ComColor Series

Administrator's Guide

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

Applicable Printer models

9050/9050R
7050/7050R/7010/7010R
3050/3050R/3010/3010R

050-36303-001

⚠ CAUTION

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

About This Administrator's Guide

Preface

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

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

The following five guides are supplied with this machine.

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

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Symbols, Notations, and Screenshots Used in This Guide

■ Symbols Used in This Guide

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

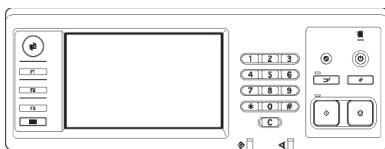🚫 Indicates important items that should be noted or are prohibited.

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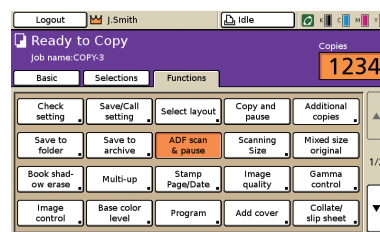
■ Names of keys and buttons

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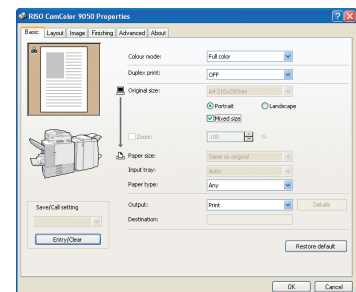
Operation Panel

Example: Press the [STOP] key.

Touch Panel Screen

Example: Press [ADF scan & pause].

Computer Window

Example: Select the [Mixed size] check box.

■ Names of Optional Equipment

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

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

■ Illustrations Used in This Guide

The screenshots contained in this guide may vary from the actual screen display depending on the usage environment, including the connected optional equipment.

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Contents

About the Administrator

Procedure for configuring an administrator

The configuration workflow is as follows.

1	Set the administrator password

2	Login as a user with administrator authority

3	Configure the administrator settings

- To use this machine as a network printer, configure an IP address in "Network setting" first.
- To configure the default in copy or scanner mode, login as a user with administrator authority, and then proceed to the mode screen. (See p. 23)

Administrator Authority

The administrator has the following two administrator authority.

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

■ Administrator settings

The administrator can configure the settings described in "Administrator Settings" (See p. 9).
For information on how to configure the settings, see "Configuring the Administrator Settings" (p. 7).

■ Functions only for the administrator

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

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

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

3 **Press a mode button.**

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

Function	Operation that can only be performed by the administrator
Mode screen	
Status	**[System] screen** Entry into the [Comment] field
Printer mode	
Job list	**Jobs on the [Active] screen, [Waiting] screen, and [Finished] screen** Confirm, clear, and print jobs for all users
	Jobs on the [Folder] screen Confirm, clear, and print personal box jobs for all users
	Jobs with a PIN code Clear jobs without having to enter a PIN code
	Job names are displayed for jobs set with "Hide job name"
Copy mode	
Direct Access entry	Change entry when login is not necessary to access each mode. See **"Direct Access/Selections entry"** in the **"User's Guide"**.
Selections entry	
Copy mode and Scanner mode	
Check setting	**When login is not necessary to access each mode** Change the default in copy and scanner modes. (by pressing [Save as default] or [Initialize]) For details, see **"Check setting"** in **"User's Guide"**. **When login is necessary to access each mode** Change the default in copy and scanner modes if users have not saved their own default, or if they have saved their own default and then press [Initialize]. For information on how to set the default, see "Changing the Default in Copy/Scanner Mode" (p. 23).
Save/Call setting	Entry of settings shared by all users when login is not necessary to access each mode. For details, see **"Save/Call setting"** in the **"User's Guide"**.
	Clear and rename shared Setting entry (shared mark 👥 on button) For details, see **"Save/Call setting"** in the **"User's Guide"**.

