

**RICOH**  
imagine. change.

# METIS C-2



**Service Hotline: [6472-3777](tel: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.**

**REFERENCE GUIDE**

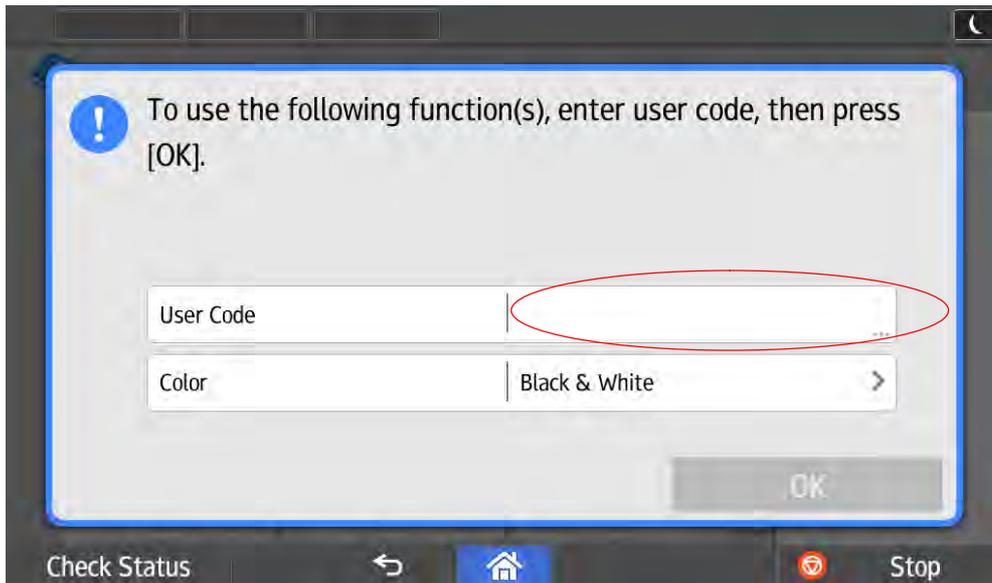
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# Copy



## Login & logout with Password



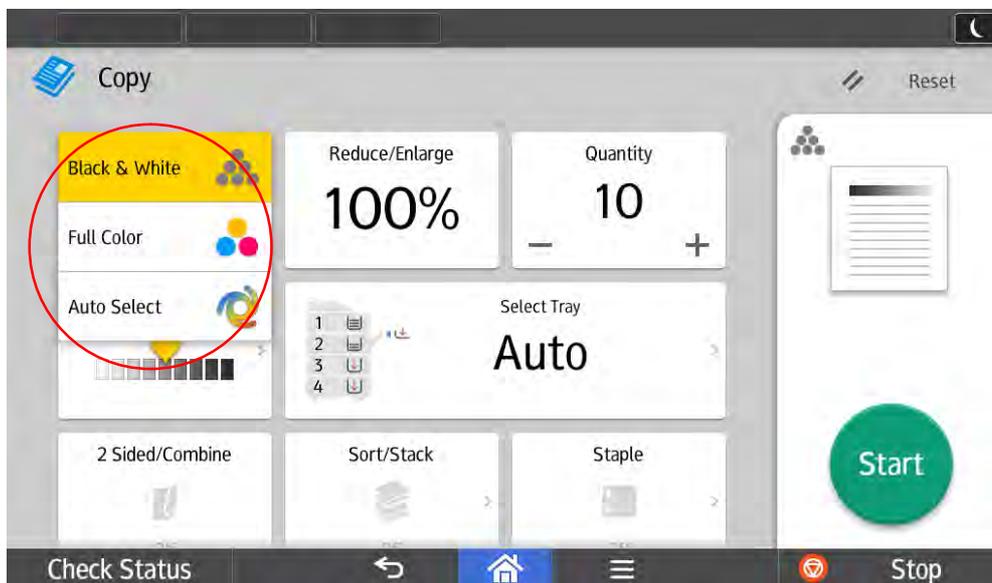
To Log in:

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

Log Out:

Hold the Reset Key for 3 second

## Color/Black & White Selection

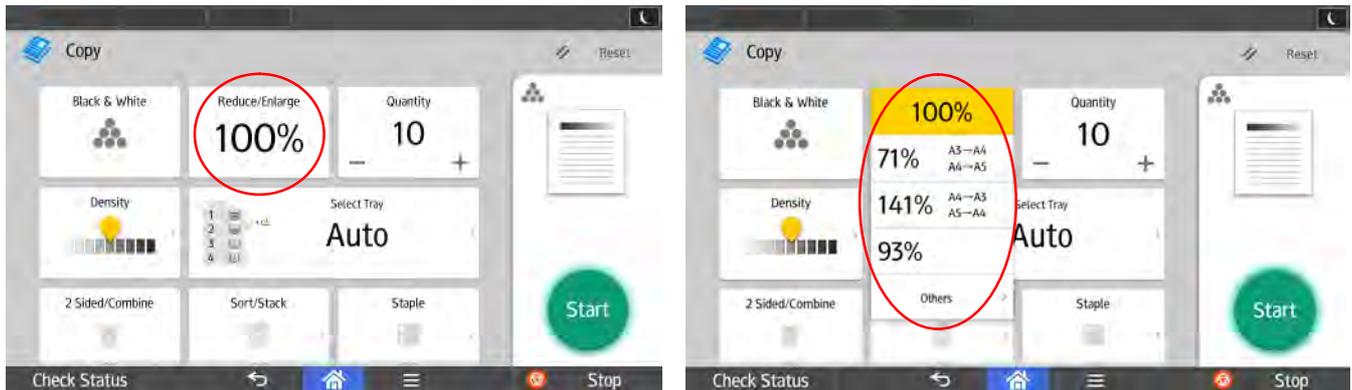


To copy color documents, select "Auto Select" or "Full Color"

**Note:**

The difference between "Auto Select & "Full Color" 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 Color Click Charge.

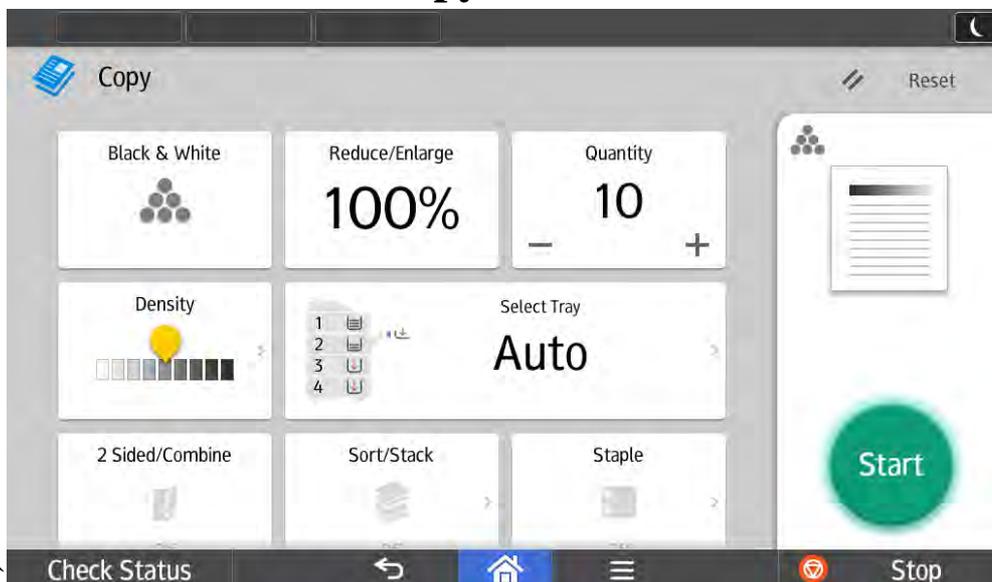
## Reduce/ Enlarge



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.

## Copy Features



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.

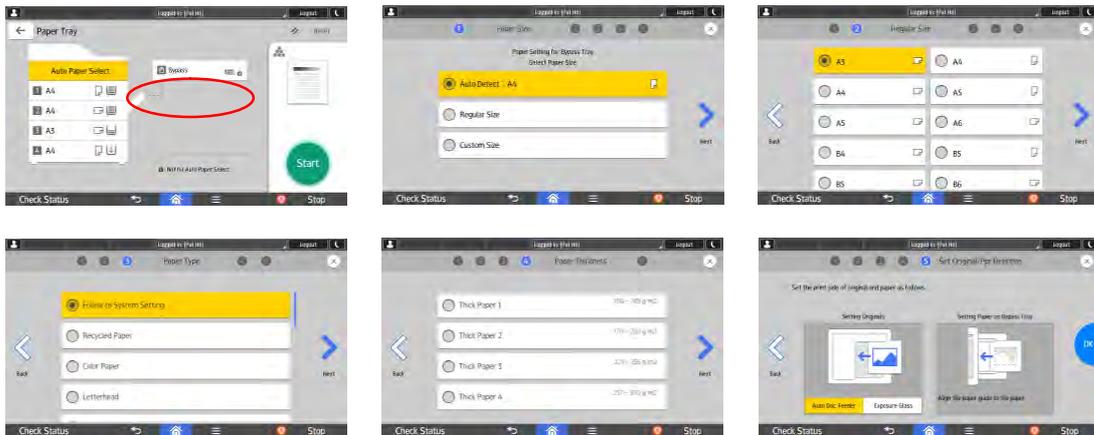
Select Tray – Allow you to select the tray to pick up the paper.

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)

## Bypass Setting



Select the “Bypass”

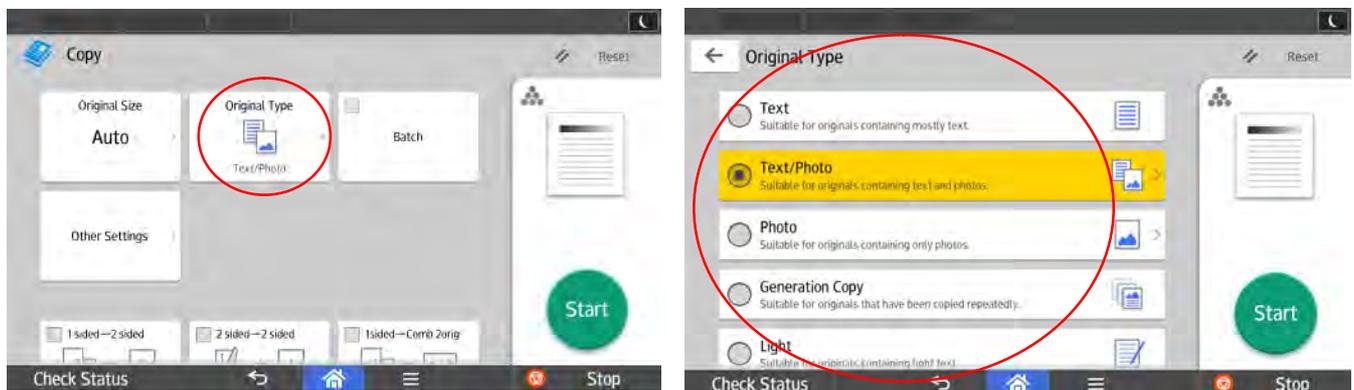
Select the paper size either to “Auto Detect/ Regular Size/ Custom Size”

Paper Type – “Recycled Paper/ Color Paper/ Letterhead etc.”

Paper Thickness – For thick paper, select on special 1, 2 or 3

Press “OK”

## Original Type



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

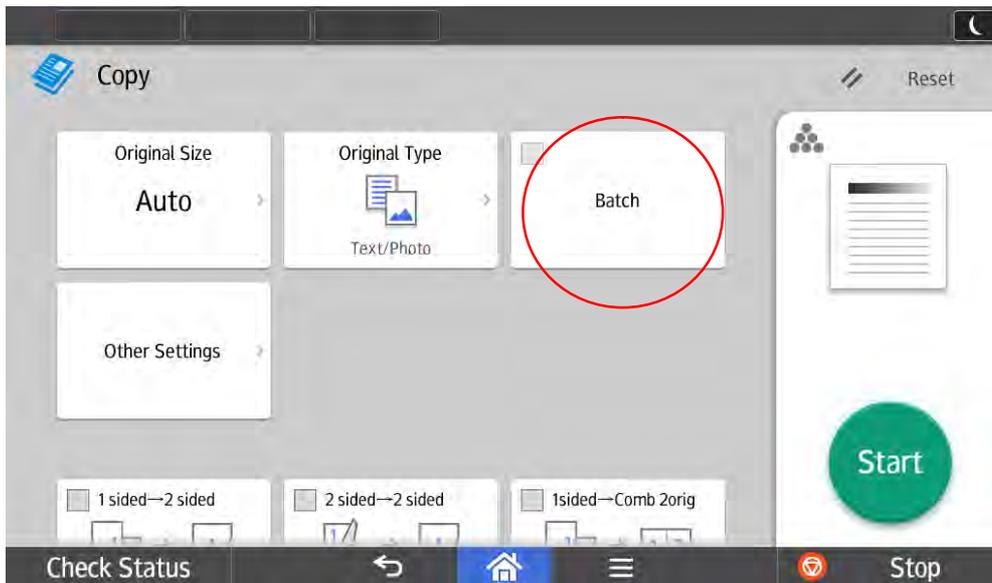
Generation Copy – For originals that are copied. The copy image can be reproduced sharply and clearly.

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

Map – For maps originals

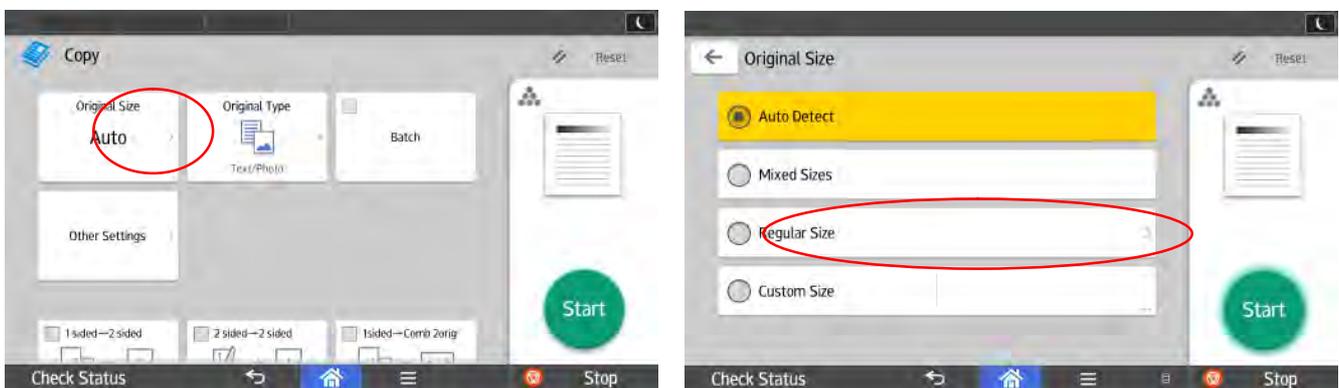
Advantage: The above mention functions will enhance the print out of your documents.

## Batch



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

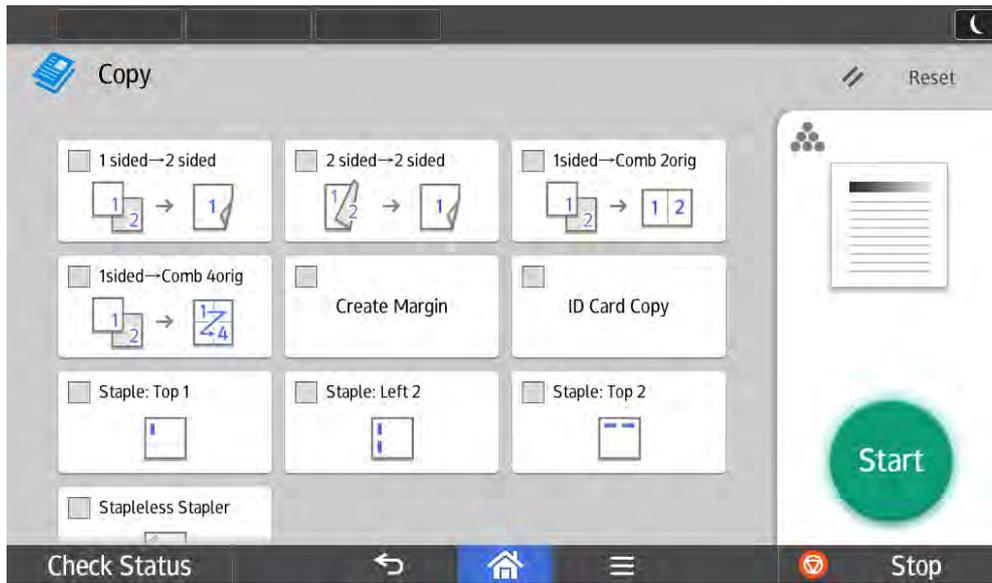


### Mixed Sizes

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 → 2 sided - Combine 2 single originals to double sided documents.

2 sided → 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.

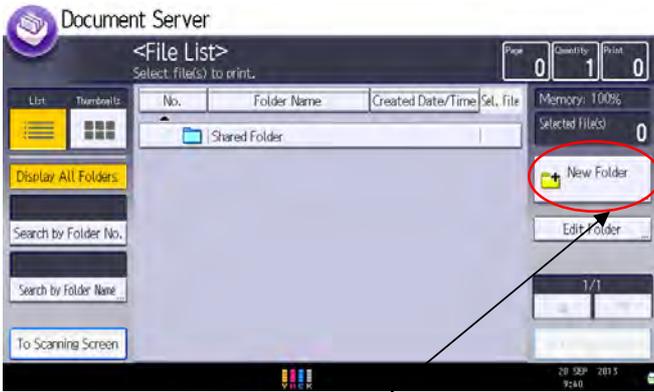
ID Card Copy - To photocopy IC/Name card/ Cheque or any small item into one page.

