



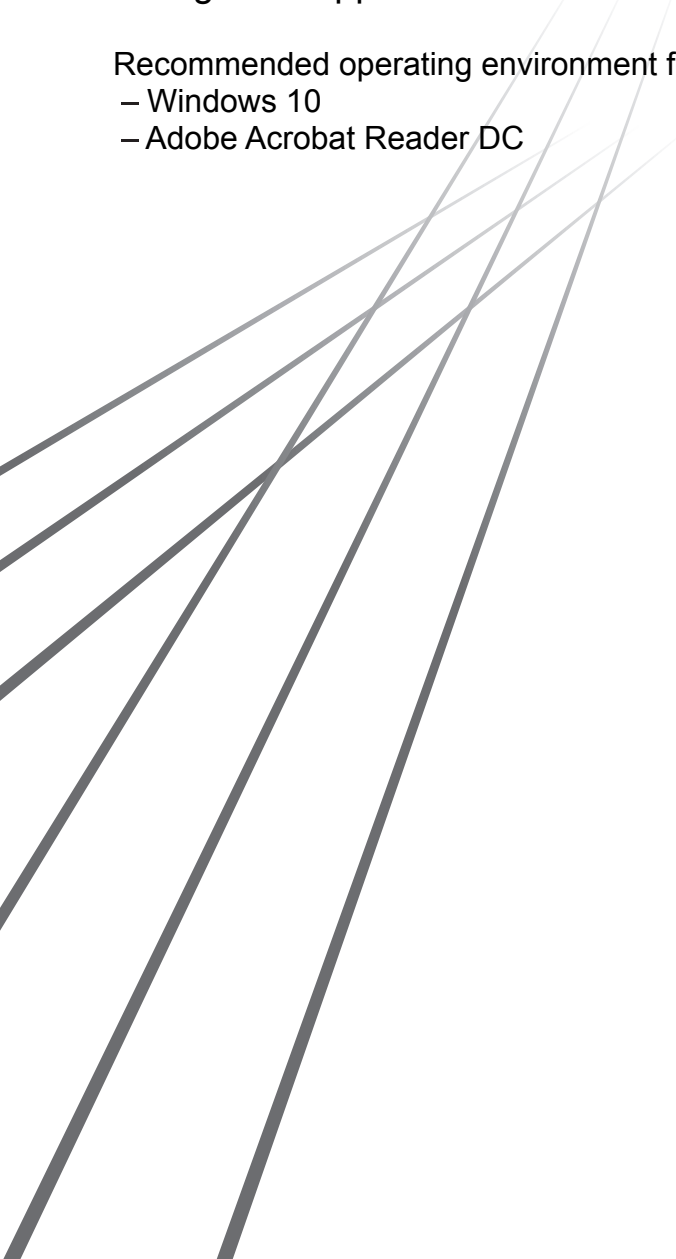
# **RISO MH** *Series*

## **9450 / 9350**

### **Basic Guide**

This guide contains excerpts from the User's Guide explaining the basic operations for printing using paper originals.  
This guide supports the Read Out Loud feature in Adobe Acrobat Reader.

Recommended operating environment for Read Out Loud:

- Windows 10
  - Adobe Acrobat Reader DC
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## Overview

This guide describes the following procedures.

Section 1: Preparation before Printing

Section 2: Placement of Originals

Section 3: Printing of Paper Originals

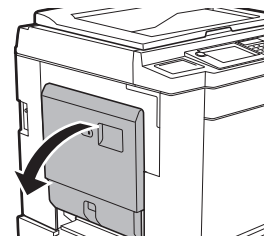
## Section 1: Preparation before Printing

### Sub-section 1: Setting up the paper feed tray and the paper

#### Step 1

##### Open the paper feed tray.

While holding the paper feed tray with your hand, open it until it stops.



#### Step 2

##### Place the paper on the paper feed tray.

Place the paper with the printing side facing up. Use the same orientation as that of the original.