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Setting the Administrator Password

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

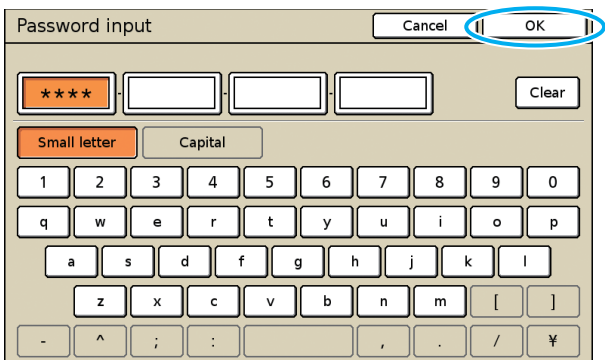**1** **Press [Login] on the mode screen to display the [Login] screen.**

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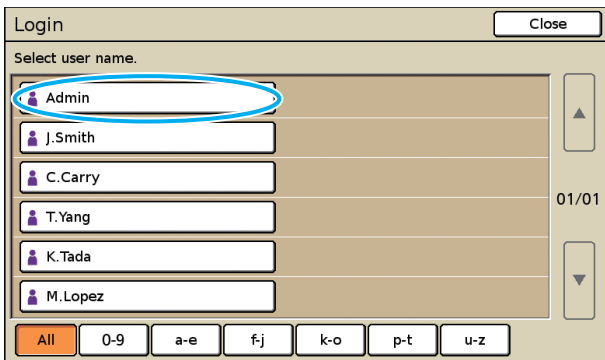
The screen for entering the old password is displayed.

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

The screen for entering the new password is displayed.

4 **Enter the new password.**

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

5 **Press [OK].**

To change the user name, see p. 17.

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Configuring the Administrator Settings

There are two ways to configure the administrator settings.

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

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

Setting with the operation panel

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

Login on the mode screen.

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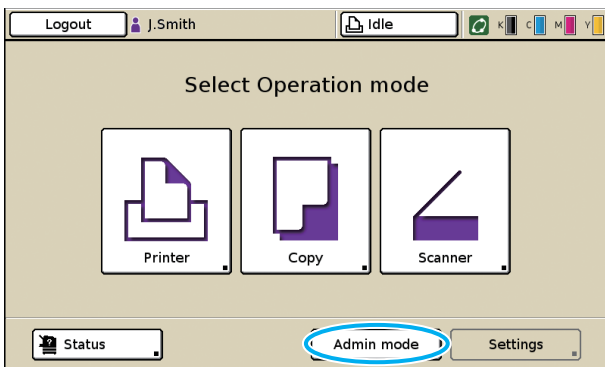
The crown icon 👑 is displayed on the left of the user name in the status bar.

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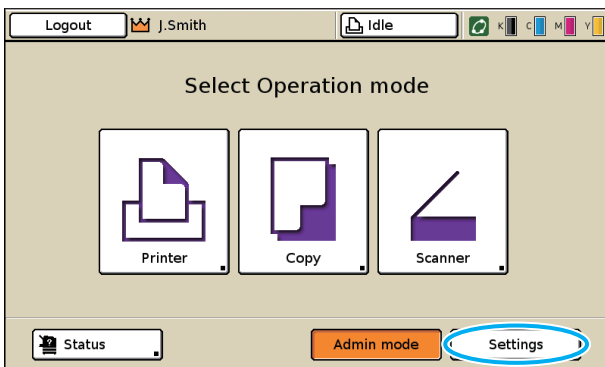
4 **Configure the settings.**
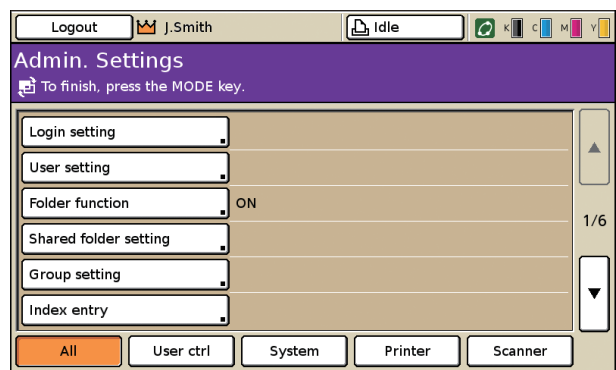
🚫 After configuring the settings, press the MODE key to exit the administrator settings.

✏️ Pressing a button on the bottom of the screen displays its corresponding settings.

The tables on p. 9 and thereafter are categorized by the button names.

