

METIS C-2



Service Hotline: 6472-3777

For any service of machine requires and ordering of consumables such as toners, please call Ricoh service hotline and provide them with the serial number. Operating hours for service hotline is 830am to 5pm.

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Login & logout with Password



To Log in:

Touch on the User Code and use the Keyboard provided to enter the code

Log Out:

Hold the Reset Key for 3 second

| 🏈 Сору | | | // Reset |
|-----------------|--|-----------------------|----------|
| Black & White | Reduce/Enlarge | Quantity 10 - + | |
| Auto Select | 1 (m) (m) (m) 2 (m) (m) 3 (m) 4 (m) | Select Tray | |
| 2 Sided/Combine | Sort/Stack | Staple | Start |

To copy color documents, select "Auto Select" or "Full Color" *Note:*

The difference between "<u>Auto Select & "Full Color"</u> is the charging part. For Auto Select machine will auto detect Color or B&W and charge according but if Full Color is selected even though documents is printed out in B&W all charges fall under the <u>Color Click Charge.</u>

Reduce/ Enlarge



Reduce/ Enlarge- Touch on the reduce/enlarge, you will see different percentage.

To adjust the percentage, touch on the "100%", keypad will appear and key in accordingly to the percentage required.

| Сору | | | // Rese |
|-----------------|----------------|-----------------------|---------|
| Black & White | Reduce/Enlarge | Quantity 10 - + | |
| Density | | Select Tray | |
| 2 Sided/Combine | Sort/Stack | Staple | Start |

Adjust the quantity – Either select the (-) or (+) or touch on the no for keypad to appear. Density – Swipe left of right to adjust the tone of the document to be lighter or darker. Select Tray – Allow you to select the tray to pick up the paper. Sort – Documents output will be in overlapping position. Rotate Sort – Documents output will be in landscape & portrait. Staple [optional] – Select the position for stapling (up to 50 sheets for staple & 5 sheets for stapleless staple)

5

Bypass Setting

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| ER A | | | | | Regular Size | | > | < | O AS | D | () A6 | ø | > |
| | 4 | | | | Custom Size | | Seri | Sach | О в4 | D | () B5 | Ø | feers I |
| | | A NOTINI AUTI Paper Select | Start | | | | | | O BS | | O 86 | | |
| Check St | tatus 🔊 | <u> </u> | Stop | Check St | ratus 🔊 | 1 E E | Stop | Check St | atus | 5 | * = | 0 | Stop |
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| Back | O Galor Raper | | Herri I | Back | O Thick Paper 3 | 27) 高加 | - Hert | Set | + | | + | | |
| | 01 | | | 100 C | a second | 2.0 | | | | | and the second second | | |
| | O renemada | | - | | C Thick Paper 4 | 257 - 310 8 4 | C' | | Auto Day Seeder | Fatesare Gass | Alege the super spide o | tin page | |

Select the "Bypass"

Select the paper size either to "Auto Detect/ Regular Size/ Custom Size" Paper Type – "Recycled Paper/ Color Paper/ Letterhead etc." Paper Thickness – For thick paper, select on special 1, 2 or 3 Press "OK"

Original Type

| Сору | 🖉 Reset | Original Type | 4 Reset |
|-----------------------------|--------------|---|---------|
| Original Size Original Type | Batch | Text Suitable for originals containing mostly fext. | |
| Text/Photo | | Text/Photo Suitable for anginals containing text and photos. | |
| Other Settings | | Photo Suitable for originals containing only photos. | > |
| | Start | Generation Copy Suitable for originals that have been copied repeatedly. | Start |
| 1 sided -2 sided 1 sided | I-Comb Zorig | C Light Subject / Anti-Anti-Anti-Anti-Anti-Anti-Anti-Anti- | |

Original Type

Text - For originals that contain mainly text or printed characters

Photo – For photographs or pictures

Text/Photo – For originals that contain both texts and photographs or pictures Generation Copy – For originals that are copied. The copy image can be reproduced sharply and clearly.

