

CIP Training

MP CW2201SP

RICOH
imagine. change.

Copy



Basic Procedure

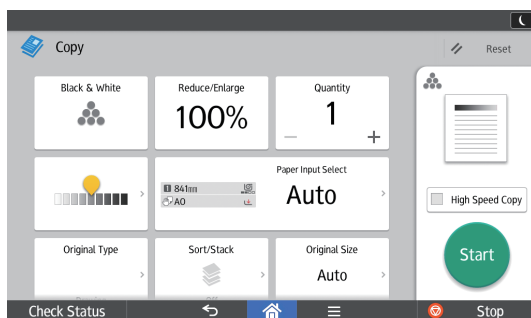
To make copies of originals, place them on the original table. For details, see page 60 "Placing Originals on the Original Table".

To specify output locations for originals, see "Output Locations for Originals", Paper Specifications and Adding Paper.

To copy onto paper other than plain paper, specify the paper type in User Tools according to the weight of the paper you are using. For details, see "System Settings", Connecting the Machine/ System Settings.


To get the output basket ready, see page 29 "Setting the Output Basket".

When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Press [Home] () at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Copier (Classic)] icon.
3. Make sure that no previous settings remain.

When there are previous settings remaining, press [Reset].

4. Specify the output location for originals.

If the rear original stackers are installed, originals are ejected onto the original stackers. If the rear original stackers are not installed, originals are ejected onto the original output guides.

5. Select an original orientation that matches the orientation of your originals.
6. Make desired settings.
7. Enter the number of copies with the number keys.

The maximum copy quantity that can be entered is 99.

Copy

8. Place the original on the original table.

The original feeds into the machine automatically, and copying starts.

If [Press Start Key] is selected for [Feed Start Method], copying starts after you press [Start].

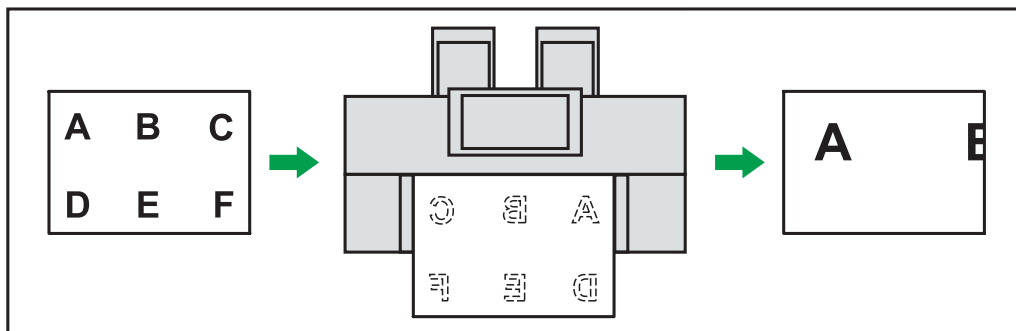
9. When the copy job is finished, press [Reset] to clear the settings.

Reducing or Enlarging Originals

This section describes methods of reducing or enlarging images by specifying a reproduction ratio, or a paper size.

Base Point

The upper right corner is the base point.



CPH016

In addition to the functions described in this section, advanced reduce/enlarge copy functions are also available. For details about these functions, see "Advanced Reduce/Enlarge Copying", Copy/Document Server.

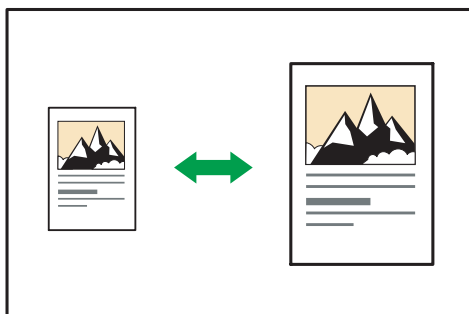
Note

- The reproduction ratio is between 25.0 and 400.0%.

Preset Reduce / Enlarge

This function allows you to reduce or enlarge images by selecting a preset ratio.

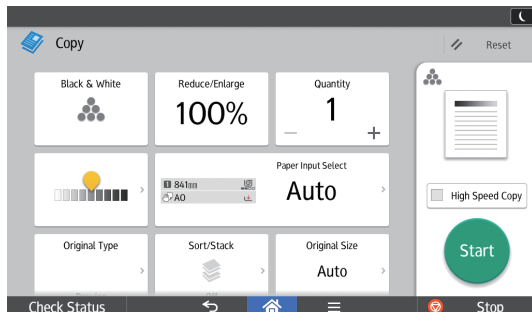
You can register up to three frequently used reproduction ratios other than the preset reduce/enlarge ratios.



