ComColor Series

Administrator's Guide

This guide describes the instructions for administrators to set up the ComColor.

Applicable Printer models

9050/9050R
7050/7050R/7010/7010R
3050/3050R/3010/3010R
1C+

⚠ CAUTION

After reading this guide, keep it in handy for future reference.
The "Safety Precautions" are provided in the supplemental
Safety Information. Be sure to read through them prior to use.

About This Administrator's Guide

Preface

Thank you for using the ComColor Series product.
This guide describes the administrator settings.
You can configure the user and address book registration settings, the settings for allowing and restricting operations, and the usage environment settings according to the usage purpose and usage conditions.
Configure an easy-to-use environment for more convenient use of the machine.

● Some of the administrator settings may greatly affect the operations of the machine. Be sure to assign an exclusive administrator and have that individual manage and perform operations with administrative duties.
  In addition, please manage administrator passwords carefully.
● The items that can be set vary depending on connected optional equipment and the setting.

The following five guides are supplied with this machine.

● **Basic Guide**
  This guide describes the basic printer, copy, and scanner operations, and how to replace consumables.
  Please start by reading this guide.
● **User's Guide**
  This guide describes handling precautions, specifications, and operations and settings of each function.
  Please read this guide when you want to know details about this machine.
● **Administrator's Guide (this guide)**
  This guide describes the machine settings to be performed by the administrator.
● **Troubleshooting Guide**
  This guide describes the action to take when a paper jam or other problem occurs.
● **Safety Information**
  This guide describes safety precautions and specifications.

About This Guide
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Symbols, Notations, and Screenshots Used in This Guide

■ Symbols Used in This Guide

⚠ Indicates cautions that should be noted for safe use of this machine.

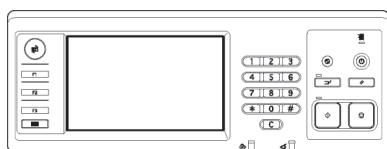🚫 Indicates important items that should be noted or are prohibited.

✏ Indicates useful information or additional information.
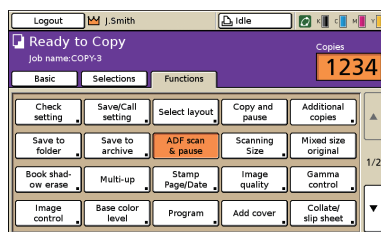
■ Names of keys and buttons

The names of hard keys on the operation panel and buttons on the touch panel screen or computer window are indicated with square brackets [ ].
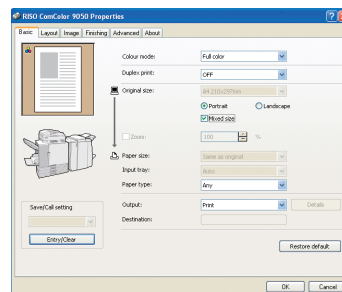
Operation Panel

Example: Press the [STOP] key.

Touch Panel Screen

Example: Press [ADF scan & pause].

Computer Window

Example: Select the [Mixed size] check box.

■ Names of Optional Equipment

The following are the names of the optional equipment used in this guide. An individual name is used for each item of equipment when describing its unique features.

Name Used in This Guide	Optional Equipment
Stacking tray	Wide stacking tray RISO auto-control stacking tray

■ Illustrations Used in This Guide

The screenshots and illustrations contained in this guide may vary depending on the model of the machine, or the usage environment, including the connected optional equipment.

✏ Because ComColor 1C+ uses black ink and magenta (red) ink, the following screen displays may vary.
- Color modes on the printer driver screen and the copy mode screen
- Remaining ink indicators on each mode screen
- The general screen
- The meter display screen

Likewise, the RISO Console screen looks different.

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Contents

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About the Administrator

Procedure for configuring an administrator

The configuration workflow is as follows.

1	Set the administrator password

2	Login as a user with administrator authority

3	Configure the administrator settings

- To use this machine as a network printer, configure an IP address in "Network setting" first.
- To configure the default in copy or scanner mode, login as a user with administrator authority, and then proceed to the mode screen. (See p. 28)

Administrator Authority

The administrator has the following two administrator authority.

- Changing the default and setting the usage environment.
- Accessing functions that can only be used by the administrator when using this machine.

■ Administrator settings

The administrator can configure the settings described in "Administrator Settings" (See p. 10).
For information on how to configure the settings, see "Configuring the Administrator Settings" (p. 8).

■ Functions only for the administrator

There are some functions that can only be used by the administrator when using this machine.
These functions can be controlled by logging in as an administrator as follows.

1 **Login as a user with administrator authority.**

2 **Press [Admin mode] on the mode screen.**

3 **Press a mode button.**

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The following are the functions that can be used only by the administrator in each mode.

Function	Operation that can only be performed by the administrator
Mode screen	
Status	**[System] screen** Entry into the [Comment] field
Printer mode	
Job list	**Jobs on the [Active] screen, [Waiting] screen, and [Finished] screen** Confirm, clear, and print jobs for all users
	Jobs on the [Folder] screen Confirm, clear, and print personal box jobs for all users
	Jobs with a PIN code Clear jobs without having to enter a PIN code
Copy mode	
Direct Access entry	Change entry when login is not necessary to access each mode. See **"Direct Access/Selections entry"** in the **"User's Guide"**.
Selections entry	
Copy mode and Scanner mode	
Check setting	**When login is not necessary to access each mode** Change the default in copy and scanner modes. (by pressing [Save as default] or [Initialize]) **When login is necessary to access each mode** Change the default in copy and scanner modes if users have not saved their own default, or if they have saved their own default and then press [Initialize]. For information on how to set the default, see "Changing the Default in Copy/Scanner Mode" (p. 28).
Save/Call setting	Entry of settings shared by all users when login is not necessary to access each mode. For details, see **"Save/Call setting"** in the **"User's Guide"**.
	Clear and rename shared Setting entry (shared mark 👥 on button) For details, see **"Save/Call setting"** in the **"User's Guide"**.

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Setting the Administrator Password

Set the administrator password when using the machine for the first time. Use the following procedure to set the password.

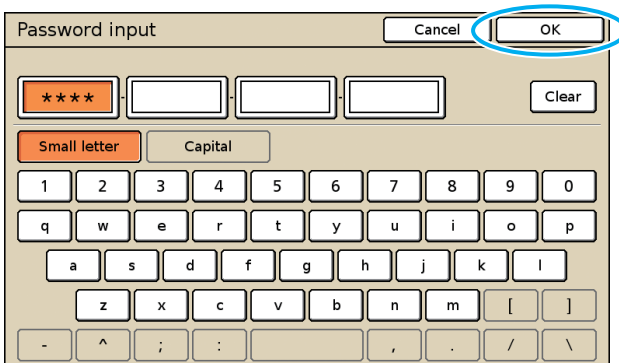**1** **Press [Login] on the mode screen to display the [Login] screen.**

2 **Press [Admin].**
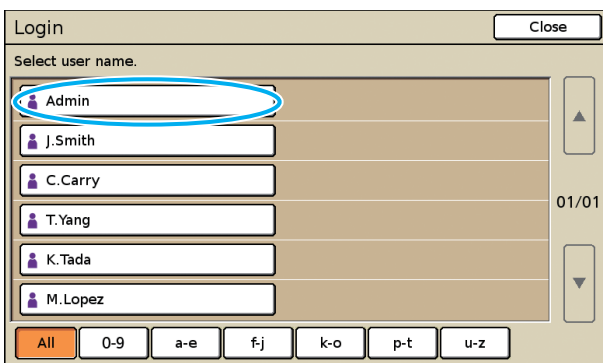
The screen for entering the old password is displayed.

