ComColor Series

Basic Guide

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

Applicable Printer models

9150/9150R/9110/9110R
7150/7150R/7110/7110R
3150/3150R/3110/3110R

052-36060-103

⚠ 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, 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 and options (IC card reader, scanner, etc.) 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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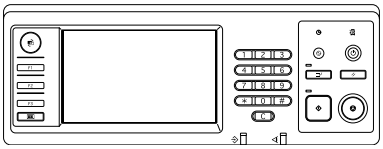
(2) The contents of this guide may undergo changes without prior notice to reflect improvements in the product.
(3) RISO shall not be liable for any consequence of using this guide or the machine.

■ Names of Keys and Buttons

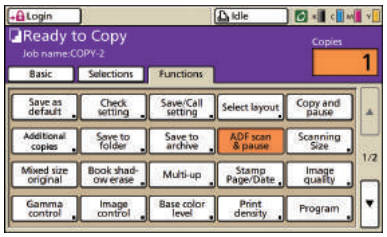
The names of hard keys on the operation panel and buttons on the touch panel screen or computer window are indicated with square brackets [ ].

Operation Panel



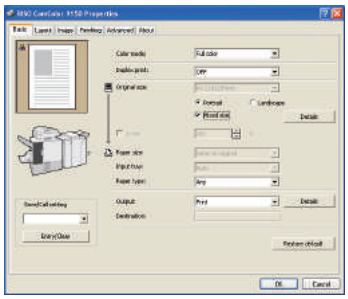
Example: Press the [STOP] key.

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
Standard tray	High capacity feeder
Stacking tray *	Wide stacking tray Auto-control stacking tray High capacity stacker

* Optional stacking tray connected to the right side of the machine

■ 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.

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.
The fully eco-friendly power saving function and the optional high capacity feeder and high capacity stacker for high-volume printing jobs can help you improve your productivity.

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.

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

Duplex printing, Multi-up, Duplex copying (See p. 42, p. 66, p. 82.)
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'd like to create attractive direct mail or invitations!

Paper type (See p. 42, p. 48.)
The machine selects the color profile that is most suitable for your paper type. If the finish of printing is different from what you expect, change the paper type.

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

Collate/Slip sheet (See p. 44, p. 85.)
For large meeting documents or handouts, you can use the collate/slip sheet function to quickly sort the documents. The optional multifunction finisher, face down offset stapler, or high capacity stacker enable you to offset printouts more effectively.

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

Booklet imposition (See p. 84.)
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 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. 51, p. 61.)
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. 67, p. 86.)

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. 68, p. 79.)

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

I'd like to print envelopes clearly!

Envelope image enhancement (See p. 43.)

Envelope image enhancement enables you to print envelopes of different thicknesses with less blur or stain.

I'd like to print irregular sized sheets without using complicated settings!

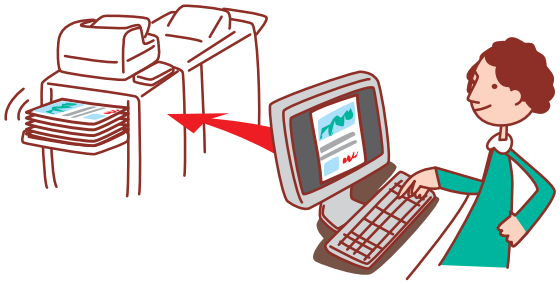
Irregular sized sheet (p. 48)

You can print irregular sized sheets in the same way you print regular sized sheets without setting [Custom paper entry].

My top priority is print speed. I'd like to print as fast as possible!

Data compression (See p. 43.)

You can reduce the size of your print file and prioritize network communication speed over image quality when you print.



I can't let anyone else see this printout!

PIN code , PDF data encryption (See p. 67, p. 79, p. 89.)

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. You can password-protect a document read by the scanner. By specifying who can access the document, you can enjoy increased security by keeping it from being printed out or edited and misused by the wrong people.

I'd like more copies of a completed copy job!

Additional copies (See p. 51.)

If you want more copies of the previous copy job, you can make them. You can also change the image position, feed tray, and print density settings.

I'd like to copy different sizes of originals in one job!

Mixed size (See p. 52.)

The ADF can read different sizes of originals (e.g., A4/Letter and A3/Ledger) if they have the same length on one of their sides.

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

RISO Console (See p. 91.)

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

I'd like to save power consumption during standby!

Power save setting (See p. 18.)

The machine can save power by consuming less power during standby. You can configure the duration of power saving status, sleep status, backlight OFF, and the power consumption during the sleep status.

Options and functions vary depending on the model.

	ComColor 9150/9150R	ComColor 9110/9110R	ComColor 7150/7150R	ComColor 7110/7110R	ComColor 3150/3150R	ComColor 3110/3110R
Maximum Print Area	314 mm × 548 mm (12 3/8″ × 21 9/16″)	314 mm × 548 mm (12 3/8″ × 21 9/16″)	314 mm × 548 mm (12 3/8″ × 21 9/16″)	314 mm × 548 mm (12 3/8″ × 21 9/16″)	210 mm × 544 mm (8 1/4″ × 21 7/16″)	210 mm × 544 mm (8 1/4″ × 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: 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″)
Connectivity of a Multifunction Finisher (optional) (The Booklet, Staple/Punch, Paper folding functions, etc)	✓	✓	✓	✓	✓*1	✓*1
FeedTray (Mixed size original/Slip sheet/ Add cover)	✓	N/A*2	✓	N/A*2	✓	N/A*2

✓: available
N/A: not available

*1 When ComColor 3150/3150R/3110/3110R is connected, some restrictions are placed on the staple, punch and booklet functions.
*2 The [Mixed size original] function in scanner mode is available only for reading.

For ComColor 3150/3150R/3110/3110R
Regular size paper whose width exceeds 216 mm (8 1/2″) is not displayed on the printer driver screen and the operation panel.

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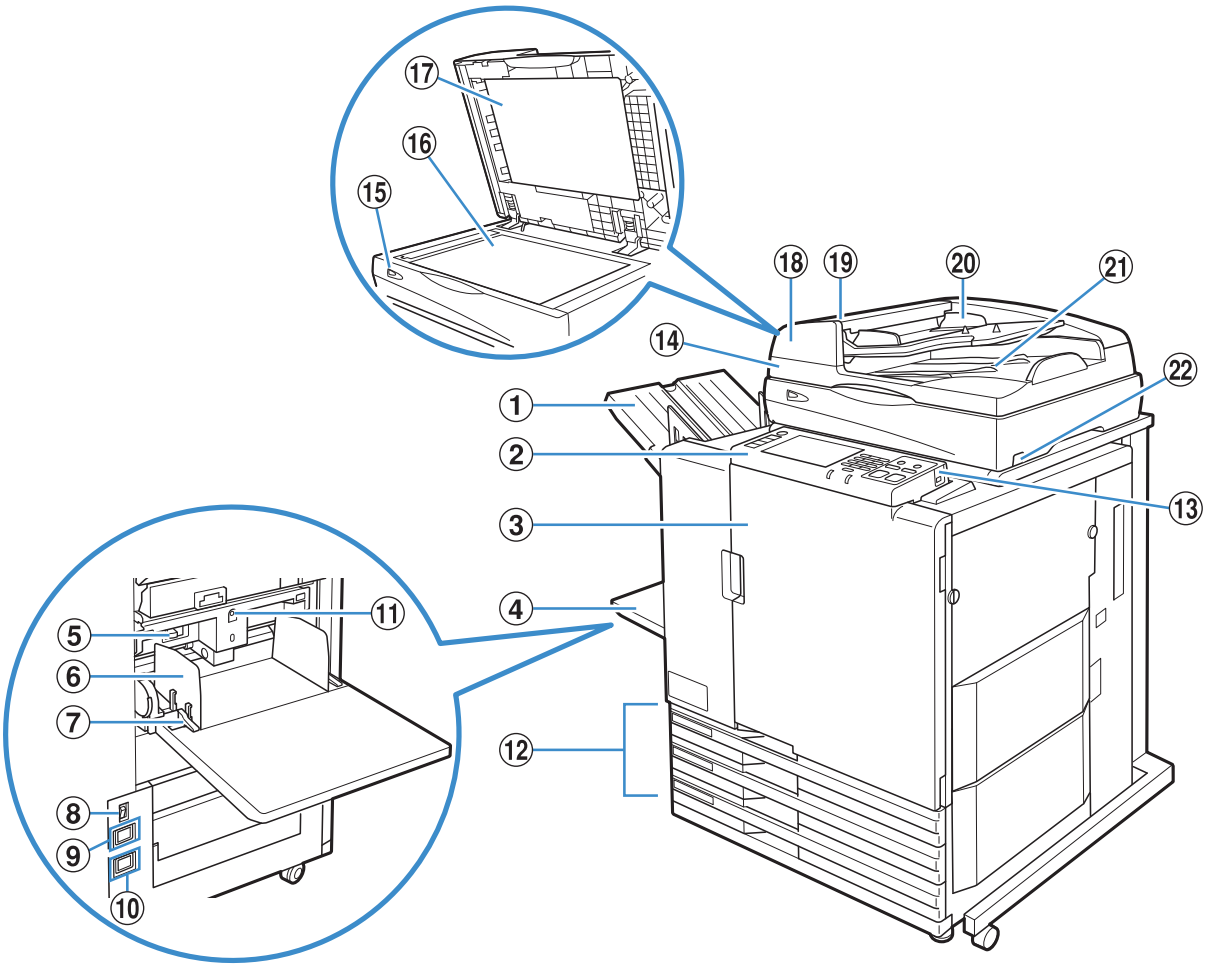
Preparations for Use

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



① Face Down Tray
The printouts are output face-down.

② Operation Panel
Use to perform operations or settings. (See p. 17.)

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 door release] to ON. For details, see "Front door release" (p. 56).

④ Standard Tray
Load special paper (thick paper, envelopes, etc.) here. Plain paper can also be loaded in the standard tray.
For details, see "Paper and Originals" (p. 27).

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

⑥ Standard Tray Paper Guide
Use to prevent paper in the standard tray from becoming misaligned.

⑦ 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.

⑧ Main Power Switch
Use to turn the main power ON and OFF. Usually the power is left ON.

When the high capacity feeder is connected, use its main power switch. See "High Capacity Feeder" (p. 13) for details.

⑨ Scanner Socket
Use to connect the scanner power cord.

⑩ Machine Socket
Use to connect the machine power cord.

⑪ Standard Tray Descent Button
Use to move the standard tray up or down when replacing or adding paper to it.

⑫ 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. 27).

⑬ USB Port
Use to connect a USB flash drive to store scanner data or to output print jobs saved in a USB flash drive.

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

⑭ Scanner
Use to copy or scan documents that are read from the platen glass or the ADF.

⑮ Scanner Lamp (green/red)
Lights up in green 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.

⑯ Platen Glass
Set the original face down and aligned with the position of the arrow in the top left.

⑰ Original Cover
Pull down to cover the original when reading it on the platen glass.

⑱ Automatic Document Feeder (ADF)
Up to about 100 originals can be automatically fed.

⑲ ADF Original Unit Lever
Pull this lever up to open the original unit cover when originals are jammed.

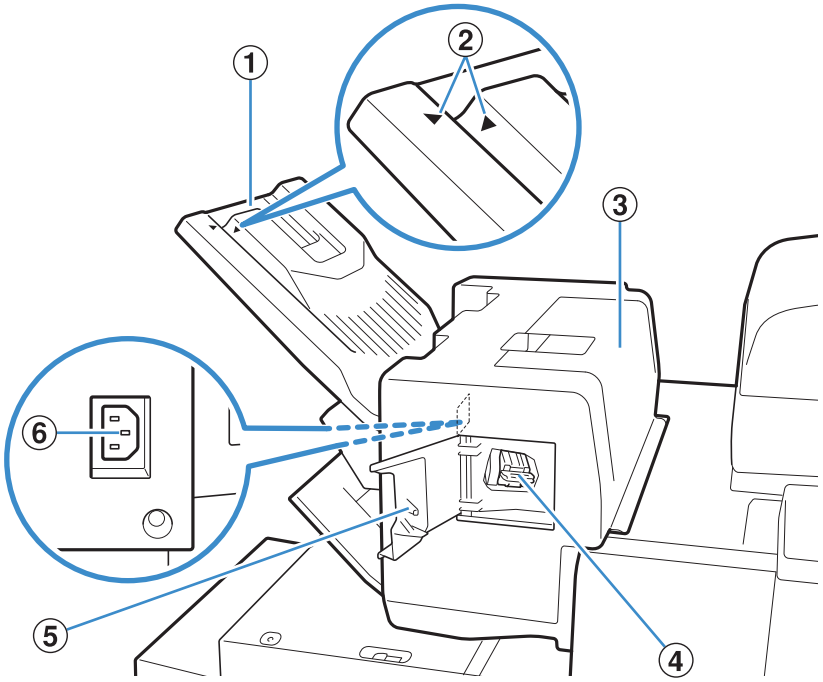
⑳ ADF Original Guide
Slide to fit the width of the original.

㉑ ADF Original Output Tray
Documents that are read from the ADF are output here.

㉒ Scanner Power Switch
Use to turn scanner power ON and OFF. Usually the power is left ON.

Face Down Offset Stapler

If the optional face down offset stapler is connected, you can staple printed sheets, or perform the offset output by print unit.



① Stacking Tray

Printouts are output face down.

The output tray slides. For normal output, align ▶ and ◀ indicated by ② to use the tray.

Tray setting position	Paper type and output conditions
▶◀ Align ▶ and ◀.	Normal (other than the following)
▶ ◀ Slide the tray and place ◀ to ②	For thin paper smaller than B5 without staple

③ Jam Release Cover

If paper jamming occurs during paper transfer from the printer to the face down offset stapler, open this cover and remove the jammed sheet.

④ Staple Cartridge

Pull out the staple cartridge to replace a staple or if a staple is jammed.

⑤ Staple Cover

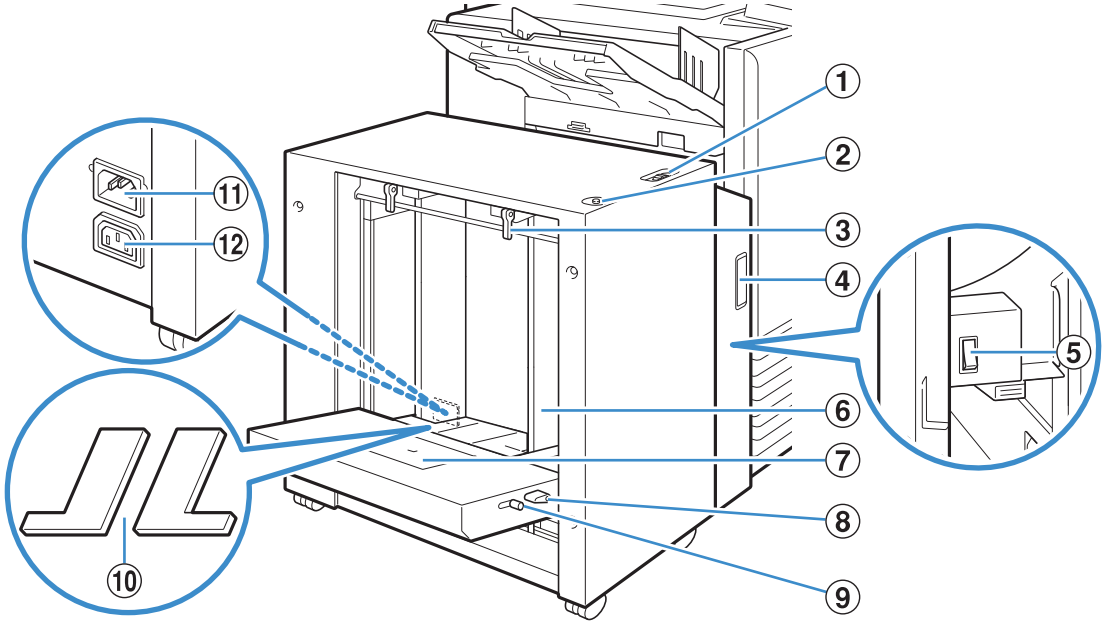
Open this cover if a staple is jammed, or to replace the staple cartridge.

⑥ Face Down Offset Stapler Socket

Connect the face down offset stapler power cord.

High Capacity Feeder

If the optional high capacity feeder is connected, you can load approximately 4,000 sheets (plain paper, recycled paper).



① Paper Feed Pressure Adjustment Lever
Use to adjust the paper feed pressure to either "Standard" or "Card" to suit the paper type in the high capacity feeder.

② Standard Tray Descent Button
Use to move the high capacity feeder up or down when replacing or adding paper.

③ 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.

④ Front Cover
Open this cover when you turn the main power switch to ON/OFF or when paper jamming occurs.

⑤ Main Power Switch
Use to turn the main power ON and OFF when the high capacity feeder is connected. Usually the power is left ON.

⑥ Standard Tray Paper Guide
Use to prevent paper in the high capacity feeder from becoming misaligned.

⑦ Envelope Guide
Use to print envelopes. Adjust the inclination angle to suit the type of envelope you are using.

⑧ Envelope Guide Angle Adjustment Lever
Use to adjust the inclination angle of the envelope guide. Adjust the angle of the envelope guide to any of the four levels.

⑨ Envelope Guide Paper Feed Pressure Adjustment Lever
Use to adjust the feed pressure to suit the quality of envelope you are using.

⑩ Standard Tray Padding Cover
Remove the cover when you load sheets smaller than A4 (LTR) or larger than A3 (LDR), or C5/DL-R envelopes.

⑪ High Capacity Feeder Socket
Use to connect the high capacity feeder power cord. The socket is located to the right of the back of the standard tray.

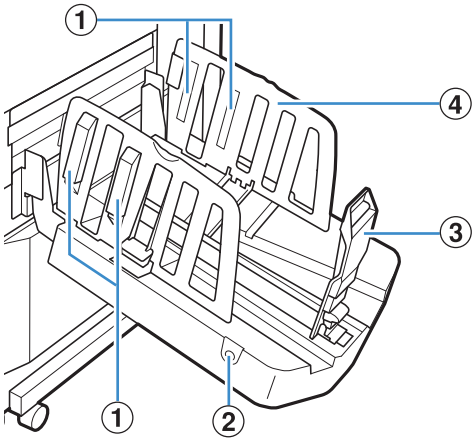
If the high capacity feeder is connected, you cannot use the standard tray.

⑫ Machine Socket
Use to connect the machine power cord.

Stacking Trays

The auto-control stacking tray and the wide stacking tray are available as optional stacking trays.
- With the 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 auto-control stacking tray is shown in this illustration.



① Paper Arranger

Set to suit the paper type so that the output paper is neatly aligned. (See p. 34.)

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 "Admin. Settings".

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

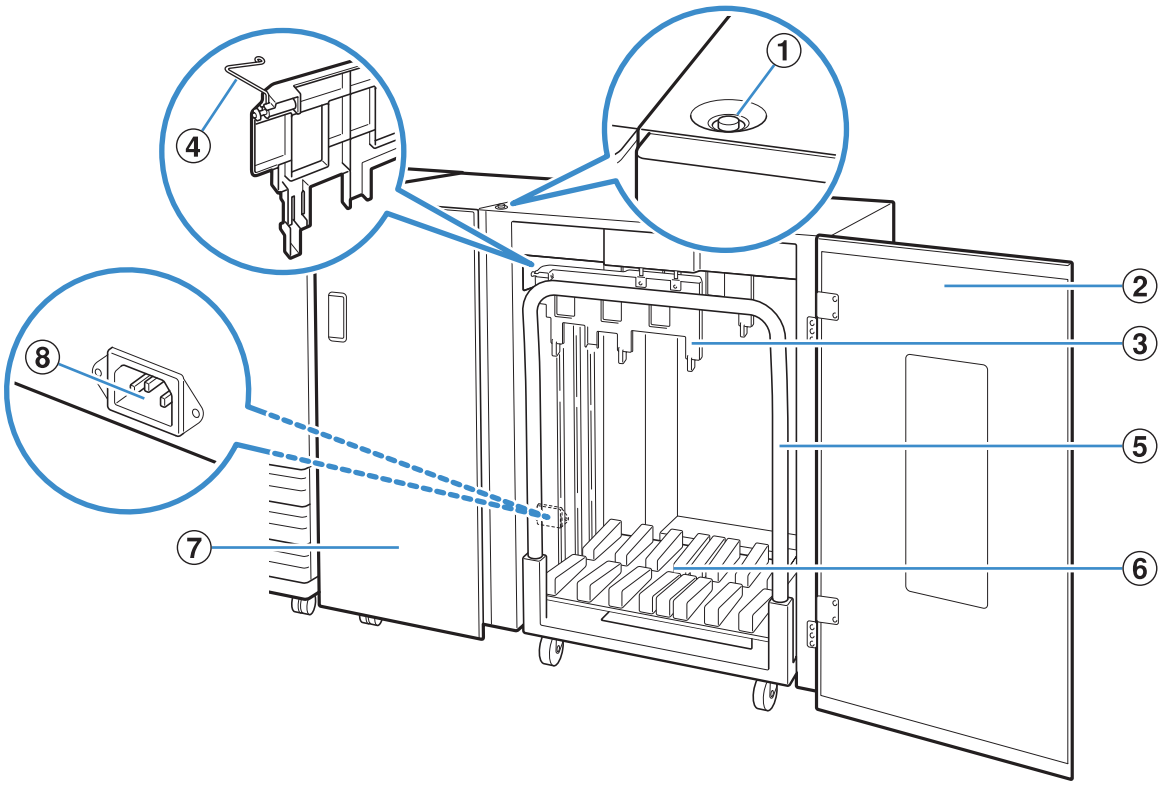
③ Paper Guide (end)

④ Paper Guide (side)

Use to prevent output paper in the stacking tray from becoming misaligned.

High Capacity Stacker

If the optional high capacity stacker is connected, you can stack approximately 4,000 sheets (plain paper, recycled paper).
You can retrieve the output printouts with the carriage.



① Stacking Tray Descent Button
Press to remove printouts from the stacking tray. If you press the stacking tray descent button, the stacking tray lowers to the bottom (the position of the carriage). The stacking tray stops when you press the stacking tray descent button during lowering. If you press the button again, the stacking tray continues lowering. The stacking tray does not operate during printing even if you press the stacking tray descent button. Press with the right and left covers closed.

② Right Cover
Open this cover to remove printouts, to set a carriage, or to remove a jammed paper.

③ Paper Guide
Use to prevent output printouts from becoming misaligned.

④ Corrugator
Set to feed paper smoothly according to the paper type and align printouts to stack neatly.

⑤ Carriage
Set inside the high capacity stacker. Connect the stacking tray to the carriage to move high-volume printouts.

⑥ Stacking Tray
Printouts are output here.

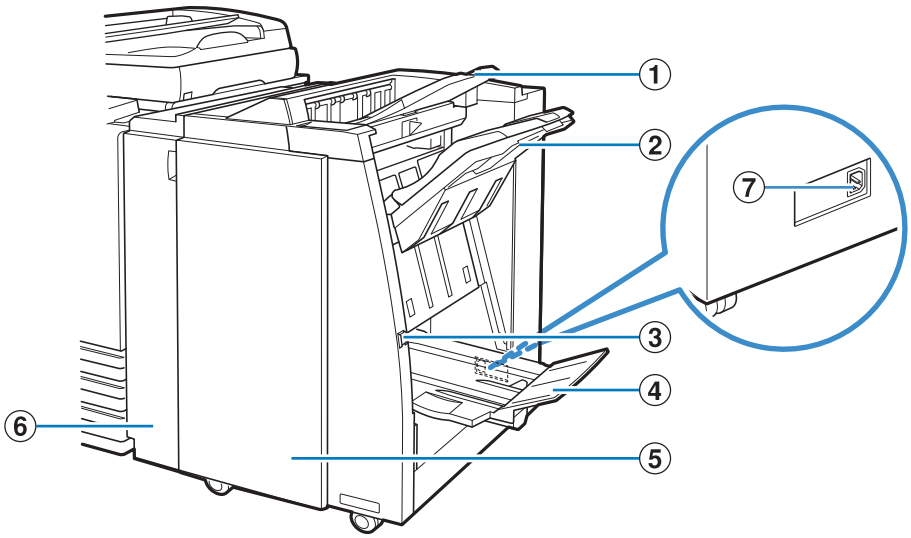
⑦ Left Cover
If paper jamming occurs during paper transfer, open this cover and remove the jammed paper.

⑧ High Capacity Stacker Socket
Use to connect the high capacity stacker power cord. The socket is located to the bottom of the back of the left cover.

- **Do not open the cover during printing. You cannot print with the cover open.**
- **The type of carriage you can use is the genuine carriage for the high capacity stacker.**

Multifunction 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.

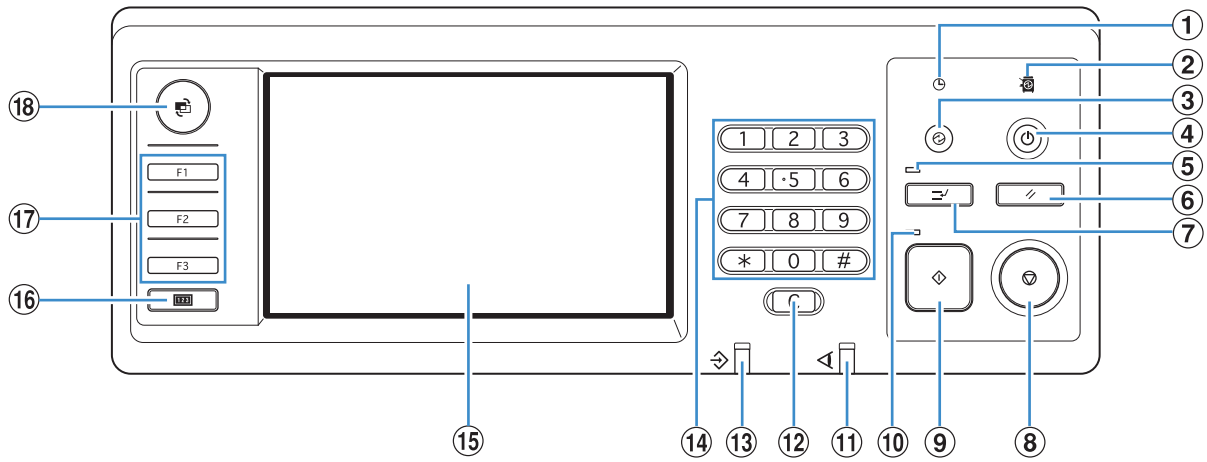
⑤ Right Cover
Open to replace the staple cartridge or if paper is jammed.

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

⑦ Multifunction Finisher Socket
Use to connect the multifunction finisher power code. The socket is located on the back of the finisher.

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 Power Schedule Lamp
Lights up when you set the "Power schedule".

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

③ 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.

④ 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.

⑤ Interrupt Lamp
Lights up during copy interrupt.

⑥ RESET Key
Press to return the settings to their default values.

⑦ Interrupt Key
Press to temporarily stop the job that is in progress and execute a different job.

⑧ STOP Key
Press to stop the job that is in progress.

⑨ START Key
Press to start an operation.

⑩ Start Lamp
Lights up when the START key is ready to be used.

⑪ Error Lamp
Flashes when an error occurs.

⑫ Clear Key
Press to clear letters or numbers that have been entered.

⑬ Data Receive Lamp
Flashes when data is being received.

⑭ Numeric Keys
Press to enter numbers.
If you press the [*] key, the copy/scanner mode setting registration screen appears.

⑮ Touch Panel
Use to perform operations or settings.
This panel also displays information such as error messages and confirmation messages.

⑯ Counter Key
Press to switch into the meter display screen. The print and copy sheet limits as well as the number of used and remaining sheets are displayed. You can print out displayed information and save it in a USB flash drive. For details on the meter display screen, see "Meter Display" (p. 92) in "How to Use Useful Functions".

⑰ Function Keys
Use as shortcut keys for moving to the mode by registering modes or functions. They are registered in the "Admin. Settings".

⑱ MODE Key
Press to switch to the mode screen.