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Setting with the RISO Console

1 Start the RISO Console.

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

2 Login as a user with administrator authority.

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

3 Click [Admin mode].
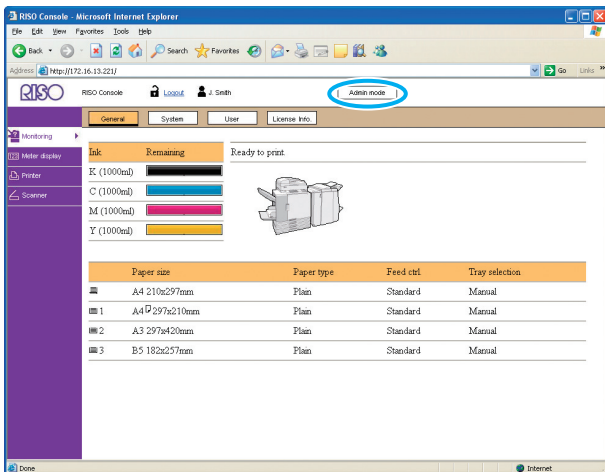
4 Click [Admin.].
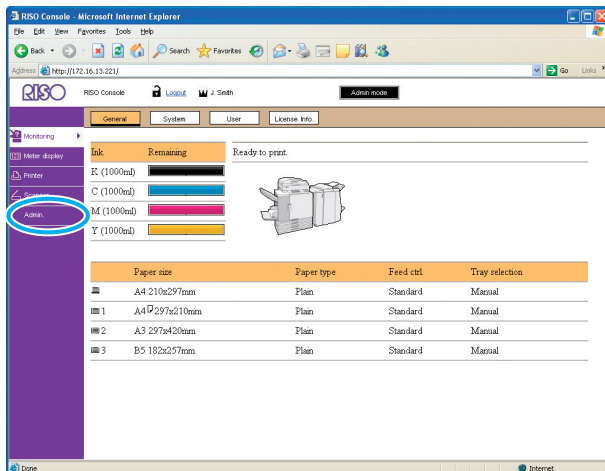
5 Configure the settings.

After configuring the settings, click [Logout] or close the screen to exit the administrator settings.

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Administrator Settings

The following are the administrator settings.

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

List of Administrator Settings

> 🖉 The factory set values are underlined.

User control

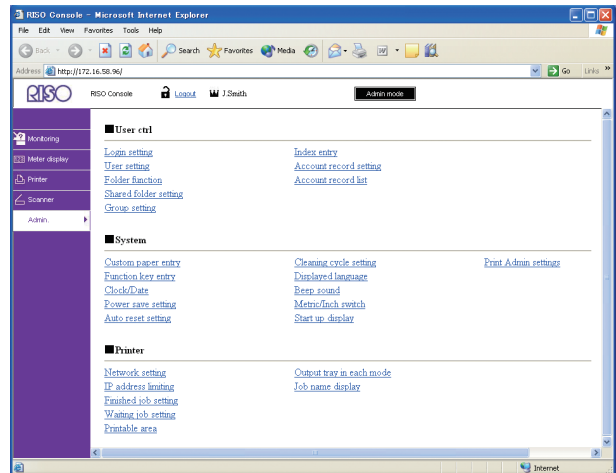| Setting/Description	Set value/Details
Login setting Specify whether login is required to enter a mode. Set this to restrict the users who can use this machine. This setting can restrict the color mode or number of copies for each user. 🖉 This setting must be configured when managing the number of printed copies with RISO accounting tool.	See p. 16
User setting Use this to resister users who can use this machine. 🖉 When [Login setting] has been set to [Not required], users do not have to be registered.	See p. 17
Clear user count (when using an IC card reader) Use this to clear the count of use for all users when the copy and print count is restricted using [User setting].	Follow the displayed messages for operations.
Folder function Enable or disable the function for saving jobs to a box. When this has been set to [OFF], [Save to folder] is not displayed on the [Folder] screen in printer mode and the [Functions] screen in copy mode.	OFF, <u>ON</u>
Shared folder setting Specify the shared box for saving jobs. You can configure up to 30 boxes. When [Login setting] has been set to [Required], you can restrict the users for each box by the group. Use [Selected group] to select up to three groups. 🖉 When [Folder function] has been set to [OFF], this function is grayed out.	• Folder name • Users who can use this folder <u>All users</u>, Selected group