3 **Press [OK] without entering anything.**

The screen for entering the new password is displayed.

4 **Enter the new password.**

The password must be between 0 and 16 alphanumeric characters long.

5 **Press [OK].**

To change the user name, see p. 20.

Configuring the Administrator Settings

There are two ways to configure the administrator settings.

- Setting with the operation panel of the machine
- Setting with the RISO Console on your PC

To configure the administrator settings, a user must login with administrator authority.

Setting with the operation panel

1 **Login as a user with administrator authority.**

Login on the mode screen.

2 **Press [Admin mode].**
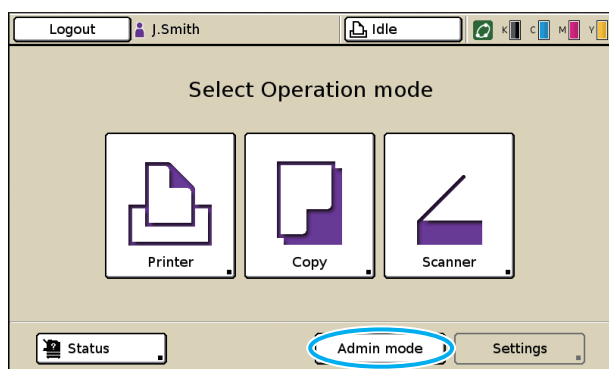
The crown icon is displayed on the left of the user name in the status bar.

3 **Press [Settings].**
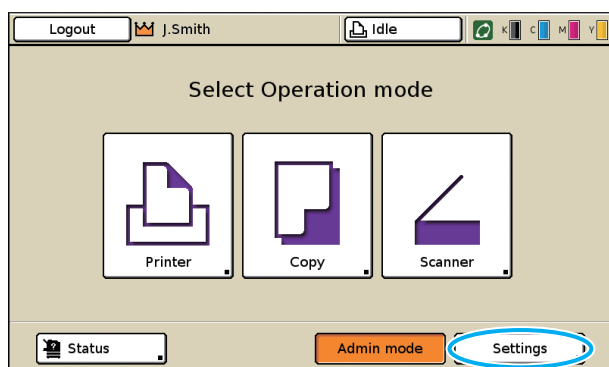
4 **Configure the settings.**
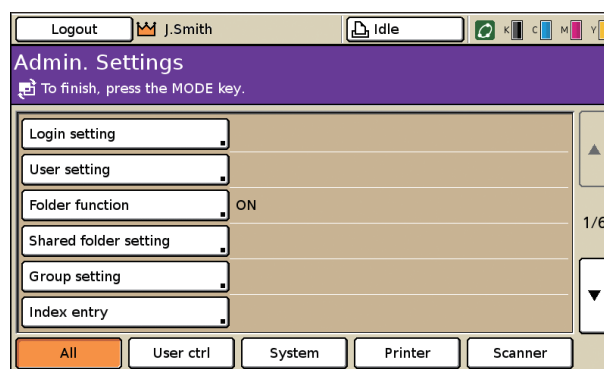
After configuring the settings, press the MODE key to exit the administrator settings.

Pressing a button on the bottom of the screen displays its corresponding settings.
The tables on p. 10 and thereafter are categorized by the button names.

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Setting with the RISO Console

1 Start the RISO Console.

Start your web browser, enter the IP address of the machine in the address bar, and press the [Enter] key.

2 Login as a user with administrator authority.

Click [Login], and enter the user name and password.

3 Click [Admin mode].
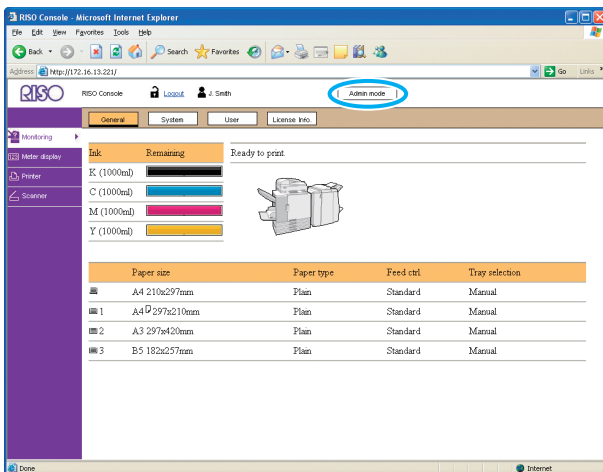
4 Click [Admin.].
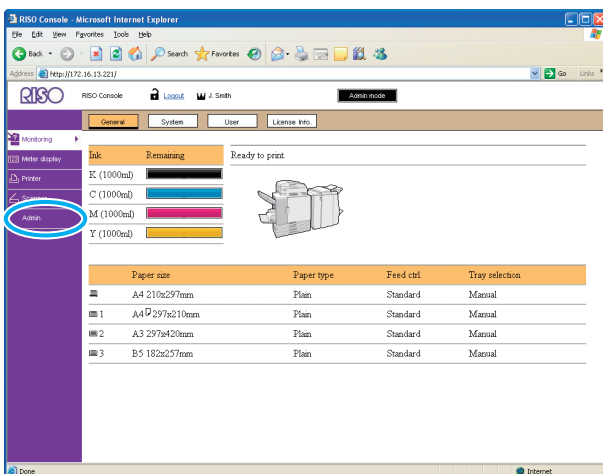
5 Configure the settings.
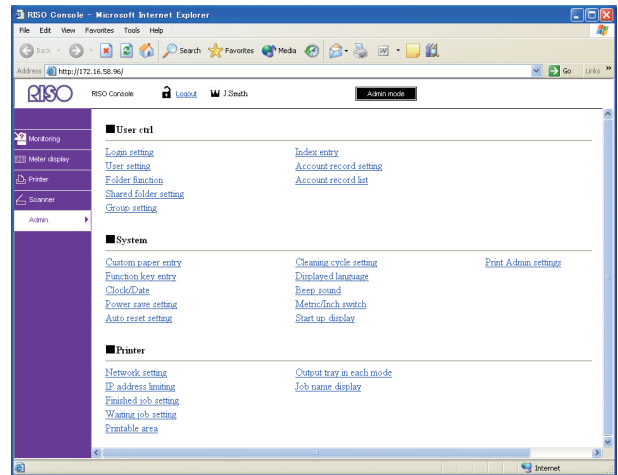
After configuring the settings, click [Logout] or close the screen to exit the administrator settings.

Administrator Settings

The following are the administrator settings.

🚫 If optional equipment required for a setting is not connected, that setting is not displayed.

List of Administrator Settings

✏️ ● The factory set values are underlined.
 ● 🔲 indicates settings that need to be configured when an IC card reader (optional) is connected.

