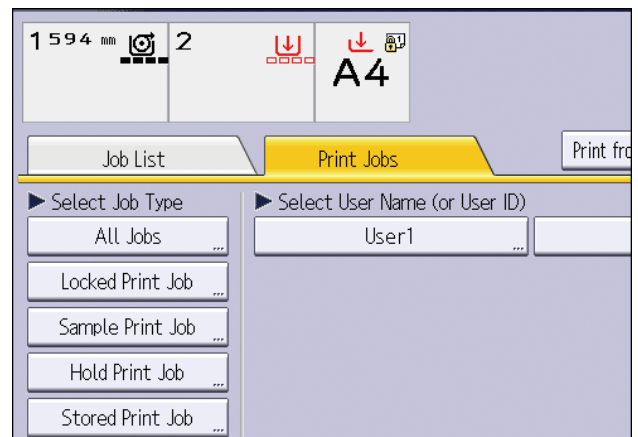


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Displaying the Printer Driver Properties

This section explains how to open the printer driver properties from [Devices and Printers].

★ Important

- Manage Printers permission is required to change the printer settings. Log on as an Administrators group member.
- You cannot change the machine default settings for individual users. Settings made in the printer properties dialog box are applied to all users.

1. On the [Start] menu, click [Devices and Printers].
2. Right-click the icon of the printer you want to use.
3. Click [Printer properties].

Standard Printing

This section explains how to print documents from the printer driver using WordPad in Windows 7 as an example. The screens displayed may differ depending on the application.

★ Important

- If you send a print job via USB 2.0 while the machine is in Low Power mode or Sleep mode, an error message might appear when the print job is complete. In this case, check if the document was printed.

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the [Select Printer] list, select the printer you want to use.
3. Click [Preferences].
4. Select the [Frequently Used Settings] tab.
5. In the "Job Type:" list, select [Normal Print].
6. In the "Document Size:" list, select the size of the original to be printed.
7. In the "Orientation" area, select [Portrait] or [Landscape] as the orientation of the original.
8. In the "Paper Type:" list, select the type of paper that is loaded in the paper input location.
9. In the "Paper Input Location:" list, select the paper input location that contains the paper you want to print onto.

If you select [Auto Select Paper Input] in the "Paper Input Location:" list, the paper input location is automatically selected according to the paper size and type specified.

10. Select [Color] or [Black and White] in the "Color/Black and White:" list.
11. If you want to print multiple copies, specify a number of sets in the "Copies:" box.
12. In the "Select Print Quality:" list, select [Speed Priority (Drawing)], [Speed Priority], [Standard], or [Quality Priority].

You can also specify the print quality settings by clicking the [Detailed Settings] tab, and then [Print Quality:Standard] in the "Menu:" box.

13. Click [OK].
14. Start printing from the application's [Print] dialog box.

Combining Multiple Pages into Single Page

This section explains how to print multiple pages onto a single sheet. The combine printing function allows you to economize on paper by printing multiple sheets at reduced size onto a single sheet.

1. Click the **WordPad** menu button in the upper left corner of the window, and then click **[Print]**.
2. In the **[Select Printer]** list, select the printer you want to use.
3. Click **[Preferences]**.
4. Click the **[Detailed Settings]** tab.
5. In the "Menu:" box, click **[2 Sided/Layout/Booklet]**.
6. Select the combination pattern in the "Layout:" list, and then specify the method for combining pages in the "Page Order:" list.

To draw a border line around each page, select the **[Draw Frame Border]** check box.

7. Click the **[Frequently Used Settings]** tab.

You can also click the **[Detailed Settings]** tab, and then click **[Print Quality:Standard]** in the "Menu:" box.

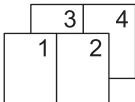
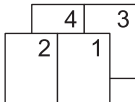
8. In the "Select Print Quality:" list, select **[Speed Priority (Drawing)]**, **[Speed Priority]**, **[Standard]**, or **[Quality Priority]**.
9. Change any other print settings if necessary.
10. Click **[OK]**.
11. Start printing from the application's **[Print]** dialog box.

Types of Combine Printing

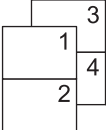
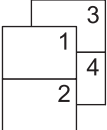
This function allows you to print 2, 4, 6, 9, or 16 pages at reduced size onto a single sheet and to specify a page ordering pattern for the combination. When combining 4 or more pages onto a single sheet of paper, four patterns are available.

The following illustrations show example page ordering patterns for 2- and 4-page combinations.

2 Pages per Sheet

Orientation	From Left to Right/Top to Bottom	From Right to Left/Top to Bottom
Portrait		

Print

Orientation	From Left to Right/Top to Bottom	From Right to Left/Top to Bottom
Landscape		

4 Pages per Sheet

Right, then Down	Down, then Right	Left, then Down	Down, then Left																
<table border="1" data-bbox="349 862 426 965"> <tr><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td></tr> </table>	1	2	3	4	<table border="1" data-bbox="643 862 719 965"> <tr><td>1</td><td>3</td></tr> <tr><td>2</td><td>4</td></tr> </table>	1	3	2	4	<table border="1" data-bbox="936 862 1013 965"> <tr><td>2</td><td>1</td></tr> <tr><td>4</td><td>3</td></tr> </table>	2	1	4	3	<table border="1" data-bbox="1230 862 1307 965"> <tr><td>3</td><td>1</td></tr> <tr><td>4</td><td>2</td></tr> </table>	3	1	4	2
1	2																		
3	4																		
1	3																		
2	4																		
2	1																		
4	3																		
3	1																		
4	2																		

Locked Print

Sending a Locked Print File


1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the "Select Printer" list, select the printer you want to use.
3. Click [Preferences].
4. In the "Job Type:" list, click [Locked Print].
5. Click [Details...].
6. Enter a User ID in the "Enter User ID:" box, and then enter a password in the "Password:" box.
7. Click [OK].
8. In the "Select Print Quality:" list, select [Speed Priority (Drawing)], [Speed Priority], [Standard], or [Quality Priority].

You can also specify the print quality settings by clicking the [Detailed Settings] tab, and then [Print Quality:Standard] in the "Menu:" box.
9. Change any other print settings if necessary.
10. Click [OK].
11. Start printing from the application's [Print] dialog box.

Printing a Locked Print File Using the Control Panel

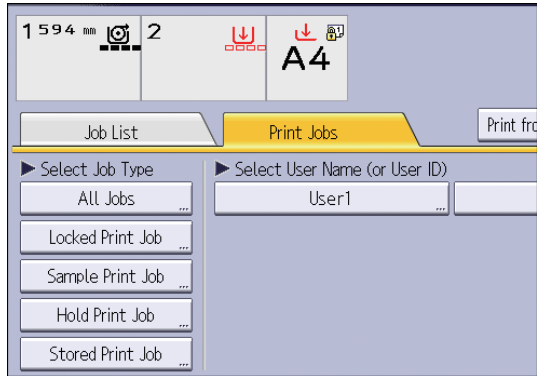
Important

- When printing is completed, the stored file will be deleted.

1. Press [Home] () at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Printer (Classic)] icon.

Print

3. Press the [Print Jobs] tab.



4. Press [Locked Print Job].

5. Select the files you want to print.

You can select all the Locked Print files at once by pressing [Select All Jobs] after selecting a file.

6. Press [Print].

7. Enter the password using the number keys, and then press [OK].

8. Enter the number of copies using the number keys if necessary, and then press [Print].

Hold Print


Sending a Hold Print File

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the "Select Printer" list, select the printer you want to use.
3. Click [Preferences].
4. In the "Job Type:" list, click [Hold Print].
5. Click [Details...].
6. Enter a User ID in the "Enter User ID:" box.
You can optionally set a file name of a Hold Print file.
7. To specify the print time of the document, select the [Set Print Time] check box, and then specify the time.
You can specify the time in 24-hour format.
8. Click [OK].
9. In the "Select Print Quality:" list, select [Speed Priority (Drawing)], [Speed Priority], [Standard], or [Quality Priority].
You can also specify the print quality settings by clicking the [Detailed Settings] tab, and then [Print Quality:Standard] in the "Menu:" box.
10. Change any other print settings if necessary.
11. Click [OK].
12. Start printing from the application's [Print] dialog box.

Printing a Hold Print File Using the Control Panel

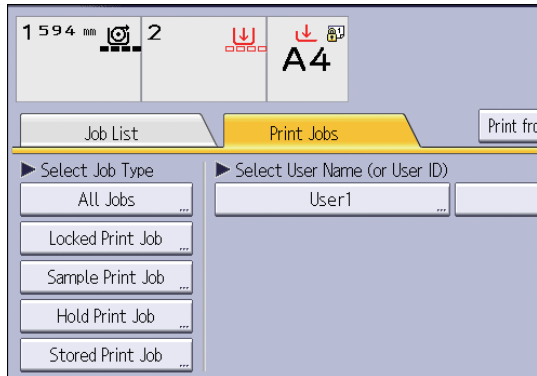
Important

- When printing is completed, the stored file will be deleted.

1. Press [Home] () at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Printer (Classic)] icon.

Print

3. Press the [Print Jobs] tab.



4. Press [Hold Print Job].

5. Select the files you want to print.

You can select all the Hold Print files at once by pressing [Select All Jobs] after selecting a file.

6. Press [Print].

7. Enter the number of copies using the number keys if necessary, and then press [Print].

Stored Print

Sending a Stored Print File

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the "Select Printer" list, select the printer you want to use.
3. Click [Preferences].
4. In the "Job Type:" list, select the print method to be used for Stored Print files.

You can select four methods of Stored Print:

To use the [Stored Print (Shared)] and [Store and Print (Shared)] functions, authentication must be enabled beforehand. For details, see the printer driver Help.

- **Stored Print**
Stores the file in the machine and prints it later using the control panel.
- **Store and Print**
Prints the file at once and also stores the file in the machine.
- **Stored Print (Shared)**
Stores the file in the machine and allows any user who has print privileges to print the file later using the control panel.
- **Store and Print (Shared)**
Prints the file immediately and also stores the file in the machine. Any user who has print privileges can print any stored file afterward.

5. Click [Details...].
6. Enter a User ID in the "Enter User ID:" box.
You can optionally set a file name and a password of a Stored Print file.
7. Click [OK].
8. In the "Select Print Quality:" list, select [Speed Priority (Drawing)], [Speed Priority], [Standard], or [Quality Priority].
You can also specify the print quality settings by clicking the [Detailed Settings] tab, and then [Print Quality:Standard] in the "Menu:" box.
9. Change any other print settings if necessary.
10. Click [OK].
11. Start printing from the application's [Print] dialog box.

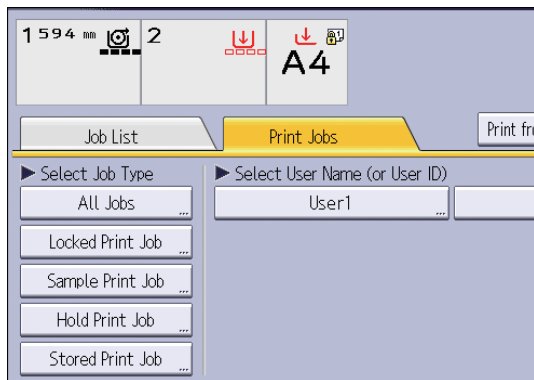
Print

Printing a Stored Print File Using the Control Panel

★ Important

- The Stored Print files are not deleted even after the printing has been completed. For the procedure to delete the documents, see "Deleting Stored Print files", Print.

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Printer (Classic)] icon.
3. Press the [Print Jobs] tab.



4. Press [Stored Print Job].

5. Select the files you want to print.

You can select all the Stored Print files at once by pressing [Select All Jobs] after selecting a file.

6. Press [Print].

If you set the password in the printer driver, enter the password.

If multiple print files are selected, and some of these require a password, the machine prints files that correspond to the entered password and files that do not require a password. The number of files to be printed is displayed on the confirmation screen.

7. Enter the number of copies using the number keys if necessary, and then press [Print].

Saving and Printing Using the Document Server

The Document Server enables you to store documents on the machine's hard disk, and allows you to edit and print them as necessary.

★ Important

- Do not cancel the file transfer process while the data is being sent to the Document Server. The process may not be canceled properly. If you accidentally cancel a print job, use the control panel of the machine to delete the transferred data. For details about how to delete documents that are stored in the Document Server, see "Deleting Stored Documents", Copy/ Document Server, or Web Image Monitor Help.
- Up to 3,000 files can be stored in the Document Server. New files cannot be stored when 3,000 files have already been stored. Even if less than 3,000 files are stored, new files cannot be stored when
 - The number of pages in a document exceeds 1,000.
 - The total number of stored pages in the machine and the sent data has reached 3,000 (It may be fewer depending on the print data).
 - The hard disk is full.

Storing Documents in Document Server

★ Important

- If the machine is not used as the Document Server, the maximum number of the documents that can be stored in the server may be less than the number described in the specification.
1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
 2. In the "Select Printer" list, select the printer you want to use.
 3. Click [Preferences].
 4. In the "Job Type:" list, click [Document Server].
 5. Click [Details...].
 6. Enter a user ID, file name, and password as required.
 7. Specify the folder number to store the document in the "Folder Number" box.
When "0" is specified in the "Folder Number:" box, documents will be saved in the Shared folder.
 8. If the folder is protected by a password, enter the password in the "Folder Password:" box.

Print

9. Click [OK].
10. In the "Select Print Quality:" list, select [Speed Priority (Drawing)], [Speed Priority], [Standard], or [Quality Priority].

You can also specify the print quality settings by clicking the [Detailed Settings] tab, and then [Print Quality:Standard] in the "Menu:" box.

11. Change any other print settings if necessary.
12. Click [OK].
13. Start printing from the application's [Print] dialog box.

Note

- You can print the documents stored in the Document Server using the control panel. For details, see page 133 "Printing Stored Documents".

Managing Documents Stored in Document Server

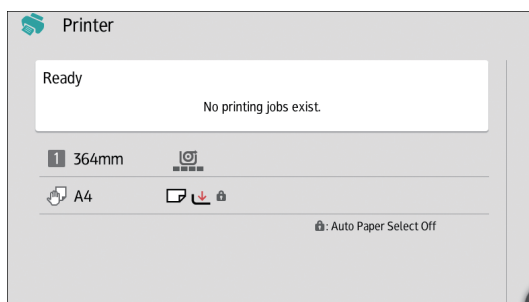
You can view or delete the documents stored in the machine's Document Server using Web Image Monitor from a client computer connected to the network.

Print

Checking the Printer Status from the Printer Icon

The quick applications that are installed on this machine allow you to operate some of the printer functions from a single screen. Using the Printer function of the quick applications, you can check the status of the jobs that have been sent from computers. If a transmitted job is put on hold for an error, you can easily reset the error by following the instruction that is displayed in the dialog box. Also, you can view the detailed information on the cause of the error.

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Printer] icon.
3. Check the status of the print job and the machine.



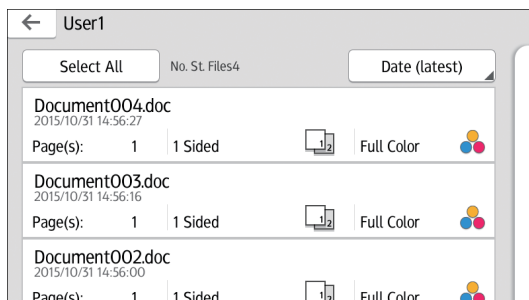
4. When an error occurs, follow the instruction that is displayed in the dialog box to reset the error.