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Setting/Description	Set value/Details
Group setting Specify the groups to be used by user attributes. You can configure up to 60 groups. The groups set here are used with the following settings. • Selection of [Group] for [User setting] • [Selected group] for [Shared folder setting] • Account record When [Login setting] has been set to [Not required], group settings are not required.	• Group name Up to 10 alphanumeric characters
Index entry Specify the index button name displayed for [User list] and [Mail destination] on the [Login] screen. You can assign the desired text to six buttons.	• Index name Up to 3 alphanumeric characters
Account record setting Specify whether to automatically clear the account record at a fixed period. Automatically clears it at a set save period. The account record is the history of jobs executed by this machine. This records the completion status of the print, copy, or scan job, the owner name, processing time, pages, copies, and job start (date and time). • **Save to history file** Saves the account record at a fixed interval. The history file is saved to the machine at the period set here. The saved history file can be recalled using [Account record history] or [Account record list]. • **Acquisition of account record via FTP** Set this to acquire the account record by FTP.	• <u>Manual delete</u>, Auto delete • by hour(s), by day(s) (Select one.) 1 - 99 (Factory setting: by day(s) 7) • Save to history file <u>OFF</u>, Daily, Monthly • Acquisition of account record via FTP <u>Prohibited</u>, Permitted • FTP password
Account record history (only on the operation panel) Use this to delete account record history files or saves files to a USB flash drive. [Save to history file] must be set to [Daily] or [Monthly] on [Account record setting] in advance.	• To delete a file: Select the file to delete from the list, and press [Delete]. • To save a file to a USB flash drive: Connect the USB flash drive to the machine, select the file to save from the list, and press [Save to USB flash drive].
Account record list (only on the RISO Console) Use this to clear or download the current job list of the account record list (before the save period) or history file to a computer. [Save to history file] must be set to [Daily] or [Monthly] on [Account record setting] in advance.	• To delete a file: Select the file to delete from the list on the [Current] screen, and click [Delete]. • To download to a computer: Select the file from the list on the [History] screen, and click [Download].
User count list (when using an IC card reader) Use this to save or print the summary list of limit quantity and count for each user when the copy and print count has been restricted using [User setting].	• When using the operation panel: Print, Save to USB flash drive • When using the RISO Console: Print and write to CSV file (specify the save destination)

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System

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

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

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

Send error history (only on the operation panel) Use this to send the error history manually to a Riso administrative server when the user has allowed sending of the error history. ● This function is only displayed when the user has allowed sending of the error history. ● Use this function when you have been instructed by your dealer (or authorized service representative).	Follow the displayed messages for operations.
Non-RISO ink setting (only on the operation panel) Specify whether to prohibit or permit the use of each ink color when using Non-RISO ink.	

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

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Printer

Setting/Description	Set value/Details

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

IP address limiting Use this to restrict the computers that can use this machine. Enter the IP addresses and subnet masks of the computers that are allowed to access this machine.	• <u>Not limited</u>, Limited • IP address • Subnet mask

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

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

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Setting/Description	Set value/Details

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

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

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Scanner

Setting/Description	Set value/Details
Color/Black slice level Specify the level at which the original is automatically determined to be a color original or a black-and-white original when [Color mode] has been set to [Auto] in copy mode or scanner mode. The higher the value, the easier it is to determine the original as a color original.	1, 2, <u>3</u>, 4, 5
Additional copies Enable or disable the [Additional copies] function on the [Functions] screen in copy mode. Use [Additional copies] to make additional copies of the previously copied job.	<u>OFF</u>, ON

Scan data save setting
 	
Specify whether to automatically delete the data saved to the machine's hard disk drive of the machine in scanner mode at a fixed period. Automatically clears the list at a set save period.
	• <u>Manual delete</u>, Auto delete
	• by hour(s), by day(s)
	  (Select one.)
	  1-99
	  (Factory setting: by day(s) 1)