User control

| Setting/Description	Set value/Details
Login setting 🔲 Specify whether login is required to enter a mode. Set this to restrict the users who can use this machine. ✏️ This setting must be configured when managing the number of printed copies with RISO accounting tool.	See p. 17
User setting 🔲 Use this to resister users who can use this machine. This setting can restrict the mode(s) which a user can enter, the color mode, or number of copies for each user. ✏️ When [Login setting] has been set to [Not required], users do not have to be registered.	See p. 20
Clear user count (when using an IC card reader) 🔲 Use this to clear the count of use for all users when the copy and print count is restricted using [User setting].	Follow the displayed messages for operations.
Folder function Enable or disable the function for saving jobs to a box. When this has been set to [OFF], [Save to folder] is not displayed on the [Folder] screen in printer mode and the [Functions] screen in copy mode.	OFF, <u>ON</u>
Shared folder setting Specify the shared box for saving jobs. You can configure up to 30 boxes. When [Login setting] has been set to [Required], you can restrict the users for each box by the group. Use [Selected group] to select up to three groups. ✏️ When [Folder function] has been set to [OFF], this function is grayed out.	• Folder name • Users who can use this folder <u>All users</u>, Selected group

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Setting/Description	Set value/Details
Group setting Specify the groups to be used by user attributes. You can configure up to 60 groups. The groups set here are used with the following settings. • Selection of [Group] for [User setting] • [Selected group] for [Shared folder setting] • Account record ⊘ When [Login setting] has been set to [Not required], group settings are not required.	See p. 18
Index entry Specify the index button name displayed for [User list] and [Mail destination] on the [Login] screen. You can assign the desired text to six buttons.	See p. 19

Account record setting
 	
Specify whether to automatically clear the account record at a fixed period. Automatically clears it at a set save period.
 	
⊘ The account record is the history of jobs executed by this machine. This records the completion status of the print, copy, or scan job, the owner name, processing time, pages, copies, and job start (date and time).
 	
• **Save to history file**
Saves the account record at a fixed interval. The history file is saved to the machine at the period set here. The saved history file can be recalled using [Account record history] or [Account record list].
• **Acquisition of account record via FTP**
Set this to acquire the account record by FTP.
	• <u>Manual delete</u>, Auto delete
	• by hour(s), by day(s)
	  (Select one.)
	  1 - 99
	  (Factory setting: by day(s) 7)
	• Save to history file
	  <u>OFF</u>, Daily, Monthly
	• Acquisition of account record via FTP
	  <u>Prohibited</u>, Permitted
	• FTP password

Account record history (only on the operation panel)
 	
Use this to delete account record history files or saves files to a USB flash drive.
[Save to history file] must be set to [Daily] or [Monthly] on [Account record setting] in advance.
	• To delete a file:
	  Select the file to delete from the list, and press [Delete].
	• To save a file to a USB flash drive:
	  Connect the USB flash drive to the machine, select the file to save from the list, and press [Save to USB flash drive].

Account record list (only on the RISO Console)
 	
Use this to clear or download the current job list of the account record list (before the save period) or history file to a computer.
[Save to history file] must be set to [Daily] or [Monthly] on [Account record setting] in advance.
	• To delete a file:
	  Select the file to delete from the list on the [Current] screen, and click [Delete].
	• To download to a computer:
	  Select the file from the list on the [History] screen, and click [Download].

User count list (when using an IC card reader) ▱
 	
Use this to save or print the summary list of limit quantity and count for each user when the copy and print count has been restricted using [User setting].
	• When using the operation panel:
	  Print, Save to USB flash drive
	• When using the RISO Console:
	  Print and write to CSV file (specify the save destination)

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System

Setting/Description	Set value/Details
Custom paper entry Use this to register up to five irregular paper sizes. The registered paper sizes are displayed as options in [Feed tray].	• Paper size 90 mm × 148 mm - 340 mm × 550 mm (3 $^9/_{16}$" × 5 $^{13}/_{16}$" to 13 $^3/_8$" × 21 $^5/_8$") • Paper name
Function key entry Use this to assign frequently used modes and functions to the function keys on the operation panel. Select three functions from the right column and assign them to the function keys F1, F2, and F3.	Login/Logout, Status, Printer mode, Copy mode, Scanner mode, Front doors release
Clock/Date Specify the date and time.	• Year/Month/Day • Hour : Minutes • Style yyyy/mm/dd, mm/dd/yyyy, dd/mm/yyyy
Power save setting Switch the machine to power save mode when the machine has not been operated for a fixed period. • **Backlight OFF** The status when the touch panel is off and the [Wake up] key lights up. Load an original on the scanner, or press the [Wake up] key on the operation panel to restore. • **Sleep** The status when the touch panel is off and the [Wake up] key lights up. Press the [Wake up] key to restore.	• Backlight OFF OFF/ON, Activation time: 1 - 60 min. (Factory setting: 10 min.) • Sleep OFF/ON, Activation time: 1 - 60 min. (Factory setting: 55 min.)
Auto reset setting Automatically resets the machine to the default when the machine is not operated for a fixed period.	• OFF/ON • Activation time: 1 - 60 min. (Factory setting: 3 min.)
Cleaning cycle setting Automatically cleans the ink head after a set number of sheets are printed.	500 - 3000 pages (Factory setting: 1000)
Displayed language Specify the language displayed on the touch panel. After the language is set, all displays are switched to the selected language.	See the operation panel of the machine for the selectable languages.
Beep sound Specify whether the beep sound is activated when operating the keys and buttons and when an error occurs. • OFF The beep sound is muted. • Limited Only the error sound works. • ON Both the confirmation and error sounds work.	OFF, Limited, ON
Metric/Inch switch Specify the unit of measure displayed on the touch panel for length and paper size.	mm, inch
Start up display Specify the screen displayed when the power is turned on or after auto reset is activated. When [Login setting] has been set to [Required] to enter any mode, the start up display is set to the mode screen.	Mode screen, Printer mode, Copy mode, Scanner mode

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Setting/Description	Set value/Details
Print Admin settings Prints a list of set values for the administrator settings. Load A4-size (LTR-size) paper in the standard tray.	Follow the displayed messages for operations.

Initialize (only on the operation panel)
 	
Clears the administrator settings and deletes the user information, and returns all settings to their default.
• Delete all user information:
  Deletes all user information registered with user setting and all personal folder.
• Clear Admin settings:
  Returns all administrator settings other than user information to the factory settings.
 	
When the machine has been initialized, the information (data) cannot be restored, so make sure you want to proceed with the initialization procedure.
	Delete all information, Return to factory settings

Non-RISO ink setting (only on the operation panel) Specify whether to prohibit or permit the use of each ink color when using Non-RISO ink.	See p. 25

Stock Management (only on the operation panel)
 	
Enter the number of purchased ink cartridges to view the current ink cartridge stock. When the stock has reached the number of ink cartridges entered in [Limit], a confirmation message appears.
 	
