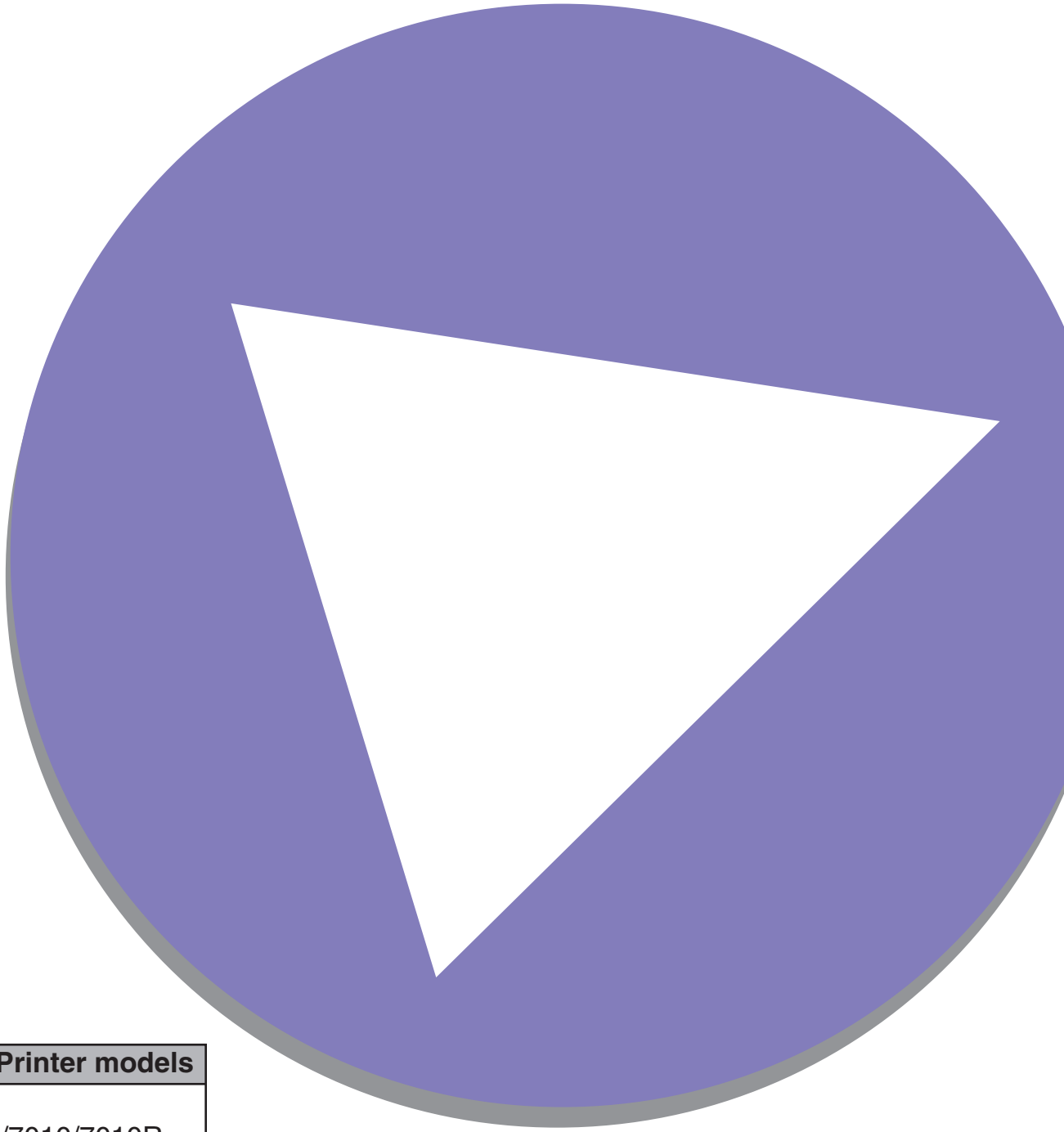
ComColor Series

Basic Guide

Please start by reading this guide.
It describes suggested applications and basic operations.



Applicable Printer models
9050/9050R 7050/7050R/7010/7010R 3050/3050R/3010/3010R 1C+

050-36029-EN6

⚠ 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.

The following five guides are supplied with this machine.

● **Basic Guide (this 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 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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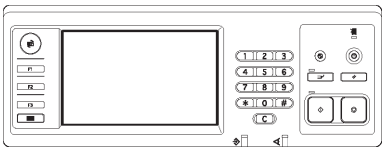
(2) The contents of this guide may undergo changes without prior notice to reflect improvements in the product.
(3) RISO shall not be liable for any consequence of using this guide or the machine.

■Names of Keys and Buttons

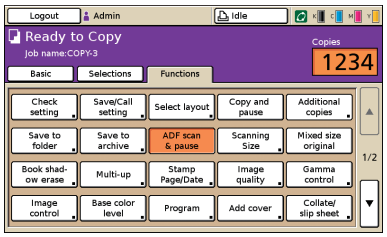
The names of hard keys on the operation panel and buttons on the touch panel screen or computer window are indicated with square brackets [ ].

Operation Panel



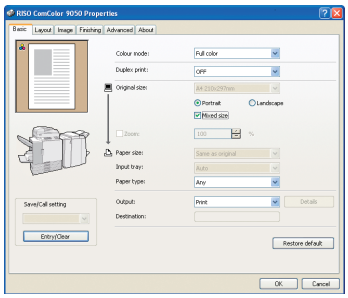
Example: Press the [STOP] key.

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

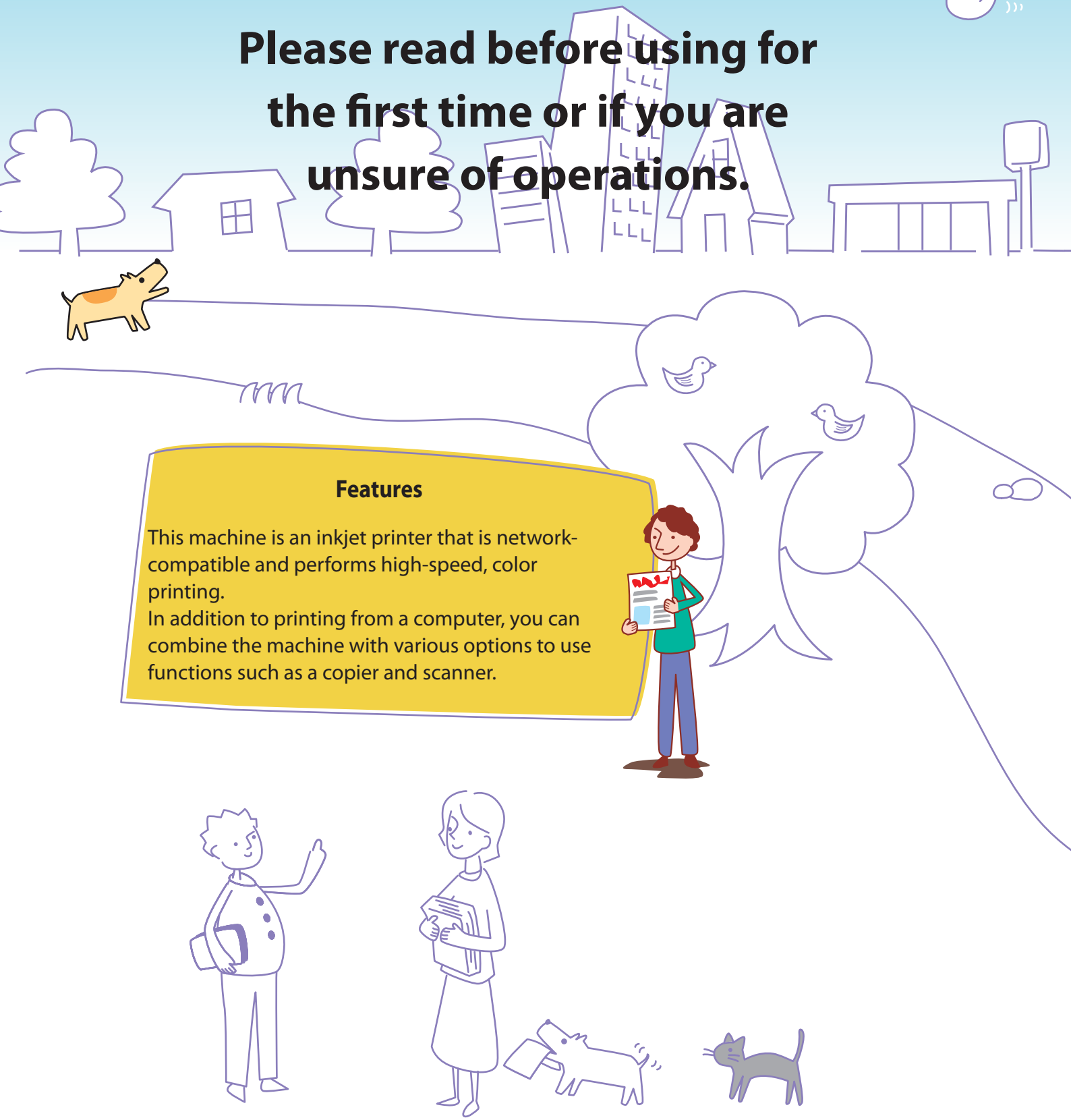
■Illustrations Used in This Guide

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.

Please read before using for the first time or if you are unsure of operations.



Features

This machine is an inkjet printer that is network-compatible and performs high-speed, color printing.
In addition to printing from a computer, you can combine the machine with various options to use functions such as a copier and scanner.

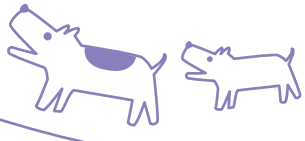
About This Guide

This guide is designed to be read before using the machine for the first time or if you are unsure of operations. It is written for quick reference and in an easy-to-understand way.
Basic operations and workflows for suggested applications using the machine are described using the operation panel and computer screens.
Keep this guide where you can refer to it easily, such as next to the machine.
Please start by reading this guide.

These Symbols Will Help You!

The symbols used in this guide indicate the following functions or supplemental information.

- Printer function
- Copy function
- Scanner function
- Operation from a computer
- Function requiring optional unit(s)
- Tip
- Important information
- Safety precaution



A Wide Range of Useful Functions

In addition to the printer function, you can add optional equipment such as a copier and scanner to use this machine for many different applications. This section describes some of the operations that you can perform with this machine.

I can't let anyone else see this printout!

PIN code (See p. 32, p. 64, p. 72.)

You can set a PIN code to a job to perform the printing without it being seen by other people. The printout is started when you enter the PIN code on the machine's touch panel.

I need to create brochures of our new products for my company's trade show exhibits.

Booklet imposition (See p. 38, p. 52.)

You can perform automatic page imposition to print a booklet pattern. If you use the optional multifunction finisher, you can also take advantage of useful functions such as stapling and punching.

I'd like to try duplex copying and stapling/punching, but the settings look complicated...

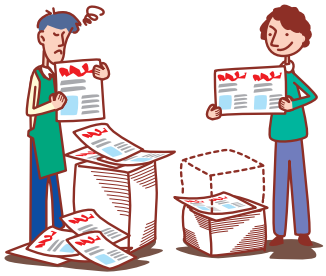
Select layout (See p. 44.)

The output is displayed as an illustration on the touch panel screen, so it is easy to check the layout in advance. You can select the layout that you want from a number of different patterns.

The shredder is full! We need to use less paper for our documents.

Multi-up, Duplex printing (See p. 34, p. 50, p. 51.)

You can print on both sides of the paper or print multiple pages on a single sheet. If you combine both duplex printing and the multi-up function, you can save even more paper.



I've got to prepare 100 documents for a meeting that starts in an hour!

Collate/Slip sheet (See p. 30, p. 53.)

For large meeting documents or handouts, you can use the collate/slip sheet function to quickly sort the documents. If you use the optional multifunction finisher or face down offset tray, you can perform offset output for more efficient printing.

I print out documents with the same settings every day. It's a bother to perform the same settings every time...

Save/Call setting (See p. 28, p. 55.)

If you register the settings in save/call setting, you can retrieve the settings. This is convenient because it eliminates the need for setting operations.

I always make mistakes on large print jobs and have to hit the STOP key again and again...!

Print and pause, Copy and pause (See p. 33, p. 54.)

If you use print and pause or copy and pause, only one copy is printed. You can check the output and settings before continuing with the remainder of the print.

When printing the company guidebook, everyone performs their own settings. This seems wasteful...

Save to folder (See p. 34, p. 44, p. 72.)

By saving a job in the folder, you can save its settings and use them for printing whenever you want.

I want to check the machine's status from a different location.

RISO Console (See p. 76.)

You can check the machine's status and settings from your computer and perform job operations without having to actually go to the machine.

Options and functions vary depending on the model.

	ComColor 9050/9050R	ComColor 7050/7050R	ComColor 7010/7010R	ComColor 3050/3050R	ComColor 3010/3010R	ComColor 1C+
Maximum Print Area	314 mm × 548 mm (12 3/8" × 21 9/16")	314 mm × 548 mm (12 3/8" × 21 9/16")	310 mm × 544 mm (12 3/16" × 21 7/16")	210 mm × 544 mm (8 1/4" × 21 7/16")	210 mm × 544 mm (8 1/4" × 21 7/16")	310 mm × 544 mm (12 3/16" × 21 7/16")
Printable Area (Margin)	Standard: 3 mm (1/8") Maximum: 1 mm (0.04")	Standard: 3 mm (1/8") Maximum: 1 mm (0.04")	Standard: 5 mm (3/16") Maximum: 3 mm (1/8")	Standard: 5 mm (3/16") Maximum: 3 mm (1/8")	Standard: 5 mm (3/16") Maximum: 3 mm (1/8")	Standard: 5 mm (3/16") Maximum: 3 mm (1/8")
USB Port (The Save to USB flash drive function)	✓*1	✓*1	✓*1	✓*1	✓*1	✓*1
Connectivity of a Multifunction Finisher (optional) (The Booklet, Staple/ Punch, Paper folding functions, etc)	✓	✓	N/A	✓*2	N/A	N/A
Feed Tray (Mixed size original/ Slip sheet/Add cover)	✓	✓	N/A*3	✓	N/A*3	N/A*3
Connectivity of the External Controller ComColorExpress IS900C (optional)	✓	✓	✓	✓	✓	N/A
The RISO Security Package (optional)	✓	✓	✓	✓	✓	N/A

✓: available
N/A: not available

*1 A USB port may be provided upon user's request. For details, please contact your service representative.
*2 When ComColor 3050/3050R is connected, some restrictions are placed on the staple, punch and booklet functions.
*3 The [Mixed size original] function in scanner mode is available.

For ComColor 3050/3050R/3010/3010R
Regular size paper whose width exceeds 216 mm (8 1/2") is not displayed on the printer driver screen and the operation panel.

For ComColor 1C+ Users

ComColor 1C+ uses black ink and magenta (red) ink. For this reason, a color profile (color conversion mechanism) and printed colors are different from those of a full-color printer.
Guides of this product are created for a full-color printer as well. Screens and illustrations in these guides are presented as the full-color printer equipped with options. Note some functions and screen displays are different from those of full-color printer.
Because of varied connectivity of an equipped finisher (optional), some functions are not available.
For differences in options, see the table above.

Unavailable Functions

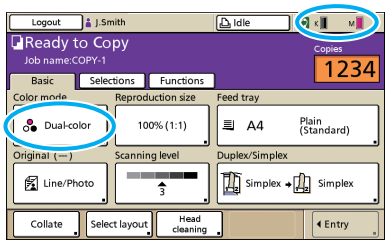
Some functions, which use a feed tray, an optional finisher, an external controller or the RISO Security Package, are not available for ComColor 1C+.
Example: Mixed size original, Input tray, Slip sheet, Add cover, Booklet, Punch, Staple, Paper folding, Save to archive, the RISO security function, etc.

Screen Displays

Due to dual-color printing, some displays about ink, the printer driver and color modes in copy mode vary.

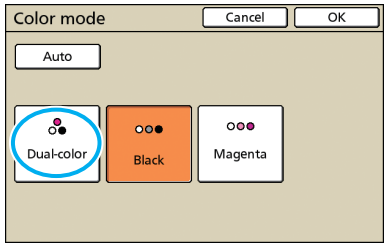
● Copy mode screen

Remaining ink indicators, Color mode



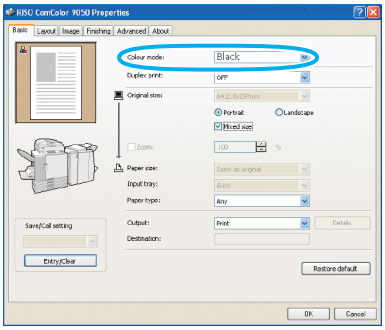
● Color mode screen

Dual-color, No cyan



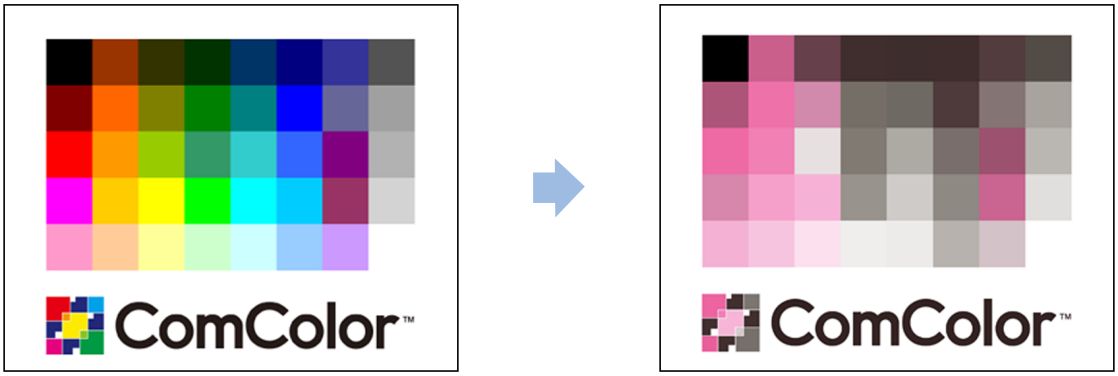
● Computer Window

Color mode



ComColor 1C+ Color Profile

Because a full-color original is represented in two colors: black and magenta (red), non-reddish colors are automatically converted to black. Below is a result of printing a full-color original with [Dual-color] or [Auto].
Warm colors such as red or yellow are printed in magenta (red), and cold colors such as blue or green in black.



Color chart original

Printed colors

To make the printed colors consistent with those on the original, it is recommended that you create it in two colors.

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Preparations for Use

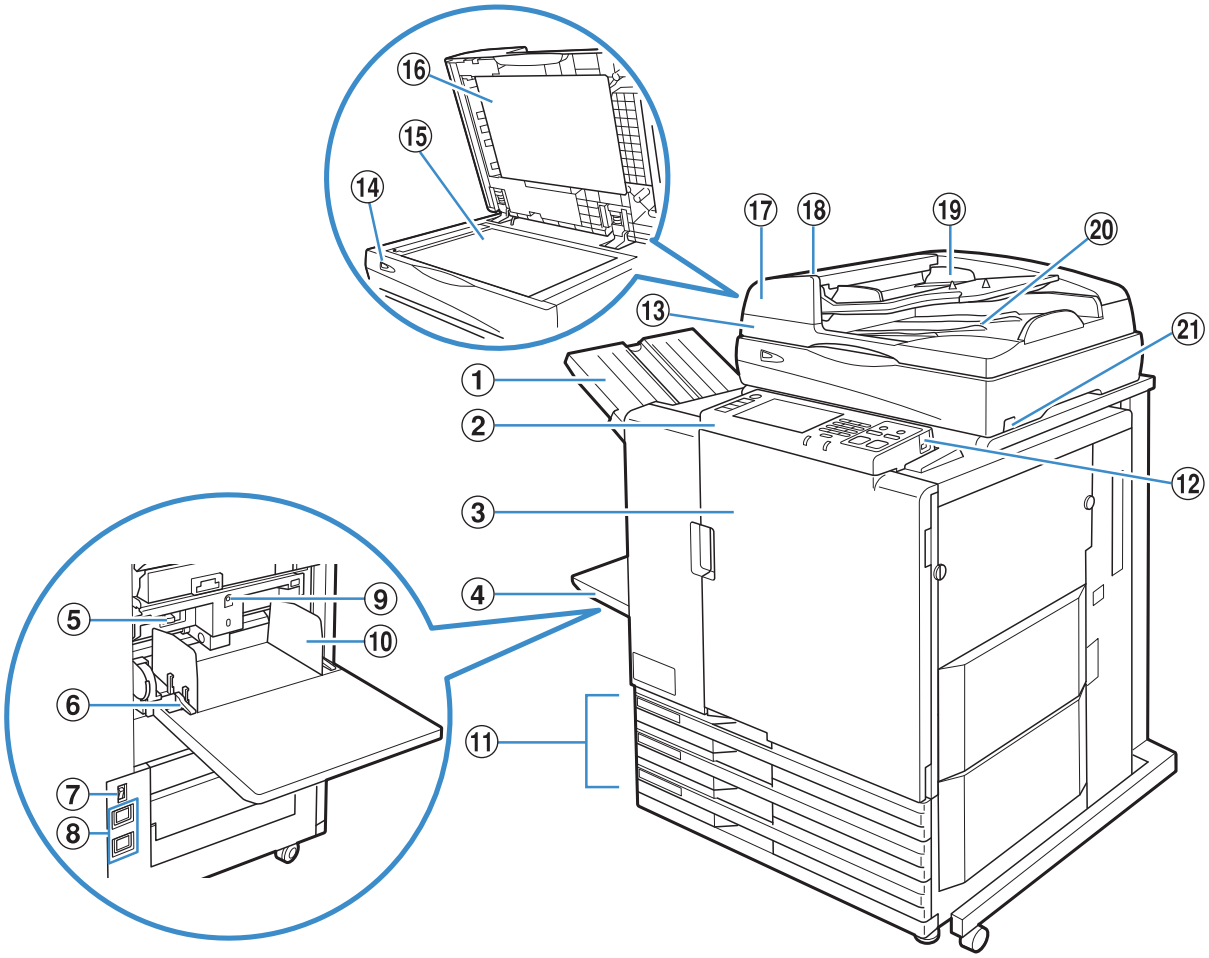
1

Read This First

Before you can take advantage of the useful functions, it is important to know the names and functions of the various components.
This section describes these component names and functions.

Component Names

● The ComColor 9050 is shown in this illustration.



① Face Down Tray
The printouts are output here face Down. When the optional face down offset tray is installed, the machine stacks each print job slightly shifted apart from one another.

② Operation Panel
Use to perform operations or settings. (See p. 13.)

③ Front Cover
Open when paper is jammed or when replacing an ink cartridge.

Normally (when there are no problems such as paper jams), this cannot be opened. When you want to open it, turn the [Front doors release] to ON. For details, see "Front doors release" (p. 49).

④ Standard Tray
Load special paper (thick paper, envelopes, and so on) here. Standard paper can also be loaded in the standard tray. For details, see "Paper and Originals" (p. 19).

⑤ Paper Feed Pressure Adjustment Lever
Use to adjust the paper feed pressure to suit the paper type in the standard tray.

⑥ Paper Feed Guide Lever
Use to slide or fix the standard tray paper guide. Levers are located on both sides of the standard tray paper guide, in two positions.

⑦ Main Power Switch
Use to turn the main power ON and OFF. Usually the power is left ON.

⑧ Power Inlets
Use to connect to the power cord. The top inlet is for a scanner, and the bottom inlet is for the main unit.

⑨ Standard Tray Descent Button
Use to move the standard tray up or down when replacing or adding paper to it.

⑩ Standard Tray Paper Guide
Use to prevent paper in the standard tray from becoming misaligned.

⑪ Feed Tray
Set the paper to be used for printing here. Special paper such as thick paper cannot be set. For details, see "Paper and Originals" (p. 19).

⑫ USB Port
Use to connect a USB flash drive to save scanner data.

Use USB flash drive compatible with Mass Storage Class and USB 1.1 or 2.0 specifications.

⑬ Scanner
Use to copy or scan documents that are read from the platen glass or the ADF.

⑭ Scanner Lamp (green/red)
Lights up when the scanner is ready to be used. Flashes in green when starting up or while reading, and flashes in red when an error occurs.

⑮ Platen Glass
Set the original face down and aligned with the position of the arrow in the top left.

⑯ Original Cover
Pull down to cover the original when reading it on the platen glass.

⑰ Automatic Document Feeder (ADF)
Up to about 100 originals can be automatically fed.

⑱ ADF Original Unit Lever
Pull this lever up to open the original unit cover when originals are jammed.

⑲ ADF Original Guide
Slide to fit the width of the original.

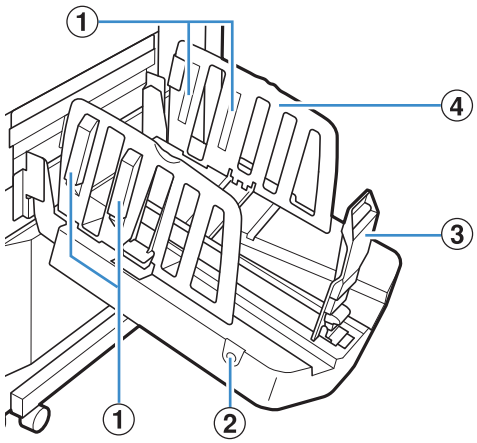
⑳ ADF Original Output Tray
Documents that are read from the ADF are output here.

㉑ Scanner Power Switch
Use to turn scanner power ON and OFF. Usually the power is left ON.

Stacking Trays

The RISO auto-control stacking tray and the wide stacking tray are available as optional stacking trays.
Printouts are ejected face-up.
- With the RISO auto-control stacking tray, the paper guides adjust automatically to fit the paper size.
- With the wide stacking tray, move the paper guides (sides and end) to match the size of the paper for printing.

● The RISO auto-control stacking tray is shown in this illustration.



① Paper Arranger
Set to suit the paper texture so that the output paper is neatly aligned. (See p. 23.)

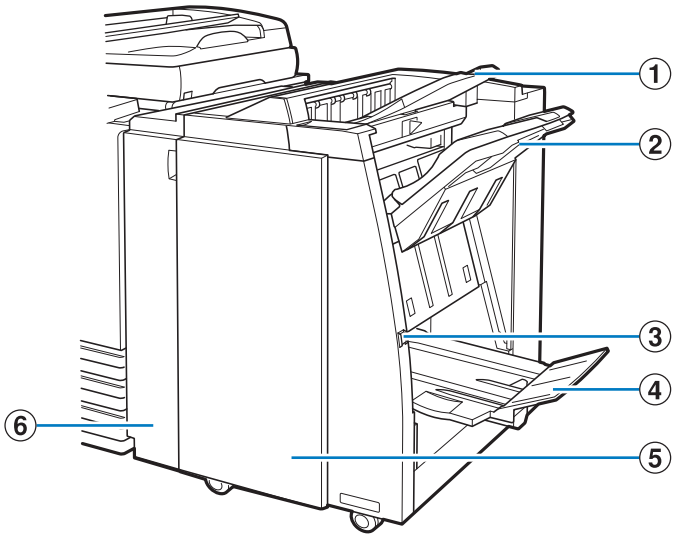
② Paper Guides Open Button
Use to spread the paper guides apart. Operation varies depending on whether paper is present or not.
- When the machine is idle and there is no paper in the stacking tray, the guides open to the loading position.
- When the machine is idle and there is paper in the stacking tray, the paper guides spread apart, making it easy to remove the paper. The paper guides that spread apart when the button is pressed vary depending on the administrator settings.