Scan format confirmation Specify whether to display the file format confirmation screen when entering scan mode from the mode screen. For information on the confirmation screen of the file-saving format, see "**Scanner mode screens**" in the "**Basic Guide**".	No display, <u>Displayed</u>
Scanner data directory Use this to register up to 256 storage directories for scanned data. The storage directories registered here are displayed on the [Directory] screen in scanner mode.	• Display name • Transfer protocol FTP, SMB, SMB (UNC) • Storage server IP address or URL • Storage directory • Directory shared name • Storage directory • Directory login name • Directory login password The settings may vary depending on the transfer protocol setting.
Mail destination Use this to register up to 256 destinations to which to send scanned data by e-mail. The destinations registered here are displayed on the [Directory] screen in scanner mode.	• Mail address • Display name • Index • Read CSV file* • Write to CSV file* ∗ Reading and writing of e-mail destination files can only be performed using the RISO Console.
Mail dest. direct input Specify whether to permit direct input of e-mail addresses when specifying a directory for scanned data. When this has been set to [Permitted], the direct input button is displayed on the [Directory] screen in scanner mode. When this has been set to [Prohibited], users cannot send e-mail to destination addresses other than those that are registered.	Prohibited, <u>Permitted</u>

Login Setting and User Control

Configure the following settings to login and use the machine.
Read the following information and cofigure the settings according to your usage environment.

Setting order and setting name (purpose)		Relationship with User setting
1	**Login setting** Specify whether login is required for each mode.	User setting is required if any of the modes is set to [Required].
2	**Group setting** Specify the groups that can use the shared box. Group names are displayed in [Details] on [Account record list] (only on the RISO Console).	Each user can be assigned to up to three groups.
3	**Index entry** Facilitate searches of login user names. Facilitate searches of e-mail destinations for scanned data. The factory setting is alphabetical.	Register the index button displaying the user name for which to search. When changing [Index entry] after configuring user setting, [Index] for user setting must also be changed.
4	**User setting** Use this to resister a user who can login.	

The settings must be configured in the order noted above.

Login setting

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

<Description of settings>

* **Login setting for each mode**
  Set value: Not required, Required
  (Factory setting: Not required)
* **Auto-log out time**
  Specify the time for automatic logout when the machine is not operated for a fixed period.
  Set value: 1-60 min (Factory setting: 5 min.)
* **Automatic print start of waiting job**
  (when using an IC card reader)
  Specify whether to automatically start printing of waiting jobs after logging in to printer mode.
  Set value: No, Yes (Factory setting: Yes)

■ Setting with the operation panel

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

2 Configure the settings.

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

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

Auto-log out time
5 ▲ ▼
(1-60min)

3 Press [OK].

■ Setting with the RISO Console

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

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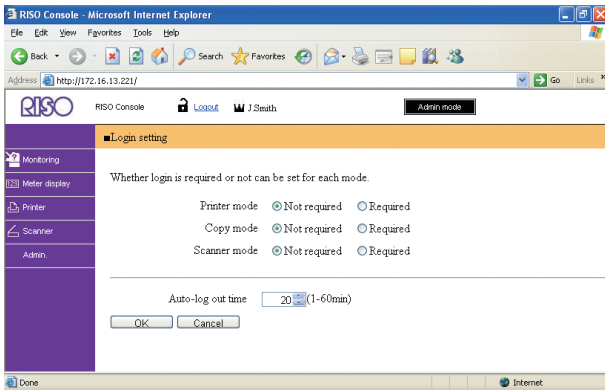
Configure [Automatic print start of waiting job] when an IC card reader has been connected.

3 **Click [OK].**

User setting

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

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

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

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■ Setting with the operation panel

⚠️ Before configuring the user setting, configure [Group setting] and [Index entry]. (See p. 7)

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

2 **Press [Add].**

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

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

Add	Change	Delete	IC Card

3 **Enter the user name and press [Next].**

```
Add (1)                              Cancel   Next >
User name (up to 10 characters)
S. Lee                           ←| |→  Clear
Small letter    Capital
1  2  3  4  5  6  7  8  9  0
q  w  e  r  t  y  u  i  o  p
  a  s  d  f  g  h  j  k  l
    z  x  c  v  b  n  m  [  ]
-  ^  ;  :         ,  .  /  \
```

4 **Set the temporary password and press [Next].**

```
Add (2)                              Cancel   Next >
Temporary password (0 - 16 characters)
****                                          Clear
Small letter    Capital
1  2  3  4  5  6  7  8  9  0
q  w  e  r  t  y  u  i  o  p
  a  s  d  f  g  h  j  k  l
    z  x  c  v  b  n  m  [  ]
-  ^  ;  :         ,  .  /  \
```