Light – For originals that have lighter lines written in pencil, or faintly copied slips

Map – For maps originals

Advantage: The above mention functions will enhance the print out of your documents.

| <image/> | | | Bat | ch | | |
|--|---|-------------------------------------|------------------------------|---|---------------|---------|
| <image/> | Сору | | | _ | 🗸 Reset | |
| <image/> | Original Aut | Size Origin O Text/ | al Type | Batch | | |
| Image: Start Star | Other Set | ttings | | | | |
| Batch – To copy large quantity of originals at one time by scanning in batches. The "Sort" Button must be selected in order for batch to work. Mixed Sizes Wixed Sizes Image: Setting Set Setting Setting Setting Set | 1 sided2 | sided 🗌 2 sided- | -2 sided | 1sided→Comb 2orig | Start Stop | |
| Original Type Batch Other Settings Mixed Sizes Other Settings Castom Size | tch – To copy lar tches. The "Sort' ork. | ge quantity of or Button must be | iginals at or selected in | ne time by scanni order for batch to | ng in | |
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| Other Settings | Text/Photo | | | Mixed Sizes | | |
| | ngs | | | Custom Size | 3 | |
| Isided-2sided 2sided -2sided Isided-Comp 2orig | ded 2 sided-2 sided | 1sided-Comb 2orig | Start | | | Start |

Mixed Sizes

Allows you to copy originals with different sizes [E.g.: mixture of A3 & A4 sizes paper] without having to separate them.

To use the feature Select "Original Size" Select "Mixed Sizes"

Other Features



1 sided \longrightarrow 2 sided - Combine 2 single originals to double sided documents.

2 sided \rightarrow 2 sided - Copy double sided documents to double sided.

1 sided ____ Comb 2orig - Combine 2 single originals to 1 page.

1 sided ____ Comb 4orig - Combine 4 single originals to 1 page.

Create Margin is used for copying of documents with words that are near to the edge. ID Card Copy - To photocopy IC/Name card/ Cheque or any small item into one page. Staple (Optional)

Document Server



Create New Folder for Document Server Document Server Document Server <File List> Folder Name Created Date/Time Sel, fil Memory: 1009 New Folder Cancel OK. Selected File(s) 111 Enter folder informa on, then press [OK]. 0 🛅 Shared Folder New Folder older Number Folder Nar Search by Folder No. Search by Folder Name To Scanning Screen The following screen will appear. To name your Select "New Folder" folder select on "Folder Name". To change "Folder Number" & "Folder Password" select on the individual tab. Document Server Document Server New Folder Folder Number C low Folder Password Cancel Cancel inter folder infor Enter Folder Number with the Number keys, then press [OK]. ter folder in Enter the password with the Number keys, then press [OK]. Clear Clear 001 older Numbe Folder Name Folde Nam Folder Passw Folder Passy VICK Screenshot when you select on "Folder Number" Screenshot when you select on "Folder Password" Cancel OK Folder Name Enter Folder Name, then press [OK] ← ightarrow Backspace Delete All 6 7 8 9 0 1 2 3 4 5 -= Screenshot when you tap on "File Name" w e q 0 r t У u i р h k l , a s d f 9 | j x С b n 0 z v m 1 Shift Lock Shift Space Alt Symbol Entry User Text 10

| Store Documents into Document Server |
|--|
| Document Server |
| <pre> </pre> <pre> </pre> </th |
| List Thumbnails No. Folder Name Created Date/Time Sel. File Memory: 100% |
| Display All Folders |
| Search by Folder No. |
| |
| Search by Folder Name |
| To Scanning Screen |
| |
| To scan in the documents, select "To Scanning Screen". |
| |
| |
| Document Server the Back to File List Check Modes |
| Ready R |
| Auto Color Select Auto Paper ΔA A A A A A A |
| Full Color Black & White Full Color </td |
| Text Photo Full Size Auto Reduce / Enlarge A3 + A4 A4 + A5 A5 + A4 A4 + A5 A5 + A4 9 3 % 1 0 0 % & White. Text (Photo) 1 sided*Comb 2 orig 1 sided*Comb 4 orig 1 sided*Comb 8 orig 9 3 % 1 0 0 % & White. |
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| Auto Density Shared Folder COPY0038 |
| Edit / Color Edit / Color Reduce / Enlarge |
| 20 SEP 2013 9:40 |
| To scan double-sided documents 1 Select "File Name" to name your file |
| Select "2 Sided original Top to Top" 2. To input " <u>User Name & Password</u> " select on the individual tab 3. To store into different folder select on "Target Fldr. To Store" |
| *Once you are done press "START" to scan in your documents. |
| |