This function may not be displayed. To use this function, contact your dealer (or authorized service representative).
	• Purchase Qty
	  0-99
	• Limit
	  0-99

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Printer

Setting/Description	Set value/Details

Network setting
 	
Set this to use this machine connected to a network.
	• Printer name
	• Domain name
	  (only on the RISO Console)
	• Comment
	  (only on the RISO Console)
	• DHCP server
	  <u>Not Use</u>, Use
	• IP address
	• Subnet mask
	• Gateway address
	• DNS*
	• Proxy server*
	  <u>Not Use</u>, Use
	• Address*
	• Port*
	• RISO Console connection*
	• Link Speed/Duplex Mode
	  (only on the RISO Console)
	∗ To configure this setting with the
	  operation panel, use [Change].
	See p. 26

IP address limiting Use this to restrict the computers that can use this machine. Enter the IP addresses and subnet masks of the computers that are allowed to access this machine.	See p. 27

Finished job setting
 	
Specify whether to save the finished job to the [Finished] screen in printer mode. When saving the finished job, set the save period and whether to prohibit or permit reprinting. If reprinting is set to [Prohibited], the [Print] option is not displayed on the [Finished] screen.
	• <u>OFF</u>, Save
	• by hour(s), by day(s), Saved jobs
	  (Select one.)
	  1 - 99
	  (Factory setting: by day(s) 1)
	• Reprinting permission
	  <u>Prohibited</u>, Permitted

Waiting job setting Specify whether to automatically delete the waiting jobs on the [Waiting] screen in printer mode at a fixed period. Automatically clears the list at a set save period. Also sets whether to make all jobs received from computers waiting jobs.	• <u>Manual delete</u>, Auto delete • by minute(s), by hour(s), by day(s) (Select one.) 1-99 (Factory setting: by hour(s) 1) • Do you place all jobs received from PC in the waiting job list? <u>No</u>, Yes

Printable area
 	
This machine cannot print on some areas around the edges of the paper (margins) regardless of the original size. Use this to set the size of the margins. Normally, use [Standard].
ComColor 9050/9050R/7050/7050R
• [Standard]
  Margins of 3 mm (1/8") on the top, bottom, left, and right sides
• [Maximum]
  Margins of 1 mm (0.04") on the top, bottom, left, and right sides
ComColor 7010R/7010/3050R/3050/3010R/3010/1C+
• [Standard]
  Margins of 5mm (3/16") on the top, bottom, left, and right sides
• [Maximum]
  Margins of 3mm (1/8") on the top, bottom, left, and right sides
 	
When this has been set to [Maximum], the inside of the printer (transfer path) may become soiled with ink depending on the original.
As a result, the edges or back of the paper may become soiled.
	<u>Standard</u>, Maximum

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Setting/Description	Set value/Details
Output tray in each mode **(when using the multifunction finisher or stacking tray)** Specify which tray has priority in each mode when [Output tray] is set to [Auto] on the [Functions] screen in copy mode, or when [Output tray] (on the [Finishing] tab) of the printer driver is set to [Auto]. (When the staple, punch, paper folding, or other finishing function has been set, paper is output regardless of this priority.)	• When using the multifunction finisher: Face down tray, Top tray, Stacking Tray • When using the wide stacking tray: Face down tray, Wide stacking tray • When using the RISO auto-control stacking tray: Face down tray, RISO auto-control stacking tray
Stack guide control (when using the RISO auto-control stacking tray) Specify which paper guides open when the paper guides open button is pressed with paper in the RISO auto-control stacking tray.	End, Side, Both
Job name display Specify whether to disclose the job name displayed on the job list in printer mode. When this has been set to [Closed] and login is necessary, those jobs other than for logged in users are displayed as [*****]. When a user with administrator authority has been logged in, all job names are disclosed regardless of this setting.	Closed, Disclosed

Scanner

Setting/Description	Set value/Details
Color/Black slice level Specify the level at which the original is automatically determined to be a color original or a black-and-white original when [Color mode] has been set to [Auto] in copy mode or scanner mode. The higher the value, the easier it is to determine the original as a color original.	1, 2, 3, 4, 5
Additional copies Enable or disable the [Additional copies] function on the [Functions] screen in copy mode. Use [Additional copies] to make additional copies of the previously copied job.	OFF, ON
Scan data save setting Specify whether to automatically delete the data saved to the machine's hard disk drive of the machine in scanner mode at a fixed period. Automatically clears the list at a set save period.	• Manual delete, Auto delete • by hour(s), by day(s) (Select one.) 1-99 (Factory setting: by day(s) 1)
Scan format confirmation Specify whether to display the file format confirmation screen when entering scan mode from the mode screen. For information on the confirmation screen of the file-saving format, see "**Scanner mode screens**" in the "**Basic Guide**".	No display, Displayed
Scanner data directory Use this to register up to 256 storage directories for scanned data. The storage directories registered here are displayed on the [Directory] screen in scanner mode.	• Display name • Transfer protocol FTP, SMB, SMB (UNC) • Storage server IP address or URL • Storage directory • Directory shared name • Storage directory • Directory login name • Directory login password See p. 27 The settings may vary depending on the [Transfer protocol] setting.

Setting/Description	Set value/Details
Mail destination Use this to register up to 256 destinations to which to send scanned data by e-mail. The destinations registered here are displayed on the [Directory] screen in scanner mode.	• Mail address • Display name • Index • Read CSV file* • Write to CSV file* ∗ Reading and writing of e-mail destination files can only be performed using the RISO Console.
Mail dest. direct input Specify whether to permit direct input of e-mail addresses when specifying a directory for scanned data. When this has been set to [Permitted], the direct input button is displayed on the [Directory] screen in scanner mode. When this has been set to [Prohibited], users cannot send e-mail to destination addresses other than those that are registered.	Prohibited, <u>Permitted</u>
Mail setting Specify the settings of the mail server to send scanned data. Sender's Mail address is the address shown in the sender column when the e-mail is received.	• Send mail server (SMTP) • Port • Sender's Mail address • SSL connection • SMTP authentication • Account • Password • Mail capacity: 1-500 MB (Factory setting: 5 MB) • Time out: 30-300 sec. (Factory setting: 60 sec.) The settings may vary depending on the [SMTP authentication] setting.

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Registering Users

To register users, the administrator needs to configure several settings.
Depending on how the machine is used, some of the settings are not required.

Configure them in the correct order shown in the table below.
If the order is incorrect, you must configure them from scratch.

Order	Administrator settings	Target	Description of settings	Note
1	Login setting	Configure this setting when restricting the machine's users.	■ Whether login is required ■ Auto-log out time	User setting is required if any of the modes is set to [Required].
2	Group setting	Configure this setting when creating a shared folder with the folder function.	Specify the groups that can use the shared folder.	The groups configured here are used for other settings. (See p. 18)
3	Index entry	Set the index of the user so that it can be found easily when logging in from the user list on the touch panel screen, or using [Mail destination].	You can assign the desired text to six [Index] buttons. Up to 3 alphanumeric characters	The factory setting is alphabetic order.
4	User setting	Use this to register users who can login.	■ User name ■ Temporary password (0 - 16 characters) ■ PC login name ■ Group (optional) ■ Index (optional) ■ Admin. authority ■ Login prohibited/permitted for each mode (optional)	The [Read CSV file] and [Write to CSV file] functions can be selected under [User setting] in Admin. Settings on the RISO Console. They are useful when adding a large number of users.

The settings must be configured in the order noted above.

Login setting

Specify whether login is required to enter a mode and the Auto-log out time. Select [Required] for each mode if you want to restrict those who can use this machine. Always set 2, 3, and 4 in the table above when [Required] is selected.

<Description of settings>

- **Login setting for each mode**
  Set value: Not required, Required
  (Factory setting: Not required)
- **Auto-log out time**
  Specify the time for automatic logout when the machine is not operated for a fixed period.
  Set value: 1-60 min (Factory setting: 5 min.)