This button is found only on the auto-control stacking tray.

③ Paper Guide (end)
④ Paper Guide (side)
Use to prevent output paper in the stacking tray from becoming misaligned.

Finisher

If you connect the optional multifunction finisher, you can staple or punch the printed paper or create a booklet.



① Top Tray
The printouts are output here when punching is performed.

② Stacking Tray
The printouts are output here when the staple or offset output function is used.

③ Eject Button
Use this button to move the printouts in the booklet tray to the position where you can easily retrieve them.

④ Booklet Tray
Booklets and 2-fold printouts are output here.

⑤ Right Cover
Open to replace the staple cartridge or if paper is jammed.

⑥ Left Cover
Open to remove the jammed paper from the paper feed path between the printer and the finisher.

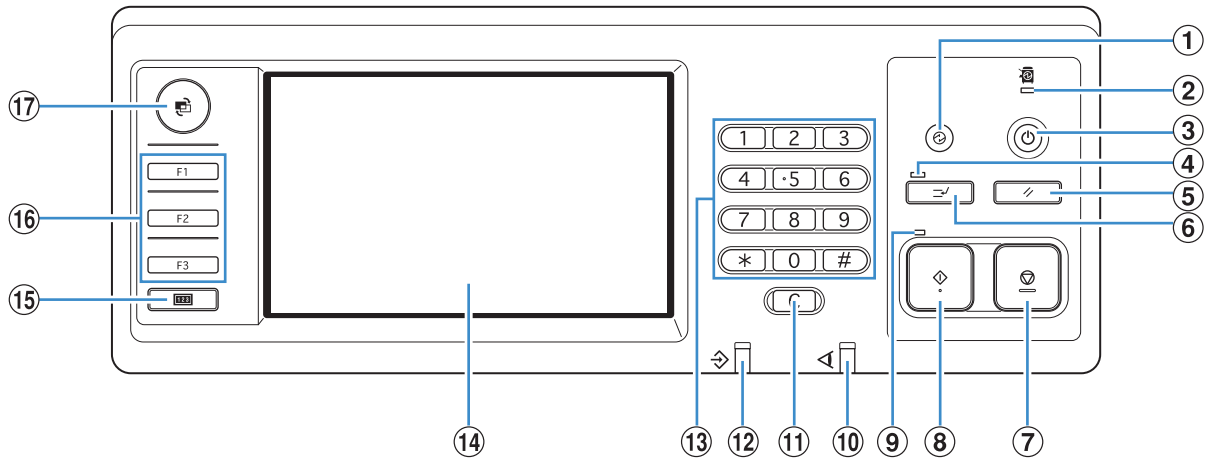
Backlight OFF and Sleep Status

When the machine is not operated for a certain period of time, it automatically enters power saving mode depending on how the administrator has configured the settings.

- **Backlight OFF**
  The status when the touch panel is off and the [Wake up] key lights up. In this case, normal status is restored immediately after an original is loaded in the scanner or the [Wake up] key on the operation panel is pressed.
- **Sleep Status**
  The status when the touch panel is off and the [Wake up] key lights up. Press the [Wake up] key to restore. This takes longer to restore than from backlight OFF.

Operation Panel

Various operations and settings can be performed using the operation panel.
You can also identify the machine status or errors such as paper jamming from the lamp colors and whether the lamps light up or flash.



① Wake up Key
Lights up when the machine is in the backlight OFF or sleep status. Press to make the machine ready for operation.
Press to enter the power saving mode manually after a job is finished.

② Main power Lamp
Lights up when the main power is "ON".

③ Sub power Key
Use to turn the power ON and OFF. Lights up when the power is ON. To switch to OFF, press and hold.

④ Interrupt Lamp
Lights up during copy interrupt.

⑤ RESET Key
Press to return the settings to their default.

⑥ Interrupt Key
Press to temporarily stop the job that is in progress and execute a different job.

⑦ STOP Key
Press to stop the job that is in progress.

⑧ START Key
Press to start an operation.

⑨ Start Lamp
Lights up when the START key is ready to be used.

⑩ Error Lamp
Flashes in red when an error occurs.

⑪ Clear Key
Press to clear letters or numbers that have been entered.

⑫ Data receive Lamp
Flashes in green when data is being received.

⑬ Numeric Keys
Press to enter numbers.

⑭ Touch Panel
Use to perform operations or settings.
This panel also displays information such as error messages and confirmation messages.

⑮ Counter Key
Press to display the total number of copy or print sheets.

⑯ Function Keys
Use as shortcut keys for moving to the mode by registering modes or functions. They are registered in the administrator settings.

⑰ MODE Key
Press to switch to the mode screen.

Basic Touch Panel Information

This section describes basic information to know when using the touch panel.

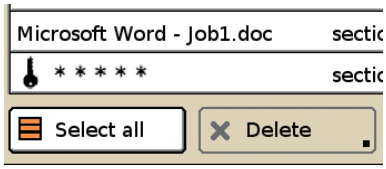
Selecting Buttons

To select a button on the touch panel, touch the button with your finger.

"■" displayed in the lower right corner of a button indicates that pressing the button will display another screen to complete settings.

If "■" is not displayed, the button activates or deactivates the function each time it is pressed. Active functions are displayed in orange.

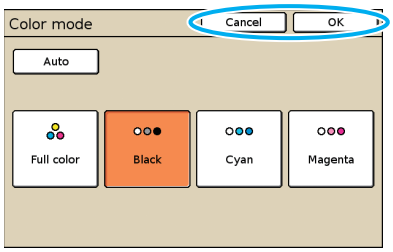
Buttons that are not available under the current conditions are grayed out. You can select these buttons when the required conditions are met.



Confirming or Canceling Settings

When [OK] is displayed on a settings screen, you must press [OK] to save the settings information. If you do not press [OK], the settings information may be discarded.

To cancel settings information you have completed, press [Cancel].

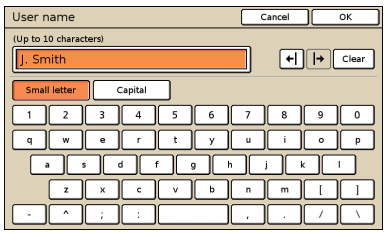


Entering Text

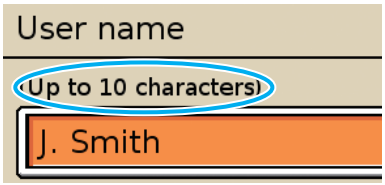
When entering user names or passwords, enter the required information on the text input screen.

1 Press each character you want to enter.

To move the cursor, press [⬅] or [➡]. To erase the character on the left of the cursor, press [Clear].



Any input restrictions are indicated above the text input field.

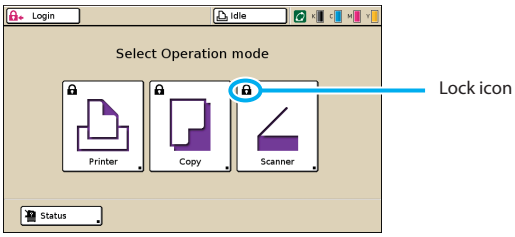


2 Press [OK] when input is complete.

To cancel information you have entered, press [Cancel].

Logging In

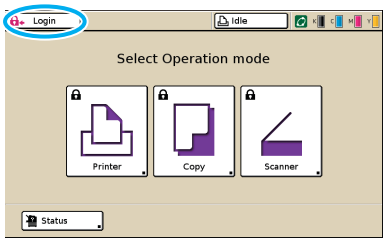
Lock icons in the upper left corner of mode buttons indicate that you must log in to access those modes.



How to Log In

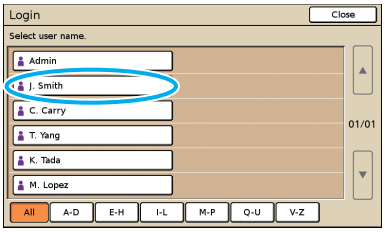
When using an optional IC card reader, you can log in by holding the IC card over the card reader.

1 Press [Login].



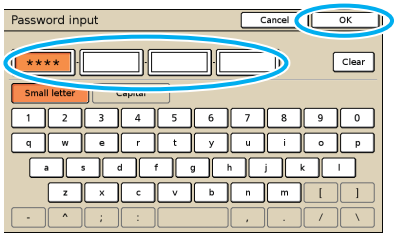
2 On the [Login] screen, select your name.

To find your name, press [▲] or [▼] at right to scroll through names, or press the index buttons on the bottom of the screen to display their corresponding names.



After you select your name, the [Password input] screen is displayed.

3 Enter the password and press [OK].



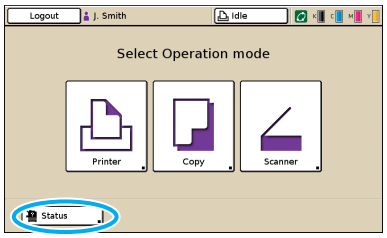
After finishing operations, be sure to press [Logout].

Ask your administrator if you cannot find your name, or if you have forgotten the password.

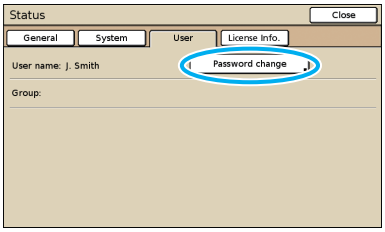
Changing Login Passwords

Login passwords can be changed.

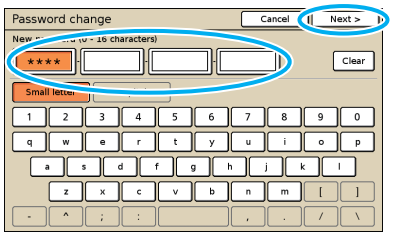
1 Once you are logged in, press [Status] on the mode screen.



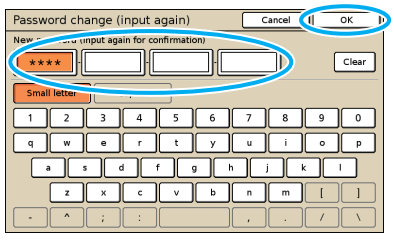
2 On the [User] screen, press [Password change].



3 Enter the new password and press [Next].

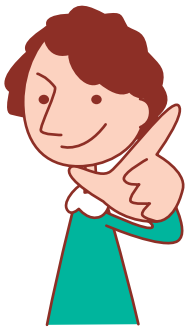


4 On the [Password change (input again)] screen, enter the new password again and press [OK].



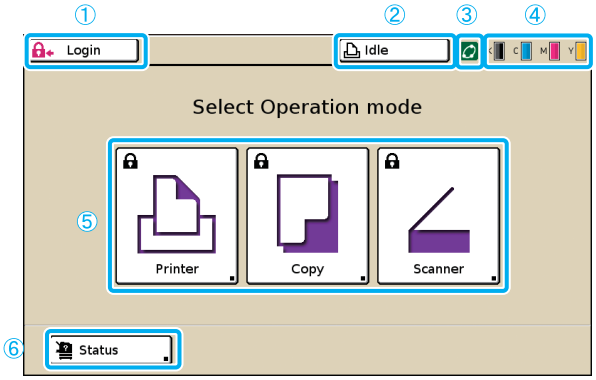
Touch Panel Screens

Use together with the hard keys to set functions or perform operations.
The touch panel is designed for user-friendly settings or operations.
Simply touch the buttons on the screen.



The screens displayed vary depending on the optional equipment connected and settings details.

Mode Screen



This is the first screen displayed. From this screen, you can select each mode to configure and operate the machine.
Press the MODE key on the operation panel to display this screen.

① [Login]

Press this button to log in.

While you are logged in, this button is labeled [Logout], and the name of the current user is displayed next to the button.

② Printer Status Button

This button indicates the current machine status: Idle, Printing, Error, or Offline.
Pressing the button will switch to the printer mode screen.

③ FORCEJET™ Link Icon

This icon indicates whether all parts required for printing are working correctly. The icon is grayed out if accurate color management is not possible.

④ Remaining Ink Indicator

These icons indicate how much of each ink color is left. The icons flash when less than 10% of the capacity is left. Prepare a new ink cartridge of the color that flashes.

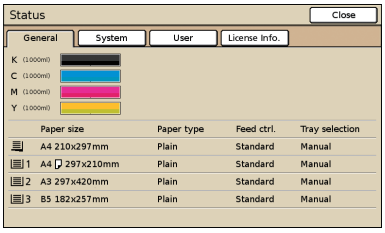
⑤ Mode Buttons

Press these buttons to access screens for each mode.
Lock icons in the upper left corner of a button indicate that you must log in to access that mode.

- Some mode buttons are not displayed unless the scanner has been connected.
- Buttons for modes that the current user is not authorized to use are grayed out.

⑥ [Status]

Press this button to check General, System, User, or License information.

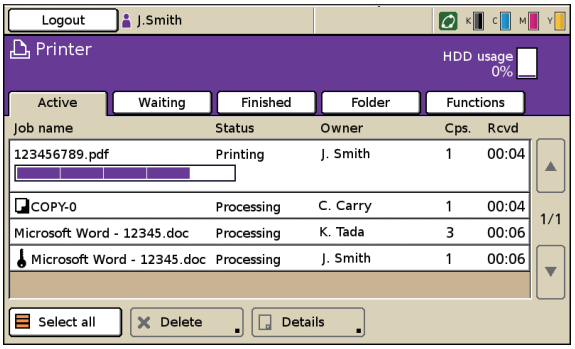


[User] is displayed only when a user is logged in.

Mode Screens

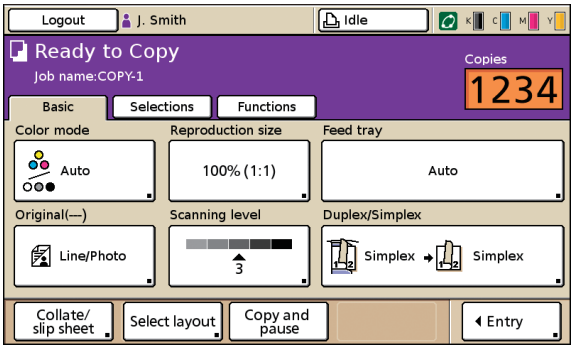
Pressing a mode button on the mode screen will switch to that mode screen.

Printer Mode Screen



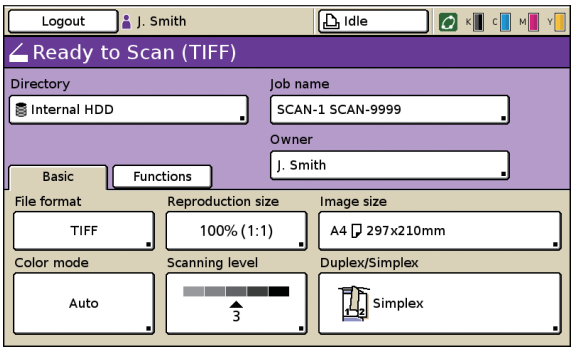
Manage or check print jobs (jobs stored in shared or personal folders on the machine, or jobs sent from a computer). (See p. 68.)

Copy Mode Screen



Control copying on this screen. (See p. 40.)

Scanner Mode Screen



Control scanning on this screen. (See p. 58.)

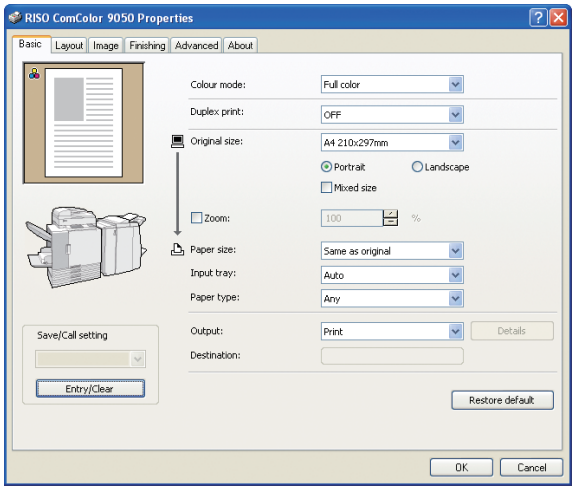
Operations from Computers

From computers, several operations, in addition to simply sending print jobs to the machine, are possible. Even from remote locations, you can use the RISO Console application (software) to check printing status and consumable levels.

Methods of Computer Control

The machine can be controlled from computers in two ways, as follows.

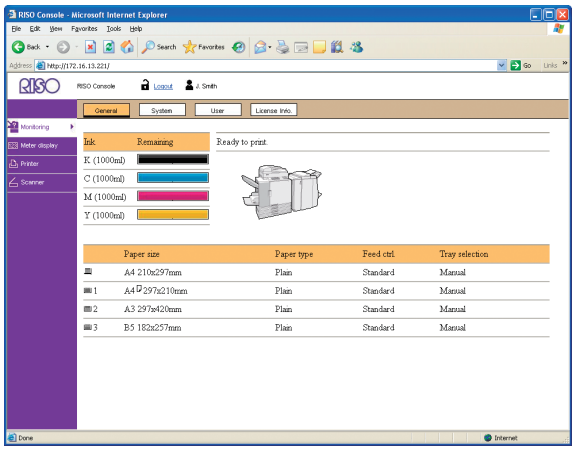
Using the Printer Driver



When printing files created in software programs, complete settings in the printer driver and send the jobs to the machine. (See p. 28.)

The printer driver must be installed on any computers you will print from.

Using the RISO Console



Using the RISO console enables you to check and manage machine settings and print jobs from computers. (See p. 76.)

Paper and Originals

How you handle the originals and the paper will significantly affect the copy and print output. It is also important to know the correct handling methods and conditions, because doing so will prevent problems such as paper jamming. This section describes how to handle originals and paper.

Usable Paper

If you use paper that is not compatible with this machine, it may result in problems such as paper jamming, soiling or malfunctions.

Paper Basic Specifications

	Feed Tray	Standard Tray
Size	182 mm × 182 mm – 297 mm × 420 mm (7 3/16" × 7 3/16" – 11 11/16" × 17")	90 mm × 148 mm – 340 mm × 550 mm (3 9/16" × 5 13/16" – 13 3/8" × 21 5/8")
Weight	52 g/m² – 104 g/m² (14-lb bond – 28-lb bond)	46 g/m² – 210 g/m² (12-lb bond – 56-lb bond)
Paper Type	Standard paper, recycled paper	Standard paper, recycled paper, envelopes, postcards, postcards (inkjet)
Maximum Load	500 sheets in each tray* (or height up to 50 mm (1 15/16"))	1000 sheets* (or height up to 110 mm (4 5/16"))

* When the weight is 85 g/m² (23-lb bond)

Even if the paper is within the machine's "paper size" and "paper weight" specifications, the paper may not be able to pass through the machine because of the paper's texture, or conditions such as the environment or storage conditions. For details, please contact your dealer (or authorized service representative).

Do Not Use These Paper Types

Do not use the following paper types as they will cause problems such as paper jamming or malfunctions.

- Paper that does not comply with the conditions in the basic specifications
- Paper with a processed surface, such as thermal paper or carbon paper
- Curled paper (3 mm (1/8") or more)
- Paper with wrinkles
- Bent paper
- Torn paper
- Paper with ripples
- Coated paper such as art paper
- Paper with jagged edges
- Glued paper
- Paper with holes
- Gloss paper for photographs
- Transparencies (for overhead projectors)
- Synthesized paper (Yupo)

Paper Storage and Handling

- Always use paper from a sealed package. After finishing the print job, return the unused paper from the standard tray to the package and store. If you leave the paper in the standard paper feed tray, the paper may curl and cause paper jamming.
- If the paper is not cut very well or if the paper has a textured surface (such as drawing paper), fan the paper before use.
- Store the paper horizontally in a place with low humidity.

Loading Paper

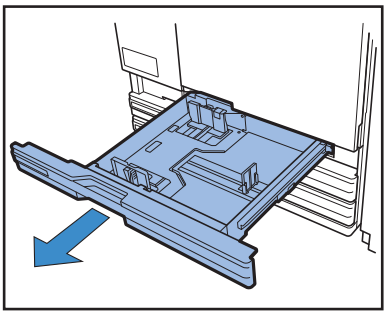
Load paper in the feed trays and the standard tray.

We recommend loading the feed trays with types of paper you will use most often.
Use the standard tray for the following types of paper.

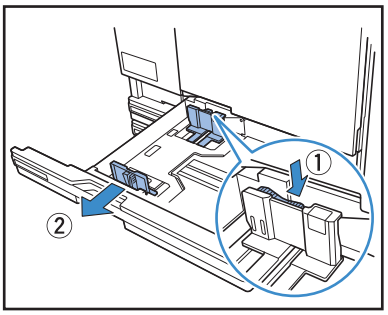
- **Thick paper and other special paper**
- **Paper with one side already printed**
- **Postcards**
- **Envelopes**

In the Feed Trays

1 **Pull a tray out, toward the front.**

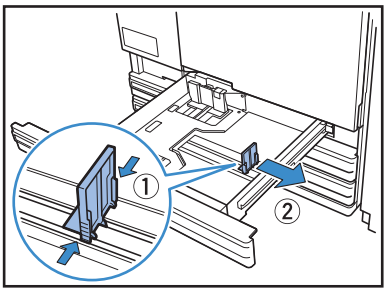


2 **Push the locking lever (in back) to unlock the guides. Holding the front tab, spread the guides fully apart.**



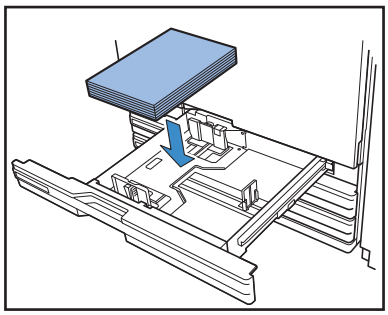
3 **Move the stopper to make space.**

Hold the stopper from both sides and move it out of the way.

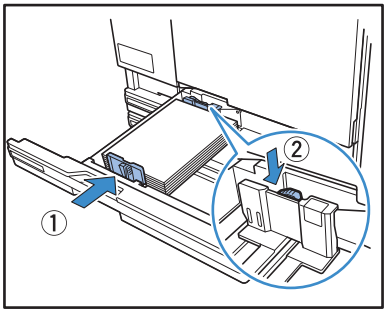


4 **Load the paper.**

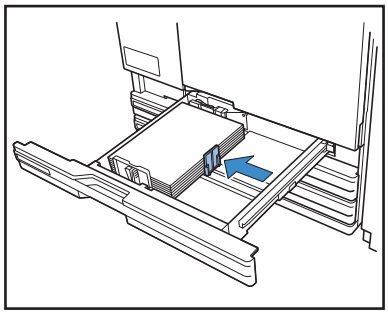
When using paper with different characteristics on the front and back sides, load the printing side face-down. Do not load too many sheets.



5 **Move the guides against the edges of the paper, and push the lever to lock.**



6 **Move the stopper against the edge of the paper.**



Be sure to align the stopper against the edge of the paper. The machine determines the size of the paper based on the stopper position.

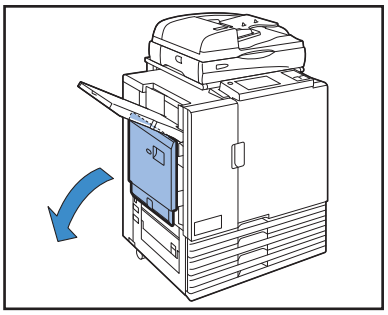
7 **Return the tray to the original position.**

8 **On the operation panel, check the tray settings.**

When you have switched to a different type or size of paper, update the feed tray settings. For details, see "Feed tray" (p. 41).

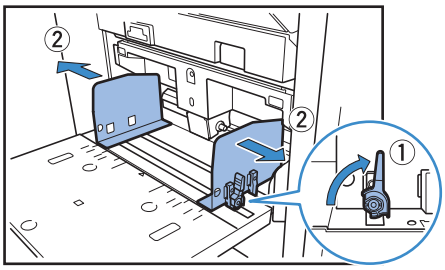
In the Standard Tray

1 **Open the standard tray until it stops.**



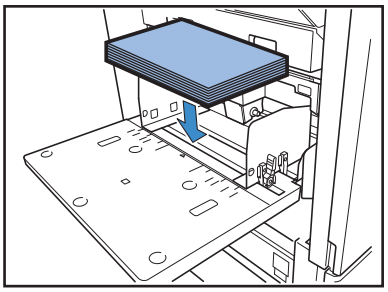
2 **Spread the guides.**

Set the paper feed guide levers (in two positions on both sides) to unlock the guides and slide the guides.

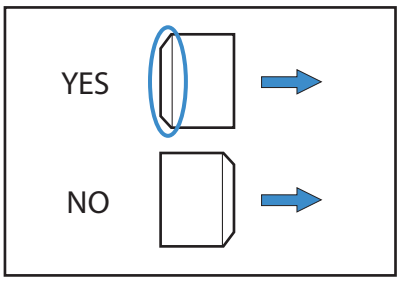


3 **Load the paper.**

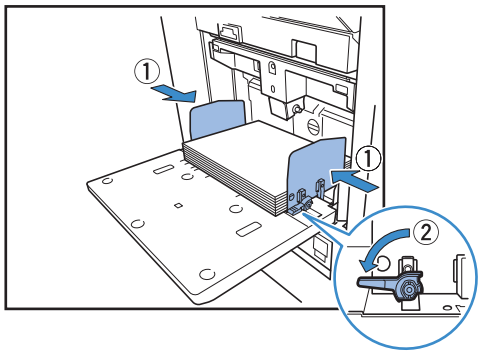
Load paper with the printing side face-up.



- **When printing on envelopes, it is recommended you install an optional stacking tray.**
- **Be sure to load an envelope with its flap open and its bottom side entering the machine first.**

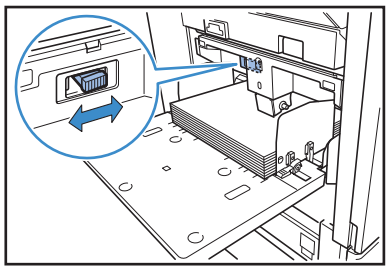


4 **Move the guides against the edges of the paper, and push the lever to lock.**



5 **Set the paper feed pressure adjustment lever.**

Normally, keep this lever position to ✳ (NORMAL) unless you set it to ✳ (CARD) for envelopes and similar paper.



6 **On the operation panel, check the tray settings.**

When you have switched to a different type or size of paper, update the feed tray settings. For details, see "Feed Tray" (p. 41).

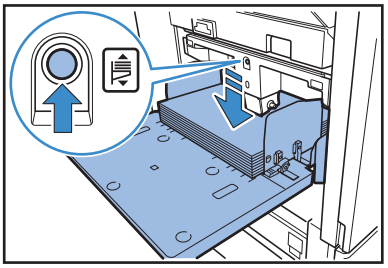
The [Rotate] feature is convenient when printing on envelopes from a computer.
For details, see "Printing with Originals Rotated" (p. 35).

Adding or Switching Paper in the Standard Tray

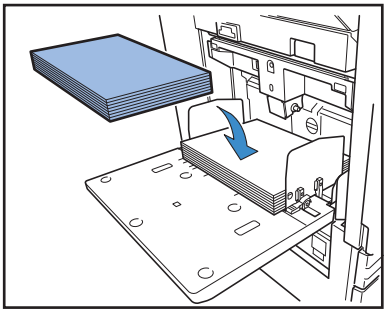
Press the standard tray descent button when loading additional sheets or when switching paper. Note that the standard tray is automatically lowered when all paper is removed.

1 **Press the standard tray descent button to lower the standard tray.**

Hold the button until the tray reaches the desired position.