| Preview Document | |
|---|---|
| Source Contraction Server | tity Print |
| Select file(s) to print. | ry: 100% File(s) 0 lew Folder |
| Search by Folder No. | 1/1 |
| To preview the document | SEP 2013 43 |
| Select on the desired folder that you have store the document. | |
| Document Server Ready Two or more files can be printed continuously. List Thumbrails Type User Name File Name Date Page Order Memore | ity 1 y: 99% |
| Display Alt Display Alt User Name File Name To Scanning Screen | Details review Defile Info Lete File pedified Page 1/1 |
| Once you have selected the desired folder, machine will Select the do Select "Previ | ew" |
| | 12 |













Select the company name that you want to fax Press "Start"



Broadcasting Fax



| + | 10 12 | 3586 | | | × (2 | | Preview | |
|----|-------|------|-----|------|-------------|-----|--------------|--------|
| | | | | | | ~ | Memory Trans | missio |
| | | 1 | 2 | 3 | - | ~ | Standard | 2 |
| | | | ABC | DEF | | | Auto Detect | |
| | | 4 | 5 | 6 | | | 1 Sided Orig | 12 |
| | | GHI | JKL | MNO | | | Settings | |
| | | 7 | 8 | 9 | Input Anoth | ier | | |
| Pa | use | PORS | TUV | WXYZ | | 2 | 11 | |
| To | ne | ¥ | 0 | ## | Finished | | Start | |

Check Status

Select +

Key in the fax no. using the keypad Select "Input Another" Key in another fax no. (Up to 500 destination) Press "Start" once you finish keying all the no.

This allow you check how many nos. you have entered and check if the no. is entered correctly. 19



Immediate Fax

| + | Specify destination(s) | On Hook | Memory Transmission Standard | Memory Transmission | Original Type | Resolution Standard | Preview |
|----------|------------------------|----------------|---|------------------------|---|------------------------|---------|
| rreq. Ab | CD EF GH DK LMN OPG | KST UVW X12 12 | Auto Detect 1 Sided Orig Settings | Density | Scan Size Auto Detect (Same Size) | Original Settings | |
| | | | | Original Orientation | Sender | E | |

Immediate Fax

Select "Settings" Select "Immediate Transmission" Select (<



Print Journal

Select "Job Status" Select "Print Journal" Select "All" Select "Print"



Select "Transmission Result" Take down the file no. and exit Select "Print Journal" Select "Print per File No." Touch the file no. and enter the (4 digit) no. using the keypad and press done Select "Print"



Select +

Select "Program New Destination"

Select "Change" to enter the fax no. Select "OK"

Select "Name" Touch on the "Change"









Enter the company name using the keyboard, and press "OK"

Select "Next"

Index according to alphabetical order Select "OK"

This will be your stored destination

| Edit / Delete Destination | |
|--|----|
| Quick Copy Quick Scanner Quick Fax Printer | |
| User Guide User Tools Address Book Management User Tools Application Site | |
| Change Language | |
| Select "Address Book" from the Home Screen | - |
| Edit Fax Destination | |
| System Settings Exit Address Book Management Exit | |
| Press [New Program] to add new or select from list below to edit. Selection can be made with the Number keys. Program / Change Delete Programmed: 3/2000 Search New Program | |
| All Users User Code Fax E-mail Folder Frequent AB CD EF GH IJK LMN OPQ RST UVW XYZ Switch Title [00123] [00002] [00001] ABC PTE LT 1/1 D | |
| Logged in: Machine Administrator | |
| | 25 |