Staple (Optional)

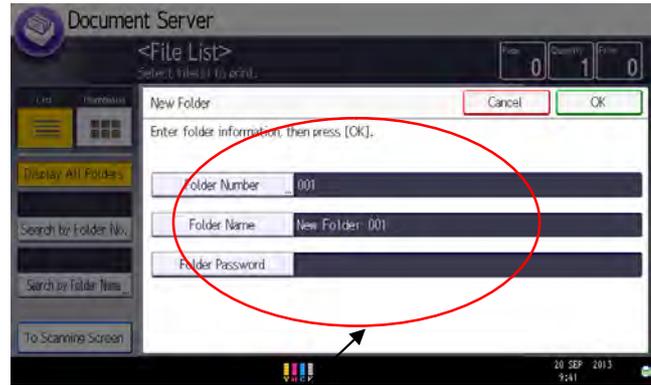
# Document Server



# Create New Folder for Document Server

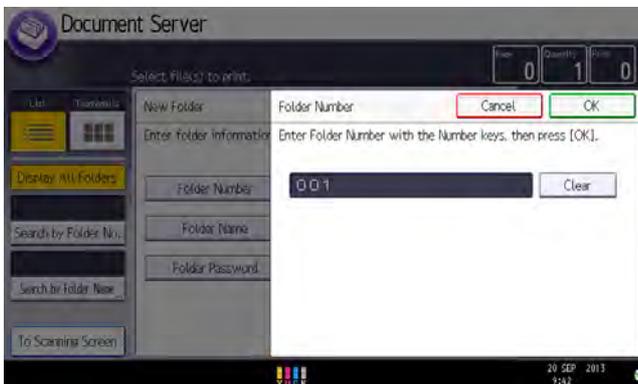


Select "New Folder"

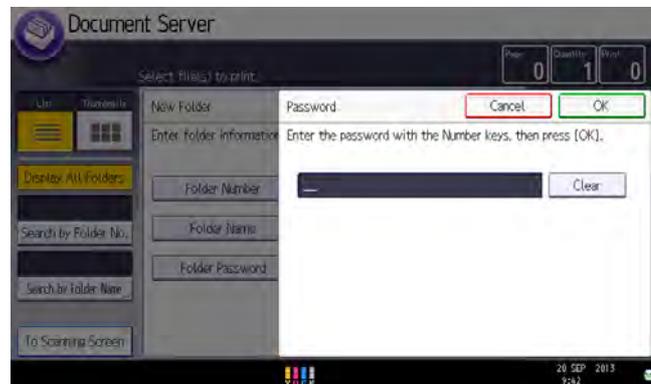


The following screen will appear. To name your folder select on "Folder Name".

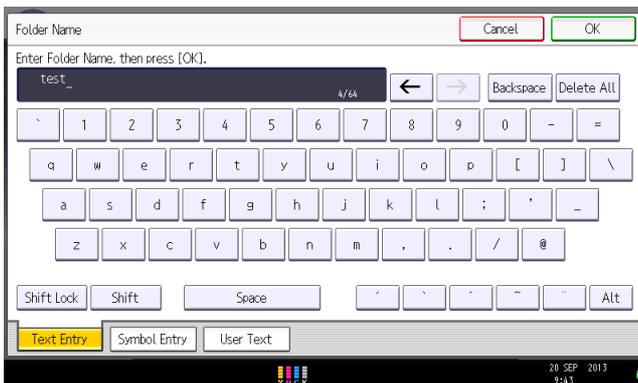
To change "Folder Number" & "Folder Password" select on the individual tab.



Screenshot when you select on "Folder Number"

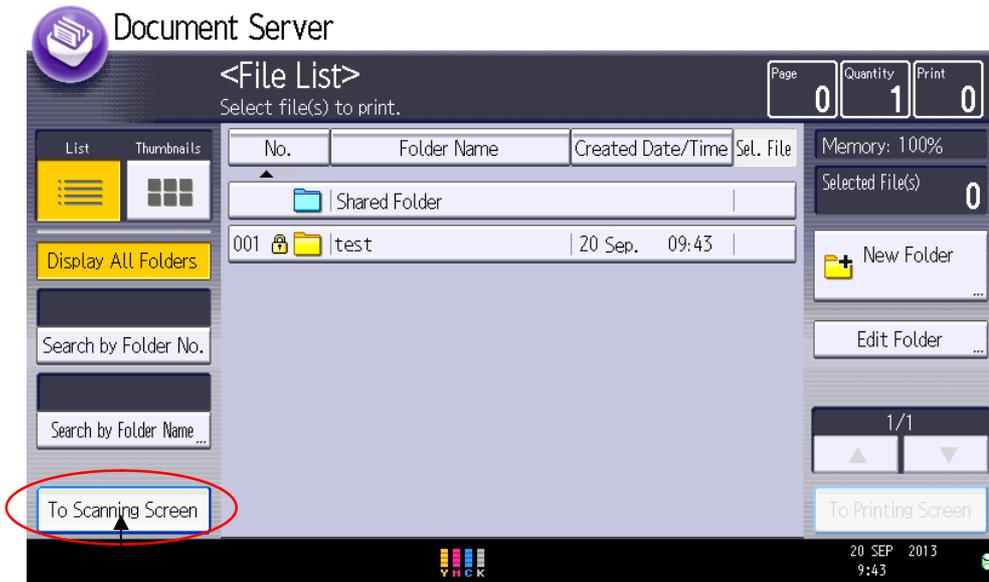


Screenshot when you select on "Folder Password"

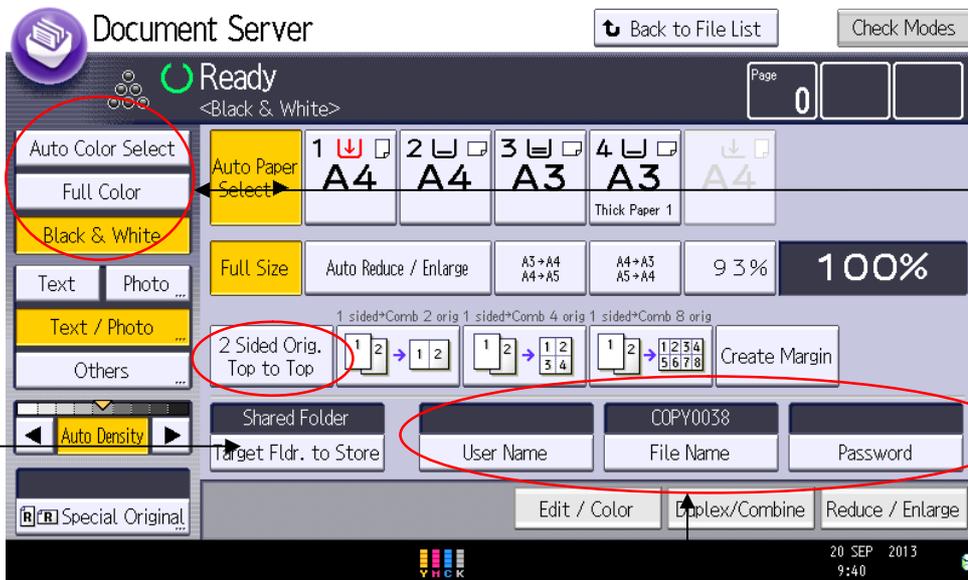


Screenshot when you tap on "File Name"

# Store Documents into Document Server



To scan in the documents, select “To Scanning Screen”.

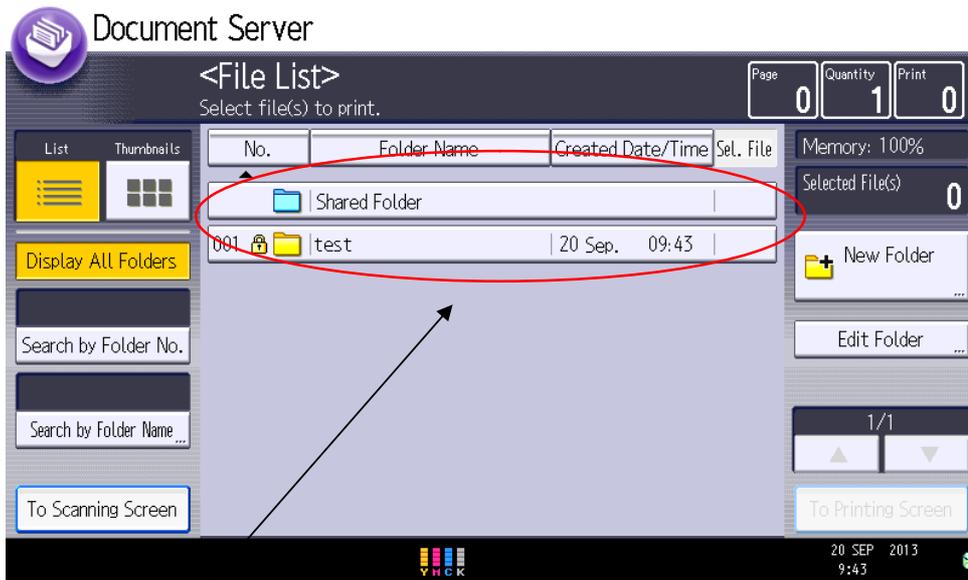


Select whether to scan your documents in Color or Black & White.

To scan double-sided documents  
Select “2 Sided original Top to Top”

1. Select “File Name” to name your file.
  2. To input “User Name & Password” 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



To preview the document  
Select on the desired folder that you have store the document.



Once you have selected the desired folder, machine will display all the files that are stored inside.

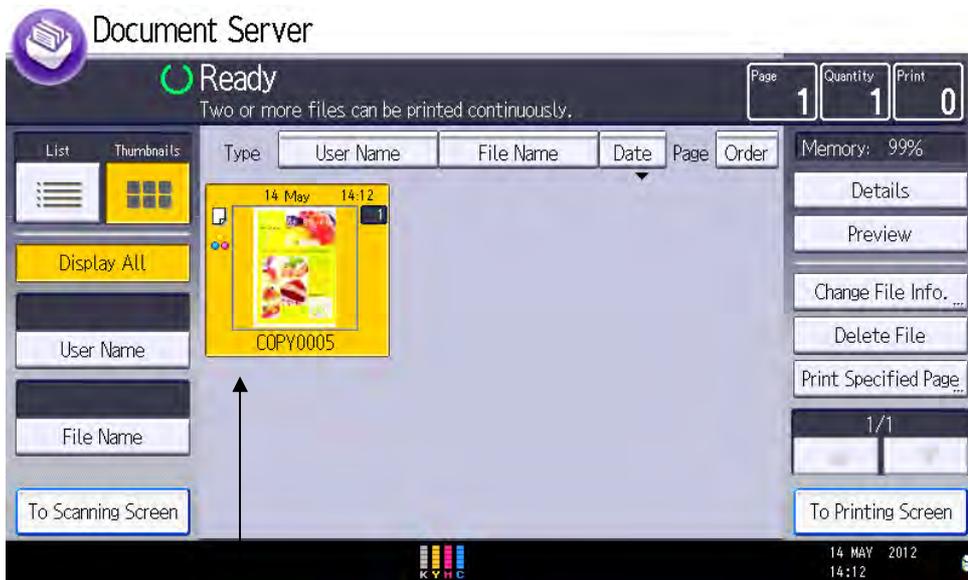
Select the document  
Select "Preview"



If the document is a few pages, select “Switch” button to see the other pages.

To zoom in the document, select “Zoom In”.

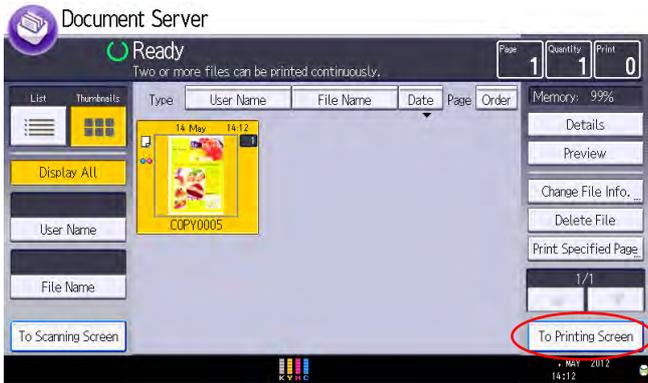
## Print Document from Document Server



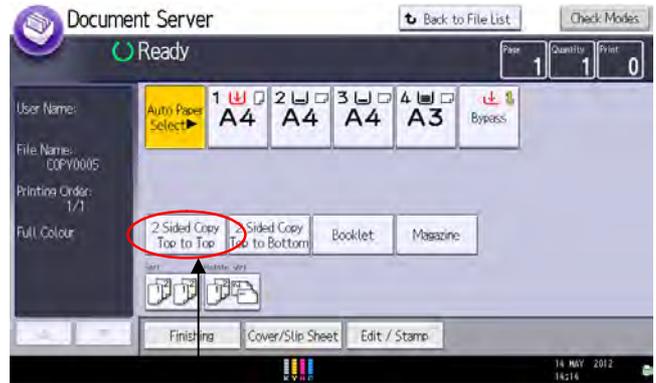
To print out the documents highlight on the document. Then hit on the “Start” button



## Duplex Printing

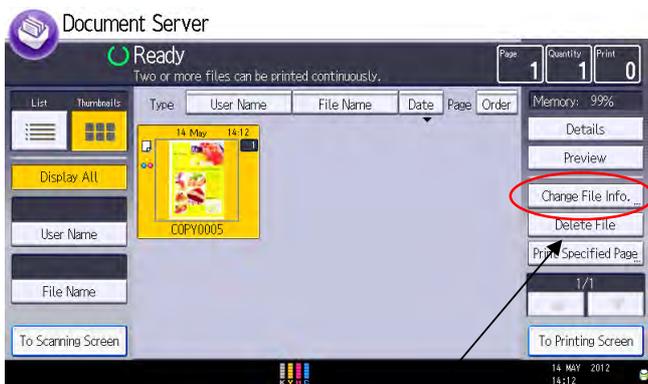


Select "To Printing Screen"

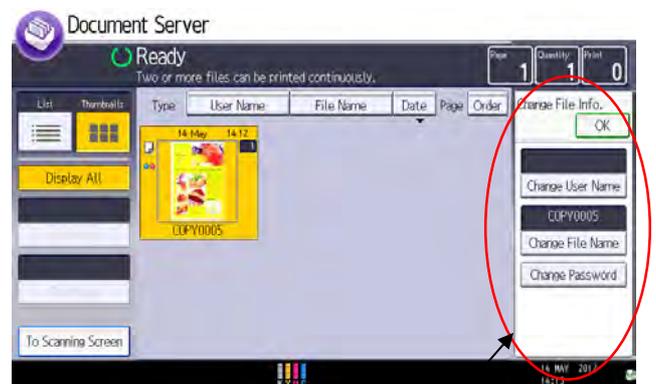


Select "2 Sided Copy Top to Top"  
Press "Start"

## File Management

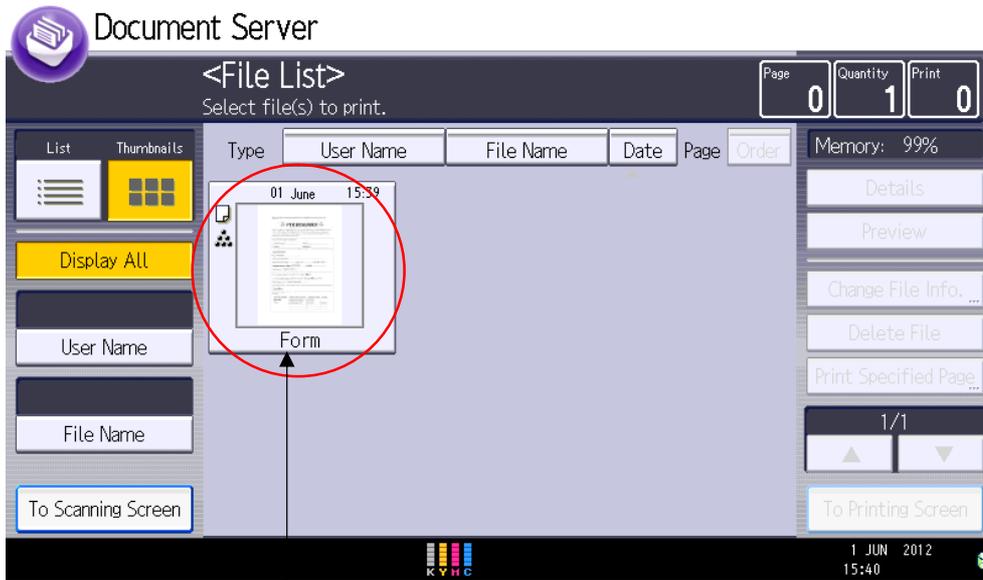


To change the File Name  
Select "Change File Info"

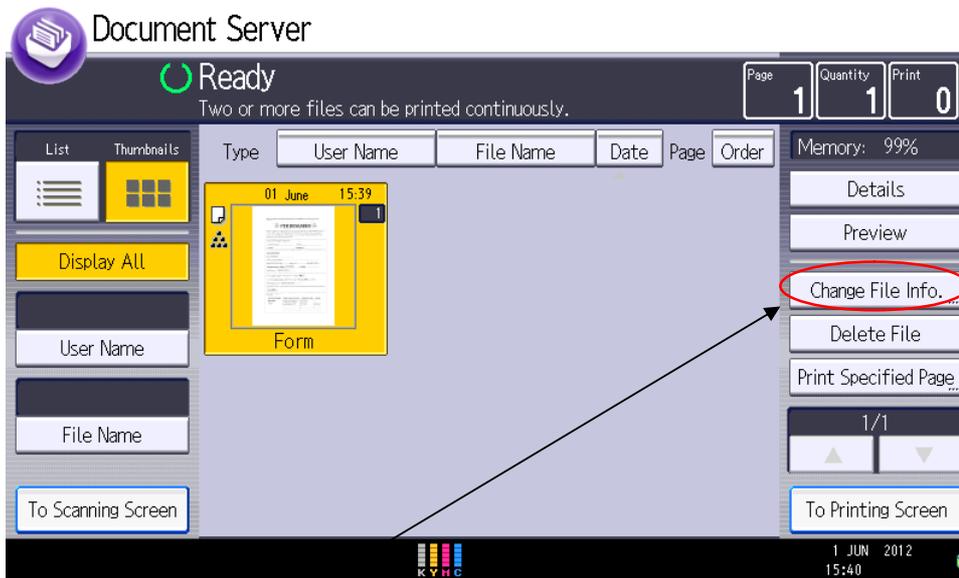


This screen will appear and you can  
change the File name from here.

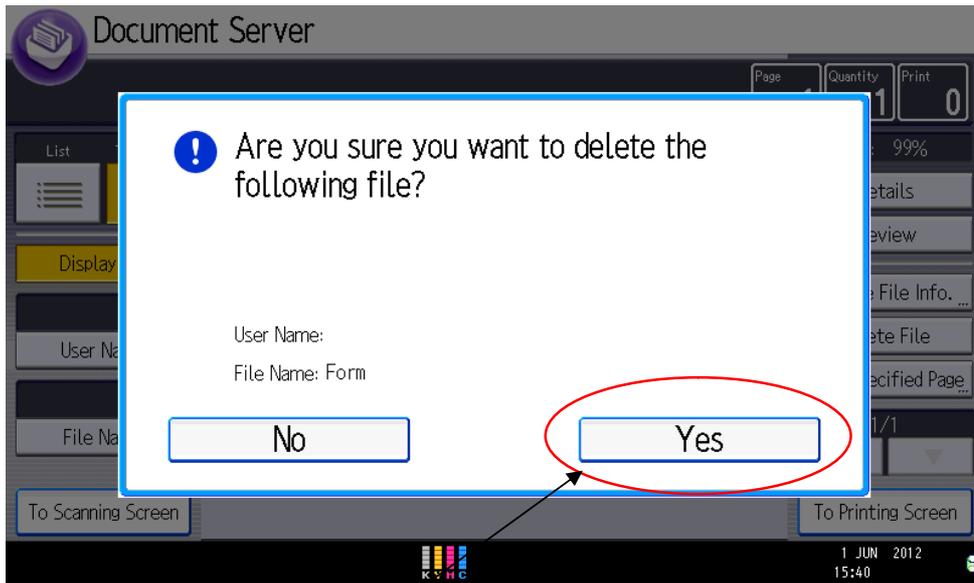
## Delete Documents from Document Server



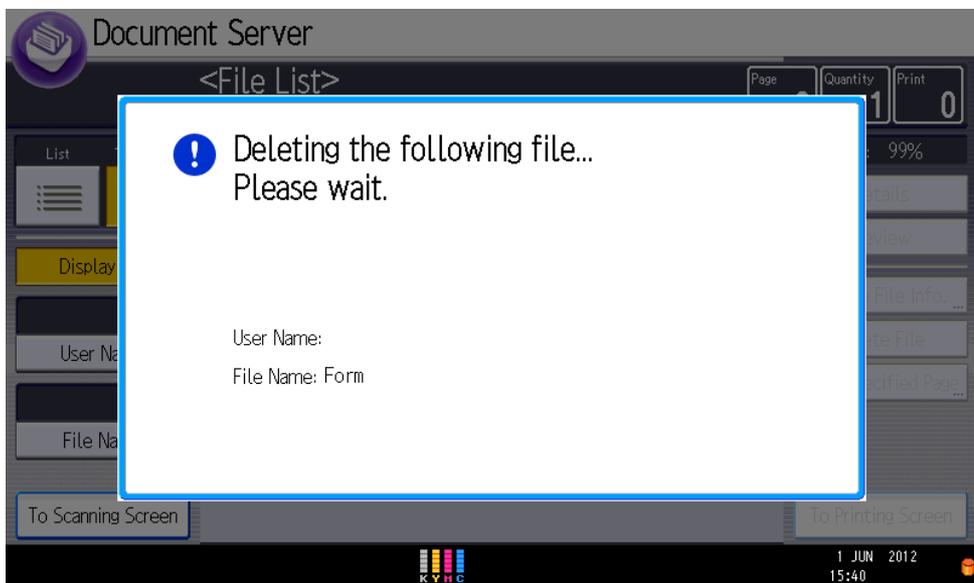
Select the documents that you want to delete.



Select "Delete File"



Select "Yes" to delete the document

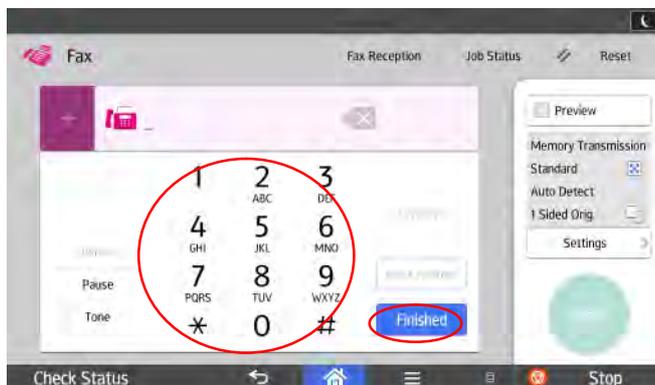
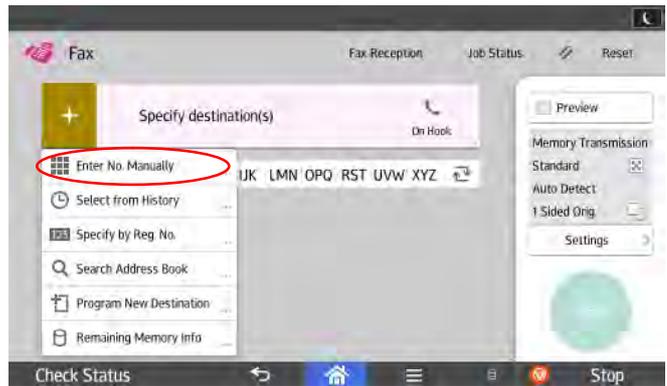
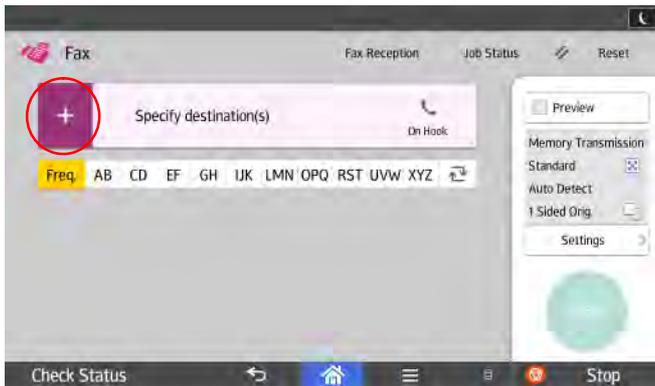


Once you hit on yes the above screen will appear.

# Fax

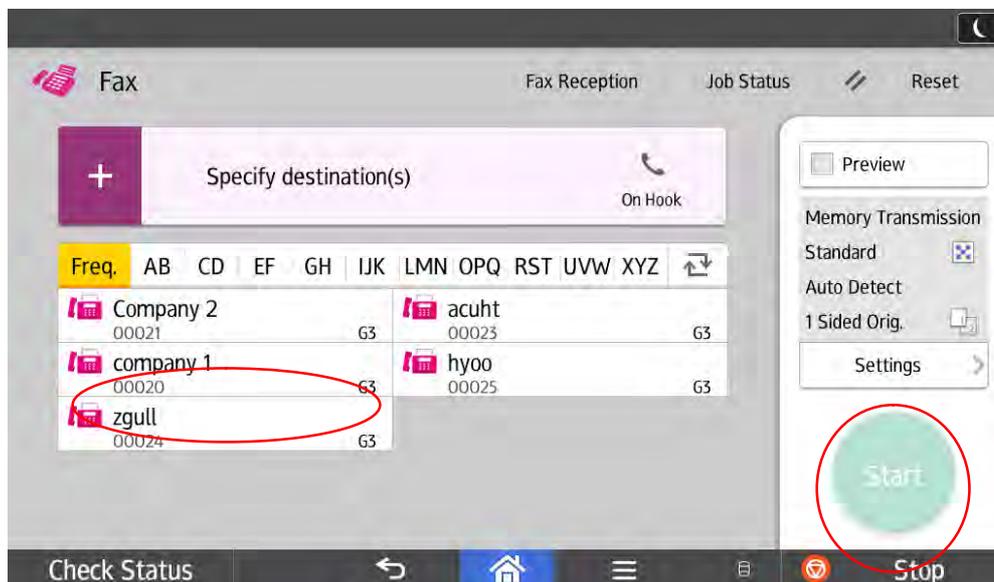


## Manual Faxing

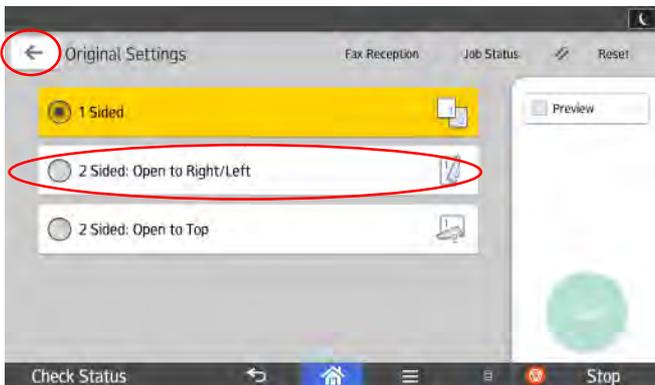
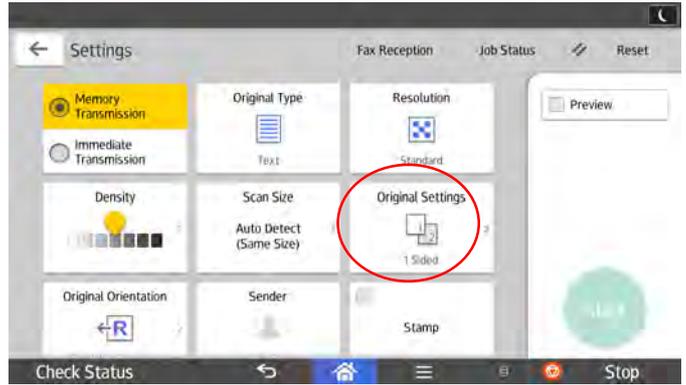
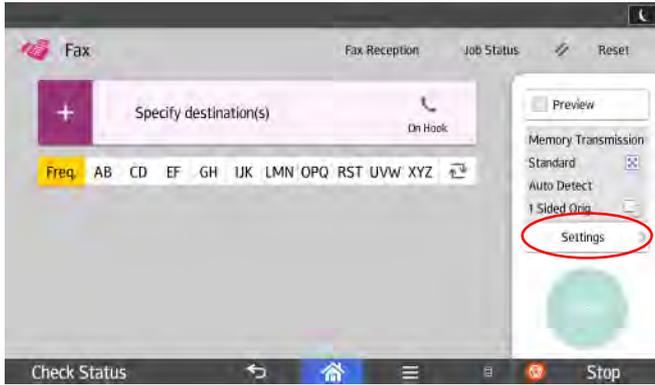


Touch on the +  
Select "Enter No. Manually"  
Key in the fax no using the keypad  
Select "Finished"  
Press "Start"

## Fax from Address Book

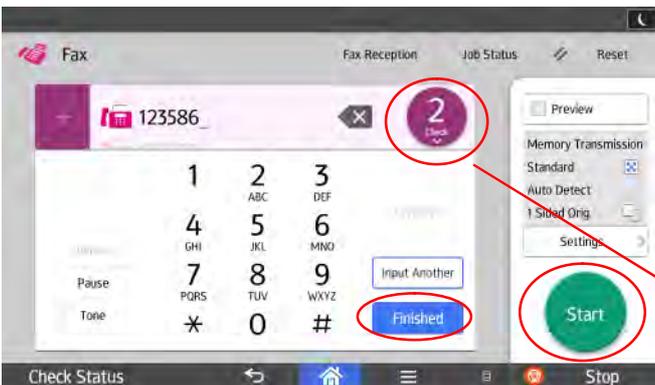
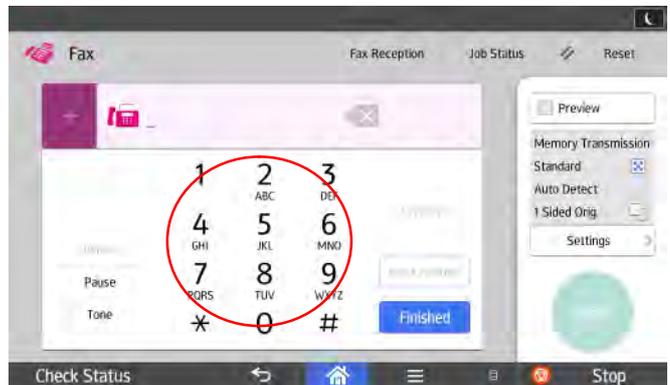
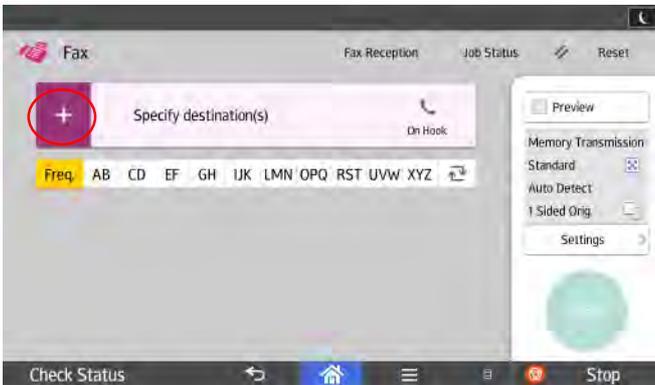


Select the company name that you want to fax  
Press "Start"



Select "Setting"  
 Select "Original Settings"  
 Select "2 Sided: Open to Right/ Left"  
 Select ← twice

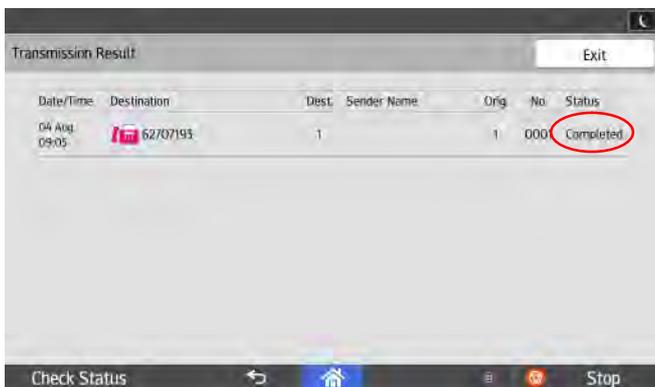
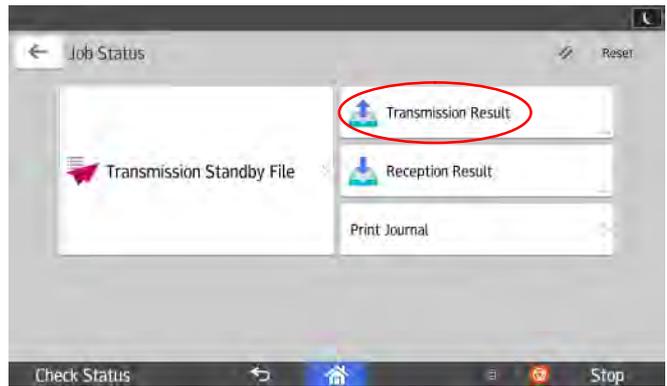
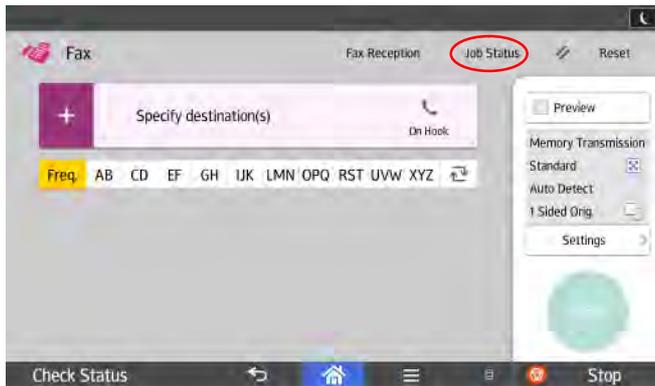
## Broadcasting Fax



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.