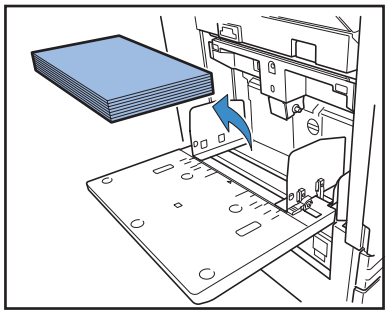


2 **Load additional paper, or switch the loaded paper.**



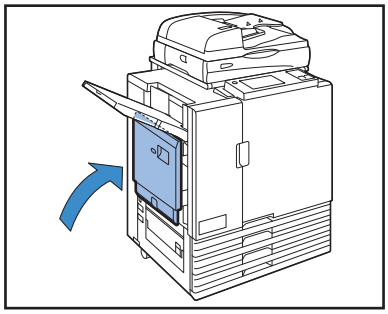
Closing the Standard Tray

1 **Remove the loaded paper.**



Make sure the machine is on.

2 **Close the standard tray.**

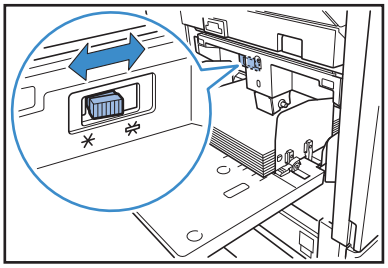


Make sure the standard tray is all the way down before closing it.

About the Paper Feed Pressure for the Standard Tray

You can use the paper feed pressure adjustment lever to adjust the paper feed pressure to suit the paper that you have set. The lever can be set to "✳ (NORMAL)" or "〓 (CARD)" in accordance with the paper texture.

When you change the position of the paper feed pressure adjustment lever, also change [Paper feed] in [Change] of the operation panel's [Feed Tray]. (See p. 41.)



Paper Feed Pressure Adjustment Lever and Paper

The supported paper textures are as follows.

Lever Position	Paper Texture	Supported Printing Paper
✳ (NORMAL)	Standard or thin paper	• Standard paper, recycled paper • High-quality paper • Commercially available copy paper, and similar media
〓 (CARD)	Thick paper or special paper	• Drawing paper • Postcards • Envelopes If the machine's paper feeding is poor, set the lever position to [NORMAL].

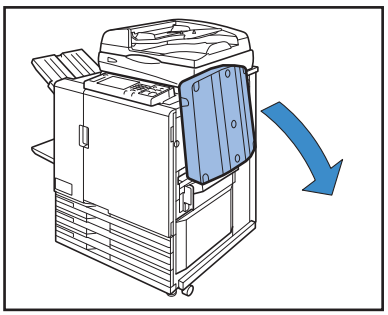
Preparing the Stacking Tray

Set up the stacking tray as follows. Depending on the size or type of paper for printing, also adjust the paper arranger at this time.

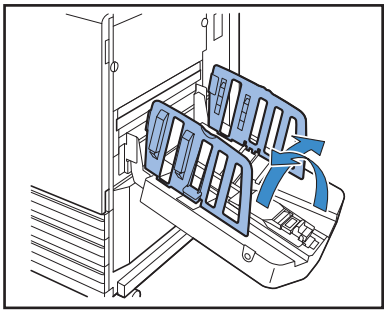
●The RISO auto-control stacking tray is shown in this illustration.

When using the wide stacking tray, manually adjust the paper guides' (side and end) positions to fit the paper size.

1 Open the stacking tray until it stops.

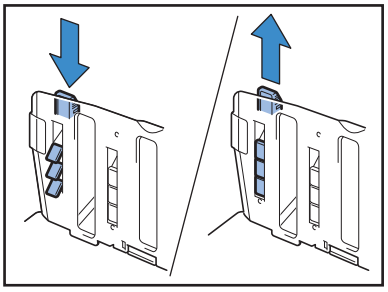


2 Lift the paper guides (side) to stand them upright.

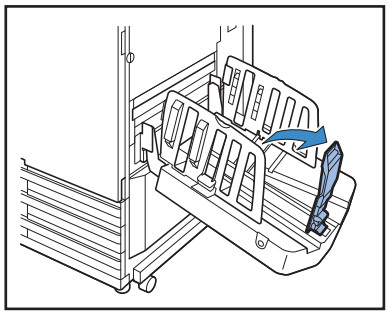


3 Adjust the paper arranger.

Normally, the paper arranger should be extended when printing on paper that is B4 size or smaller. How paper is stacked after printing varies depending on stiffness and other factors. Adjust the arranger as needed.



4 Lift the paper guide (end) to stand it upright.

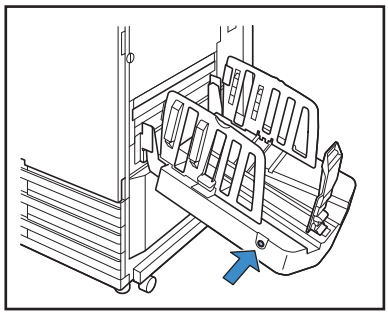


Fold all paper guides when printing on paper larger than 320 × 432 mm (12 1/2" × 17").

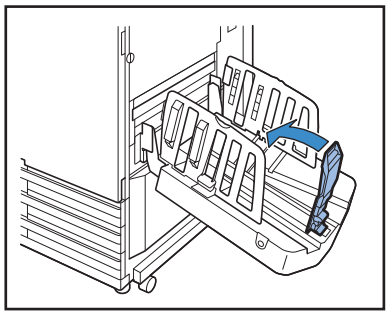
Closing the Stacking Tray

1 After confirming that there are no printouts in the stacking tray, press the paper guides open button.

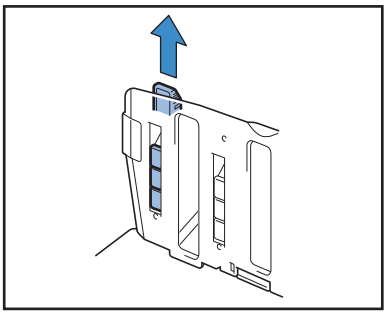
The paper guides (side and end) now move into position for storage.



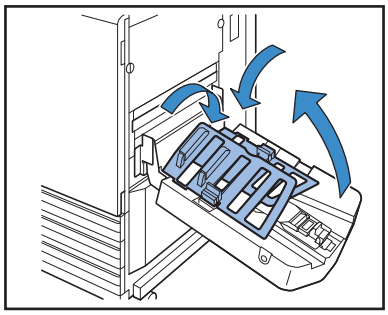
2 Lower the paper guide (end) toward the stacking tray to fold it up.



3 **Fold up the paper arranger.**



4 **Lower the paper guides (side) inward, and then close the stacking tray.**



Loading Orientation of Originals and Paper

When you are copying on letterhead paper, envelopes, or similar media that already has a logo printed on it, the orientation of the original and paper is important.

These examples illustrate how to produce one-sided copies of a one-sided original.

Example of Loading Envelopes

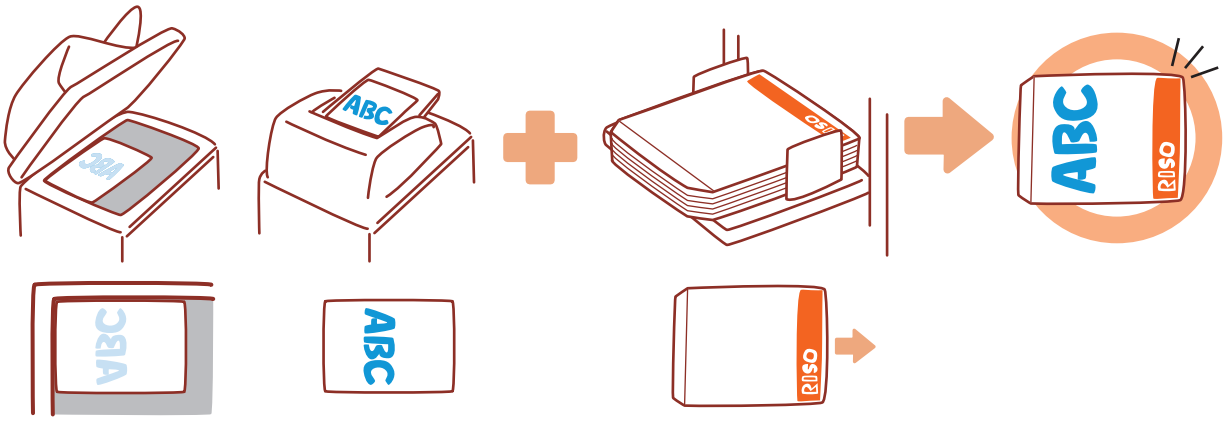
Set [Original orientation] to [Top side left] on the touch panel.

Original Loading Orientation

Load originals so that the top of the original image is along the right edge.

Envelope Loading Orientation

Orientation as ejected



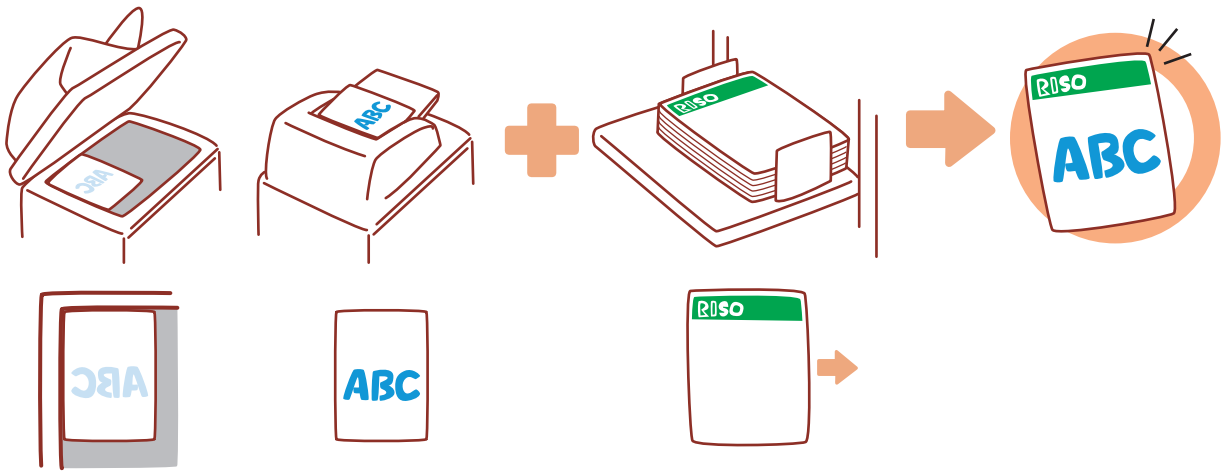
Example of Loading Letterhead Paper

Set [Original orientation] to [Top side up] on the touch panel.

Original Loading Orientation

Paper Loading Orientation

Orientation as ejected (When Ejected Face-Up)



Usable Originals

When you connect the optional scanner, you can copy or scan an original by placing it on the platen glass or in the ADF to be read.
If you use an original that is not compatible with this machine, it may result in problems such as paper jamming, soiling or malfunctions.

Original Basic Specifications

	Platen Glass	Automatic Document Feeder (ADF)
Size	Maximum 303 mm × 432 mm (11 $^{15}/_{16}$" × 17")	100 mm × 148 mm – 297 mm × 432 mm (3 $^{15}/_{16}$" × 5 $^{13}/_{16}$" – 11 $^{11}/_{16}$" × 17")
Weight	– *1	52 g/m^2 – 128 g/m^2 (14-lb bond – 34-lb bond)
Paper Type	–	Standard paper
Maximum Load	–	100 sheets*2

*1 Platen glass durability: 200 N (over an A3-size area)
*2 When the size is A4/Letter and the weight is 80 g/m^2 (21-lb bond) or less 60 sheets (80 g/m^2 (21-lb bond)) or less for a paper size exceeding B4 (or LGL)

Precautions Regarding Originals

If you used ink or correction fluid on the original, make sure that it has fully dried before setting it.

Even if the originals are within the machine's specifications, the following types of originals cannot be read using the ADF. Set them on the platen glass.
- Originals that have been cut and pasted
- Originals with significant wrinkling or curling
- Bent originals
- Glued originals
- Originals with holes
- Torn originals or originals with jagged edges
- Originals with high transparency such as transparencies and tracing paper
- Originals with a coating on the front or rear, such as art paper or coated paper
- Thermal paper used in facsimiles or word processors
- Originals with significant bumps on the surface

To Accurate Scanning

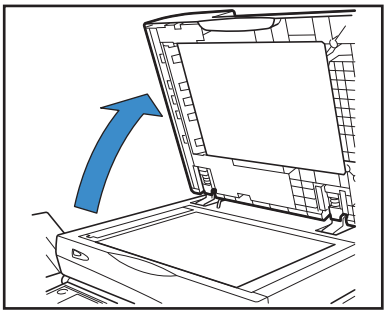
- When scanning photos or printed documents, make sure the surface of the original is flat.
- When using transparencies, set white paper behind it so that the original can be clearly read.
- If the original is extremely thin, an image of the rear surface may be taken. You can prevent this by placing black paper behind the original.
- We recommend that you use an original with a font size of at least 5pt.

Loading Originals

On the Platen Glass

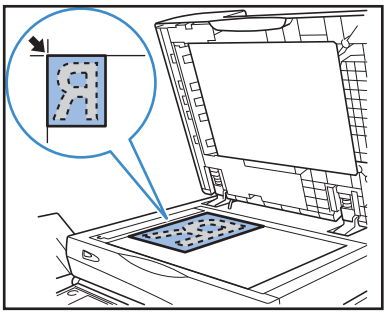
Place one original at a time on the glass surface after opening the original cover.

1 **Open the original cover.**



2 **Place the original face-down.**

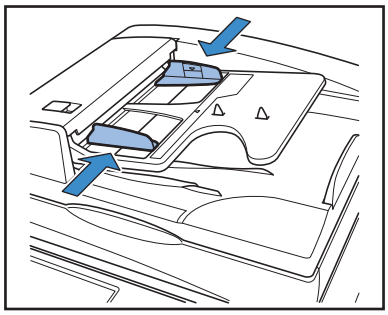
Align the original against the arrows in the upper left corner of the glass surface and close the original cover.



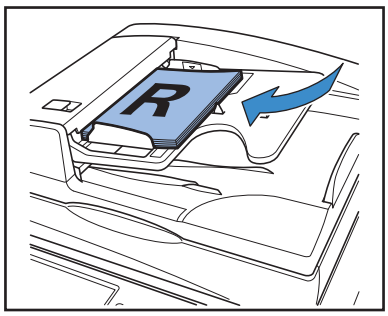
In the ADF

The ADF enables continuous scanning of up to approximately 100 sheets (80 g/m² (21-lb bond)) of originals.

1 **Adjust the original guides to match the width of originals.**



2 **Load originals face-up.**



Originals That May Not Be Copied

- Do not use the equipment in any manner that violates the law or infringes on established copyrights, even when making copies for personal use. Consult your dealer (or authorized service representative) for further details. In general, use discretion and common sense.
- Do not use the machine to make copies of the following items.
  - Copies of business-related documents, such as publicly issued stock certificates, drafts, and checks, other than copies required for business use
  - Copies of government-issued passports; motor vehicle licenses, permits, and personal identification documents issued by public or private organizations; and pass tickets, food tickets, and other tickets
  - Copies of copyrighted items, such as publications, music, works of art, prints, drawings, and photographs, other than for personal or household use

Printing

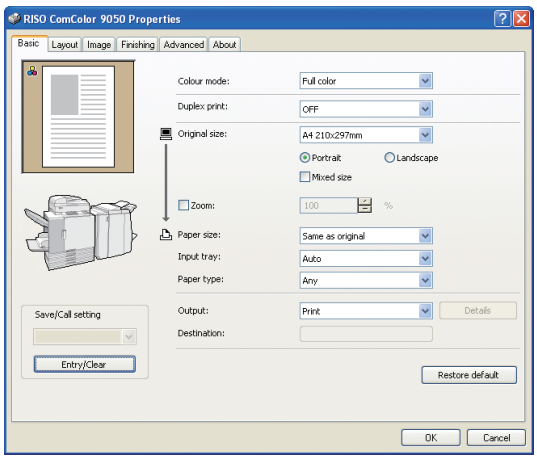
2

Printer Driver Screens

When printing data from a computer, you can perform various settings with the printer driver.
Click [Properties] (or [Preferences]) in the printing dialog box of each application to display the setting screen of the printer driver.

- **The printer driver must be installed on any computers you will print from.**
- **The screens displayed vary depending on the operating system and applications used and the optional equipment connected.**
- **Some items may not be displayed, depending on how the administrator has configured the settings. For details, ask your administrator.**

Basic Tab



Complete basic print settings on this tab, such as for the color mode and paper used.

[Color mode]
Select color or monochrome printing.

[Duplex print]
Specify duplex printing, if desired.

[Original size]
Select the size of paper, as specified in the source application used to create the original.

[Portrait], [Landscape]
Select the orientation of the original.

[Mixed size]
Select this option if not all pages of the original are the same size.

[Zoom]
Specify enlargement or reduction of original images before printing, if needed.

[Paper size]
Select the size of paper for printing.

[Input tray]
Select the tray where paper for printing is loaded.

[Paper type]
Select the paper type.

[Output]
Select whether to print jobs or save them in job folders. When saving jobs in folders, specify the directory and other conditions in [Details].

[Destination]
When you have selected [Print & Save to folder] or [Save to folder] in [Output], this field indicates the directory.

[Save/Call setting]
Save and recall frequently used settings.

[Entry/Clear]
Save or clear settings information in [Save/Call setting], as needed.
Up to ten settings profiles can be saved.

[Restore default]
Restore settings to the default.

Paper Type Setting

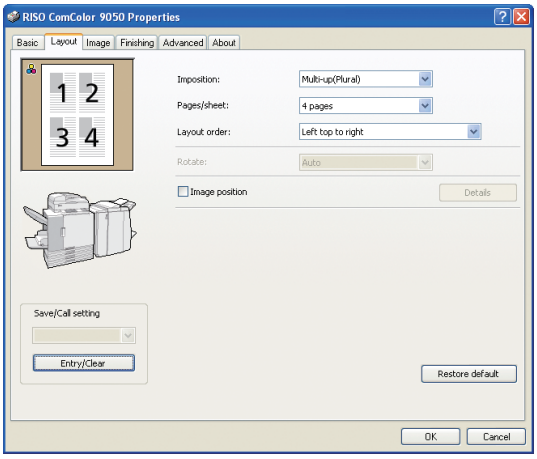
Printing is not possible unless the paper type selected in [Paper type] is loaded in the machine.

When the paper type and the printing quality are not important and you simply want to print, specify [Any] in [Paper type].

This machine adjusts the color balance and amount of ink used based on the paper type specified.

For this reason, the printing quality when [Any] is selected may be inferior to the quality when you have selected the paper type loaded.

Layout Tab



Complete settings on this tab to print multiple pages per sheet, or to print images rotated.

[Imposition]
Select the type of layout-specifically, how originals are arranged for printing. The options displayed vary depending on the type of layout.

- **[Pages/sheet] and [Layout order] are not displayed if you select [OFF].**
- **[Layout order] is not displayed if you select [Multi-up (Single)].**
- **[Pages/sheet] is not displayed if you select [Booklet].**

[Pages/sheet]
Select the number of pages per sheet.

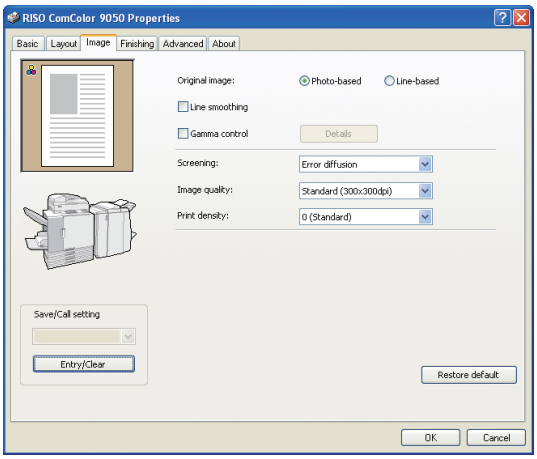
[Layout order]
Specify the order in which originals are arranged on a single sheet. Options will vary depending on your selected number of pages in [Pages/sheet].

[Rotate]
Specify the angle of rotation for images.

[Image position]
Adjust the printing position of images, as desired. Selecting this option will display additional options under [Details], where you can specify details such as the direction and amount of adjustment.

[Save/Call setting], [Entry/Clear], and [Restore default]
See "Basic Tab" (p. 28).

Image Tab



Complete image processing settings on this tab, such as for image quality and density.

[Original image]
Select whether to emphasize the image quality of photos or text in originals.

[Original image] is not available for ComColor 1C+.

[Line smoothing]
Smooth the outline of printed text.

Printing speed slows down if you have selected [Line smoothing].

[Gamma control]
Adjust the gamma value of colors, as desired. Selecting this option will display additional options under [Details].

[Screening]
Specify the method of halftone processing. (See p. 30.)

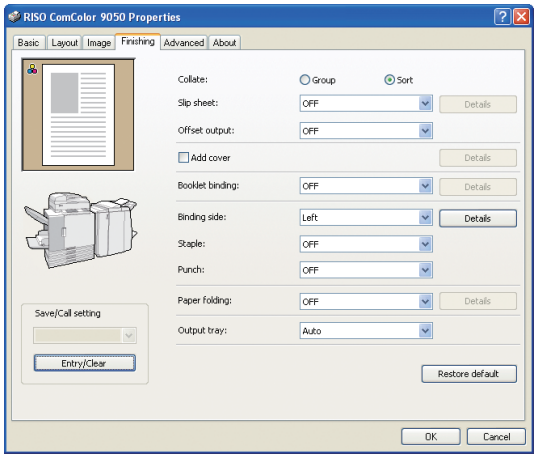
[Image quality]
Specify the print resolution.

Printing speed slows down if you have selected [Fine].

[Print density]
Specify the print density.

[Save/Call setting], [Entry/Clear], and [Restore default]
See "Basic Tab" (p. 28).

Finishing Tab



Complete finishing settings on this tab, such as for collation and booklets.

[Collate]
Specify whether to print originals page by page or in sets.

[Slip sheet]
Specify whether to insert a sheet between printouts. When you have selected [Between sets] or [Between jobs], you can specify the source tray for these sheets in [Details]. Selecting [Between sets] will insert a sheet between sets based on the unit specified in [Collate].

[Offset output]
When you have connected an optional multifunction finisher or face down offset tray, you can select whether to offset printouts in [Between sets] or [Between jobs].

[Add cover]
Specify whether to add a cover. Selecting this option will display additional options under [Details], and you can specify the tray where the front cover is loaded.

[Booklet binding]
When you have connected an optional multifunction finisher, specify whether to create booklets. Selecting this option will display additional options under [Details].

[Binding side]
Specify the position for binding. Details can be specified in [Details].

[Staple]
When you have connected an optional multifunction finisher, specify whether to staple printouts.

[Punch]
When you have connected an optional multifunction finisher, specify whether to punch holes in printouts.

[Paper folding]
When you have connected an optional multifunction finisher, specify whether to fold printouts. Selecting an option other than [OFF] will display additional options under [Details].

[Output tray]
When you have connected an optional multifunction finisher or the stacking tray, specify the output destination.

[Save/Call setting], [Entry/Clear], and [Restore default]
See "Basic Tab" (p. 28).

What is Screening?

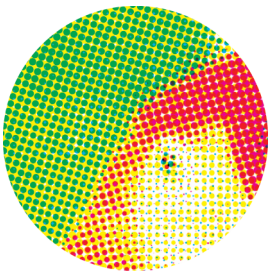
Screening is a processing method that varies the density and size of ink dots printed on paper to give the appearance of continuous color gradation when only using a limited number of inks. Two methods are available.

Error Diffusion (Default Setting)

Expresses gradation through the density of dots. We recommend using this method for color printing of originals that contain photographs.

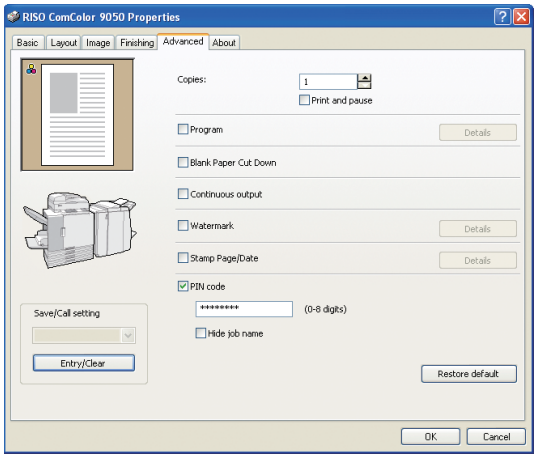
Dot Process

Expresses gradation by changing the size of dots. We recommend using this method when printing with only one or a small number of colors.



● Simulated Image

Advanced Tab



Complete advanced settings on this tab, such as for PIN codes and the print and pause feature.

[Copies]
Specify the number of copies to print.

[Print and pause]
Print a preview page before resuming the print job.

[Program]
Specify settings for the number of copies and sets, collating, slip sheets, and other options for 60 groups. You can quickly print exactly the number of copies of the number of sets you need. This feature is convenient when printing copies in various quantities for distribution to several groups, such as business divisions or academic classes.

[Blank Paper Cut Down]
Skip blank pages when printing.

[Continuous output]
When you have connected an optional multifunction finisher or RISO auto-control stacking tray, and when [Auto] is selected in [Output tray], this option will switch the output tray automatically when the tray is full.

[Watermark]
Specify whether to add a watermark. Selecting this option will display additional options under [Details].

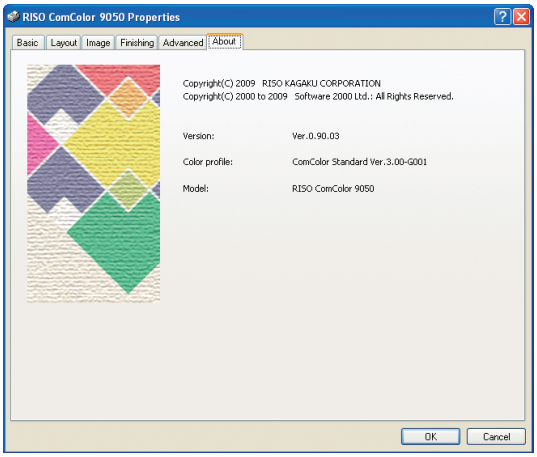
[Stamp Page/Date]
Specify whether to print the page number and date. Selecting this option will display additional options under [Details], where you can specify printing details.

[PIN code]
Print with a PIN code added. As PIN codes, specify a number up to eight digits.

[Hide job name]
Hide the job name of jobs printed after specifying PIN codes.

[Save/Call setting], [Entry/Clear], and [Restore default]
See "Basic Tab" (p. 28).

About Tab



Indicates printer driver information.

[Version]
The plug-in version.

[Color profile]
The version of the color profile.

[Model]
The model name.

Printing Operations

This machine can print at a higher speed than conventional inkjet printers. It also has a wide range of useful functions. For example, you can assign a PIN code to a print job to prevent other people from seeing the printout, or when printing many copies of the same original, you can pause after one copy and check the output before continuing. This section describes how to use the various functions in combination, and in accordance with your objectives.