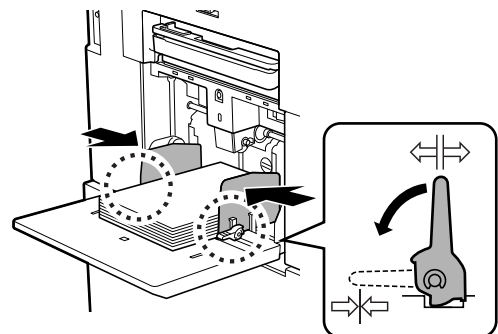
▶ **Do not use inappropriate paper or mix paper of different sizes. It may cause a paper jam or damage your printer.**

#### Step 3

##### Adjust the feed-tray paper guides.

Raise the lock levers on both sides of the feed-tray paper guides so that you can slide the feed-tray paper guides by hand.

Tightly fit the feed-tray paper guides to the paper, and then push down the lock levers on both sides to lock the guides.



- ! ▶ This machine identifies the paper size according to the position of the feed-tray paper guides. If the feed-tray paper guides do not fit tightly to the paper, the paper size cannot be identified correctly.
- ▶ When you are using custom size paper, specify the paper size on the control panel.

- ! ▶ After replacing the paper with that of a different type, reposition the paper-feed setting lever.
- ▶ After replacing the paper with that of a different size, also adjust the receiving-tray paper guides and the paper stopper.

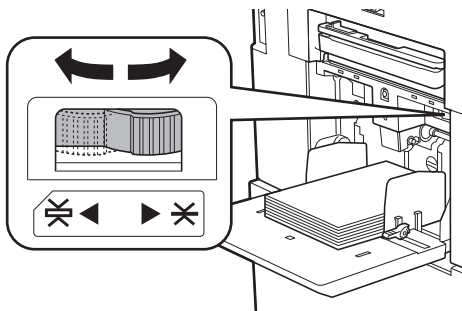


- ▶ When the paper runs out or all of the paper is removed, the paper feed tray lowers to the bottom automatically.

## Step 4

### Adjust the paper feed pressure.

Select the position of the paper-feed setting lever according to the paper type.



For newsprint paper and fine paper, turn the lever to the left.

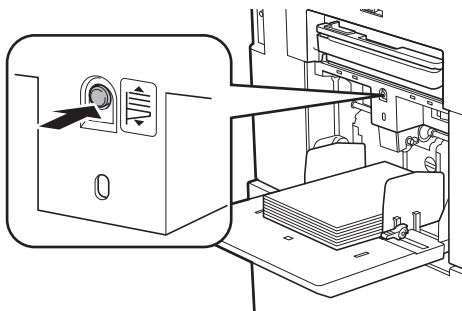
For smooth cardstock and thick paper such as drawing paper, turn the lever to the right.



- ▶ The position of the paper-feed setting lever is displayed as an icon next to [Paper] in the master making basic screen.

## ■ Adding and replacing the paper

Lower the paper feed tray to a position where you can easily remove and place paper before adding or replacing paper during the printing process. When you press and hold the feed tray ascent / descent button, the paper feed tray stops the moment you release your finger from the button.



## ■ How to close the paper feed tray

### Step 1

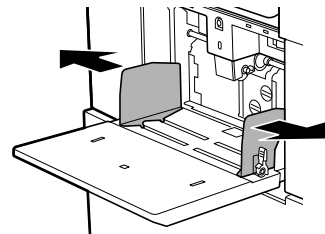
#### Remove all of the paper.

After removing the paper, check that the paper feed tray is lowered to the bottom.

### Step 2

#### Slide the feed-tray paper guides to the ends.

Raise the lock levers for the feed-tray paper guides and slide the feed-tray paper guides by hand.



### Step 3

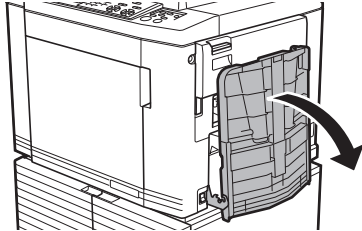
#### Close the paper feed tray.

## Sub-section 2: Setting up the paper receiving tray

### Step 1

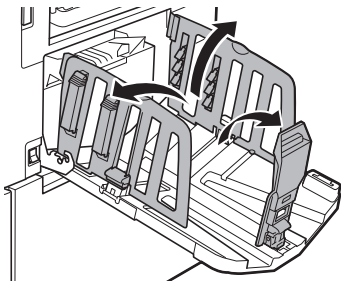
#### Open the paper receiving tray.