Power save setting

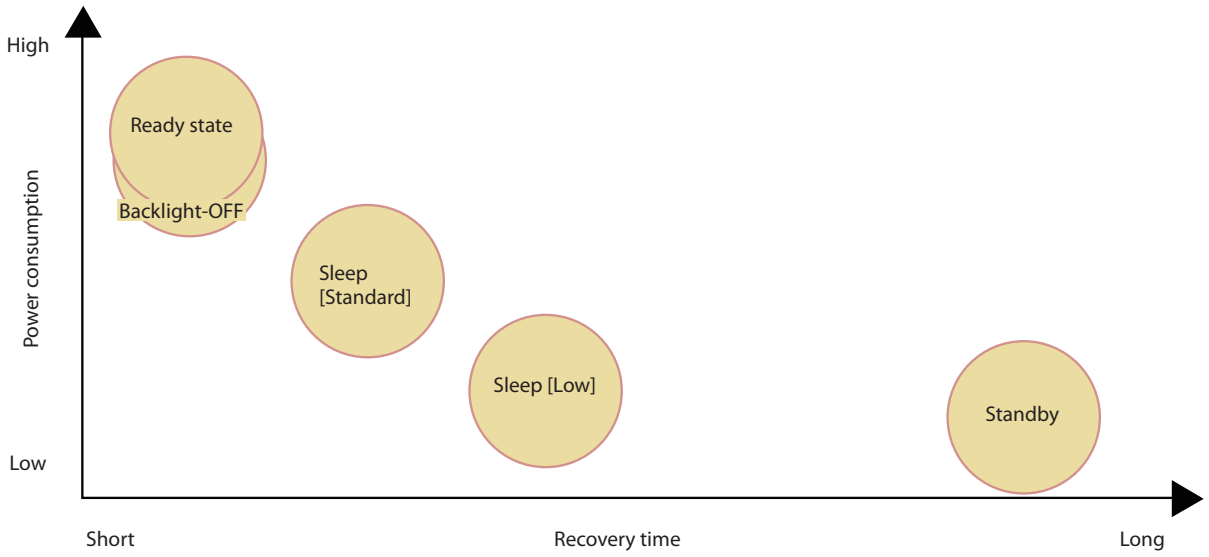
You can save power by controlling power consumption during standby.
The power saving mode turns on automatically if you leave the machine unattended for some time. When the power saving mode turns on, the touch panel turns off, and the [Wake up] key turns on. When you press the [Wake up] key, the power saving mode is canceled, and the machine recovers.
The power saving mode has backlight off and sleep states. You can select sleep from two different consumption power values, [Low/Standard]. In the "Admin. Settings", set the time the machine enters each state and the power consumption value. Less power is consumed in sleep state than in backlight off state. The machine turns back on faster in backlight off state.

Cautions when setting [Power consumption (in sleep)] to [Low]:
- **The RISO Console is not displayed in sleep state.**
- **If you print on a network where wake on LAN does not work, the printer does not wake up automatically. Set "MAC address" in the printer driver's [Environment] tab. See "Configuring the MAC Address" in the "User's Guide" for details.**

Reducing power consumption

You can control how the machine progresses towards lower power consumption stages with the [Backlight OFF] and [Auto sleep] functions in the [Power save setting].

Depending on the transition time setting, you can reduce power consumption by putting the machine from Ready state directly into sleep state and skipping Backlight-OFF state. You cannot put the machine from sleep state into Backlight-OFF state.



Printer status	Setting item/value	Power consumption
Ready state	-	150 W or less
Backlight-OFF	Auto backlight-OFF	147 W or less
Sleep: [Standard]	Power consumption (in sleep) [Standard]	65 W or less
Sleep: [Low]	Power consumption (in sleep) [Low]	5 W or less
Standby	-	0.5 W or less

You can also turn ON or OFF the sub power automatically by "Power schedule" and "Auto power-OFF setting". Contact the administrator for details.

Basic Touch Panel Information

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

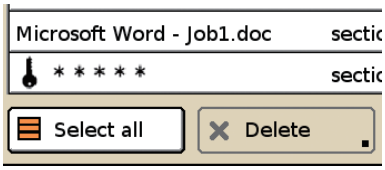
Selecting Buttons

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 the settings.

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

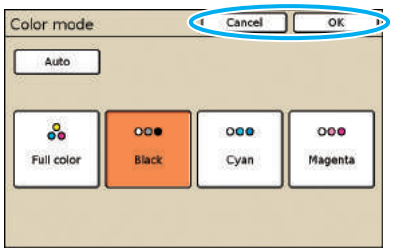
Buttons that are not available under the current conditions are grayed out. You can select these buttons when the required conditions are met.



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 the settings you have completed, press [Cancel].

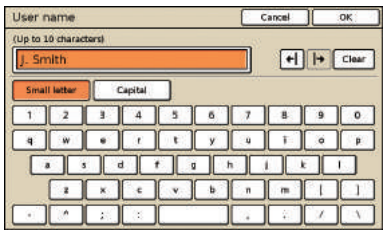


Entering Text

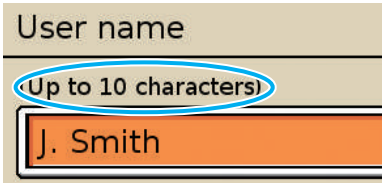
When entering user names or passwords, enter the required information on the text input screen.

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.

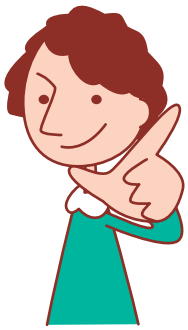


2 Press [OK] when input is complete.

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

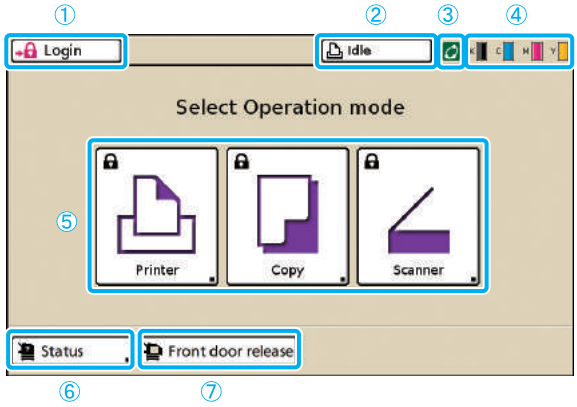
Touch Panel Screens

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.
Press the button to switch to the printer mode screen.

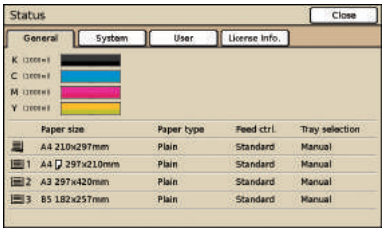
③ FORCEJET™ Link Icon
This icon indicates whether all parts required for printing are working correctly. The icon is grayed out if accurate color management is not possible.

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 optional equipment 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 (MAC address and IP address), User, or License information.



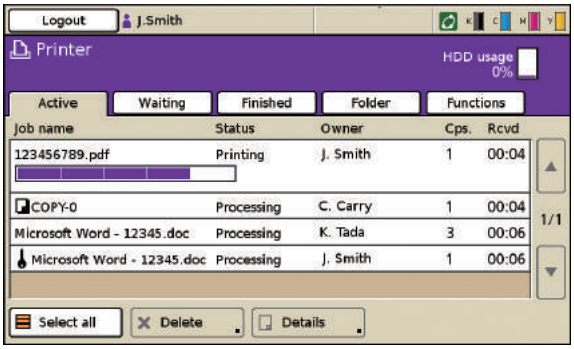
[User] is displayed only when a user is logged in.

⑦ [Front door release]
The front cover of the machine is normally locked (except if a problem has occurred). To open the front cover, press this button.

Mode Screens

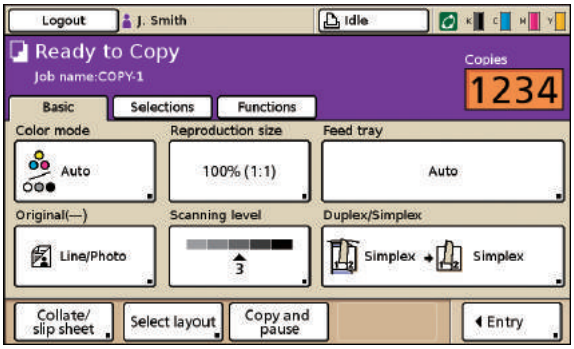
Pressing a mode button on the mode screen will switch to that mode screen.

Printer Mode Screen



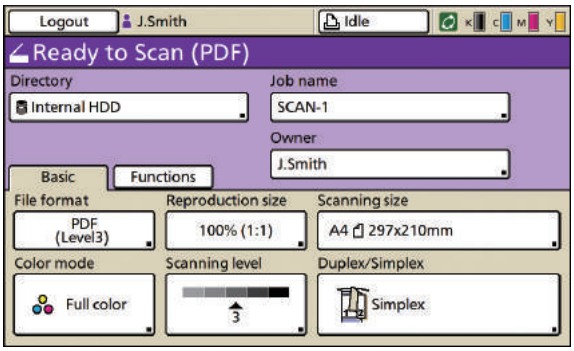
Manage or check print jobs (jobs stored in shared or personal folders on the machine, jobs sent from a computer or jobs saved in the USB flash drive). (See p. 75.)

Copy Mode Screen



Control copying on this screen. (See p. 47.)

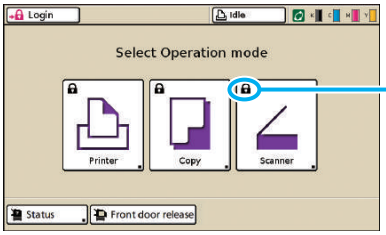
Scanner Mode Screen



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

Logging In

You can set a password to each user to restrict usage of the machine.
When login is necessary, enter the user name and password to log in, and you can use the machine.

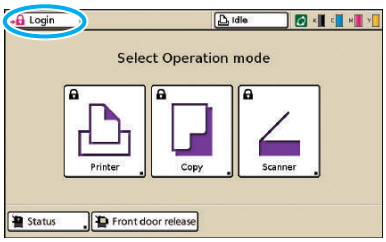


Lock icons in the upper left corner of mode buttons to indicate that you must log in to access those modes.

How to Log In

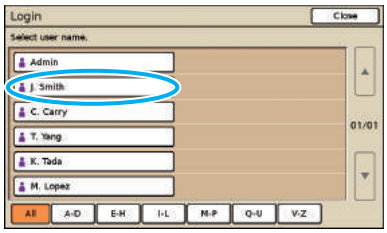
When using an optional IC card reader, you can log in by holding the IC card over the card reader.

1 Press [Login].



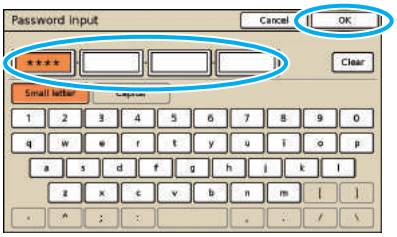
2 On the [Login] screen, select your name.

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].



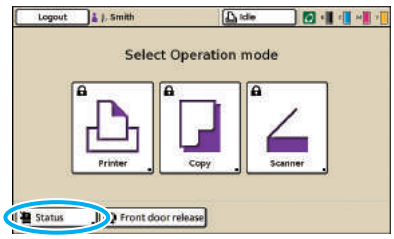
After finishing operations, be sure to press [Logout].

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

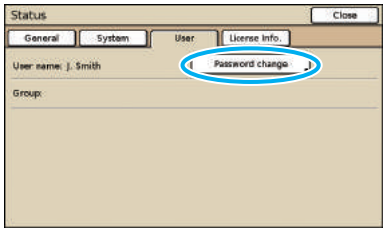
Changing Login Passwords

Login passwords can be changed.

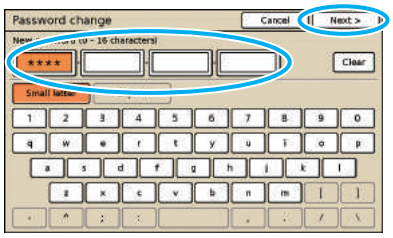
1 **Once you are logged in, press [Status] on the mode screen.**



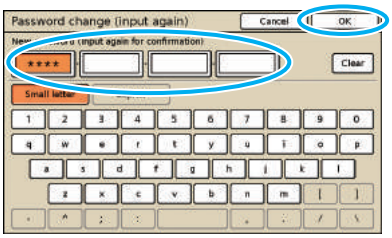
2 **On the [User] screen, press [Password change].**



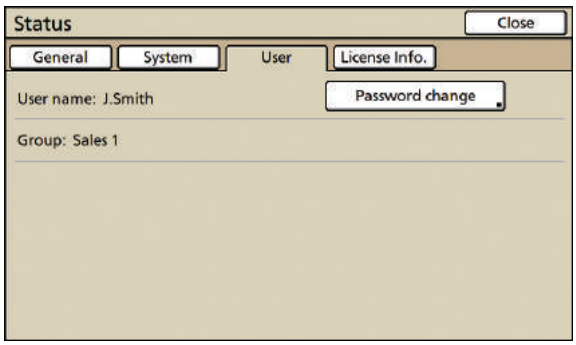
3 **Enter the new password and press [Next].**



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



About the User Screen



Once you are logged in, press [Status] on the mode screen, and the [User] screen appears.
Check the logged in user name and group on the [User] screen.
[User] does not appear when you are not logged in.

Installing the Printer Driver

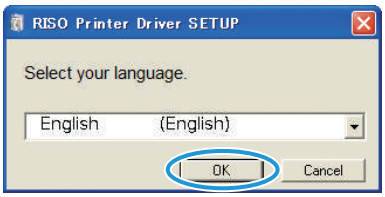
If you want to send data from a computer to print on this machine, you must first install the printer driver onto the computer. Install by following the procedure below.

- **Log in 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.**

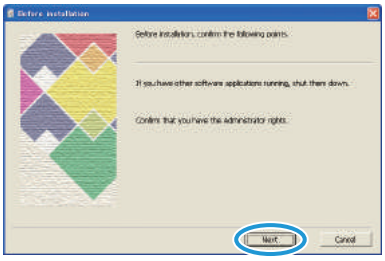
1 Load the included CD-ROM in the computer's CD-ROM drive.

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

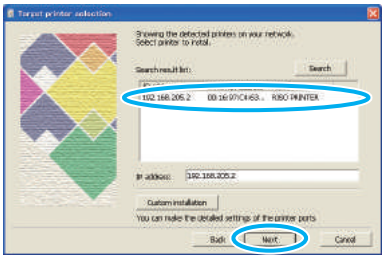
2 Select [English] in the pull-down menu and click [OK].



3 Click [Next].

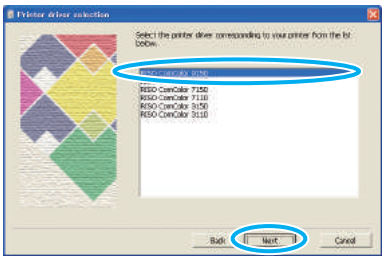


4 In [Search result list], select printer information about the machine, and then click [Next].



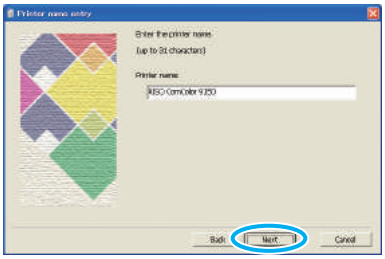
Printer searching is possible only in IPv4. If you are using IPv6, enter the IP address.

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

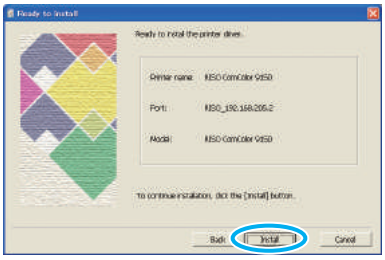


If the selected driver is already installed, the [Procedure of installation] screen is displayed. In this case, click [Next].

6 Click [Next].



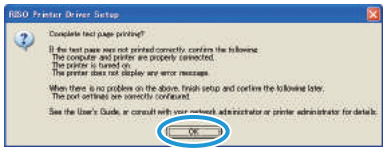
7 Click [Install].



Installation now begins.

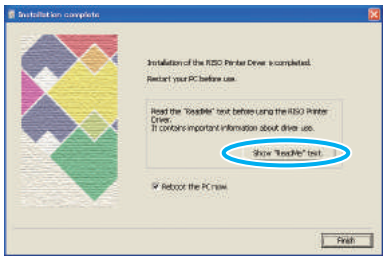
8 **When the message for printing a test page is displayed, click [Yes].**

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

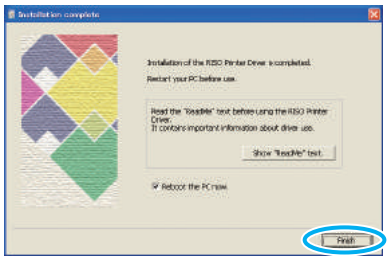


10 **Click [Show "Readme" text].**

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.

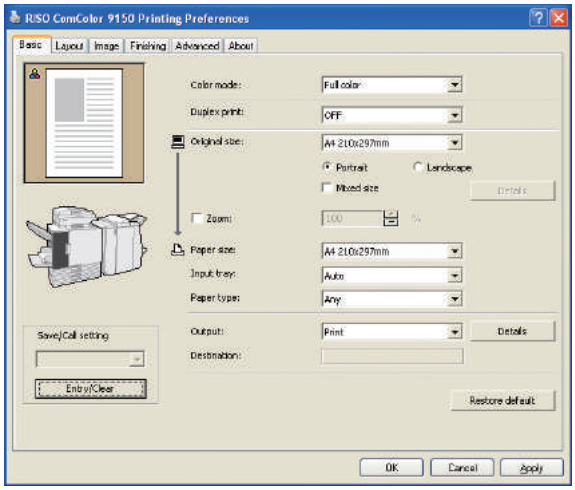
Operations from Computers

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.

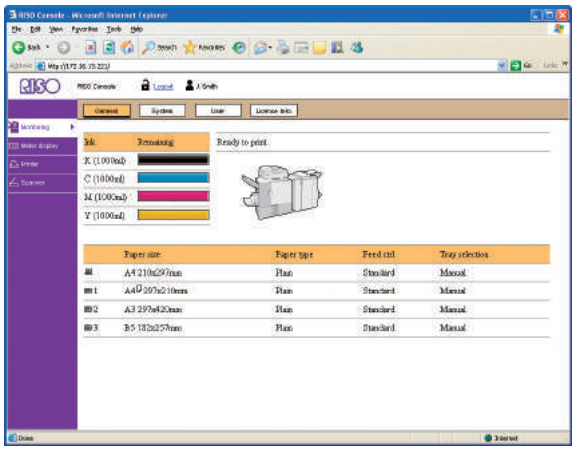
Using the Printer Driver



When printing files created in software programs, complete settings in the printer driver and send the jobs to the machine. (See p. 42.)

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. 91.)

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

The paper type you can use depends on the unit you load paper in.

	Feed Tray	Standard Tray /High Capacity Feeder
Size	182 mm × 182 mm – 297 mm × 420 mm (7 3/16" × 7 3/16" – 11 11/16" × 17")	Standard Tray: 90 mm × 148 mm – 340 mm × 550 mm (3 9/16" × 5 13/16" – 13 3/8" × 21 5/8") High Capacity Feeder: 90 mm × 148 mm – 340 mm × 460 mm (3 9/16" × 5 13/16" - 13 3/8" × 18 1/8")
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	Plain paper, recycled paper	Plain paper, recycled paper, envelopes, postcards, postcards (inkjet)
Maximum Load	Height up to 50 mm (1 15/16") in each tray	Standard Tray: Height up to 110 mm (4 5/16") High Capacity Feeder: Height up to 440 mm (17 5/16")

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 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

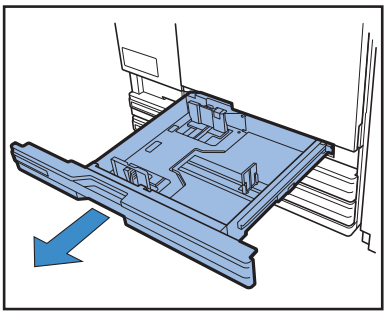
Load paper in the feed trays and the standard tray.

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.

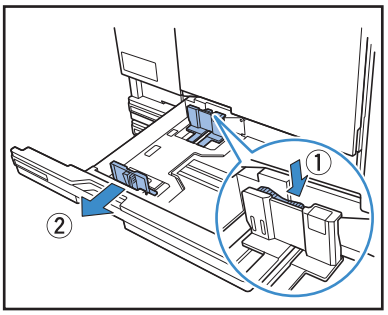
- **Thick paper and other special paper**
- **Paper with one side already printed**
- **Postcards**
- **Envelopes**

In the Feed Trays

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

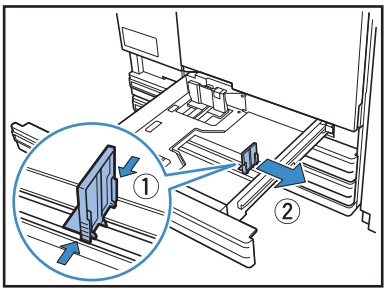


2 **Push the locking lever (in back) to unlock the guides. Holding the front tab, spread the guides fully apart.**



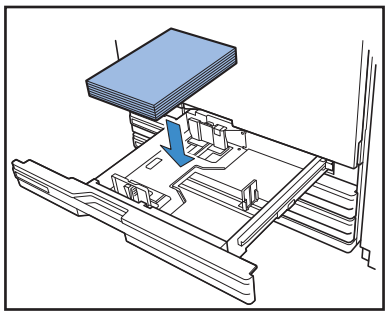
3 **Move the stopper to make space.**

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

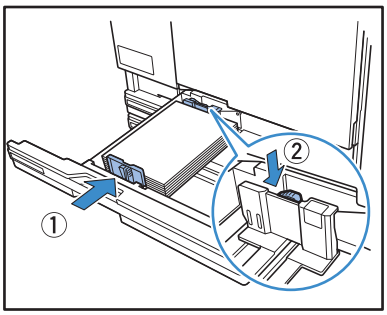


4 **Load the paper.**

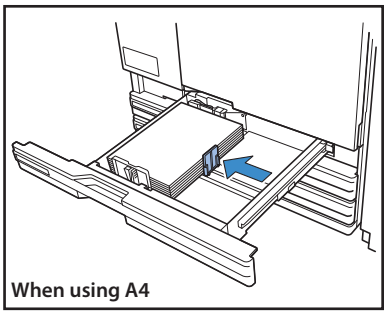
When using paper with different characteristics on the front and back sides, load the printing side face-down. Do not load too many sheets.



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

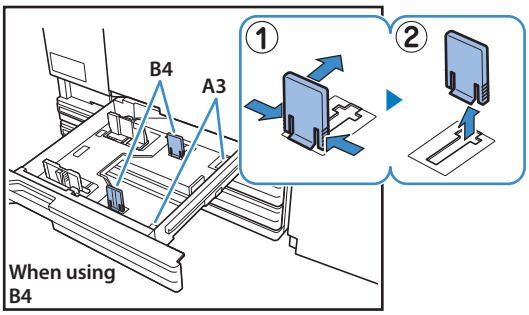


6 Move the stopper against the edge of the paper.



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.

To set A3 paper and B4 paper, place the A3/B4 paper guide properly for each type. If you pinch both sides of the A3/B4 paper guide, you can slide it out and install it in each paper size hole.



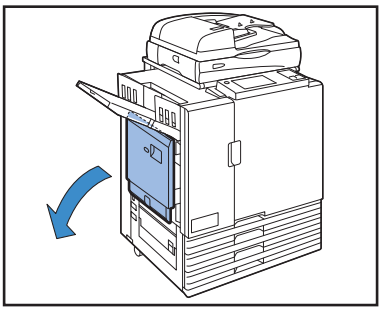
7 Push the tray back into the machine.

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. 48).

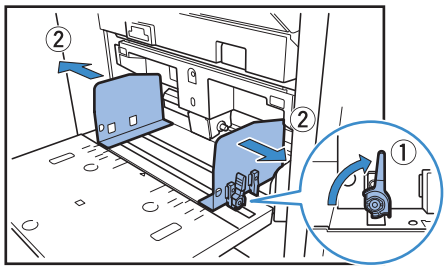
In the Standard Tray

1 Open the standard tray until it stops.



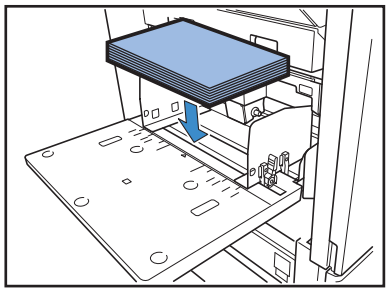
2 Spread the guides.

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

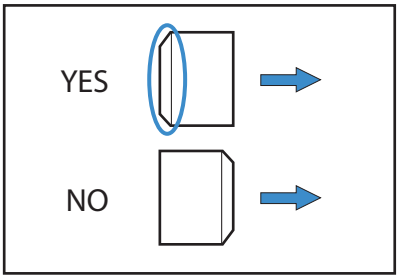


3 Load the paper.

Load paper with the printing side face-up.

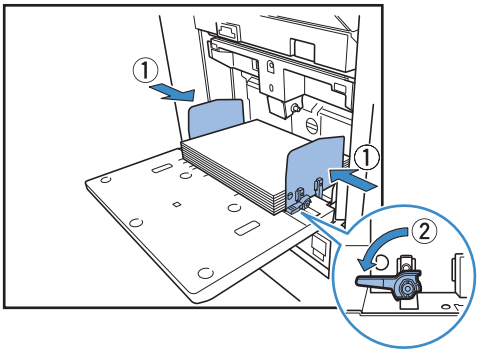


- **When printing on envelopes, it is recommended to install an optional stacking tray.**
- **To load envelopes, be sure to leave their flaps open and load them so that they will be fed from the bottom.**



The [Rotate] feature is convenient when printing on envelopes from a computer.

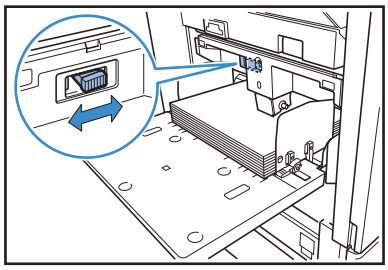
4 **Move the guides against the edges of the paper, and push the lever to lock.**



The machine detects the paper size at the positions of the guides. 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.



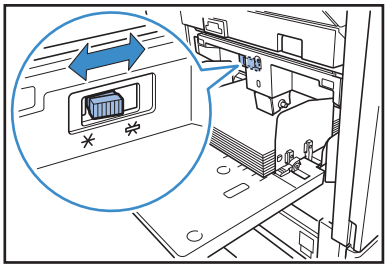
6 **On the operation panel, check the tray settings.**

When you have switched to a different type or size of paper, update the feed tray settings. For details, see "Feed Tray" (p. 48).

About the Paper Feed Pressure for the Standard Tray (High Capacity Feeder)

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 [Feed ctrl.] in [Details] of the operation panel's [Feed Tray]. (See p. 48.)



●The Feed Tray

Paper Feed Pressure Adjustment Lever and Paper

The supported paper textures are as follows.

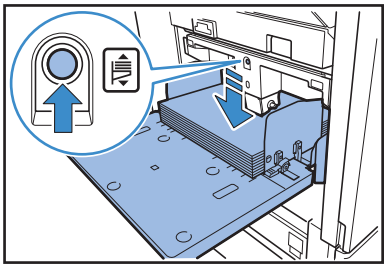
Lever Position	Paper Texture	Supported Printing Paper
✳ (NORMAL)	Standard or thin paper	• Plain paper, recycled paper • High-quality paper • Commercially available copy paper, and similar media
⩢ (CARD)	Thick paper or special paper	• Drawing paper • Postcards • Envelopes If the machine's paper feeding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

Adding or Switching Paper in the Standard Tray

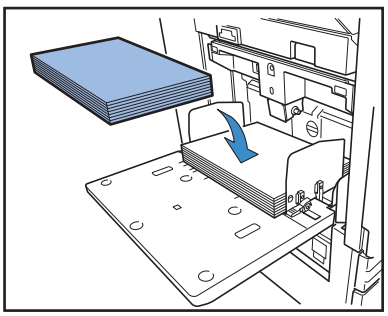
Press the standard tray descent button when loading additional sheets or when switching paper. Note that the standard tray is automatically lowered when all paper is removed.

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

Hold the button until the tray reaches the desired position.

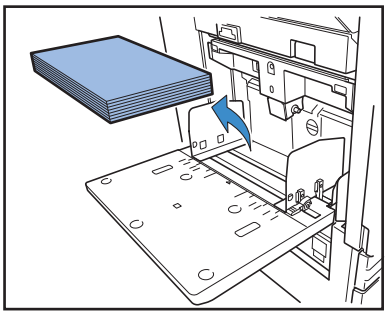


2 **Load additional paper, or switch the loaded paper.**



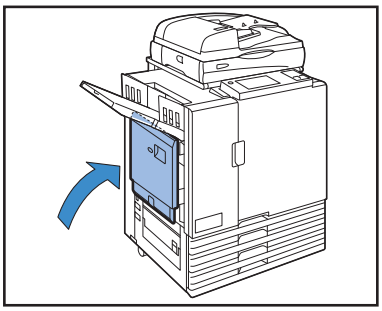
Closing the Standard Tray

1 **Remove the loaded paper.**



Make sure the machine is ON.

2 **Close the standard tray.**

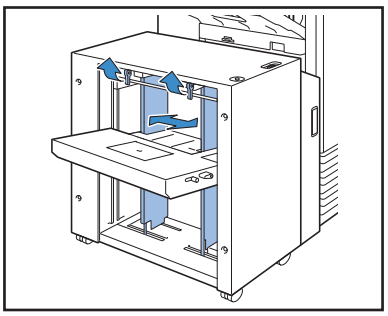


Make sure the standard tray is all the way down before closing it.

In the High Capacity Feeder

1 **Spread the guides.**

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

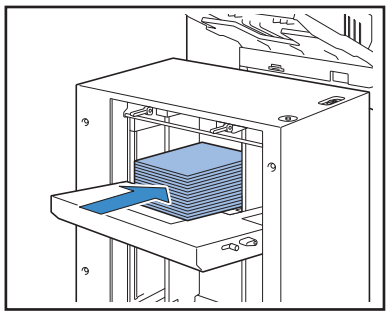


The paper guide cannot slide when the standard tray padding cover is attached, so remove the cover in either of the following cases.