## Job Status

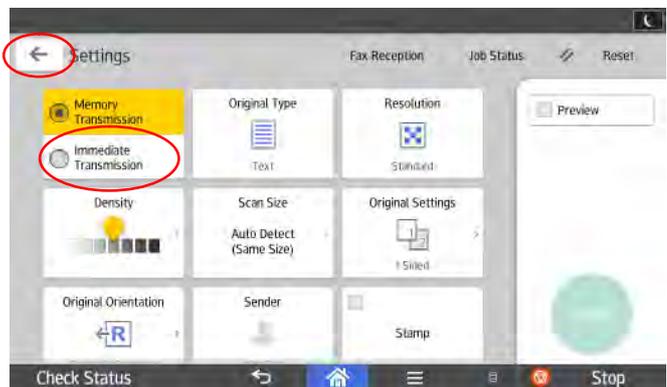
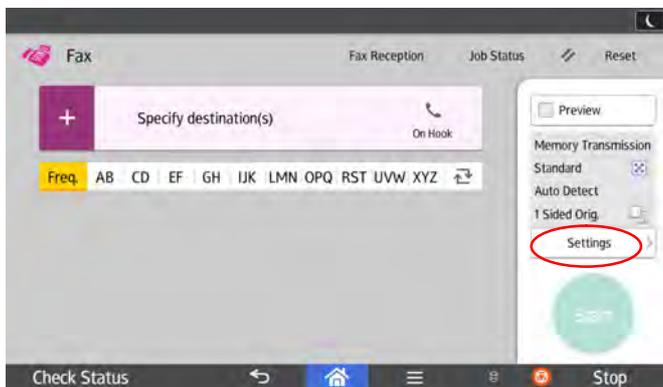


To check the status of your fax

Select "Job Status"

Select "Transmission Result"

## Immediate Fax



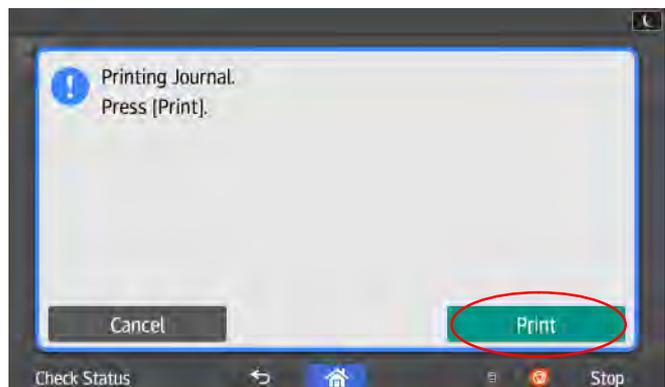
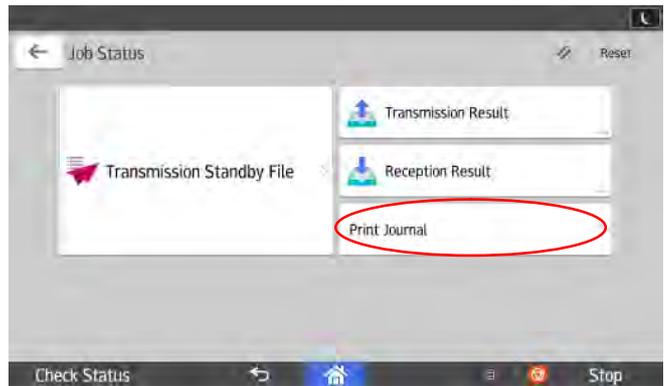
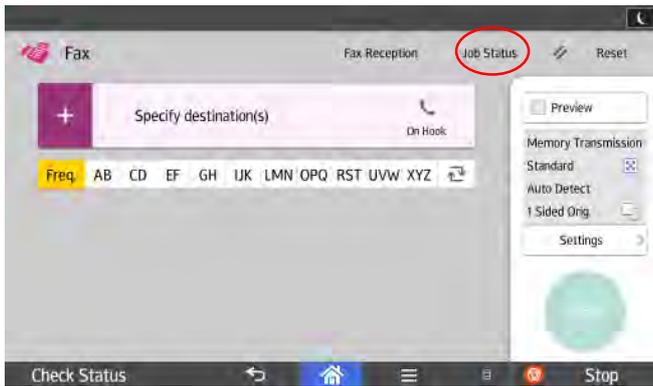
Immediate Fax

Select "Settings"

Select "Immediate Transmission"

Select ←

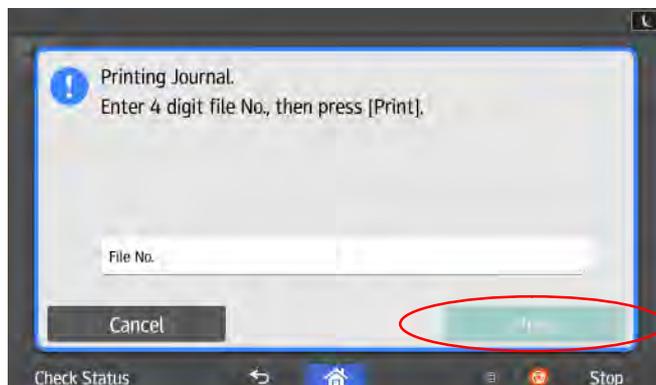
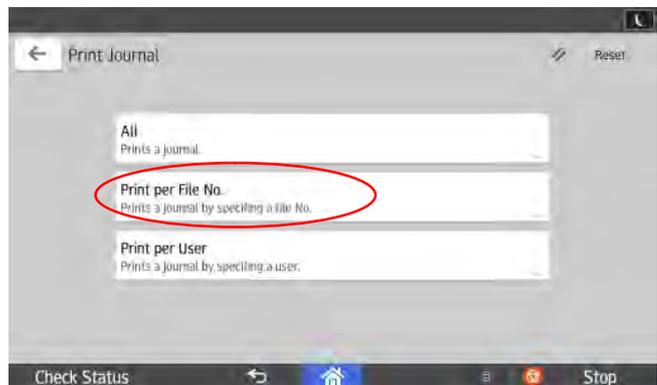
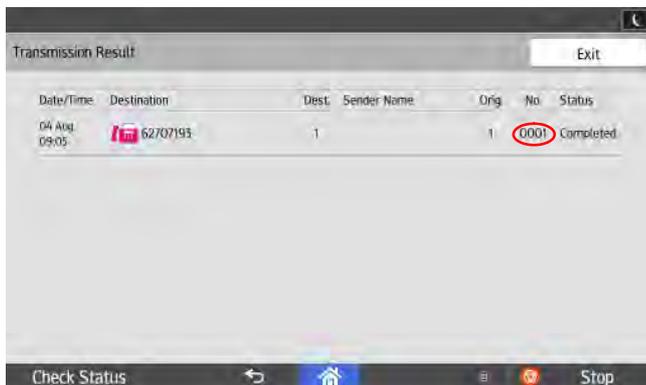
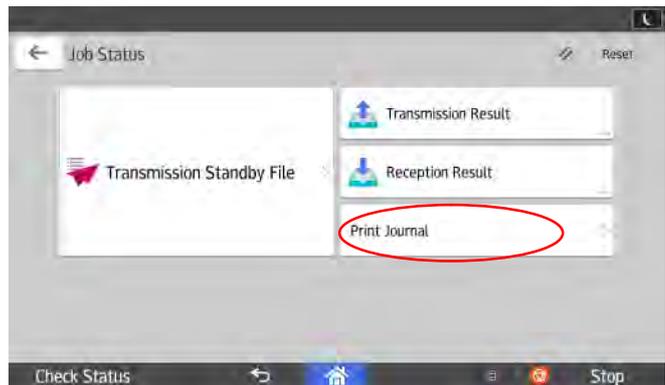
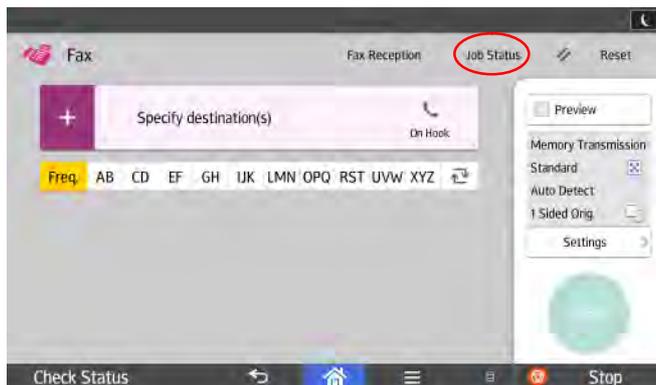
# Fax Journal



## Print Journal

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

## Fax Report by Per File No. (Individual Fax Report)

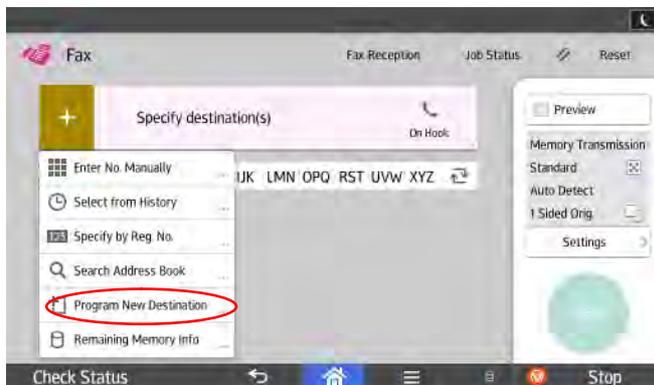


- Select "Job Status"
- Select "Transmission Result"
- Take down the file no. and exit
- Select "Print Journal"
- Select "Print per File No."
- Touch the file no. and enter the (4 digit) no. using the keypad and press done
- Select "Print"

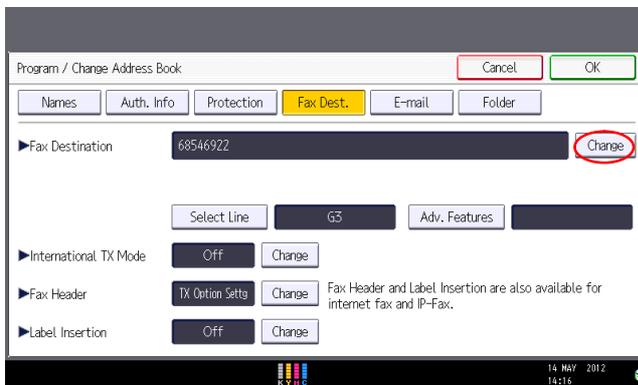
# Register Fax Number



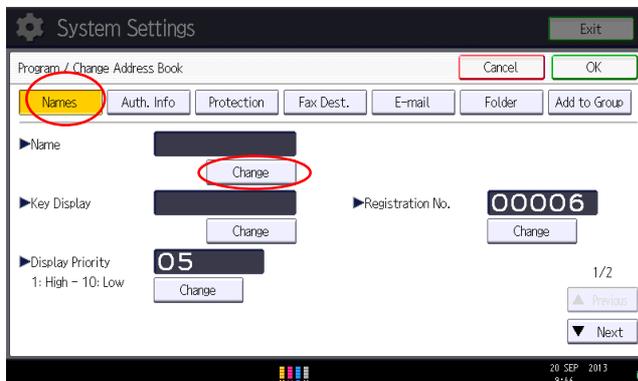
Select 



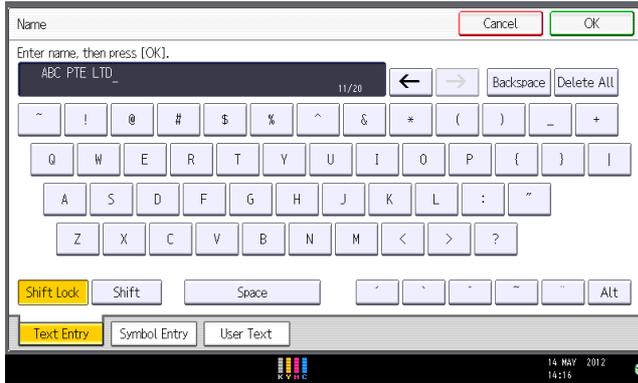
Select "Program New Destination"



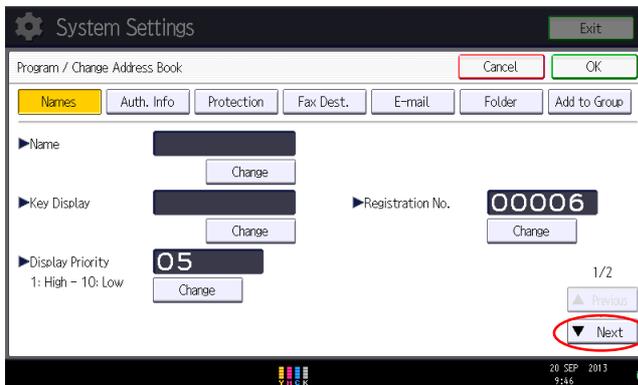
Select "Change" to enter the fax no.  
Select "OK"



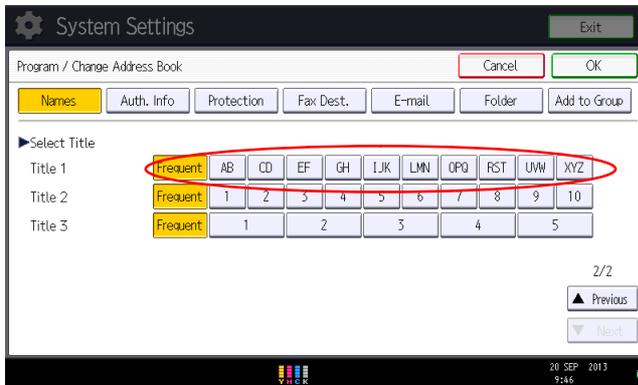
Select "Name"  
Touch on the "Change"



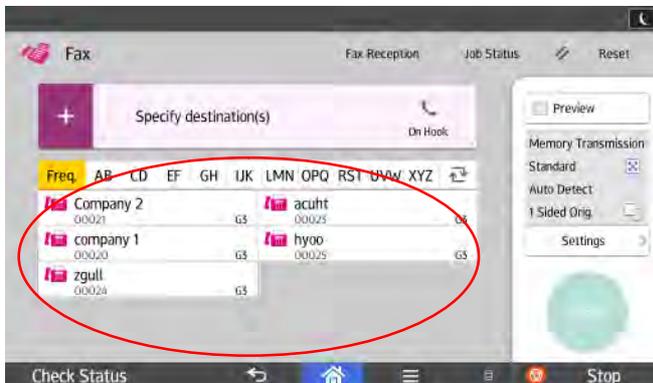
Enter the company name using the keyboard, and press “OK”



Select “Next”



Index according to alphabetical order  
Select “OK”



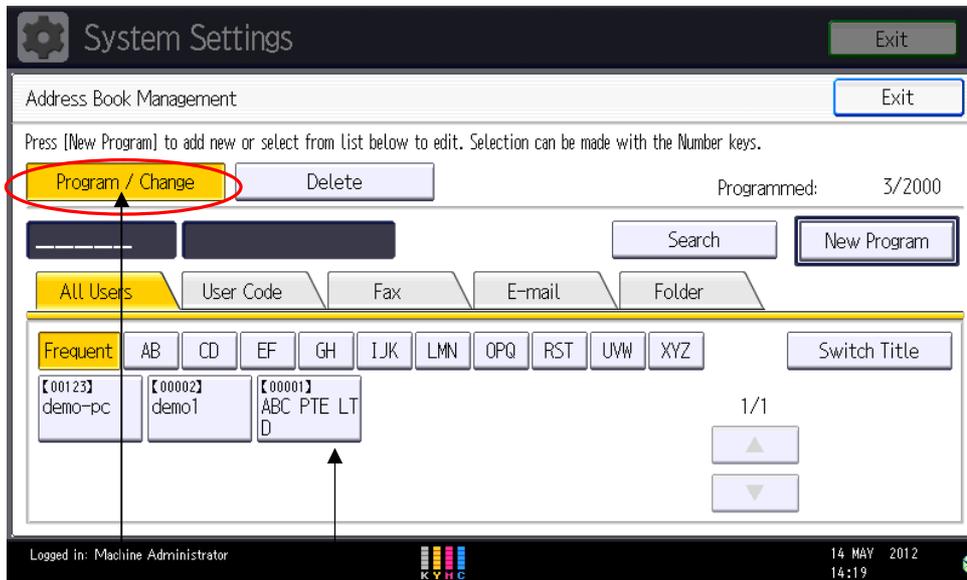
This will be your stored destination

## Edit / Delete Destination



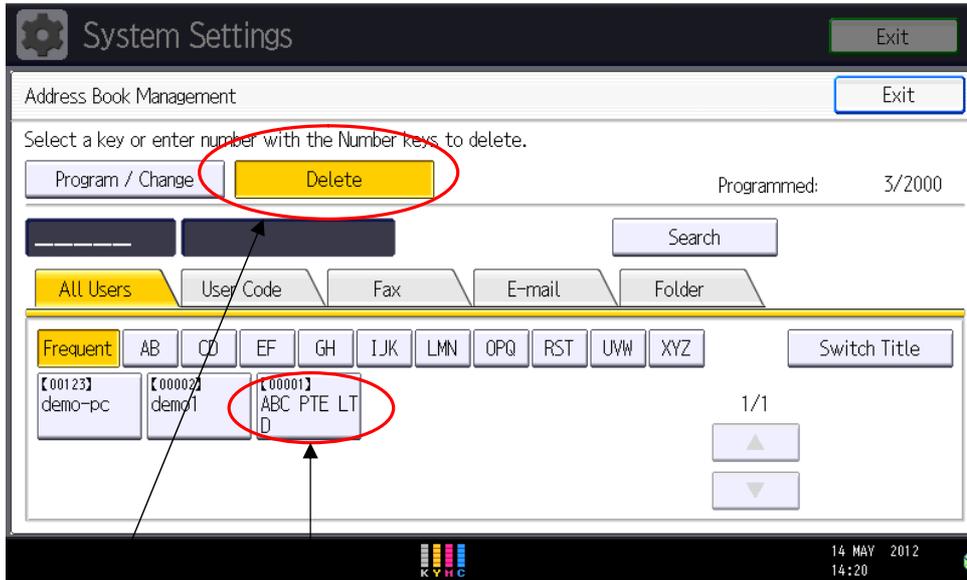
Select "Address Book" from the Home Screen