While holding the paper receiving tray with your hand, open it until it stops.



### Step 2

#### Raise the receiving-tray paper guides and the paper stopper.



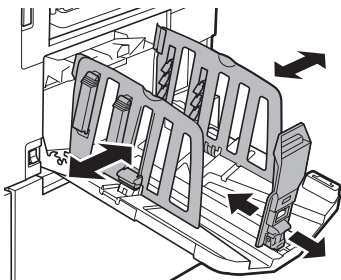
### Step 3

#### Fit the receiving-tray paper guides and the paper stopper to the paper size.

Hold the lower parts of the receiving-tray paper guides and the paper stopper, and then slide the guides and the stopper.

Adjust each position while referring to the scale marks on the paper receiving tray.

The paper stopper stops with a click sound at each position corresponding to the standard size of a paper type.



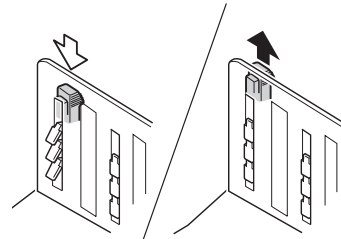
- ▶ The optimal position of the receiving-tray paper guides varies depending on conditions such as the paper type, print speed, and operation environment. Use the scale marks on the paper receiving tray as a reference only. Adjust the position of the receiving-tray paper guides based on the actual arrangement of the printed paper.
- ▶ When using thick paper, set the receiving-tray paper guides a little wider than the actual paper width.

### Step 4

#### Adjust the paper arrangers.

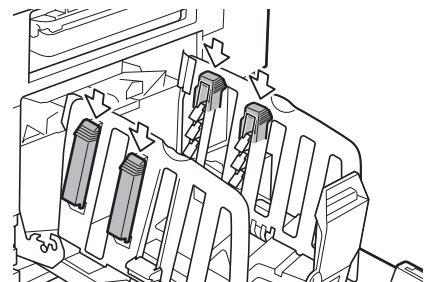
Adjust the paper arrangers so that printed paper is aligned.

- To open a paper arranger, press down the paper arranger knob.
- To close a paper arranger, pull up the paper arranger knob.



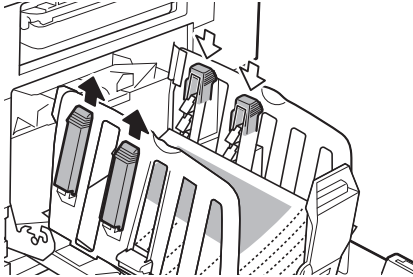
#### ■ For normal paper

Open all four of the paper arrangers.



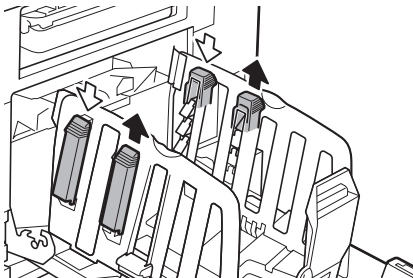
■ **When a printed area is concentrated on one side of the page**

Open the paper arrangers on the side with more printed ink.



■ **For thick paper**

Open only the paper arrangers that are close to the machine.



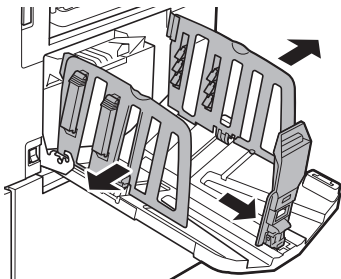
■ **How to close the paper receiving tray**

**Step 1**

Remove all of the printed paper.

**Step 2**

Slide the receiving-tray paper guides and paper stopper to the ends.

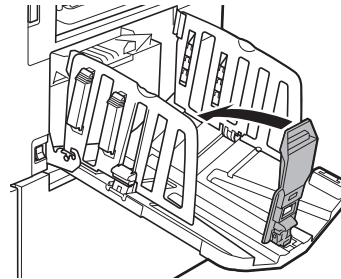


**Step 3**

Close all of the paper arrangers.