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

6 **Configure the settings.**

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

| 🖨 Printer mode	Prohibited	Permitted	Limitation
📄 Copy mode	Prohibited	Permitted	Limitation
📷 Scanner mode	Prohibited	Permitted	

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

7 **Press [OK].**

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

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

Confirm
Set the authentication card.
[Close]
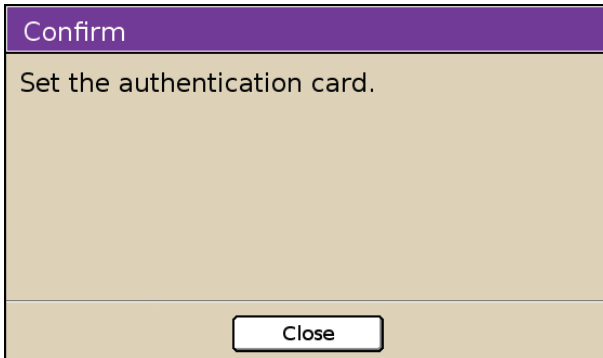
Hold the IC card over the IC card reader.

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

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

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

● When the IC card information has been registered, the user icon 👤 on the left of the user name is replaced with the card icon 🖃.
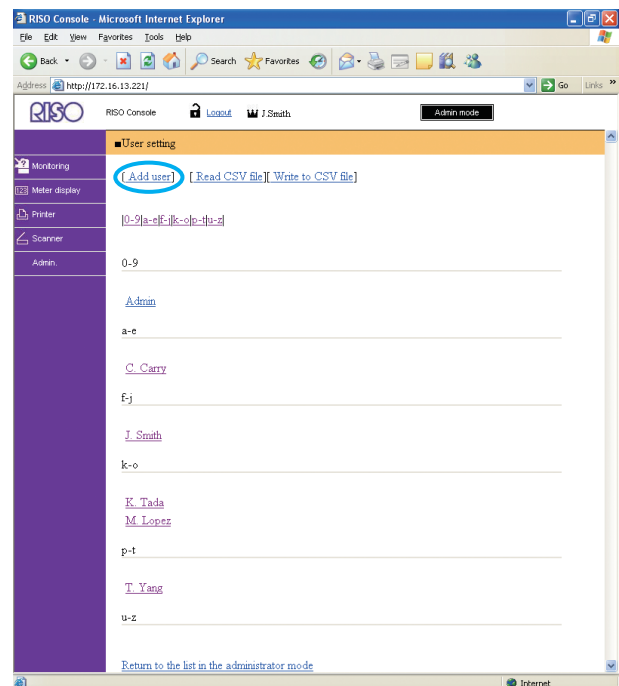
■ **Setting with the RISO Console**

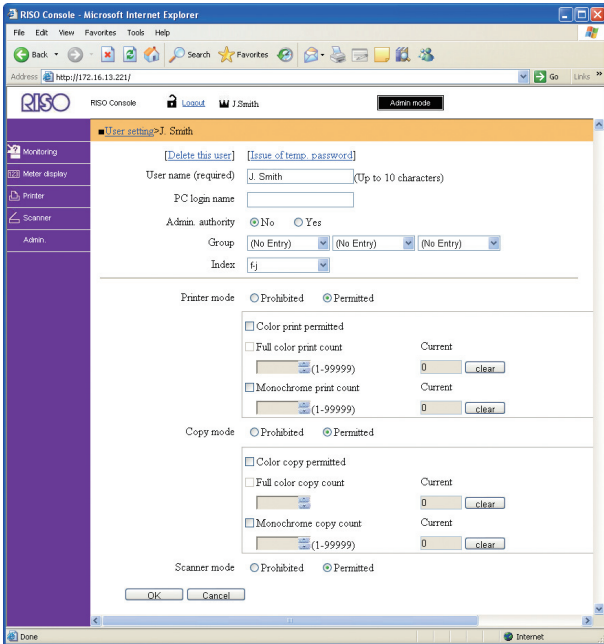⚠ Before configuring the user setting, configure [Group setting] and [Index entry]. (See p. 8)

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

2 **Click [Add user].**

③ Configure the settings.

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

④ Click [OK].

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

Adding a Large Number of Users (User setting)

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

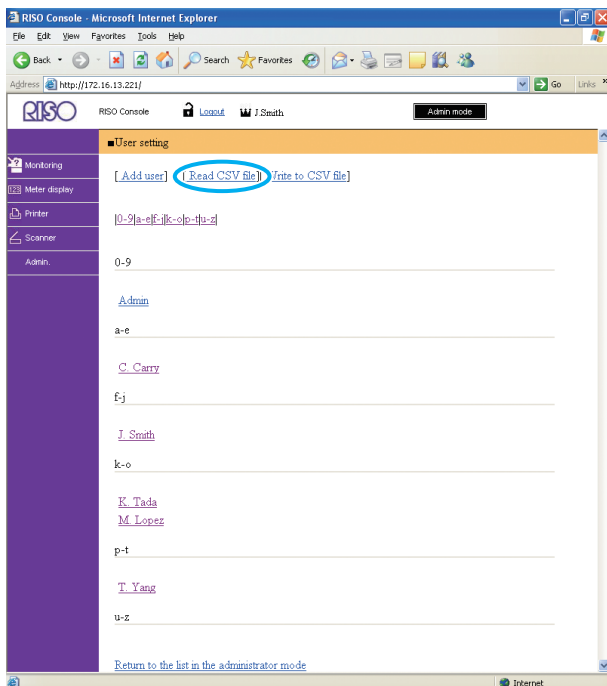## ① Click [User setting] on the [Admin.] screen.

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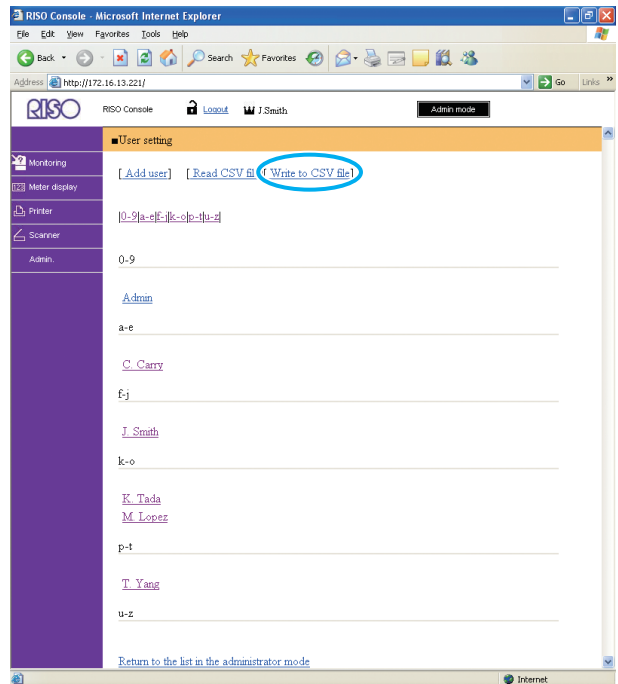
## ③ Open the written CSV file and enter the user information.

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

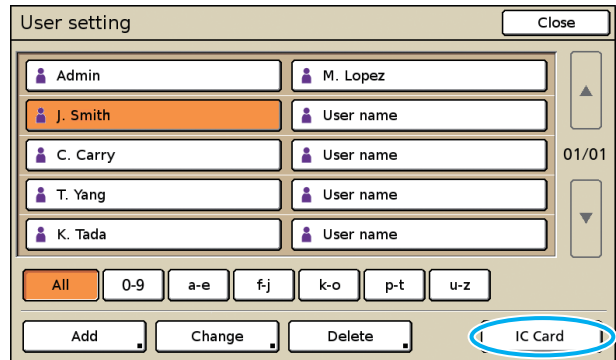**4** **Click [Read CSV file], and then read the entered file.**