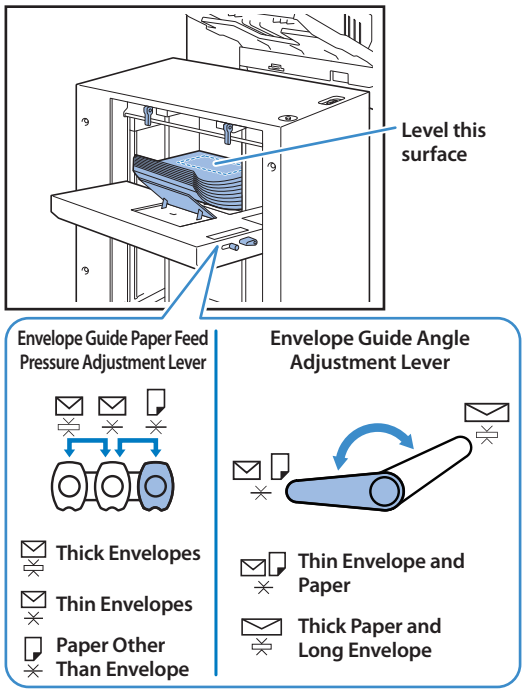
- **Paper size: Smaller than A4 (LTR)/Larger than A3 (LDR)**
- **Envelope size: C5/DL-R**

2 Load the paper.

Load paper with the printing side face-up.

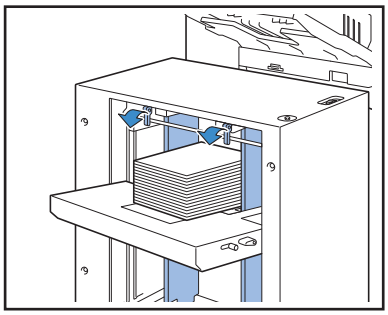


- If you load many sheets at a time, you cannot adjust the paper guides. (Sheets are not in neat order because they are bent or bumpy.) Separate sheets into several loads. If you load many sheets at a time, see "If you load many sheets at a time".
- To load envelopes, leave their flaps open and load them so that they will be fed from the bottom. Use the envelope guide angle adjustment lever to adjust the inclination angle of the envelope guide. Adjust the feeding pressure according to the quality of envelopes you use. For adjustment, use the envelope guide feeding pressure adjustment lever. Lift the lever and slide it. Refer to the seals near the lever, and perform a setting suitable to your envelopes.



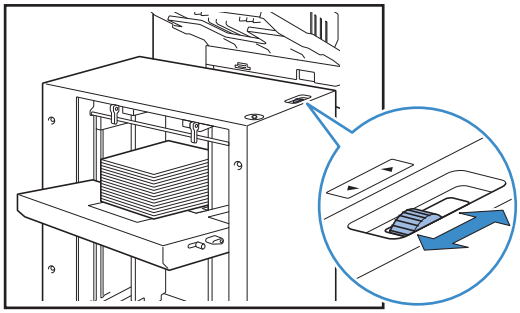
3 Adjust the paper guides so that they will be suitable for the paper size.

Move the guides against the edges of the paper, lock the paper guides lever to fix the guides in place.



4 Adjust the feeding pressure adjustment lever.

Set it to "Standard" for normal use, and set it to "Card" for thick paper, special paper, etc.



5 Check the tray setting on the touch panel.

Set [Feed tray] for paper size and type. After changing the type of paper to load, be sure to change the [Feed tray] setting.

If you load many sheets at a time

1 Spread the guides and load approximately 500 sheets in the standard tray.

2 Adjust the paper guides so that they will be suitable for the paper size.

Move the guides against the edges of the paper, lock the paper guides lever to fix the guides in place.

3 Load the rest of sheets.

After loading all the sheets, perform the normal setting. Follow steps 4 and 5 in "Loading Paper".

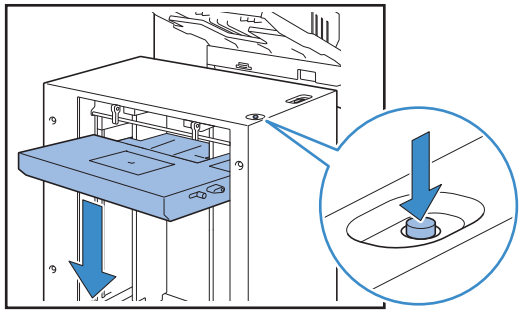
Adding Paper in the High Capacity Feeder

To add paper, use the standard tray descent button. The downward position of the standard tray varies depending on how the standard tray descent button is pressed. The tray lowers automatically if you remove all paper from the standard tray.

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

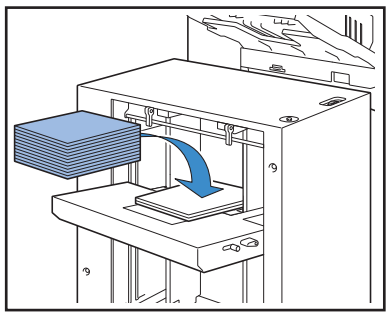
Press and hold the standard tray descent button.
While you are pressing the button, the standard tray lowers. Press the button until the tray lowers to the position to which you wish to lower the tray.

Press, not hold, the standard tray descent button.
The standard tray lowers to a certain position.



- **The position to which the standard tray lowers when paper runs out or when you press the standard tray descent button varies depending on the "Admin. Settings". See "High Capacity Feeder Setting" in the "Administrator's Guide" for details.**
- **When the standard tray is at the bottom, you can load many sheets at a time, but to do so you need to crouch down. If you want to load paper standing up or if you rarely load many sheets at a time, do not lower the standard tray to the bottom.**
- **It is recommended to set the downward position of the standard tray according to your use. If you want to change the downward position of the stacking tray, contact the administrator.**

2 Add paper.



If you add many sheets

Press and hold the standard tray descent button to lower the standard tray to the bottom, and you can load more sheets.

The position to which the standard tray lowers when paper runs out or when you press, not hold, the standard tray descent button varies depending on the "Admin. Settings". If you want to change the downward position of the standard tray, contact the administrator.

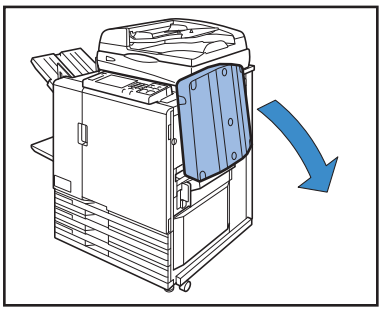
Preparing the Stacking Tray

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.

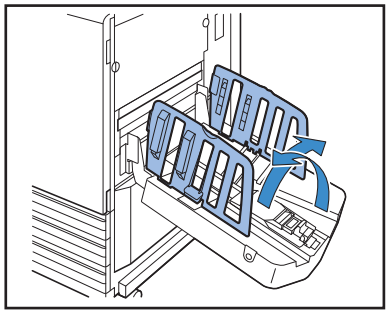
- The auto-control stacking tray is shown in this illustration.

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.

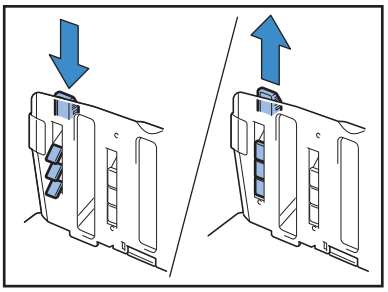


2 Lift the paper guides (side) to stand them upright.

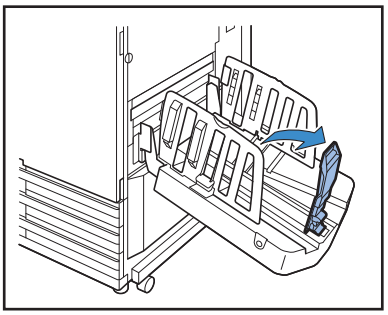


3 **Adjust the paper arranger.**

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.**

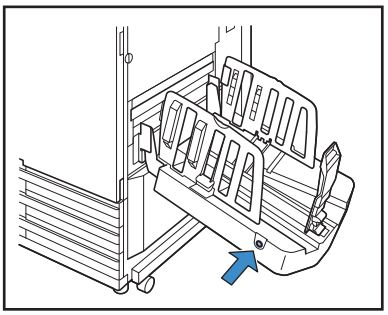


Fold all paper guides when printing on paper larger than 320 × 432 mm (12 1/2" × 17").

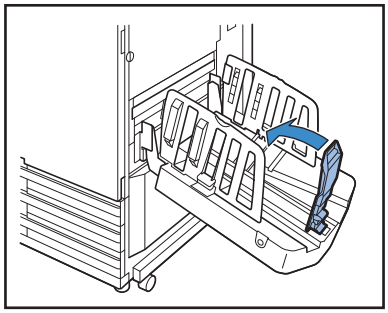
Closing the Stacking Tray

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

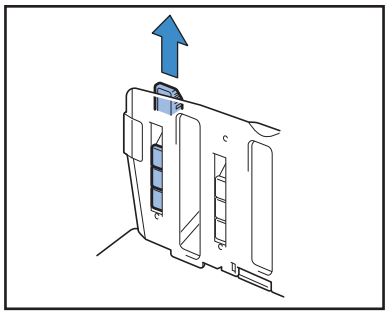
The paper guides (side and end) now move into position for storage.



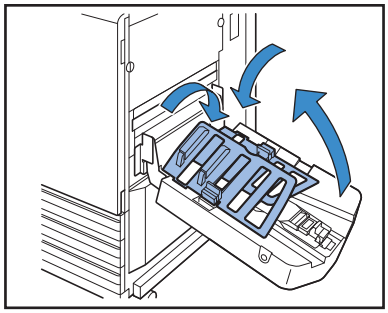
2 **Lower the paper guide (end) toward the stacking tray to fold it up.**



3 **Fold up the paper arranger.**



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



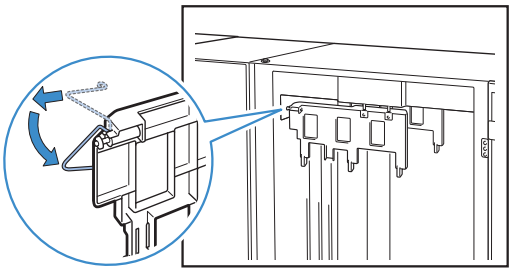
Setting the Corrugators to the High Capacity Stacker

Feeding and paper alignment vary depending on the paper size and type that you use; therefore, adjust the corrugators so that printouts will be aligned.

- **Normally, you do not need to adjust the corrugators when you print. Adjust the corrugators for better feeding and printout alignment.**
- **Paper alignment may not improve according to the paper size, paper type, environment and storage. For details, contact your dealer (or authorized service representative).**

When using A3/B4/B5-LEF paper or thin paper

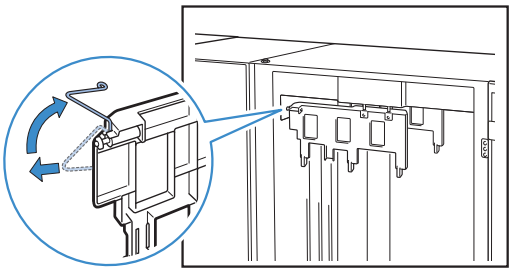
1 **Lower the front corrugator while pressing it toward the machine (to the left).**



2 **Lower the back corrugator while pressing it toward the machine (to the left).**

When you perform normal printing (with the corrugator upright)

1 **Lift the front corrugator while pressing it toward the machine (to the left).**



2 **Lift the back corrugator while pressing it toward the machine (to the left).**

Removing Printouts from the High Capacity Stacker

Remove printouts from the high capacity stacker. There are two ways of removal.

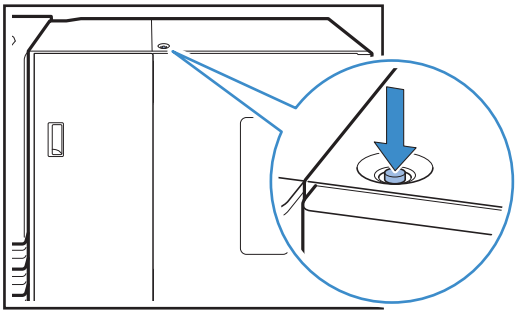
You can remove printouts when the stacking tray is at a stop. A message appears indicating the state of the stacking tray. Follow the message.

- If you remove printouts along with the carriage
  Remove printouts using the carriage for the high capacity stacker.
- If you remove only printouts
  You can remove printouts without pulling out the carriage. You can remove printouts without waiting for the standard tray to lower to the bottom.

If you remove printouts along with the carriage

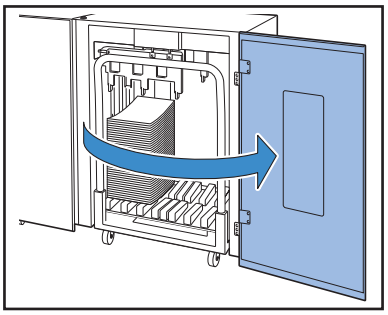
1 **Press the stacking tray descent button.**

If you output approximately 3,200 to 4,000 (full) sheets, the stacking tray automatically lowers to the bottom.



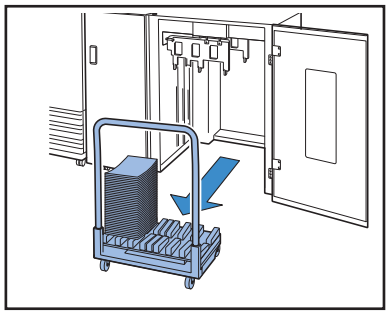
- **When you press the stacking tray descent button, make sure that both the right and left covers of the high capacity stacker are closed. The button does not operate when the covers are open.**
- **When printing is completed, the stacking tray automatically lowers to the position that you have set in [High capacity stacker] of the "Admin. Settings". To change the downward position of the stacking tray, contact the administrator.**
- **If you press the stacking tray descent button during printing by mistake, remove printouts. If printouts are piled up, you cannot raise the stacking tray.**

2 **Open the right cover of the high capacity stacker.**



3 Pull out the carriage along with the stacking tray on it.

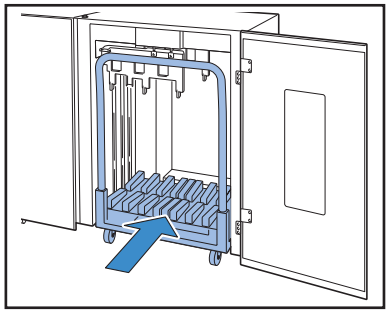
Hold the handle, and pull out the carriage slowly. Printouts may fall if you move the carriage too quickly.



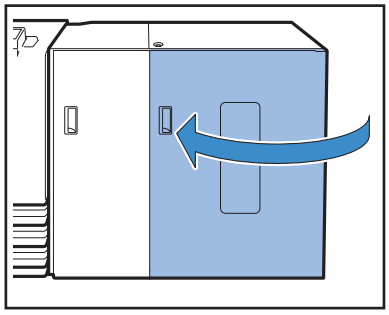
4 Remove printouts from the carriage.

5 Return the carriage to the high capacity stacker.

Make sure in advance that the stacking tray has been attached to the carriage.

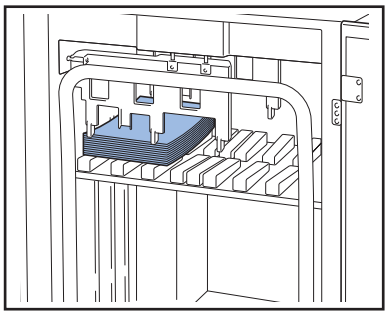


6 Close the right cover of the high capacity stacker.



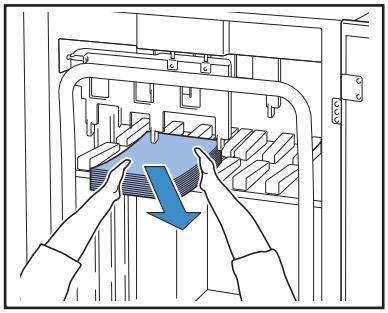
If you remove only printouts

1 Open the right cover of the high capacity stacker.



- You can specify the downward position of the stacking tray in [High capacity stacker] of the "Admin. Settings". To change the downward position, contact the administrator.
- At some downward positions of the stacking tray specified in [High capacity stacker] of the "Admin. Settings", removal may be difficult because printouts are touching the paper guides. In that case, close the right cover, press the stacking tray descent button to lower the stacking tray, and remove printouts.

2 Remove printouts.



For some sizes of output sheets, removal may be difficult because printouts are touching the handle of the carriage. In that case, close the right cover, and press the stacking tray descent button to lower the stacking tray to the carriage. You can pull out the carriage and remove sheets.

3 Close the right cover of the high capacity stacker.

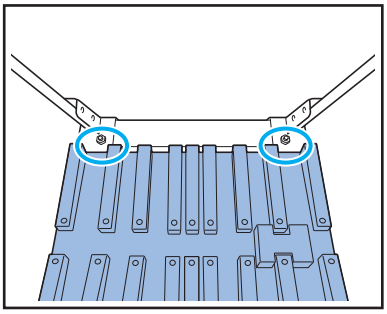
If you pulled out the carriage in step 2, place the carriage to the high capacity stacker, and close the right cover.

If you specify [Do not lower stacking tray.] in [High capacity stacker], and if paper is on the stacking tray, the paper guides cannot move. Therefore, the paper guides cannot adjust to the paper size of the next job. If you print jobs of different sizes, setting direction and feed options, remove paper from the stacking tray and proceed to the next print.

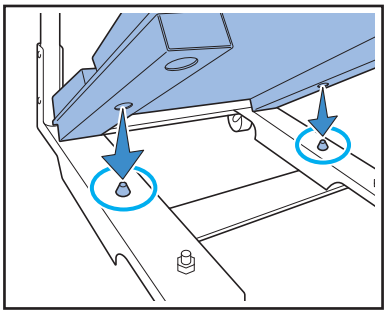
Placing the Stacking Tray in the Carriage

You can remove the stacking tray from the carriage. To remove printouts along with the stacking tray, place the tray in the carriage, and return the tray along with the carriage to the high capacity stacker.

1 Align the (two) screws on the carriage's handle root to the end of the stacking tray.



2 Fit the holes of the stacking tray on top of the knobs on the carriage.



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/m² – 128 g/m² (14-lb bond – 34-lb bond)
Paper Type	–	Plain 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/m² (21-lb bond) or less 60 sheets (80 g/m² (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

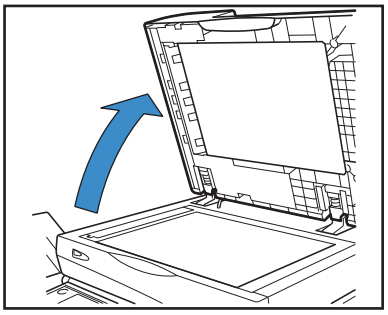
- When scanning photos or printed documents, make sure the surface of the original is flat.
- When using transparencies, set white paper behind it so that the original can be clearly read.
- If the original is extremely thin, an image of the rear surface may be taken. You can prevent this by placing 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

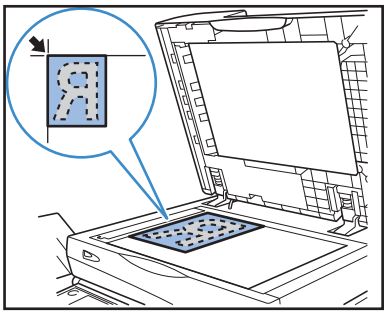
Place one original at a time on the glass surface after opening the original cover.

1 **Open the original cover.**



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

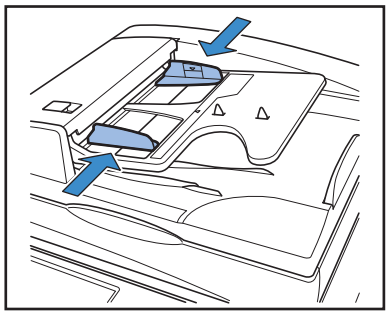
Align the original against the arrows in the upper left corner of the glass surface and close the original cover.



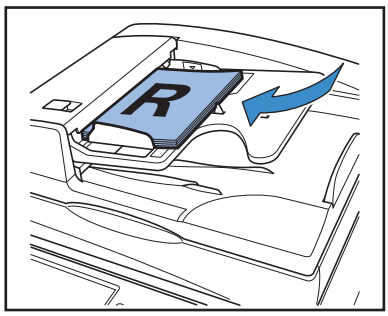
In the ADF

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

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

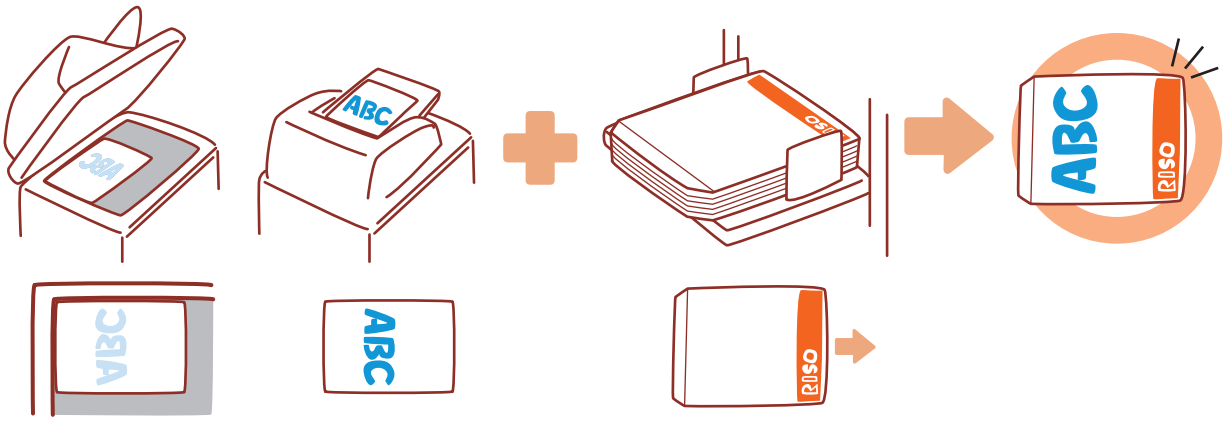
Set [Original orientation] to [Top side left] on the touch panel.

Original Loading Orientation

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

Envelope Loading Orientation

Orientation as ejected



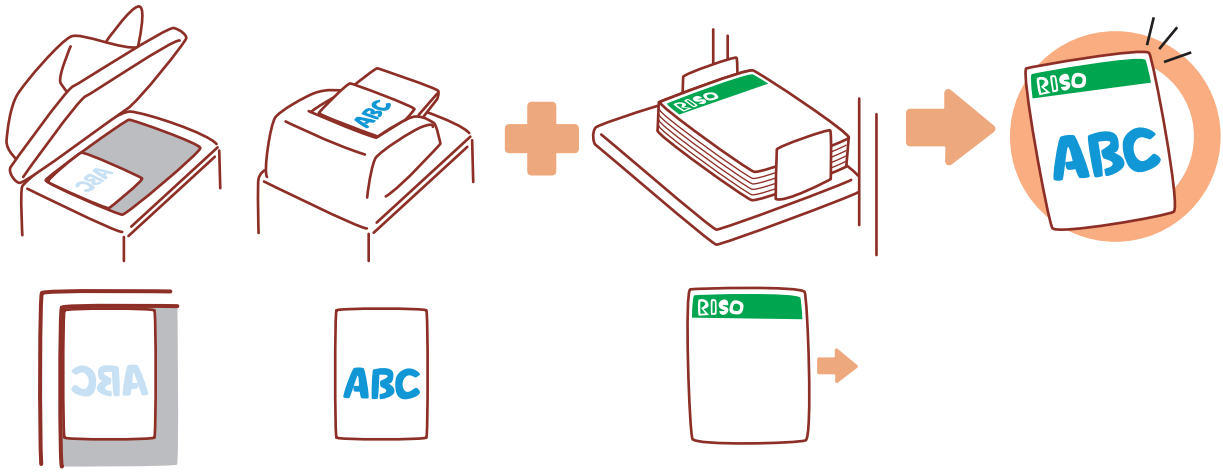
Example of Loading Letterhead Paper

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

Original Loading Orientation

Paper Loading Orientation

Orientation as ejected (When Ejected Face-Up)



Basic use

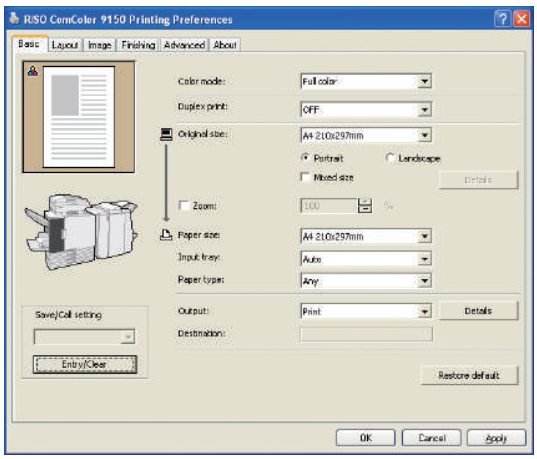
2

Printing
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.
If you use duplex printing with this feature, you can specify the binding position for each paper 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 to the printer's folder. You can save to a USB flash drive as PRN files and also create PRN files to use with the barcode area definition application. For folder saving, you can specify a destination in [Details]. For USB folder saving, specify [Save to USB flash drive].

[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

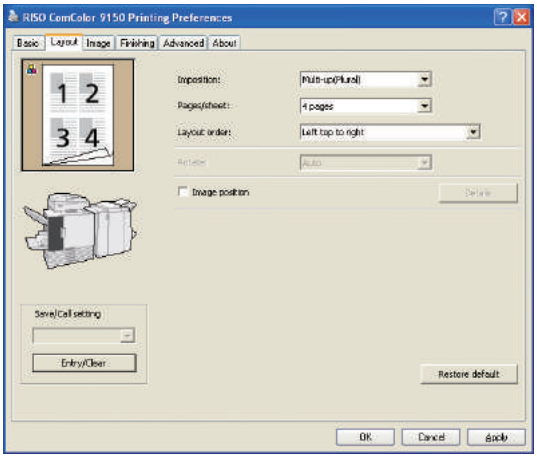
Printing is not possible unless the paper type selected in [Paper type] is loaded in the machine.

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.

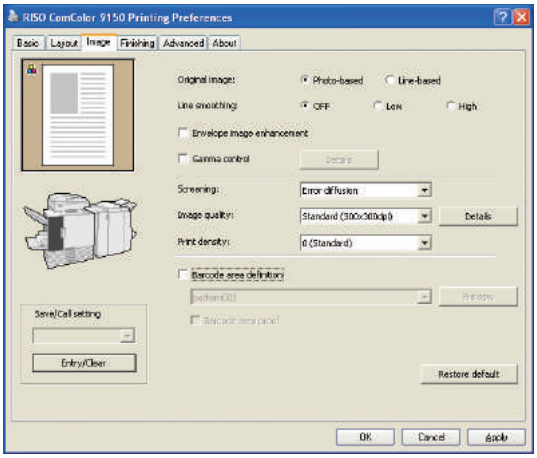
[Layout order]
Specify the order in which originals are arranged on a single sheet. Options will vary depending on your selected number of pages in [Pages/sheet].

[Rotate]
For envelope printing, 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. 42).

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.

[Line smoothing]
Smooth the outline of printed text. Select from two steps due to the image process.

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

[Envelope image enhancement]
Prevent image blurring and staining when printing envelopes.

[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. 44.)

[Image quality]
Specify the print resolution. If you select [Standard], [Details] appears, and you can adjust the data size in [Data compression] and the amount of ink in [Draft].

- **Printing speed slows down if you have selected [Fine].**
- **If you set to [Data compression] or [Draft], the neutral colors become uneven.**

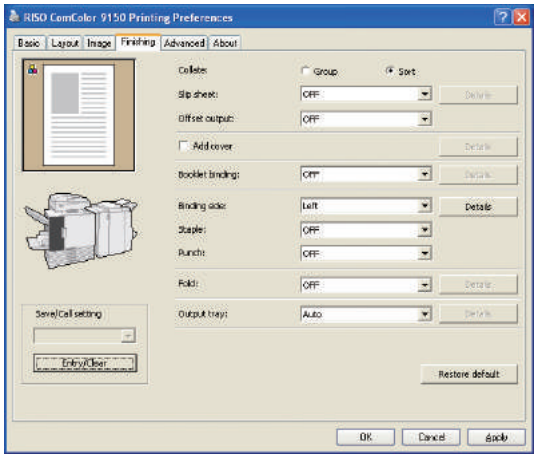
[Print density]
Specify the print density.

[Barcode area definition]
Set the print density of the area around a barcode so that a printed barcode can be read.

[Barcode area proof]
Check the area you have set to [Barcode area definition].
The specified part can be printed out with shade process. For details, see "Using the Barcode Area Definition Application"(p. 99).

[Save/Call setting], [Entry/Clear], and [Restore default]
See"Basic Tab"(p. 42).

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]
Specify whether to offset printouts in [Between sets] or [Between jobs] if the optional multifunction finisher, face down offset stapler or high capacity stacker is connected.