Basic Workflow

Access the printing dialog box of the source application → Select this machine as the printer → Complete the print settings → Print the job

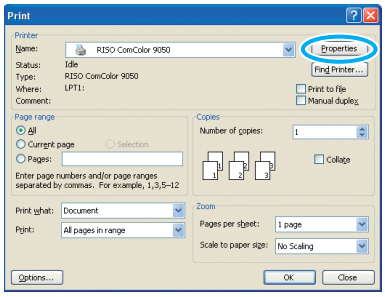
For instructions on canceling print jobs, see "Deleting Jobs" (p. 73).

- The printer driver must be installed on any computers you will print from. (See p. 86.)
- The screens displayed vary depending on the operating system and applications used and the optional equipment connected.
- If there is a [Collate] check box in the printing dialog box of the source application, clear the check box. (See p. 37.)
- Some items may not be displayed, depending on how the administrator has configured the settings. For details, ask your administrator.

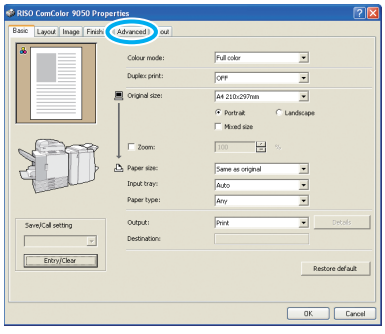
Printing with PIN Codes

Assigning PIN codes to print jobs enables privacy when printing the jobs. After you have sent the print job to the machine from a computer, you can simply enter the PIN code on the touch panel to print the job.

1 Click [Properties] (or [Preferences]) in the printing dialog box of the source application.

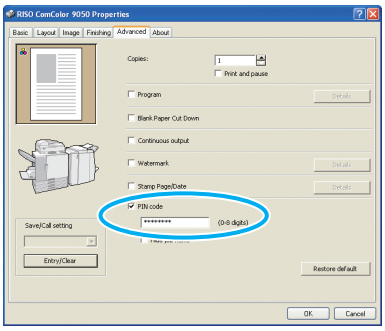


2 Click the [Advanced] tab.



3 Select [PIN code] and enter a PIN code.

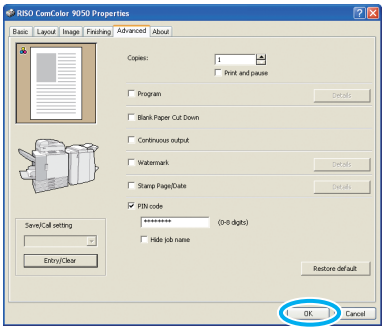
As the PIN code, specify a number up to eight digits.



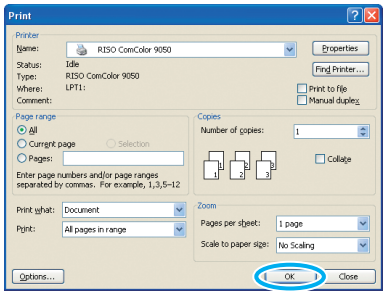
To hide the job names usually displayed on the machine and in the RISO console, select [Hide job name].

4 After input is finished, click [OK].

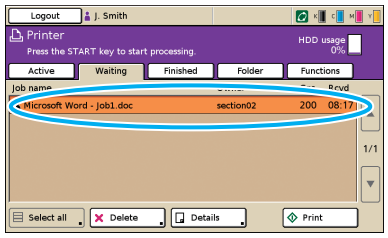
Complete other settings as needed.



5 In the printing dialog box, click [OK] (or [Print]).

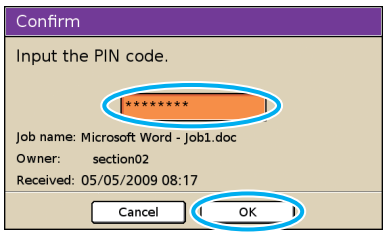


6 On the touch panel of the machine, select the job you sent and press the [START] key.



Jobs sent from the computer are displayed in the [Waiting] screen list in printer mode.

7 Enter the PIN code and press [OK].

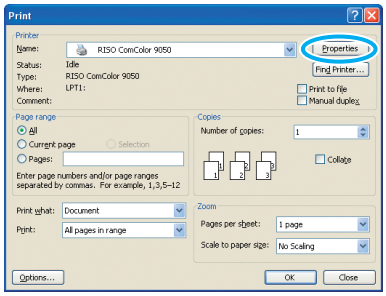


The job is moved from the [Waiting] screen to the [Active] screen, and then it is printed.

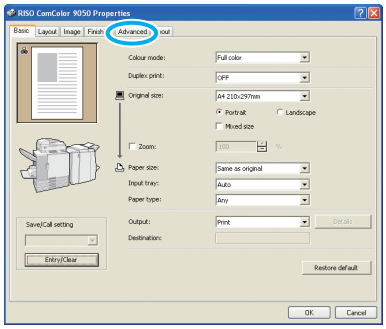
Printing with Print and Pause

Before high-volume printing, you can print just one copy of a job to confirm that the finish and settings are correct.

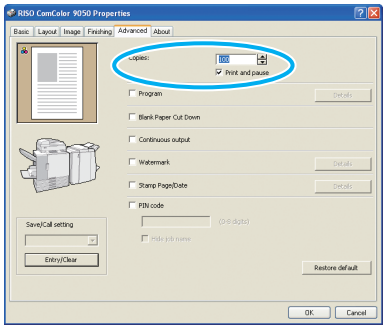
1 Click [Properties] (or [Preferences]) in the printing dialog box of the source application.



2 Click the [Advanced] tab.

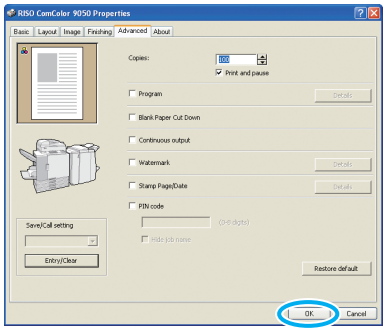


3 Select [Print and pause] and enter the number of copies.

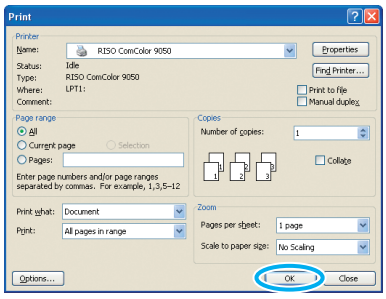


4 After input is finished, click [OK].

Complete other settings as needed.

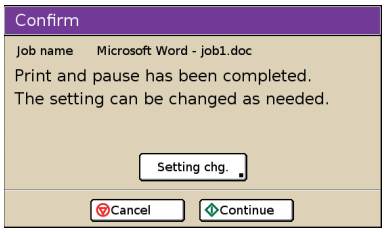


5 In the printing dialog box, click [OK] (or [Print]).



After data is received by the machine and one copy is printed, the machine will stop printing.

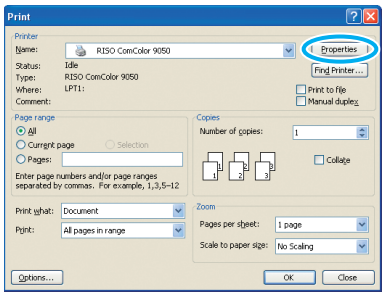
6 **Check how the job was printed. To continue, use the controls on the touch panel.**



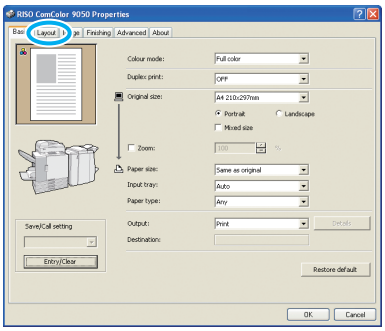
Printing Multiple Pages Per Sheet

Multiple pages can be printed on a single sheet.

1 **Click [Properties] (or [Preferences]) in the printing dialog box of the source application.**

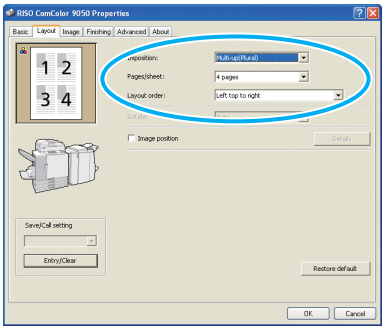


2 **Click the [Layout] tab.**



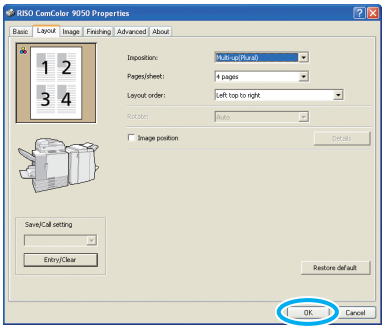
3 **Select [Multi-up (Plural)] in the [Imposition] pull-down menu.**

Also complete the settings for [Pages/sheet] and [Layout order].

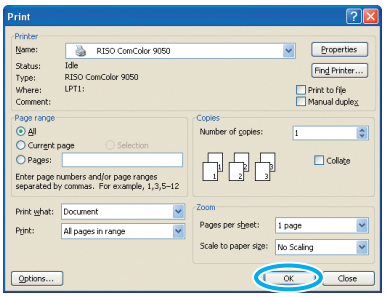


4 **After input is finished, click [OK].**

Complete other settings as needed.



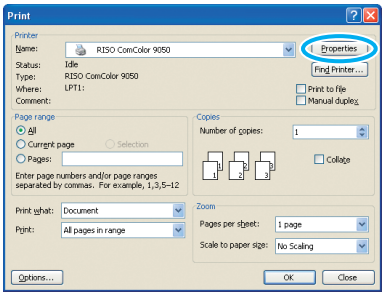
5 **In the printing dialog box, click [OK] (or [Print]).**



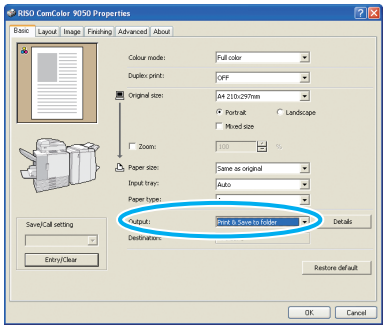
Saving Print Jobs in Job Folders

Print jobs can be saved in job folders on the machine. Jobs in job folders can be accessed from the operation panel later and printed as many times as needed.

1 **Click [Properties] (or [Preferences]) in the printing dialog box of the source application.**



2 In the [Output] pull-down menu, select either [Print & Save to folder] or [Save to folder].

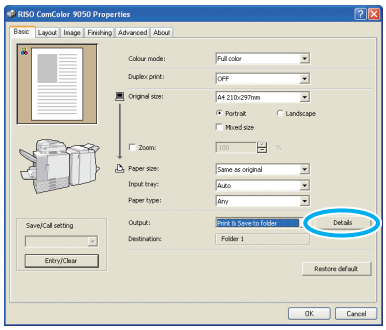


[Print & Save to folder]
Print and save print jobs in a folder.

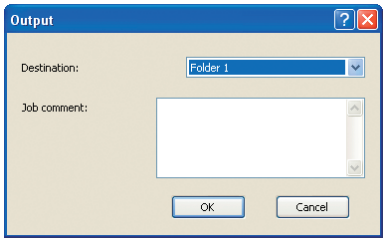
[Save to folder]
Save print jobs in a folder.

3 Click [Details] and select the destination in the pull-down menu.

[Destination] indicates the storage destination specified in advance by a user with administrator rights.

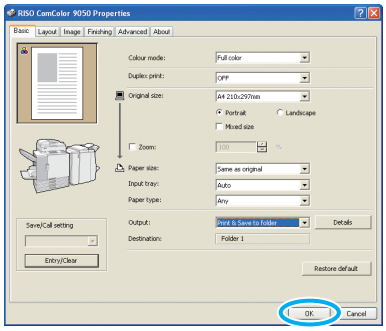


You can enter notes about the job in [Job comment], as desired.

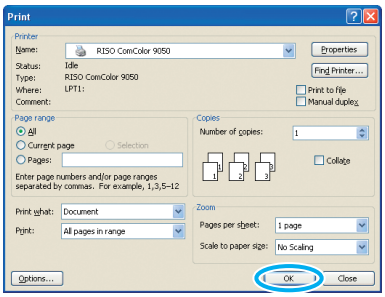


4 After input is finished, click [OK].

Complete other settings as needed.



5 In the printing dialog box, click [OK] (or [Print]).



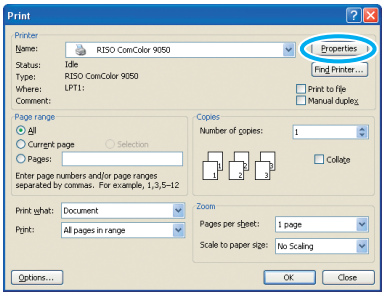
- **Jobs stored in job folders can be accessed on the folder screen in printer mode. (See p. 70.)**
- **Printing conditions (printer driver settings) are also saved.**

Printing with Originals Rotated

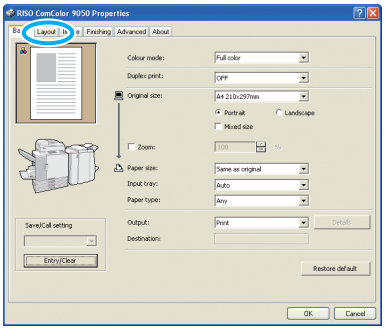
The [Rotate] feature is convenient when printing on envelopes or in other cases when changing the angle of originals.

Always load envelopes on the standard tray.
For details, see "In the Standard Tray" (p. 21).

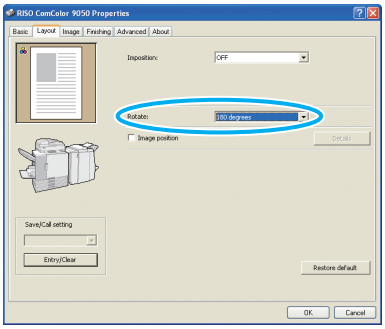
1 Click [Properties] (or [Preferences]) in the printing dialog box of the source application.



2 Click the [Layout] tab.

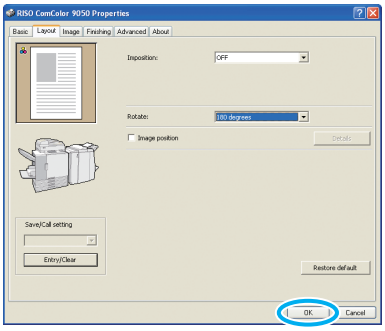


3 Select the angle of rotation in the [Rotate] pull-down menu.

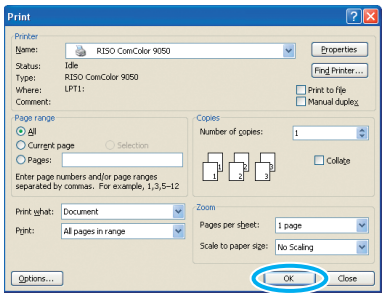


4 After input is finished, click [OK].

Complete other settings as needed.



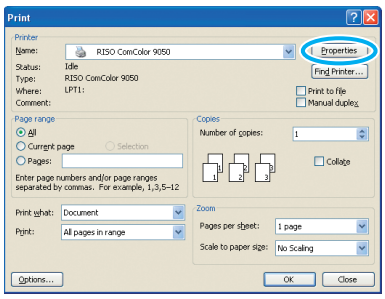
5 In the printing dialog box, click [OK] (or [Print]).



Saving Frequently Used Settings

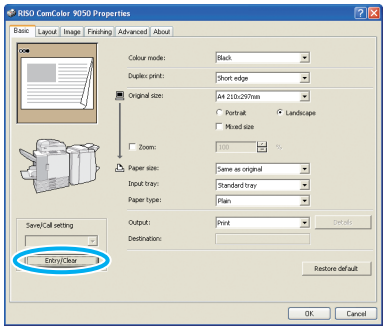
Frequently used settings information can be saved and recalled later as needed. This eliminates the need to complete the settings each time.

1 Click [Properties] (or [Preferences]) in the printing dialog box of the source application.

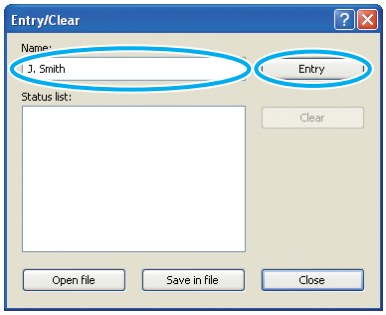


2 Complete the print settings on each tab.

3 Click [Entry/Clear].



4 Enter a name in [Name] and click [Entry].



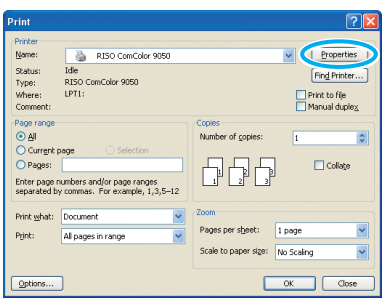
- To access settings you have registered, select the desired settings in the [Save/Call setting] pull-down menu.
- To cancel settings that you have recalled, click [Restore default].

Printing Page Numbers and Dates in Booklets

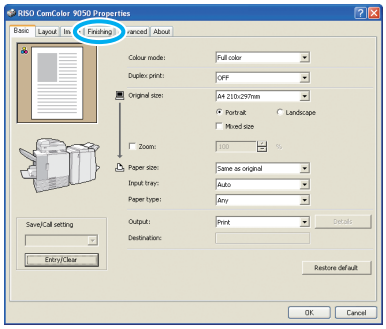
Page numbers and dates can be added when printing a series of originals over multiple pages, arranged in a particular layout to be folded in two to create booklets.

This function can only be configured when you have connected an optional multifunction finisher.

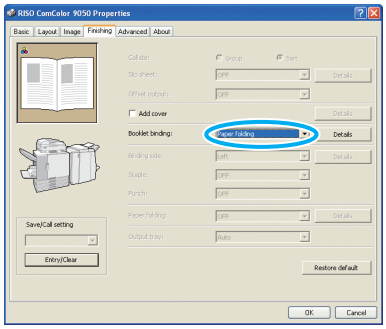
1 Click [Properties] (or [Preferences]) in the printing dialog box of the source application.



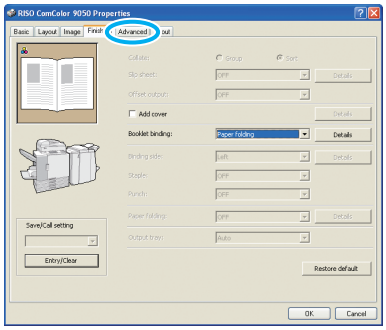
2 Click the [Finishing] tab.



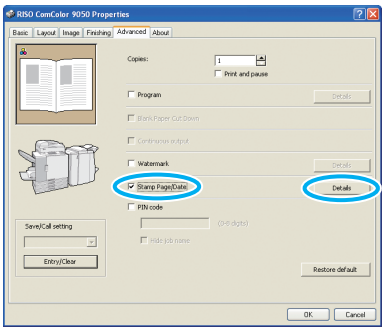
3 Select [Paper folding] in the [Booklet binding] pull-down menu.



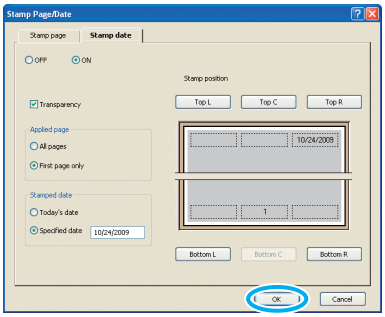
4 Click the [Advanced] tab.



5 Select [Stamp Page/Date] and click [Details].

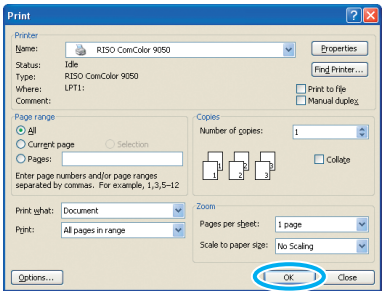


6 Specify [Stamp position] for the page number and date, and then click [OK].



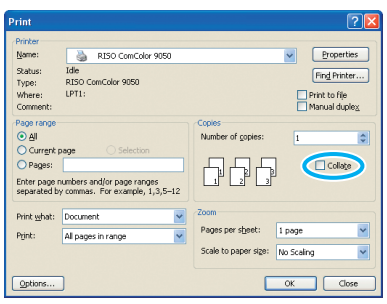
Complete other settings as needed.

7 In the printing dialog box, click [OK] (or [Print]).



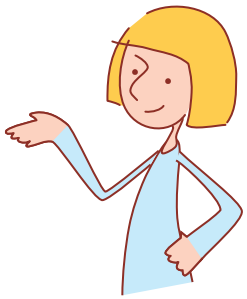
[Collate] Check Box in Printing Dialog Boxes

If there is a [Collate] check box in the printing dialog box of the source application, clear the check box. Instead, specify [Sort] in [Collate] on the [Finishing] tab for collated printing.



Additional Features

You can combine different functions of this machine to make it even more useful. Combine different functions from the list below to find the methods that best suit your objectives. For details on each function, see "Printer Driver Screens" (p. 28).



Workflows

Printing on both sides of the paper **Duplex print**

[Basic] tab ▶ [Duplex print]: Select printing details ▶ [OK]

Adjusting the printing position **Image position**

[Layout] tab ▶ [Image position] ▶ [Details]: Select printing details ▶ [OK]

Adjusting the print density **Print density**

[Image] tab ▶ [Print density]: Select printing details ▶ [OK]

Adjusting the image quality **Image quality**

[Image] tab ▶ [Image quality]: Select printing details ▶ [OK]

Printing with watermarks **Watermark**

[Advanced] tab ▶ [Watermark] ▶ [Details]: Select printing details ▶ [OK]

Adding page numbers or dates when printing **Stamp Page/Date**

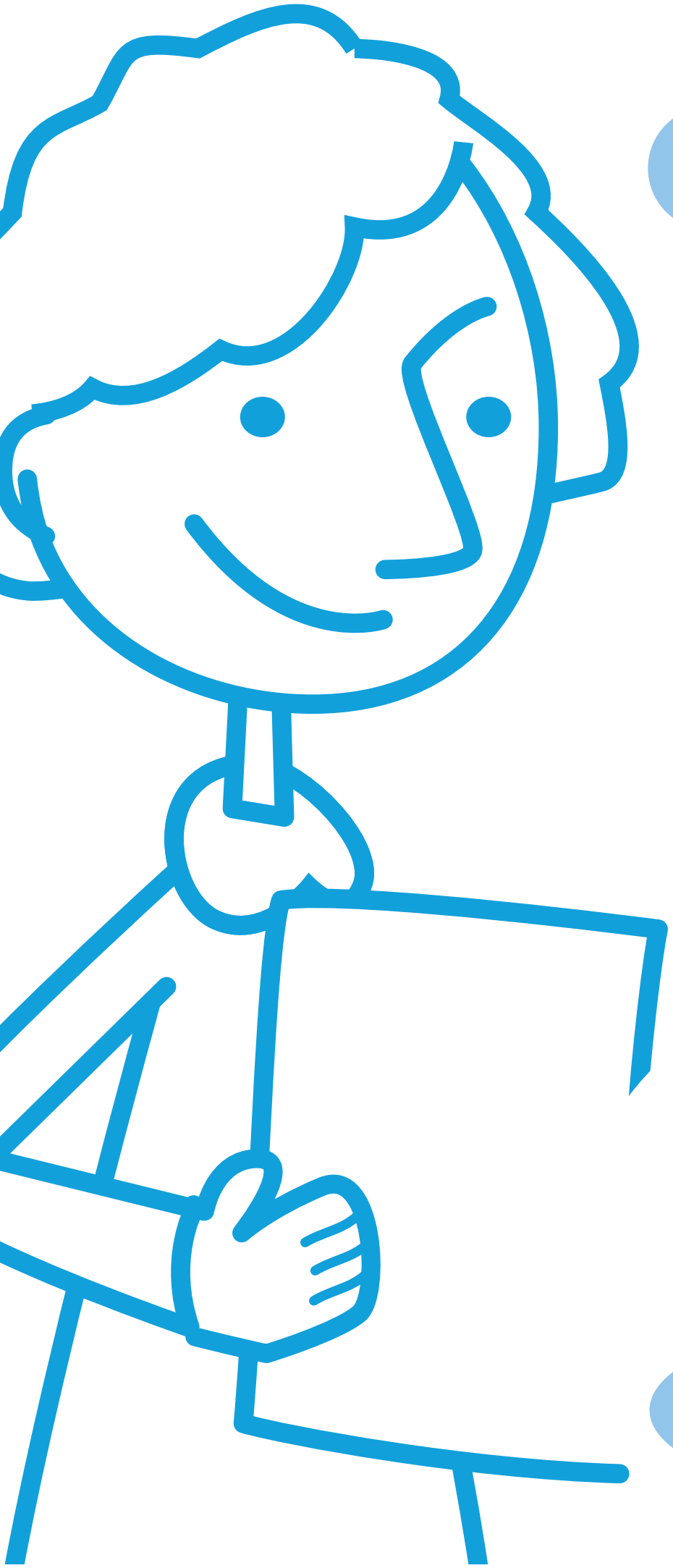
[Advanced] tab ▶ [Stamp Page/Date] ▶ [Details]: Select printing details ▶ [OK]

Creating booklets **Booklet binding**

[Finishing] tab ▶ [Booklet binding] ▶ [Details]: Select printing details ▶ [OK]

Stapling or hole-punching **Staple/Punch**

[Finishing] tab ▶ [Binding side]: Select printing details ▶ [Staple] / [Punch]: Select printing details ▶ [OK]



Copying

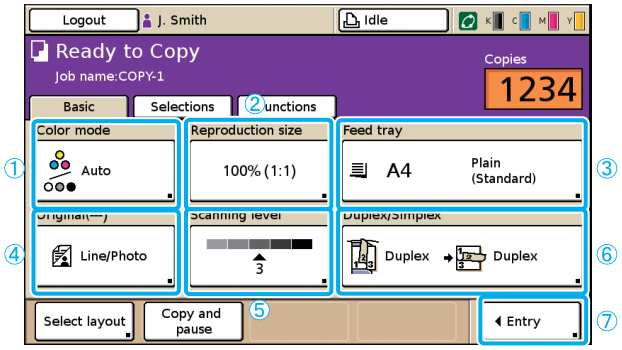
3

Copy Mode Screens

You can use the copy function if you connect the optional scanner. This section describes the copy mode screen of the touch panel.

- **The screens displayed vary depending on what optional equipment has been connected and how you have completed settings.**
- **Some items may not be displayed, depending on how the administrator has configured the settings. For details, ask your administrator.**

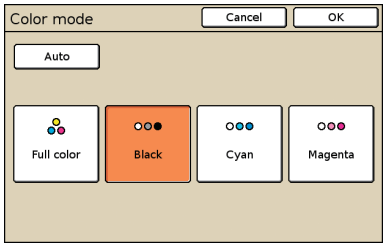
Basic Screen



This is the first screen displayed when you have selected copy mode. Basic copying functions can be completed on this screen.

① [Color mode]

Specify color or monochrome copying.



[Auto]
Color or monochrome copying is selected automatically.

[Full color]
Copy in color.

[Black]
Copy in black and white.

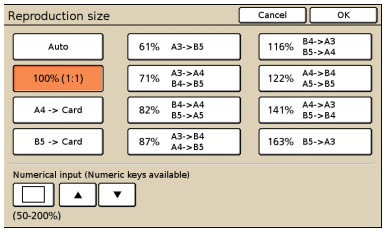
[Cyan]
Copy in monochrome, using cyan.