CKN004

Copy

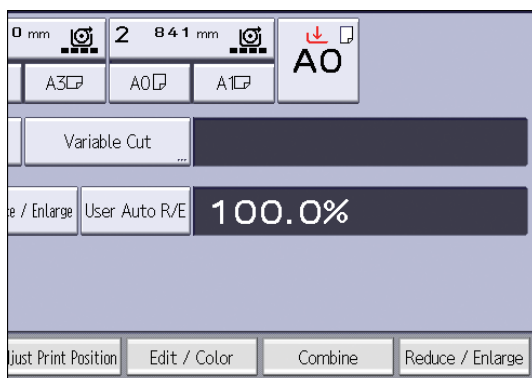
When Using the Copy Application



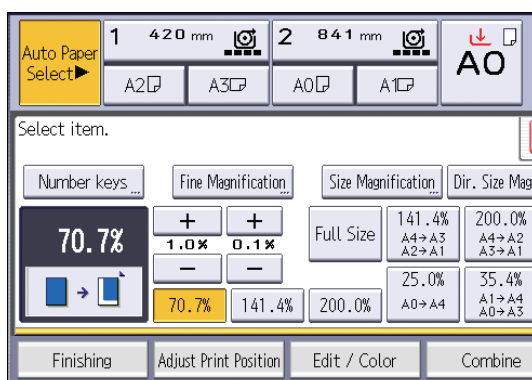
About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Press [Reduce / Enlarge].



2. Select a ratio, and then press [OK].

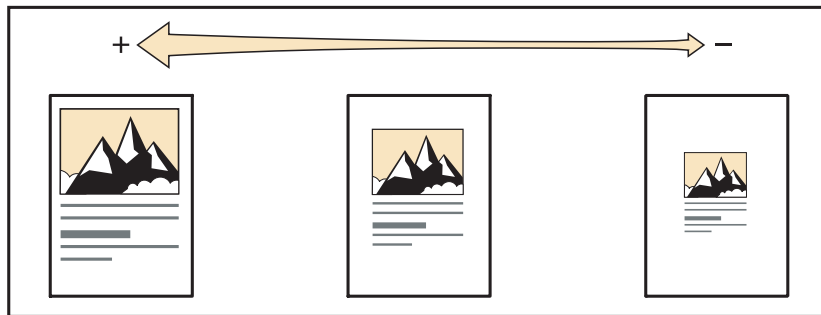


3. Place the original, and start scanning.

Zoom

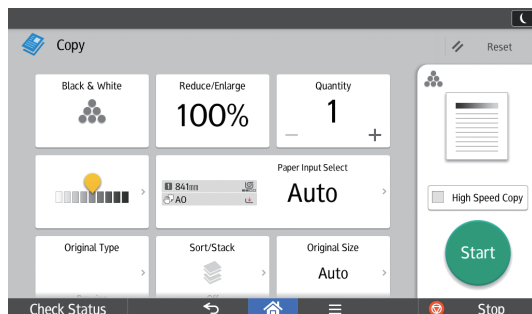
You can specify the reproduction ratio in increments of 0.1%.

Copy



CKN007

When Using the Copy Application



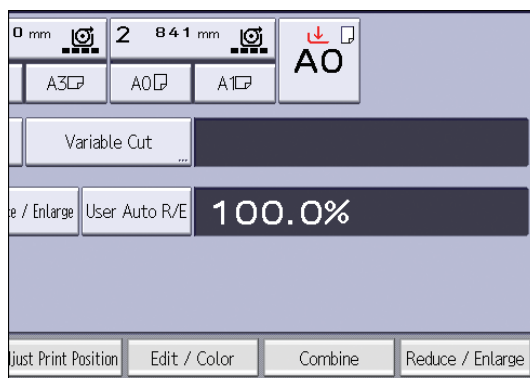
About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

To specify a reproduction ratio, enter the ratio using the number keys or specify the ratio with **[+]** or **[-]**.

This section describes how to enter the ratio using the number keys.

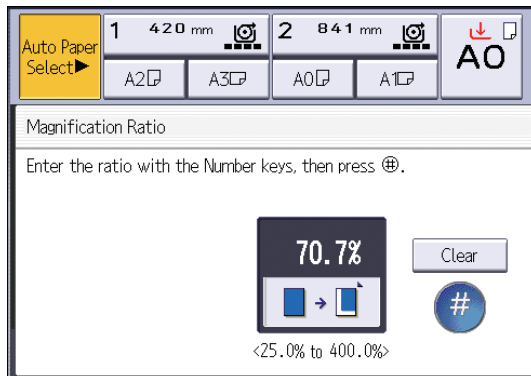
1. Press [Reduce / Enlarge].



2. Press [Number keys].

Copy

3. Enter the desired ratio with the number keys, and then press [#].



4. Press [OK] twice.
5. Place the original, and start scanning.

Auto Reduce / Enlarge

The machine automatically detects the original size and then selects an appropriate reproduction ratio based on the paper size you select.



CKN008

★ Important

- You cannot use the paper bypass location with this function.

This is useful to copy different size originals to the same size paper.