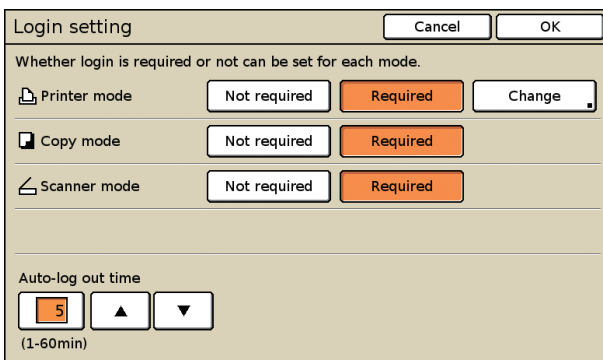- **Automatic print start of waiting job**
  (when using an IC card reader)
  Specify whether to automatically start printing of waiting jobs after logging in to printer mode.
  Set value: No, Yes (Factory setting: Yes)

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■ Setting with the operation panel
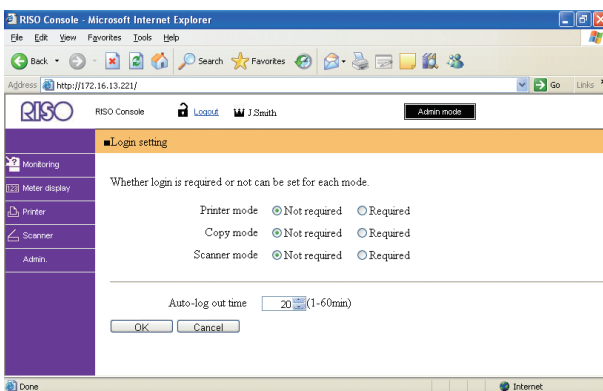
1 **Press [Login setting] on the [Admin. Settings] screen.**

2 **Configure the settings.**

When using an IC card reader, use [Change] in printer mode to configure [Automatic print start of waiting job].

Login setting			Cancel	OK
Whether login is required or not can be set for each mode.				
Printer mode	Not required	Required		Change
Copy mode	Not required	Required		
Scanner mode	Not required	Required		

Auto-log out time

5   ▲   ▼

(1-60min)

3 **Press [OK].**

■ Setting with the RISO Console

1 **Click [Login setting] on the [Admin.] screen.**

2 **Configure the settings.**

Configure [Automatic print start of waiting job] when an IC card reader has been connected.

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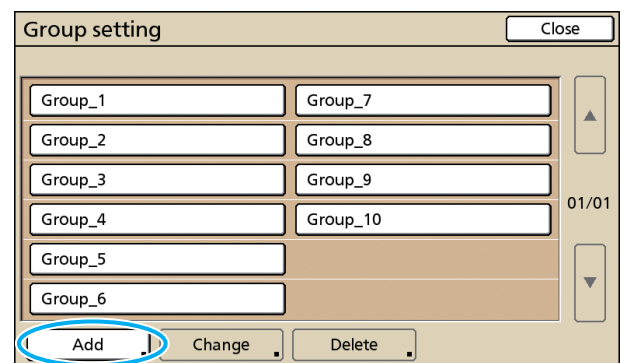
3 **Click [OK].**

Group setting

Specify the groups to indicate user attributes. The groups set here are used with [Group] for [User setting]. You can configure up to 60 groups.

■ Setting with the operation panel

1 **Press [Group setting] on the [Admin. Settings] screen.**

2 **Press [Add].**

Group setting		Close
Group_1	Group_7	
Group_2	Group_8	
Group_3	Group_9	
Group_4	Group_10	01/01
Group_5		
Group_6		
Add	Change	Delete

3 **Enter the group name and press [OK].**

● To change or delete a group setting, perform the following operation.
   To change a group name:
   Select a group on the [Group setting] screen, press [Change] and rename the group.
   To delete a setting:
   Select a group on the [Group setting] screen, press [Delete].
● The groups set here are also used with the following settings.
   [Selected group] for [Shared folder setting], [Account record list] (only on the RISO Console), and [Group] for [User setting]

■ Setting with the RISO Console

1 **Click [Group setting] on the [Admin.] screen.**

2 **Click [Add a group].**
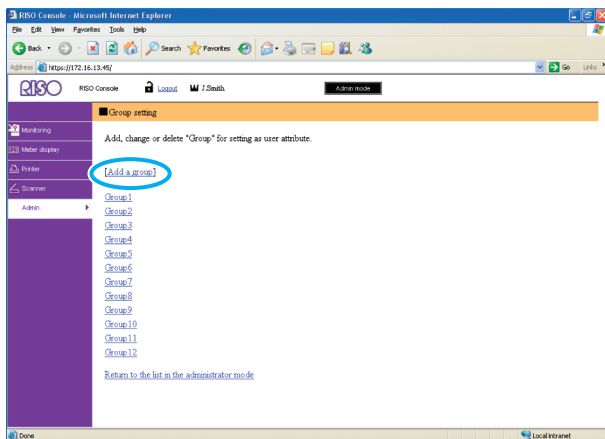
3 **Enter the group name and press [OK].**

● To change or delete a group setting, select a group on the [Group setting] screen and perform the following operation.
To change a group name:
Rename the group name, and then click [OK].
To delete the setting:
Click [Delete this group].

● The groups set here are also used with the following settings.
[Selected group] for [Shared folder setting], [Account record list] (only on the RISO Console), and [Group] for [User setting]

Index entry

Specify the index button name displayed for [User list] and [Mail destination] on the [Login] screen. The index button set here are used with [Index] for [User setting].

■ Setting with the operation panel

1 **Press [Index entry] on the [Admin. Settings] screen.**

2 **Press an Index button to change.**
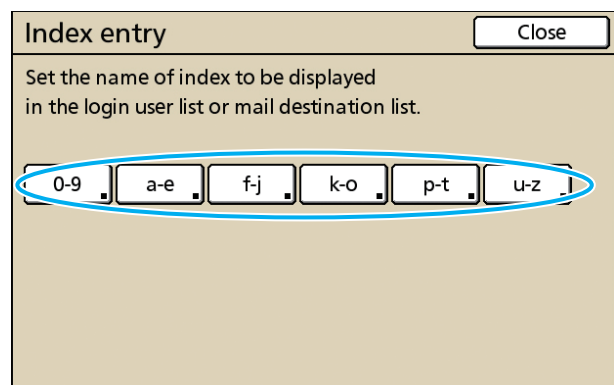
3 **Enter the index name and press [OK].**

■ Setting with the RISO Console

1 Click [Index entry] on the [Admin.] screen.

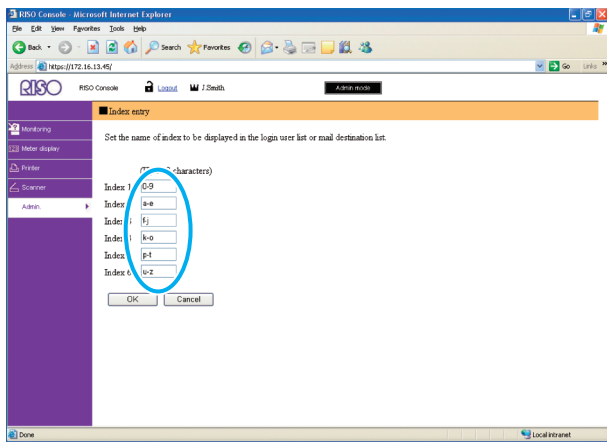**2** Click an Index button to change.

3 Enter the index name and press [OK].

User setting

When [Login setting] has been set to [Required], register the users who can use this machine. Set the user attributes and usage restrictions.

<Description of settings>

- **User name**
  Enter the user name for login.
- **Temporary password**
  Enter the temporary password.
- **PC login name**
  Enter the PC login name used when a registered user performs a print job.
- **Group**
  Use this to register users in up to three groups.[Group setting] must be configured in advance.
- **Index**
  Specify the index to which a registered user belongs. The name of the index button must be configured using [Index entry] in advance.

- **Admin. authority**
  Specify whether to grant administrator authority to a registered user.
  Set value: No, Yes
- **Login prohibited/permitted for each mode**
  Specify the modes usable for a registered user.
  Set value: Prohibited, Permitted
- **Read CSV file (only on the RISO Console)**
  Use this to read the user list file from a computer to the hard disk of the machine.
- **Write to CSV file (only on the RISO Console)**
  Use this to write the user list file from the hard disk of the machine to a computer.
- **Limitation**
  Specify the function limits for printer mode and copy mode.
  - **Full color copy/Dual-color copy**
    Specify whether to allow registered users to make color copies.
    Set value: Prohibited, Permitted
  - **Full color copy count/Dual-color copy count (only when using an IC card reader)**
    Specify the maximum number of color copies allowed.
    Set value: Not limited, Limited (1-99999)
  - **Monochrome copy count (only when using an IC card reader)**
    Specify the maximum number of monochrome copies allowed.
    Set value: Not limited, Limited (1-99999)

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■ Setting with the operation panel

Before configuring the user setting, configure [Group setting] and [Index entry]. (See p. 18 to p. 19)

1 Press [User setting] on the [Admin. Settings] screen.

2 Press [Add].

User setting		Close
Admin	M. Lopez	
J. Smith	User name	
C. Carry	User name	01/01
T. Yang	User name	
K. Tada	User name	

All 0-9 a-e f-j k-o p-t u-z

Add   Change   Delete   IC Card

3 Enter the user name and press [Next].

Add (1)   Cancel   Next >
User name (up to 10 characters)
S. Lee   ←| |→ Clear
Small letter   Capital

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
z x c v b n m [ ]
- ^ ; : , . / \

4 Set the temporary password and press [Next].

Add (2)   Cancel   Next >
Temporary password (0 - 16 characters)
**** - ___ - ___ - ___   Clear
Small letter   Capital

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
z x c v b n m [ ]
- ^ ; : , . / \

5 Re-enter the temporary password and press [Next].

6 Configure the settings.

Add (4)   Cancel   OK
User name   PC login name   Group
S. Lee   S. Lee   (No Entry)
Index   Admin. authority (No Entry)
p-t   No   Yes   (No Entry)

Printer mode   Prohibited Permitted Limitation
Copy mode   Prohibited Permitted Limitation
Scanner mode   Prohibited Permitted

- If [PC login name] is incorrect, jobs cannot be received from a computer. Enter the information and check that it is correct.
- Be sure to configure [Index].

7 Press [OK].

When using a scanner unit, you can proceed to configuration of e-mail addresses. Follow the on-screen messages for configuration.

When using an IC card reader, the following screen is displayed.

Confirm

Set the authentication card.

[Close]
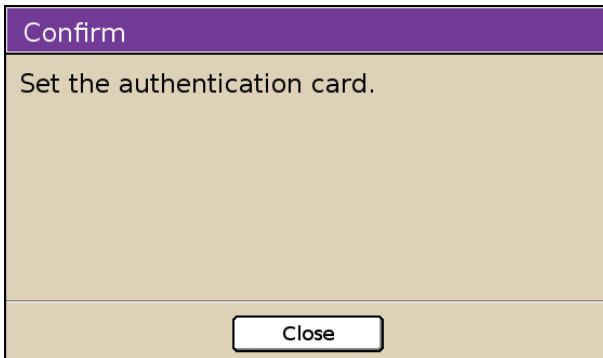
Hold the IC card over the IC card reader.

- ● To change or delete a user setting, perform the following operation.

  To delete a setting:
  Select a user on the [User setting] screen and press [Delete].

  To change a setting:
  Select a user on the [User setting] screen and press [Change].

- ● When the IC card information has been registered, the user icon 👤 on the left of the user name is replaced with the card icon 🗂.

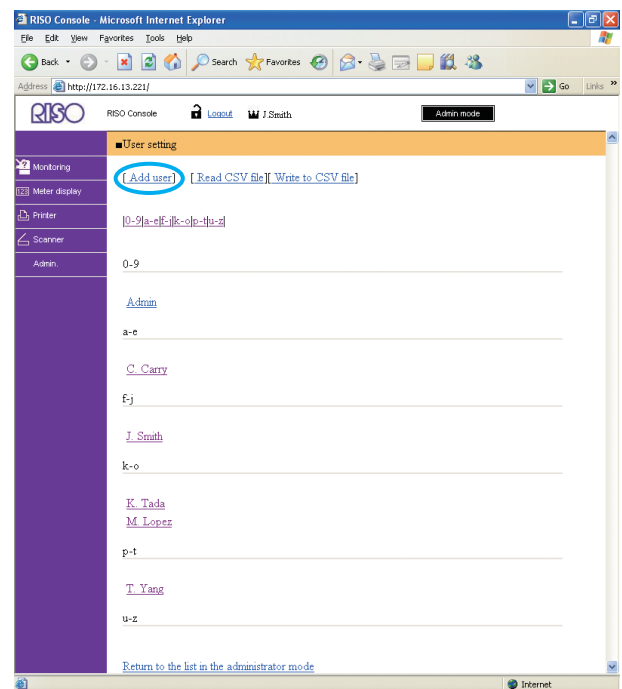## ■ Setting with the RISO Console

Before configuring the user setting, configure [Group setting] and [Index entry]. (See p. 18 to p. 19)
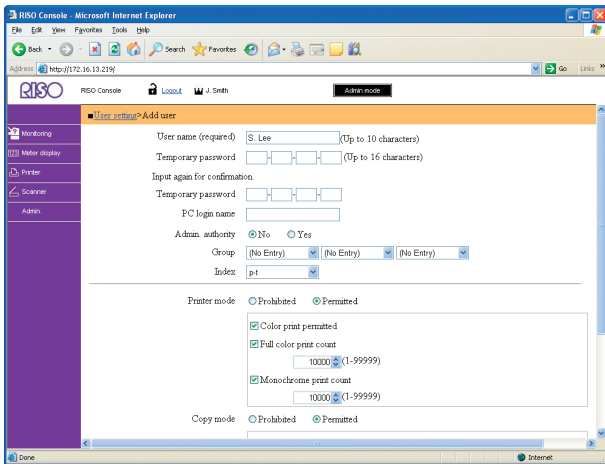
1 Click [User setting] on the [Admin.] screen.

2 Click [Add user].

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③ Configure the settings.

- If [PC login name] is incorrect, jobs cannot be received from a computer. Enter the information and check that it is correct.
- Be sure to configure [Index].

④ Click [OK].

When using an IC card reader, you need to register the IC card to the machine. (See p. 24, steps 5 to 9).

To change or delete a user setting, select a user on the [User setting] screen and perform the following operation.
To delete the setting: Click [Delete this user].
To change a setting: Change the setting, and then click [OK].

Adding a Large Number of Users (User setting)

You can use the RISO Console to configure a large number of users from a computer at the same time. Save the format (CSV file) to the computer, enter the user information, and then read the file again.