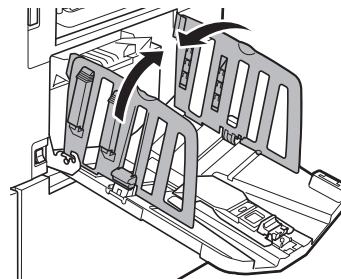
**Step 4**

Fold the paper stopper inward.



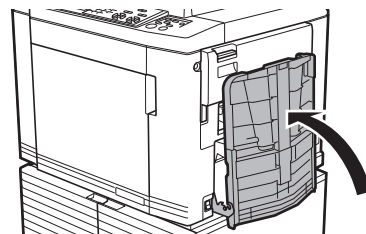
**Step 5**

Fold the receiving-tray paper guides inward.



**Step 6**

Close the paper receiving tray.



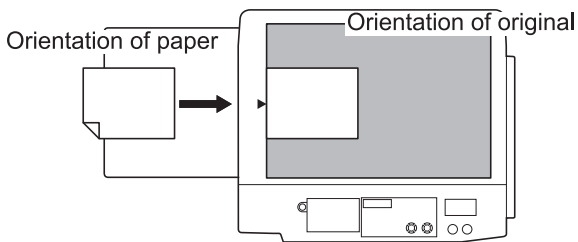
## Section 2: Placement of Originals

Originals can be scanned by using the glass platen or the optional auto document feeder.

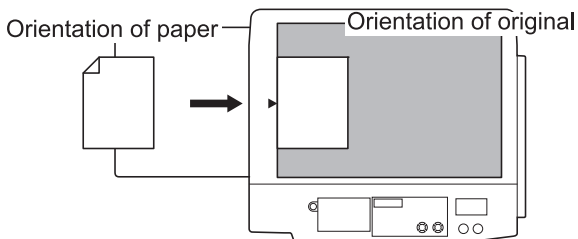
### ■ Relation of original and paper orientations

Make sure that the orientations of the original and the paper are the same.

#### Short edge paper feed



#### Long edge paper feed



- ▶ When [Layout], [Multi-Up Print] or [2 Up] is selected, the orientations of the original and the paper vary depending on the setting.

## Sub-section 1: When using the glass platen

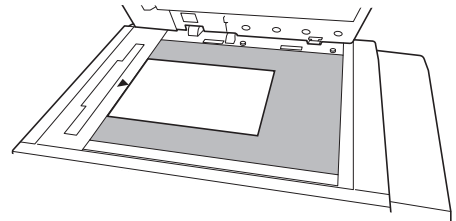
### Step 1

**Open the platen cover.**

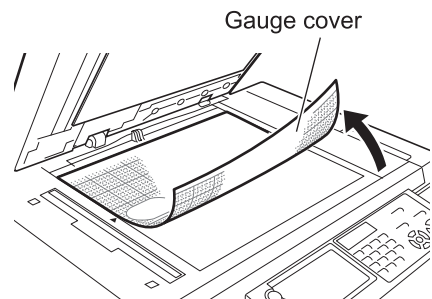
### Step 2

**Place an original on the glass platen.**

Place the original with the scanning side facing down and align the center of the original with the arrow mark.



- ▶ When a gauge cover is attached on the glass platen, place the original under the gauge cover. You can lift the gauge cover from the lower right.



### Step 3

**Close the platen cover.**



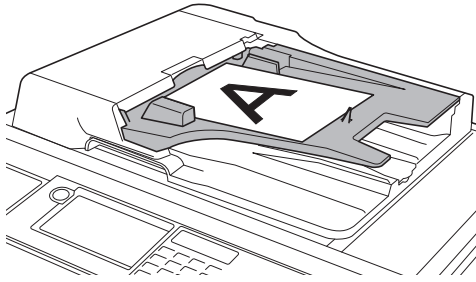
- ▶ Close the platen cover gently. Forcefully closing the platen cover will cause damage to the glass platen or original scanning errors.

## Sub-section 2: When using the auto document feeder

### Step 1

#### Place originals on the auto document feeder.

Place the originals with the scanning side facing up.



- ! ▶ For the auto document feeder, the size and the number of originals to be placed are limited.

### Step 2

#### Adjust the ADF original guides to the width of the original.

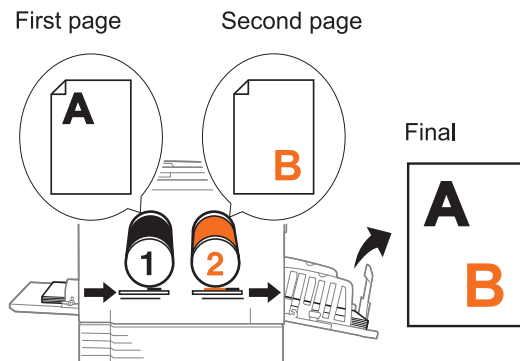
- ! ▶ This machine identifies the original size by recognizing the positions of the ADF original guides. If the ADF original guides do not fit tightly to the original, the original size cannot be identified correctly.

## Section 3: Printing of Paper Originals

This section describes the procedure to perform dual-color printing and mono-color printing.

### Sub-section 1: Dual-color printing

This sub-section describes the procedure to perform dual-color printing by using an original for print cylinder 1 and an original for print cylinder 2. This machine makes a master of the side that is scanned first for print cylinder 1, and makes a master of the side that is scanned second for print cylinder 2.



- ✎ ▶ By using the following functions, you can assign one area of an original to print cylinder 1 and another area of the original to print cylinder 2 in order to perform master making for dual-color printing.
  - [Separation]
  - [Rec. Preview]
  - [Editor]

### Step 1

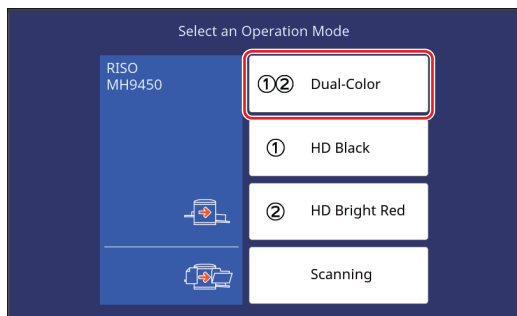
#### Check that the power switch of this machine is on.

Press the upper side of the power switch.

- ✎ ▶ When an authentication screen is displayed, follow the instructions on the screen.

## Step 2

In the [HOME] screen, touch [Dual-Color].



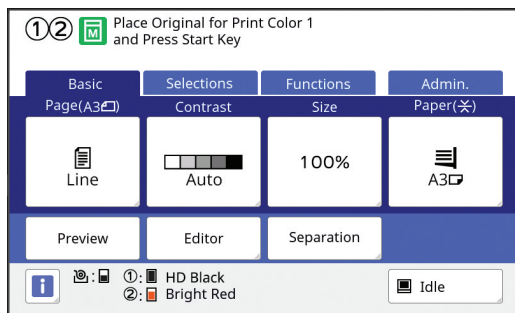
## Step 3

Touch [MasterMake].

The master making basic screen for dual-color mode is displayed.

## Step 4

Place an original for print cylinder 1.



- ▶ In dual-color mode, you cannot use double-sided originals.
- ▶ Place the original for print cylinder 1 over the original for print cylinder 2 when you overlap the two originals on the auto document feeder.



- ▶ The size of the placed original is displayed in [Page] in the master making basic screen. If the displayed size is different from the size of the placed original, place the original again.

## Step 5

Check if the paper on the paper feed tray is ready.



- ▶ The paper sizes that can be used for dual-color printing are limited.



- ▶ The size of the placed paper is displayed in [Paper] in the master making basic screen. If the displayed size is different from the size of the placed paper, place the paper again.
- ▶ The position of the paper-feed setting lever is displayed next to [Paper] in the master making basic screen.

## Step 6

Check if the paper receiving tray is ready.

## Step 7

Check the [Auto Process] setting.



- ▶ When you place originals on the optional auto document feeder, [Auto Process] turns on automatically. You can change the default setting in [ADF Auto Process] under [Admin.].

## Step 8

Set the master making conditions.

## Step 9

Enter the number of copies to be printed using the numeric keys.

## Step 10

Press the [START] key.

The master is made from the original for print cylinder 1, and a proof copy for only print cylinder 1 is output.



- ▶ An idling action (to ensure the ink usability and stability) may be automatically executed. You can change the setting in [Auto Idling] under [Admin.].



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## Step 11

**Place an original for print cylinder 2.**

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## Step 12

**Set the master making conditions for print cylinder 2.**

The master making conditions that were set for print cylinder 1 are passed down to the conditions for print cylinder 2.

You can change the conditions as necessary.

---

## Step 13

**Press the [START] key.**

The master is made from the original for print cylinder 2, and a proof copy of dual-color printing is output.

- When the [Auto Process] setting is on, go to step 16.
- When the [Auto Process] setting is off, go to step 14.

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## Step 14

**Set the printing conditions.**

Check the printing position and density on the proof copy.



- ▶ Press the [PROOF] key to check the output using another proof copy.
- ▶ If the machine has not been used for an extended period of time, the ink on the print cylinder dries and colors in the printed output may be faint or faded. If you find the case mentioned above, output several proof copies to ensure the usability and stability of the ink. You can output proof copies continuously by holding down the [PROOF] key.

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## Step 15

**Press the [START] key.**

The printing process starts.



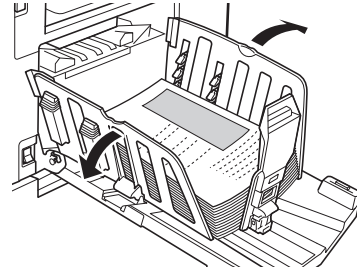
- ▶ To stop the printing process, press the [STOP] key.

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## Step 16

**Remove the printed copies.**

Fold the receiving-tray paper guides outward so the printed paper can be removed easily.

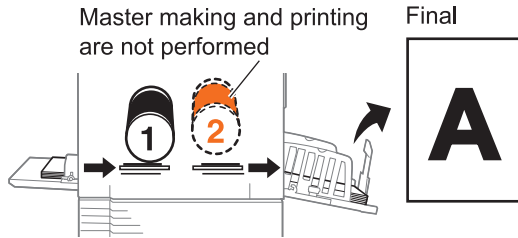


- ▶ To print more copies, enter the number of copies and press the [START] key.
- ▶ To start master making for the next original, replace the original and repeat the procedures.
- ▶ When you place originals on the optional auto document feeder and the [ADF Semi-Auto] setting is turned on, master making for the next original starts automatically.
- ▶ To cancel the authentication status, press the [WAKE-UP] key. The authentication status is also cancelled when the time that is set in [Auto Sleep] or [Auto Clear] elapses.

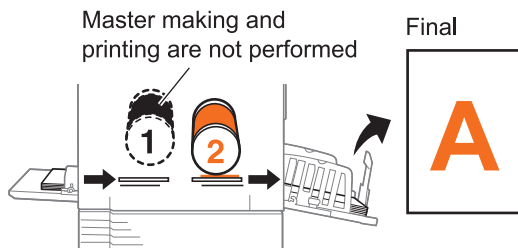
## Sub-section 2: Mono-color printing

The master making and print processes for a scanned original are performed with either of the print cylinders.

When print cylinder 1 is used



When print cylinder 2 is used



- ▶ When using print cylinder 2 for mono-color printing, you need to load a blank master on print cylinder 1 or remove print cylinder 1.

### Step 1

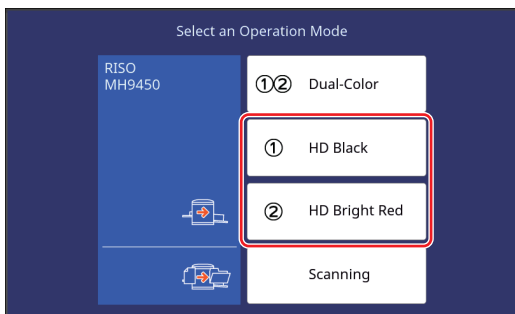
Check that the power switch of this machine is on.

Press the upper side of the power switch.

- ▶ When an authentication screen is displayed, follow the instructions on the screen.

### Step 2

In the [HOME] screen, touch the button of the print cylinder that you will use.



- ▶ The usable paper sizes are different for print cylinders 1 and 2.

- ▶ The optional A4 / Letter type print cylinder can be used only as print cylinder 1.

However, if the color of the A4 / Letter print cylinder that is set and the color of print cylinder 2 are the same and the paper is a standard size, the following conditions automatically switch the print cylinder that is used.

- When the reproduction size becomes a standard size that exceeds the A4 / Letter size, print cylinder 2 is used.
- When the reproduction size becomes a standard size that does not exceed the A4 / Letter size, print cylinder 1 is used.



- ▶ If print cylinders 1 and 2 have the same color and size, you cannot select the print cylinder 2 on the [Home] screen.

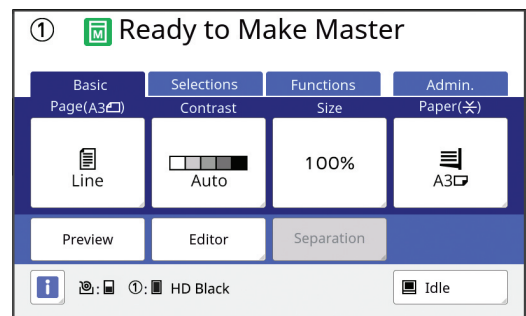
### Step 3

Touch [MasterMake].

The master making basic screen for mono-color mode is displayed.

### Step 4

Place an original.





- ▶ The size of the placed original is displayed in [Page] in the master making basic screen. If the displayed size is different from the size of the placed original, place the original again.

---

## Step 5

**Check if the paper on the paper feed tray is ready.**

-  ▶ **The usable paper sizes are different for print cylinders 1 and 2.**
-  ▶ The size of the placed paper is displayed in [Paper] in the master making basic screen. If the displayed size is different from the size of the placed paper, place the paper again.
- ▶ The position of the paper-feed setting lever is displayed as an icon next to [Paper] in the master making basic screen.

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## Step 6

**Check if the paper receiving tray is ready.**

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## Step 7

**Check the [Auto Process] setting.**

-  ▶ When you place originals on the optional auto document feeder, [Auto Process] turns on automatically. You can change the default setting in [ADF Auto Process] under [Admin.].

---

## Step 8

**Set the master making conditions.**

---

## Step 9

**Enter the number of copies to be printed using the numeric keys.**


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## Step 10

**Press the [START] key.**

Master making starts and a proof copy is output.

- When the [Auto Process] setting is on, go to step 13.
- When the [Auto Process] setting is off, go to step 11.

 ▶ **When mono-color printing is performed with print cylinder 2, [Confidential] operation with print cylinder 1 might be automatically executed during master making.**


 ▶ An idling action (to ensure the ink usability and stability) may be automatically executed. You can change the setting in [Auto Idling] under [Admin.].

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## Step 11

**Set the printing conditions.**

Check the printing position and density on the proof copy.


-  ▶ Press the [PROOF] key to check the output using another proof copy.
- ▶ If the machine has not been used for an extended period of time, the ink on the print cylinder dries and colors in the printed output may be faint or faded. If you find the case mentioned above, output several proof copies to ensure the usability and stability of the ink. You can output proof copies continuously by holding down the [PROOF] key.


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## Step 12

**Press the [START] key.**

The printing process starts.

 ▶ **A warning message appears during printing if you use only print cylinder 2 with the completed master still loaded on print cylinder 1. Follow the instructions on the screen.**

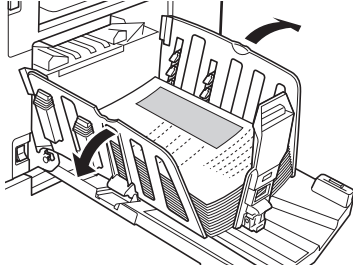
 ▶ To stop the printing process, press the [STOP] key.

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## Step 13

### Remove the printed copies.

Fold the receiving-tray paper guides outward so the printed paper can be removed easily.



- ▶ To print more copies, enter the number of copies and press the [START] key.
- ▶ To start master making for the next original, replace the original and repeat the procedures.
- ▶ When you place originals on the optional auto document feeder and the [ADF Semi-Auto] setting is turned on, master making for the next original starts automatically.
- ▶ To cancel the authentication status, press the [WAKE-UP] key. The authentication status is also cancelled when the time that is set in [Auto Sleep] or [Auto Clear] elapses.



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