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

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

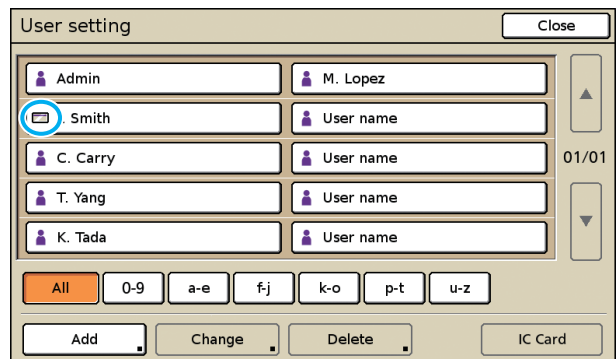**6** **Select the user name.**
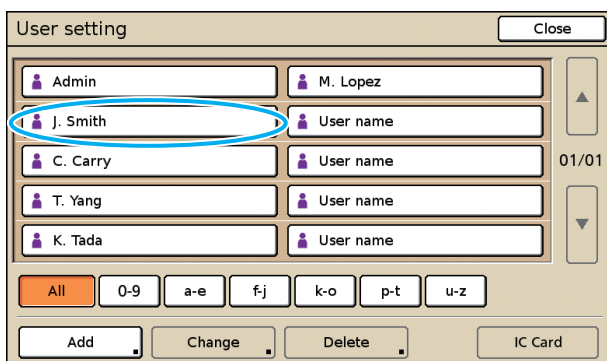
7 **Press [IC Card].**

The message "Set the authentication card." is displayed.

8 **Hold the IC card over the IC card reader.**

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

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

9 **Press [Close].**

Repeat steps 6 to 9 for all users.

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

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

<Description of settings>

Prohibited, Permitted

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

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

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

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

Non RISO ink setting	Cancel	OK

Click Accept of each color for Non-Riso ink setting.

K (Black)	Proh	Perm
C (Cyan)	Proh	Perm
M (Magenta)	Proh	Perm
Y (Yellow)	Proh	Perm

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

CAUTION

Non-Riso ink has not been tested by RISO and may seriously damage the printer.
Check your service provider's warranty/service agreement if any, as damage caused by Non-Riso supplies could be excluded from coverage.
Do you wish to accept using Non-Riso ink?

| No	Yes

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Changing the Default in Copy/ Scanner Mode

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

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

2 **Press [Admin mode].**

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

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

5 **Press [Check setting] on the [Functions] screen, and then check the settings.**
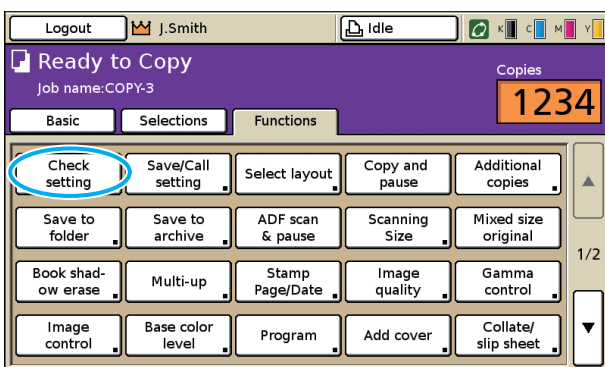
6 **Press [Save as default].**
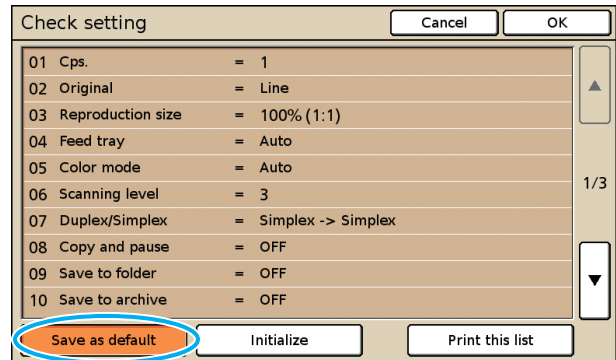
7 **Press [OK].**

Installing and Uninstalling the Printer Driver

CD-ROM Contents

The supplied CD-ROM contains the following.

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

Installers

There are two installers.

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

Using Serup Maker to Create the Quick Installer

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

2 **Configure the settings.**

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

3 **Start Setup Maker.**

Double-click [admsetup.exe] in the [Admin] folder or the CD-ROM.

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

The quick installer is created.

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Installing the Printer Driver

■ Installing the printer driver with the standard installer

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

■ Installing the printer driver with the quick installer

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

Uninstalling the Printer Driver

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

RISO

Please contact following for supplies and service: