

Setting Paper

MP CW2201/CW2201SP

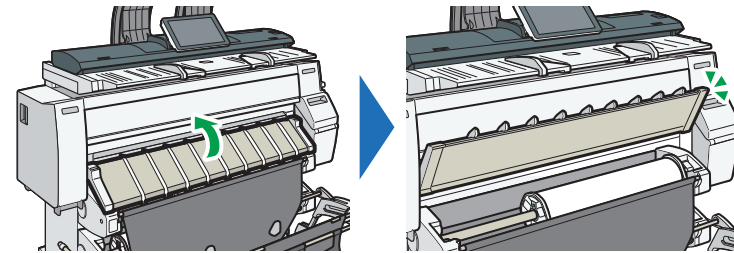
For safe and correct use, be sure to read the Safety Information in “Read This First” before using the machine.

Remove the Paper Roll or Spool from the Machine When Paper Runs Out

- 1** Press [Home] () at the bottom of the screen in the center.

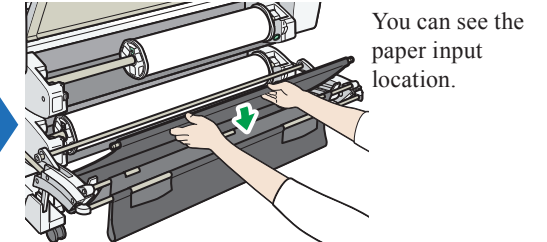
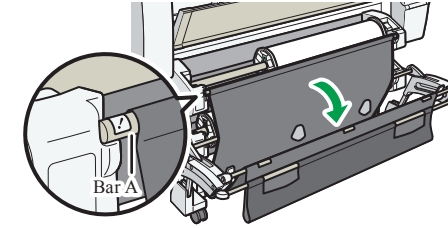
- 2** Press the [Copy] or [Printer (Classic)] icon.
Make sure that "Ready" appears on the screen.

- 3** Lift up the paper input location cover until it clicks.



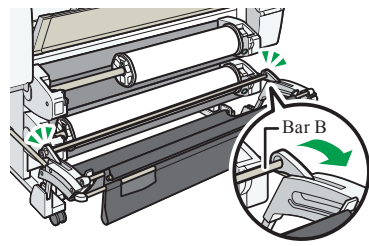
Lock the paper input location cover while it is open.

- 4** Remove bar A, and then hook it in front of the output basket.

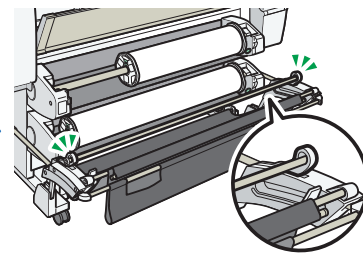


You can see the paper input location.

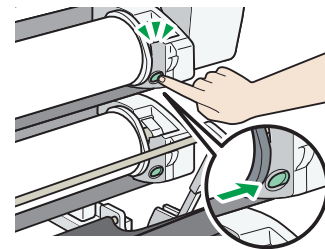
- 5** Pull bar B forward.



A space opens in front of the paper input location.

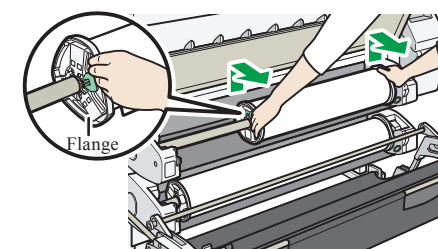


- 6** Press down the rewind button on the right of the paper input location for one second or more.

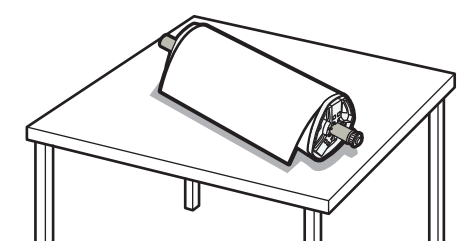


After you release the button, the paper is rewound automatically. If the paper is not rewound, press the button again. If there is no paper roll loaded, proceed to Step 4 of “Inserting the Spool into the Paper Roll”.

- 7** Hold the left and right flanges firmly, and then remove the paper roll or spool from the paper input location.

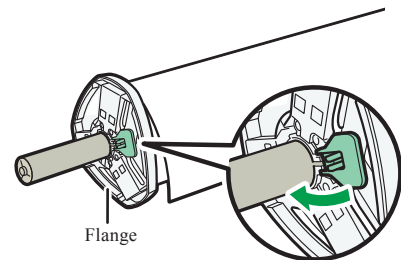


- 8** Place the paper roll or spool on a flat surface.

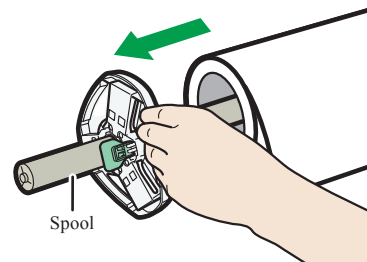


Inserting the Spool into the Paper Roll

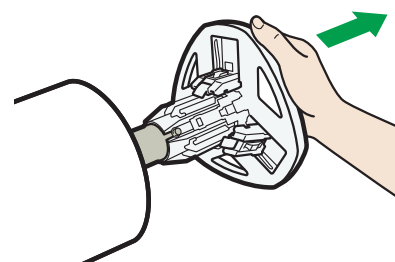
- 1** Raise the lock lever on the left flange.



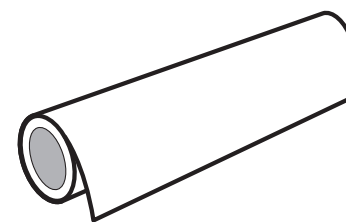
- 2** Remove the left flange from the spool.



- 3** Remove both the right flange and spool from the paper roll.

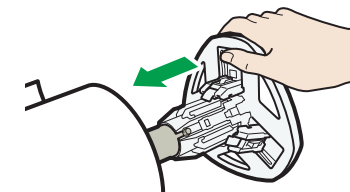


- 4** Prepare the paper roll for replacement.

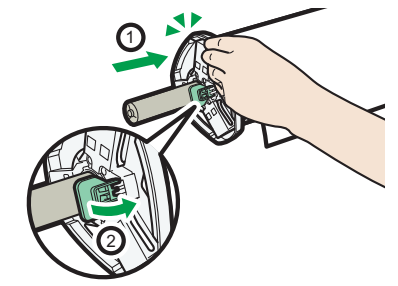


- 5** Insert a spooling flange to touch the paper roll from the right of it.

Set the paper roll as shown in the illustration. Place the paper roll on a flat horizontal surface, and then slowly insert the flange into the paper roll. Do not stand the paper roll upright. The flange may be damaged if you throw it down when inserting it.

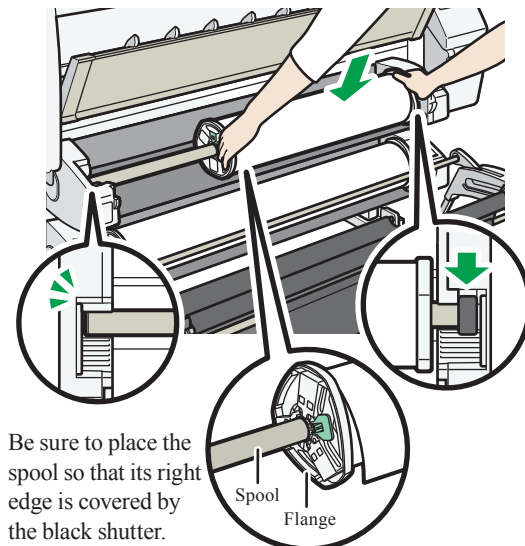


- 6** Insert the spool into the left flange slowly so as not to damage the flange, and then lower the lock lever on the left flange.



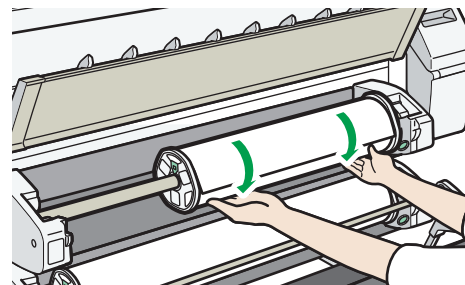
Placing the Paper Roll on the Machine

- 1** Hold both flanges and place the paper roll on the paper input location.

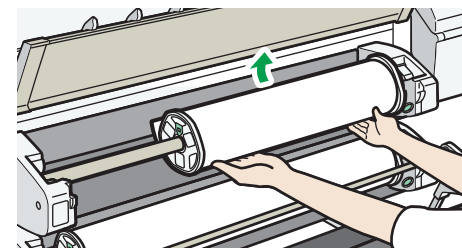


Be sure to place the spool so that its right edge is covered by the black shutter.

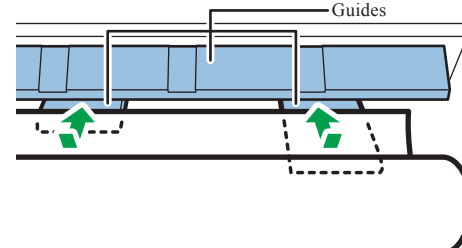
- 2** Rotate the paper roll so that the edge of the paper comes to the front.



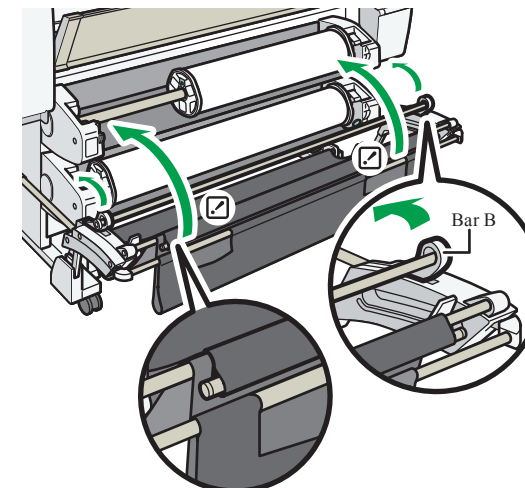
- 3** Rotate the paper roll so that the edge of the paper goes above the lower guides.



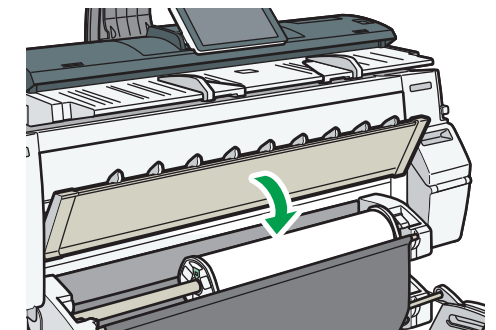
When you insert the paper between the guides, it is clamped and pulled into the machine.



- 4** Push bar B into the machine, and then lift bar A up and hook it.



- 5** Lower the paper input location cover.



- 6** Make sure that the [Copy] or [Printer (Classic)] screen is displayed.

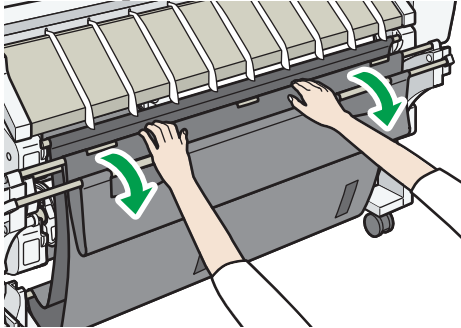
- 7** Follow the on-screen instructions.
Proceed to load paper.

- 8** Make sure that the size of paper roll you loaded is displayed correctly on the screen.

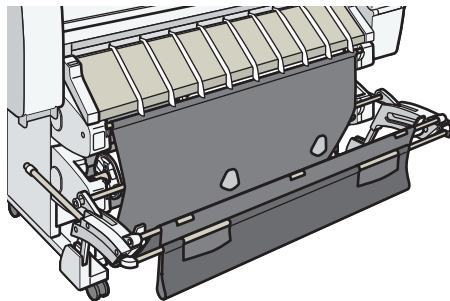
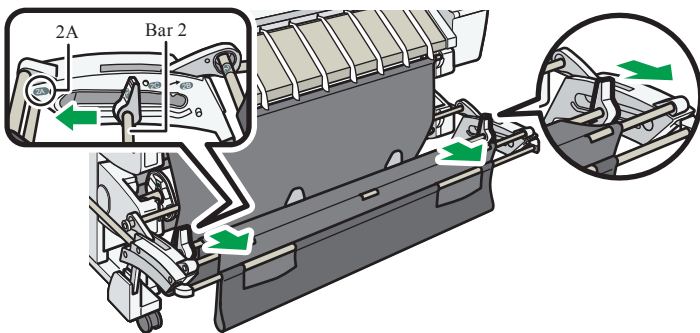
How to Set Up the Output Basket

A. For most printing: Setting Up the Output Basket in Basic Mode

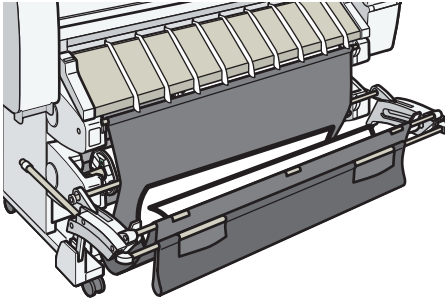
1 Make sure the output basket is closed, and then pull it out.



2 Slide bar 2 toward 2A. Hold both ends of bar 2.

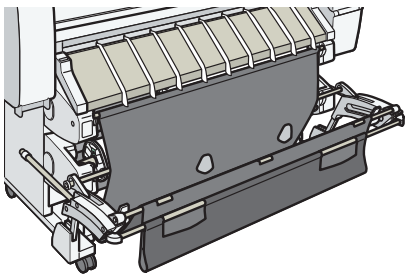


Printed paper is output as shown in the illustration.

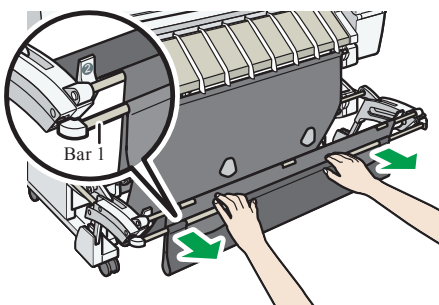


B. To Stack A0/E or A1/D Paper Properly: Setting Up the Output Basket in A0/A1/E/D Stack Mode

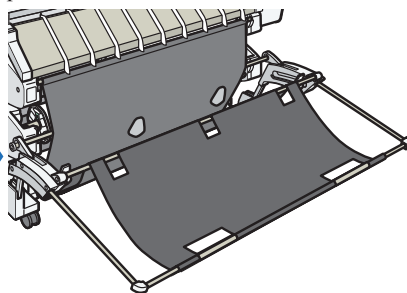
1 Make sure that the output basket is in the basic mode.



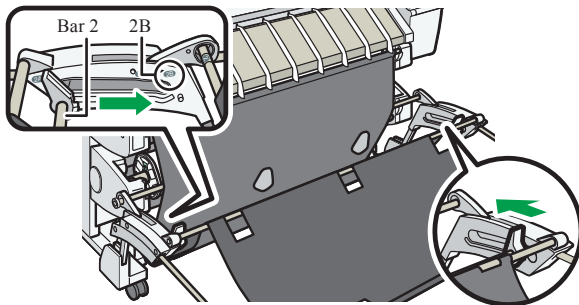
2 Carefully pull out bar 1 horizontally until it stops.



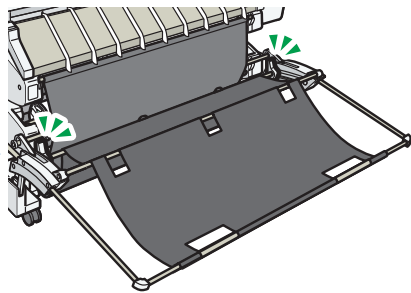
The output basket locks in the horizontal position.



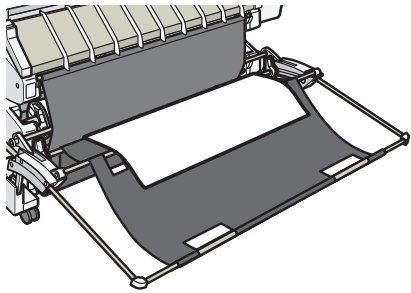
3 Slide bar 2 toward 2B. Hold both ends of bar 2.



Slide bar 2 until it clicks.

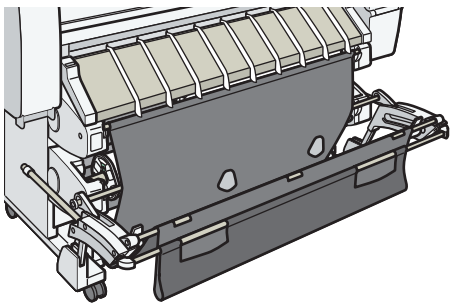


Printed paper is output as shown in the illustration.

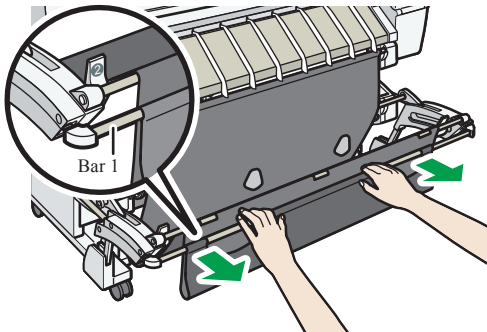


C. To Stack A1/D or A2/C Paper Properly: Setting Up the Output Basket in A1/A2/D/C Stack Mode

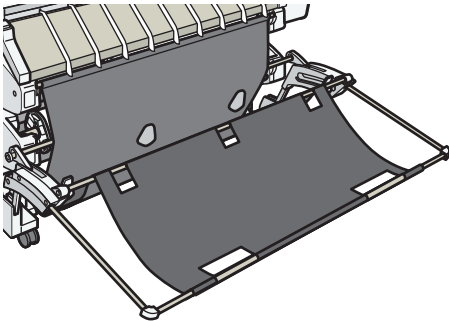
1 Make sure that the output basket is in the basic mode.



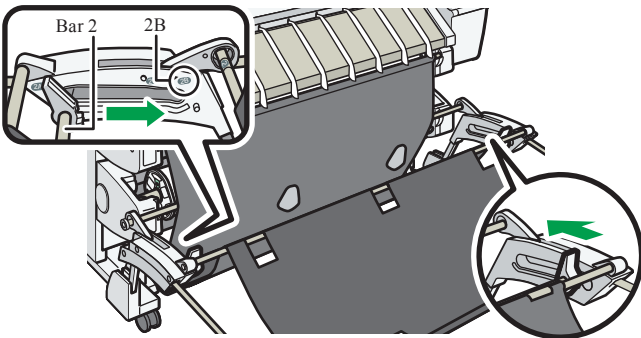
2 Carefully pull out bar 1 horizontally until it stops.



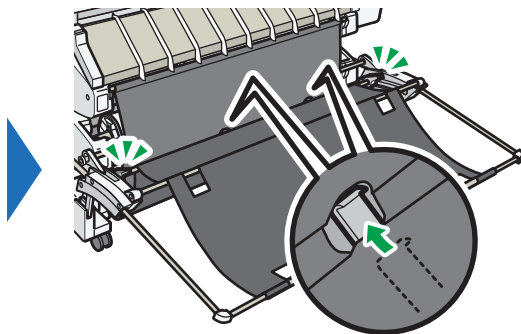
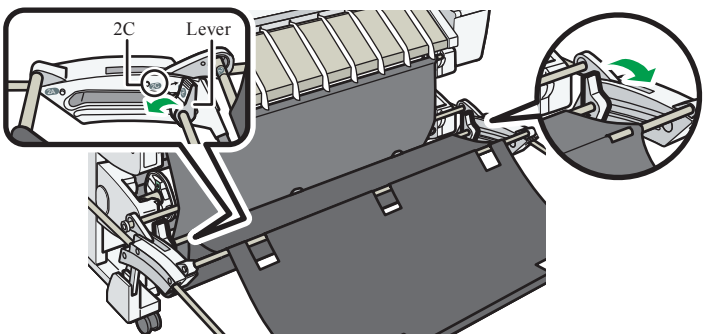
The output basket locks in the horizontal position.



3 Slide bar 2 toward 2B. Hold both ends of bar 2. Slide bar 2 until clicks.



4 Turn lever to 2C.



Printed paper is output as shown in the illustration.