Under "Send Settings" Select "Resolution" Press ←



Under "Send Settings" Select "Original Settings" Select "2Sided Open Rt/Lft" Press []

Scan Size/ Mixed Sizes

| Send Settings Scan File | | | es Status 🤌 Reset | ← Scan Size | Scar(Files) | status / Hest |
|-------------------------|---|----------------------|-------------------|------------------------|-------------|---------------|
| Black & White | File Type | Resolution 200dpi | Preview | Auto Detect: Same Size | | Preview |
| Original Settings | Scan Size Auto Detect (Same Size) | file Name Auto | | Regular Size | 5 | |
| Density | Original Orientation | Sender | | Custom Size | | C |

Under "Send Settings" Select "Scan Size" Press ←

To scan a document that is irregular size Select "Regular Size/ Custom Size"

To scan an original with different sizes [E.g.: mixture of A3 & A4 sizes paper] without having to separate them Select "Auto Detect: Mixed Sizes"

| Black & white File Type Image: Stand Sections Original Sections Image: Stand | | | .00Cl | File Name | Preview | Resolution | File Type | Black & White |
|--|------|-------|-------|---|-----------|-------------------|---|-------------------|
| Original Settings Scan Size Auto Detect Same Size) Presity Original Origina | | | 000 | The second se | | 20000 | TITT (Marti) | Text / Line Arz |
| Density Original Orientation Sender | | | - Dom | Artif Sarr | | File Name Auto | Scan Size Auto Detect (Same Size) | Original Settings |
| eck Status 🕤 🗥 🗏 🕫 🧔 Stop. Check Status 🖘 🧥 🚍 🖲 | | | | | | Sender | Original Orientation | Density |
| | Stop | = 0 🙆 | ক 🟠 🗉 | Check Status | 🗉 🥝 Stop | | 5 1 | ck Status |
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| | | | dress | v Email Ad | gister Ne | Re | | |
| Register New Email Address | | | | | | | | |

Program New Destination

Check Status

🗉 🧕 Stop

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Select • Select "Program New Destination"

睂

5

Check Status



| E-mail Address | Cancel | ОК |
|--|-------------|----------------------|
| Enter E-mail address, then press [OK]. | | |
| wmtan@ricoh.sg | → Backspace | Delete All |
| <u>` 1 2 3 4 5 6 7 8</u> | 9 0 - | = |
| qwertyuio |] 9 | 1 🔨 |
| as dfghjkl | ; , | _ |
| z x c v b n m , . | / @ | |
| Shift Lock Shift Space | | |
| Text Entry User Text | | |
| | 1 | ¥ NAY 2012 ¥:23 ₿ |

Highlight "Change"

Key in the email address using the keyboard Press "OK"





Highlight "Name" Highlight "Change"

Key in the company name using the keyboard Press "OK"



Press "Next"

Index according to alphabetical order Press "OK"