To ensure the print result you require is produced, specify the original orientation before using Auto Reduce / Enlarge. Make sure that the original orientation setting matches the actual orientation of your original. For details, see "Original Orientation", Copy/ Document Server.

The original sizes and orientations you can use with this function are as follows:

Region A (mainly Europe)

A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS

Region B (mainly North America)

- Engineering

Copy

E (34 × 44)☐, D (22 × 34)☐☐, C (17 × 22)☐☐☐, B (11 × 17)☐☐☐, A (8¹/₂ × 11)☐☐☐

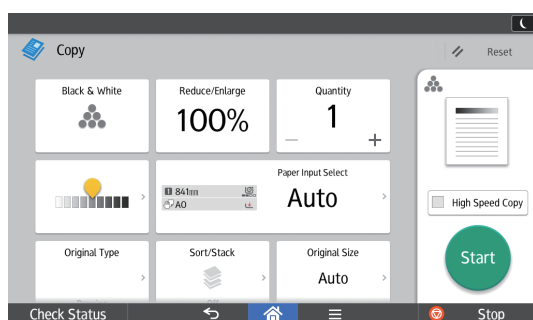
- Architecture

E (36 × 48)☐, D (24 × 36)☐☐, C (18 × 24)☐☐☐, B (12 × 18)☐☐☐, A (9 × 12)☐☐☐

- Others

8¹/₂ × 12☐☐, 8¹/₂ × 13☐, 8¹/₂ × 14☐, 11 × 14☐, 11 × 15☐, 12 × 14¹/₂☐, 30 × 21☐, 30 × 42☐

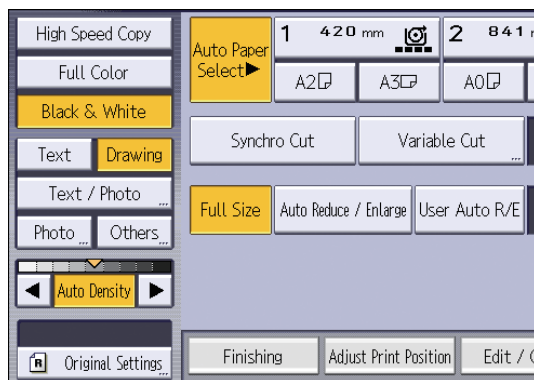
☒ When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

☒ When Using the Copier (Classic) Application

1. Press [Auto Reduce / Enlarge].



2. Select the paper size.
3. Place the original, and start scanning.

User Auto Reduce / Enlarge

When the original is placed, the machine automatically enlarges or reduces the image to fit the paper size specified in advance.

★ Important

- You cannot use the paper bypass location with this function.

Using User Tools allows you to specify how much each original is enlarged or reduced.

Copy

You can select the following combinations:

Region **A** (mainly Europe)

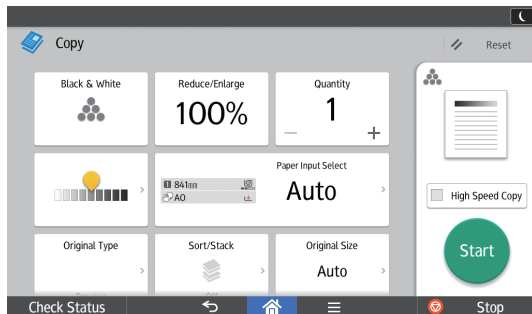
Original size		Copy size
A0		A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS
A1		
A2		
A3		
A4		
B1 JIS		
B2 JIS		
B3 JIS		
B4 JIS		

Region **B** (mainly North America)

Original size		Copy size
Engineering	E (34 × 44)	E (34 × 44), D (22 × 34), C (17 × 22), B (11 × 17), A (8 ¹ / ₂ × 11)
	D (22 × 34)	
	C (17 × 22)	
	B (11 × 17)	
	A (8 ¹ / ₂ × 11)	
Architecture	E (36 × 48)	E (36 × 48), D (24 × 36), C (18 × 24), B (12 × 18), A (9 × 12)
	D (24 × 36)	
	C (18 × 24)	
	B (12 × 18)	
	A (9 × 12)	

Copy

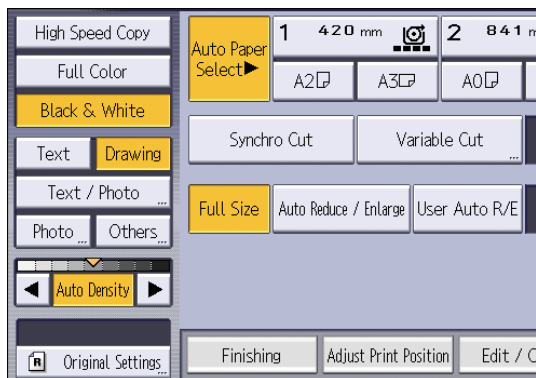
When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Press [User Auto R/E].



2. Check that the combination selected for User Auto Reduce / Enlarge is the one you want.
3. Place the original, and start scanning.