## Edit Fax Destination

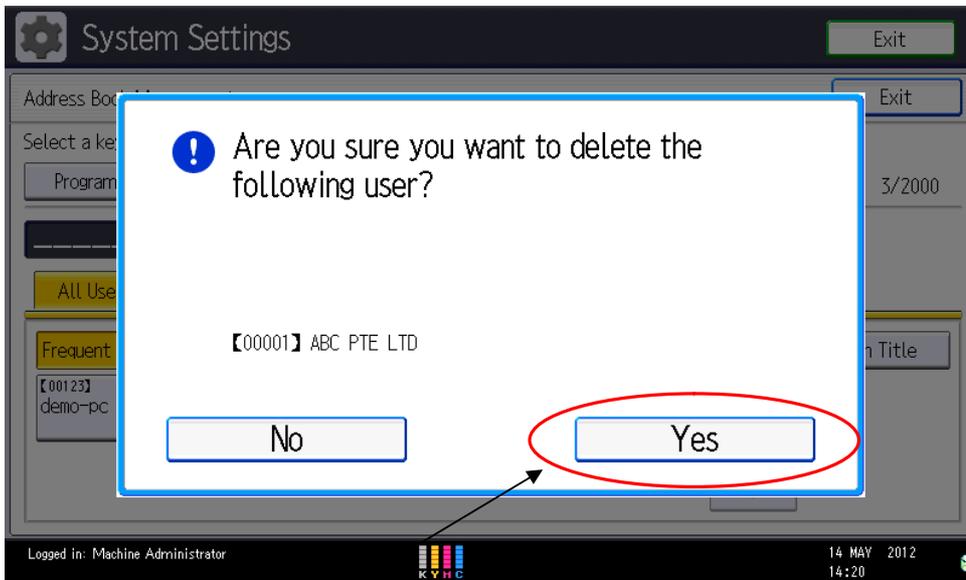


Select "Program / Change"  
Select the destination that you wish to edit

## Delete Fax Destination



Select "Delete" first  
Select on the company that you want to delete  
(EG: ABC Pte Ltd)

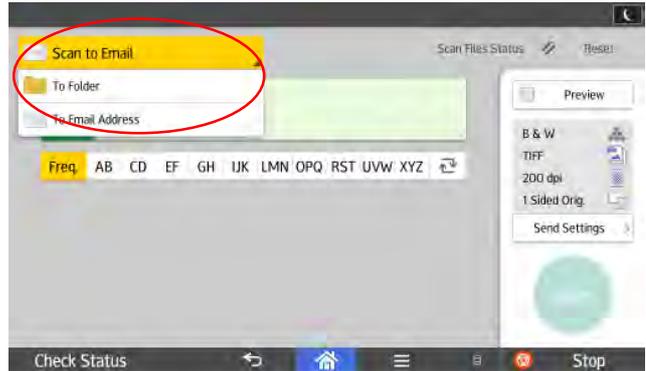
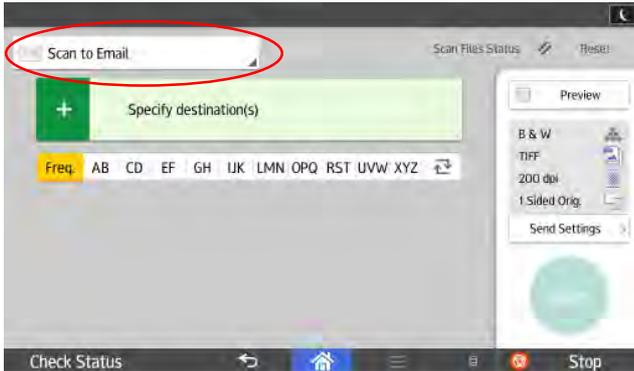


Select "Yes" to confirm  
Select "Exit" after you are done

# Scanner

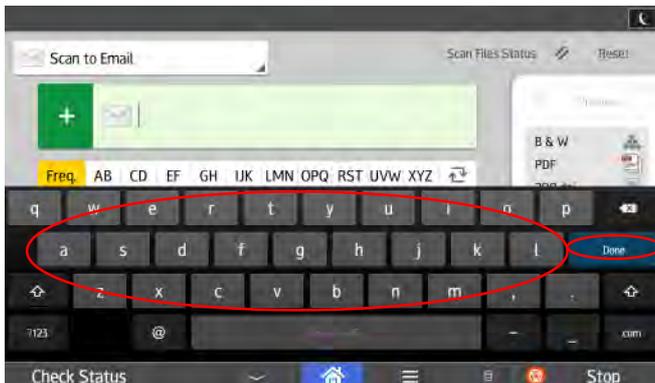
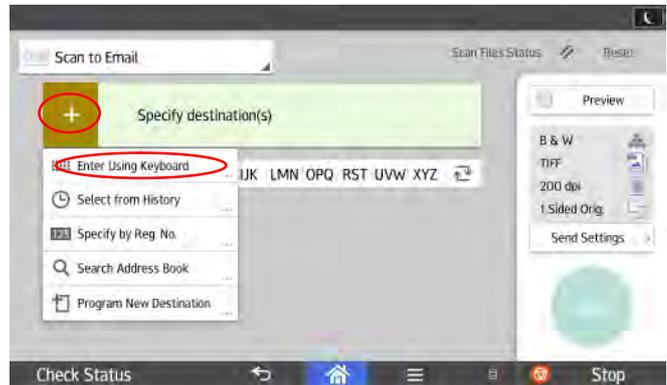
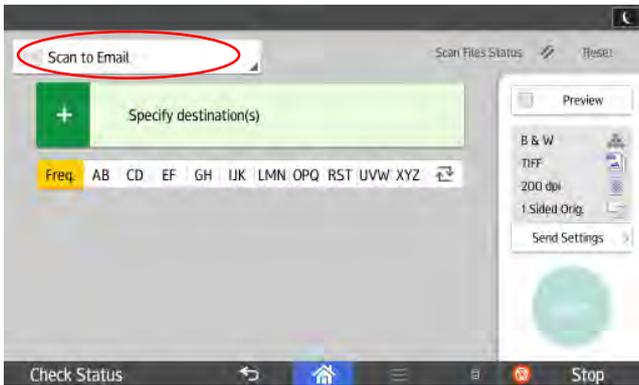


## Scanner Features



Either “E-mail” Or “Folder” must be selected in order to start scanning.

## Manual Entry for Email Add



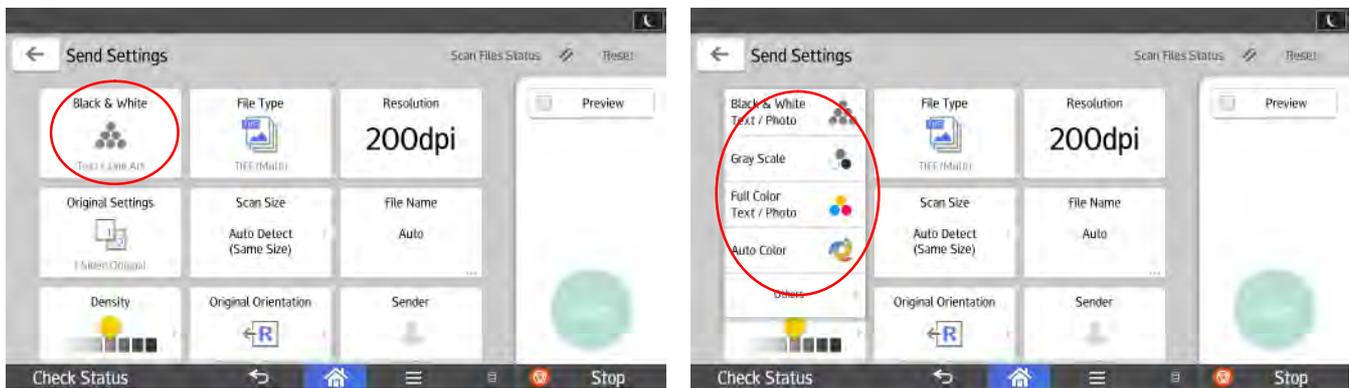
Select “Scan to Email”  
Select **+**  
Select “Enter Using Keyboard”  
Type in the email address  
Press Done

## Send Settings



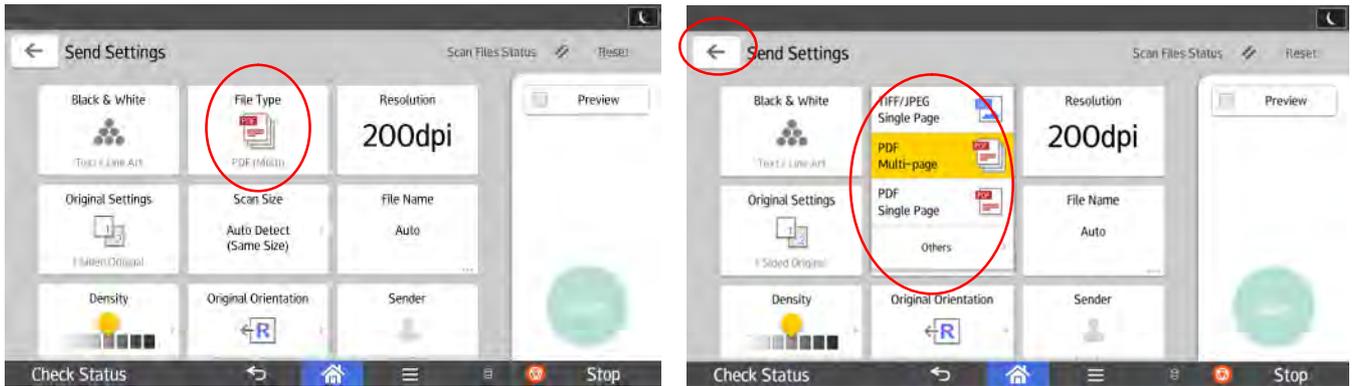
To change the setting for scanning  
Select “Send Settings”

## Color/ Black & White Scanning



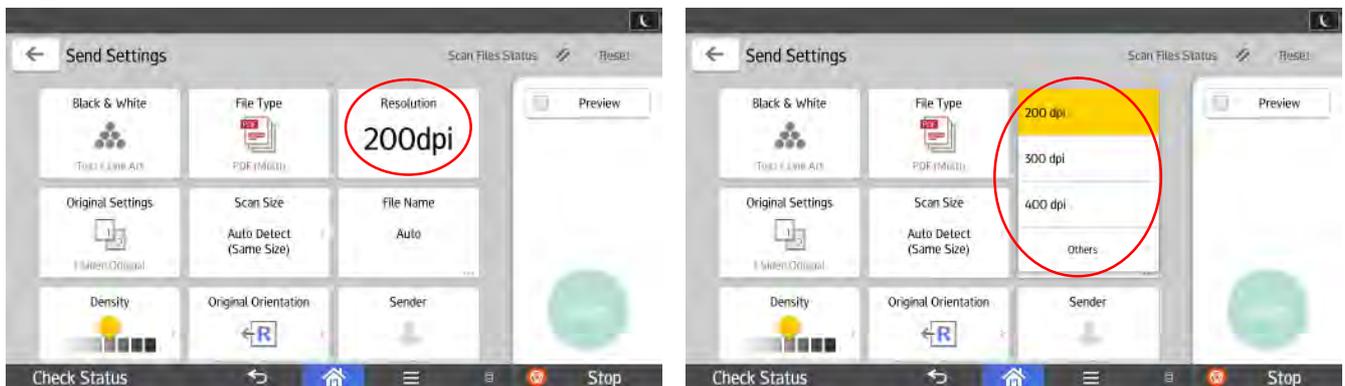
Under “Send Settings”  
Touch on the 1<sup>st</sup> icon as shown on the picture above, and select accordingly.  
Press ←

## File Type



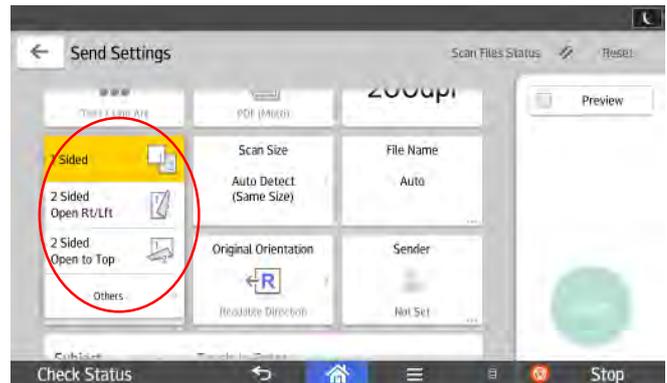
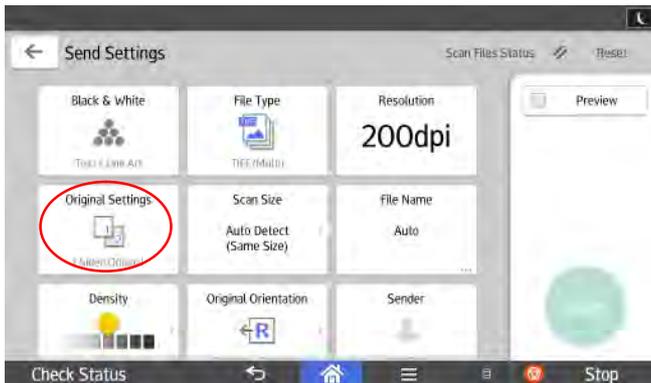
Under the “Send Setting”  
Select “File Type”  
Select the file type  
Press ←

## Resolution



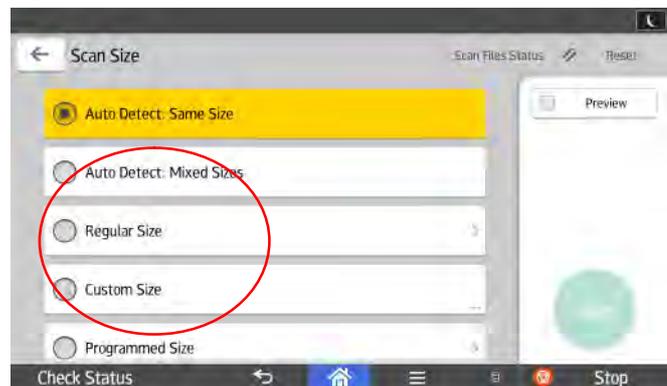
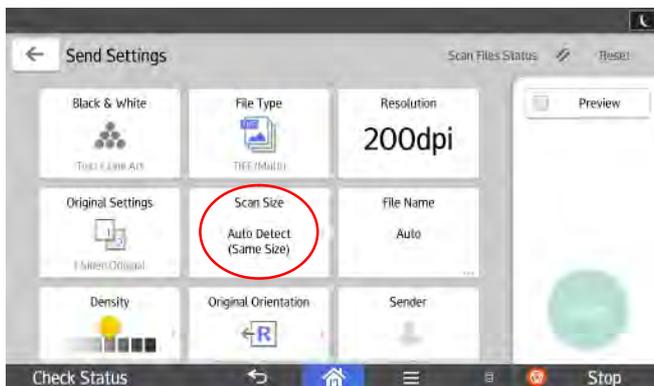
Under “Send Settings”  
Select “Resolution”  
Press ←

## 2 Sided Scanning



Under “Send Settings”  
Select “Original Settings”  
Select “2Sided Open Rt/Lft”  
Press ←

## Scan Size/ Mixed Sizes

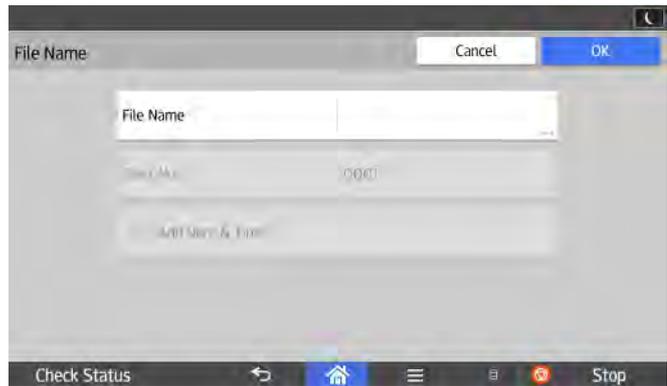
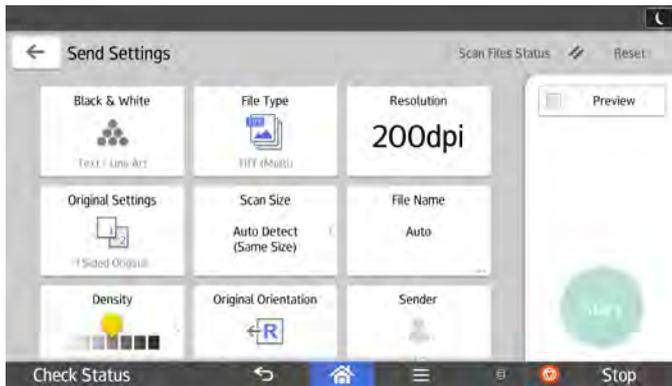


Under “Send Settings”  
Select “Scan Size”  
Press ←

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

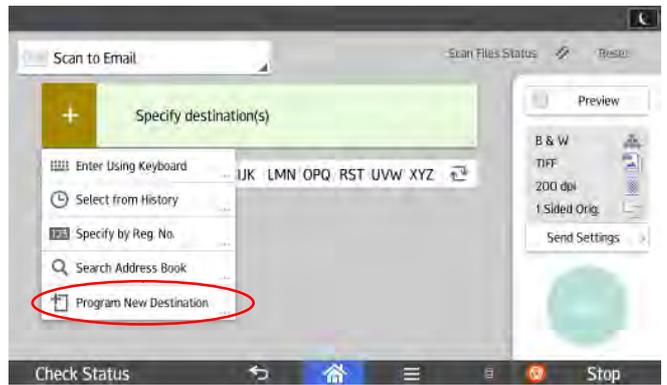
To scan an original with different sizes [E.g.: mixture of A3 & A4 sizes paper] without having to separate them  
Select “Auto Detect: Mixed Sizes”