[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 speed priority]
When you have connected an optional multifunction finisher, specify to speed up print jobs. Because output printouts stack face up, both ends of the staples will come out of the front page. Specify if you choose process speed over finish.

[Staple]
When you have connected an optional multifunction finisher or face down offset stapler, specify whether to staple printouts.

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

[Fold]
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. 42).

What is Screening?

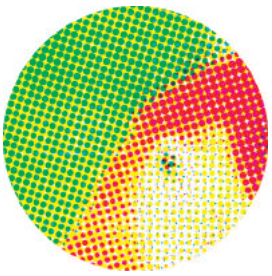
Screening is a processing method that varies the density and size of ink dots printed on paper to give the appearance of continuous color gradation when only using a limited number of inks. Two methods are available.

Error Diffusion (Default Setting)

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

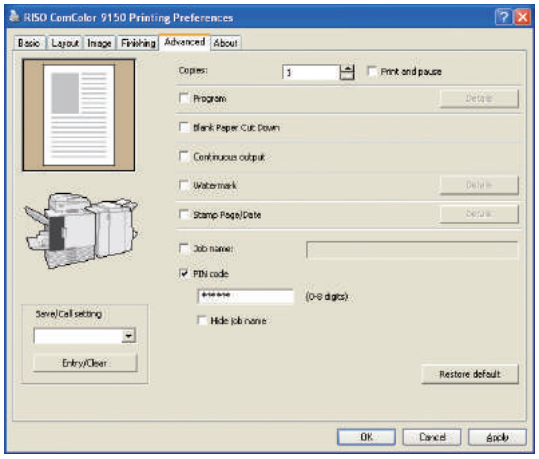
Dot Process

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 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.

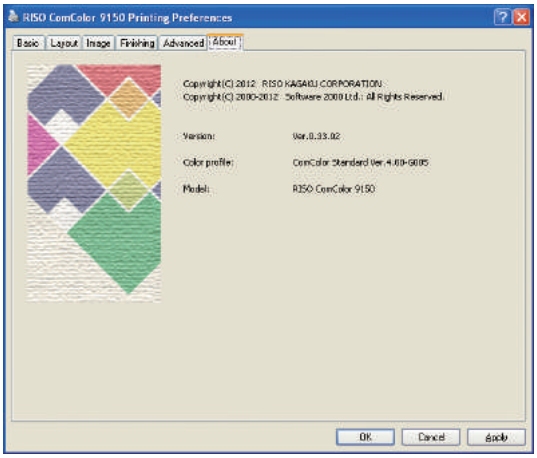
[Job name]
Specify whether to print out the name of a job. Check the box, and specify a job name using 1 to 255 letters.

[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. 42).

About Tab



Indicates printer driver information.

[Version]
The plug-in version.

[Color profile]
The version of the color profile.

[Model]
The model name.

Printing
Printing Operations

The machine prints out faster than general inkjet printers. This section describes basic printing operations.

Basic Workflow

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

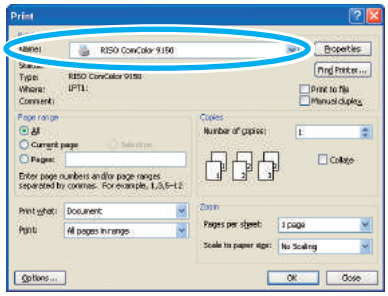
- To use the machine as a printer, you need to install the printer driver to your computer. (See p. 24.)
- The screen varies depending on the OS, application, or optional devices you have connected.
- Uncheck [Collate] if it has a check box on the application's print screen. (See p. 74 .)
- Some setting items do not appear due to the "Admin. Settings". Contact the administrator for details.

1 Open the application's print screen.

Print, e.g., select [Print] from the [File] menu.

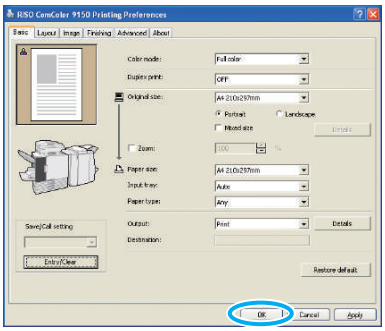
2 Select a printer.

Select the machine in the printing setting.



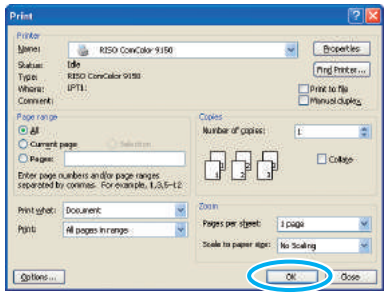
3 Set the printer.

Click [Properties] (or [Preferences]), set as needed. See "Printing Function Operations"(p. 66) for details.



4 Print

Click [OK] (or [Print]) on the print screen.



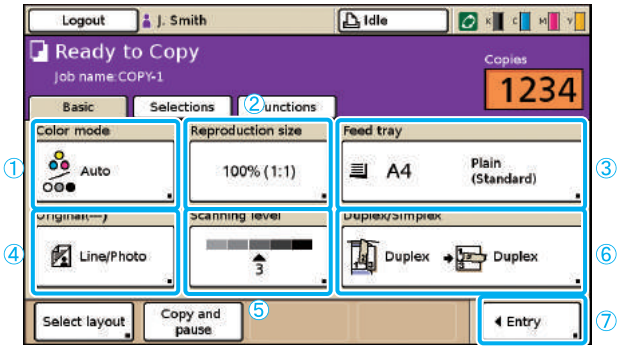
To cancel print jobs, see "Deleting Jobs"(p. 80).

Copying
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.**

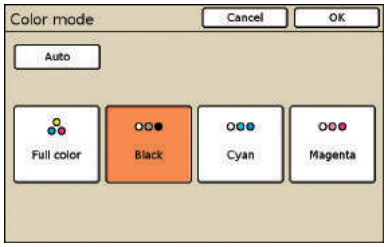
Basic Screen



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.

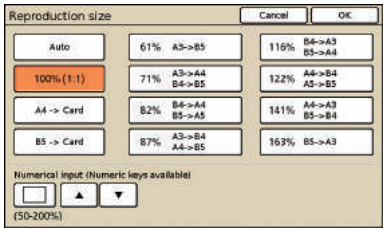
[Black]
Copy in black and white.

[Cyan]
Copy in monochrome, using cyan.

[Magenta]
Copy in monochrome, using magenta.

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].

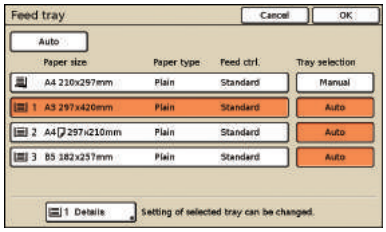
[100% (1:1)]
Copy at the original size.

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]

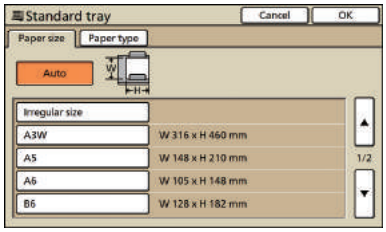
Specify trays that will be available when [Auto] is selected.

[Details]

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

● 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].

[Irregular size]

Specify to print out unregistered irregular sized sheets. For sheet width, the width of each sheet tray guide is specified. For length, the maximum value of each tray is specified.

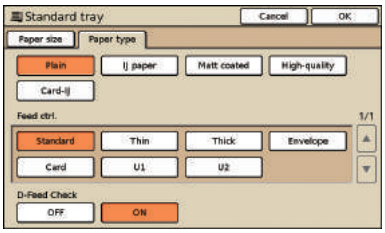
Paper size button

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

Unregistered irregular sized sheets cannot be output to the high capacity stacker. If you want to print out irregular sized sheets, specify [Custom paper entry] in the "Admin. Settings".

● Paper type screen

Specify the paper type.



[Feed ctrl.]

Specify the thickness of the paper.

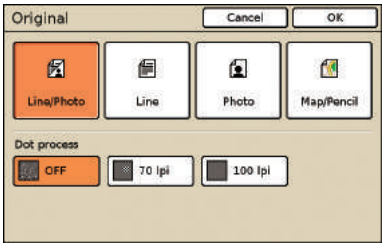
[D-Feed Check]

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.

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

[OFF]

Copy without halftone processing.

[70 lpi]

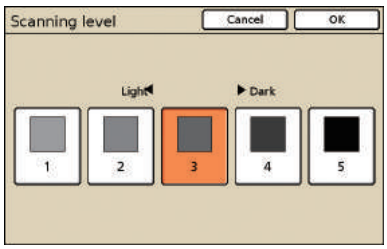
Reproduce photos with a halftone of 70 lpi.

[100 lpi]

Reproduce photos with a halftone of 100 lpi.

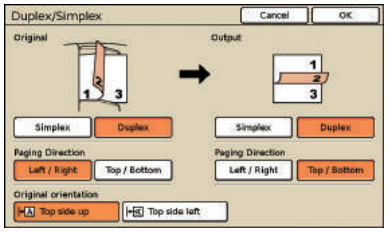
⑤ [Scanning level]

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]

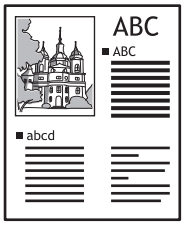
Specify whether to produce duplex or simplex copies.

[Paging Direction]

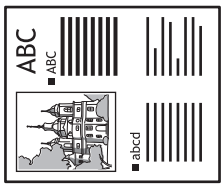
For duplex originals or copies, specify how pages are turned.

[Original orientation]

Specify the orientation of the original.



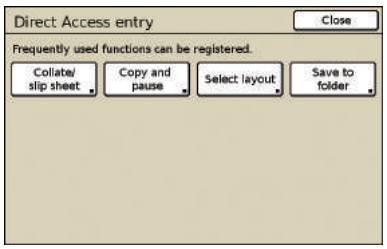
Top side up



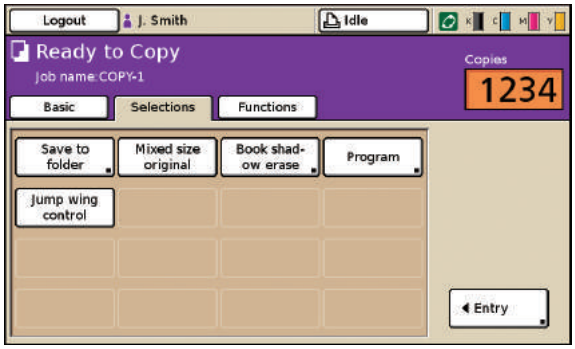
Top side left

⑦ [Entry]

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



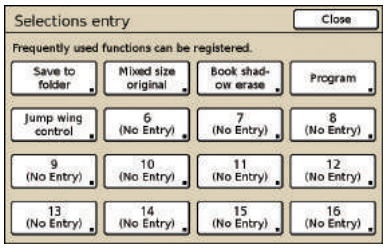
Selections Screen



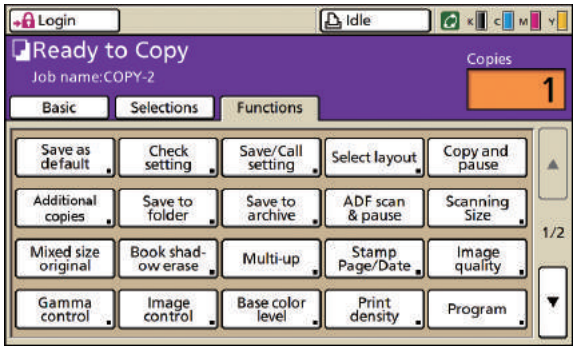
Shows registered selection buttons.

[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.

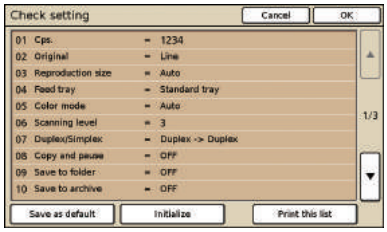
[Save as default]

Restore current settings to the default.

If login is unnecessary, only the administrator can restore the default settings.

[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.

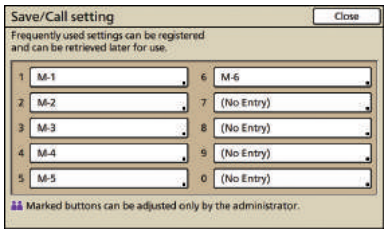
[Initialize]
Clear the listed information and restore the values set initially by the administrator.

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

[Print this list]
Print the listed settings information.

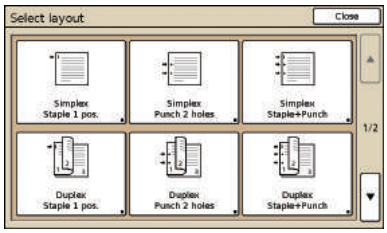
[Save/Call setting]

Save and recall frequently used settings information.
For details, see "Saving Frequently Used Settings"(p. 87).



[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.

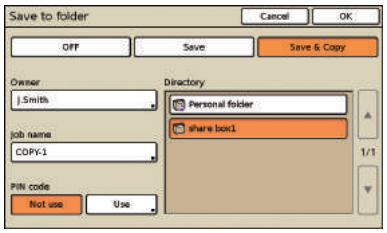
[Additional copies]

Print another copy of the previous copy job. You can also specify the image position, sheet tray, and print density.

- **These buttons are grayed out when you have executed auto reset, or if you have logged out.**
- **[Additional copies] may not appear due to some of the "Admin. Settings".**

[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.

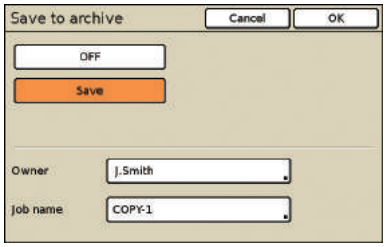
[Job name]
Identify jobs to save.

[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 IS1000C or IS950C) 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.

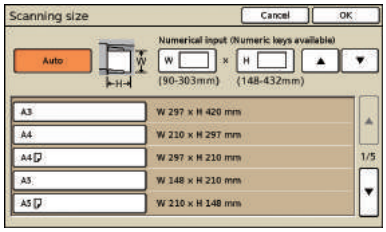
[Job name]
Identify jobs to save.

[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.

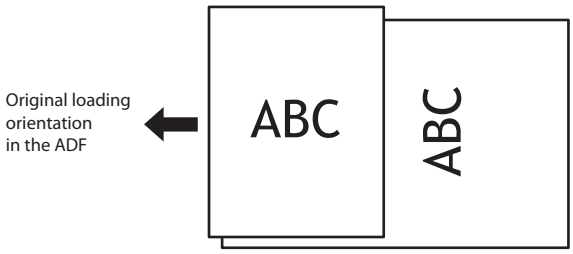
Page size list

Select sizes from the list displayed.

[Mixed size original]

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

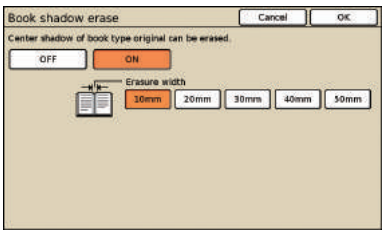
- **Only originals with one side of equivalent length can be scanned together.**
  Example: A4 and A3 sheets, B5 and B4 sheets, or Letter and Ledger sheets



- **A job with mixed size originals cannot be output to the high capacity stacker.**

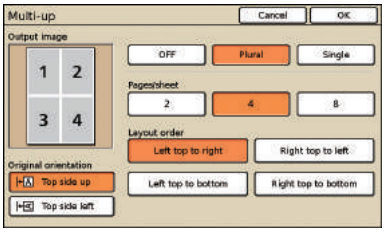
[Book shadow erase]

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]

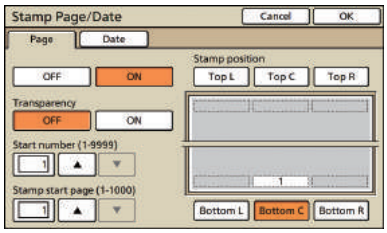
Select when loading originals in an orientation from which they can be read normally.

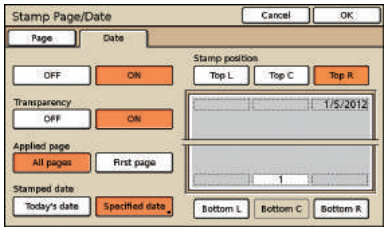
[Top side left]

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.

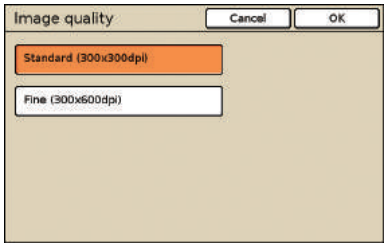
The page number and date cannot be printed together in the same position.

[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.

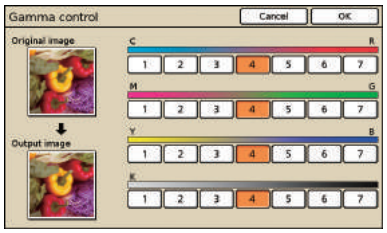
[Image quality]

Specify the scanning resolution when copying originals.



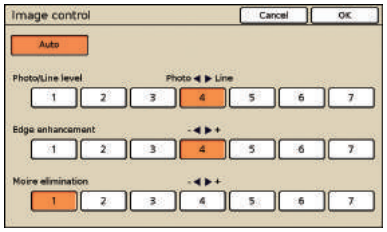
[Gamma control]

Adjust the gamma value of colors, as desired.



[Image control]

Specify advanced image processing settings for scanned originals.



[Auto]
Image processing is performed automatically.

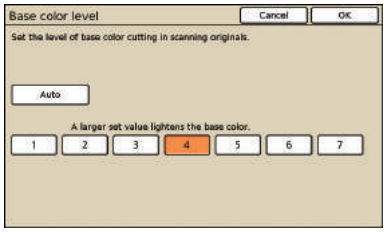
[Photo/Line level]
Specify image processing optimized for the outline of text or for reproducing photos clearly.

[Edge enhancement]
Emphasize the edge of portions recognized as text.

[Moire elimination]
Reduce moiré in portions recognized as photos.

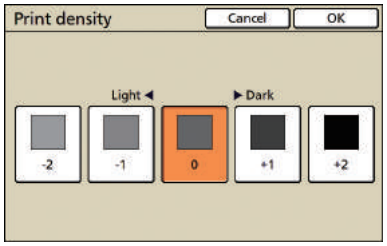
[Base color level]

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



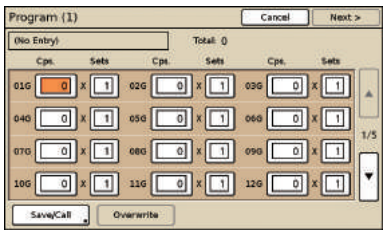
[Print density]

Adjust the print density to any of the five levels. The smaller the value, the lower the density. The larger the value, the higher the density.



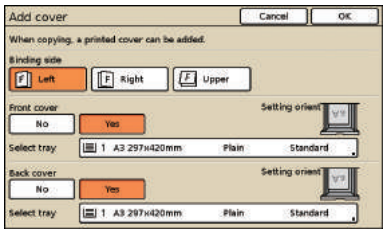
[Program]

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.

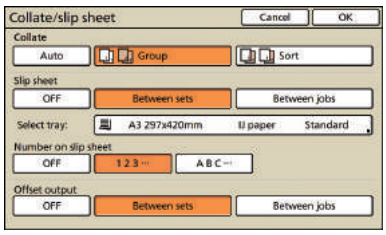
[Back cover]

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 stapler, you can also select the offset output.



● [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.

● [Number on slip sheet]

Print numbers or letters on a slip sheet. The print position is at the bottom (5mm above the bottom) of the sheet. For an unregistered irregular sized sheet, the print position is at the top (5mm below the top) of the sheet.

[OFF]

You cannot print on a slip sheet.

[1,2,3,...]

Print slip sheets 1, 2, 3... in a first-come, first-served order.

[A,B,C,...]

Print slip sheets A, B, C... Z, AB, AC... in a first-come, first-served order. (Up to ZZZ)

● [Offset output]

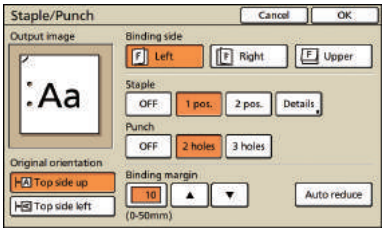
When you have connected an optional multifunction finisher or face down offset stapler, specify whether to move the output position after each unit is printed.

[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.

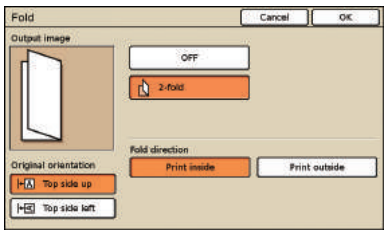
[Staple/Punch]

When you have connected an optional multifunction finisher, staple or punch holes in copies. If you specify [Staple speed priority] in [Details] to [ON], stapling is conducted without lowering the printing speed. But both ends of a staple come out of the front. If the face down offset stapler is connected, only Staple can be specified.



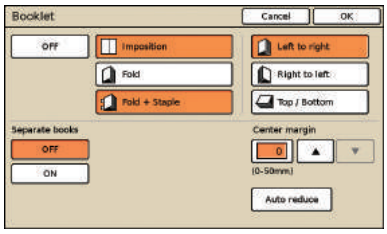
[Fold]

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].

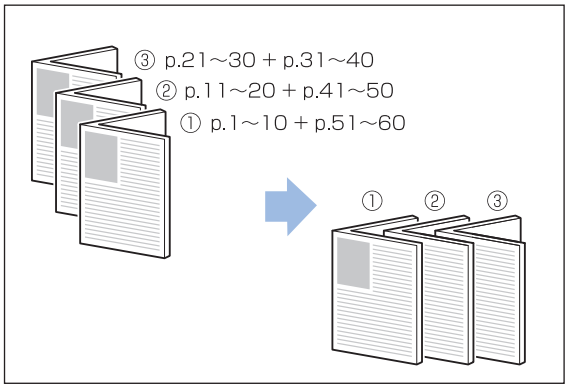
● [Separate books]

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].

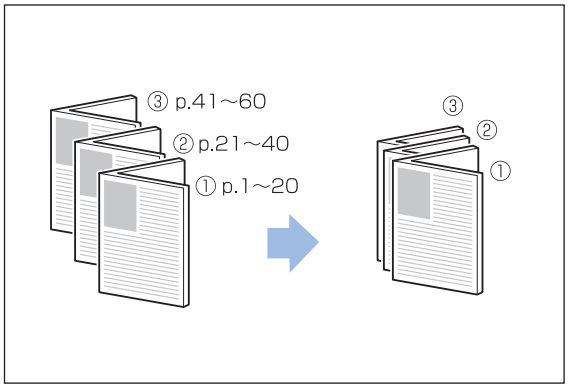
[OFF]
The layout is arranged so that each portion of the book fits inside another portion when the book is bound (with a center binding). Books are not stapled When you select OFF, even if you have also selected [Fold + Staple].

[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.

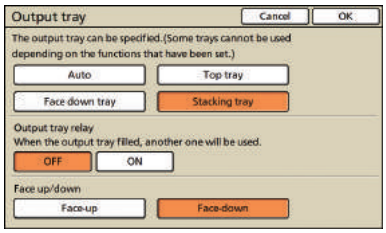
[Auto reduce]

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]

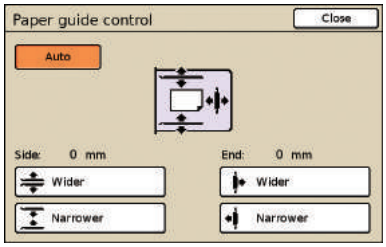
When you have connected an optional multifunction finisher or the stacking tray, specify the destination for copies.

[Face up/down] can be specified if you specify the output tray as [Stacking tray] or [High capacity stacker].



[Paper guide control]

When you have connected an optional auto-control stacking tray or high capacity stacker, adjust the position of the paper guides.



[Jump wing control]

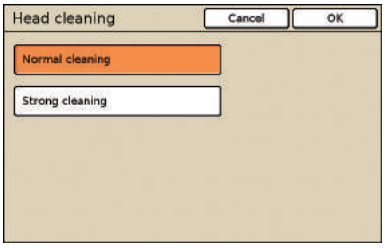
Specify when using paper that cannot be ejected neatly under normal settings when an optional stacking tray is connected.

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 door 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
Copying Operations

You can make copies from a wide variety of formats, such as printouts and books. This section describes basic copying operations.

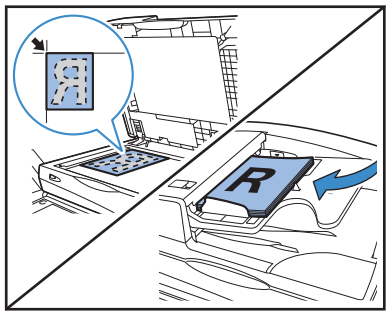
Basic Workflow

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

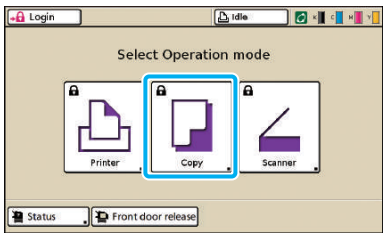
- What the screen shows varies depending on the settings and what optional devices you have connected.
- Check that the copy mode is on.
- Some setting items do not appear due to the "Admin. Settings". Contact the administrator for details.

1 Load the original.

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

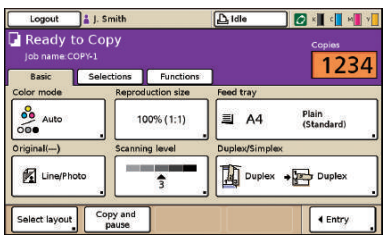


2 Select a copy mode.



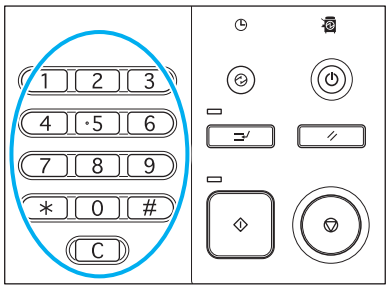
3 Complete copy settings.

Complete settings as needed. See "Copy Function Operations"(p. 82) for details.

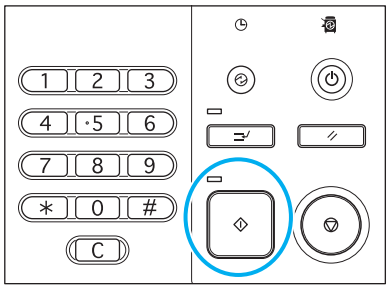


4 Enter the number of copies.

Use the numeric keys for input.



5 Press the [START] key.



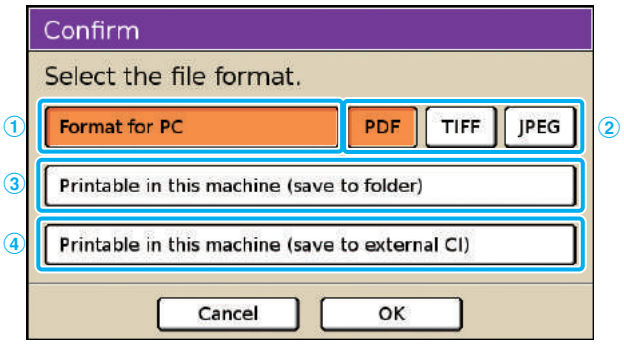
To cancel a copy job, press the [STOP] key.

Scanning
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.

- **"Admin. Settings" enable you to access the scanner mode without displaying this screen.**
- **For information on file formats, see "File Format"(p. 63).**

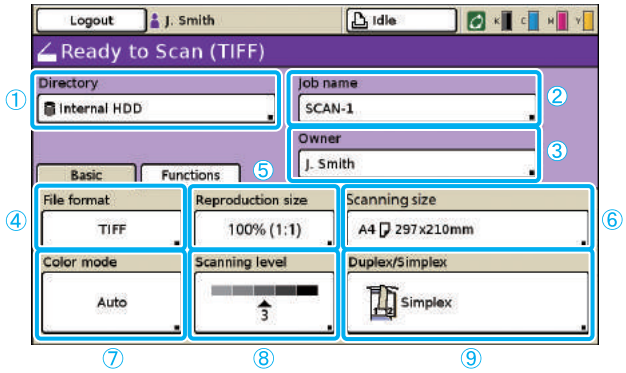
① [Format for PC]
Select this option when importing scanned images on a computer, to attach them to email messages or for other purposes.

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. 51).

④ [Printable in this machine (save to external CI)]
Only displayed when an optional external controller (ComColorExpress IS1000C or IS950C) has been connected.
Selecting this option will display the [Save to archive] screen in copy mode.
For details, see "Save to archive" (p. 51).

Basic Screen



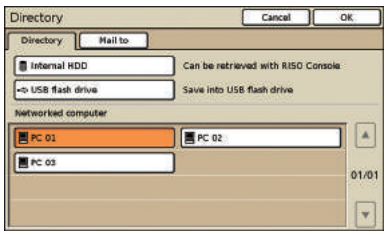
The first screen displayed when you have selected scanner mode. Complete basic scanning functions on this screen.

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. 95).

[USB flash drive]

Save scanned images on a connected USB flash drive.