Copy

Combined Copying

This mode can be used to select a reproduction ratio automatically and copy the originals onto a single sheet of copy paper.

The machine selects a reproduction ratio between 25.0 and 400.0%. If the orientation of the original is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.



CKN014

★ Important

- You cannot use the paper bypass location with this function.

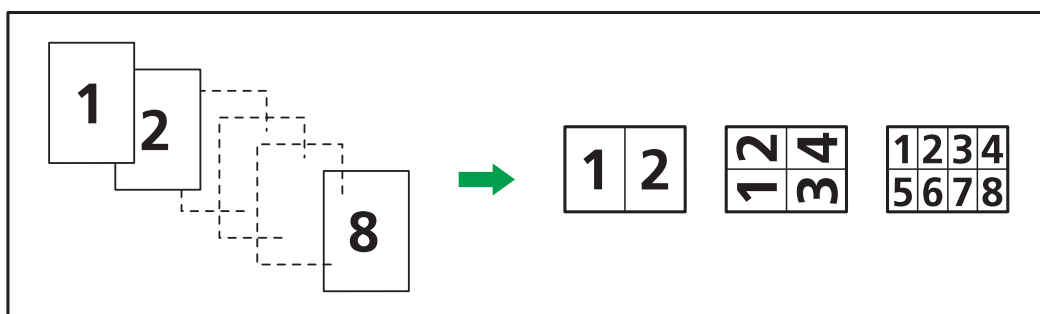
There are three types of One-Sided Combine.

- **1 Sided 2 Originals → Combine 1 Side**
Copies two 1-sided originals to one side of a sheet.
- **1 Sided 4 Originals → Combine 1 Side**
Copies four 1-sided originals to one side of a sheet.
- **1 Sided 8 Originals → Combine 1 Side**
Copies eight 1-sided originals to one side of a sheet.

Orientation of the original and image position of Combine

The image position of Combine differs according to original orientation and the number of originals to be combined.

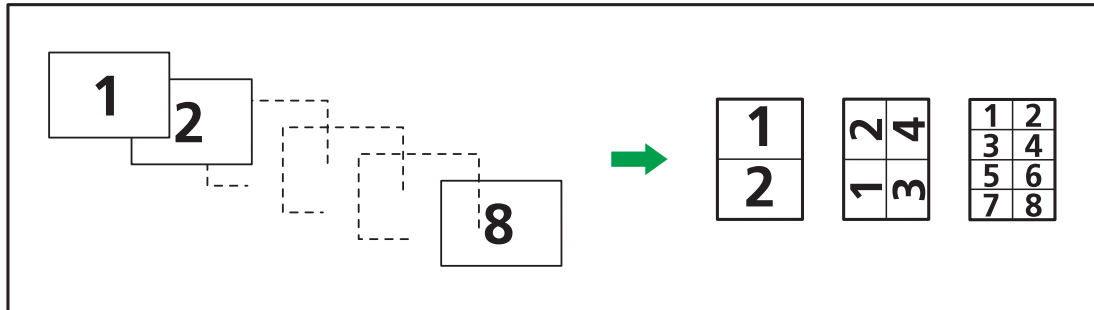
- Portrait (📄) originals



CKN015

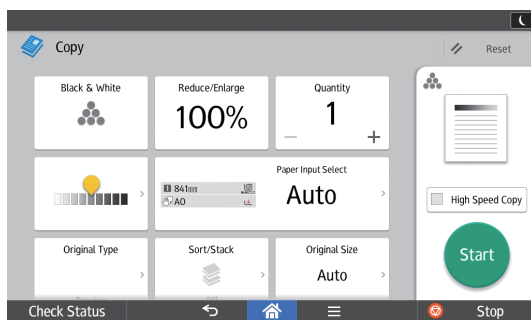
- Landscape (📄) originals

Copy



CKN016

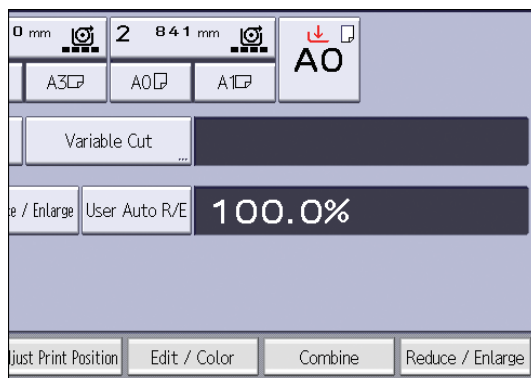
When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Press [Combine].



2. Select the number of originals to combine.
3. Press [Original Orientation].
4. Select the original orientation.
5. Press [OK] twice.
6. Select the paper size.
7. Place the original, and start scanning.

Copy

Specifying the Length of Copy Paper Cut

Specify the length to cut the paper loaded in the paper input location.

★ Important

- You cannot cut the paper in the paper bypass location.

The following paper cut methods are available:

Synchro Cut

Cuts the paper at the same length as the original. If the copy is enlarged or reduced, the machine calculates the appropriate length for the magnification ratio and cuts the paper.

Preset Cut

Cuts the paper at a preset size, regardless of the size of the original. You can use this to copy different sized originals to the same size.

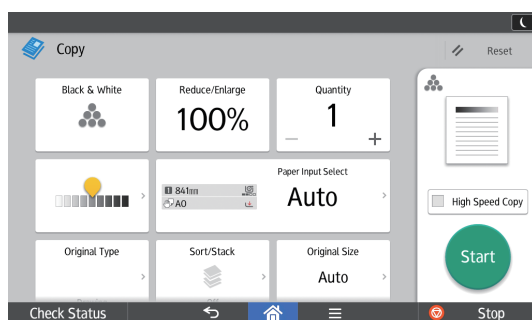
Variable Cut

Cuts the paper to the size entered.

Synchro Cut

Cuts the paper at the same length as the original. If the copy is enlarged or reduced, the machine calculates the appropriate length for the magnification ratio and cuts the paper.

📄 When Using the Copy Application

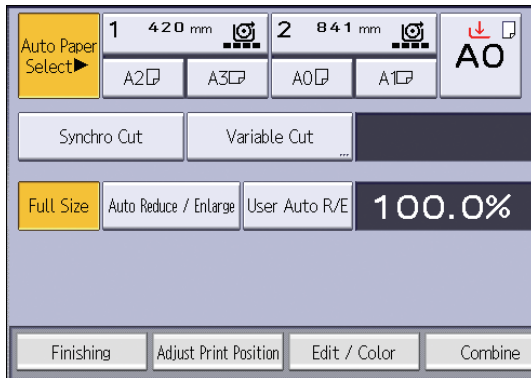


About how to use the application's screen, see page 43 "[Copy] Screen".

Copy

When Using the Copier (Classic) Application

1. Select Paper Input Location 1 or 2.

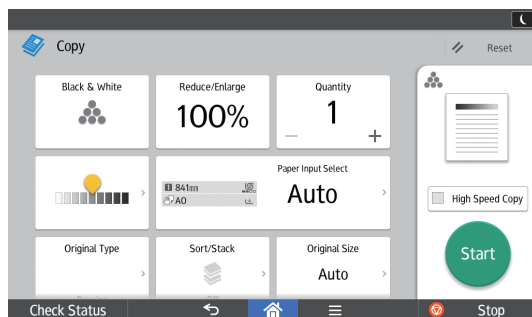


2. Make sure that [Synchro Cut] is selected.

Preset Cut

Cuts the paper at a preset size, regardless of the size of the original. You can use this to copy different sized originals to the same size.

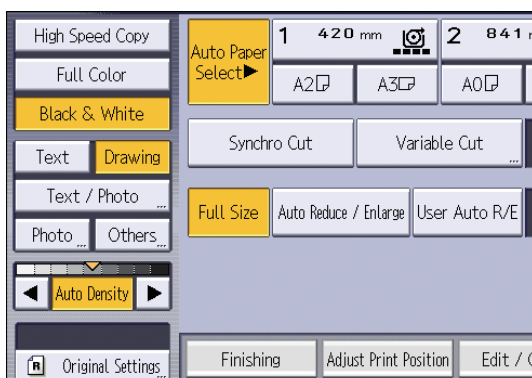
When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Select a preset cut size of Paper Input Location 1 or 2.



















CIP Training MP CW2201SP

Copy









The preset cut size differs depending on the paper roll width. It is cut in the following sizes.

Region **A** (mainly Europe)

Paper roll width	Preset 	Preset 
841 mm	A0 	A1 
594 mm	A1 	A2 
420 mm	A2 	A3 
297 mm	A3 	A4 
728 mm	B1 JIS 	B2 JIS 
515 mm	B2 JIS 	B3 JIS 
364 mm	B3 JIS 	B4 JIS 
914 mm	1,219 mm	610 mm
880 mm	1,189 mm	594 mm
800 mm	1,189 mm	594 mm
707 mm	1,000 mm	500 mm
680 mm	841 mm	420 mm
660 mm	841 mm	420 mm
625 mm	880 mm	440 mm
620 mm	880 mm	440 mm
490 mm	594 mm	297 mm
440 mm	594 mm	297 mm

Region **B** (mainly North America)

- Engineering

Paper roll width	Preset 	Preset 
34 inch	34 × 44 	22 × 34 
22 inch	22 × 34 	17 × 22 
17 inch	17 × 22 	11 × 17 

Copy

Paper roll width	Preset	Preset
11 inch	11 × 17	8 ¹ / ₂ × 11

- Architecture

Paper roll width	Preset	Preset
36 inch	36 × 48	24 × 36
30 inch	30 × 42	21 × 30
24 inch	24 × 36	18 × 24
18 inch	18 × 24	12 × 18
12 inch	12 × 18	9 × 12

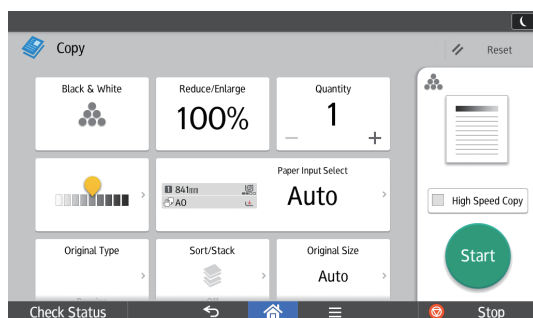
- Others

Paper roll width	Preset	Preset
15 inch	15 × 20	-
14 inch	-	8 ¹ / ₂ × 14

Variable Cut

Cuts the paper to the size entered.

When Using the Copy Application

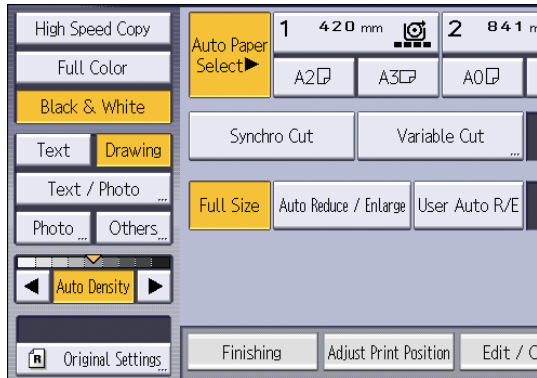


About how to use the application's screen, see page 43 "[Copy] Screen".

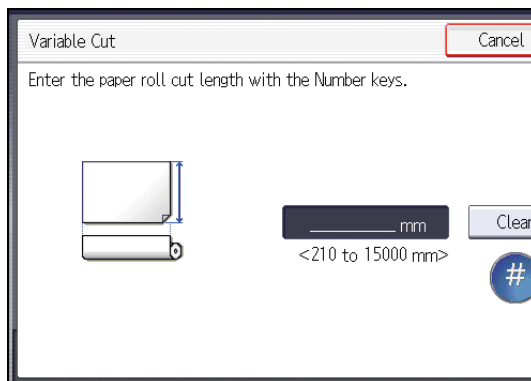
Copy

When Using the Copier (Classic) Application

1. Select [Variable Cut].



2. Enter the length with the number keys, and then press [#].



3. Press [OK].

4. Select Paper Input Location 1 or 2.

Copy

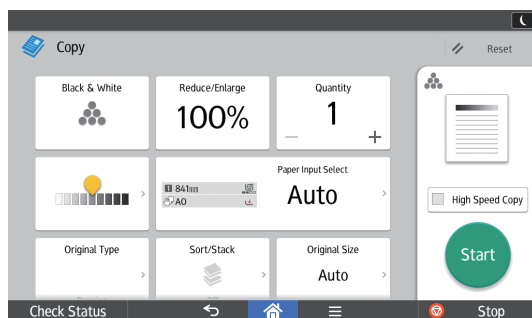
Copying from the Paper Bypass Location

Use the paper bypass location to copy onto paper sizes that cannot be loaded on the paper input locations.

About how to load paper in the paper bypass location, see page 152 "Loading Paper into the Paper Bypass Location".


If cables are hanging from the back of the machine or objects are near the back of the machine, paper may bump against them and cause a paper jam or wrinkle the paper. Check that there are no objects on the back of the machine before you start copying.

When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Open the front cover, and then pull up the paper holding lever.
2. Insert the paper copy side up into the paper bypass location.
3. Lower the paper holding lever, and then close the front cover.
4. Specify the type of the paper as necessary.
5. Make sure that the paper bypass location () is selected, and then press [#].
6. Press [Paper Size].
7. Specify the size of the paper, and the press [OK] twice.
8. Enter the number of copies with the number keys.
9. Place the original, and start scanning.

Copying starts automatically.

10. When copying the originals onto two or more sheets of paper, repeat Steps 1 to 4 for as many copies as you are making.

In Step 4, select [Matches].

11. When the copy job is finished, press [Reset] to clear the settings.

Copy

Note

- If you specify [Display Automatically] for [Paper Settings Screen for Bypass], you can display the [Bypass Paper] screen by pressing [≡] instead of pressing [#]. For details, see "General Features", Copy/ Document Server.
- If the paper bypass location is not automatically selected, press [≡].

Copying onto Regular Size Paper from the Paper Bypass Location

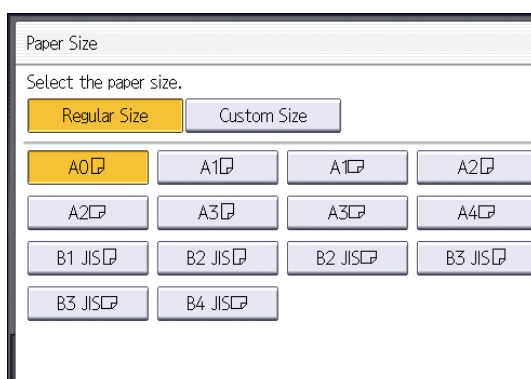
When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Open the front cover, and then pull up the paper holding lever.
2. Insert the paper copy side up into the paper bypass location.
3. Lower the paper holding lever, and then close the front cover.
4. Specify the type of the paper as necessary.
5. Make sure that the paper bypass location (≡) is selected, and then press [#].
6. Press [Paper Size].
7. Select the paper size.



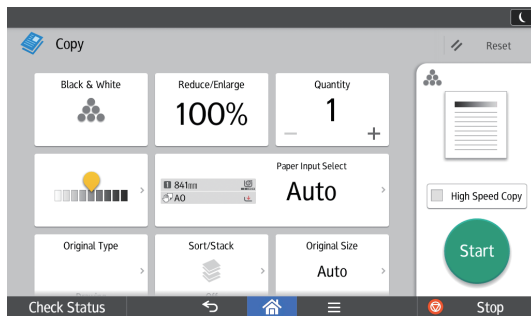
8. Press [OK] twice.

Copy

Copying onto Custom Size Paper from the Paper Bypass Location

Paper that has a horizontal length of 279.4–914.4 mm (11.00–36.00 inches) and a vertical length of 210.0–2,000.0 mm (8.27–78.74 inches) can be fed in from the paper bypass location.

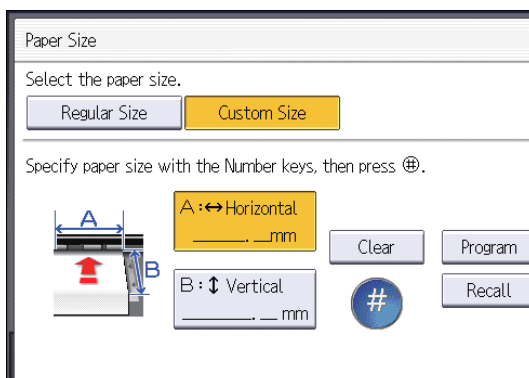
When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Open the front cover, and then pull up the paper holding lever.
2. Insert the paper copy side up into the paper bypass location.
3. Lower the paper holding lever, and then close the front cover.
4. Specify the type of the paper as necessary.
5. Make sure that the paper bypass location (≡) is selected, and then press [#].
6. Press [Paper Size].
7. Press [Custom Size].
8. Enter the horizontal size with the number keys, and then press [#].



9. Enter the vertical size with the number keys, and then press [#].
10. Press [OK] twice.

Copy

Sort

The machine assembles copies as sets in sequential order.

Depending on your model and which options are installed on it, some of these functions might not be available. For details, see "Functions Requiring Optional Configurations", Getting Started.

★ Important

- To use the Rotate Sort function, two paper input locations that can be fed paper of the same size and type, but in different orientation (↻), are required. For details, see "Tray Paper Settings", Connecting the Machine/ System Settings.
- You cannot use the paper bypass location with Rotate Sort.

Sort

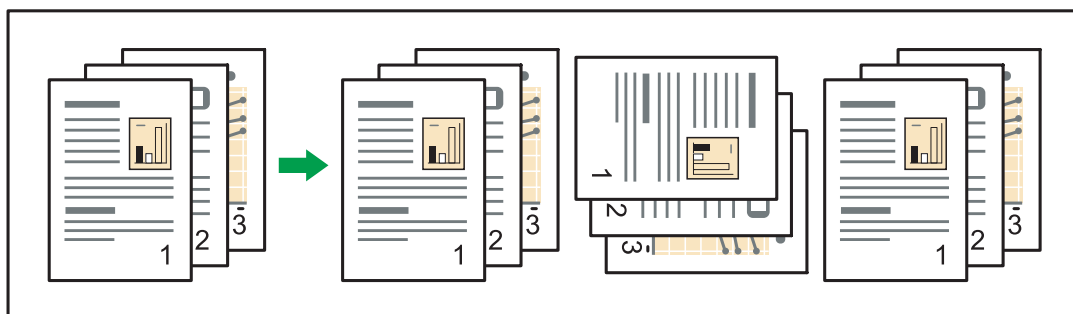
Copies are assembled as sets in sequential order.



CKN018

Rotate Sort

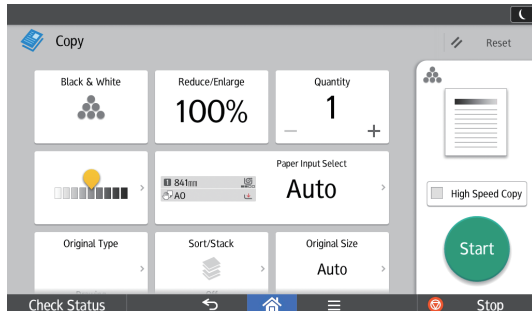
Every other copy set is rotated by 90 degrees (↻) and delivered to the output basket.



CKN019

Copy

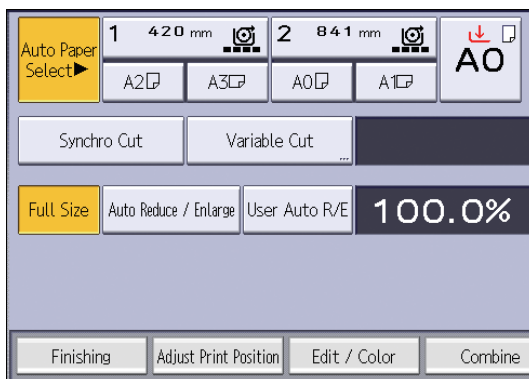
When Using the Copy Application



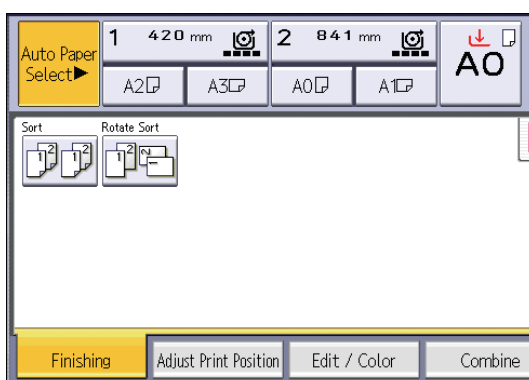
About how to use the application's screen, see page 43 "[Copy] Screen".

When Using the Copier (Classic) Application

1. Press [Finishing].



2. Select [Sort] or [Rotate Sort], and then press [OK].



3. Enter the number of copy sets using the number keys.

4. Place your original, and start scanning.

To confirm the type of finishing, press [Sample Copy].

Scan each page of your original.

Press [#] after all the originals have been scanned.

Copy

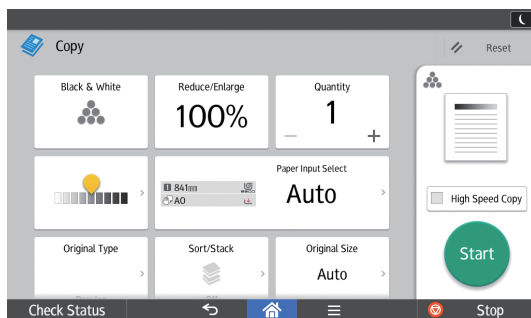
Changing the Number of Sets

You can change the number of copy sets during copying.

★ Important

- This function can be used only when the Sort function is selected.

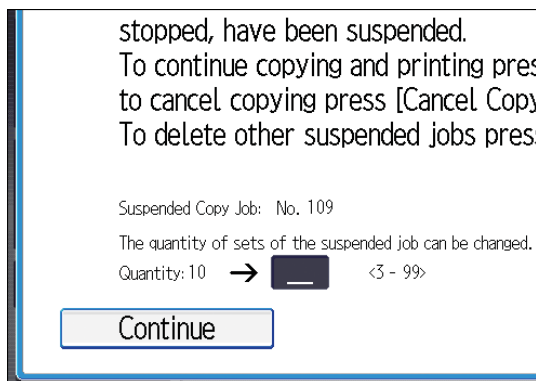
📄 When Using the Copy Application



About how to use the application's screen, see page 43 "[Copy] Screen".

📄 When Using the Copier (Classic) Application

1. While "Copying..." is displayed, press [Stop].
2. Enter the number of copy sets with the number keys.



3. Press [Continue].

Copying starts again.

Storing Data in the Document Server

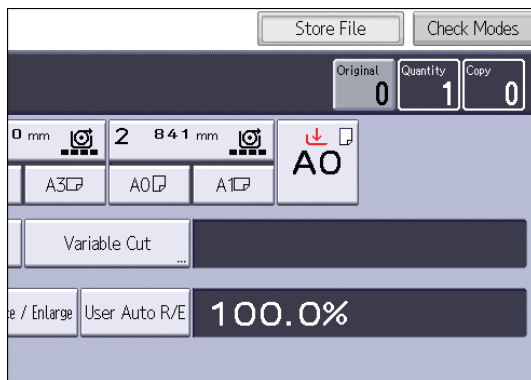
The Document Server enables you to store documents being read with the copy feature on the hard disk of this machine. Thus you can print them later applying necessary conditions.

You can check the stored documents on the Document Server screen. For details about the Document Server, see page 131 "Storing Data".

★ Important

- You cannot use the paper bypass location with this function.

1. Press [Store File].



2. Enter a user name, file name, or password if necessary.
3. Specify a folder in which to store the document if necessary.
4. Press [OK].
5. Place the original, and start scanning.

The original feeds into the machine automatically, and copying starts. The scanned data is also stored in the memory. If you want to store another document, do so after copying is complete.

RICOH
imagine. change.