Using the Quick Print Release Function

The quick applications that are installed on this machine allow you to operate some of the printer functions from a single screen. Using the Quick Print Release function, you can view the list of documents that are stored on the machine. From the list, any documents can be selected and printed. The print settings of the document and the date and time to send the document can be changed as well.

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Press the [Quick Print Release] icon.
3. Select the user as required.
4. If necessary, enter the password for the documents.

The list of both the documents that have not password specified, and that matches the entered password is displayed.



5. Select documents.

More than one document can be selected at one time.

You can perform the following operations on the selected documents:

- Delete
Deletes the selected documents.
- File Managmnt
Specifies the date and time to send the document, and the password.
The file information cannot be modified when more than one document is selected.

6. Press [Print].

Using the Print/Scan(Memory Storage Device) Function

The Print/Scan(Memory Storage Device) function allows you to read and print files that are stored on a memory storage device such as an SD card or USB flash memory device. Also, you can save the scanned data on a memory storage device.

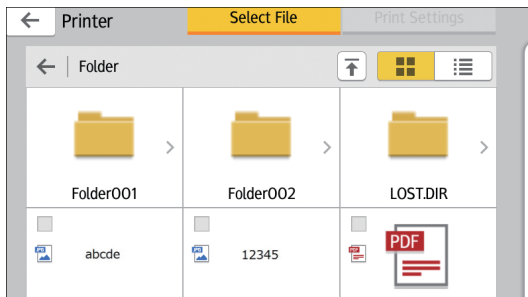
The files in the following formats can be printed using the Print/Scan(Memory Storage Device) function: JPEG, TIFF, and PDF. The scanned data can be saved in JPEG, TIFF, or PDF format.

Printing a file in a memory storage device

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Press the [Print/Scan(Memory Storage Device)] icon.
3. Press [Media Print].
4. Insert a memory storage device in the media slot.

For details about how to insert a memory storage device, see "Inserting/Removing a Memory Storage Device", Getting Started.

5. Press [USB] or [SD Card], depending on the type of the storage device.
6. Select the document to print.



You can perform the following operation on the selected document:

- Selected
Displays the list of the selected documents.

7. If necessary, press [Print Settings] to change the settings such as the number of copies.
8. Press [Start].

Saving the scanned data in a memory storage device

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Press the [Print/Scan(Memory Storage Device)] icon.
3. Press [Scan to Media].

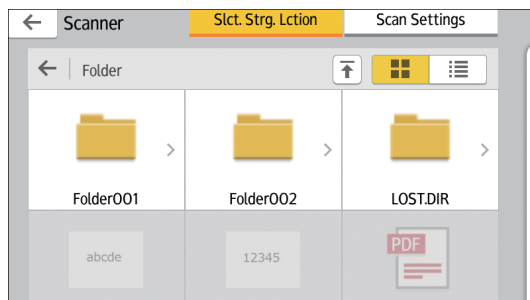
Print

4. Insert a memory storage device in the media slot.

For details about how to insert a memory storage device, see "Inserting/Removing a Memory Storage Device", Getting Started.

5. Press [USB] or [SD Card], depending on the type of the storage device that you are using.

6. Specify the location to save the scanned data.



7. If necessary, press [Scan Setting] to change the settings such as the file type or scan resolution.

8. To see the scanned image before saving it to a file, press [Preview].

9. Place the originals.

If scanning does not start automatically, press [Start].

10. Press [Finish Scan] after scanning of the original has been completed.

If there are more originals to be scanned, place the next original, and then press [Scan Next Original].

11. When the preview screen appears, check the scanned image, and then press [Save].

A series of horizontal lines for writing, consisting of 35 evenly spaced lines.

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