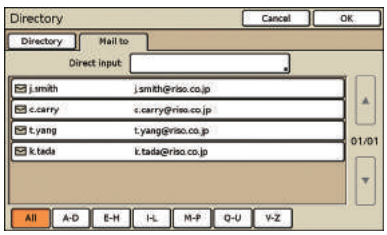
This option is grayed out if no USB flash drive has been connected to the machine.

[Networked computer]

Save scanned images on a network computer, as registered in the "Admin. 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 "Admin. Settings".

Mail to list

A list of email recipients (registered in the "Admin. 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]

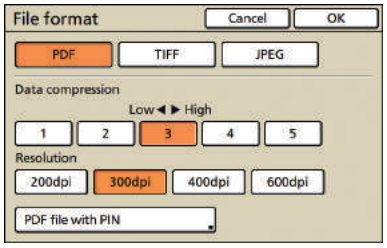
Indicates the job name of scanned images. By default, the name is indicated as SCAN-n (where n is a serial number in the range 1–9999).
Pressing the button will display the text input screen, enabling you to type or edit the job name.

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.

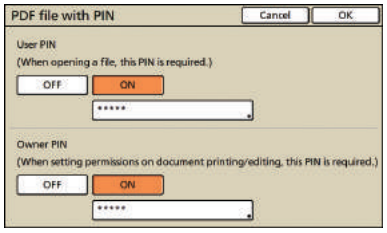
④ [File format]

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



● Security screen with a PIN

You can protect scanned jobs with a PIN. You are authorized to browse, print and edit if you have the correct PIN.



[User PIN]

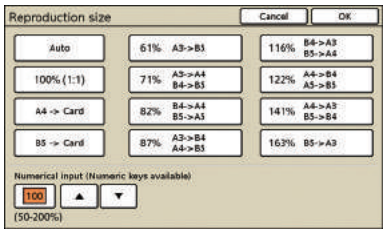
Specify a PIN for document browsing.
Use 1 to 32 alphanumeric characters.

[Owner PIN]
Specify a PIN for authorizing document printing and editing.
Use 1 to 32 alphanumeric characters.

- **The [PDF file with PIN] function appears if you specify [PDF] in [Format for PC] as the file format of the scanner. Other format cannot be specified.**
- **You cannot specify the same password to "User PIN" and "Owner PIN".**

⑤ [Reproduction size]

Specify scanning at enlarged or reduced sizes.



[Reproduction size] is available only when you specified [400dpi] or [600dpi] as the [File format] resolution.

[Auto]
Originals are scaled automatically during scanning.

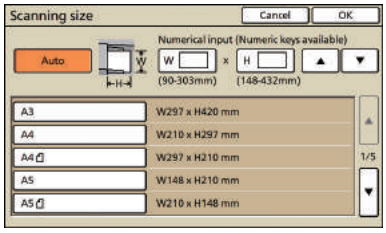
[100% (1:1)]
Scan at the original size.

Preset Scaling
Select from preset scaling levels.

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

⑥ [Scanning size]

Specify the scanning size of an original.



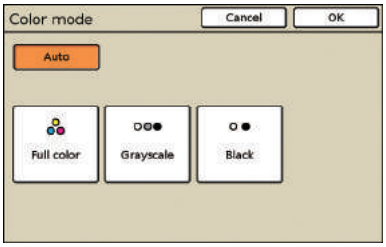
[Auto]
The scanning size is automatically calculated and set from the original size and reproduction size.

[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.

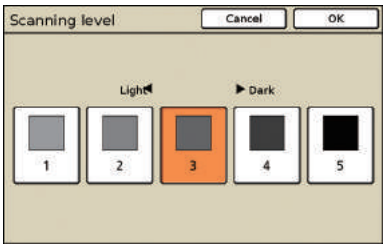
[Full color]
Scan in color.

[Grayscale]
Scan in grayscale.

[Black]
Scan in black and white (two levels).

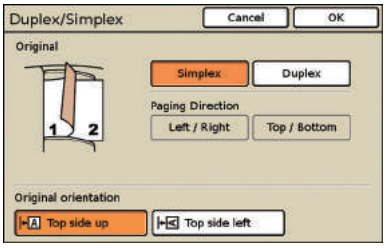
⑧ [Scanning level]

Specify the scanning density for scanned images.

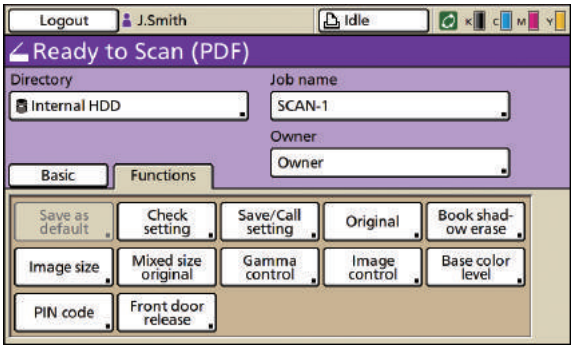


⑨ [Duplex/Simplex]

When scanning duplex originals, specify the type of original.



Functions Screen



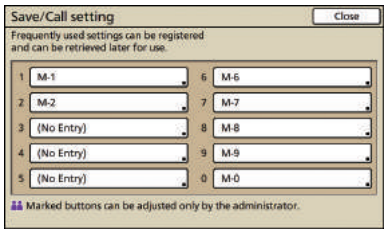
Shows user-adjustable settings. Complete advanced scanning functions on this screen.

The following functions are also used in other modes besides scanner mode. They are described in "Functions Screen"(p. 50) in "Copy Mode Screens".

- **Save as default**
- **Check setting**
- **Book shadow erase**
- **Mixed size original**
- **Gamma control**
- **Image control**
- **Base color level**
- **Front door release**

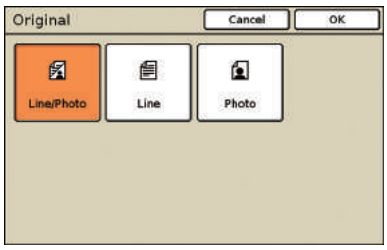
[Save/Call setting]

Register and call the settings you frequently use. For details, see "Saving Frequently Used Settings"(p. 87).



[Original]

Specify settings matching the type of original.



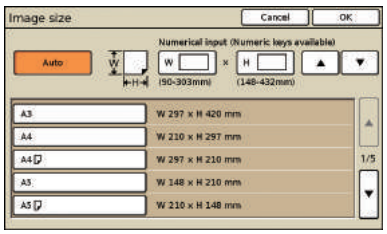
[Line/Photo]
Settings optimized for originals with both text and photos or graphics.

[Line]
Settings optimized for originals with text only.

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

[Image size]

Specify the scanning size of an original.



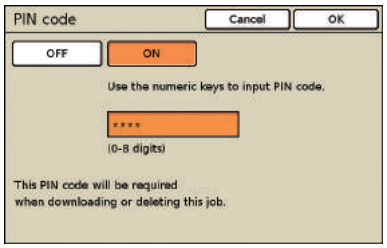
[Auto]
The scanning size is automatically calculated and set from the original size and reproduction size.

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

Image size list
Select sizes from the list displayed.

[PIN code]

Specify a password when saving a scan job to the machine's internal hard disk.
For details, see"Assigning PIN Codes to Scanning Jobs"(p. 89).



Scanning
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. This describes basic copying operations.

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

Basic Workflow

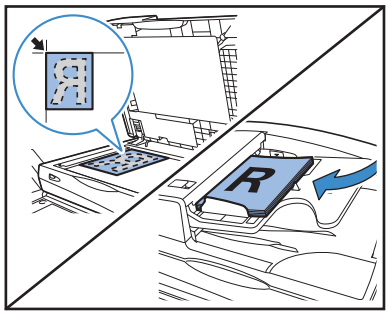
Load the original → Select scanner mode → Complete the scanning settings → Press the [START] key

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

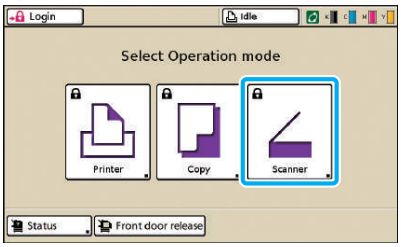
- What the screen shows varies depending on the settings and what optional devices you have connected.
- Check that the scanner mode is on.
- Some setting items do not appear due to the "Admin. Settings". Contact the administrator for details.

1 Load the original.

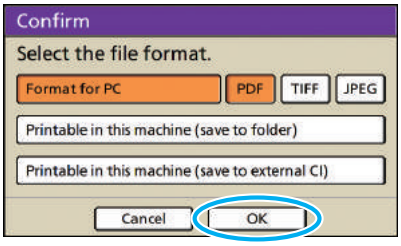
Load the original on the platen glass or in the ADF.



2 Select a scanner mode.

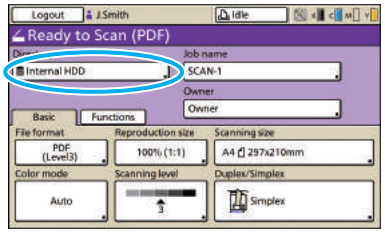


3 Set the file format.



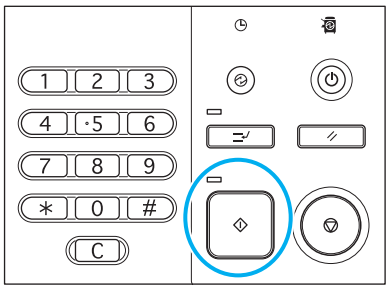
This screen may not appear due to the "Admin. Settings".

4 Complete scan settings.



If you save in a USB flash drive, connect it to the machine.

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



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.

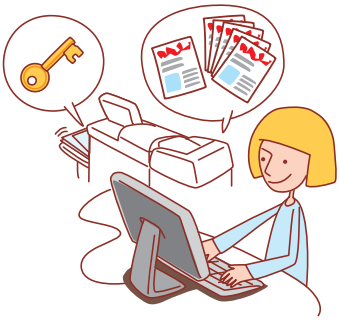
These files can be stored in folders on the machine or in an external controller.

How to Use Useful Functions

3

Printing Function Operations

You can prevent someone from seeing your printouts by password-protecting print jobs, and print and check a sample before printing multiple copies of a high-volume job. The machine has many other useful functions.
This section describes how to use the various functions in combination, and in accordance with your objectives.

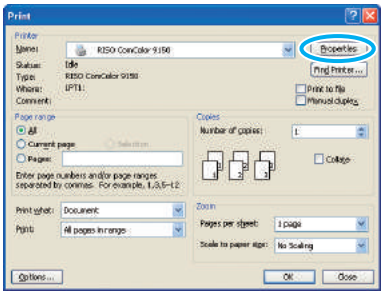


- The printer driver must be installed on any computers you will print from. (See p. 24.)
- The screens displayed vary depending on the operating system and applications used and the optional equipment connected.
- If there is a [Collate] check box in the printing dialog box of the source application, clear the check box. (See p. 74.)
- Some items may not be displayed, depending on how the administrator has configured the settings. For details, ask your administrator.

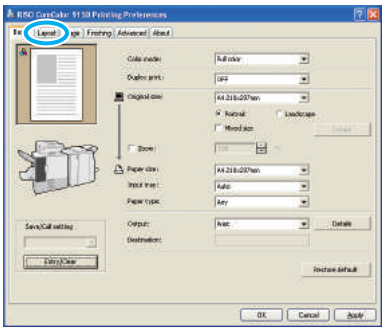
Printing Multiple Pages Per Sheet

Multiple pages can be printed on a single sheet.

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

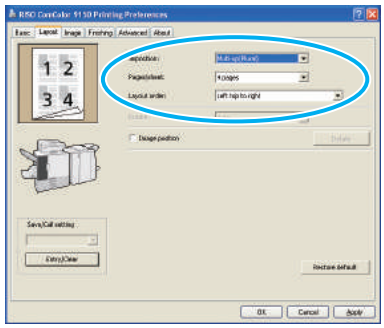


2 Click the [Layout] tab.



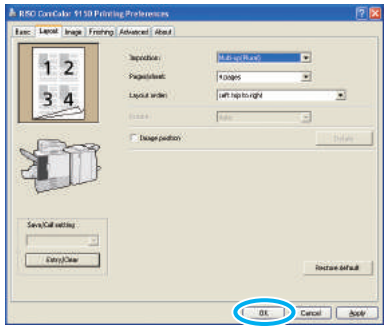
3 Select [Multi-up (Plural)] in the [Imposition] pull-down menu.

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

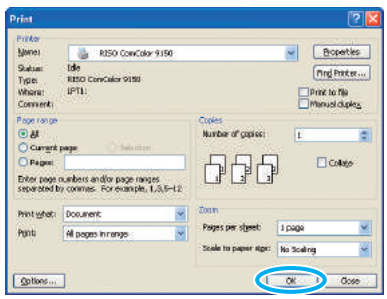


4 After input is finished, click [OK].

Complete other settings as needed.



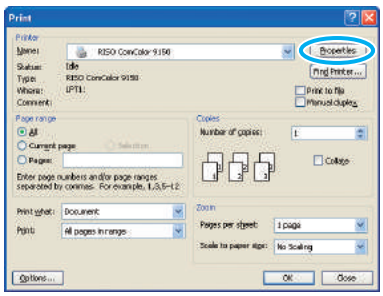
5 In the printing dialog box, click [OK] (or [Print]).



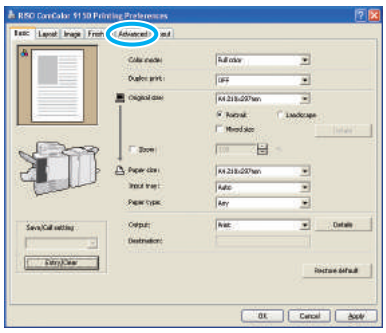
Printing with Print and Pause

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

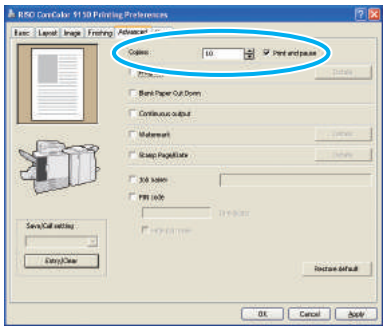
1 **Click [Properties] (or [Preferences]) in the printing dialog box of the source application.**



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

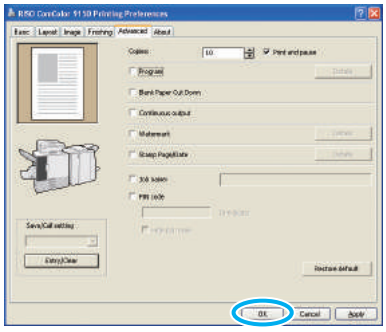


3 **Select [Print and pause] and enter the number of copies.**

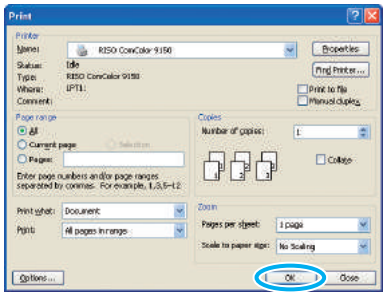


4 **After input is finished, click [OK].**

Complete other settings as needed.

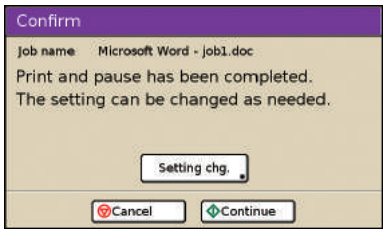


5 **In the printing dialog box, click [OK] (or [Print]).**



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

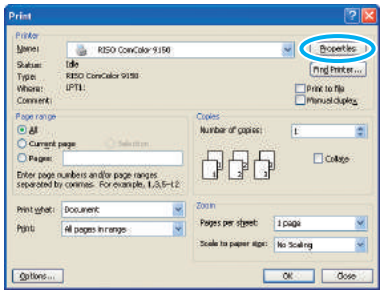
6 **Check how the job was printed. To continue, use the controls on the touch panel.**



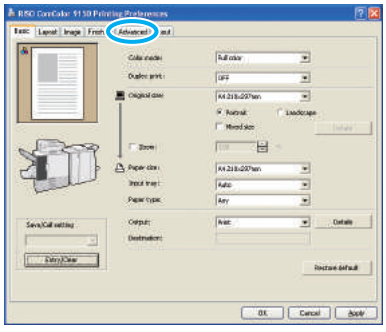
Printing with PIN Codes

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.**

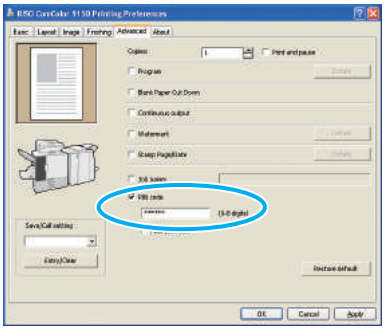


2 **Click the [Advanced] tab.**



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

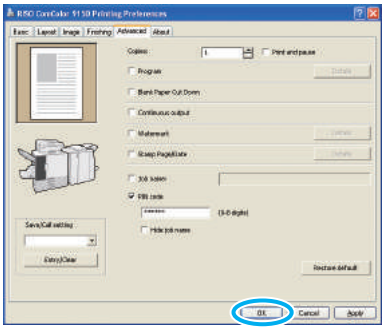
As the PIN code, specify a number up to eight digits.



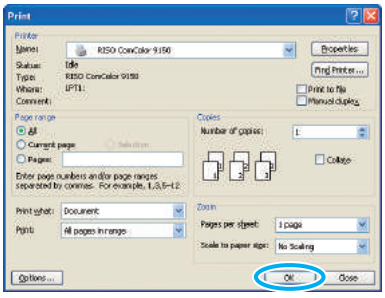
To hide the job names usually displayed on the machine and in the RISO Console, select [Hide job name].

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

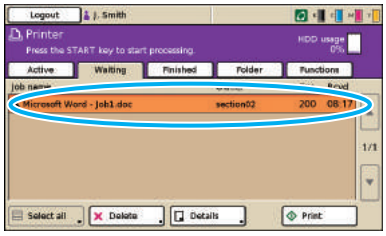
Complete other settings as needed.



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

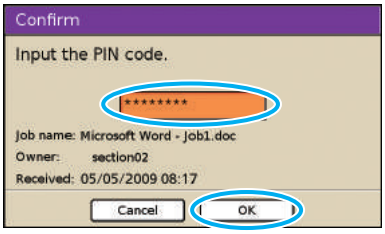


6 **On the touch panel of the machine, select the job you sent and press the [START] key.**



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.

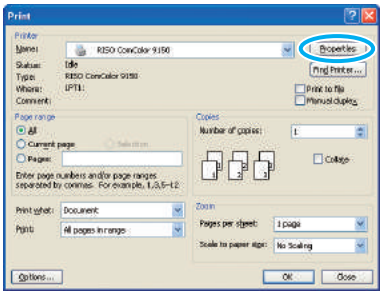
Saving Print Jobs in Job Folders/USB Folders

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

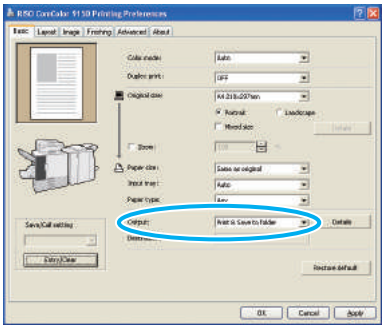
Even if your network has not been well arranged, you can output print jobs saved in a USB flash drive or save in a USB folder.

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

If you save in a USB flash drive, connect it to your PC.



2 **In the [Output] pull-down menu, select [Print & Save to folder], [Save to folder] or [Save to USB flash drive].**



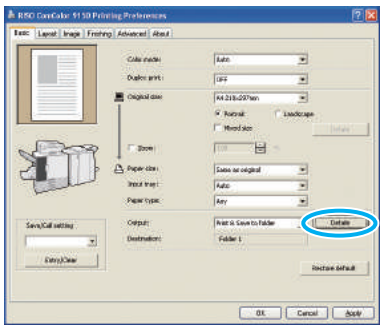
[Print & Save to folder]
Print and save print jobs in a folder.

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

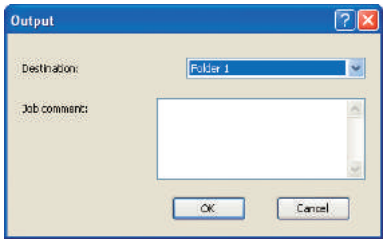
[Save to USB flash drive]
Save print jobs in a USB flash drive in PRN file format. Do not pull out the USB flash drive before saving is completed.

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.
- If you select [Save to USB flash drive], the [Save to USB flash drive] screen appears.

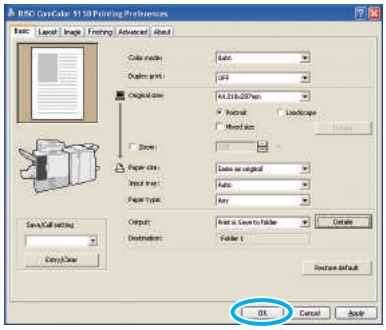


You can enter notes about the job in [Job comment], as desired.

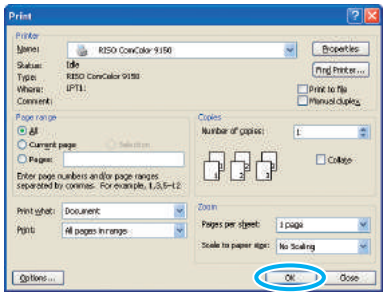


4 After input is finished, click [OK].

Complete other settings as needed.



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



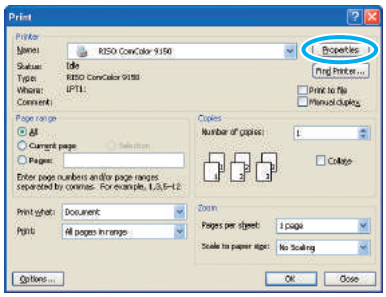
- Jobs stored in job folders or USB folders can be accessed on the folder screen in printer mode. (See p. 77.)
- Printing conditions (printer driver settings) are also saved.

Adjusting the Image Quality and Printing

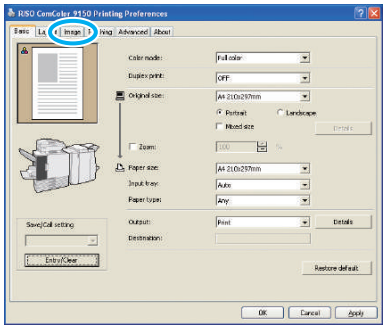
Specify the image resolution. You can adjust the amount of ink used and the size of original data. Specify the resolution if you want to improve processing speed and use less ink rather than improve image quality.

- If you use less ink for printing, print density becomes lower, and neutral colors become uneven.
- If you make original data smaller for printing, the network communication speed increases, but neutral colors become uneven.

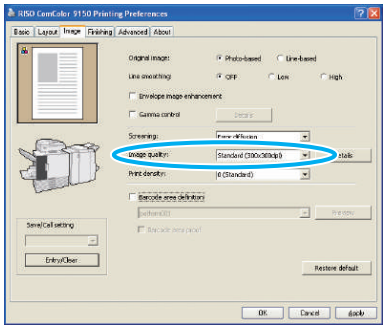
1 Click [Properties] (or [Preferences]) in the printing dialog box of the source application.



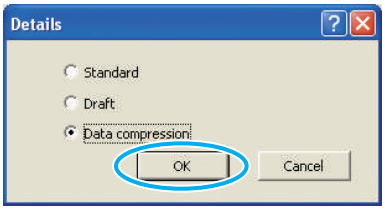
2 Click the [Image] tab.



3 Select [Standard (300x300dpi)] in the [Image quality] pull-down menu.



4 Click [Details], select [Standard], [Draft] or [Data compression], and click [OK].



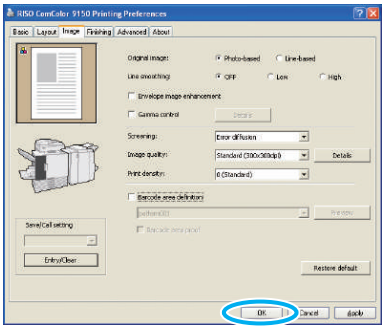
[Standard]
Print in 300x300 dpi.

[Draft]
Print with less ink.

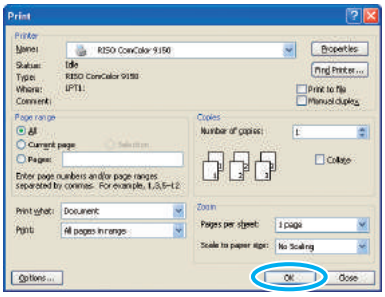
[Data compression]
Make data smaller and increase the network communication speed.

5 After input is finished, click [OK].

Complete other settings as needed.



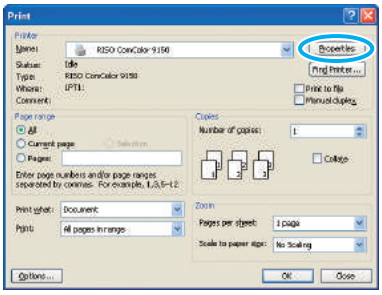
6 Click [OK] (or [Print]) in the print image.



Saving Frequently Used Settings

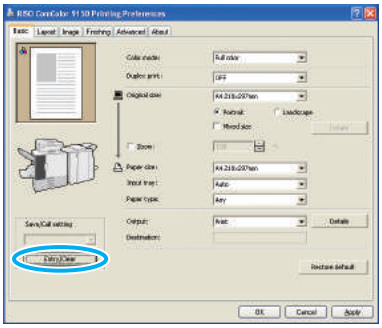
Frequently used settings information can be saved and recalled later as needed. This eliminates the need to complete the settings each time.

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

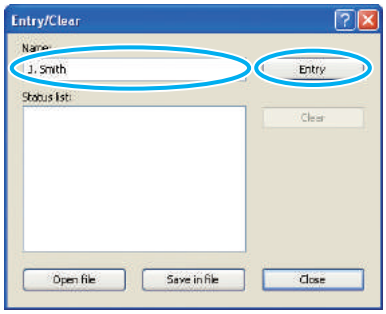


2 Complete the print settings on each tab.

3 Click [Entry/Clear].



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



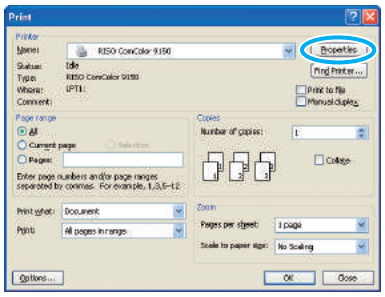
- To access settings you have registered, select the desired settings in the [Save/Call setting] pull-down menu.
- To cancel settings that you have recalled, click [Restore default].

Printing Page Numbers and Dates in Booklets

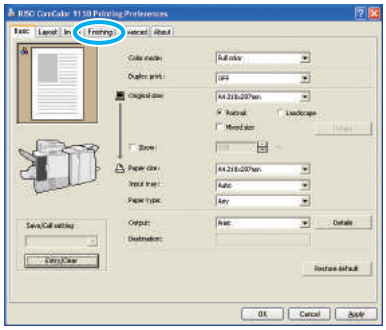
Page numbers and dates can be added when printing a series of originals over multiple pages, arranged in a particular layout to be folded in two to create booklets.

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

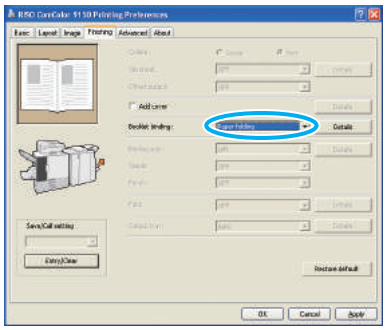
1 Click [Properties] (or [Preferences]) in the printing dialog box of the source application.



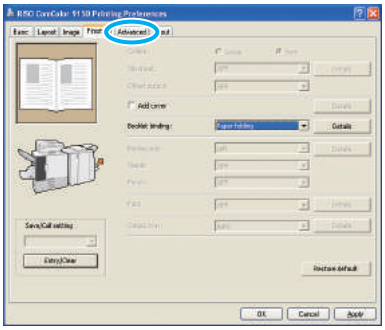
2 Click the [Finishing] tab.



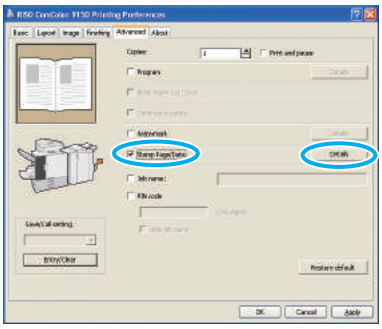
3 Select [Paper folding] in the [Booklet binding] pull-down menu.



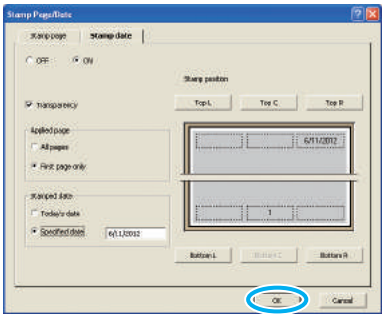
4 Click the [Advanced] tab.