① Click [User setting] on the [Admin.] screen.

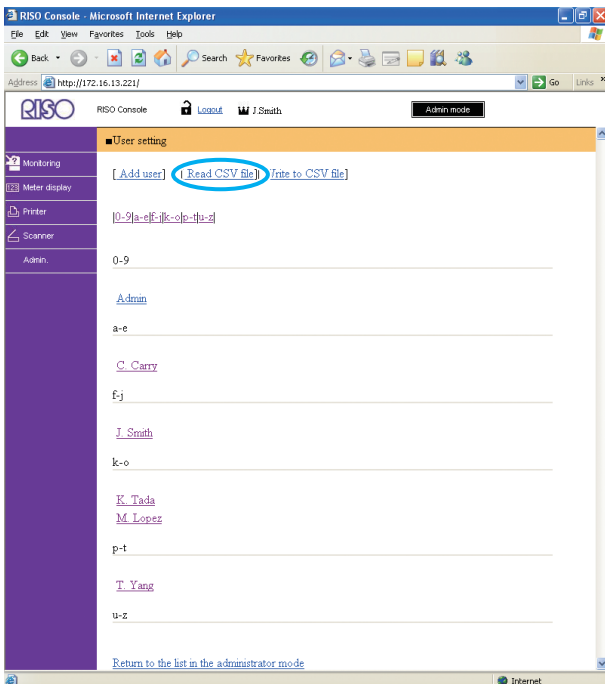**② Click [Write to CSV file] and save the CSV file to a computer.**
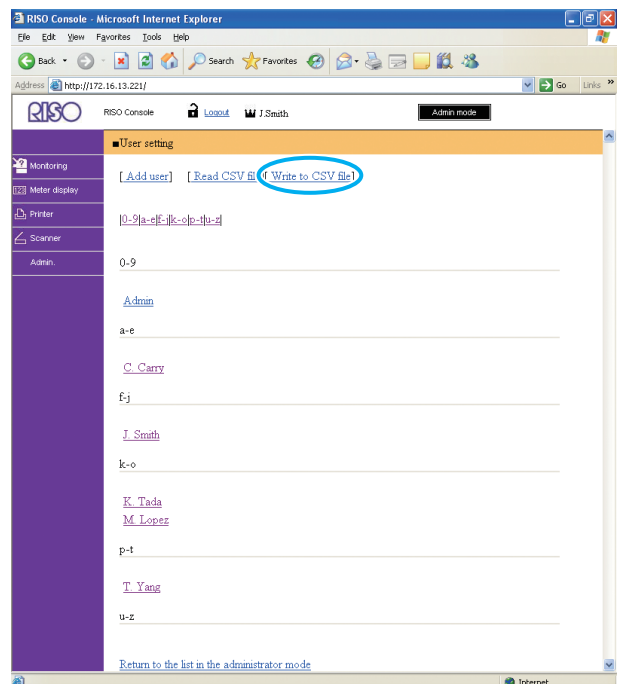
③ Open the written CSV file and enter the user information.

Enter the user information according to the format, and then save the information. You can add up to 300 users.

4 Click [Read CSV file], and then read the entered file.

When using an IC card reader, you need to register the IC card to the machine.
The following are the IC card registration procedure.

5 Press [User setting] on the [Admin. Settings] screen of the machine.

6 Select the user name.
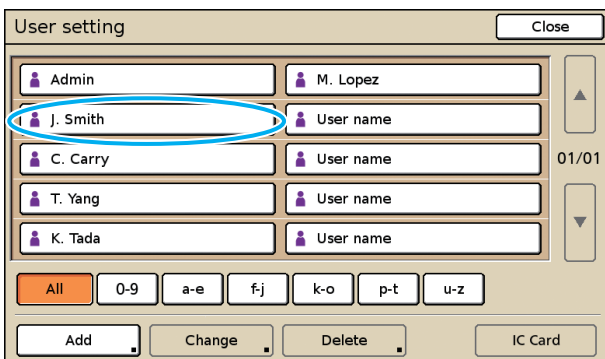
7 Press [IC Card].
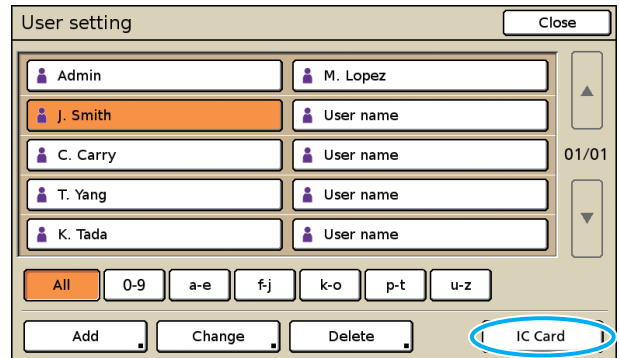
The message "Set the authentication card." is displayed.

8 Hold the IC card over the IC card reader.

The message "Registration of user is complete." is displayed after the card is registered.

✐ The user icon on the left of the user name is replaced with the card icon.

9 Press [Close].

Repeat steps 6 to 8 for all users.

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Non-RISO Ink Setting (Only on the operation panel)

When using Non-RISO ink, configure this setting for each ink color.

<Description of settings>

Prohibited, Permitted

⚠️ ● The following problems may occur when using Non-RISO ink.
  - Fading of prints and color tone changes due to differences in ink performance.
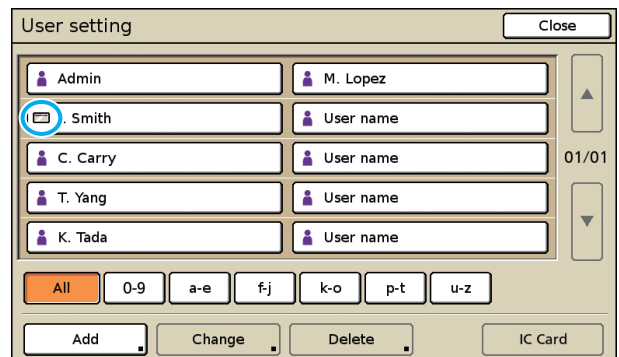 - Fading of prints or damage to the inkjet head (requiring replacement) due to a chemical reaction between the ink and the parts in direct contact with the ink (inkjet head, ink path, etc.)
  - Ink leaks (requiring replacement of the ink path) caused by air entering the ink path due to a chemical reaction between the ink and the ink path (tubes, etc.)
  ● Malfunctions and reductions in performance as a result of using Non-RISO ink are not covered by the product warranty or service contract. The inkjet head and ink path are expensive parts. In addition, it takes a long time to replace these parts.
  ● Depending on the ink cartridge, you may not be able to use the ink cartridge even when the setting is set to [Perm].

Please understand the above risks associated with using Non-RISO ink before configuring the following settings.

1 **Press [Non RISO ink setting] on the [Admin. Settings] screen.**

2 **Select [Perm], and then press [OK].**

3 **Confirm the contents of the confirmation message, and then press [Yes].**

Network Settings

These settings are required for connecting the machine to a network environment.

<Description of settings>

- **Printer name**
  Enter a printer name displayed on the network. The name must be up to 16 characters long.
- **DHCP server**
  A DHCP server automatically assigns an IP address to each client computer on the network.
- **IP address, Subnet mask, Gateway address**
  When not using the DHCP server, specify an IP address, a subnet mask and a gateway address.
- **Change**
  Configure settings such as DNS, Proxy server, and RISO Console connection.

■ Setting network details with the operation panel

<Description of settings>

- **DNS**
  A domain name is converted to an IP address.
- **Proxy server**
  Access from the outside is controlled to enhance security. Specify an address and a port.
- **RISO Console connection**
  Specify a protocol to connect to the RISO Console. https is http to which an encryption function is added.

1 **Press [Network setting] on the [Admin. Settings] screen.**

2 **Configure each setting for a network and press [Change].**

3 **Configure details for the network and press [OK].**

Change			Cancel	OK
DNS	192 . 168 . 1 . 10			
Proxy server				
Not Use	Use			
Address	192 . 168 . 1 . 20			
Port	8080			
User name:	J.Smith			
Password:	*****			
RISO Console connection	http	https		

- ● When Proxy server is set to [Use], specify a user name and a password.
- ● When setting with the RISO Console, specify a network transfer mode [Link Speed/ Duplex Mode].

IP Address Limiting

Specify computers that can access the machine.

<Description of settings>
• **IP address**
• **Subnet mask**

■ Setting with the operation panel

1 **Press [IP address limiting] on the [Admin. Settings] screen.**

2 **Select [Limited] and enter an IP address and a subnet mask of the computer to which access will be granted.**

● When granting access to a specified computer
Specify the subnet mask of 255.255.255.255 for the IP address of the specified computer.

● When granting access to multiple computers
Specify the subnet mask of 255.255.255.0 for the IP address of each computer.
Example: When the IP address is set to "192.168.0.100", a computer with an IP address within the range from "192.168.0. 0" to "192.168.0. 255" will be able to access the machine. The ones with the other addresses will not.

3 **Press [OK].**

Scanner Data Directory

Register a computer on a network as a scanned data storage directory.

<Description of settings>
• **Display name**
Enter a name of a storage directory. The name must be up to 20 characters long.
• **Transfer protocol**
Specify [FTP], [SMB] or [SMB (UNC)].

The following settings vary depending on the specified protocol. An entry must be up to 256 characters.
Storage server IP address or URL, Storage directory, Directory shared name, Storage directory, Directory login name, Directory login password

■ Setting with the operation panel

1 **Press [Scanner data directory] on the [Admin. Settings] screen.**

2 **Press [Add] to display a screen to add a scanner storage directory.**

3 **Configure the settings.**

When specifying an FTP server as the transfer protocol

4 **Press [OK].**

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Changing the Default in Copy/Scanner Mode

Change the default when login is not necessary to access each mode.
When login is necessary, users can set their own default. The administrator can set the default if the users have not saved their own default, or if they have pressed [Initialize] after saving their own default.

1 **Login as a user with administrator authority.**

2 **Press [Admin mode].**

3 **Press [Copy] or [Scanner].**

4 **Configure the copy or scan settings.**

5 **Press [Check setting] on the [Functions] screen, and then check the settings.**
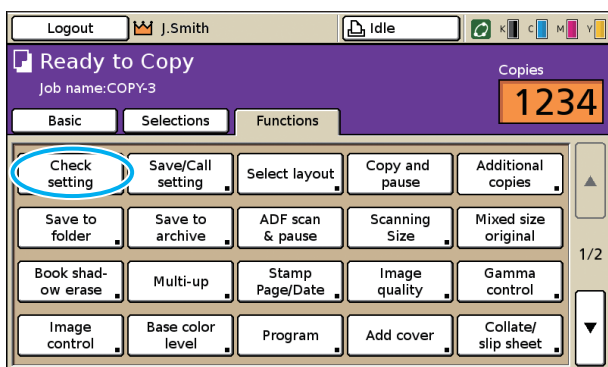
6 **Press [Save as default].**
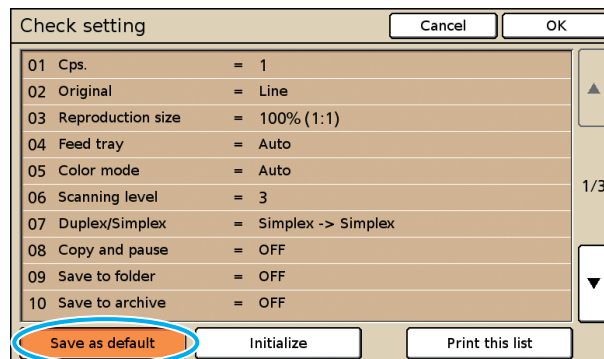
When [Initialize] is pressed, it returns all settings to the previous default (when it's not saved, to the factory settings).

7 **Press [OK].**

Installing and Uninstalling the Printer Driver

CD-ROM Contents

The supplied CD-ROM includes an installer and setup maker, each of which is contained in the [Windows 32-bit] and [Windows 64-bit] folders. Select the folder whose bit count matches the bit count your operating system is running.

- **Standard printer driver installer**
  This is a standard installer.
- **Setup Maker**
  This utility is used to create a quick installer. Use this utility to create an installer with customized settings.

Installers

There are two installers.

- **Standard installer**
  This is the installer recorded on the CD-ROM. When using this installer, each user must configure the printer driver options.
- **Quick installer**
  This installer is created using setup maker. (For information on how to create this installer, see "Using Setup Maker to Create the Quick Installer".)
  You can use the quick installer to install the printer driver with customized settings. Users can start using the printer driver to print from a computer immediately without having to configure the settings. This is useful when the printer driver needs to be installed by many users.
  This can also be used to manage and operate the printer, such as setting [Duplex printing] and [Black] to their default or restricting the use of color printing.
  The following settings can be customized.
  - Color mode restrictions
  - Default of printing preferences
  - Settings of the [Properties] dialog box for [Printers and Faxes]

Using Setup Maker to Create the Quick Installer

1 **Install the printer driver with the standard installer.**

2 **Configure the settings.**

Configure the default of the printing preference and the settings of the [Properties] dialog box for [Printers and Faxes].

3 **Start Setup Maker.**

Double-click [SetupMaker.exe]. This file is located in the [SetupMaker] folder under the [Windows 64-bit] (or [Windows 32-bit]) folder on the CD-ROM.

Choose a folder of the bit count your operating system is running. Otherwise, setup maker would not start.

4 **Follow the displayed messages for configuring the setting.**

The quick installer is created.

Installing the Printer Driver

■ Installing the printer driver with the standard installer

Insert the CD-ROM into the computer to start the installation wizard.
Follow the displayed instructions for installation.
After the printer driver has been installed, restart the computer.
For more information on this installation method, see **"Installing the Printer Driver"** in the **"Basic Guide".**

■ Installing the printer driver with the quick installer

Double-click the quick installer [QuickSetup.exe] file, and follow the displayed instructions for installation. After the printer driver has installed, restart the computer.

Uninstalling the Printer Driver

■ For Windows 8, Windows 8.1, Windows Server 2012, Windows Server 2012 R2

Open the "Apps" screen and click [Uninstaller] in the "RISO ComColor" group.
Follow the displayed instructions for uninstallation.
After the printer driver has been uninstalled, restart the computer.

■ For other operating systems

From the taskbar, select [Start] →
[All Programs] (or [Programs]) → [RISO] →
[ComColor] → [Uninstaller].
Follow the displayed instructions for uninstallation.
After the printer driver has been uninstalled, restart the computer.

RISO

Please contact following for supplies and service: