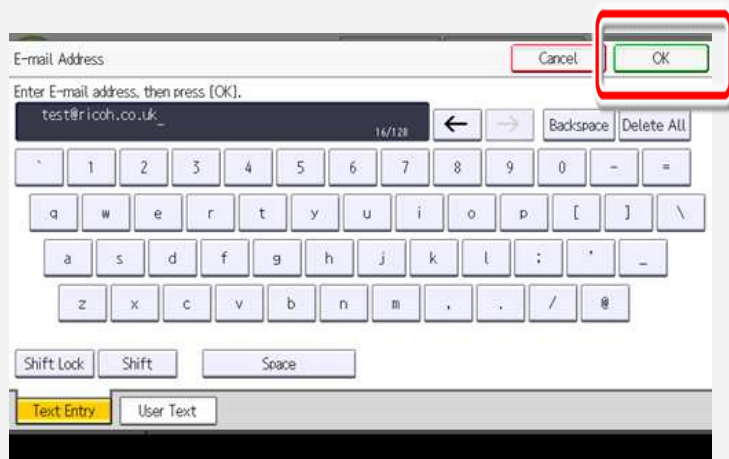
1

To save an email address as a shortcut, select 'Manual Entry'



2

Use the keyboard to type in the email address, then select 'OK'



3

Select 'Prog Dest'





# SAVING EMAIL SHORTCUTS



4

**Check the email address and select 'OK'**

5

**Type in the name you want to use for your shortcut, then select 'OK'**

6

**Select an alphabet button.**



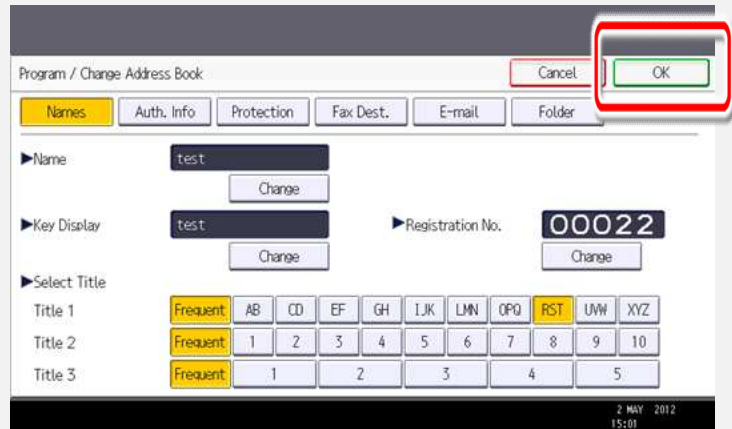


# SAVING EMAIL SHORTCUTS



7

Select 'OK'

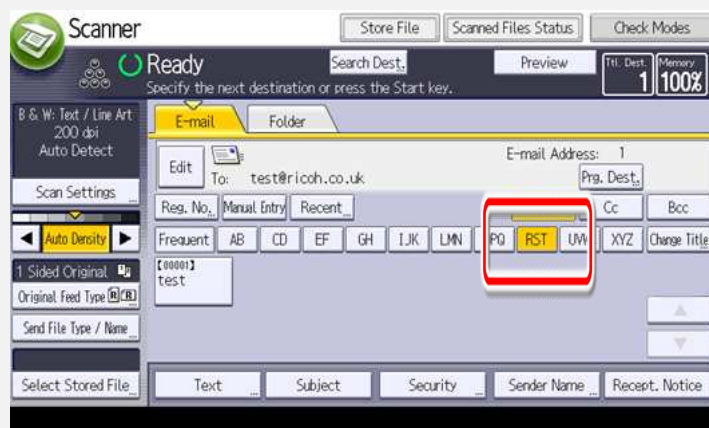


8

The shortcut is now saved and ready to use.



Destinations can also be accessed by using the alphabet title

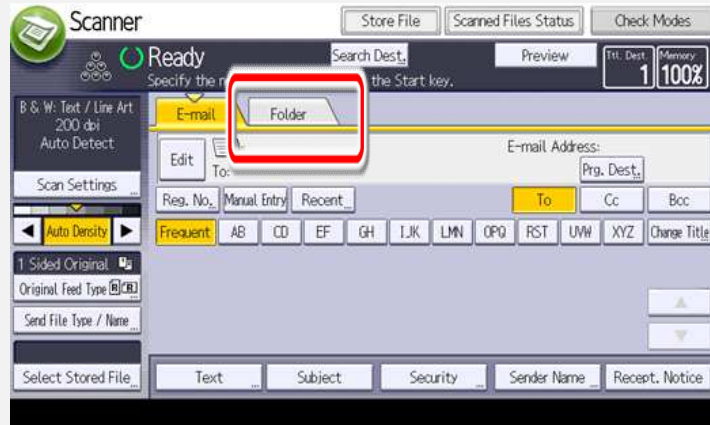


# SCAN TO FOLDER



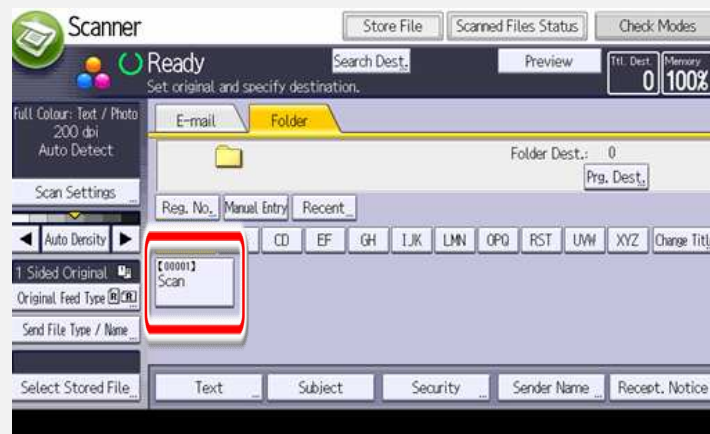
1

**Select the  
'Folder' tab**



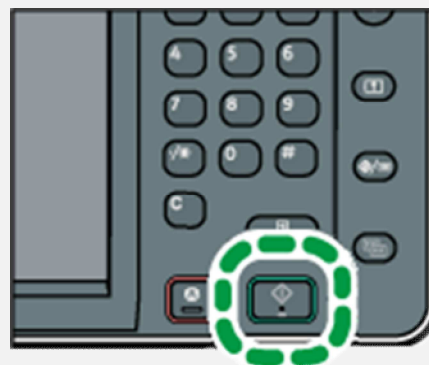
2

**Select the  
Folder  
destination  
you require**



3

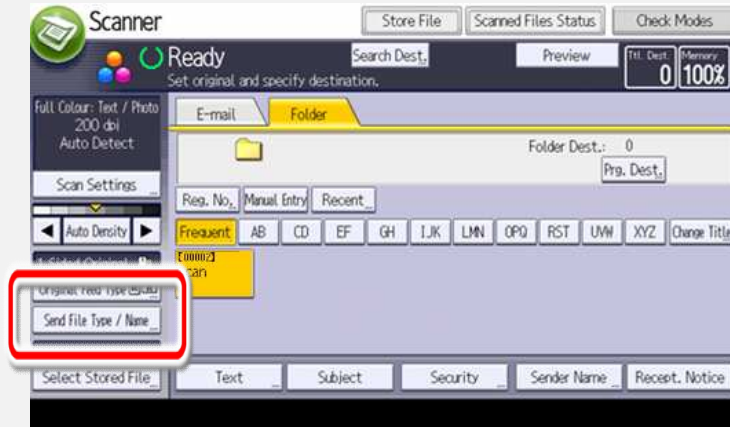
**If no other  
settings are  
required,  
press 'Start'**



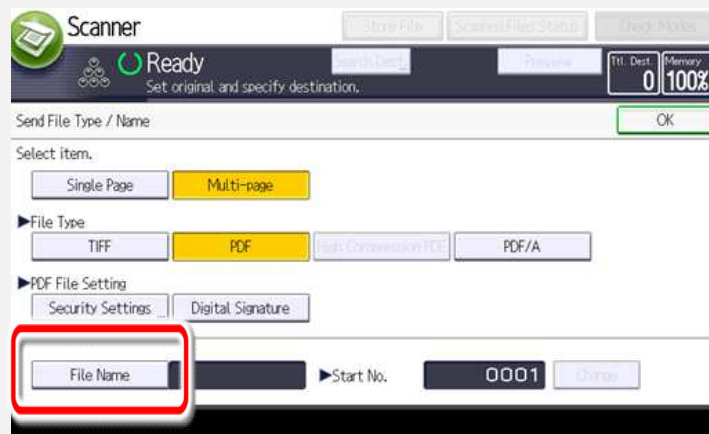
# NAMING A FILE



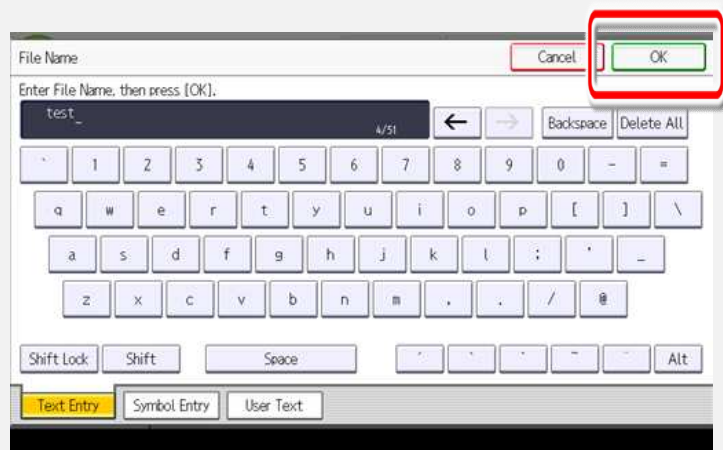
- 1 If you want to name your file, select 'Send File Type/Name'



- 2 Select 'File Name'



- 3 Type in the name of your document and select 'OK'





**RICOH NZ LTD**  
60 Stanley Street, Parnell, Auckland  
Tel: 0800 807676