[Magenta]
Copy in monochrome, using magenta.

[Cyan] is not available for ComColor 1C+.

② [Reproduction size]

Specify copying at enlarged or reduced sizes.



[Auto]
Originals are scaled automatically during copying.

Originals are copied at actual size when you have selected [Auto] and the feed tray is set to [Auto].

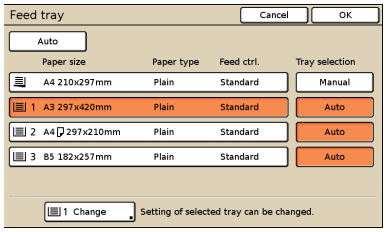
[100% (1:1)]
Copy at the original size.

Preset Scaling
Select from preset scaling levels.

[Numerical input]
Enter a desired scaling value, in a range of 50–200%.

③ [Feed tray]

Select and specify the tray to use for copying.



[Auto]

The feed tray is selected automatically during copying. Available trays are indicated by [Auto] in [Tray selection].

[Tray selection]

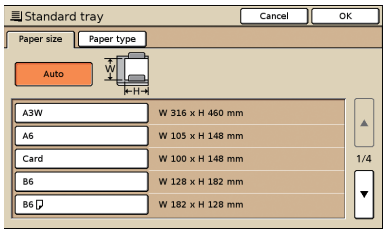
Specify trays that will be available when [Auto] is selected.

[Change]

Specify the [Paper size] and [Paper type] settings for each tray. Select a feed tray to configure, and then press [Change].

●Paper size screen

Specify the paper size.



[Auto]

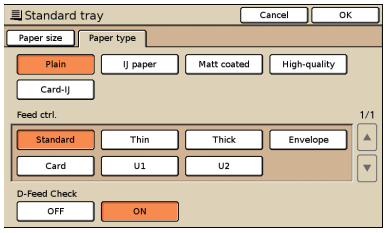
The size of paper in the feed tray is detected automatically. Only standard sizes can be detected. When loading non-standard sizes, select the size using the buttons located below [Auto].

Select paper size button

Choose from predefined paper sizes or custom sizes registered by the administrator.

●Paper type screen

Specify the paper type.



[Feed ctrl.]

Specify the thickness of the paper.

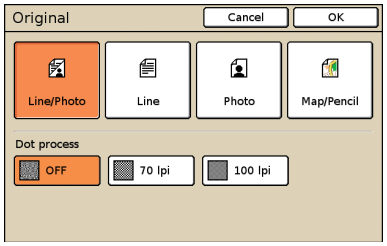
[D-Feed Check]

Specify to detect accidental feeding of multiple sheets.

Duplex printing is not supported for envelopes. Regardless of the type of paper actually loaded, duplex printing is no longer possible when you have specified [Envelope] in [Feed ctrl.] for the standard tray.

④ [Original]

Specify the types of originals.



[Line/Photo]

Settings optimized for originals with both text and photos or graphics.

[Line]

Settings optimized for originals with text only.

[Photo]

Settings optimized for originals with photos or graphics only.

[Map/Pencil]

Settings optimized for originals with faint text or illustrations, such as maps or pencil drawings.

●[Dot process]

The halftone processing for photos can be specified.

[OFF]

Copy without halftone processing.

[70 lpi]

Reproduce photos with a halftone of 70 lpi.

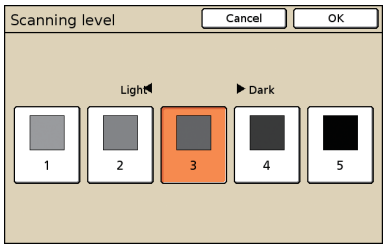
[100 lpi]

Reproduce photos with a halftone of 100 lpi.

If you have selected [Line], these buttons are grayed out.

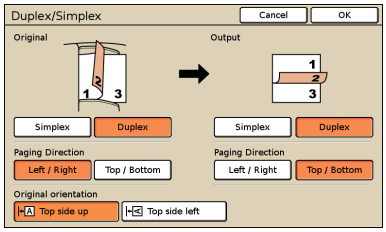
⑤ [Scanning level]

Specify the scanning density for scanned images.



⑥ [Duplex/Simplex]

Specify settings for duplex and simplex copying.



[Original]

Specify sides of the original to scan.

[Output]

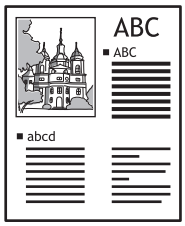
Specify whether to produce duplex or simplex copies.

[Paging Direction]

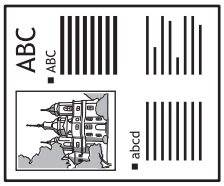
For duplex originals or copies, specify how pages are turned.

[Original orientation]

Specify the orientation of the original.



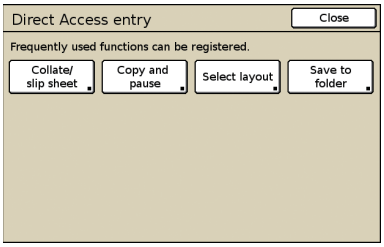
Top side up



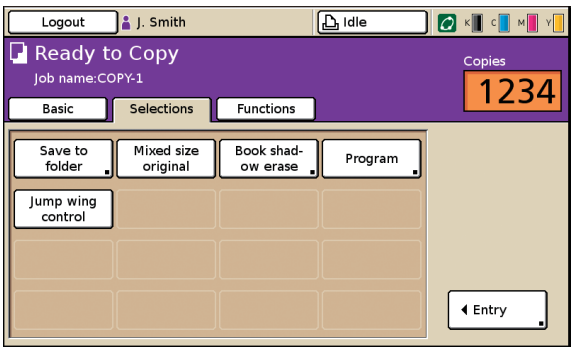
Top side left

⑦ [Entry]

Up to four frequently used functions can be registered. These functions are displayed as buttons at the bottom of the screen.



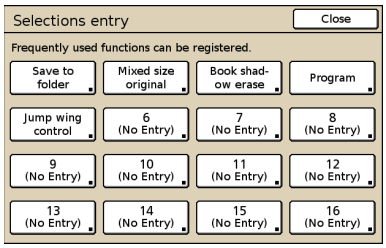
Selections Screen



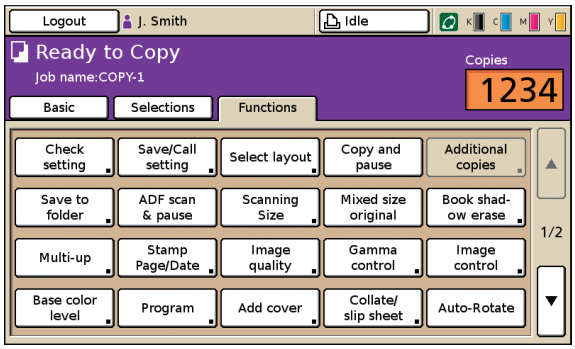
Shows registered selection buttons.

[Entry]

Up to 16 frequently used functions can be registered for display on one convenient screen.



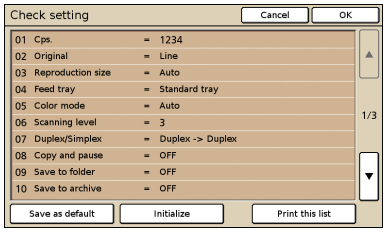
Functions Screen



Shows all function buttons available in copy mode. Advanced copying functions can be completed on this screen.

[Check setting]

Check current settings, restore the default settings set by the administrator.
Current settings can also be registered as the default settings for each user.



[Save as default]
Register the listed information as default settings.

This button is grayed out in environments when login is not necessary.

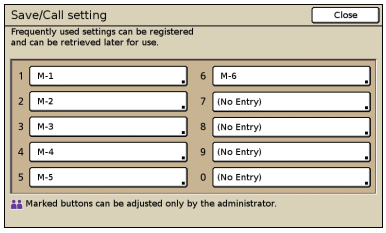
[Initialize]
Clear the listed information and restore the values set initially by the administrator.

This button is grayed out in environments when login is not necessary.

[Print this list]
Print the listed settings information.

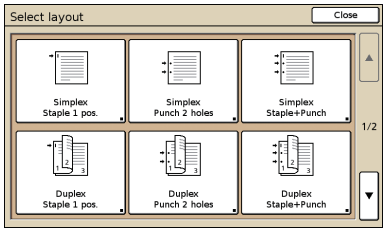
[Save/Call setting]

Save and recall frequently used settings information.
For details, see "Saving Frequently Used Settings" (p. 55).



[Select layout]

Select a layout from preset finishing options.



[Copy and pause]

Print just one copy of a job before high-volume copying to confirm that the finish and settings are correct.

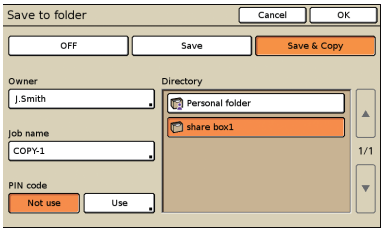
[Additional copies]

Print another copy of the previous copy job.

These buttons are grayed out when you have executed auto reset, or if you have logged out.

[Save to folder]

Save scanned originals as data in job folders on the machine. Because settings are also saved, this feature is convenient when printing additional copies of the same copy job at a later time.



[OFF]
Do not save copy jobs.

[Save]
Save copy jobs in a job folder.

[Save & Copy]
Save copy jobs in a job folder and then print them.

[Owner]
Identify the owner of jobs to save.

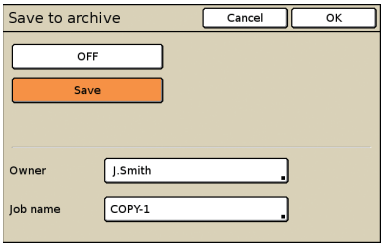
[Job name]
Identify jobs to save.

[PIN code]
Specify whether to assign a PIN code for jobs to save.

[Directory]
Specify the storage destination for copy jobs.

[Save to archive]

When an optional external controller (ComColorExpress IS900C) has been connected, save scanned originals as data on the controller.



[OFF]
Do not save the copy job.

[Save]
Save copy jobs in a controller.

[Owner]
Identify the owner of jobs to save.

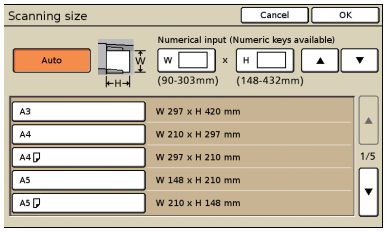
[Job name]
Identify jobs to save.

[ADF scan & pause]

Use when copying a quantity of originals that cannot be loaded at one time in the ADF. After the first set of originals has been scanned, a confirmation message regarding additional scanning is displayed. (Up to 1,000 sheets can be scanned.)

[Scanning size]

Specify the scanning size for originals.



[Auto]

The scanning size is automatically calculated and set, based on the original size and reproduction size.

[Numerical input]

Use [▲] and [▼] or the numeric keys to enter the desired value.

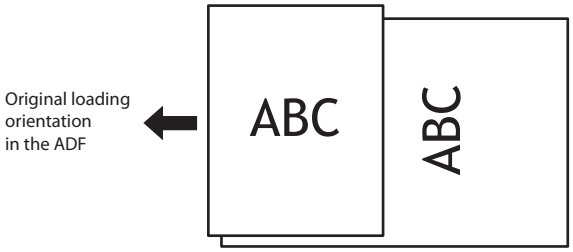
Page size list

Select sizes from the list displayed.

[Mixed size original]

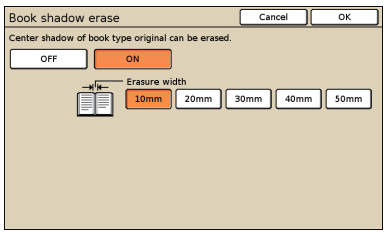
Specify when scanning originals of various sizes on different pages in the ADF.

Only originals with one side of equivalent length can be scanned together.
Example: A4 and A3 sheets, B5 and B4 sheets, or STMT and LTR sheets



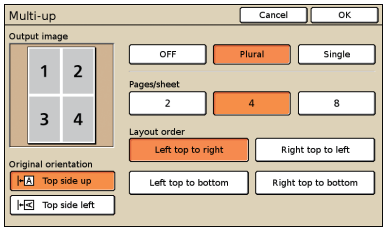
[Book shadow erase]

When scanning originals in book format, erase the center shadow.



[Multi-up]

Copy multiple originals onto a single sheet.



[OFF], [Plural], and [Single]

Specify the type of layout—specifically, how originals are arranged for copying.

[OFF]

Copy without combining originals, with one original per page.

[Plural]

Copy multiple pages of originals, arranged in the specified order, onto a single sheet.

[Single]

Copy multiple images of the same original onto a single sheet.

[Pages/sheet]

Specify how many originals to copy onto a single sheet.

[Layout order]

Specify the order in which originals are arranged on a single sheet when [Multi-up (Plural)] is selected. Options will vary depending on your selected number of pages in [Pages/sheet].

[Output image]

Shows a preview of the image with current settings applied.

[Original orientation]

Specify the orientation for loading originals.

[Top side up]

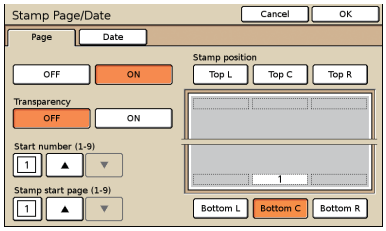
Select when loading originals in an orientation from which they can be read normally.

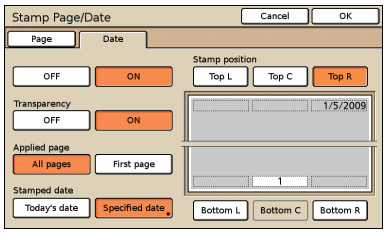
[Top side left]

Select when loading originals so that the top of the original image is along the left edge.

[Stamp Page/Date]

Stamp the page number and date at a specified position.





[OFF], [ON]

To add the page number or date on copies, select [ON]. If not, select [OFF].

[Transparency]

Select whether to use a transparent background behind the page or date printed on copies.

[Start number] (Only for page number printing)

Specify the initial number to print as the page number. Enter the number using [▲] and [▼] or the numeric keys.

[Stamp start page] (Only for page number printing)

Specify the first page on which to start printing page numbers. Enter the number using [▲] and [▼] or the numeric keys.

[Stamp position]

Specify where on the page to print the page number or date.

The page number and date cannot be printed together in the same position.

[Applied page] (Only for date printing)

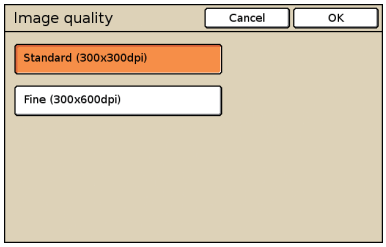
Select whether to print the date on all pages or only the first page.

[Stamped date] (Only for date printing)

Specify the date to print.

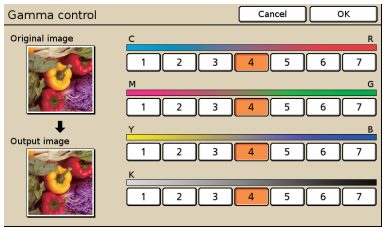
[Image quality]

Specify the scanning resolution when copying originals.



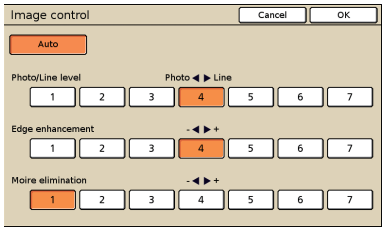
[Gamma control]

Adjust the gamma value of colors, as desired.



[Image control]

Specify advanced image processing settings for scanned originals.



[Auto]

Image processing is performed automatically.

[Photo/Line level]

Specify image processing optimized for the outline of text or for reproducing photos clearly.

[Edge enhancement]

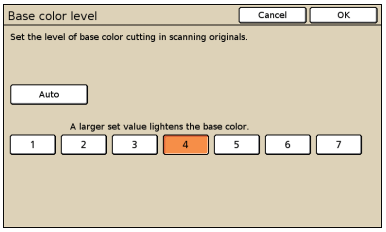
Emphasize the edge of portions recognized as text.

[Moire elimination]

Reduce moiré in portions recognized as photos.

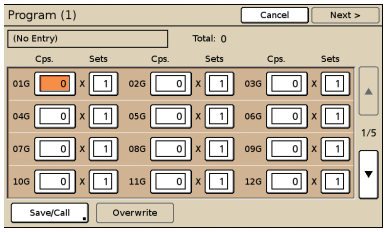
[Base color level]

When copying originals that have a colored background, specify how much the background is reduced in copies.



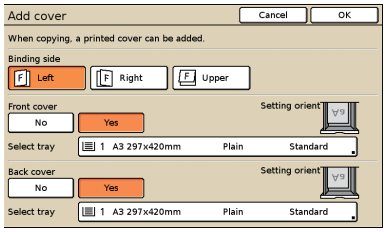
[Program]

Specify settings for the number of copies and sets, collating, slip sheets, and other options for 60 groups. Quickly print exactly the number of copies of the number of sets you need. This feature is convenient when printing copies in various quantities for distribution to several different groups, such as corporate divisions or classes.



[Add cover]

Insert preprinted sheets or colored paper that has been loaded in the tray as covers.



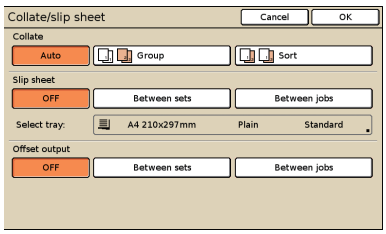
[Binding side]
Specify the position of the binding.

[Front cover]
Specify front cover settings.
To add a front cover, select [Yes] and specify the tray where paper for the cover is loaded.

[Back cover]
Specify back cover settings.
To add a back cover, select [Yes] and specify the tray where paper for the cover is loaded.

[Collate/slip sheet]

For several copies of multi-page originals, specify whether to collate the copies into sets. Also, specify whether to insert a slip sheet between copies. When you have connected an optional multifunction finisher or face down offset tray, you can also select whether to offset the copies.



[Collate]

Specify the type of collation.

[Auto]
[Sort] is automatically specified when originals are scanned with the ADF. [Group] is specified when originals are scanned on the platen.

[Group]
Copy one page from the original in a specified quantity, then copy the next page.

[Sort]
Copy complete sets of the original, with pages arranged in order.

[Slip sheet]

Specify whether to insert a slip sheet between sets of copies.

[OFF]
Do not insert a slip sheet.

[Between sets]*
Insert a slip sheet between sets, based on the unit specified in [Collate].

[Between jobs]*
Insert a slip sheet between copy jobs.

* When you have selected [Between sets] or [Between jobs], specify the feed tray for these slip sheets.

[Offset output]

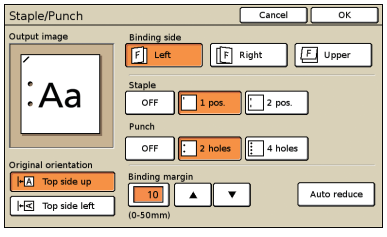
When you have connected an optional multifunction finisher or face down offset tray, specify whether to move the output position after each unit is printed.

[Auto-Rotate]

This option automatically rotates the image of originals 90° if the size of the loaded original matches the size of paper in the tray but the orientation does not match. Normally, specify [ON] for this setting.

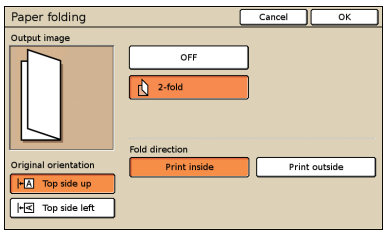
[Staple/Punch]

When you have connected an optional multifunction finisher, staple or punch holes in copies.



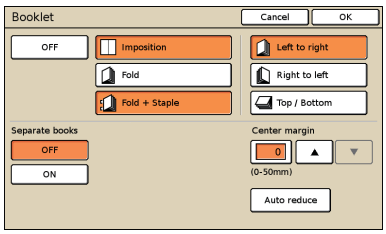
[Paper folding]

When you have connected an optional multifunction finisher, copies can be folded.



[Booklet]

Automatically arrange pages on copies to create booklets. When you have connected an optional multifunction finisher, you can also specify stapling and folding.



[Imposition]

Arrange pages of the original in a booklet layout.

[Fold]

Create copies folded in two.

[Fold + Staple]

Create copies folded in two and stapled.

[Imposition] can be combined with [Fold] or [Fold + Staple].

●[Separate books]

When you have selected [Fold] and [Fold + Staple], some restrictions apply to the number of sheets that can be folded at one time.

[Fold] folds after 5 sheets (for 20 pages of originals), and [Fold + Staple], after 15 sheets (for 60 pages of originals).

If the number of pages involved requires more sheets than this, folding is done once after the number of sheets noted above to produce an individual portion of the book, which is then ejected. In this case, because the layout order varies depending on whether these portions will be bound through the center or from the side, choose [OFF] or [ON].

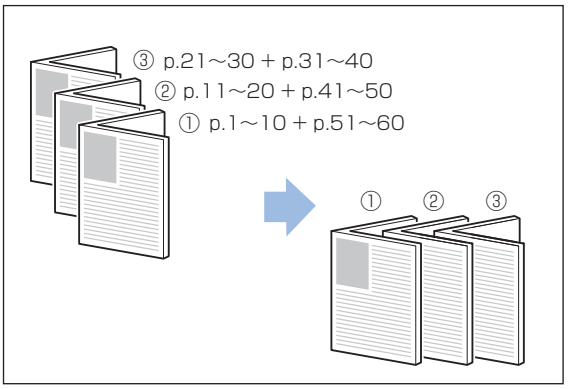
[OFF]

The layout is arranged so that each portion of the book fits inside another portion when the book is bound (with a center binding). Books are not stapled When you select OFF, even if you have also selected [Fold + Staple].

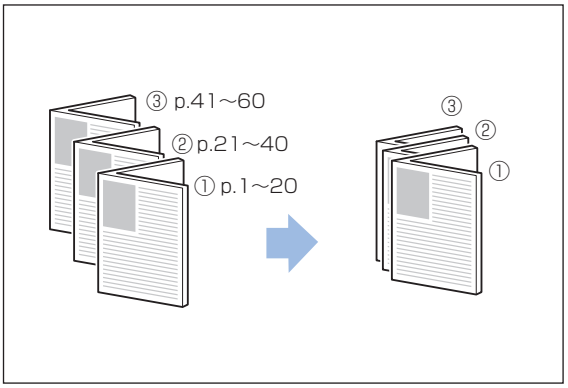
[ON]

The layout is arranged so that each portion of the book is on top of the next portion when the book is bound (from the side).

Example: 60-page original, [Fold], and [Separate books] OFF



Example: 60-page original, [Fold], and [Separate books] ON



●[Center margin]

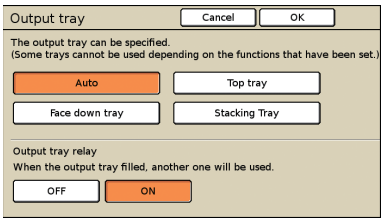
When you have selected [Imposition], specify the center margin width in a range of 0–50 mm (0–2"). Enter the number using [▲] and [▼] or the numeric keys.

[Auto reduce]

When a center margin you have specified would cause the printed image not to fit on the sheet, the image is automatically reduced.

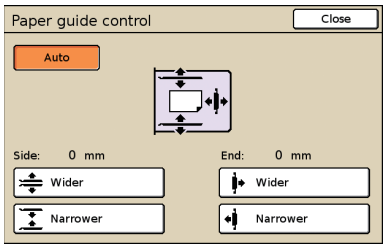
[Output tray]

When you have connected an optional multifunction finisher or the stacking tray, specify the destination for copies.



[Paper guide control]

When you have connected an optional RISO auto-control stacking tray, adjust the position of the paper guides on the tray.



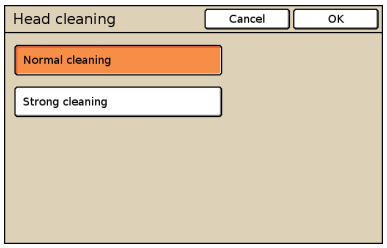
[Jump wing control]

Specify when using paper that cannot be ejected neatly under normal settings when an optional stacking tray is connected.
The button switches between [ON] and [OFF] each time it is pressed.

[Jump wing control] is only displayed if it has been registered in advance. To register it or modify the setting, contact your dealer (or authorized service representative).

[Head cleaning]

Clean the ink heads.



[Normal cleaning]
Head cleaning that is useful in preventing clogging.

[Strong cleaning]
When clear printing is not possible, this option offers more thorough cleaning than normal cleaning.

[Front doors release]

The front cover of the machine is usually locked, unless mechanical problems have occurred. To open the front cover, press this button to select [ON].

Copying Operations

You can make copies from a wide variety of formats, such as printouts and books. You can also use the duplex function or imposition function to save paper, or you can use the booklet function to make a booklet. Use in accordance with your objectives.

Basic Workflow

Load the original → Select copy mode → Complete the copy settings → Press the [START] key

To cancel copy jobs, press the [STOP] key.

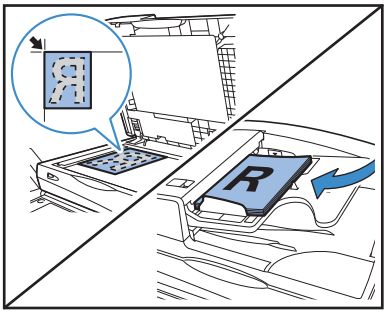
- The screens displayed vary depending on what optional equipment has been connected and how you have completed settings.
- Make sure the machine is in copy mode.
- Some items may not be displayed, depending on how the administrator has configured the settings. For details, ask your administrator.

Duplex Copying

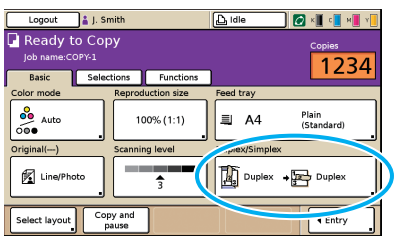
Duplex (two-sided) copies can be created from simplex (one-sided) originals and vice-versa. You can save even more paper by combining duplex copying with layouts of several originals per sheet (Multi-up (Plural)).

1 Load the original.

Load the original on the platen glass or in the ADF.

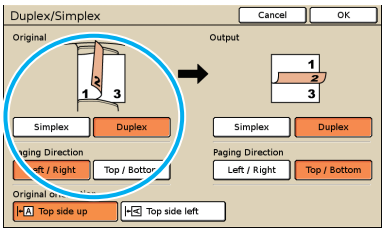


2 On the [Basic] screen, press [Duplex/Simplex].



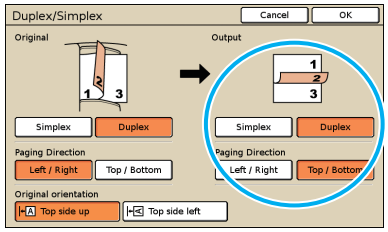
3 Complete the [Original] and [Paging Direction] setting.

Specify the format of the original.

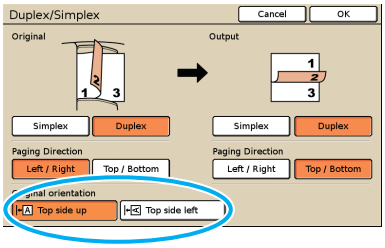


4 Complete the [Output] and [Paging Direction] setting.

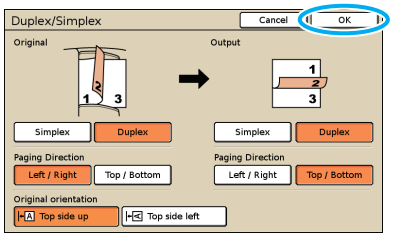
Specify the format of the finished copies.



5 Complete the [Original orientation] setting.



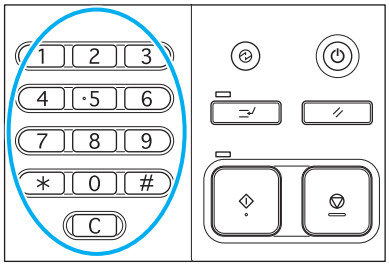
6 Press [OK].



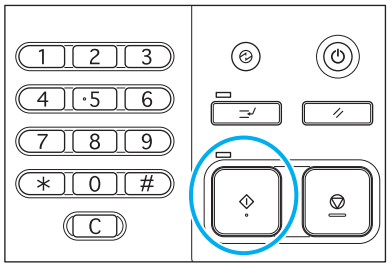
Complete other copy settings as needed.

7 Enter the number of copies.

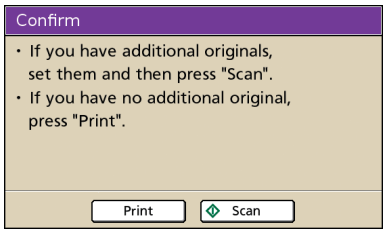
Use the numeric keys for input.



8 Press the [START] key.



When you are using the platen glass, a confirmation message may be displayed regarding scanning the next original.



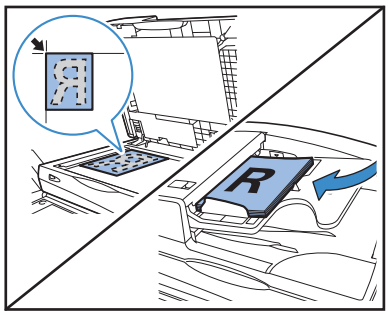
Load the next original and press [Scan]. After all originals are scanned, press [Print].

Copying Multiple Originals Per Sheet

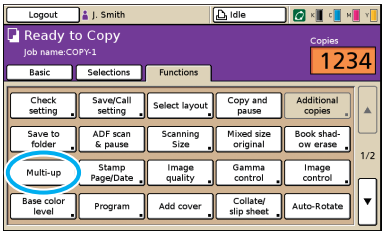
Multi-page originals or multiple images of the same original can be copied onto a single sheet. You can save even more paper by combining this feature with others, such as duplex copying.

1 Load the original.

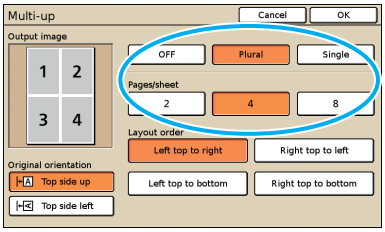
Load the original on the platen glass or in the ADF.



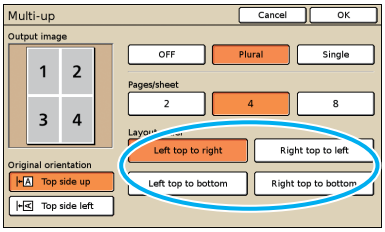
2 On the [Functions] screen, press [Multi-up].



3 Specify the type of layout and the [Pages/sheet] setting.

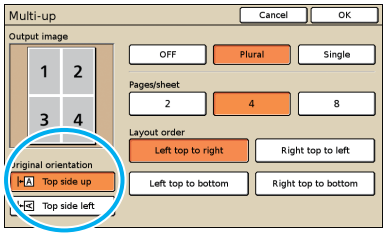


4 Complete the [Layout order] setting.

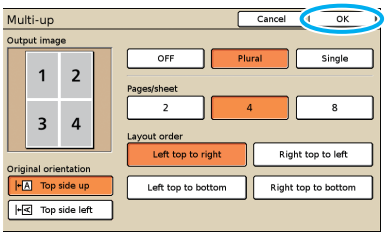


These buttons are not displayed when you have selected [Single] in step 3.

5 Complete the [Original orientation] setting.



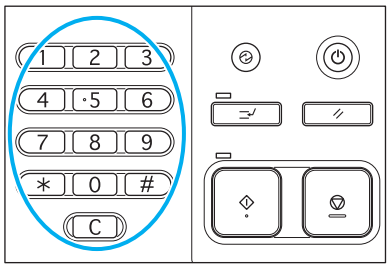
6 Press [OK].



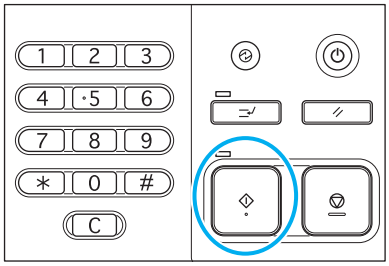
Complete other copy settings as needed.

7 Enter the number of copies.

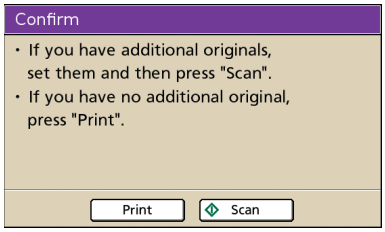
Use the numeric keys for input.



8 Press the [START] key.



When you are using the platen glass, a confirmation message may be displayed regarding scanning the next original.



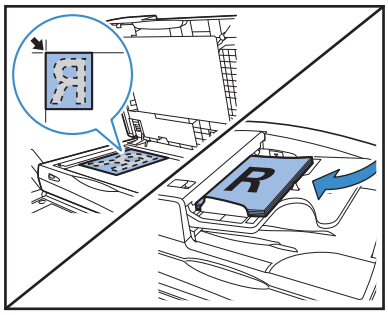
Load the next original and press [Scan]. After all originals are scanned, press [Print].

Creating Booklets

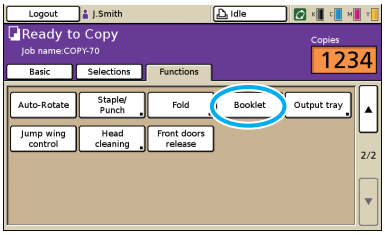
Automatically arrange pages on copies to create booklets as follows.
When you have connected an optional multifunction finisher, you can also specify stapling and folding.

1 Load the original.

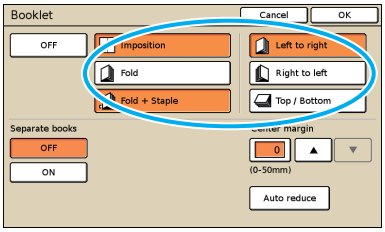
Load the original on the platen glass or in the ADF.



2 On the [Functions] screen, press [Booklet].

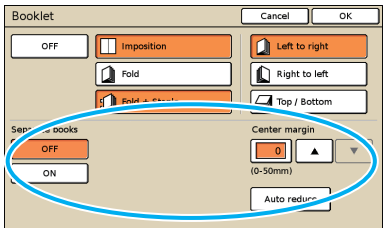


3 Specify the type of booklet and how pages are turned.



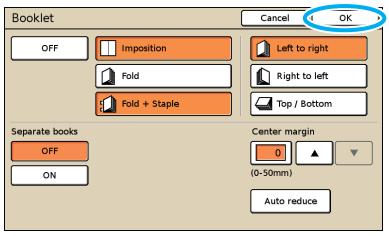
[Fold] and [Fold + Staple] are not displayed unless you have connected an optional multifunction finisher.

4 Complete the [Separate books] and [Center margin] settings.



[Separate books] is not available when you have only selected [Imposition] as the type of layout in step 3.

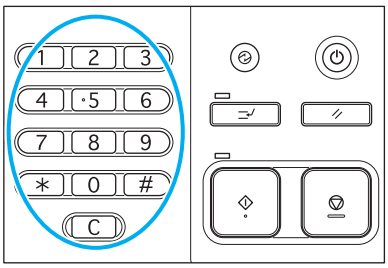
5 Press [OK].



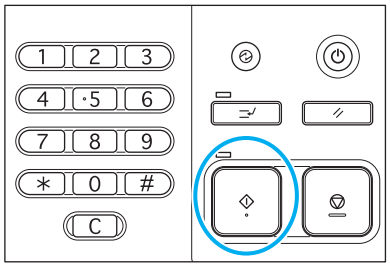
Complete other copy settings as needed.

6 Enter the number of copies.

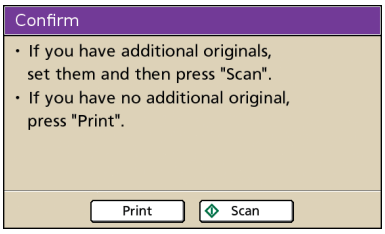
Use the numeric keys for input.



7 Press the [START] key.



When you are using the platen glass, a confirmation message may be displayed regarding scanning the next original.



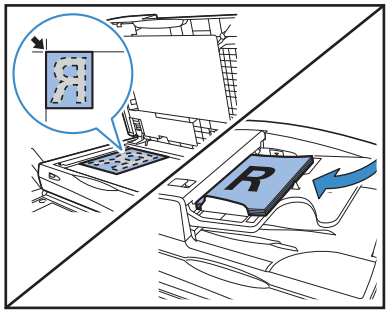
Load the next original and press [Scan]. After all originals are scanned, press [Print].

Collated Copying

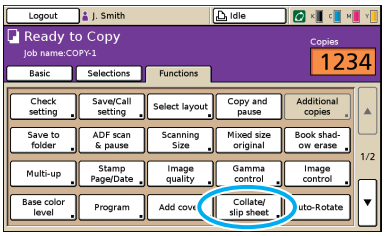
Collating can quickly sort your copies into sets. You can also insert slip sheets between copies.

1 Load the original.

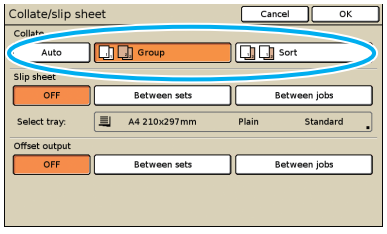
Load the original on the platen glass or in the ADF.



2 On the [Functions] screen, press [Collate/slip sheet].

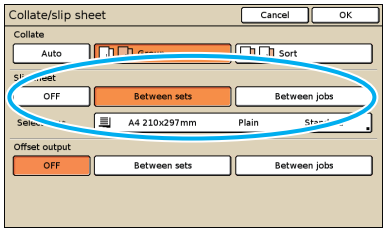


3 Complete the [Collate] setting.



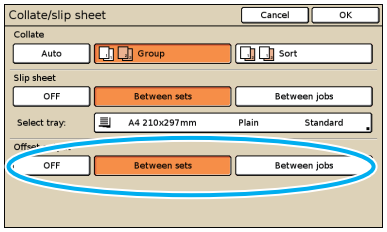
When you have specified [Auto], [Sort] is automatically set when using the automatic document feeder and [Group] is set when using the platen glass.

4 Complete the [Slip sheet] setting.



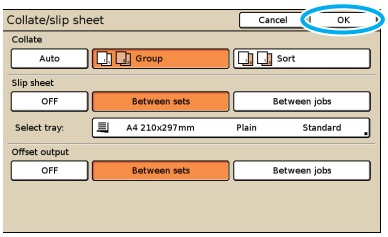
To insert slip sheets, load the paper to use as slip sheets in advance, into the tray selected in [Feed tray].

5 Complete the [Offset output] setting if needed.



These buttons are not displayed unless you have connected an optional multifunction finisher or face down offset tray.

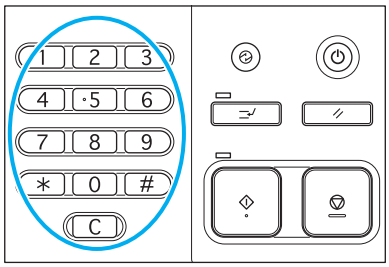
6 Press [OK].



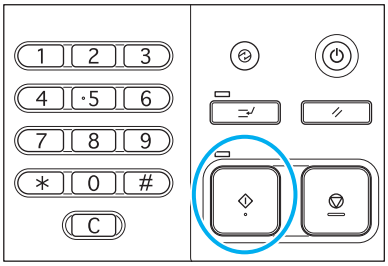
Complete other copy settings as needed.

7 Enter the number of copies.

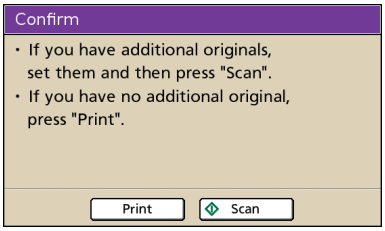
Use the numeric keys for input.



8 Press the [START] key.



When you are using the platen glass, a confirmation message may be displayed regarding scanning the next original.



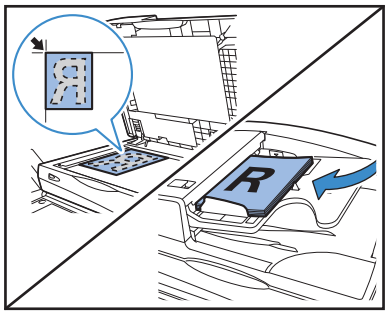
Load the next original and press [Scan]. After all originals are scanned, press [Print].

Copying with Copy and Pause

Before high-volume copying, you can print just one copy of a job to confirm that the finish and settings are correct.

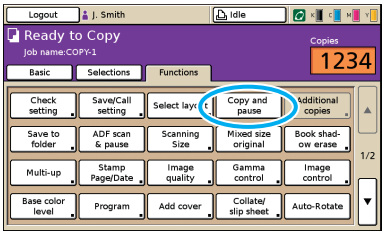
1 Load the original.

Load the original on the platen glass or in the ADF.



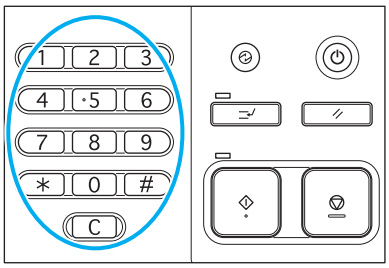
2 Complete the copy settings.

3 On the [Functions] screen, press [Copy and pause].

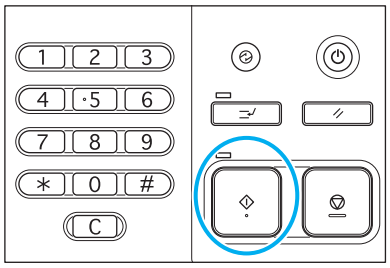


4 **Enter the number of copies.**

Use the numeric keys for input.



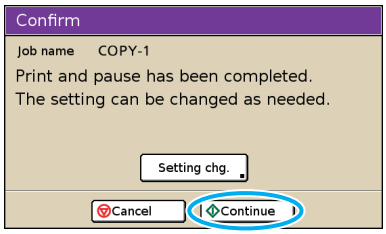
5 **Press the [START] key.**



At this point, only one copy is produced. Check how the copy was made.

6 **On the confirmation screen, press [Continue].**

To change the settings, press [Setting chg.].

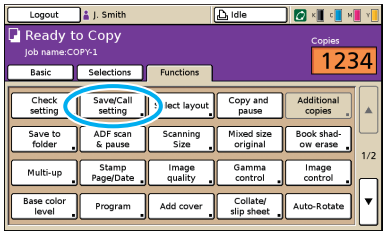


Saving Frequently Used Settings

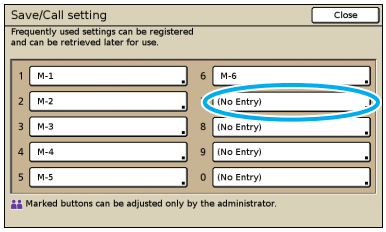
Frequently used settings information can be saved and recalled for later use as needed. This eliminates the need to complete the settings each time.

1 **Complete the copy settings.**

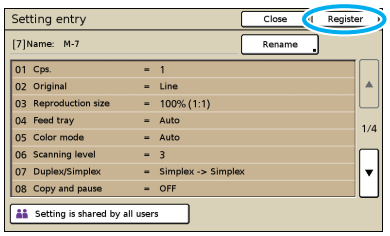
2 **On the [Functions] screen, press [Save/Call setting].**



3 **Press [No Entry].**

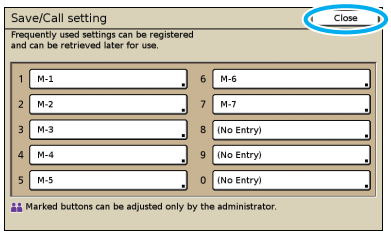


4 **Check the settings details on the [Setting entry] screen, and then press [Register].**



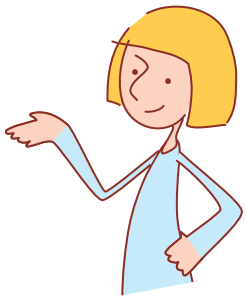
- **To rename registered button labels, press [Rename] and enter the name.**
- **[Setting is shared by all users] is only displayed when you have logged in as a user with administrator authority.**

5 **Press [Close].**



Additional Features

You can combine different functions of this machine to make it even more useful. Combine different functions from the list below to find the methods that best suit your objectives. For details on each function, see "Copy Mode Screens" (p. 40).



Workflows

Saving scanned originals as copy jobs on the machine Save to folder

[Functions] screen ▶ [Save to folder]: Select copying details ▶ [OK] ▶ [START] key

Printing another copy of the previous copy job Additional copies

[Functions] screen ▶ [Additional copies] ▶ Enter the number of copies ▶ [OK]

Adding a cover to copies Add cover

Load paper for the cover ▶ [Functions] screen ▶ [Add cover]: Select copy settings ▶ [OK] ▶ Enter the number of copies ▶ [START] key

Adjusting the image quality Image quality

[Functions] screen ▶ [Image quality]: Select copying details ▶ [OK] ▶ Enter the number of copies ▶ [START] key

Selecting from preset finishing options Select layout

[Functions] screen ▶ [Select layout]: Select copying details ▶ [OK] ▶ Enter the number of copies ▶ [START] key

Producing copies folded in two Fold

[Functions] screen ▶ [Fold]: Select copying details ▶ [OK] ▶ Enter the number of copies ▶ [START] key

Stapling or hole-punching Staple/Punch

[Functions] screen ▶ [Staple/Punch]: Select copying details ▶ [OK] ▶ Enter the number of copies ▶ [START] key

Scanning

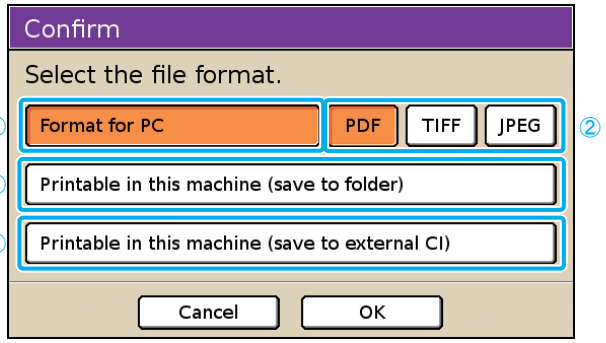
4

Scanner Mode Screens

You can use the scanner function if you connect the optional scanner. This section describes the scanner mode screen of the touch panel.

- **The screens displayed vary depending on what optional equipment has been connected and how you have completed settings.**
- **Some items may not be displayed, depending on how the administrator has configured the settings. For details, ask your administrator.**

Confirmation Screen



Selecting scanner mode will display a confirmation screen for specifying the scanning format.
After selecting the format, press [OK] to go to the next screen.

- **Administrator settings enable you to access the scanner mode without displaying this screen.**
- **For information on file formats, see "File Format" (p. 61).**

① [Format for PC]

Select this option when importing scanned images on a computer, to attach them to email messages or for other purposes.

② [PDF], [TIFF], or [JPEG]

When you have specified [Format for PC], choose the format for scanned images.

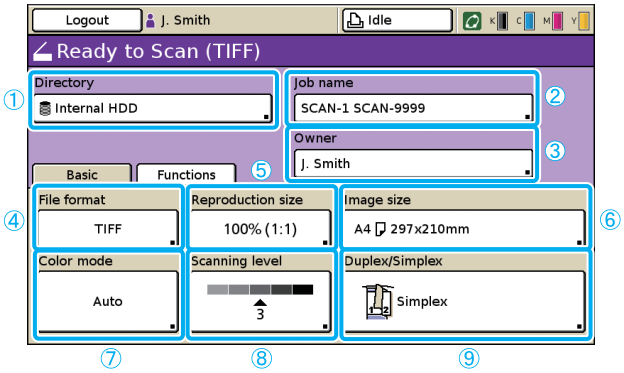
③ [Printable in this machine (save to folder)]

Select this option when saving scanned images in a job folder on the machine to printing them.
Selecting this option will display the [Save to folder] screen in copy mode.
For details, see "Save to folder" (p. 44).

④ [Printable in this machine (save to external CI)]

Only displayed when an optional external controller (ComColorExpress IS900C) has been connected. Selecting this option will display the [Save to archive] screen in copy mode.
For details, see "Save to archive" (p. 44).

Basic Screen



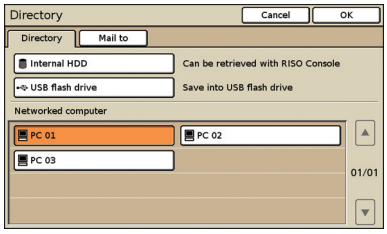
The first screen displayed when you have selected scanner mode. Complete basic scanning functions on this screen.

① [Directory]

Specify the destination for scanned images, as well as email recipients.

● Directory screen

Specify where to save scanned images.



[Internal HDD]

Save scanned images on the machine's hard disk drive.

Scanned jobs can be downloaded from the RISO console. For details, see "Downloading Scanned Images" (p. 80).

[USB flash drive]

Save scanned images on a connected USB flash drive.

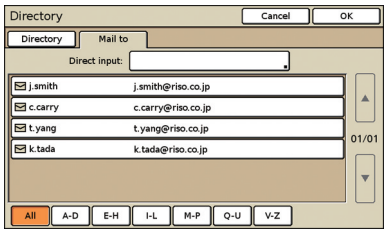
This option is grayed out if no USB flash drive has been connected to the machine.

[Networked computer]

Save scanned images on a network computer, as registered in the administrator settings.

● Mail to screen

Specify email addresses of recipients for scanned images.



[Direct input]

Enter the email address directly. Pressing [Direct input] will display the text input screen.

[Direct input] may not be displayed, depending on the administrator settings.

Mail to list

A list of email recipients (registered in the administrator settings) is displayed on this screen. Use [▲] and [▼] to scroll through names, or press the index buttons on the bottom of the screen to display corresponding names.

② [Job name]

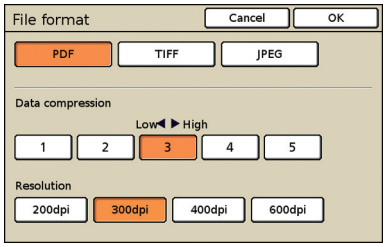
Indicates the job name of scanned images. By default, the name is indicated as SCAN-n (where n is a serial number in the range 1–99).
Pressing the button will display the text input screen, enabling you to type or edit the job name.

③ [Owner]

Identifies the owner name of scanned images. Pressing the button will display the text input screen, enabling you to type or edit the owner name.

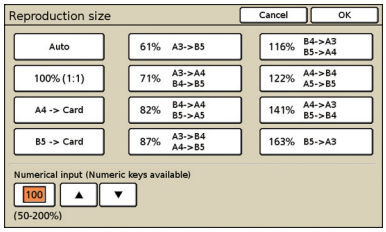
④ [File format]

Specify the format, compression, and resolution of scanned images.



⑤ [Reproduction size]

Specify scanning at enlarged or reduced sizes.



[Reproduction size] is available only when you specified [200dpi] or [300dpi] as the [File format] resolution.

[Auto]

Originals are scaled automatically during scanning.

[100% (1:1)]

Scan at the original size.

Preset Scaling

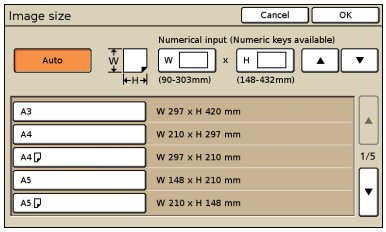
Select from preset scaling levels.

[Numerical input]

Enter a desired scaling value, in a range of 50–200%.

⑥ [Image size]

Specify the size for saving scanned images.



[Auto]

The scanning size is automatically calculated and set from the original size and reproduction size.

[Numerical input]

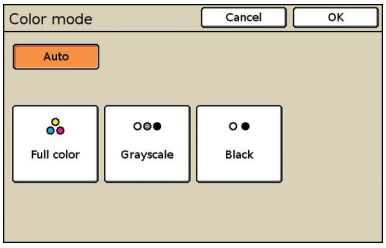
Use [▲] and [▼] or the numeric keys to enter the desired value.

Image size list

Select sizes from the list displayed.

⑦ [Color mode]

Specify color or monochrome scanning.



[Auto]

Color or monochrome scanning is selected automatically.

[Full color]

Scan in color.

[Grayscale]

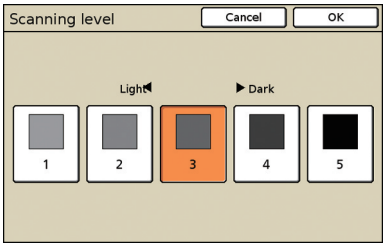
Scan in grayscale.

[Black]

Scan in black and white (two levels).

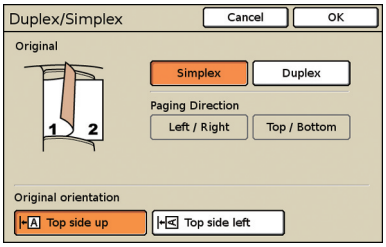
⑧ [Scanning level]

Specify the scanning density for scanned images.

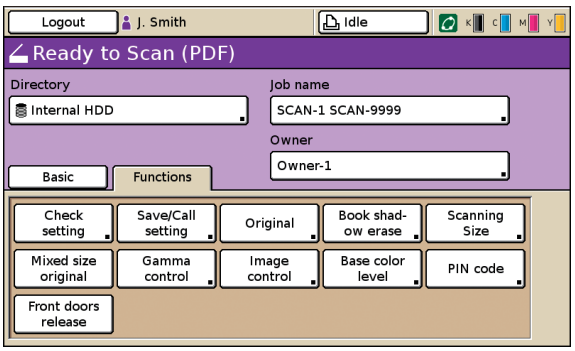


⑨ [Duplex/Simplex]

When scanning duplex originals, specify the type of original.



Functions Screen



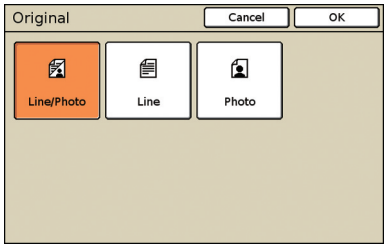
Shows user-adjustable settings. Complete advanced scanning functions on this screen.

The following functions are also used in other modes besides scanner mode. They are described in Chapter 3, "Copying," in "Functions Screen" (p. 43).

- **Check setting**
- **Save/Call setting**
- **Book shadow erase**
- **Scanning size**
- **Mixed size original**
- **Gamma control**
- **Image control**
- **Base color level**
- **Front doors release**

[Original]

Specify settings matching the type of original.



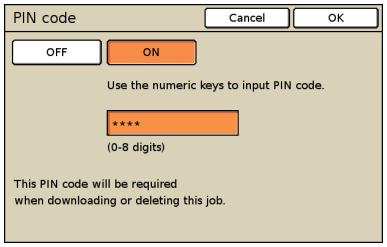
[Line/Photo]
Settings optimized for originals with both text and photos or graphics.

[Line]
Settings optimized for originals with text only.

[Photo]
Settings optimized for originals with photos or graphics only.

[PIN code]

Specify a PIN code for scanning jobs.
For details, see "Assigning PIN Codes to Scanning Jobs," (p. 64).



File Format

On the confirmation screen in scanner mode, you can choose either [Format for PC] or [Printable in this machine]. Choose a suitable format for your needs.

Format for PC

The following three file formats can be used on a computer.

- **PDF**

  This format is recommended for browsing on a computer.

  Because the file size is small, it is often used for distributing materials such as pamphlets and manuals.

- **TIFF**

  This format is suitable when importing images with a scanner, and when editing or processing images. It is often used when exchanging data between multiple applications.

- **JPEG**

  This format is suitable for the compressed saving of images imported with a scanner, and images imported from video.

Printable in this machine

This is an original RISO format that is used to print in this machine.

These files can be stored in folders on the machine or in an external controller.

Scanning Operations

Data from paper originals scanned with the machine in scanner mode can be downloaded to a computer, saved on a USB flash drive*, or sent as an e-mail attachment.

*** A USB port may not be provided, depending on the machine.**

Basic Workflow

Load the original → **Select scanner mode** → **Complete the scanning settings** → **Press the [START] key**

To cancel scanning jobs, press the [STOP] key.

- **The screens displayed vary depending on what optional equipment has been connected and how you have completed settings.**
- **Make sure the machine is in scanner mode.**
- **Some items may not be displayed, depending on how the administrator has configured the settings. For details, ask your administrator.**

Saving Scan Jobs on a Computer

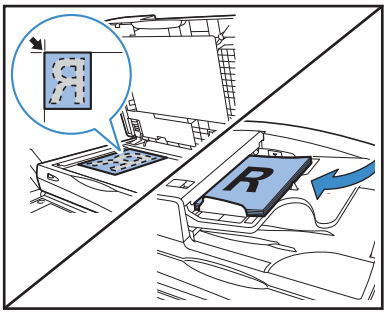
Save data from scanned originals to network computers connected to the machine.

Tip:

Scanned data can be saved on the printer's internal hard disk or a USB flash drive the same way. Select where to save scanned data in step 4.

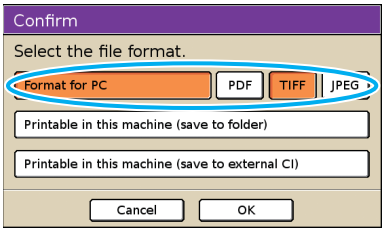
1 Load the original.

Load the original on the platen glass or in the ADF.



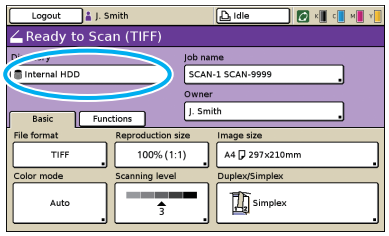
2 On the confirmation screen, select [Format for PC] and press [OK].

Also at this time, select [PDF], [TIFF], or [JPEG] as the format.



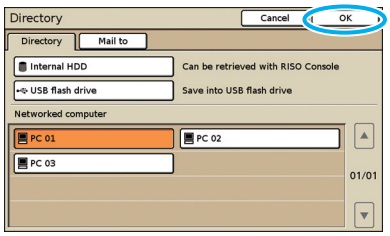
This screen may not be displayed, depending on the administrator settings.

3 Press [Directory].



When saving scanned images on a USB flash drive, insert the device.

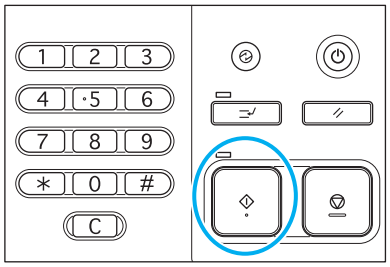
4 **Select the destination on the [Directory] screen, and then press [OK].**



Networked computers must be registered in advance. For details, ask your administrator.

5 **Complete other scanning settings as needed.**

6 **Press the [START] key.**

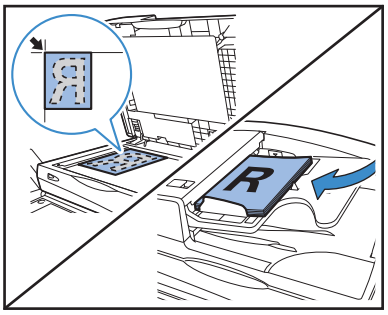


Attaching Scanned Images to Email Messages

Scanned images can be attached to messages and emailed.

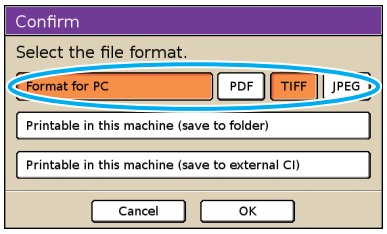
1 **Load the original.**

Load the original on the platen glass or in the ADF.



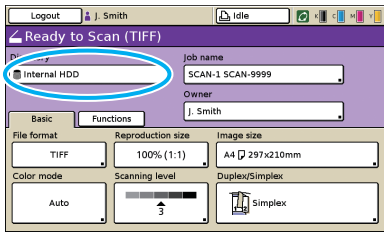
2 **On the confirmation screen, select [Format for PC] and press [OK].**

Also at this time, select [PDF], [TIFF], or [JPEG] as the format.



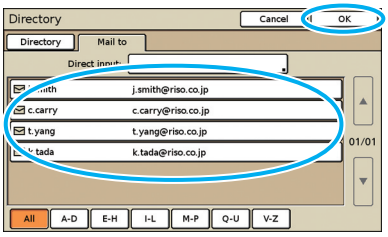
This screen may not be displayed, depending on the administrator settings.

3 **Press [Directory].**



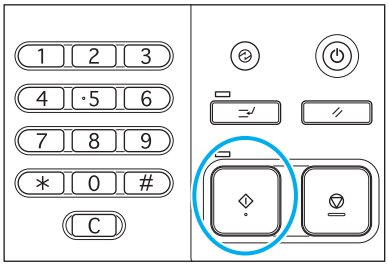
4 **On the [Mail to] screen, select the recipient and press [OK].**

If the recipient is not listed, you can enter the address directly.



5 **Complete other scanning settings as needed.**

6 **Press the [START] key.**



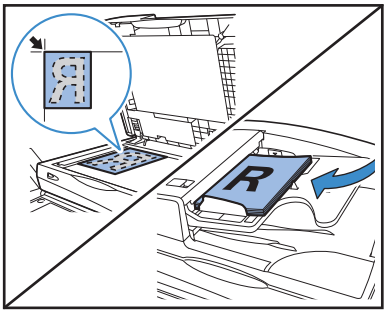
Assigning PIN Codes to Scanning Jobs

When saving scanned jobs on the machine's hard disk drive, you can assign PIN codes. Assigning PIN codes to scanned jobs ensures privacy of the jobs, because the PIN code must be entered to access the job.

This function is available when the machine's internal hard disk is specified in [Directory].

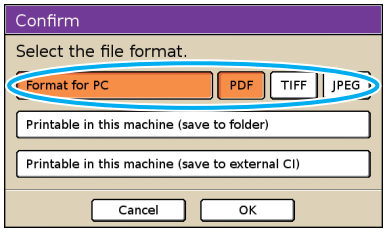
1 Load the original.

Load the original on the platen glass or in the ADF.



2 On the confirmation screen, select [Format for PC] and press [OK].

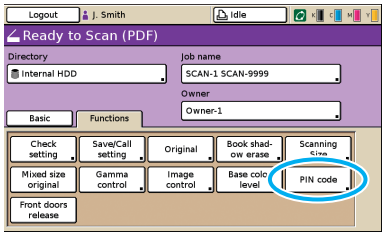
Also at this time, select [PDF], [TIFF], or [JPEG] as the format.



This screen may not be displayed, depending on the administrator settings.

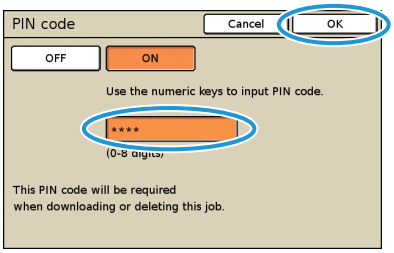
3 Specify the scanning settings.

4 On the [Functions] screen, press [PIN code].

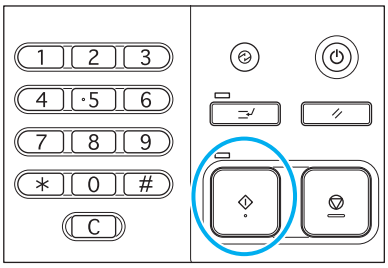


5 Enter a PIN code on the [PIN code] screen and press [OK].

As the PIN code, specify a number up to eight digits.

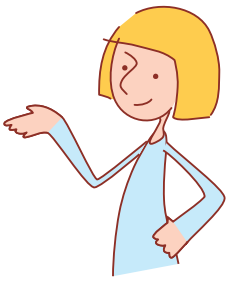


6 Press the [START] key.



Additional Features

You can combine different functions of this machine to make it even more useful. Combine different functions from the list below to find the methods that best suit your objectives. For details on each function, see "Scanner Mode Screens" (p. 58) and "Copy Mode Screens" (p. 40).



Workflows

Specifying the format, compression, and resolution of scanned images **File format**

[Basic] screen ▶ [File format]: Select scanning details ▶ [OK] ▶ [START] key

Scanning originals in various sizes at the same time **Mixed size original**

Load the original in the ADF ▶ [Functions] screen ▶ [Mixed size original] ▶ [START] key

Reducing the colored background of originals during scanning **Base color level**

[Functions] screen ▶ [Base color level]: Select scanning details ▶ [OK] ▶ [START] key

Enlarging or reducing scanned images **Reproduction size**

[Basic] screen ▶ [Reproduction size]: Select scanning details ▶ [OK] ▶ [START] key

Editing job or owner names to scanning jobs **Job name/Owner**

[Basic] screen ▶ [Job name] / [Owner] ▶ Type or edit the job or owner name ▶ [OK] ▶ [START] key

Scanning duplex originals **Duplex/Simplex**

[Basic] screen ▶ [Duplex/Simplex]: Select scanning details ▶ [OK] ▶ [START] key

Managing Jobs

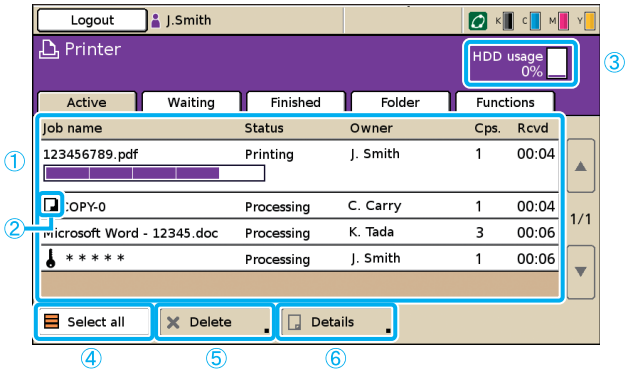
5

Printer Mode Screens

You can print jobs, check job settings, and perform other operations on printer mode screens. Jobs are grouped by status and listed on the [Active], [Waiting], [Finished], and [Folder] screens.

- **The screens displayed vary depending on what optional equipment has been connected and how you have completed settings.**
- **Some items may not be displayed, depending on how the administrator has configured the settings. For details, ask your administrator.**

Active Screen



Lists active and idle jobs.

① Job list
Check the job name, status, owner name, and other details. The job currently being processed is listed first. Jobs shown here will be processed in the order they are listed.

② Job icon
Indicates the job type. Located to the left of a job name.

Copy job

PIN code job

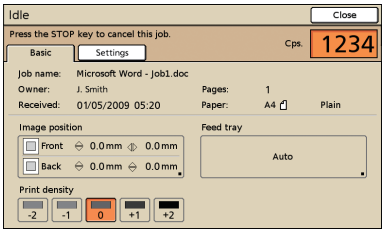
③ HDD usage
Indicates how much of the hard disk drive is used.

④ [Select all]
Press to select all listed jobs.

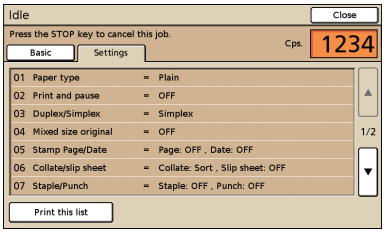
⑤ [Delete]
Delete the selected job.

⑥ [Details]
Check or modify settings of selected jobs.

Basic Screen
Check paper or print settings, as needed.

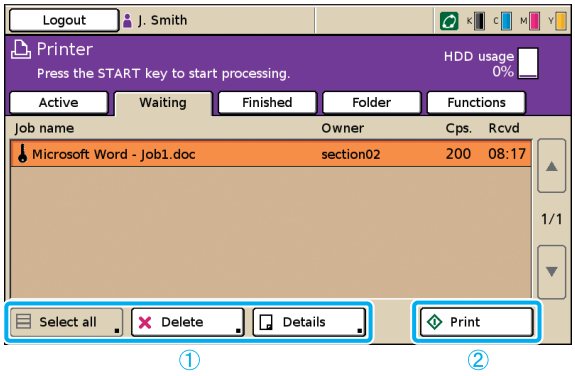


Settings Screen
Check the current settings, as needed.



[Print this list]
Print the listed settings information.

Waiting Screen



Lists jobs awaiting further user action.
Jobs appear on this list under the following conditions.

- They have a PIN code
- The administrator has assigned the jobs to this list
- When an IC card reader has been connected (but under some settings, jobs may be printed without appearing on this screen)

Selecting a job and pressing the [START] key moves the job to the list on the [Active] screen, after which the job will be printed.

① [Select all], [Delete], and [Details]

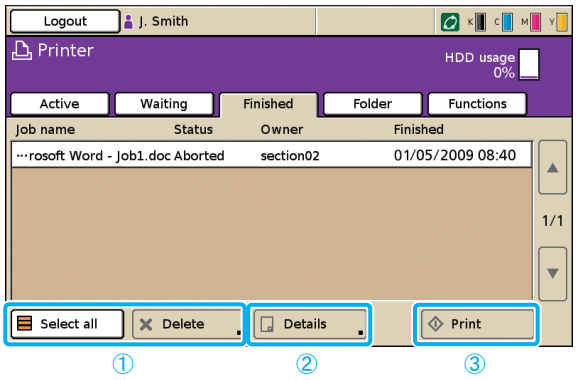
See "Active Screen" (p. 68).

② [Print]

Print the selected job. Pressing [Print] displays the [Active] screen, and then the job will be printed.

For PIN code jobs, the confirmation screen is displayed.

Finished Screen



Lists jobs for which processing is finished.

It may not be possible to display or print some jobs, depending on how the administrator has configured the settings. For details, ask your administrator.

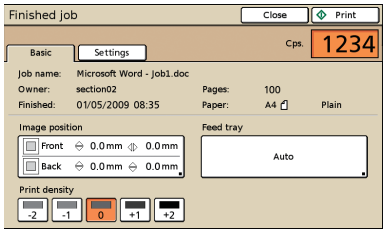
① [Select all], [Delete]

See "Active Screen" (p. 68).

② [Details]

Basic Screen

Check or modify paper or print settings, as needed.



[Image position]
Adjust the printing position of images.

[Feed tray]
Specify the tray to use.

[Print density]
Specify the print density.

Settings Screen

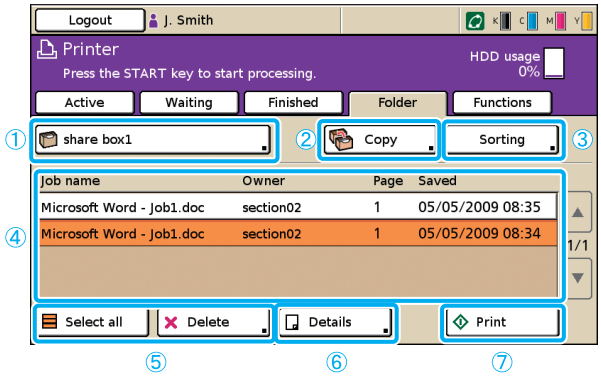
See [Details] under "Active Screen" (p. 68).

③ [Print]

See "Waiting Screen" (p. 69).

Copy jobs cannot be printed again.

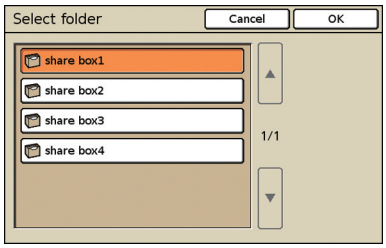
Folder Screen



Lists jobs saved in the job folder.
Selecting a job and pressing the [START] key displays the job on the [Active] screen, after which the job will be printed.

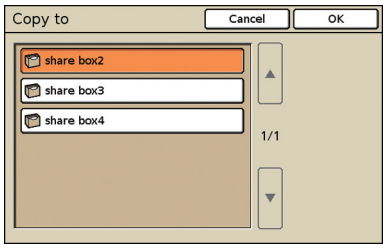
① Select folder button

Indicates the currently selected job folder.
Pressing the button will display the [Select folder] screen, enabling you to select a folder.



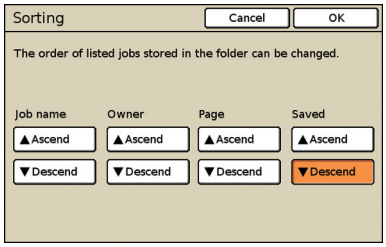
② [Copy]

Copy the selected job to another folder.



③ [Sorting]

Sort listed jobs according to your specified conditions.



④ Job list

On this screen, check the job and owner name, saved date, and other details. This list shows jobs in the currently selected folder.

⑤ [Select all], [Delete]

See "Active Screen" (p. 68).

⑥ [Details]

Basic Screen

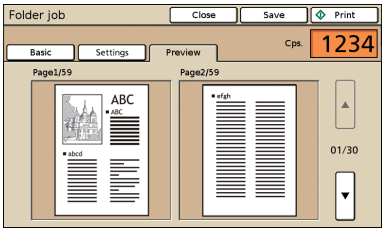
See [Details] under "Finished Screen" (p. 69).

Settings Screen

See [Details] under "Active Screen" (p. 68).

Preview Screen

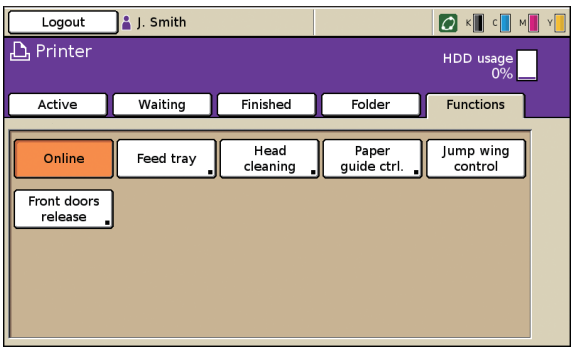
Shows the preview of the job that is selected in the folder.



⑦ [Print]

See "Waiting Screen" (p. 69).

Functions Screen



Displays user-adjustable settings.

The following functions are used in other modes besides printer mode. They are described in Chapter 3, "Copying," in "Functions Screen" (p. 43).

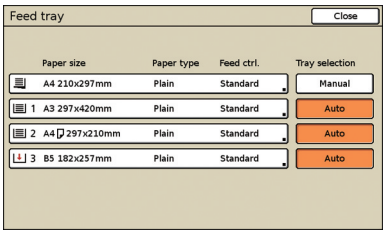
- **Head cleaning**
- **Paper guide control**
- **Jump wing control**
- **Front doors release**

[Online]

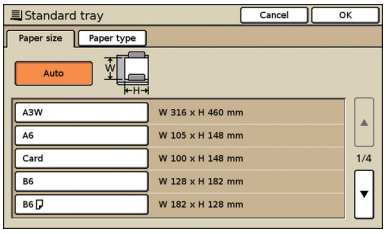
Switch the machine online or offline, as needed.
The button switches between ON and OFF each time it is pressed. When the machine is offline (set to OFF), no jobs are printed even if there are idle jobs. Any jobs sent from a computer will not be received.

[Feed tray]

Check or modify feed tray settings.



On the [Feed tray] screen, complete detailed paper settings by pressing each tray button.



5

Job Operations

You can perform operations for jobs that you saved to the folder, or you can print a job that you sent after assigning it with a PIN code. You can also change the settings of a job that you sent or delete it.

Basic Workflow

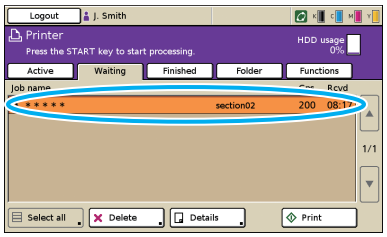
Select printer mode → Select a job → Check and manage jobs

- The screens displayed vary depending on what optional equipment has been connected and how you have completed settings.
- Make sure the machine is in printer mode.
- Some items may not be displayed, depending on how the administrator has configured the settings. For details, ask your administrator.

Printing PIN Code Jobs

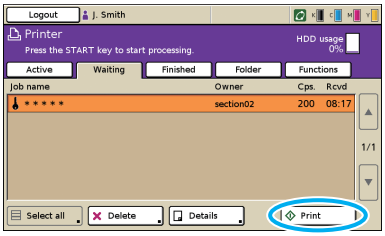
Print jobs with PIN codes sent from a computer as follows.

1 On the [Waiting] screen, select the job to print.

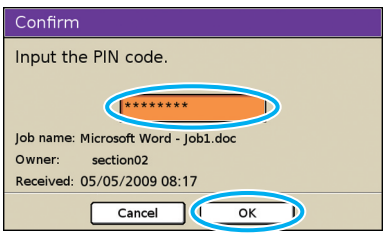


2 Press [Print].

Otherwise, press the [START] key.



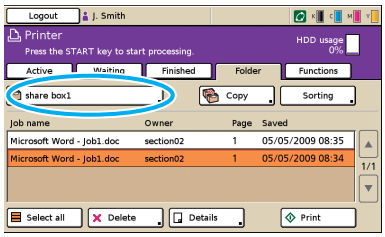
3 On the confirmation screen, enter the PIN code and press [OK].



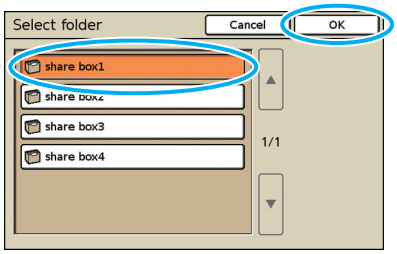
Printing Jobs Stored in a Job Folder

Print the jobs stored in a job Folder as follows.

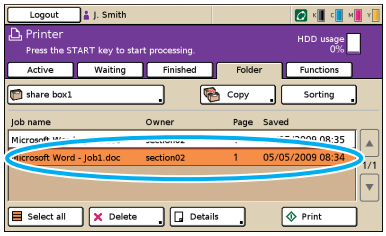
1 On the [Folder] screen, press the select folder button.



2 On the [Select folder] screen, select the folder where the job is stored and press [OK].

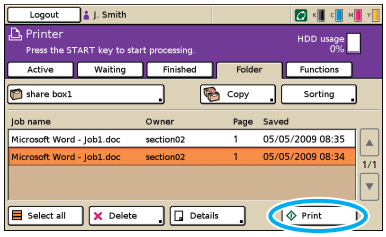


3 Select the job to print.



4 **Press [Print].**

Otherwise, press the [START] key.

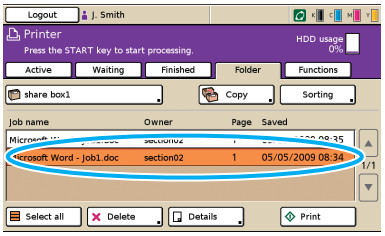


For PIN code jobs, the confirmation screen is displayed. Enter the PIN code and press [OK].

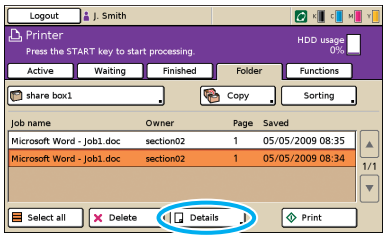
Repositioning Images before Printing

Reposition the image to be printed as follows.

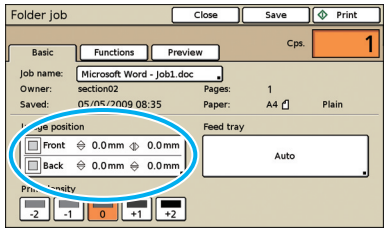
1 **Select the job to print.**



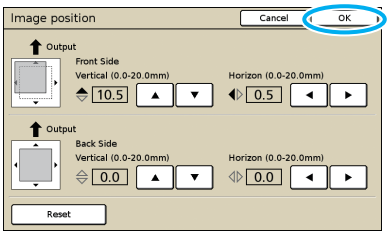
2 **Press [Details].**



3 **Press [Image position].**

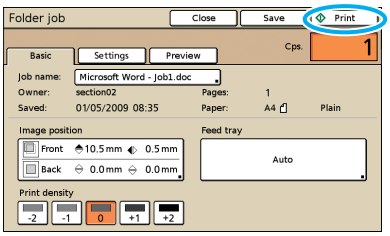


4 **Adjust the image position and press [OK].**



5 **Press [Print].**

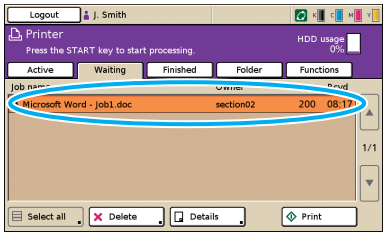
Otherwise, press the [START] key.



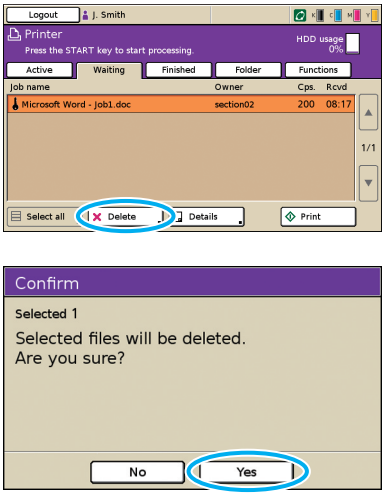
Deleting Jobs

Remove jobs from the list as follows.

1 **Select the job to delete.**



2 **Press [Delete], and on the confirmation screen, press [Yes].**



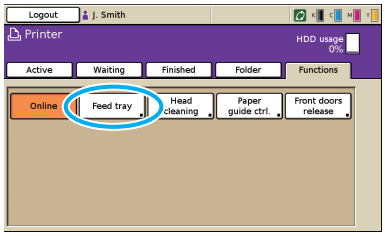
For PIN code jobs, the confirmation screen is displayed. Enter the PIN code and press [OK].

5

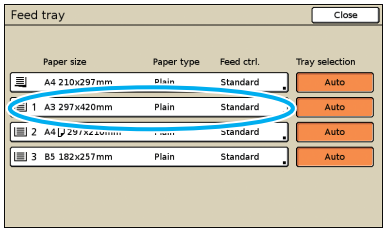
Specifying Paper Settings

Change feed tray settings as follows.

1 **On the [Functions] screen, press [Feed tray].**

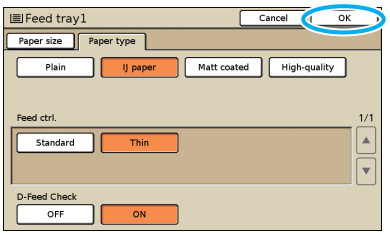


2 **Press the button of the tray for settings adjustment.**

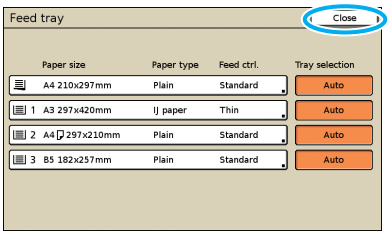


3 **Change the settings in [Paper size] and [Paper type] as needed, and then press [OK].**

For details, see "Feed tray" (p. 41).



4 **Press [Close].**



Using the RISO Console

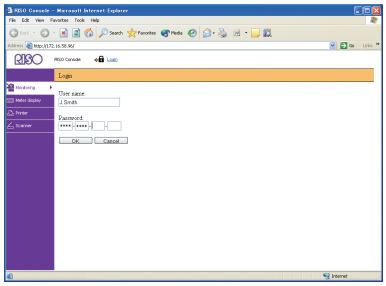
6

RISO Console Screens

If you connect this machine to a network, you can use a Web browser to check its status and settings.
This section describes the RISO console screen.

- The screens displayed vary depending on the operating system used and the optional equipment connected.
- Make sure the machine has been connected to the network.
- Some items may not be displayed, depending on how the administrator has configured the settings. For details, ask your administrator.
- Supported browsers
  - Microsoft® Internet Explorer Ver. 6.0 (SP1 or later)
  - Windows® Internet Explorer Ver. 7.0
  - Windows® Internet Explorer Ver. 8.0
  - Windows® Internet Explorer Ver. 10.0
  - Windows® Internet Explorer Ver. 11.0

User Login



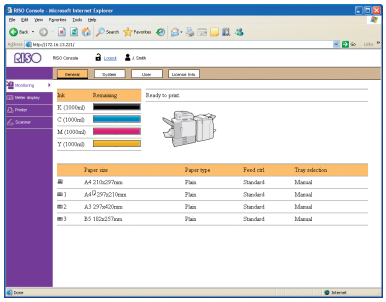
When you attempt to access screens that require login, a login screen is displayed. Enter the user name and password and click [OK].

Monitoring

Indicates machine settings and status.

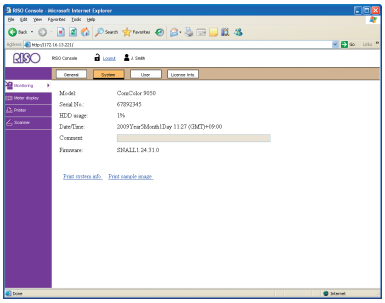
[General]

Indicates paper settings, ink levels, and printer status.



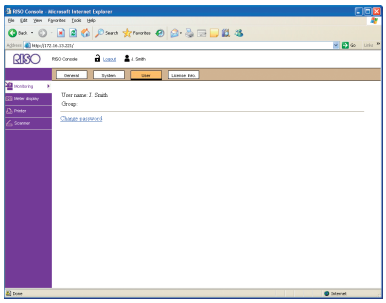
[System]

Indicates system information including the machine's serial number and firmware version.

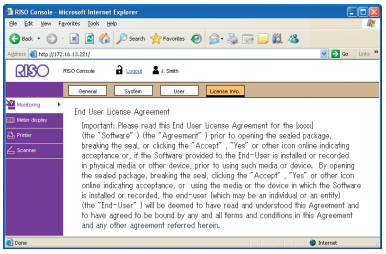


[User]
Indicates information about the user currently logged in.
Also enables you to change the password.

This screen is displayed when a user is logged in.



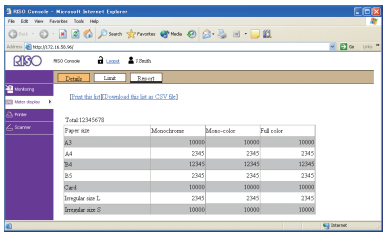
[License Info.]
Indicates the license information of the system in the machine.



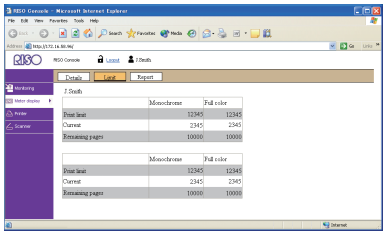
Meter Display

Indicates the quantity of printouts from the machine.

[Details]
Indicates the quantity of printouts classified by paper size or color.
This information can be printed or downloaded in CSV format, if needed.

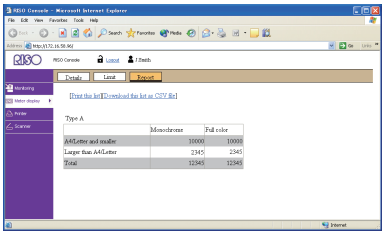


[Limit]
Indicates the maximum quantity specified for copying or printing, the current quantity, and the amount remaining.



[Limit] is only displayed when the administrator has restricted the copying or printing quantity.

[Report]
This screen may vary depending on the model of the machine.

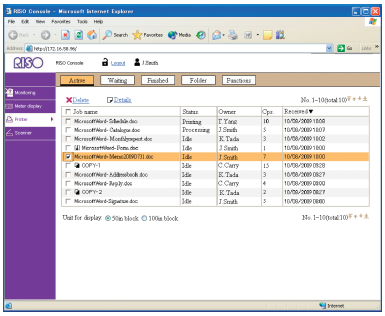


Printer

Lists of active and waiting jobs, as well as functions.

[Active]

Indicates active and idle jobs.

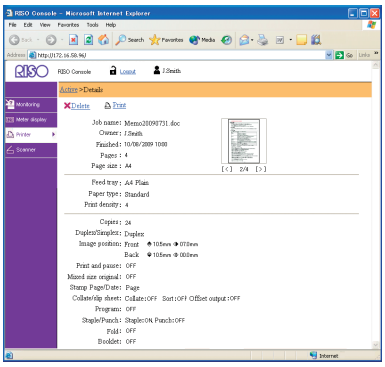


[Delete]

Delete selected jobs.

[Details]

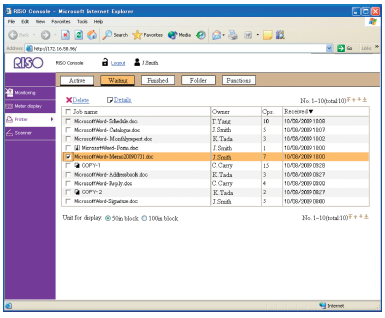
Show detailed information of selected jobs.



[Waiting]

Indicates jobs awaiting further user action.

Waiting jobs cannot be printed from the RISO console. Manage these jobs from the touch panel on the machine.

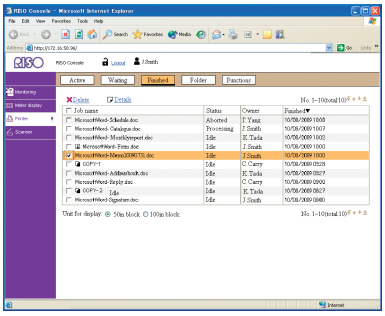


[Delete], [Details]

See [Active].

[Finished]

Indicates jobs that have been processed.

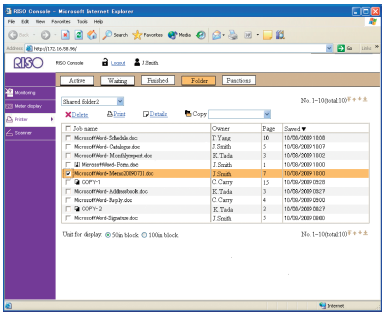


[Delete], [Details]

See [Active].

[Folder]

Indicates jobs saved in job folders.
To select a folder where the job to use is stored, click the pull-down menu in the upper left corner of the screen.



[Print]

Print selected jobs.

[Copy to]

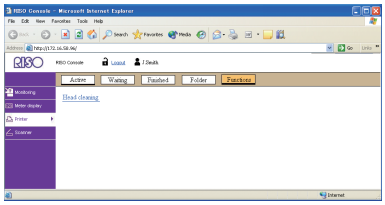
To copy selected jobs to another folder, select the destination in this pull-down menu.

[Delete], [Details]

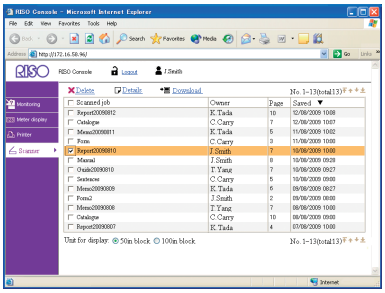
See [Active].

[Functions]

Lists machine functions.



Scanner



Allows you to download scanned jobs saved on the machine's hard disk drive.

[Download]
Download selected jobs to the computer.

[Delete], [Details]
See [Active] under "Printer (p. 78)."

RISO Console Operations

If you access via the RISO console, you can check the machine's status and settings from your computer and perform job operations without having to actually go to the machine.

Basic Workflow

Start the web browser → Enter the machine's IP address → Check, set up, and manage jobs

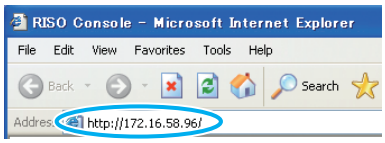
- The screens displayed vary depending on what optional equipment has been connected and how you have completed settings.
- Make sure the machine has been connected to the network.
- Some items may not be displayed, depending on how the administrator has configured the settings. For details, ask your administrator.

Starting the RISO Console

1 Start the web browser.

2 Enter the IP address.

Enter the machine's IP address in the address bar and press the [Enter] key.



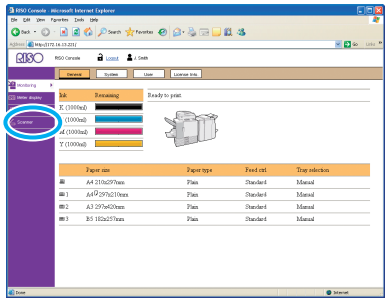
The RISO console starts up, and the monitoring screen is displayed.

Ask your administrator for the IP address, as needed.

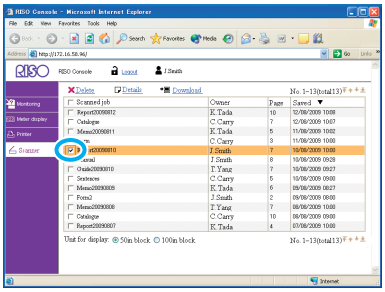
Downloading Scanned Images

Download scanned jobs stored on the machine's hard disk drive to a computer as follows.

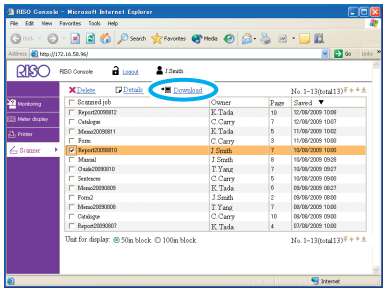
1 Click [Scanner].



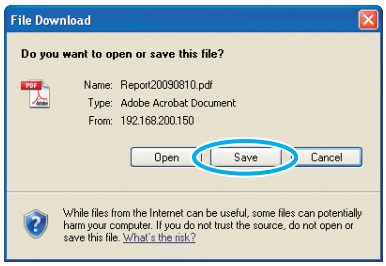
2 Select a job to download.



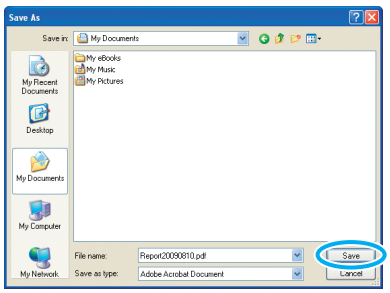
3 Click [Download].



4 Click [Save].



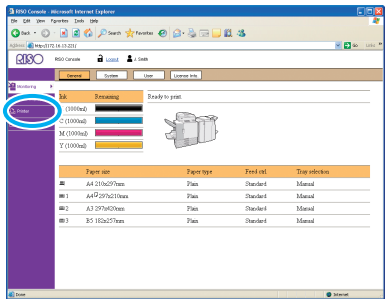
5 Specify the destination folder and file name, and then click [Save].



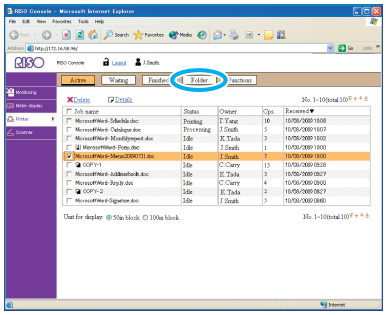
Printing Jobs Stored in Folders

Print the jobs stored in job folders as follows.

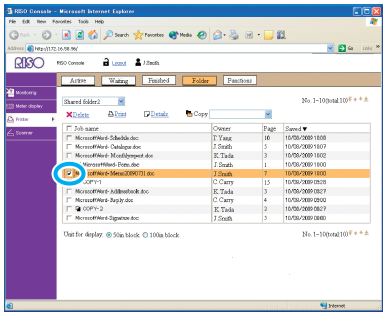
1 Click [Printer].



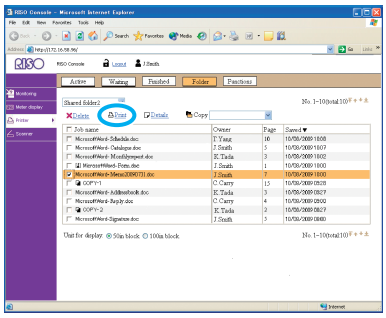
2 Click [Folder].



3 Select a job to print.

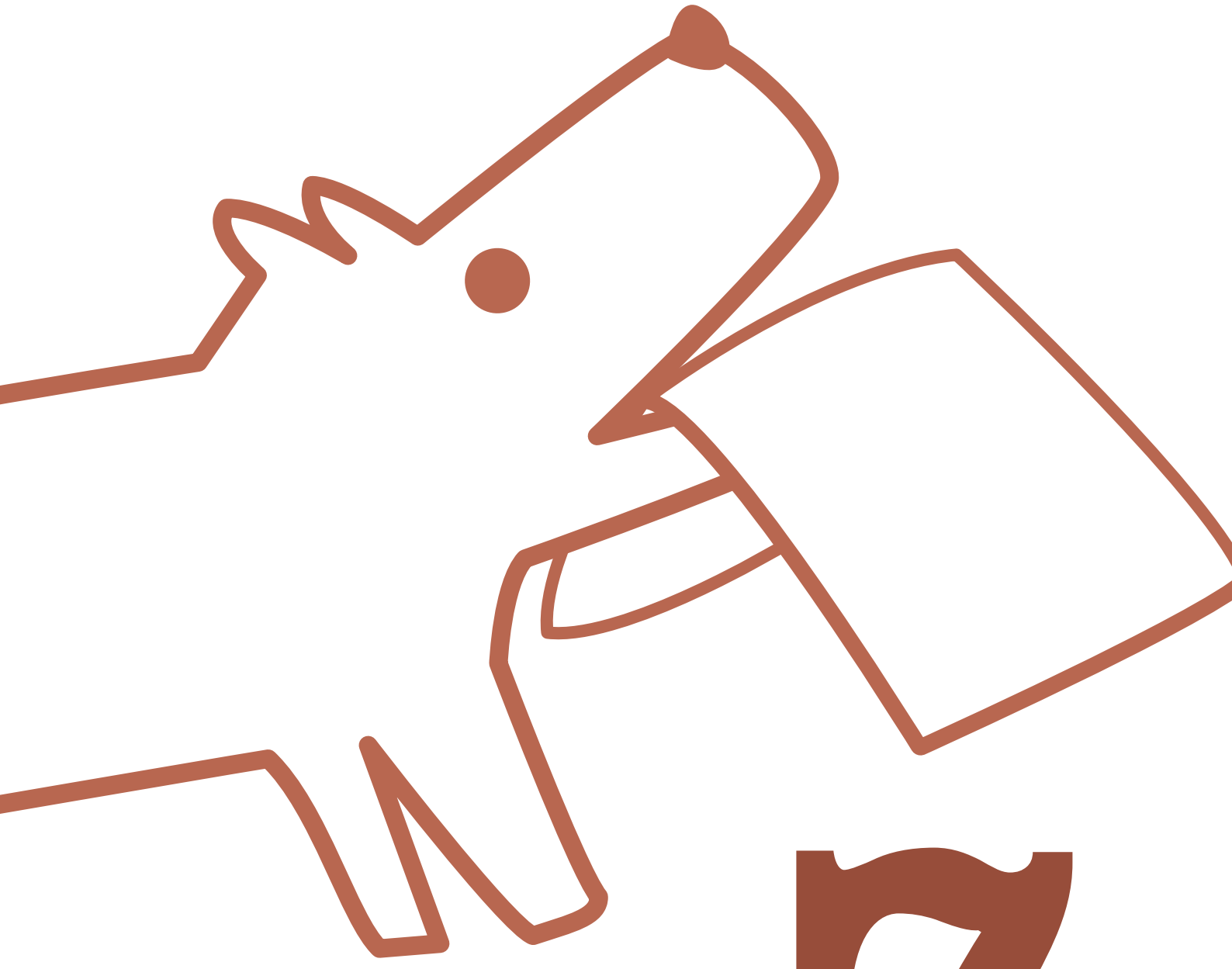


4 Click [Print].



6

Maintenance



7

Routine Care

Routine care is important to give the best possible results when using this machine. Perform daily maintenance so that you do not suddenly run out of ink or paper and have to reorder in a rush, and to get the best printing quality results.

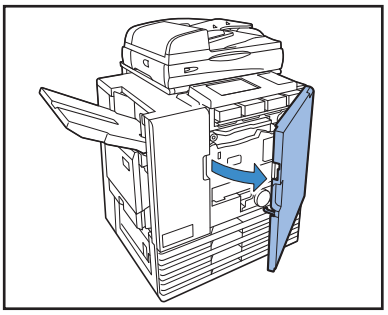
Replacing Ink cartridges

When the ink runs out, the ink replacement message is displayed and the printing stops. Replace the cartridge of the color that is displayed.

Do not remove the ink cartridge until the ink replacement message is displayed.

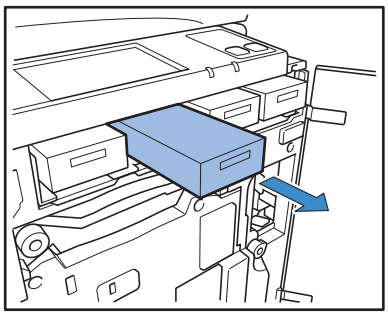
When the ink level is low, the ink-remaining indicator on the touch panel screen flashes. Prepare to replace the ink cartridge of the color that flashes.

1 Open the front cover.



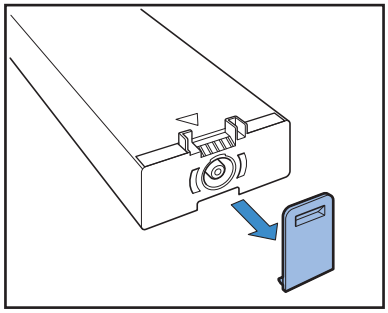
2 Remove the ink cartridge identified as empty.

Confirm the color of the ink cartridge.



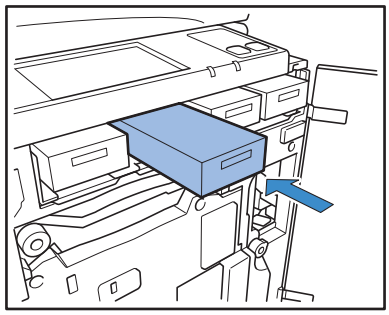
3 Remove the cap of the new ink cartridge.

Install the removed cap on the old ink cartridge.

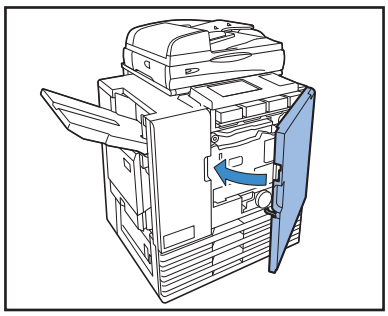


4 Insert the new ink cartridge.

Position so that the ▲ mark faces upward and insert until it stops.



5 Close the front cover.



Handling the Ink Cartridge

Pay attention to the following when handling the ink cartridge.

CAUTION

- Avoid getting ink on your skin or in your eyes.
- Ensure adequate ventilation during printing.
- If you start to feel ill when using the machine, consult a physician immediately.

- We recommend using genuine RISO ink.
- Using ink other than RISO ink may prevent optimal printer performance. Malfunctions and reductions in performance as a result of using Non-RISO ink not covered by the product warranty or service contract.
- Do not remove the ink cartridge until the ink replacement message is displayed.
- Do not shake the ink cartridge. Shaking will create air bubbles, which may prevent the ink from discharging properly and result in blurred printing.
- The ink cartridge is made from paper and plastic. Do not drop or damage it.
- Remove the ink cartridge from its plastic bag immediately before inserting it into the machine.
- Do not remove the ink cartridge cap until immediately before using the cartridge.
- After removing the ink cartridge cap, keep the ink supply outlet facing up. If the outlet faces down, ink may leak out.
- There may be ink on the area where you removed the protective cap. Do not touch it. Ink coming in contact with clothes will result in permanent stains.
- Do not attempt to refill the ink cartridge.
- To maintain good printing quality, check the manufacturing date and use soon after purchase.

Storing Ink Cartridges

Ink cartridges for this machine are made of paper. For this reason, cartridges may become deformed and unusable if stored incorrectly or in an unsuitable environment.

Store ink cartridges correctly following these guidelines.

- Store ink cartridges in the original package.
- Store ink cartridges in the package, keeping cartridges level and in their "this-side-up" orientation.
- Avoid freezing or placement under direct sunlight. Store in area between 5°C and 35°C (41°F and 95°F). Do not store in locations subject to extreme changes in temperature.
- When storing ink after removing it from the plastic bag, store it in the orientation indicated on the cartridge and load it in the machine promptly.

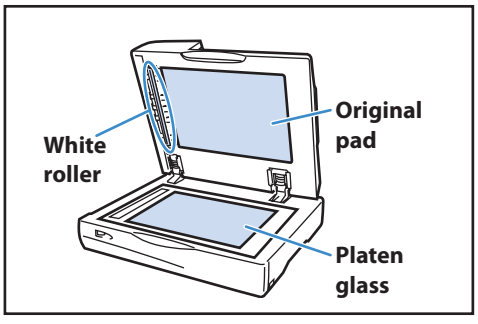
Scanner Care

If there is foreign matter such as dust, dirt, ink or correction fluid on the platen glass or the white roller of the ADF, an accurate print or scan may not be possible. Clean these parts regularly to maintain good quality printing and scanning.

Do not perform operations other than those described in this guide. To adjust or repair this machine, be sure to contact your dealer (or authorized service representative).

1 Wipe the platen glass, original pad and white roller.

Wipe gently several times with a cleaner.



The platen glass is easy to damage. Never touch it with hard objects or expose it to impacts.

Installing the Printer Driver

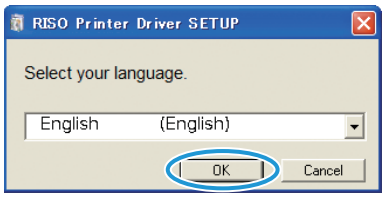
If you want to send data from a computer to print on this machine, you must first install the printer driver onto the computer. Install by following the procedure below.

- **Log on as a user with administrator privilege.**
- **Close all active applications.**
- **For instructions regarding uninstallation, using the setup maker and the quick installer, ask your administrator.**

1 Load the included CD-ROM in the computer's CD-ROM drive.

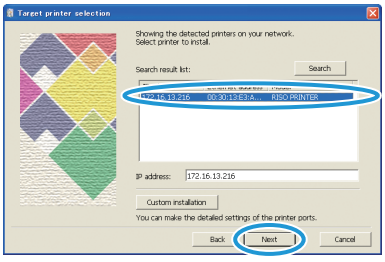
The installation wizard automatically starts up. If the installation wizard does not start up, double-click the file "Install.exe" on the CD-ROM.

2 Select [English] in the pull-down menu and click [OK].

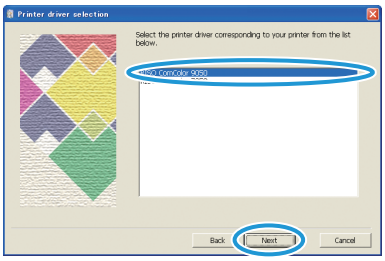


3 Click [Next].

4 In [Search result list], select printer information about the machine, and then click [Next].

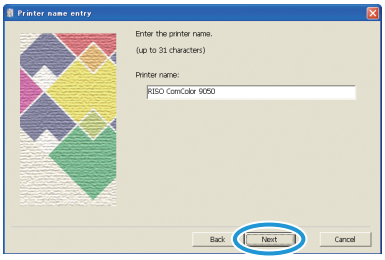


5 Select the printer name for the machine and click [Next].

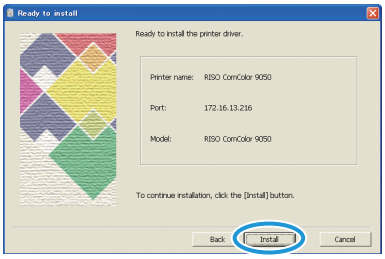


If the selected driver is already installed, the [Procedure of installation] screen is displayed. In this case, click [Next].

6 Click [Next].

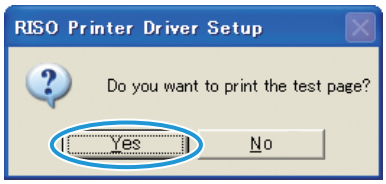


7 Click [Install].

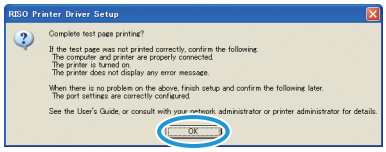


Installation now begins.

8 **When the message for printing a test page is displayed, click [Yes].**

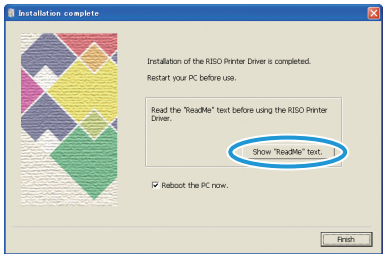


9 **Confirm that the test page is printed correctly and click [OK].**

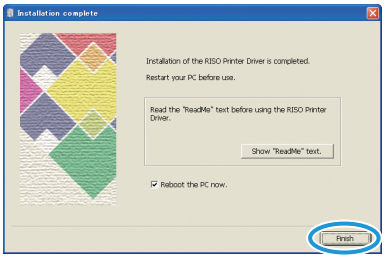


10 **Click [Show "Readme" text].**

The Readme includes precautions when using the machine. Be sure to read this information.



11 **Click [Finish].**



12 **Remove the CD-ROM from the computer.**

After ejection, keep the CD-ROM in a safe place.

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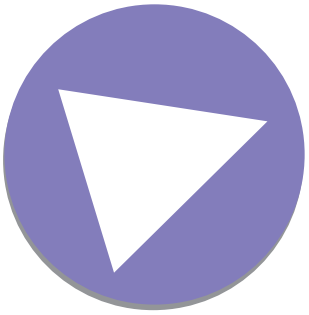

Please contact following for supplies and service:

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