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

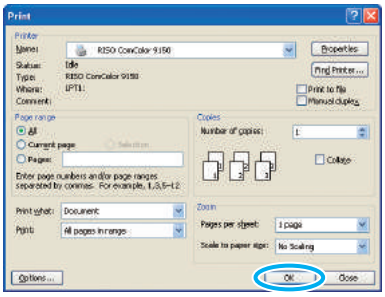


6 Specify [Stamp position] for the page number and date, and then click [OK].



Complete other settings as needed.

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



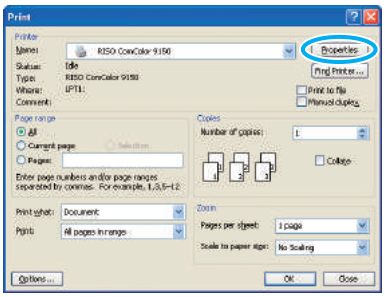
Printing Barcode Originals

Adjust the barcode print density for a finish suitable for barcode reading. By specifying the barcode print area, you can print using different print densities for barcodes and other images.
You can specify the barcode area in the attached printer driver's "the barcode area definition application". See "Using the Barcode Area Definition Application" (p. 99) for information about the process of printing barcodes, the setting of barcode area definition application, and the registration of barcode area definition files.

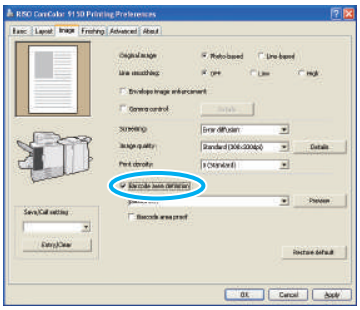
- In an area specified using the barcode print function, regardless of the color of the original, the base color is white, and the barcode color is black.
- If you print using different resolutions for the application that has created the original and the printer, barcodes may not be able to be read correctly even using this function.

- The type of targeted barcodes is one-dimensional. If the barcodes are two-dimensional (e.g., QR code), you do not need to perform this setting.
- It is recommended to create barcode original data using black (only K). If the original data include other colors, barcode processing may not be performed.
- If you cannot print black barcode original data, the application may automatically perform color transform processing. Check the setting of the application's "Color management".

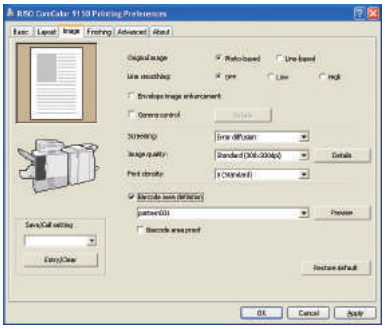
1 Click [Properties] (or [Preferences]) in the printing dialog box of the source application.



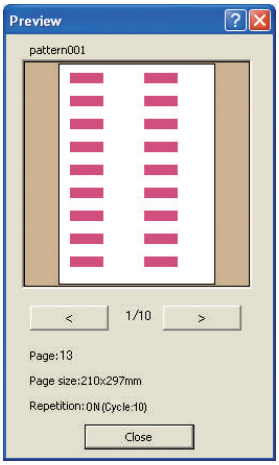
2 Check [Barcode area definition] in the [Image] tab.



3 Select the area definition information you want to print in the [Barcode area definition] pull-down menu.

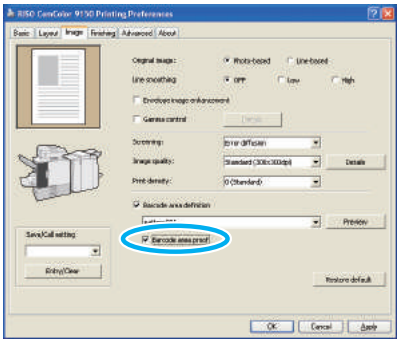


If you click [Preview], you can check the content of the barcode area definition file that you have selected.



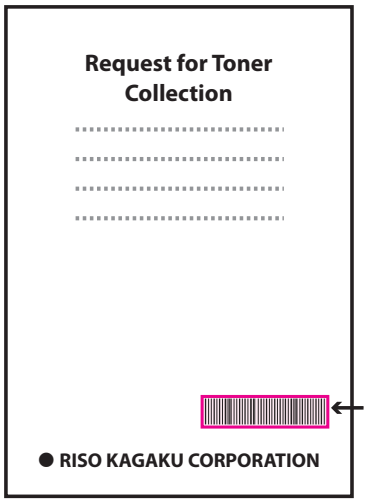
4 Check [Barcode area proof], and click [OK].

The barcode area in a printout will be shaded.



5 Check that the specified area is properly located.

Check that the barcode and shaded parts are properly located, and that no letters or illustrations are within 1 mm (0.04") of the lines.



Correct Specification

●Surround the barcode with a margin of around 1 mm (0.04") or more

OK

●Do not surround an area smaller than the barcode

NO

●Do not surround an area which is not aligned with the barcode

NO

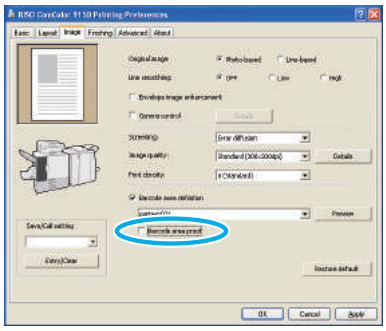
●Do not include another object with the barcode

Content other than the black lines included in the area will be printed out white (disappear).

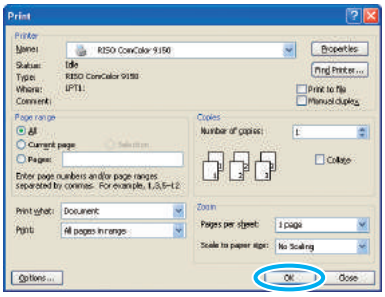
NO

To change the specified barcode area, specify one again. (p. 99)

6 Uncheck [Barcode area proof], and click [OK].



7 Click [OK] (or [Print]) on the print screen.

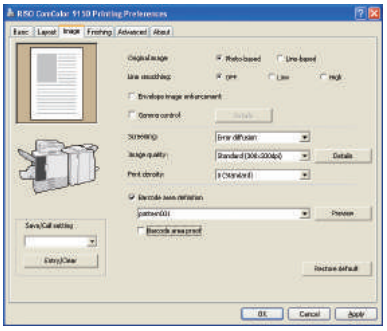


About originals with many setting items and frequently used originals

If the default values are registered, you can skip some print settings.

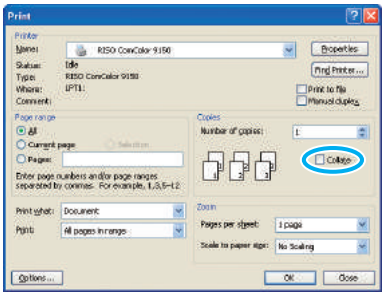
Let's take barcode printing as an example.

Display the properties of the RISO printer from [Printers and FAX] in the [Start] menu, and click [Print setting]. Set necessary items for barcode print in the [Image] tab, and click [Apply]. The referred barcode area definition files are registered to the default values. From now on, you can print barcodes just by selecting the printer driver.



[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.

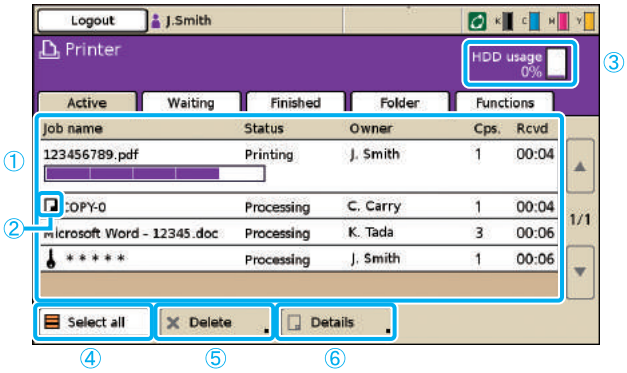


What You Can Do in the Printer Screens (Printer Mode Screens)

On printer mode screens, you can select jobs from the job list for printing, deleting, or detailed display.

- **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. The icon is located to the left of a job name.

Copy job

PIN code job

Broken jobs (broken data or a different type of file format from the RISO printer driver's)

③ HDD usage

Indicates how much of the hard disk drive is used.

④ [Select all]

Press to select all listed jobs.

⑤ [Delete]

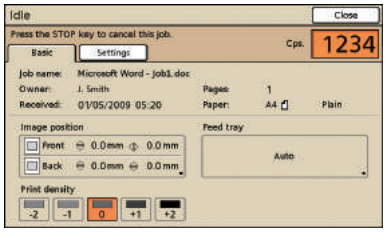
Delete the selected job.

⑥ [Details]

Check settings of selected jobs.

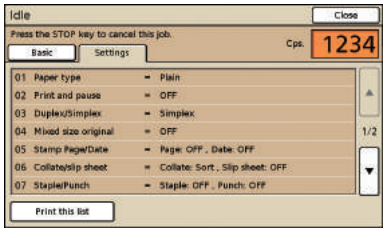
● Basic Screen

Check paper or print settings, as needed.



● Settings Screen

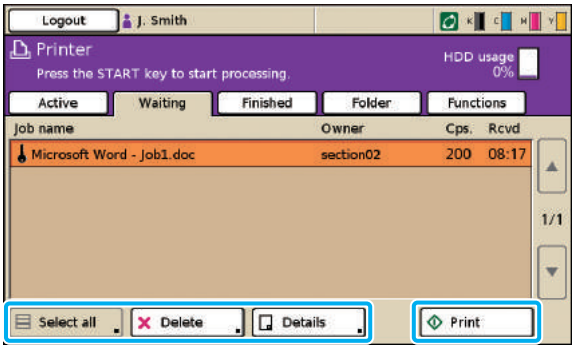
Check the current settings, as needed.



[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]

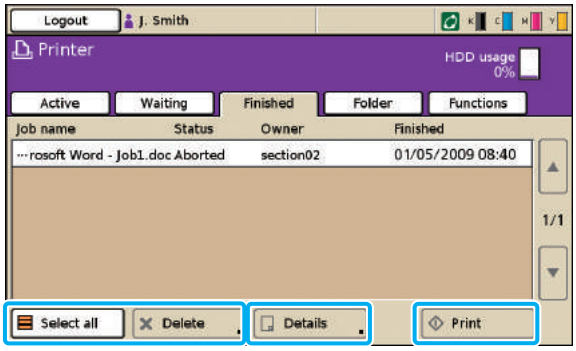
See "Active Screen" (p. 75).

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.

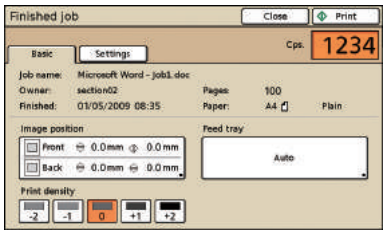
① [Select all], [Delete]

See "Active Screen" (p. 75).

② [Details]

● Basic Screen

Check or modify paper or print settings, as needed.



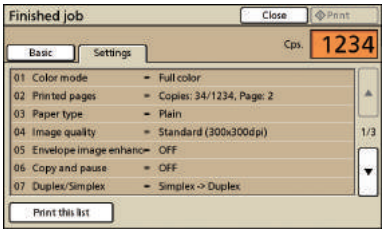
[Image position]
Adjust the printing position of images.

[Feed tray]
Specify the tray to use.

[Print density]
Specify the print density.

● Settings Screen

Check current settings and the number of printed pages.

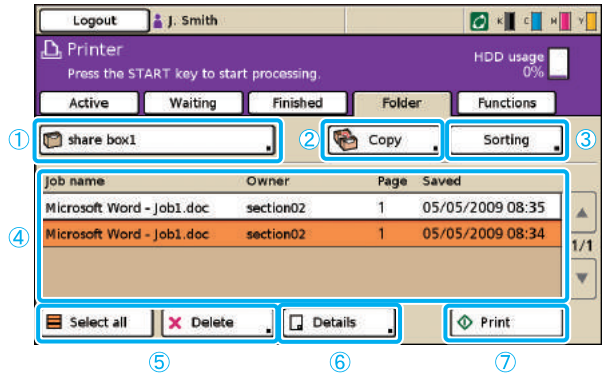


③ [Print]

See "Waiting Screen" (p. 76).

Copy jobs cannot be printed again.

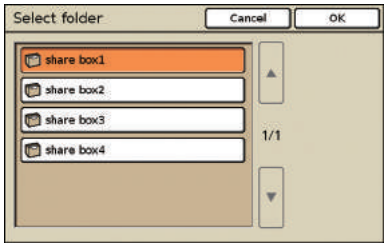
Folder Screen



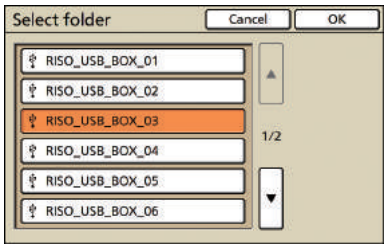
Lists jobs saved in the job folder or print jobs (USB folder jobs) saved in a USB flash drive.
Selecting a job and pressing the [START] key displays the job on the [Active] screen, after which the job will be printed.

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.



A USB folder appears if a USB flash drive with a print job is connected to the machine.

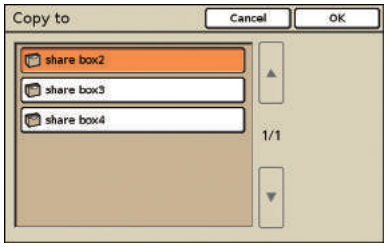


On the [Select folder] screen, USB folders are displayed first if there are any. Scroll to display the printer's job folders.

Do not pull out the USB flash drive before printing or copying is completed.

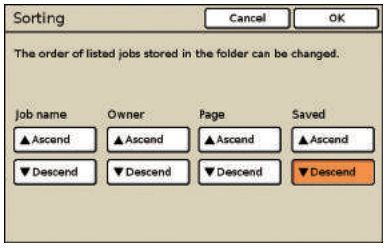
② [Copy]

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. 75).

⑥ [Details]

● Basic Screen

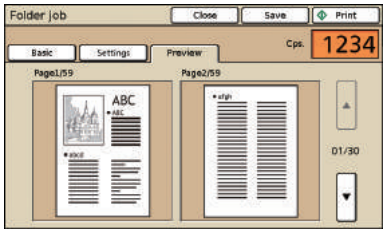
See [Details] under "Finished Screen" p. 76.

● Settings Screen

See [Details] under "Active Screen" p. 75.

● Preview Screen

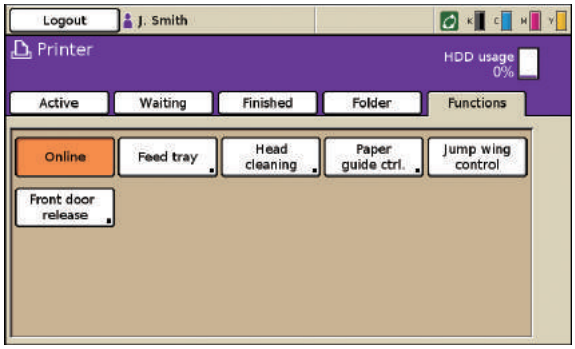
Shows the preview of the job that is selected in the folder.



⑦ [Print]

See "Waiting Screen" (p. 76).

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. 50).

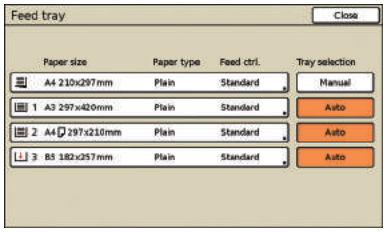
- **Head cleaning**
- **Paper guide control**
- **Jump wing control**
- **Front door release**

[Online]

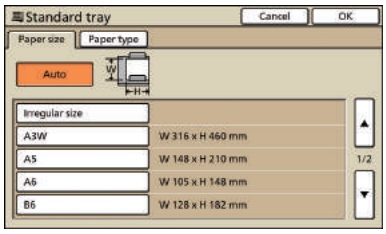
Switch the machine online or offline, as needed.
The button switches between ON and OFF each time it is pressed. When the machine is offline (set to OFF), no jobs are printed even if there are idle jobs. Any jobs sent from a computer will not be received.

[Feed tray]

Check or modify feed tray settings. See "Feed tray" (p. 48) for details.



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



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

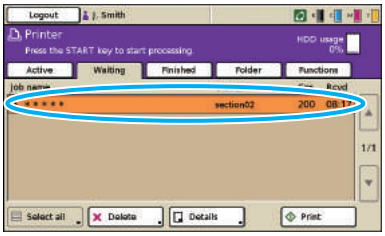
Select printer mode → Select a job → Check and manage jobs

- 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

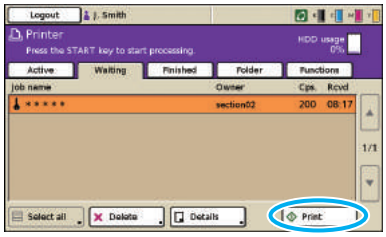
Print jobs with PIN codes sent from a computer as follows.

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

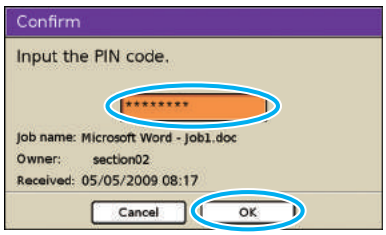


2 Press [Print].

Otherwise, press the [START] key.



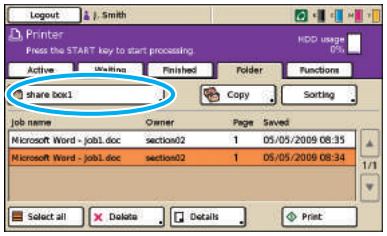
3 On the confirmation screen, enter the PIN code and press [OK].



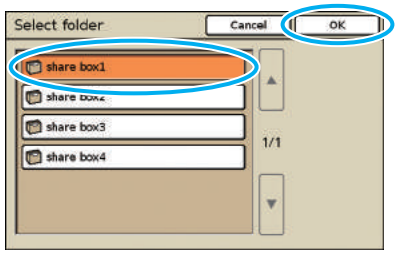
Printing Jobs Stored in a Job Folder

Print the jobs stored in a job Folder as follows. If you print out the job saved in a USB flash drive, connect it to the machine.

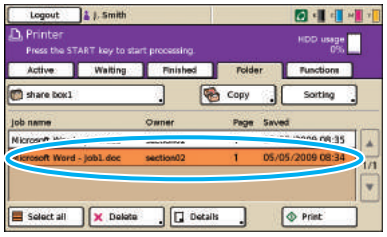
1 On the [Folder] screen, press the select folder button.



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

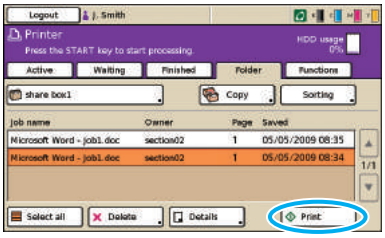


3 Select the job to print.



4 **Press [Print].**

Otherwise, press the [START] key.

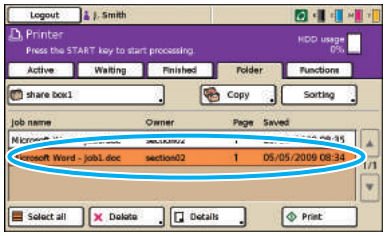


For PIN code jobs, the confirmation screen is displayed. Enter the PIN code and press [OK].

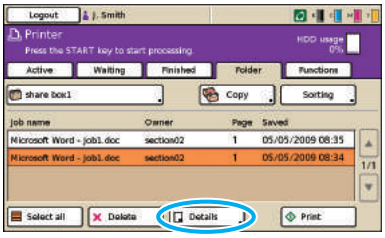
Repositioning Images before Printing

Reposition the image to be printed as follows.

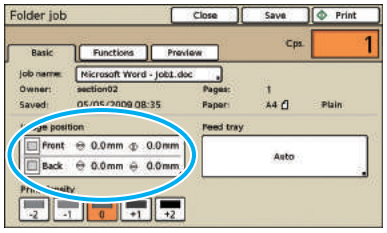
1 **Select the job to print.**



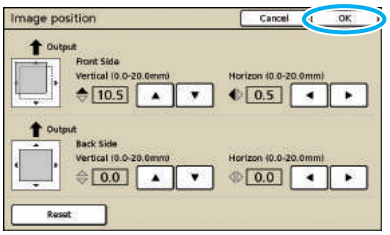
2 **Press [Details].**



3 **Press [Image position].**

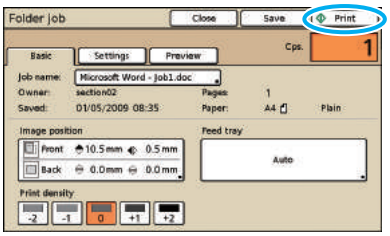


4 **Adjust the image position and press [OK].**



5 **Press [Print].**

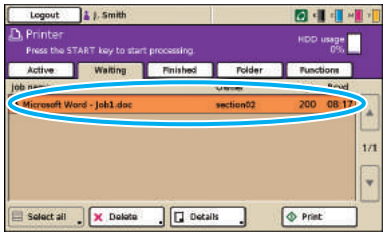
Otherwise, press the [START] key.



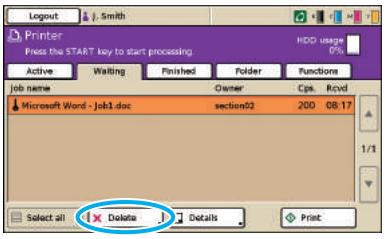
Deleting Jobs

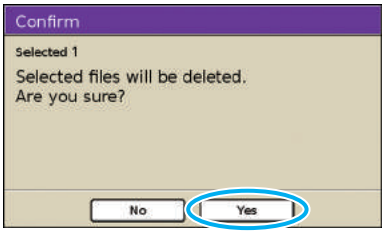
Remove jobs from the list as follows.

1 **Select the job to delete.**



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



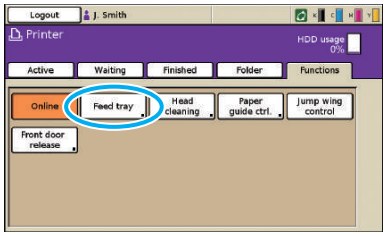


For PIN code jobs, the confirmation screen is displayed. Enter the PIN code and press [OK].

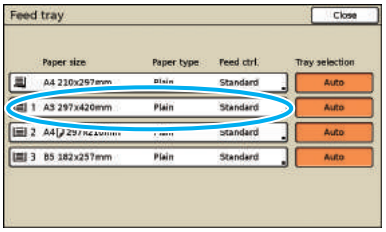
Specifying Paper Settings

Change feed tray settings as follows.

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

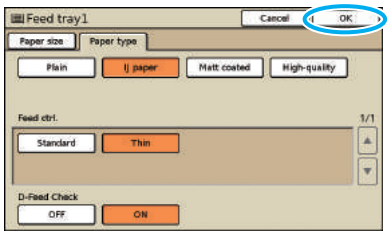


2 Press the button of the tray for settings adjustment.

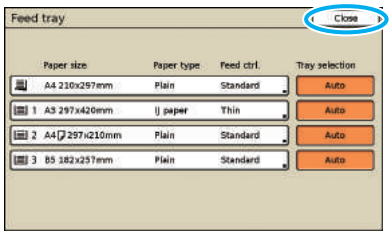


3 Change the settings in [Paper size] and [Paper type] as needed, and then press [OK].

For details, see "Feed tray" (p. 48).



4 Press [Close].



Copy Function Operations

You can save paper by using the copy function or the layout function, and also create booklets using the booklet function. This section describes how to use the copy functions in accordance with your objectives.

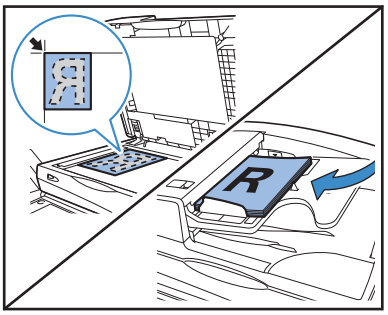
- The screens displayed vary depending on what optional equipment has been connected and how you have completed settings.
- Make sure the machine is in copy mode.
- Some items may not be displayed, depending on how the administrator has configured the settings. For details, ask your administrator.

Duplex Copying

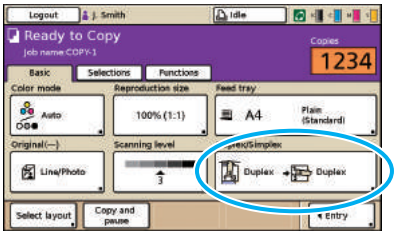
Duplex (two-sided) copies can be created from simplex (one-sided) originals and vice-versa. You can save even more paper by combining duplex copying with layouts of several originals per sheet (Multi-up (Plural)).

1 Load the original.

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

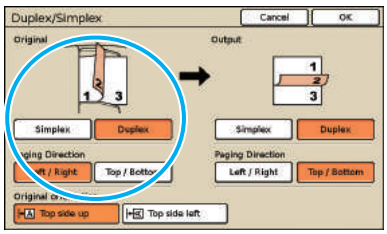


2 On the [Basic] screen, press [Duplex/Simplex].



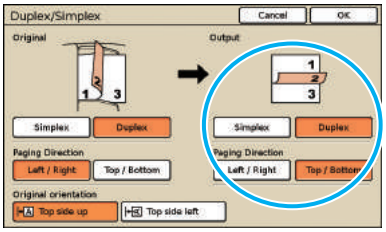
3 Complete the [Original] and [Paging Direction] setting.

Specify the format of the original.

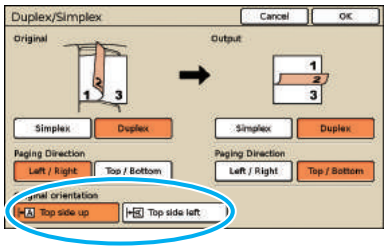


4 Complete the [Output] and [Paging Direction] setting.

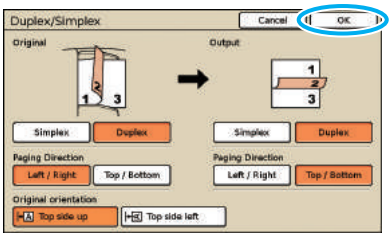
Specify the format of the finished copies.



5 Complete the [Original orientation] setting.



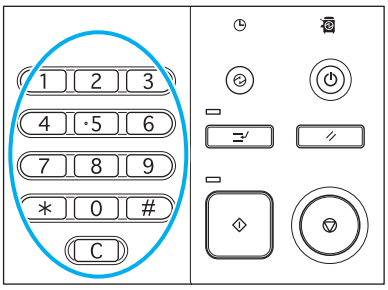
6 Press [OK].



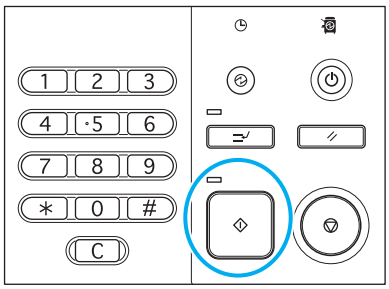
Complete other copy settings as needed.

7 Enter the number of copies.

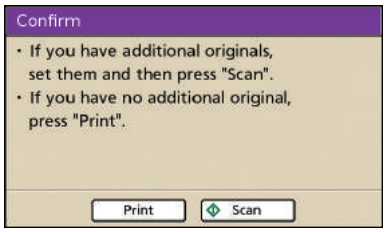
Use the numeric keys for input.



8 Press the [START] key.



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



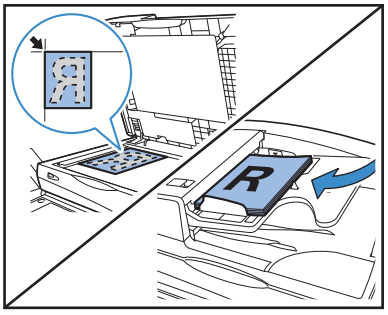
Load the next original and press [Scan]. After all originals are scanned, press [Print].

Copying Multiple Originals Per Sheet

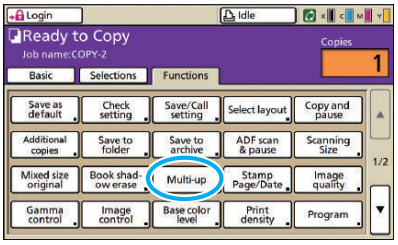
Multi-page originals or multiple images of the same original can be copied onto a single sheet. You can save even more paper by combining this feature with others, such as duplex copying.

1 Load the original.

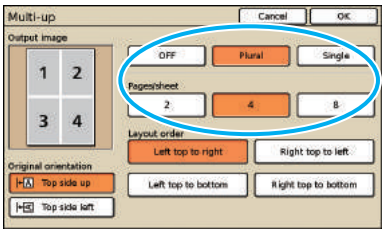
Load the original on the platen glass or in the ADF.



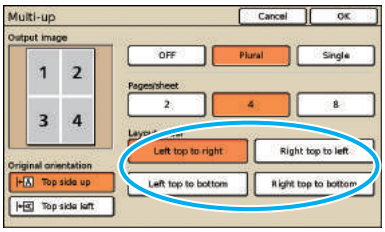
2 On the [Functions] screen, press [Multi-up].



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

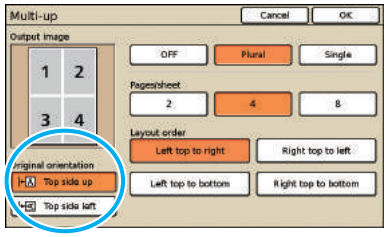


4 Complete the [Layout order] setting.

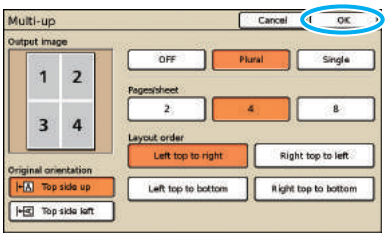


The [Layout order] button is not displayed when you have selected [Single] in step 3.

5 Complete the [Original orientation] setting.



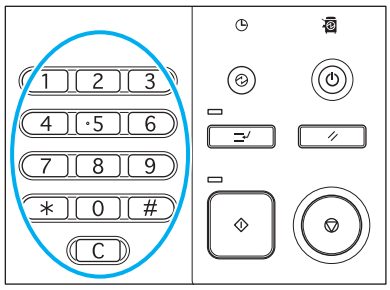
6 Press [OK].



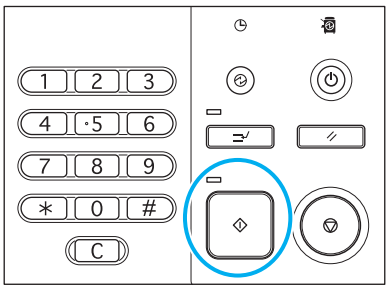
Complete other copy settings as needed.

7 **Enter the number of copies.**

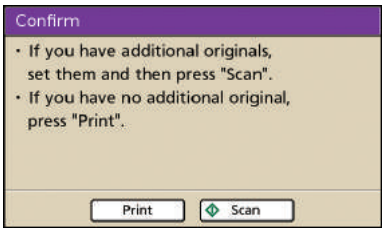
Use the numeric keys for input.



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



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



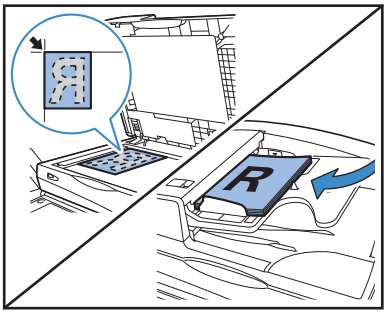
Load the next original and press [Scan]. After all originals are scanned, press [Print].

Creating Booklets

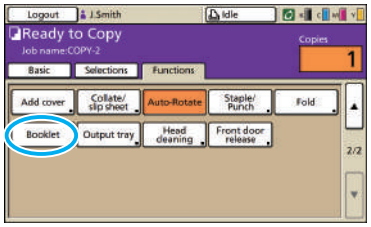
Automatically arrange pages on copies to create booklets as follows.
When you have connected an optional multifunction finisher, you can also specify stapling and folding.

1 **Load the original.**

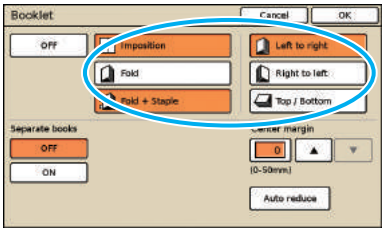
Load the original on the platen glass or in the ADF.



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

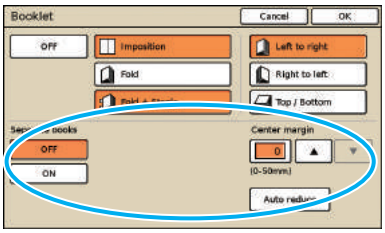


3 **Specify the type of booklet and how pages are turned.**



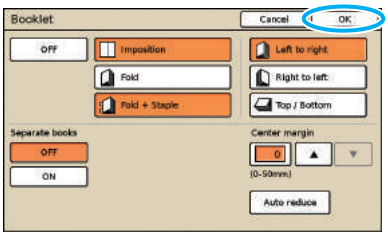
[Fold] and [Fold + Staple] are not displayed unless you have connected an optional multifunction finisher.

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.

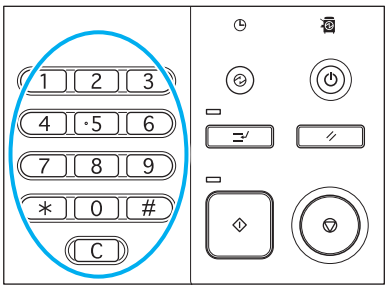
5 **Press [OK].**



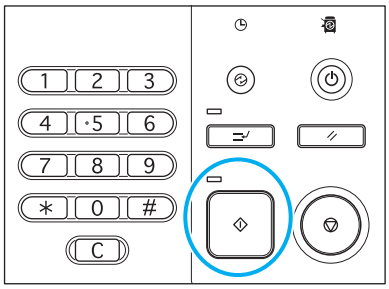
Complete other copy settings as needed.

6 Enter the number of copies.

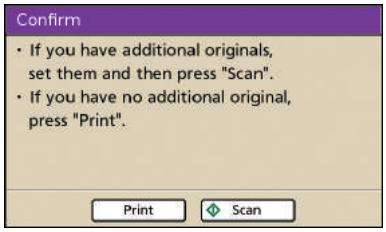
Use the numeric keys for input.



7 Press the [START] key.



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



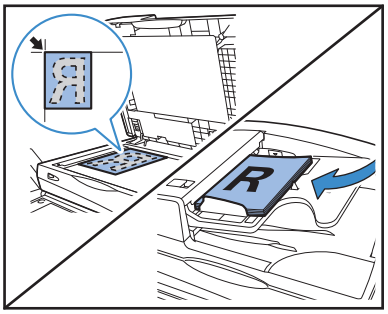
Load the next original and press [Scan]. After all originals are scanned, press [Print].

Collated Copying

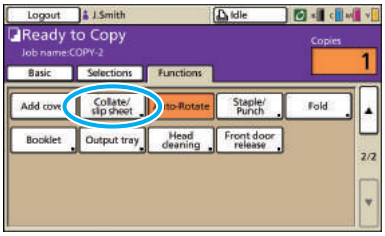
Collating can quickly sort your copies into sets. You can also insert slip sheets between copies.

1 Load the original.

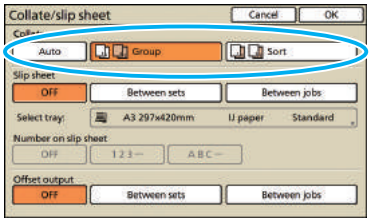
Load the original on the platen glass or in the ADF.



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

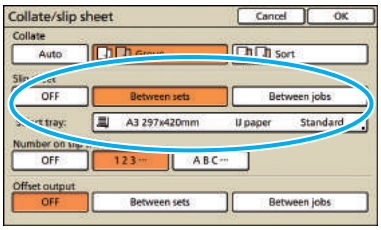


3 Complete the [Collate] setting.



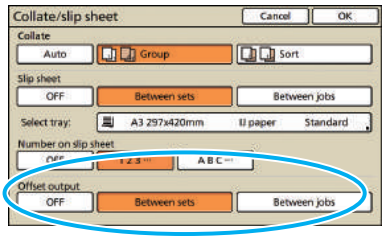
When you have specified [Auto], [Sort] is automatically set when using the automatic document feeder and [Group] is set when using the platen glass.

4 Complete the [Slip sheet] setting.



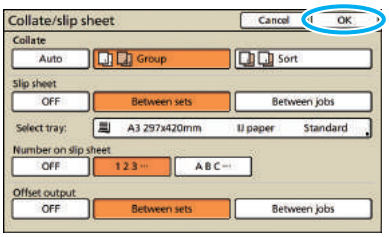
To insert slip sheets, load the paper to use as slip sheets in advance, into the tray selected in [Feed tray].

5 Complete the [Offset output] setting if needed.



These buttons are not displayed unless you have connected an optional multifunction finisher, face down offset stapler, high capacity stacker.

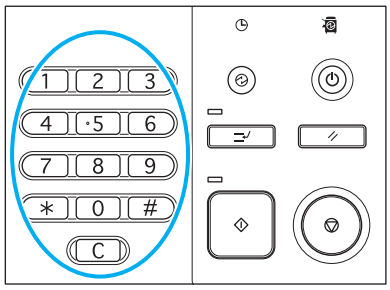
6 Press [OK].



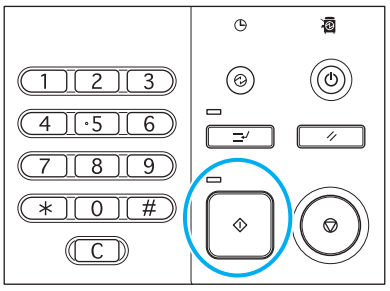
Complete other copy settings as needed.

7 Enter the number of copies.

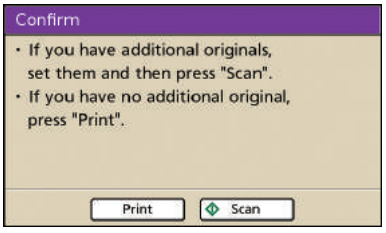
Use the numeric keys for input.



8 Press the [START] key.



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



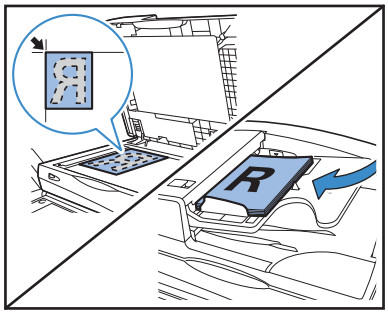
Load the next original and press [Scan]. After all originals are scanned, press [Print].

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.

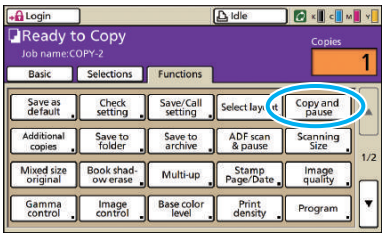
1 Load the original.

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



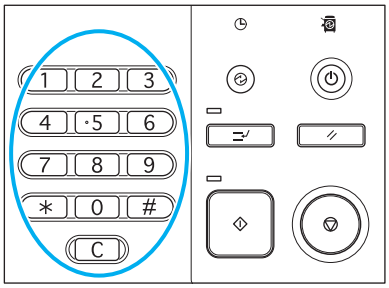
2 Complete the copy settings.

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

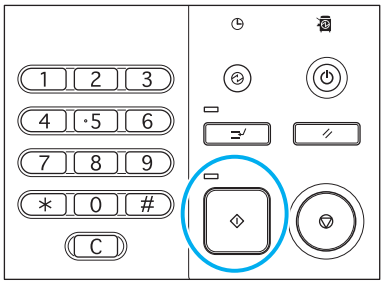


4 Enter the number of copies.

Use the numeric keys for input.



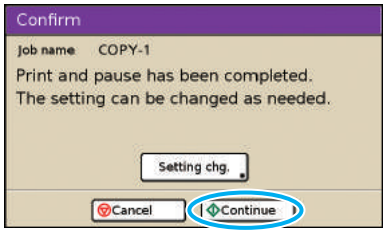
5 Press the [START] key.



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.].

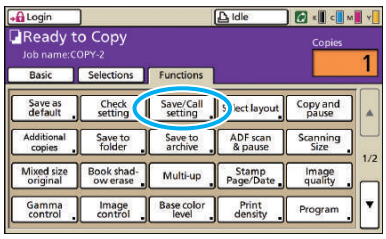


Saving Frequently Used Settings

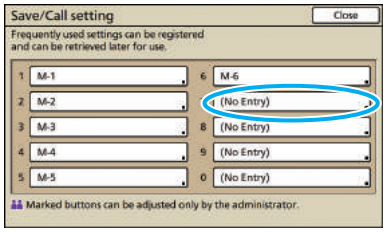
Frequently used settings information can be saved and recalled for later use as needed. This eliminates the need to complete the settings each time.

1 **Complete the copy settings.**

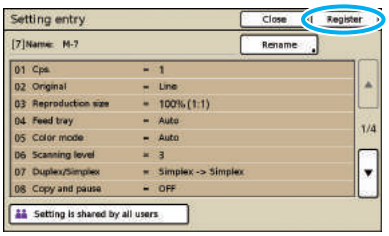
2 **On the [Functions] screen, press [Save/Call setting].**



3 **Press [No Entry].**

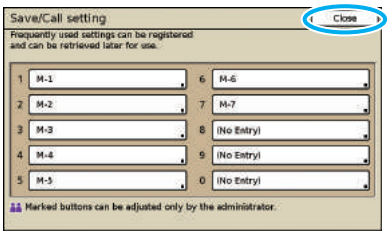


4 **Check the settings details on the [Setting entry] screen, and then press [Register].**



- 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.
- If login is necessary, you can register the current settings as the default after checking them.

5 **Press [Close].**



Scan Function Operations

You can prevent someone from seeing scan jobs by password-protecting them, and also set security for scan data. The machine has many other useful functions. This section describes how to use the various scan functions in combination, and in accordance with your objectives.

- 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.

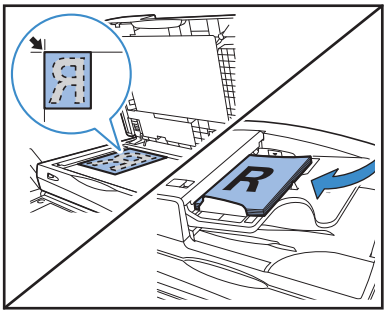
Saving Scan Jobs on a Computer

Save data from scanned originals to network computers connected to the machine.
Scanned data can be saved on the printer's internal hard disk or a USB flash drive the same way.

We do not take responsibility for the damage to the machine's internal hard disk or to data in a USB flash drive. We recommend backing up your data for safety.

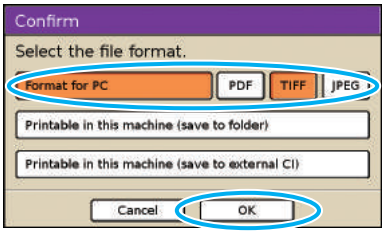
1 Load the original.

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



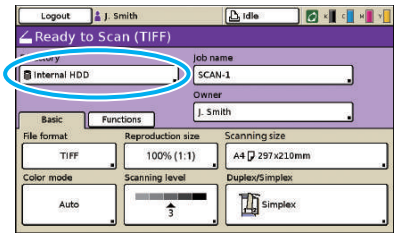
2 On the confirmation screen, select [Format for PC] and press [OK].

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



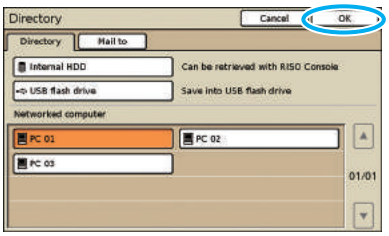
This screen may not be displayed, depending on the "Admin. Settings".

3 Press [Directory].



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

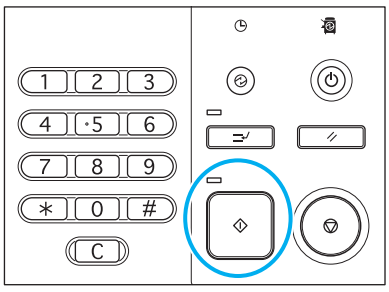
4 Select the destination on the [Directory] screen, and then press [OK].



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

5 Complete other scanning settings as needed.

6 Press the [START] key.

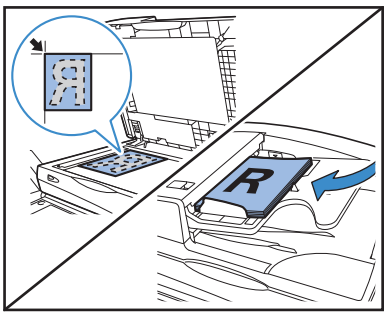


Attaching Scanned Images to Email Messages

Scanned images can be attached to messages and emailed.

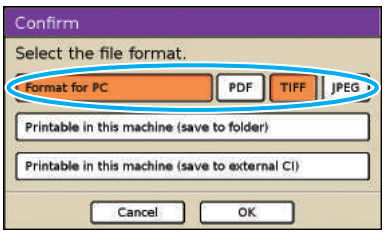
1 Load the original.

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



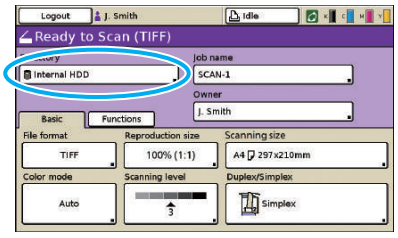
2 On the confirmation screen, select [Format for PC] and press [OK].

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



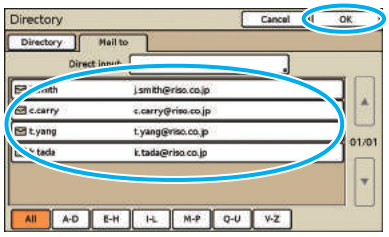
This screen may not be displayed, depending on the "Admin. Settings".

3 Press [Directory].



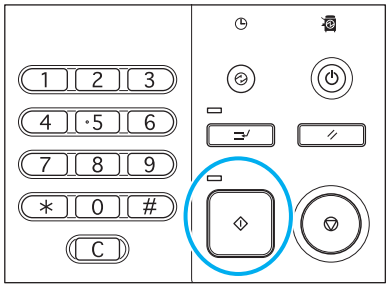
4 On the [Mail to] screen, select the recipient and press [OK].

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



5 Complete other scanning settings as needed.

6 Press the [START] key.



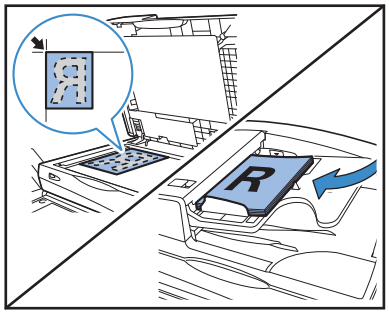
Assigning PIN Codes to Scanning Jobs

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].

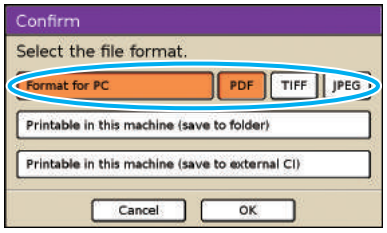
1 Load the original.

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



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

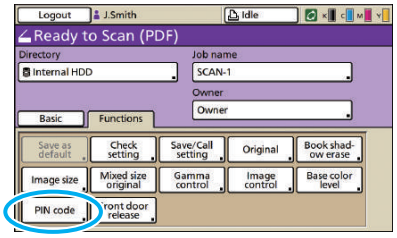
Also at this time, select [PDF], [TIFF], or [JPEG] as the format.



This screen may not be displayed, depending on the "Admin. Settings".

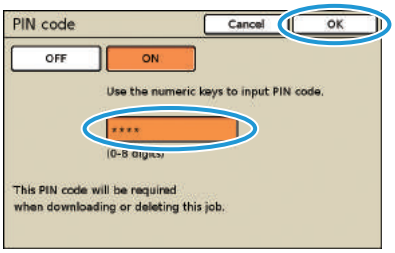
3 Specify the scanning settings.

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

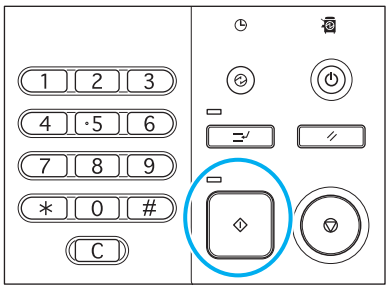


5 **Enter a PIN code on the [PIN code] screen and press [OK].**

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



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



Security of Scan Data

You have two ways of authorizing saving scan jobs: using a PIN and using a PIN code. See the descriptions below, and choose the one that meets the needs of your use.

		Directory	
		Internal hard disk	USB memory/Network PC/Mail
File with PIN	PDF	✓	✓
	TIFF	N/A	N/A
	JPEG	N/A	N/A
PIN code	PDF	✓	N/A
	TIFF	✓	N/A
	JPEG	✓	N/A

✓: available
N/A: not available

PIN Security

For either file location, you can only specify data that are saved in PDF format. You can prevent scan data from being browsed or falsified. Scan data are PIN-protected, so you need to enter a PIN every time you browse scan data on a computer.

PIN code Security

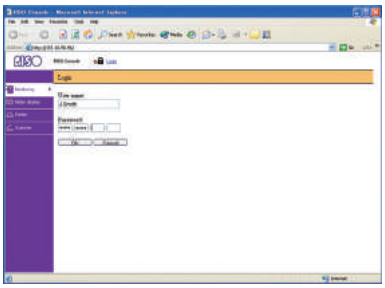
You can specify any of the file formats for scan data, which are only saved in the internal hard disk. You can restrict downloading on a computer on which you are using the RISO Console. Scan data are not PIN-protected. You do not need a PIN code to access scan data downloaded on another computer.

What You Can Do in the RISO Console Screens (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**
  - **Internet Explorer Ver. 6.0 (SP1 or later)**
  - **Internet Explorer Ver. 7.0**
  - **Internet Explorer Ver. 8.0**
  - **Internet Explorer Ver. 10.0**
- **is displayed on the left side of the screen while information on the machine is being collected.**
- **The RISO Console screens may not be displayed due to some of the power saving settings. Contact the administrator for details.**

User Login



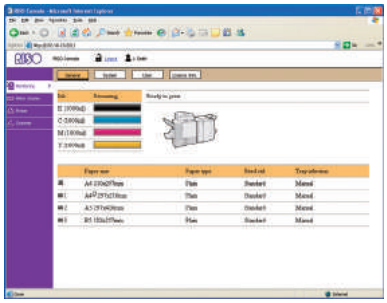
When you attempt to access screens that require login, a login screen is displayed. Enter the user name and password and click [OK].

Monitoring

Indicates machine settings and status.

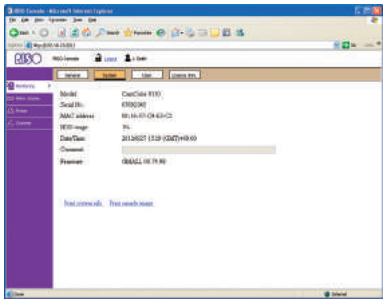
[General]

Indicates paper settings, ink levels, and printer status.



[System]

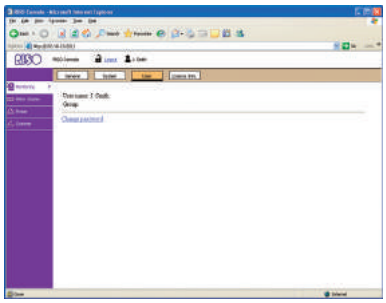
Indicates system information including the machine's serial number, MAC address and firmware version.



● **[User]**

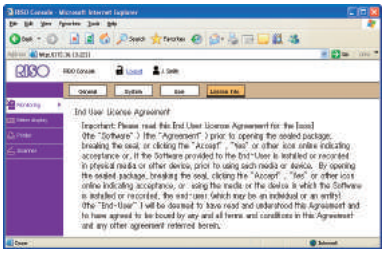
Indicates information about the user currently logged in. Also enables you to change the password.

This screen is displayed when a user is logged in.



● **[License Info.]**

Indicates the license information of the system in the machine.



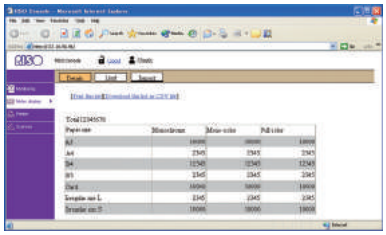
Meter Display

Indicates the quantity of printouts from the machine.

● **[Details]**

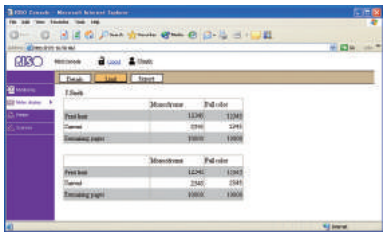
Indicates the quantity of printouts classified by paper size or color.

This information can be printed or downloaded in CSV format, if needed.



● **[Limit]**

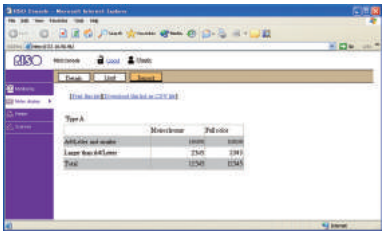
Indicates the maximum quantity specified for copying or printing, the current quantity, and the amount remaining.



- **[Limit] is only displayed when the administrator has restricted the copying or printing quantity.**
- **The screen varies depending on the "Admin. Settings".**

● **[Report]**

This screen may vary depending on the model of the machine.

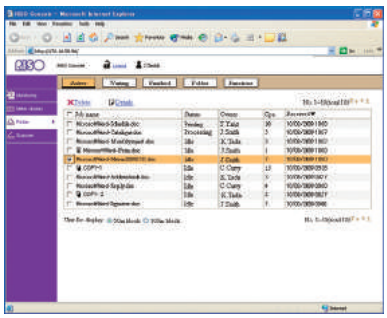


Printer

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

[Active]

Indicates active and idle jobs.

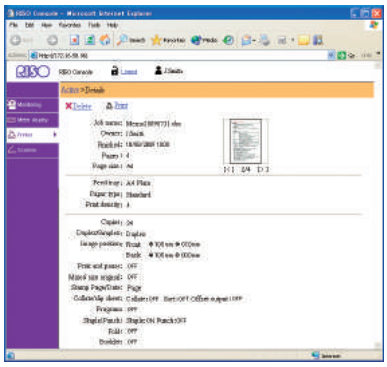


[Delete]

Delete selected jobs.

[Details]

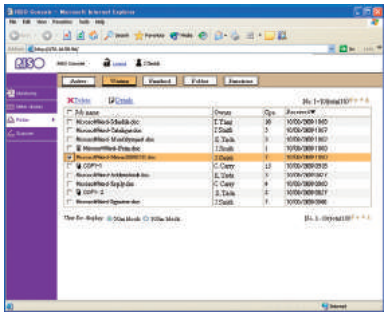
Show detailed information of selected jobs.



[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.

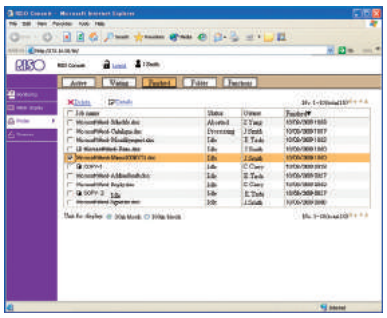


[Delete], [Details]

See [Active].

[Finished]

Indicates jobs that have been processed.

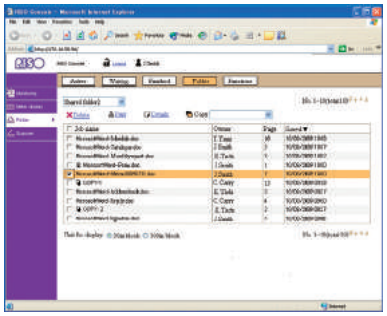


[Delete], [Details]

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]

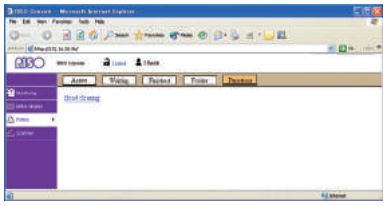
To copy selected jobs to another folder, select the destination in this pull-down menu.

[Delete], [Details]

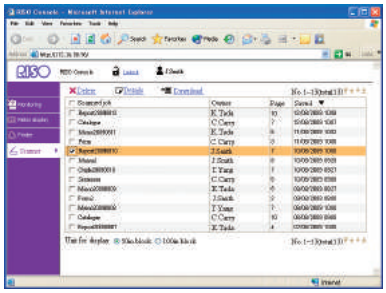
See [Active].

[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. 93)."

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

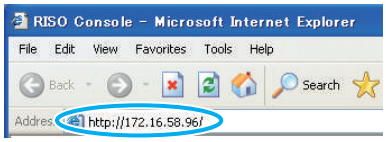
- The screens displayed vary depending on what optional equipment has been connected and how you have completed settings.
- Make sure the machine has been connected to the network.
- Some items may not be displayed, depending on how the administrator has configured the settings. For details, ask your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

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.



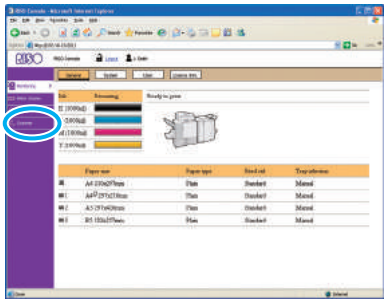
The RISO Console starts up, and the monitoring screen is displayed.

The [Status]-[System] screen on the operation panel shows the IP address.

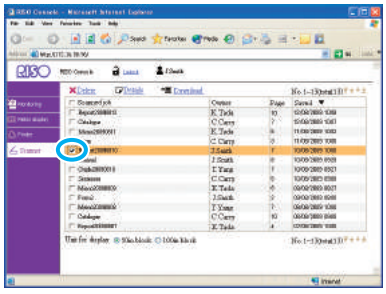
Downloading Scanned Images

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

1 **Click [Scanner].**

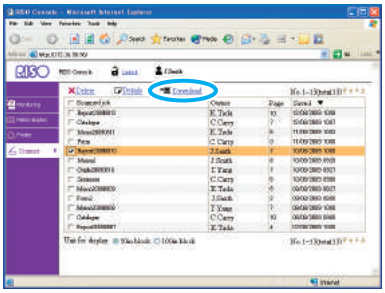


2 **Select a job to download.**

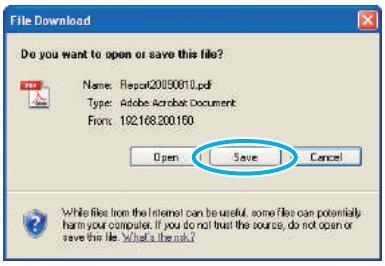


3

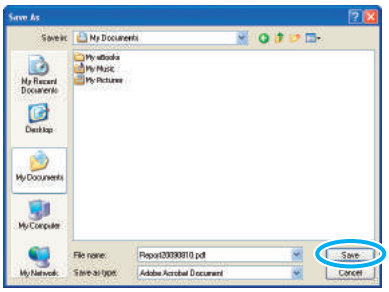
3 Click [Download].



4 Click [Save].



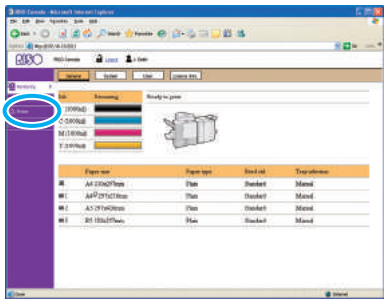
5 Specify the destination folder and file name, and then click [Save].



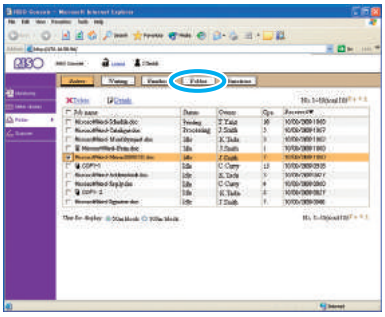
Printing Jobs Stored in Folders

Print the jobs stored in job folders as follows.

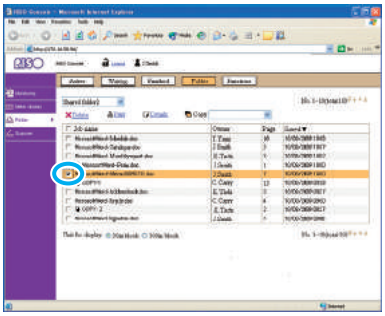
1 Click [Printer].



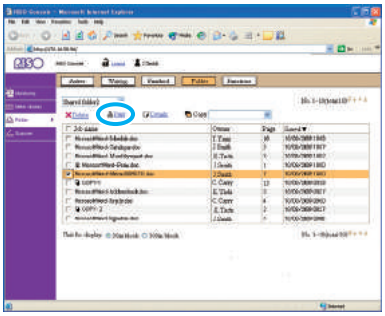
2 Click [Folder].



3 Select a job to print.

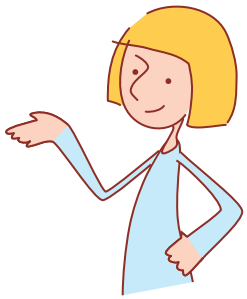


4 Click [Print].



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.



Workflows for Printer Driver

Printing on both sides of the paper **Duplex print (p. 42)**

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

Adjusting the image rotation **Rotate (p. 43)**

[Layout] tab ▶ [Rotate]: Select printing details ▶ [OK]

Adjusting the printing position **Image position (p. 43)**

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

Adjusting the print density **Print density (p. 43)**

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

Printing with watermarks **Watermark (p. 45)**

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

Adding page numbers or dates when printing **Stamp Page/Date (p. 45)**

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

Naming a job and printing **Job name (p. 45)**

[Advanced] tab ▶ Job name ▶ Enter text ▶ [OK]

Creating booklets **Booklet binding (p. 44)**

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

Stapling or hole-punching **Staple/Punch (p. 44)**

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

Workflows for Copy/Scanner

Saving scanned originals as copy jobs on the machine Save to folder (p. 51)

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

Printing another copy of the previous copy job Additional copies (p. 51)

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

Adding a cover to copies Add cover (p. 54)

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 (p. 53)

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

Selecting from preset finishing options Select layout (p. 51)

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

Producing copies folded in two Fold (p. 55)

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

Stapling or hole-punching Staple/Punch (p. 54)

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

Adjusting the print density Print density (p. 53)

[Functions] screen ▶ [Print density]: Select printing details ▶ [OK] ▶ Enter the number of copies ▶ [START] key

Specifying the format, compression, and resolution of scanned images File format (p. 59)

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

Scanning originals in various sizes at the same time Mixed size original (p. 52)

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

Reducing the colored background of originals during scanning Base color level (p. 53)

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

Enlarging or reducing scanned images Reproduction size (p. 47, 60)

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

Editing job or owner names to scanning jobs Job name/Owner (p. 59)

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

Scanning duplex originals Duplex/Simplex (p. 82)

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

Strengthening security of scan PDF data PDF file with PIN (p. 59)

[Basic] screen ▶ [File format] ▶ [File format] screen ▶ [PDF file with PIN] ▶ [PDF file with PIN] screen ▶ [User PIN]/[Owner PIN]: Select details ▶ [Confirm] ▶ [START] key

Using the Barcode Area Definition Application

4

About the Barcode Application

The "barcode application" this section describes is ComColor 9150/9110/7150/7110/3150/3110 series application software that specifies the location information of barcode print position to create a barcode suitable to read.
The barcode application creates a "barcode area definition file (CSV format)" to register to the printer driver.

Workflow

Install the barcode application (Only for the first time) → Use the barcode application (Create a barcode area definition file) → Register a barcode area definition file you have created to the printer driver → Print out the barcode

Installing the Barcode Application

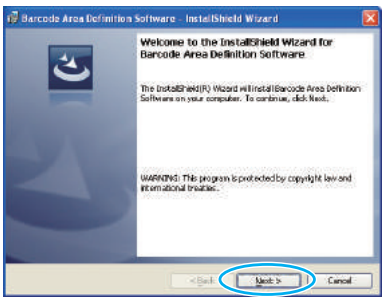
- Log on as a user with administrator privilege.
- Close all active applications.

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

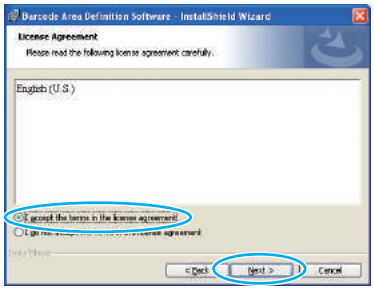
2 Open the [Barcode Area DefinitionSoftware] folder in the CD-ROM and double-click the "Setup.exe" file.

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

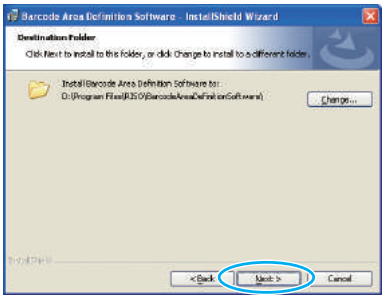
4 Click [Next].



5 Select [I accept the terms in license agreement] and click [Next].

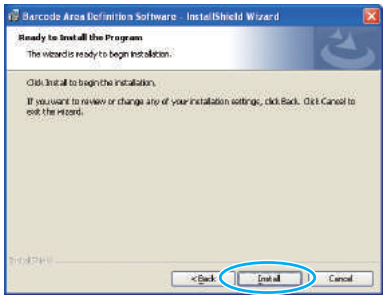


6 Check the installation destination and click [Next].



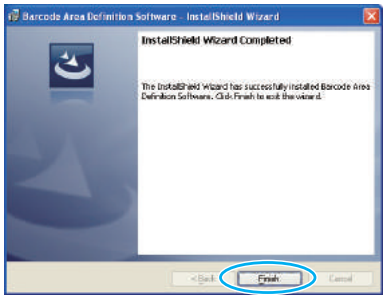
To change the installation destination, Click [Change] and select the destination in the [Change destination folder] screen.

7 **Click [Install].**



Installation now begins.

8 **Click [Finish].**



When installation is finished, the [Readme] screen appears. The Readme includes precautions when using the machine. Be sure to read this information.

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

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

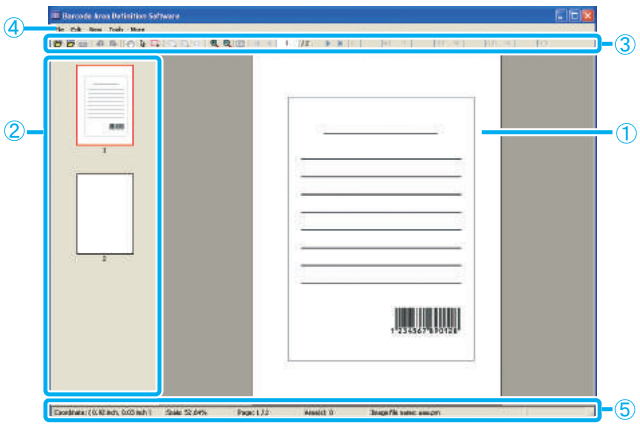
Starting up the Area Definition Barcode Software

1 **Click [Start]-[All Programs]-[RISO]-[Barcode Area Definition Software].**

The main screen appears.

For Windows 8, open the "Apps" screen and select [RISO] - [Barcode Area Definition Software].

About the "main screen"

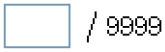
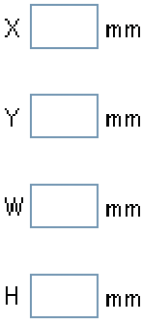


	Button/Item	Function
①	Image/Barcode Area Display	Display a print image.
②	Thumbnail	Display a thumbnail of print image.
③	Edit tool	Specify a barcode area using the edit tool.
④	Menu bar	Each menu has an edit function and setting items in it.
⑤	Status bar	Display the position (coordinates), magnification, page number and other details.

How to use the "edit tools"

To edit the barcode area, select the print image area, and use the edit tools. For editing, click the icons below.

Icon	Name	Function
	Open Print Preview	Open a selected print file, and display its image.
CSV	Open CSV file	Open a selected CSV file.
CSV	Save	Save a CSV file that you are currently using.
	Undo	Cancel the previous edit.

Icon	Name	Function
	Redo	Retry the previously canceled edits (You can go back to up to 10 previous edits).
	Hand tool	Drag an print image to move its display position.
	Selection tool	Leave a barcode area selected. Press and hold the Ctrl key, and you can select other barcode areas.
	Creation tool	Print a barcode in a surrounded area (Specify a barcode area).
	Copy	Copy a selected barcode area.
	Paste	Paste a copied barcode area to another area.
	Delete	Delete a selected barcode area.
	Zoom in (Enlargement)	Enlarge a displayed image, considering its center as a starting point.
	Zoom out (Reduction)	Reduce a displayed image, considering its center as a starting point.
	Full page (Entire reduction)	Display an entire image while using the reproduction size function.
	Move first	Move a print image to the first page.
	Move previous	Move a print image to the previous page.
	Move next	Move a print image to the next page.
	Move last	Move a print image to the last page.
	Go to:	Move a print image to the page number you enter.
	Area minor adjustment tool (X/Y/W/H)	Display the coordinates (X/Y) and area size information (W/H) of a selected area in display unit format (mm/inch). Enter a value in a box to change an area to a specified position or size.

The functions the above icons shows can be selected from the menu bar.

About the "menu bar"

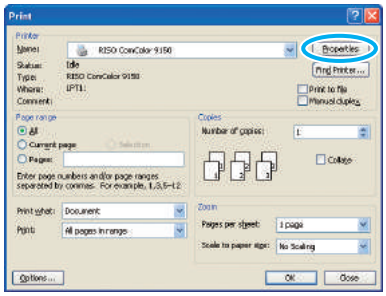
The menu bar has [File], [Edit], [View], [Tools] and [More] in it. Each menu has edit functions or setting items in it. Here are some other functions that edit tools (icons) do not have:

Menu bar	Function name	Use
File	Recreate CSV file	Delete a barcode area that you are displaying.
	Save as...	Save an open file under a new file name.
	Page Settings...	Specify the page size of a barcode creation area.
Edit	Repetition...	You can specify the same barcode area repeatedly. You can specify the cycle to 1-999 pages.
View	Rotate Right 90°	Rotate the on-screen print image 90 degrees to the right.
	Rotate Left 90°	Rotate the on-screen print image 90 degrees to the left.
	Display Units	Specify a unit to use on a barcode area definition page.
	Thumbnail	Display/Cancel Thumbnail.
	Status Bar	Display/Cancel Status bar.
	Tool Bar	Display/Cancel Tool bar.
More	About...	Display version information.

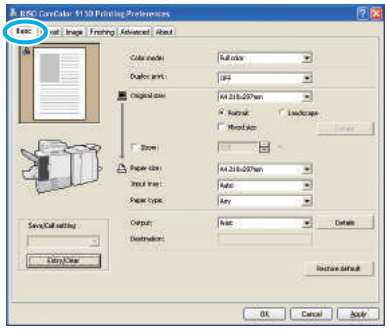
Creating a Barcode Area Definition File

Open the original data and output the PRN file in the printer driver. Open the PRN file using the barcode application, and create a barcode area definition file (CSV format).

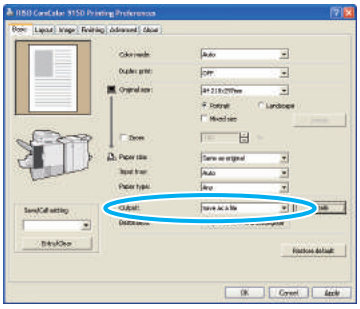
1 **Click [Properties] (or [Preferences]) in the printing dialog box of the source application.**



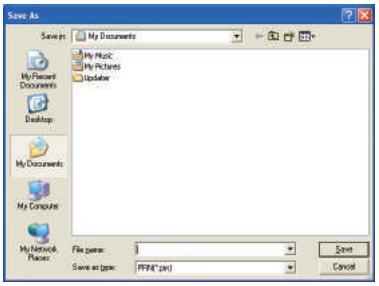
2 **Click the [Basic] tab.**



3 **Select [Save as a File] in the [Output] pull-down menu.**



4 **Click [Details], and specify a destination.**



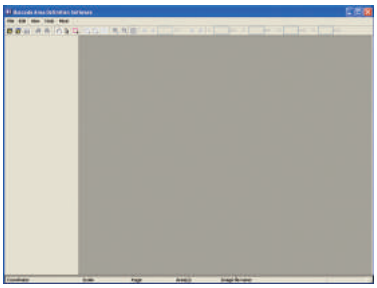
5 **After input is finished, click [Save].**

A print format file is created in the specified destination.

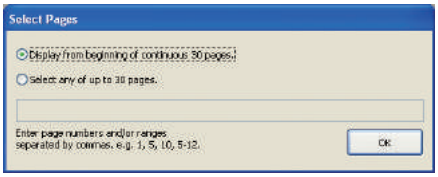
Perform the same settings for the printer driver as when you actually print, other than in [Output]. If the PRN file format and the actual print setting (original size, print direction, paper size, imposition, etc.) are different, the barcode area definition may not be correctly applied. If you change the layout setting, the location of the area changes.

6 Activate the barcode application.

Click [Start]-[All Programs]-[RISO]-[Barcode Area Definition Software].



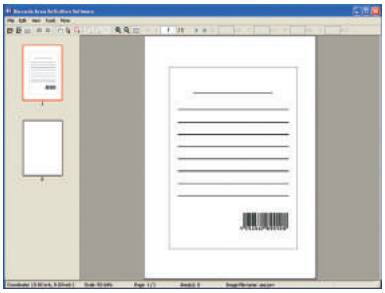
7 Using the barcode application, open the file you have saved in step 5.



Specify the number of pages to read (Specify whether to read 30 straight pages or the pages you wish to read).

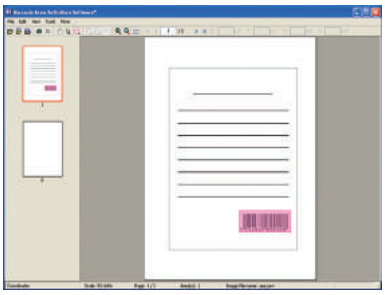
8 Click [OK].

The print image of an original appears in the image/barcode area.



If you use mixed-size data, the original data is oriented differently from the print image. Select [View]-[Rotate right 90°/Rotate left 90°] in the "menu bar", rotate the print image in the same direction as the original data, and specify the barcode area.

9 Surround the barcode with the (creation tool) on the screen.



The surrounded area is colored and specified as the barcode area.

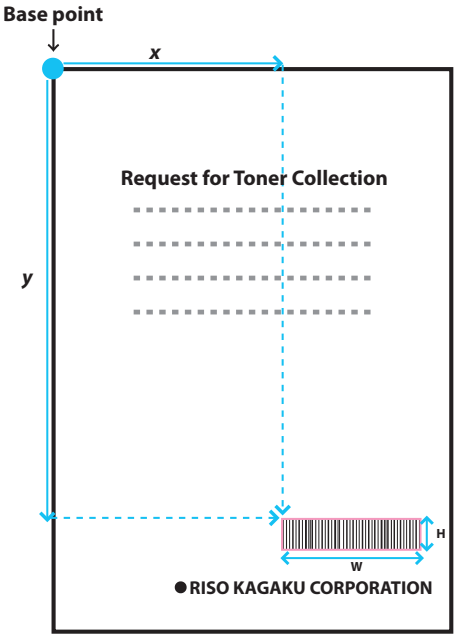
Edit the barcode area using the edit tools and menu bar functions.

- **You can specify 50 barcodes per page, or areas as large as 30 pages. If you specify [Cycle], you can apply areas repeatedly.**
- **You can specify [Cycle] on 1 to 999 pages. You can apply area definition information to the entire page using the specified pattern. See "Usage Examples of the Repetition Function" (p. 106) for details.**
- **The pages after the specified one do not appear on a thumbnail due to repeated processing.**
- **Barcode areas can move on the same page using (selection tool). To move them to the next page, copy and paste them. You cannot paste the specified barcode area if it is larger than the original.**

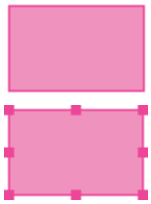
10 Save the barcode area definition file using (Save) or [Save as] in the [File] menu.

The file is output (saved) in CSV format.

Barcode position and size of printouts are specified by the base point, the left top of the original data created on a PC, "Coordinate (X, Y)" and "Size (H, W)" specified in CSV format. (At 1mm intervals)



About how the specified areas look



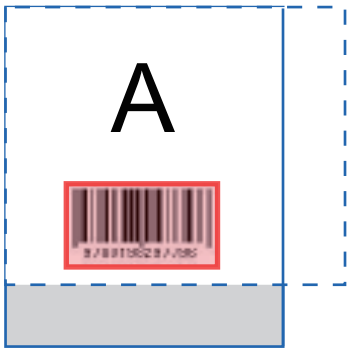
If you surround using (creation tool)

If you select using (selection tool)

About the Thumbnail

The left top of a thumbnail image is a base point, and original image and barcode area definition image are overlapped.

If original image and barcode area definition image are not of the same size, a thumbnail shown below will be displayed. To specify a barcode area on the part grayed out, align original image and barcode area definition image to the same direction.



Original image (solid line) < Barcode area definition image (broken line)

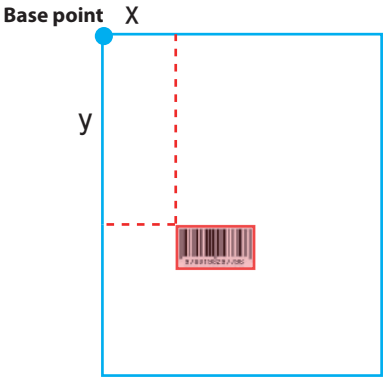
The area outside barcode area definition image is grayed out.

Notes on Barcode Area Definition

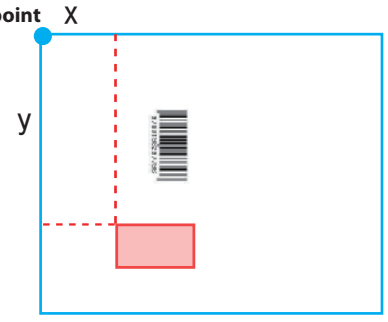
If the position information on the specified barcode area changes (e.g., if you rotate an image), the barcode area is not correctly processed.

If you rotate an image or change the printing orientation, specify the barcode area definition using area creation tools.

(Correct the barcode area from the base point.)



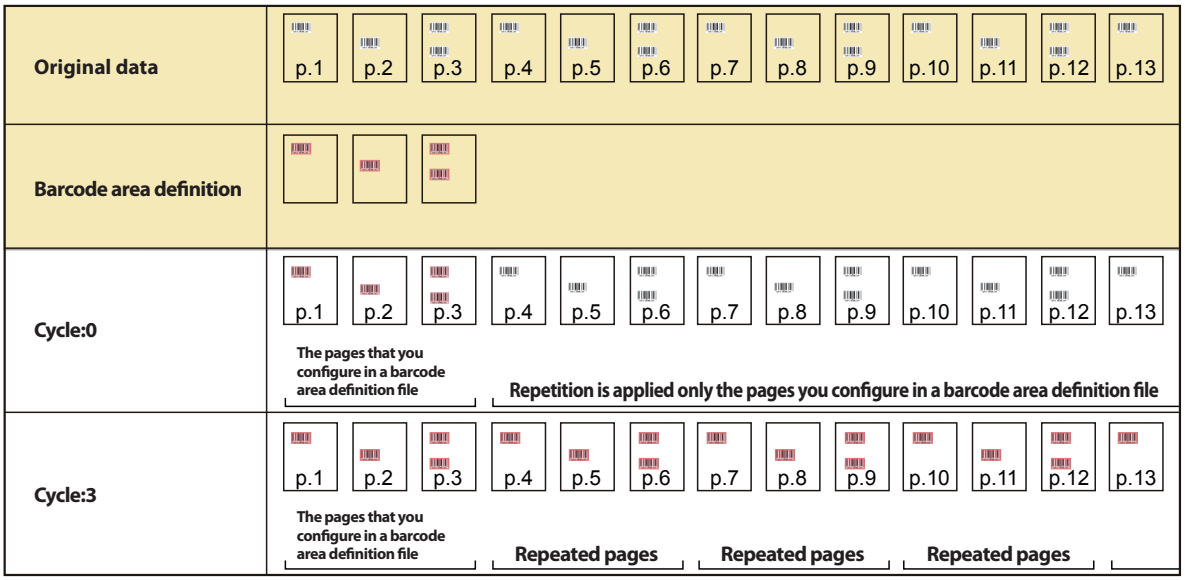
If barcode processing has operated correctly



If the rotation of an original has changed the position information of a barcode from the base point, and barcode processing has not operated correctly

Usage Examples of the Repetition Function

If you define barcode areas on 3 pages



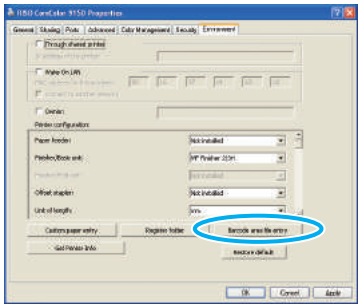
The value of [Cycle] in the [Repetition] dialog box is applied repeatedly on each page as the areas. You do not need to define an area on all pages.

- Cycle "0" Only pages specified in the barcode area definition file
- Cycle "1" Repetition of the first page of the pages specified in the barcode area definition file.
- Cycle "2" Repetition of the first 2 pages of the pages specified in the barcode area definition file.
- Cycle "3" Repetition of the first 3 pages of the pages specified in the barcode area definition file.

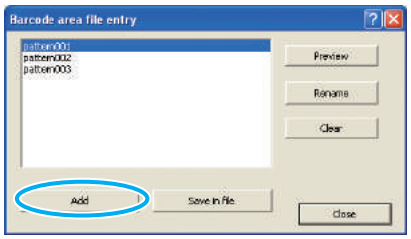
Registering a Barcode Area Definition File

Register a barcode area definition file to the printer driver. A barcode area definition file that you register here is displayed in the [Barcode area definition] pull-down menu in the [Image] tab.

1 **Click [Barcode area file entry] in the printer's [Properties]-[Environment] tab screen.**



2 **Click [Add] in the [Barcode area file entry] screen, and specify the barcode area definition file you have created using the application.**



You can change the display name and preview the content.

3 **Click [Close].**

The barcode area definition file you have created using the application is registered to the printer driver.

To register the barcode area definition file to the optional external controller, see the ComColor Express IS1000C/IS950C Utility Guide.

[Add]

Read the barcode area definition file and register in the printer driver.

[Save in File]

Save the selected barcode area definition information file in CSV format.

[Preview]

Preview the selected barcode area definition information.

[Rename]

Rename the selected barcode area definition information.

[Clear]

Clear the selected barcode area definition information.

Uninstalling the Barcode Application

Click [Start]-[Control Panel]-[Add or Remove Programs]-[Barcode Area Definition Software]-[Remove].

Follow on-screen instructions to uninstall the application. When uninstalling is finished, reboot the computer.

Operating Systems and Environment

Here is what your computer needs to activate "Barcode Area Definition Software":

Operating system	Microsoft® Windows® XP SP3 or later (32-bit) / Microsoft® Windows Vista® SP2 or later (32-bit/64-bit) / Microsoft® Windows® 7 (32-bit/64-bit) / Microsoft® Windows Server® 2012 (64-bit) / Microsoft® Windows® 8 (32-bit/64-bit)
Memory	Windows XP: 512 MB or more Windows Vista / Windows 7: 1 GB or more
CPU	Intel units or fully compatible
Clock	1 GHz or more (Recommended)
Hard disk	200 MB of free space (Space enough to operate the OS)
Display	1,024 X 768, High Color or greater resolution

Maintenance

5

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.

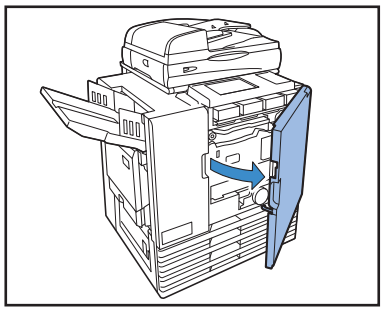
Replacing Ink cartridges

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.

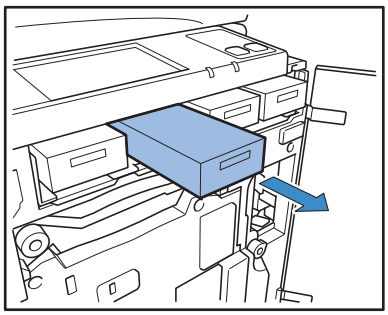
When the ink level is low, the ink-remaining indicator on the touch panel screen flashes. Prepare to replace the ink cartridge of the color that flashes.

1 Open the front cover.



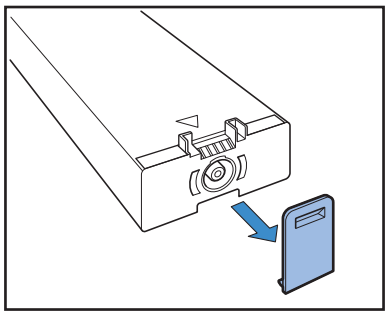
2 Remove the ink cartridge identified as empty.

Confirm the color of the ink cartridge.



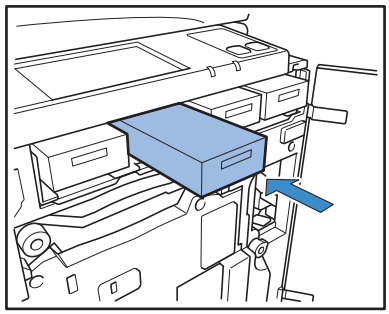
3 Remove the cap of the new ink cartridge.

Install the removed cap on the old ink cartridge.

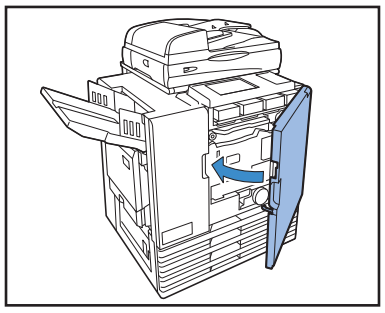


4 Insert the new ink cartridge.

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.

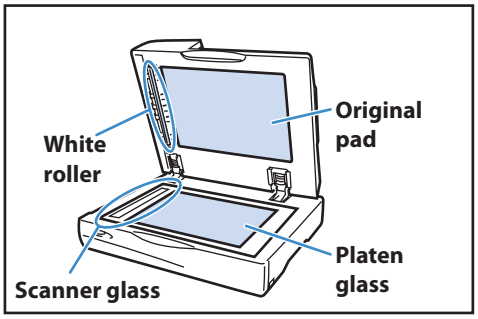
Scanner Care

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, white roller and scanner glass.

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.

As an ENERGY STAR® Partner, RISO KAGAKU CORP. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

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