This will be your destination

| Image: Construction of the section of the latence less. Check Status | | Edit/Delete | e E-mail A | Address | |
|--|---|---|---|--|-------------------------------|
| Quick Copy Quick Scanner Quick Fax Printer Check Status Copy Copy Copy <th></th> <th></th> <th></th> <th></th> <th>C</th> | | | | | C |
| Image: Second Management | Quick Copy | Quick Scanner | Quick Fax | Printer | |
| Check Status Stop Check Stop check Stop check Stop check Stop check Stop check Stop check Stop check | User Guide | Address Book Management | User Tools | Application Site | |
| Check Status Stop ddress Book Management" from the Home Screen Edit Email Address System Settings ress Book Management Exit Illege Programmed: Event Program / Change Delete Program / Change Delete Programmed: All Users User Code Fax E-mail Folder In all Comparison All Users User Code Fax E-mail Folder In all Comparison All Users User Code Fax E-mail Folder In all Comparison All Users User Code Fax E-mail Folder In all Users In all User | Change Language | | кСс | M | 0 |
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| System Settings Exit tress Book Management Exit s New Program to add new or select from list below to edit. Selection can be made with the Number keys. Program / Change Program / Change Delete Programmed: 4/2000 All Users User Code Fax E-mail Folder All Users User Code Fax E-mail Folder Visit AB CD EF GH Fix LMN OPQ RST UVW XYZ Switch Title Visit ABC PTE LT Wei Ming 1/1 I/1 I/1 I/1 | | | | | |
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| s upew program. L0 add new or select from List below to edit. Selection can be made with the Number keys. Program / Change Delete Programmed: 4/2000 Search New Program All Users User Code Fax E-mail Folder Image: Search New Program All Users User Code Fax E-mail Folder AB CD EF GH Image: Ima | System Settings | Edit Ema | il Addres | S Exi | t |
| All Users User Code Fax E-mail Folder requent AB CD EF GH IJK LMN OPQ RST UVW XYZ Switch Title 101233 [C00002] [C00001] ABC PTE LT Wei Ming 1/1 0 0 0 0 0 0 0 0 | Address Book Management | Edit Ema | il Addres | S Exi Exi | t |
| inequent AB CD EF GH IJK LMN OPQ RST UVW XYZ Switch Title 001233 [000002] [000003] [000003] [000003] 1/1 D ABC PTE LT [Wei Ming 1/1 D UVW XYZ Switch Title [Vei [Vei [Vei V UVW Vei [Vei [Vei [Vei [Vei [Vei | Address Book Management Press [New Program] to add new or sele Program / Change | Edit Ema S ct from list below to edit. Selection Delete | il Addres on can be made with the Num | S Exit Exit Nber keys. Programmed: 4/ | t it 2000 |
| | Address Book Management Press [New Program] to add new or sele Program / Change All Users User Code | Edit Ema ct from list below to edit. Selection Delete Fax | il Addres | S Exi Inber keys. Programmed: 4/ rch New Program | t it 2000 ram |
| ed in: Machine Administrator 14 MAY 2012 | Address Book Management Address Book Management Press [New Program] to add new or sele Program / Change All Users User Code Frequent AB CD EF C001233 C000023 C00 demo-pc C00 EF | Edit Ema ct from list below to edit. Selection Delete Fax E GH IJK LMN OPQ 0013 C PTE LT Wei Ming | il Addres | SS Exi Exi nber keys. Programmed: 4/ rch New Progr r Switch Tit 1/1 | t it 2000 ram |
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| System Settings |
|---|
| Program / Change Address Book Cancel OK |
| Names Auth. Info Protection Fax Dest. Folder Add to Group |
| ►E-mail Address wmtan@ricoh.sg Change |
| ►Use E-mail Address for E-mail / Internet Fax Destination Internet Fax Destination Only |
| ►Send via SMTP Server On Off |
| This function is only available for internet fax or E-mail sending by fax. |
| |
| |
| Logged in: Machine Administrator 14 MAY 2012 |
| |
| Select "Email" Select 'Change" to edit the email add |
| Select "OK" once done |
| |
| Delete Email Address |
| |
| System Settings |
| Address Book Management Exit |
| Select a key or enter number with the Number keys to delete. |
| Program 7 Change Delete Programmed: 3/2000 |
| All Ikers Iker Code Eax E-mail Folder |
| |
| [00123] [00001] demo-pc [00001] ABC PTE LT 1/1 |
| |
| |
| 14 MAY 2012 |
| |

Select "Delete" Select the destination to delete



Select "Yes" to confirm Select "Exit" once completed

Print/ Scan (From Memory Storage Device)





Select "Print /Scan (Memory Storage Device)

Select "Print from Storage Device"

Select "USB"

Select the file to print



To change the setting, select "Print Settings" Press "Start"

You can choose to preview the document before printing Select "Preview"





Select 📷

Select "OK"

You can now safely remove the memory storage device.



| Printing Preferences | 28 |
|-------------------------------------|--|
| One Click Presets Detailed Settings | Configuration/About |
| Current Setting | One Click Preset List: Manage Preset List |
| D | |
| | |
| | Basic Setting 2 on 1 1 sided |
| | |
| | |
| Unregistered | 2 on 1 (2 sided) Black and White (2 sided) Unregistered |
| Document Size: A4 (210 x 297 mm) | Job Type: |
| Print On: Same as Original Size | Vormal Print Details |
| | A4 (210 x 297 mm) |
| Settings Summary | Orientation: Paper Type: |
| Register Current Settings | Color/ Black and White: Copies:(1 to 999) |
| Register content settings | |
| | OK Cancel Help |
| is the screen you wi | ll see when you select "Printer Properties" Locked Print |
| is the screen you wi | Il see when you select "Printer Properties" Locked Print |
| is the screen you wi | Il see when you select "Printer Properties" Locked Print |
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| is the screen you wi | <section-header></section-header> |
| is the screen you wi | Il see when you select "Printer Properties" Locked Print |
| is the screen you wi | <text></text> |

| Job Type Details | | |
|--|---|--------|
| User ID: | (Up to 8 alphanumeric [a-z,A-Z,0-9] characters) | |
| | | |
| | | |
| Password: (4 to 8 digit numbers) | _ | |
| ***** | | |
| | | |
| 1 | | |
| | | |
| | | |
| | OK Cancel Help | |
| | | |
| / | | |
| / Enter your "User ID & Passwor | rd in the box provided. | |
| / Enter your "User ID & Passwor Select "OK" and send for print | ord in the box provided. | |
| / Enter your "User ID & Passwor Select "OK" and send for print | ord in the box provided. | |
| / Enter your "User ID & Passwor Select "OK" and send for print Release "Locke | ed Print" documents on the mac | chine |
| / Enter your "User ID & Passwor Select "OK" and send for print Release "Locke | ed Print" documents on the mac | chine |
| / Enter your "User ID & Passwor Select "OK" and send for print Release "Locke | erd in the box provided. | chine |
| / Enter your "User ID & Passwor Select "OK" and send for print Release "Locke | ed Print" documents on the mac | chine |
| / Enter your "User ID & Passwor Select "OK" and send for print Release "Locke | ed Print'' documents on the mac | chine |
| Enter your "User ID & Passwor Select "OK" and send for print Release "Locke | erd in the box provided. ed Print'' documents on the mac $\underbrace{\bigotimes_{\text{Scanner}}}_{\text{Fax}}$ | chine |
| Enter your "User ID & Passwor Select "OK" and send for print Release "Locke | erd in the box provided. ed Print'' documents on the mac $\underbrace{\bigotimes}_{\text{Scanner}}$ $\underbrace{\bigotimes}_{\text{Fax}}$ $\underbrace{\bigoplus}_{\text{Print/Scan (Memory Storage Device)}}$ | chine |
| Enter your "User ID & Passwor Select "OK" and send for print Release "Locke | erd in the box provided. cd Print'' documents on the mac $\underbrace{ed}_{Scanner}$ \underbrace{ed}_{Fax} \underbrace{ed} | c C |
| Enter your "User ID & Passwor Select "OK" and send for print Release "Locke | erd in the box provided. cd Print'' documents on the mac $\underbrace{\bigotimes}_{Scanner}$ $\underbrace{\bigotimes}_{Fax}$ $\underbrace{\bigoplus}_{Print/Scan (MemoryStorage Device)}$ $\underbrace{\bigotimes}_{Web Browser}$ | c C |
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Troubleshooting



Adjust Paper Tray



- 1. Press and shift according to the paper size
- 2. Move the handle till it touches the paper

Feeder



If you encounter paper misfed on the top feeder, please lift up the handle of the feeder and remove the paper.

Machine Area



For clearing of paper misfed, please open the handle on the right hand side and remove the paper accordingly. Use the blue tap to lift up to clear the paper that is jammed.

Loading Toner



For changing of toner, please remove the front cover and pull out the toner.

Changing Waste Toner Box



To change the waste toner box, open the cover and replace the box.

RICOH Service Hotline: 6472-3777

Operating hours for service hotline is 8:30am to 5pm.



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