## File Name

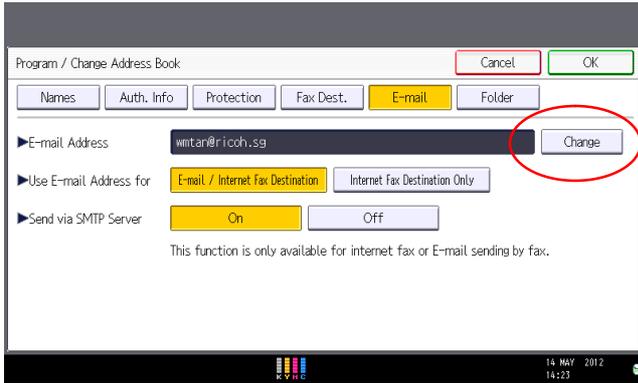


Under “Send Settings”  
Select “File Name”  
Touch on the “File Name” and use the keyboard to enter  
Press “OK”  
Press 

## Register New Email Address



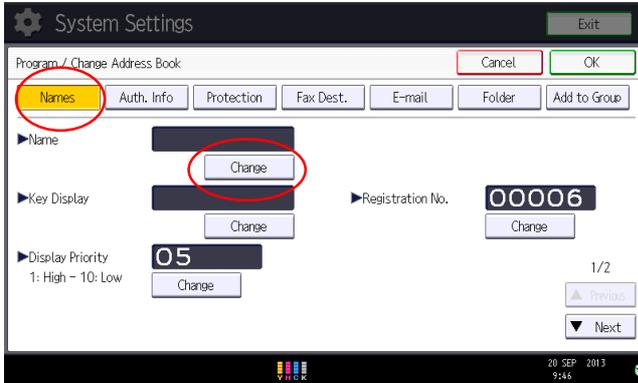
Select   
Select “Program New Destination”



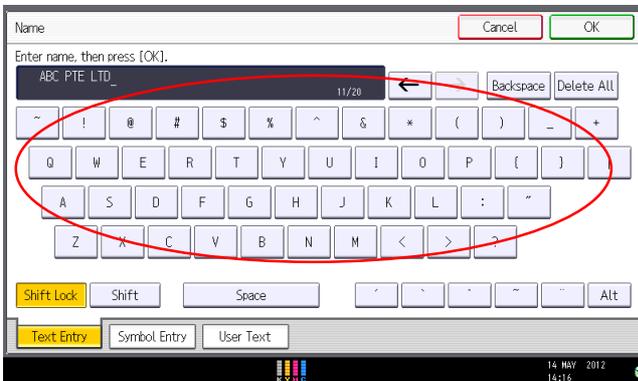
Highlight "Change"



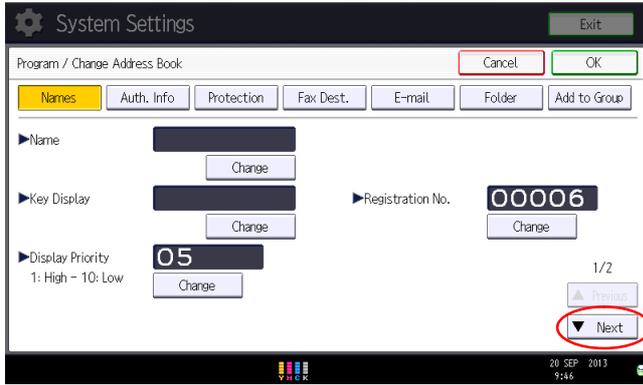
Key in the email address using the keyboard  
Press "OK"



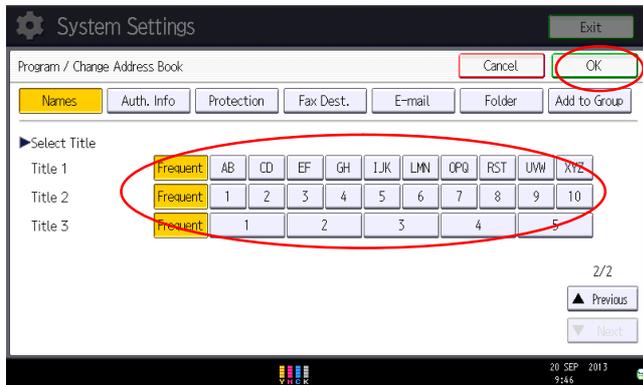
Highlight "Name"  
Highlight "Change"



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



Press "Next"

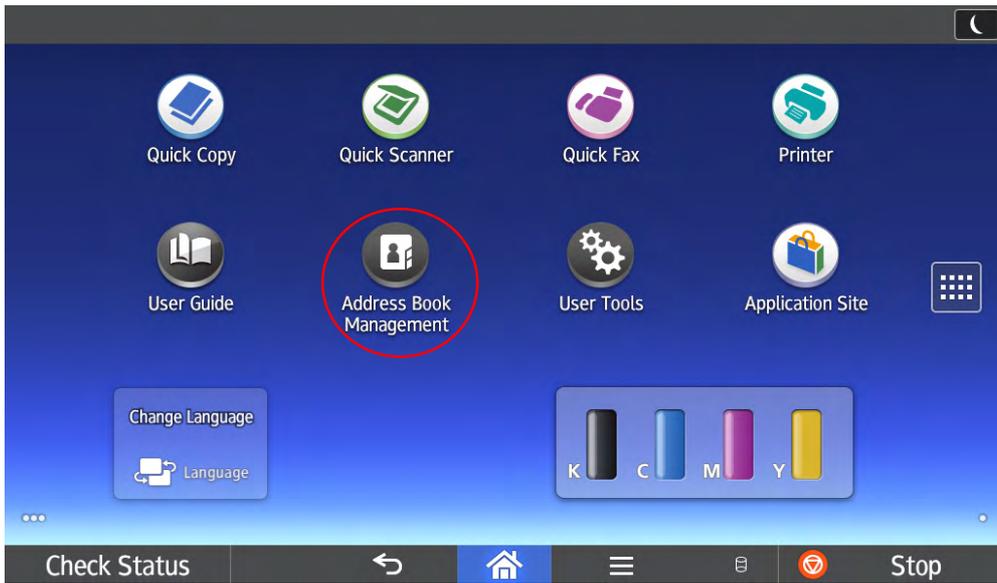


Index according to alphabetical order  
Press "OK"



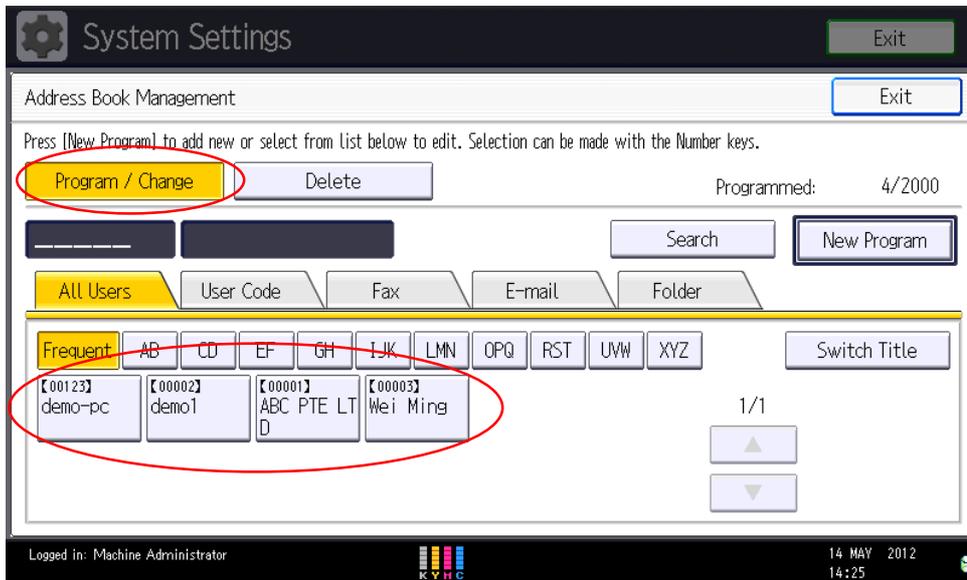
This will be your destination

## Edit/Delete E-mail Address

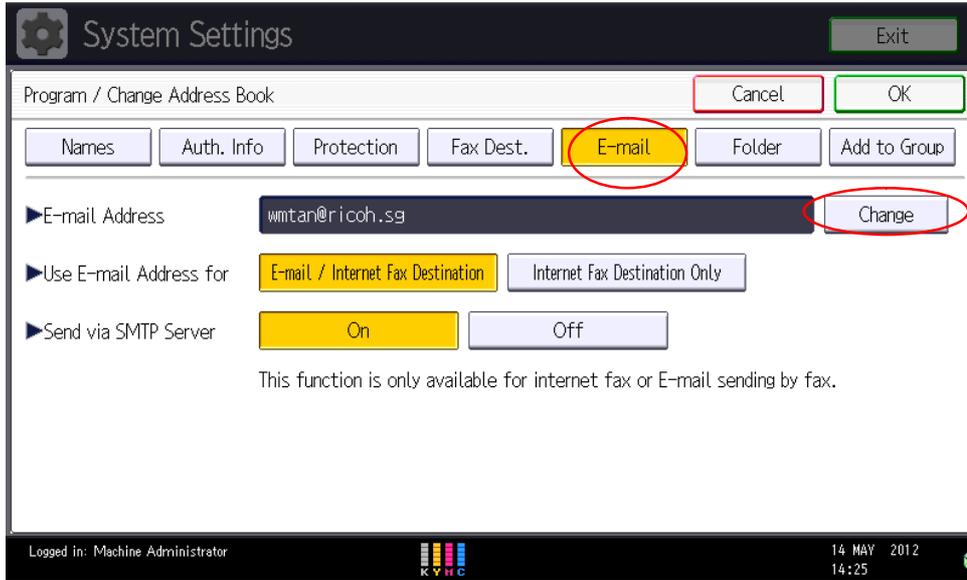


Select “Address Book Management” from the Home Screen

## Edit Email Address

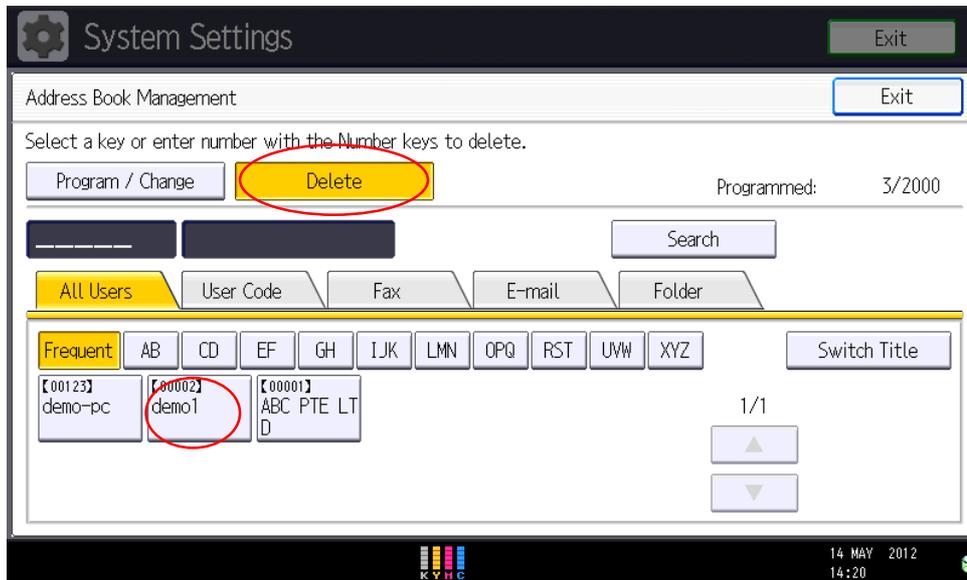


Select “Program/Change”  
Select the destination that you wish to edit

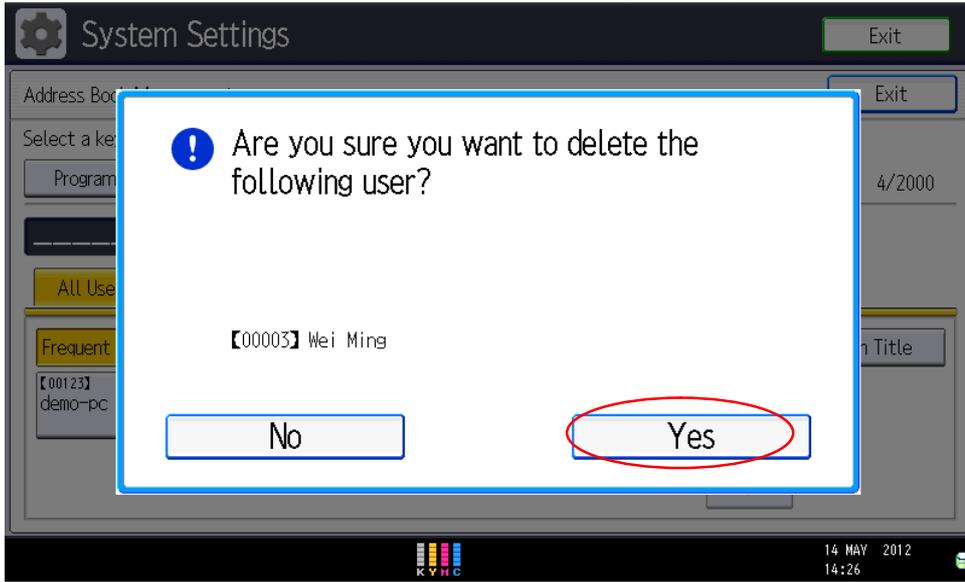


Select "Email"  
 Select "Change" to edit the email add  
 Select "OK" once done

## Delete Email Address



Select "Delete"  
 Select the destination to delete



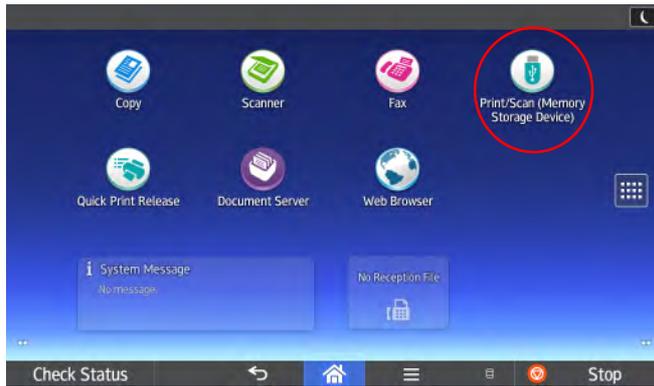
Select "Yes" to confirm  
Select "Exit" once completed

# **Print/ Scan**

**(From Memory Storage Device)**



## Print (Memory Storage Device)



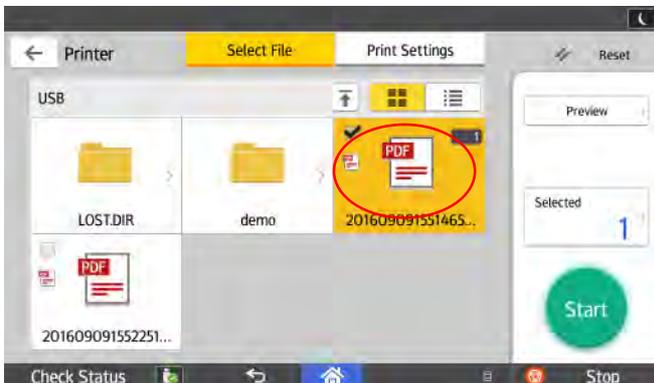
Select "Print /Scan (Memory Storage Device)"



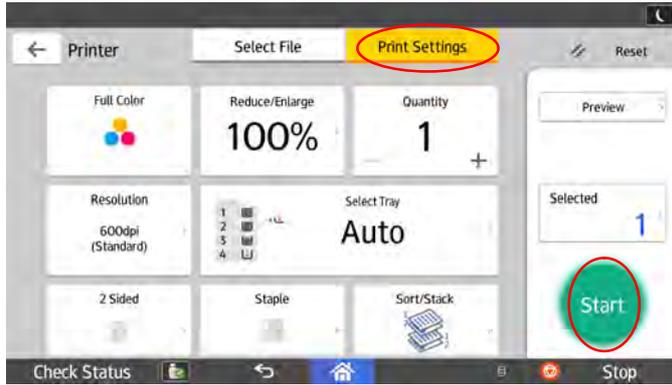
Select "Print from Storage Device"



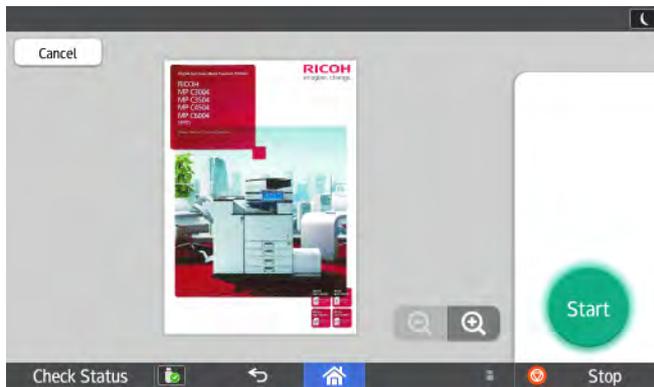
Select "USB"



Select the file to print

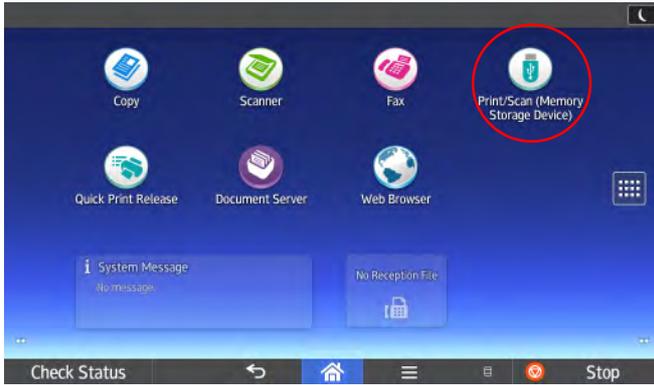


To change the setting, select “Print Settings”  
Press “Start”

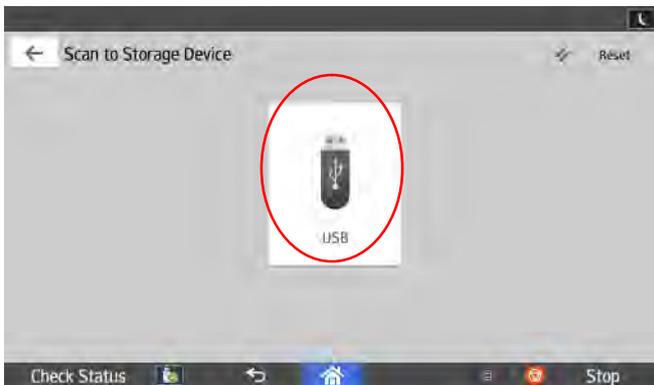


You can choose to preview the document  
before printing  
Select “Preview”

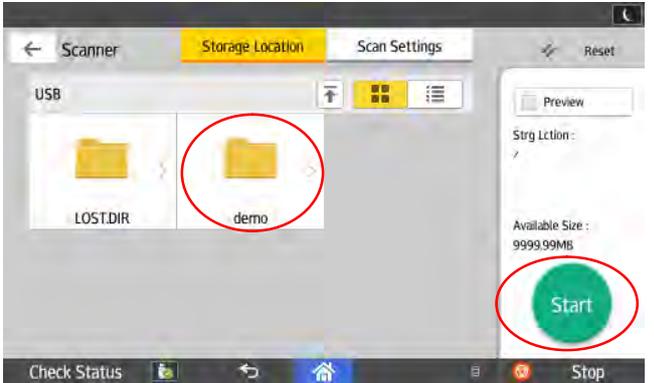
# Scan (Memory Storage Device)



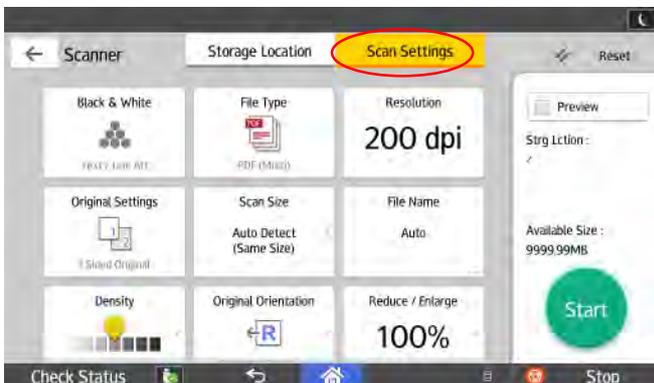
Select "Print/Scan (Memory Storage Device)"



Select "USB"

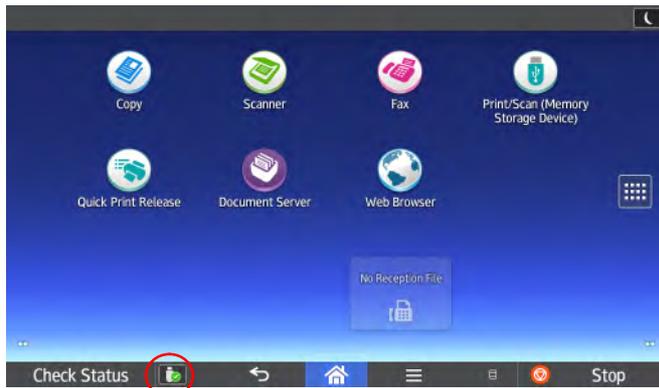


Press "Start"  
- You can choose to scan into any folder by selecting the folder.

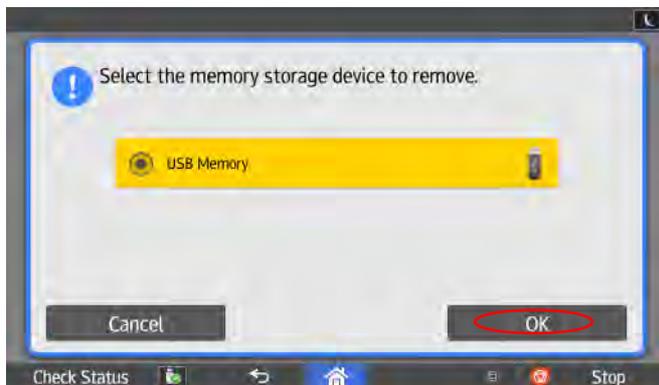


To change the scan settings  
Select "Scan Setting"

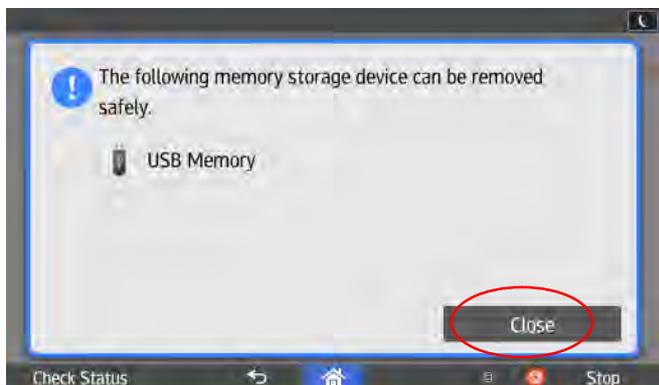
## Scan (Memory Storage Device)



Select 



Select "OK"

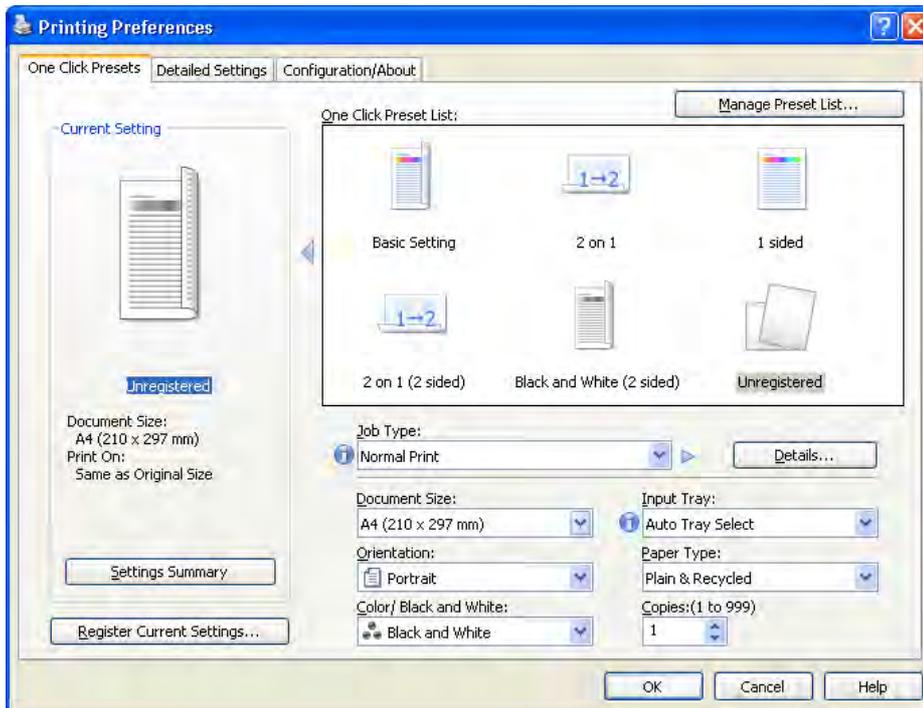


You can now safely remove the memory storage device.

# Printer

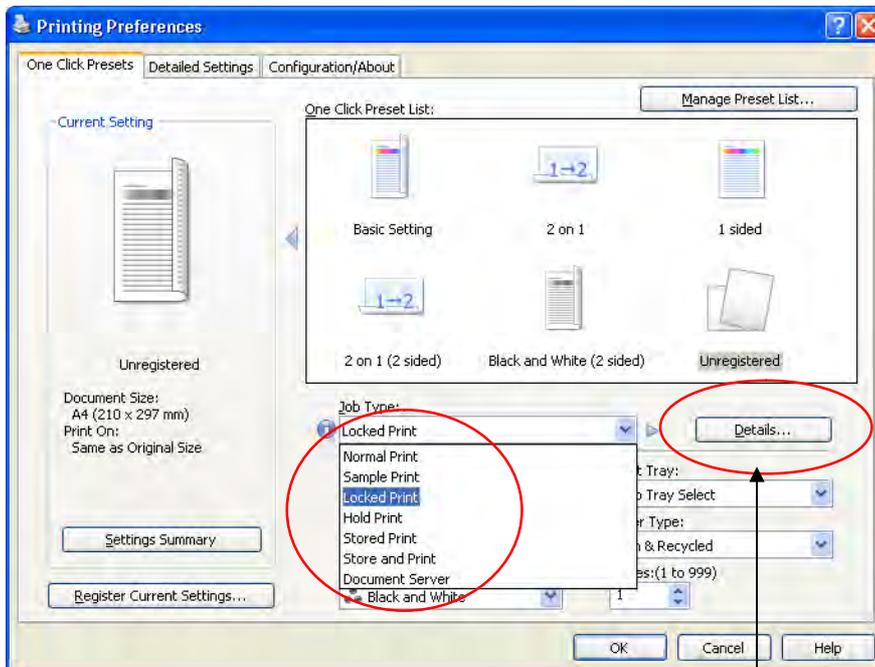


# Printing Preferences

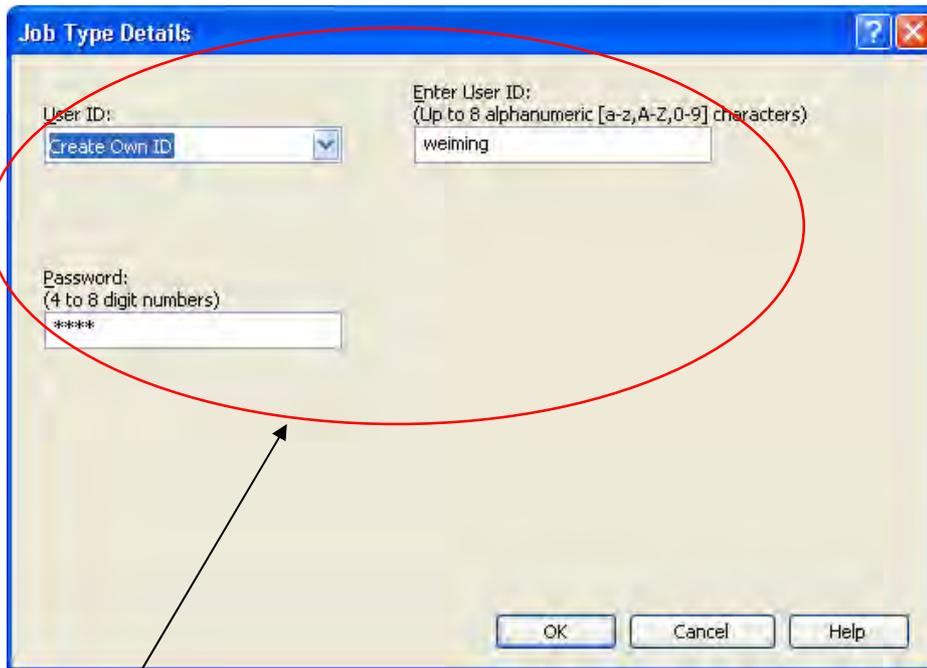


Above is the screen you will see when you select “Printer Properties”

## Locked Print

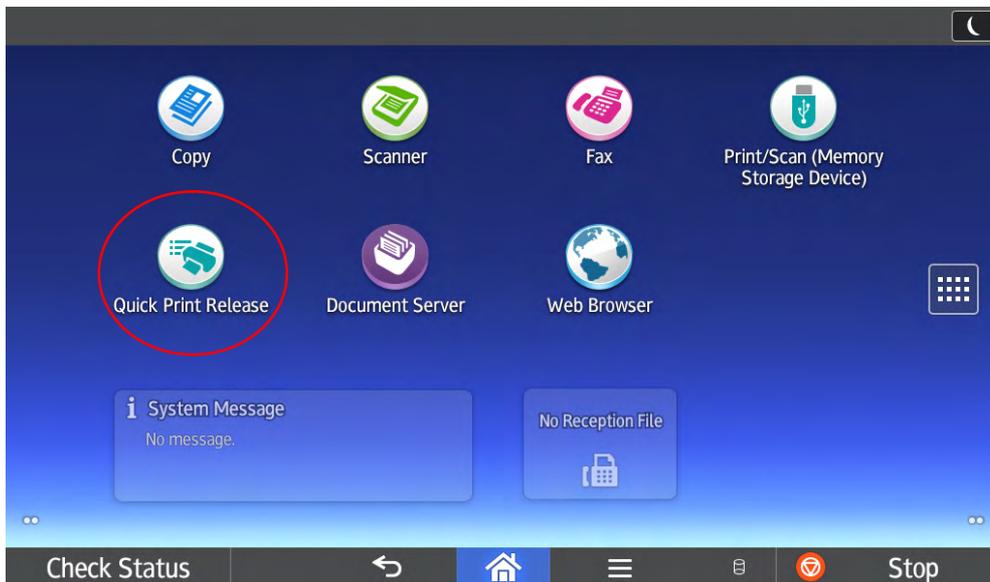


Under “Job Type”  
Select “Locked Print”  
Select “Details”



Enter your “User ID & Password in the box provided.  
Select “OK” and send for print

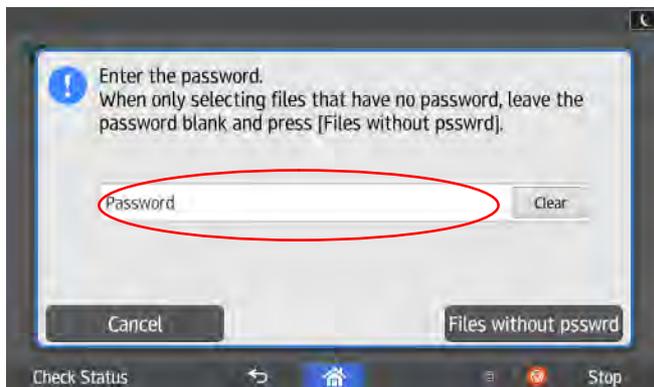
## Release “Locked Print” documents on the machine



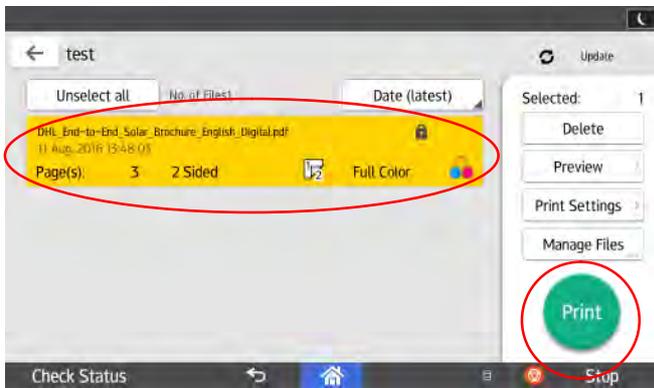
Select “Quick Print Release”



Select your name

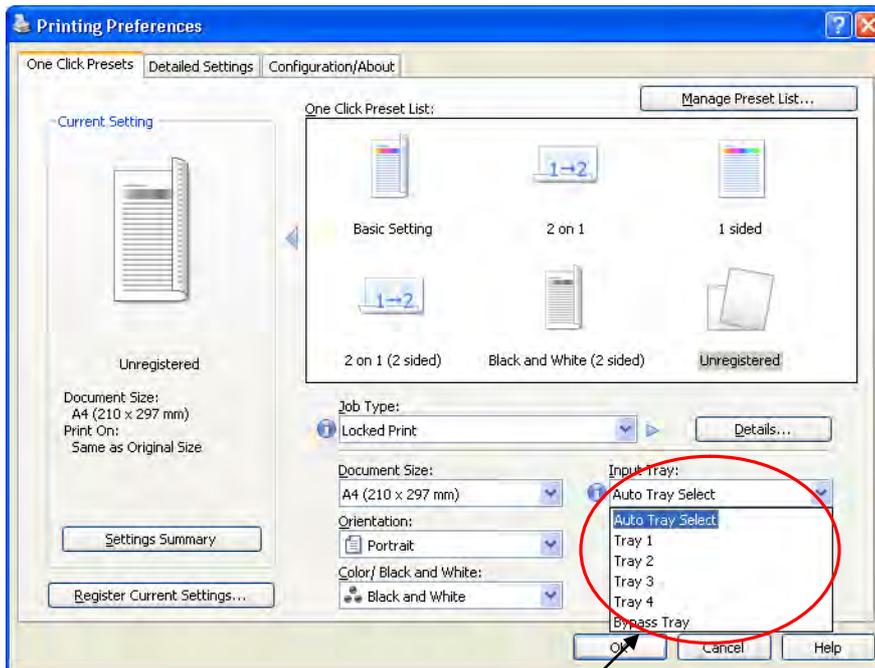


Enter your password



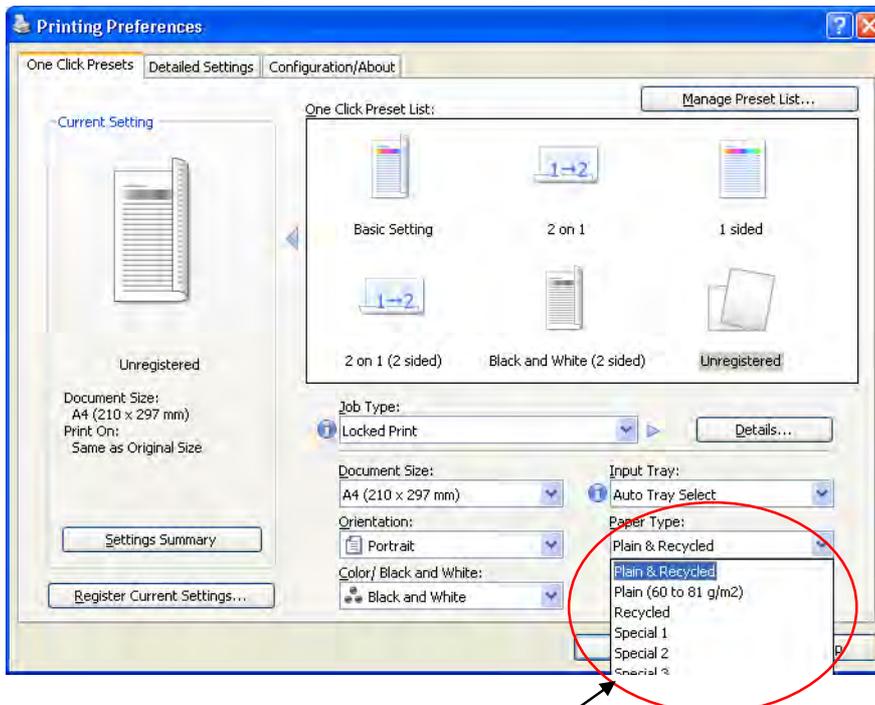
Select the file to print  
Press "Print"

## Input Tray



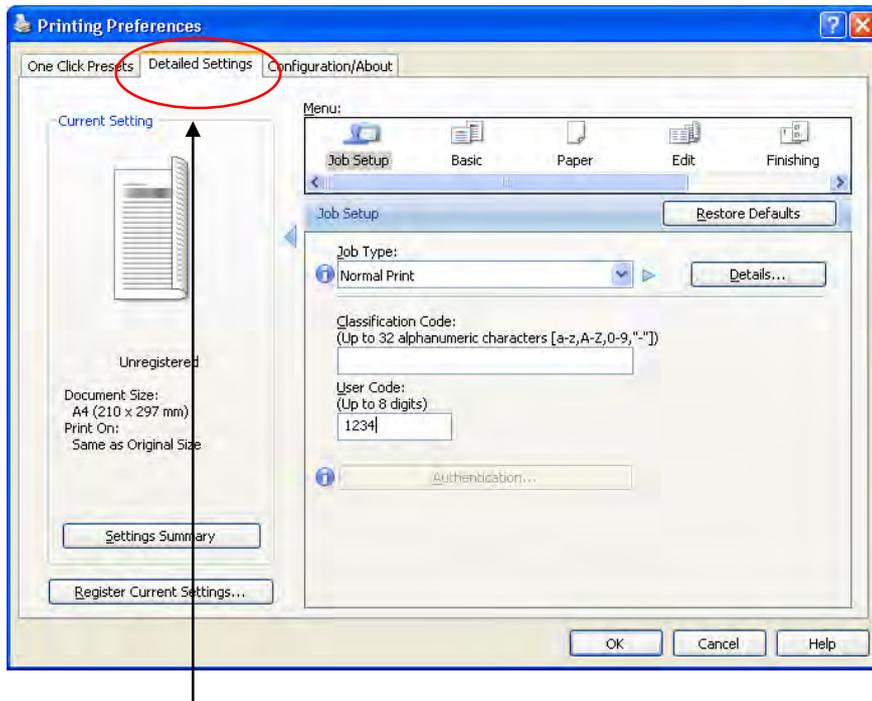
Select "Input Tray" if you want to use bypass tray or other tray selection.

## Paper Type



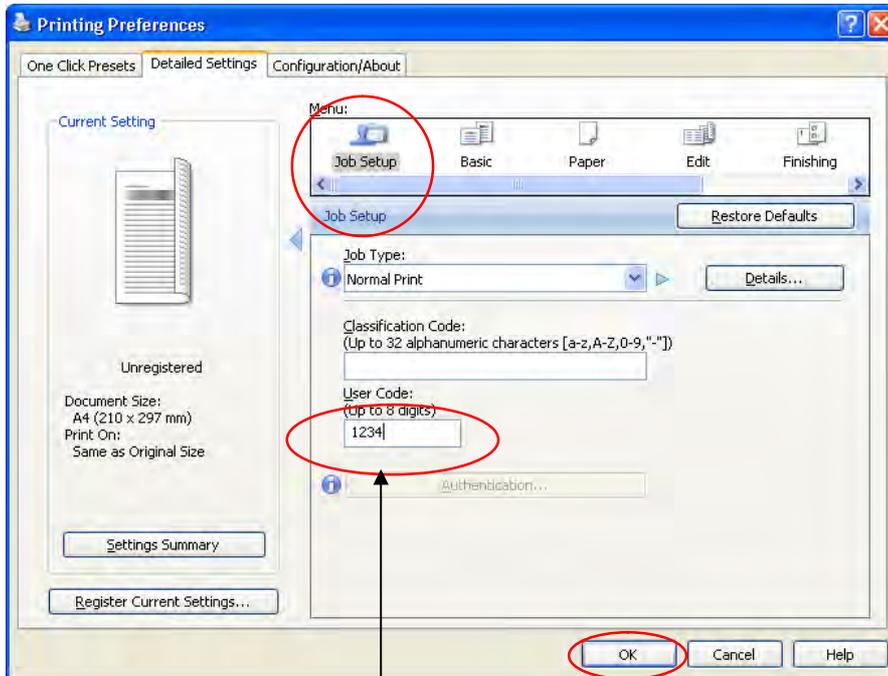
Click on "Paper Type" to select the type of paper that you have load in the device

## Detailed Settings



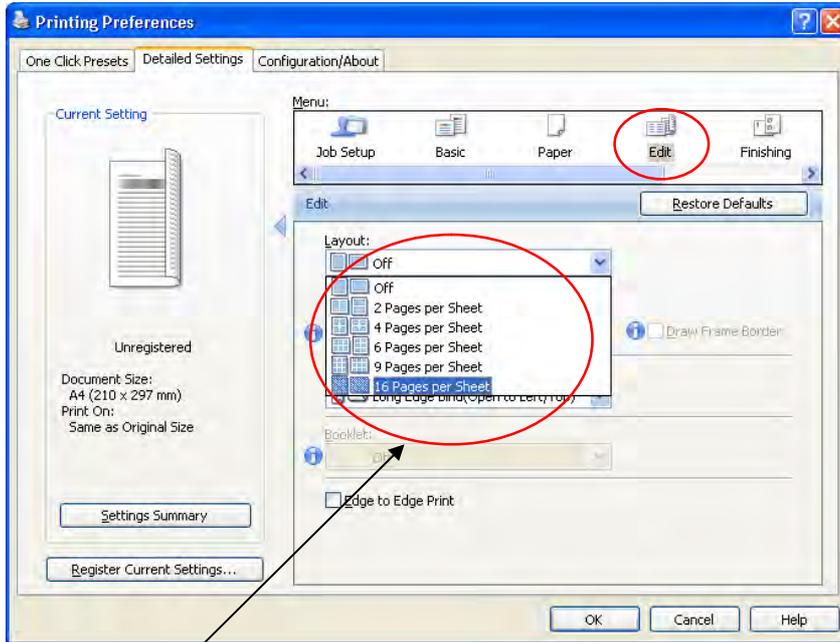
For advanced settings, select “Detailed Settings”

## User Code



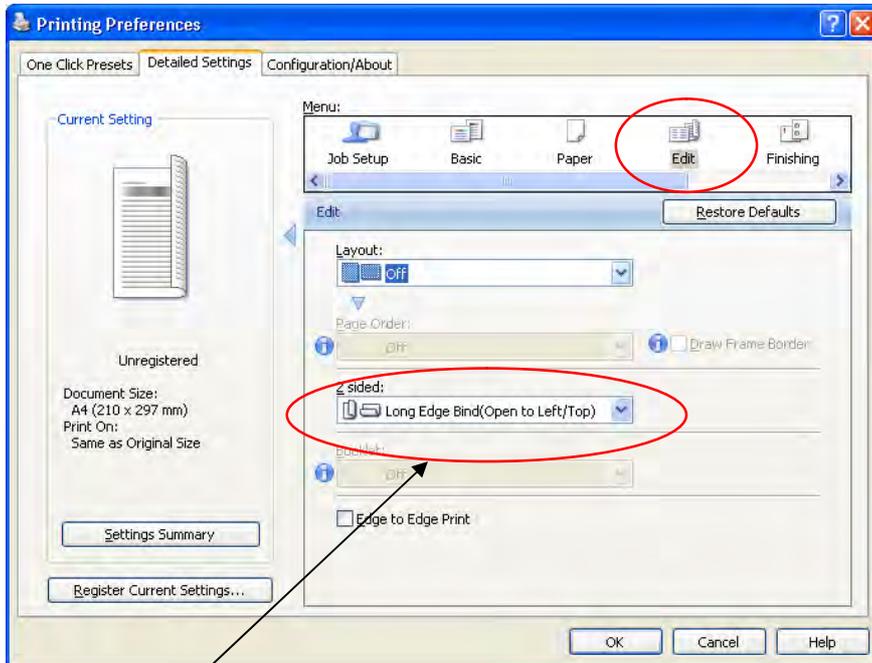
Select “Job Setup”  
Under the “User Code”, enter your password  
Select “OK”

# Layout



Select "Edit"  
Select "Layout"  
Select the desire layout  
Select "OK"

# 2-sided Printing

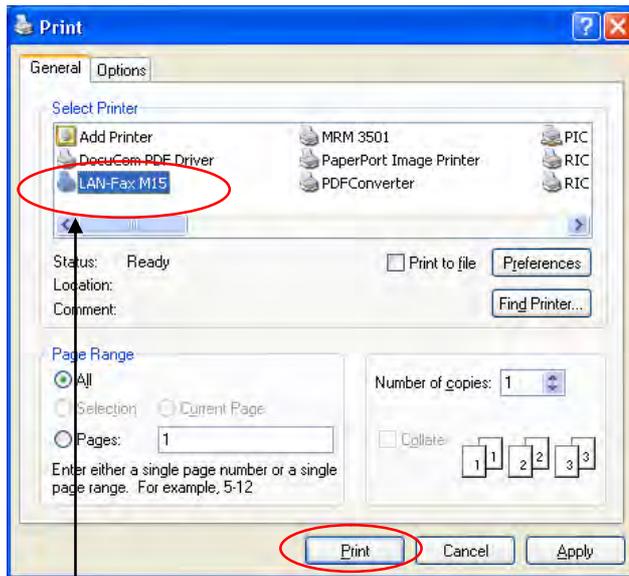


Select "Edit"  
Select "2-sided"  
Select "OK"

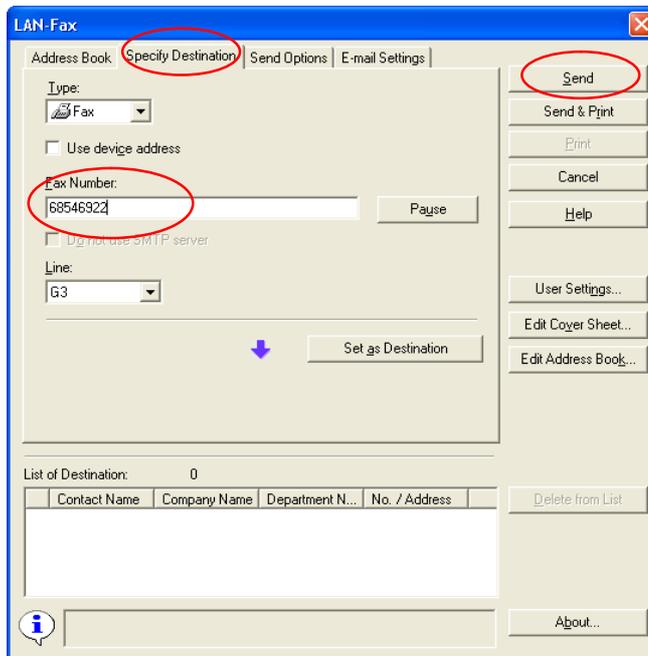
# Lan-Fax



# LAN-Fax



Select "LAN-Fax"  
Select "Print"

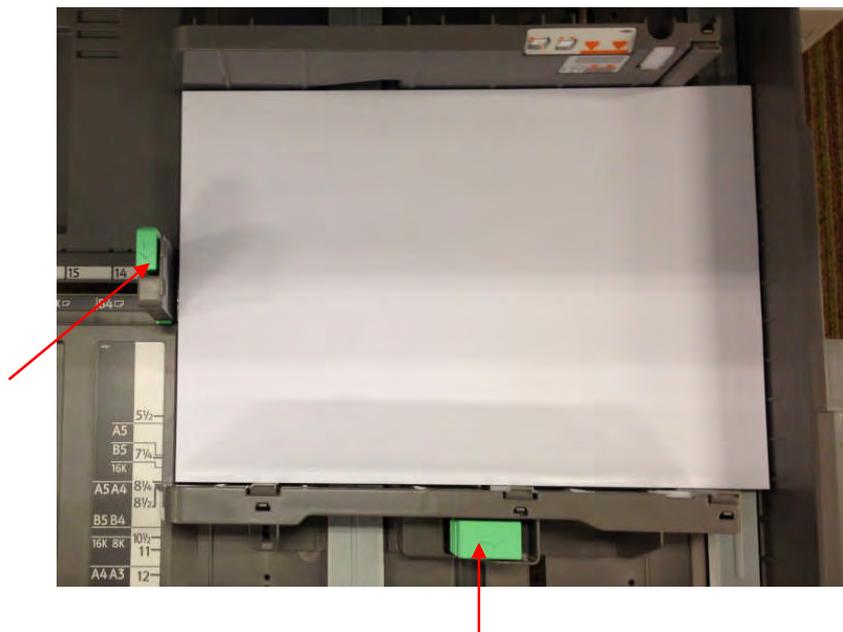


Select "Specify Destination"  
Enter the fax number  
Select "Send"

# Troubleshooting



## Adjust Paper Tray



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

## Feeder



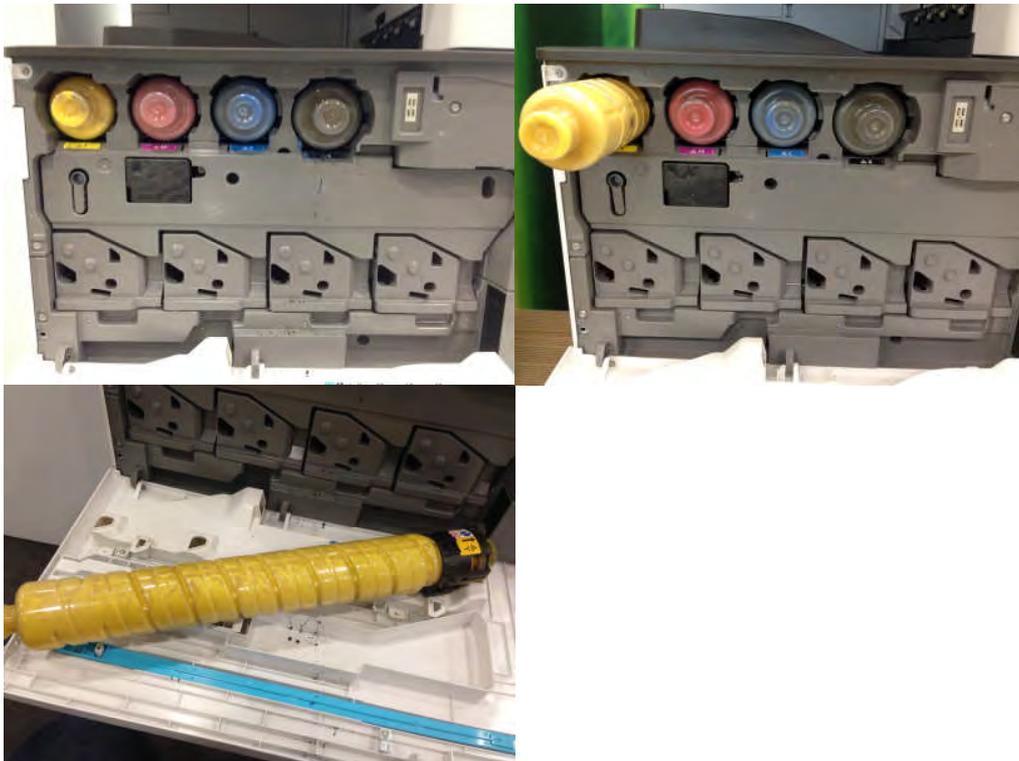
If you encounter paper misfed on the top feeder, please lift up the handle of the feeder and remove the paper.

## 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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RICOH (Singapore) Pte. Ltd.

20W Pasir panjang #04-28, Mapletree Business City, Singapore 117439

Tel: (+65) 6474 0777 Fax: (+65) 6476 0777 [www.RICOH.sg](http://www.RICOH.sg)