

VALEZUS

T1200

This guide describes the settings of the machine and dedicated equipment to be performed by the administrator.

Administrator's Guide



CAUTION

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

About This Guide

Preface

Thank you for purchasing the VALEZUS T1200.

This guide describes the administrator settings.

Configure an easy-to-use environment for more convenient use of the machine.

- Some of the administrator settings may significantly 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 dedicated equipment and the settings.

The following manuals are included with this machine.

● User's Guide

This guide describes handling precautions and specifications, as well as the operations and settings of each function.

Read this guide for a more detailed understanding of the machine.

● Administrator's Guide (this guide)

This guide describes the settings of the machine and dedicated equipment to be configured by the administrator.

● Troubleshooting Guide

This guide describes the actions to take when a paper jam or other problem occurs.

About This Guide

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Symbols, Notations, and Screenshots Used in This Guide

■ Symbols Used in This Guide



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



Indicates important items that should be noted or are prohibited.



Indicates useful or additional information.

■ Names of Keys and Buttons

The names of the following are indicated with square brackets []:

- Hard keys on the operation panel
- Buttons and items displayed on the touch panel screen
- Buttons and items displayed on a computer window

Example: Press the [Stop] key.

■ Names of Dedicated Equipment

In this guide, the names of the dedicated equipment are described using a generic term as shown below. The specific name for each item of equipment is used when its unique features are explained.

Name Used in This Guide	Dedicated Equipment
Standard tray	High capacity feeder
	Double tray feeder (Feed 1, Feed 2)
Stacking tray*	High capacity stacker
	Double tray stacker (Unit 1, Unit 2)

* The stacking tray connected to the right side of the machine.

■ Illustrations and Operating Procedures in This Guide

- The procedures, screen shots, and illustrations in this guide assume that the high capacity feeder and high capacity stacker are connected.
- The screenshots and illustrations in this guide may vary depending on the usage environment including connected equipment.

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Chapter 1 Configuring the Administrator

Roles of the Administrator

The administrator performs the following settings to prepare the environment for other users to use this machine.

1 Set the administrator password (p.7)

2 Log in as a user with administrator authority (p.8)

3 Configure the network settings (when connecting the machine to a network) (p.22)

4 Configure other necessary administrator menu items (p.8)



- At least one administrator needs to be specified for this machine.
- When connecting the machine to a network, configure [Network Setting (IPv4)] or [Network Setting (IPv6)] first.

Administrator Authority

The administrator has the following two administrator authorities.

- Accessing operating environment settings and changing default values on the administrator menu.
- Accessing functions that can only be used by the administrator when using this machine.

■ Administrator Menu Settings

The administrator can configure the settings described in "Administrator Menu Setting Items" (p.9). For more information on how to configure the settings, see "Configuring the Administrator Menu" (p.8).

■ Functions Only for the Administrator

The following function can only be used by the administrator.

Relevant Function	Operation that can only be performed by the administrator
[Home] screen	
[Machine Info]	[System Info] screen Entry into the [Comment] field.

To use the above function, log in as a user with administrator authority.

Setting the Administrator Password

The factory setting has a user with administrator authority named "Admin" registered. When using this machine for the first time, log in as "Admin" by following the procedure below and set the password.



• If you forget the administrator password, you need to restore the solid state drive (SSD) to its initial state and set the password again. Our technical staff is in charge of initializing the SSD. Contact your dealer or authorized service representative for assistance.

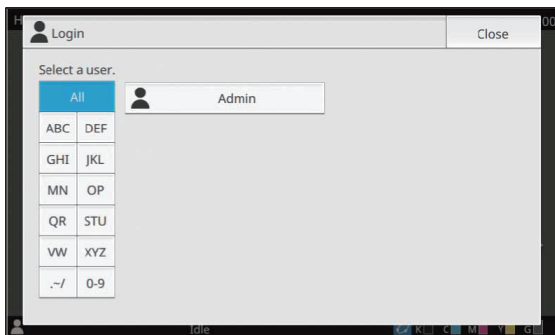
• When the settings are initialized, the system will be returned to its factory default settings and the following information is all reset.

- User Settings (Administrator setting)
- User information (ID, Password, etc.)
- Print job

1 Press the [Login/Logout] key on the operation panel.

The [Login] screen is displayed.

2 Touch [Admin].



The [Password] screen is displayed.

3 Enter the temporary password.

The factory setting is the serial number of this machine.



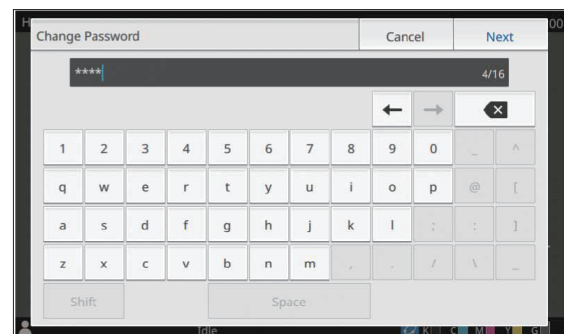
- You can check the serial number of this machine on the [System Info] - [Machine Info] screen. For more information, see "[System Info] Screen" in the "User's Guide".

4 Touch [Login].

The [Change Password] screen is displayed.

5 Enter the new password and touch [Next].

The password must be 0 to 16 characters (numbers and/or lowercase letters).



After you touch [Next], the [Change Password (confirm)] screen appears.

6 Enter the new password again and touch [OK].

The user name can be changed under [User Setting] in the administrator menu.

For more information, see "User Setting" (p.19).

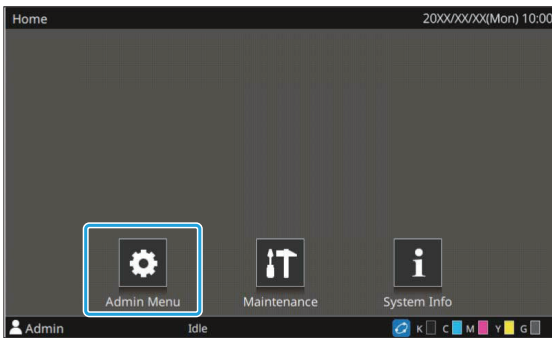
Chapter 2 Configuring the Administrator Menu

Setting Steps

1 Log in as a user with the administrator authority.

Press the [Login/Logout] key on the operation panel to log in.

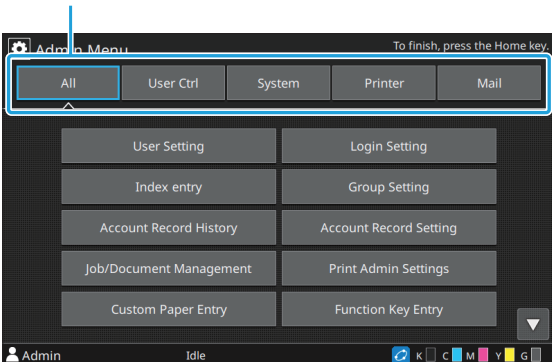
2 Touch [Admin Menu] on the [Home] screen.



3 Select the category which contains the item you wish to configure.

The administrator menu settings are divided into categories according to function.

These buttons provide access to the categorized settings. Use these buttons to display each categorized function.



4 Configure each setting.

After configuring the settings, press the [Home] key to exit the administrator menu.

Chapter 3 Administrator Menu Setting Items

List of Administrator Menu Setting Items

This section explains the setting items in the administrator menu for each category the functions are classified with.

The list of reference pages shows where you can check the details and values of each function.



- If the dedicated equipment that requires configuration is not connected, the relevant settings are not displayed.
- Setting items not described in this guide are also displayed on the operation panel. These items are not enabled even if configured.

User Ctrl

This function manages user information and job history.

- User Setting (p.10)
- Login Setting (p.10)
- Index entry (p.10)
- Group Setting (p.10)
- Account Record History (p.10)
- Account Record Setting (p.10)

System

The following are the system and network settings:

- Job/Document Management (p.11)
- Print Admin Settings (p.11)
- Custom Paper Entry (p.11)
- Function Key Entry (p.11)
- Clock/Date (p.11)
- Beep Sound (p.12)
- Metric/Inch Switch (p.12)
- Auto Reset Setting (p.12)
- Power Saving Setting (p.12)
- Auto Power-OFF Setting (p.12)
- Power Schedule (p.12)
- Network Setting (IPv4) (p.12)

- Network Setting (IPv6) (p.13)
- Network Setting (Details) (p.13)
- Effective Protocol (p.13)
- Display Language (p.13)
- Finished Job Setting (p.13)
- Setup Wizard (p.13)
- Admin Setting Initialization (p.13)
- SSD data encryption (p.13)

Printer

The following are the print function settings:

- Stock Management (p.14)
- Job Name Display (p.14)
- Printable Area (p.14)
- Cleaning Cycle Setting (p.14)
- Envelope Feed Options (p.14)
- Paper Tray Priority (when using the double tray feeder) (p.14)
- Output Tray Priority (when using the double tray stacker) (p.15)
- High Capacity Feeder/Double Tray Feeder (p.15)
- High Capacity Stacker/Double Tray Stacker (p.15)
- Non RISO Ink Setting (p.15)
- Paper tray setting display (p.15)
- Stacker max capacity mode (p.16)

Mail

The following are the e-mail settings:

- Mail Address Entry (p.17)
- Mail Setting (p.17)
- Address Input Permission (p.17)





- The [Mail] function may not be displayed. To use this function, contact our dealer or authorized service representative.

Administrator Menu Setting Items / Descriptions







- The factory settings are underlined.


User Ctrl

Setting / Description	Set value / Details
<p>User Setting Use this function to register users who can use this machine.</p>	See p.19
<p>Login Setting Specify the time for automatic logout when the machine is not operated for a fixed period.</p>	[Auto Logout Time]: 10 sec. - 3,600 sec. (Factory setting: 300 sec.)
<p>Index entry Specify the name of the index button to be displayed on the users list of the [Login] screen.</p>	Assign characters to each of the 12 buttons. 1 to 2 characters
<p>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.</p> <ul style="list-style-type: none"> • [Affiliation Group] for [User Setting] <p> • When [Login Setting] is set to [OFF], this registration is not necessary.</p>	See p.19
<p>Account Record History Use this function to delete account record history files or save the files to a USB flash drive. [Save to History File] must be set to [Daily] or [Monthly] on [Account Record Setting] in advance.</p>	<ul style="list-style-type: none"> • To delete a file: Select the file to delete from the list, and touch [Delete]. • To save a file to a USB flash drive: Connect a USB flash drive to the machine, select the file to save from the list, and touch [Save to USB Drive].
<p>Account Record Setting Specify whether to automatically clear the account record at a fixed interval. If [Auto Delete] is selected, the account record is automatically cleared at the selected interval.</p> <p> • The account record is the history of jobs carried out by this machine. This records the information such as the completion status of each print job, the owner name, processing time, number of pages, number of copies, and job start time.</p> <ul style="list-style-type: none"> • [Save to History File] Select this option to save the account record at a fixed interval. The history file is saved to the machine at the interval specified here. • [Acquisition of Account Record via FTP] Select this option to acquire the account record via FTP. 	<ul style="list-style-type: none"> • [<u>Manual Delete</u>], [Auto Delete] • [Hours], [Days] (Select one) 1 - 99 (Factory setting: 7 days) • [Save to History File] <u>[OFF]</u>, [Daily], [Monthly] • [Acquisition of Account Record via FTP] <u>[OFF]</u>, [ON] • [FTP User Name]: account • [FTP Password]: Up to 16 characters




System



Setting / Description	Set value / Details
<p>Job/Document Management The administrator can view details of all jobs (documents) and delete jobs.</p>  <ul style="list-style-type: none"> • Touch [Job Name], [Document Name], [Folder Name], [Owner], [] (number of copies or documents), [] (end time or reception time), or [Result] in the row of titles to sort the data in the ascending or descending order of each item. 	<ul style="list-style-type: none"> • [Finished] • [Waiting Job] • [Select All], [Delete], [Open] • [] (Sub menu) [Delete], [Details]
<p>Print Admin Settings The administrator can print a list of set values in the administrator menu.</p>  <ul style="list-style-type: none"> • Load A4-size (LTR-size) paper in the standard tray. 	<p>Follow the displayed messages for operations.</p>
<p>Custom Paper Entry Use this function to register up to 99 irregular paper sizes. The registered paper names are displayed as options in [Paper Size] - [Custom]. Touch [Measure Paper Size] to measure the size of the paper placed on the standard tray (the upper tray when using the double tray feeder). In doing so, it is also possible to configure the paper size upon correcting the measured value for the height of the paper.</p>  <ul style="list-style-type: none"> • If an unavailable paper size is registered, its paper name is not displayed on the [Paper Tray Setting] - [Paper Size] screen. 	<ul style="list-style-type: none"> • [Add], [Edit], [Delete] • [Registration Name] • [Paper Size] [Custom Size]: When using the high capacity feeder: 90 mm × 148 mm - 340 mm × 476 mm (3.55" × 5.83" - 13.38" × 18.77") When using the double tray feeder: 148 mm × 210 mm - 330 mm × 465 mm (5.83" × 8.27" - 13.00" × 18.30") [Measure Paper Size] [Measurement Correction Value(H)]: ±10 mm (±0.4")
<p>Function Key Entry Use this function to assign frequently used modes and functions to the function keys on the operation panel. You can assign a mode or a function to each of [F1], [F2], and [F3].</p>	<p>[No Entry] *, [System Info], [Fiery], [Front Cover Release], [Counter] *, [Service Count], [Jogger Setting]</p> <p>* The default settings vary depending on the function keys. See the following. [F1]: [Counter] [F2] and [F3]: [No Entry]</p>
<p>Clock/Date Specify the date and time.</p>	<ul style="list-style-type: none"> • [Year/Month/Day] • [Hour:Min] • [Date Format] [yyyy/mm/dd], [mm/dd/yyyy], [dd/mm/yyyy]


Setting / Description	Set value / Details
<p>Beep Sound Configure whether to sound a confirmation beep when a button or key is pressed, or a beep when an error occurs.</p> <ul style="list-style-type: none"> • [OFF] Both the confirmation and error sounds will not work. • [Limited] Only the error sound will work. • [ON] Both the confirmation and error sounds will work. 	<p>[OFF], [Limited], <u>[ON]</u></p>
<p>Metric/Inch Switch Specify the unit of measure for length used with this machine. The paper size display changes according to the unit selected.</p>	<p><u>[mm]</u>, [inch]</p>
<p>Auto Reset Setting This function automatically resets the machine to the default values when the machine is not operated for a certain period of time.</p>	<ul style="list-style-type: none"> • [OFF], <u>[ON]</u> • Auto reset time setting: 1 min. - 60 min. (Factory setting: 3 min.)
<p>Power Saving Setting Switch the machine to power saving mode when the machine has not been operated for a fixed period. There are two power saving options: [Auto Backlight-OFF] and [Auto Sleep]. You can select sleep from two different levels of power consumption: [Low] or [Standard].</p> <ul style="list-style-type: none"> • [Auto Backlight-OFF] The touch panel will turn off if the machine is not operated for a certain length of time. Press the [Wake Up] key on the operation panel to return to normal operating status. You can configure the time until the touch panel turns off. • [Auto Sleep] The machine will enter the sleep mode if the machine is not operated for a certain length of time. Press the [Wake Up] key to resume operations. You can configure the time until the machine enters the sleep mode. <p> • If you set [Power Consumption (in Sleep)] to [Low], you can save more power than you can with [Standard]. However, the machine will not automatically recover from the sleep mode when printing is instructed from a computer in a network segment that is different from this machine.</p>	<ul style="list-style-type: none"> • [Power Consumption (in Sleep)] <u>[Low]</u>, [Standard] [Auto Sleep] Auto sleep time: 1 min. - 60 min. (Factory setting: 40 min.) • [Auto Backlight-OFF] [OFF], <u>[ON]</u> Auto backlight-OFF time: 1 min. - 60 min. (Factory setting: 10 min.)
<p>Auto Power-OFF Setting This function automatically turns off the power for operations when the machine is not operated for a certain period of time.</p>	<ul style="list-style-type: none"> • [OFF], <u>[ON]</u> • Auto power-OFF time setting: 1 min. - 120 min. (Factory setting: 90 min.)
<p>Power Schedule Use this function to automatically turn on and off the power to this machine at a specified time. You can register up to 10 sets of combinations of start or end time and day of the week according to your usage environment. It prevents you from forgetting to turn off the machine, which helps you save power.</p>	<p>See p.20</p>
<p>Network Setting (IPv4) Use this function when using this machine over a network connection. This is a setting for connecting to an Internet protocol Ver.4 network.</p>	<p>See p.22</p>

Setting / Description	Set value / Details
<p>Network Setting (IPv6) Use this function when using this machine over a network connection. This is a setting for connecting to an Internet protocol Ver.6 network.</p>	See p.23
<p>Network Setting (Details) Configure the details of the network environment. The setting items vary depending on your network environment.</p>	See p.23
<p>Effective Protocol Use this function when using protocols for data transmission.</p>	[LPR/LPD], [RAW], [IPP], [FTP], [HTTP/HTTPS], [SNMP], [SLP] (Factory setting: [ON])
<p>Display Language Specify the language displayed on the touch panel. After the language is set, all displays are switched to the selected language.</p>	See the operation panel of the machine for the available languages.
<p>Finished Job Setting Specify whether to save logs of finished jobs to the [Job Status] - [Finished] screen. When saving finished jobs, set the save period and whether to prohibit or permit reprinting. When reprinting is allowed, you can select a finished job on the [Finished] screen and reprint the selected job by touching [Print] in the sub menu.</p>	<ul style="list-style-type: none"> • [OFF], [Save] • [by Hours], [by Days], [Saved Jobs] (Select one) 1 - 99 (Factory setting: 1 hour) • [Do you permit reprinting of saved job in the "Job Status > Finished"?] [Permitted] check box <u>Not selected</u>, Selected
<p>Setup Wizard This wizard performs the basic setup for installation.</p>	Follow the displayed messages for operations.
<p>Admin Setting Initialization This function clears the administrator settings and deletes the user information, and returns all settings to their default values.</p> <ul style="list-style-type: none"> • [Delete] This function deletes user information. • [OK] This function returns all administrator settings other than the above user information to the factory settings. <p> • Once initialization is done, you cannot recover the information (data).</p>	[Delete], [OK]
<p>SSD data encryption Encrypts data that are saved to the SSD of the machine such as job data and document data.</p>	See p.26


Printer

Setting / Description	Set value / Details
<p>Stock Management Enter the number of purchased ink cartridges to view the current ink cartridge stock. When the stock reaches the specified number of cartridges, a confirmation message is displayed on the screen or an e-mail is sent to the administrator.</p>  <ul style="list-style-type: none"> To display the confirmation message, enter more than one cartridge in [Sets inventory amount for which confirmation message displayed. (No message displayed when 0)]. This function may not be displayed. To use this function, contact your dealer or authorized service representative. An e-mail address and mail server information are required to send e-mails to the administrator. For information on how to configure settings, see "Mail" (p.17). 	<ul style="list-style-type: none"> [Confirmation Message] <u>[OFF]</u>, [ON] [Sets inventory amount for which confirmation message displayed. (No message displayed when 0)] 0 to 99 cartridges [Purchase Qty] 0 to 99 cartridges [Stock] 0 to 99 cartridges [Reset] [Mail to Your Administrator] <u>[Send]</u> check box <u>Not selected</u>, Selected [Details] [Address], [Sender], [Subject], [Body], [Reset], [Communication Test]
<p>Job Name Display Specify whether to disclose the job name or not.</p>	[OFF], <u>[ON]</u>
<p>Printable Area Use this function to set the size of the margins. Normally, use [Standard].</p> <ul style="list-style-type: none"> [Standard] Margins of 3 mm (1/8") on the top, bottom, left, and right sides are applied. [Maximum] Margins of 1 mm (3/64") on the top, bottom, left, and right sides are applied.  <ul style="list-style-type: none"> This machine cannot print on some areas around the edges of the paper (margins) regardless of the original size. When this is set to [Maximum], the inside of this machine (transfer path) may become soiled with ink depending on the original. As a result, the edges or back of the paper may become dirty. Printable area: 314 mm × 458 mm (12 11/32" × 18 1/32") 	<u>[Standard]</u> , [Maximum]
<p>Cleaning Cycle Setting Use this function to automatically clean the ink head after the specified number of sheets is printed.</p>	500 to 3,000 sheets (Factory setting: 1,000 sheets)
<p>Envelope Feed Options This function applies image enhancement suitable to envelopes so that you can prevent ink stains and image blur when printing on envelopes. This works only when you have selected [Envelope] in [Paper Type] for the standard tray.</p>  <ul style="list-style-type: none"> If you print on thick or curled envelopes, set [Feed Control] to [Wide Range]. 	<ul style="list-style-type: none"> [Feed Control] <u>[Standard]</u>, [Wide Range]
<p>Paper Tray Priority (when using the double tray feeder) Specify the priority for the upper and lower standard trays when feeding paper.</p>	[Feed 1], <u>[Feed 2]</u>

Setting / Description	Set value / Details
<p>Output Tray Priority (when using the double tray stacker) Specify the priority for the stacking trays when outputting paper.</p>  <ul style="list-style-type: none"> When the output tray is specified on the print settings of the print controller, printouts are output to the specified tray. 	<p>[Unit 1], [Unit 2]</p>
<p>High Capacity Feeder/Double Tray Feeder [High Capacity Feeder] or [Double Tray Feeder] is displayed on the administrator menu depending on the connected standard tray. Configure to which position the standard tray is lowered when the machine runs out of paper or when the standard tray descent button is pressed.</p>	<ul style="list-style-type: none"> For [High Capacity Feeder], see p.25. For [Double Tray Feeder], see p.25.
<p>High Capacity Stacker/Double Tray Stacker [High Capacity Stacker] or [Double Tray Stacker] is displayed on the administrator menu depending on the connected stacking tray. Configure to which position the stacking tray is lowered when the machine finishes or pauses the job. When using the double tray stacker, you can touch [Unit 1] to configure the left stacker settings and touch [Unit 2] to configure the right stacker settings.</p>  <ul style="list-style-type: none"> When set to [Do not lower], the stacking tray will not be lowered at the end of the job. This setting is suitable when you output many jobs of single pages (variable printing) or a small number of printouts. When you output a small number of printouts, the time for waiting until the stacking tray returns to the printing position can be shorted. When set to [Lower to the carriage], regardless of the number of printouts, the stacking tray will be lowered to the carriage at the end of the job. This will eliminate the need to press the button for lowering the stacking tray when pulling out the entire carriage for a large number of printouts. However, it will not be possible to print the next job until the printouts are removed and the stacking tray has returned to the printing position. When set to [Lower to the specified position], the stacking tray will be lowered to the specified position at the end of the job. Use this setting to configure a position at which you can easily remove the printouts when not using the carriage. When an equivalent of 3,200 to 4,000 sheets has been output to the stacking tray, the stacking tray will be lowered to the carriage regardless of the setting of [High Capacity Stacker] or [Double Tray Stacker]. 	<p>[Do not lower], [Lower to the carriage], [Lower to the specified position] Input value: 150 mm - 400 mm (6" - 15") (Factory setting: 150 mm (6"))</p>
<p>Non RISO Ink Setting Specify whether to prohibit or permit the use of Non-RISO ink by color.</p>	<p>See p.22</p>
<p>Paper tray setting display Specify whether to allow users without administrator authority to change paper tray settings. If this is set to [OFF], the [Paper Tray Setting] button is disabled both on the [System Info] screen and the [Paper Selection] screen.</p>	<p>[OFF], [ON]</p>

Setting / Description	Set value / Details
<p>Stacker max capacity mode</p> <p>Specify the maximum number of sheets that can be output to the stacking tray. The machine detects that the stacking tray is full when the paper stack reaches the specified limit.</p> <p>When using the double tray stacker, you can touch [Unit 1] to configure the left stacker settings and touch [Unit 2] to configure the right stacker settings.</p>  <ul style="list-style-type: none"> • When the paper stack reaches the maximum load capacity, the machine detects that the stacking tray is full regardless of the setting of [Stacker max capacity mode]. • Even if the machine detects that the stacking tray is full, paper already fed is output. The actual number of output sheets may not match the specified limit. <ul style="list-style-type: none"> • [Do you want to stop when the number of sheets detected reaches the limit even while processing job? (When [No], printing continues until the job is finished.)] This option is displayed when the high capacity stacker is connected. <ul style="list-style-type: none"> - [Yes] Stops printing even while processing a job when the paper stack reaches the specified limit. - [No] Continues printing until a job is finished even when the paper stack reaches the specified limit. However, when the paper stack reaches the maximum capacity before the job is finished, the machine stops printing even while processing the job. • [Do you want to switch the output tray when the number of sheets detected reaches the limit even while processing job? (When [No], the tray will be switched at the end of job.)] This option is displayed when the double tray stacker is connected. <ul style="list-style-type: none"> - [Yes] Switches the output tray and continues printing even while processing a job when the paper stack reaches the specified limit. - [No] Continues printing until a job is finished even when the paper stack reaches the specified limit and switches the output tray. However, when the paper stack reaches the maximum capacity before the job is finished, the machine switches the output tray even while processing the job. 	<p>[Unit 1], [Unit 2] [OFF], [ON] Input value: 1 to 9,999 sheets (Factory setting: 4,000 sheets) [No], [Yes]</p>

Mail

Setting / Description	Set value / Details
<p>Mail Address Entry Use this function to register up to 300 e-mail addresses to which the machine can send the information on the current ink cartridge stock. The addresses registered here are displayed on the [Address] screen that appears when you select [Admin Menu] - [Stock Management] - [Details] and touch [Address].</p>	<ul style="list-style-type: none"> • [Create] • [Edit] • [Delete] • [Mail Address]: Up to 256 characters • [Name]: 1 to 10 characters • [Index]
<p>Mail Setting Configure the settings for the mail server used to send the information on the current ink cartridge stock to the administrator via e-mail. A sender's mail address is the address shown in the sender field when the e-mail is received. The [Communication Test] function enables you to check if the settings of the mail server are correctly registered.</p> <p> • To configure the settings, information of the mail server is required. For more information, contact your administrator of the mail server.</p> <ul style="list-style-type: none"> • The settings may vary depending on the [Mail Server Authentication] setting. • After configuring the mail server, touch [Communication Test]. If the settings are correct, the [Confirm] screen is displayed. If communication fails, check the settings again. 	<ul style="list-style-type: none"> • [Outgoing Mail Server (SMTP)]: Up to 256 characters • [Port]: 0 - 65535 (Factory setting: 25) • [Type of Encrypted Connection] <u>[OFF]</u>, [TLS], [STARTTLS] • [Mail Server Authentication] <u>[OFF]</u>, [PLAIN], [LOGIN], [CRAM-MD5] • [Account]: Up to 256 characters • [Password]: Up to 16 characters • [Mail Capacity (MB)]: 1 MB - 500 MB (Factory setting: 5 MB) • [Time-out (sec)]: 30 sec. - 300 sec. (Factory setting: 60 sec.) • [Sender's Mail Address]: Up to 256 characters • [e-mail address for communication test]: Up to 256 characters • [Communication Test]
<p>Address Input Permission Specify whether to permit direct input of e-mail addresses when specifying recipients.</p> <ul style="list-style-type: none"> • When this is set to [ON], the [Direct Input] button appears on the [Address] screen. • When this is set to [OFF], e-mails cannot be sent to addresses other than those that are registered with [Mail Address Entry]. 	<p>[OFF], <u>[ON]</u></p>

Registering Users

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



- There is an order for the settings. Be sure to configure the settings in the following order. If the order is incorrect, you must redo the configuration from the beginning.

Order	Administrator Setting Function name	Application	Description of settings	Notes
1	Index entry	Specify the index name to make searching easier when using the users list on the [Login] screen.	Assign characters to each of the 12 buttons. 1 to 2 characters	The factory setting is in alphabetical order.
2	Group Setting	Configure this setting when specifying [Affiliation Group] for [User Setting].	Specify the groups to which users belong.	-
3	User Setting	Use this setting to register users who can log in.	<ul style="list-style-type: none"> ■ [User Name] ■ [Index] ■ [Admin. Rights] ■ [Affiliation Group] (optional) ■ [PC Login ID] ■ [Issue of Temp. Password] 1 to 16 characters (numbers and/or lowercase letters) 	-



- Set [Auto Logout Time] in [Login Setting] as needed.

Group Setting

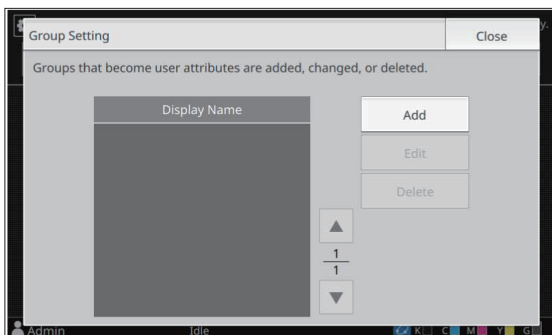
Specify the groups to which users belong. The groups set here are used with [Affiliation Group] for [User Setting].

You can configure up to 60 groups.

1 On the [Admin Menu] screen, select [User Ctrl] - [Group Setting].

The [Group Setting] screen is displayed.

2 Touch [Add].



The screen for entering the group name is displayed.

3 Enter the group name and touch [OK].

4 Touch [Close].



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

To change a group name:

Select the group on the [Group Setting] screen, touch [Edit], and change the group name.

To delete a group:

Select the group on the [Group Setting] screen, and touch [Delete].

- The groups set here are also used with the following setting.
 - [Affiliation Group] for [User Setting]

User Setting

Use this function to register users who can use this machine. Set the user attributes and usage restrictions. You can register up to 1,000 users.



- Be sure to complete [Group Setting] prior to registering the group to which each user belongs. For more information, see "Group Setting" (p.19).

[User Name]

Enter the user name for login.

Unavailable characters: " / [] : + | < > = ; , * ? \ ' `

[Index]

Specify the index to which a registered user belongs.



- Correctly configure [Index]. This machine does not allow automatic assignment of indexes based on user name.

[Admin. Rights]

Specify whether to grant administrator authority to a registered user.

Set value: [OFF], [ON] (Factory setting: [OFF])

[Affiliation Group]

You can register up to three affiliation groups for a user. You must configure [Group Setting] beforehand.

[PC Login ID]

Enter the PC login name used when a registered user performs a print job.

(Factory setting: The same name as the one displayed in [User Name])

[Issue of Temp. Password]

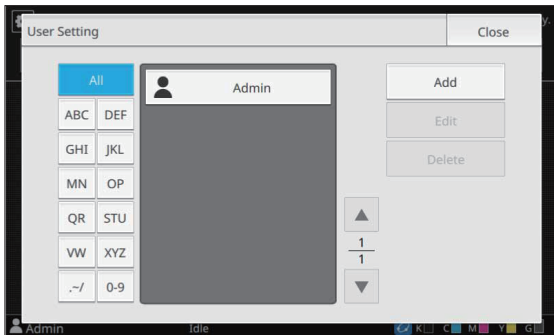
Set up a temporary password.

Use 1 to 16 characters (numbers and/or lowercase letters).

1 On the [Admin Menu] screen, select [User Ctrl] - [User Setting].

The [User Setting] screen is displayed.

2 Touch [Add].



The screen for entering the user name is displayed.

3 Enter the user name and touch [Next].

The screen for entering a temporary password is displayed.

4 Enter the temporary password and touch [Next].

The screen for re-entering the temporary password is displayed.

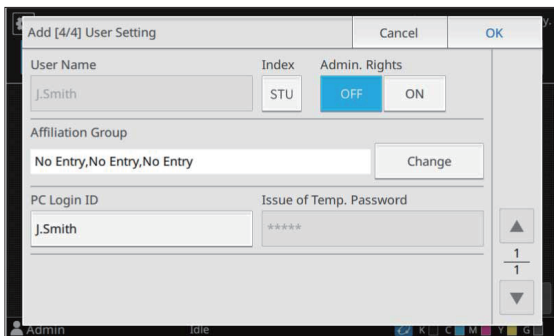
5 Re-enter the temporary password and touch [Next].

The screen for setting the user is displayed.



- Notify the registered user of the temporary password entered here. This password is necessary for the user to log in to this machine for the first time.

6 Configure each setting.



- Be sure to configure [Index].

7 Touch [OK].



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

To delete a user:

Select the user on the [User Setting] screen, and touch [Delete].

To change settings:

Select the user on the [User Setting] screen, touch [Edit], and change the settings.

Configuring the Power Schedule

This function allows you to automatically turn on and off the power to this machine at a specified time.

You can register up to 10 sets of combinations of start or end time and day of the week.

[OFF], [ON]

Set to [ON] to configure the power schedule.

[Start], [End]

Specify whether to start or stop this machine using the power schedule.

Time

Specify the start time and end time.

Enter 00 - 23 for hour, and 00 - 59 for minute.

[Day to Apply]

Select the day of the week that you want to apply the power schedule based on the start or end time.



- Print jobs are not accepted while the power is turned off using the [Power] key on the operation panel.
- If the main power to this machine is turned off intentionally or by power outage, the power schedule function does not work just by turning on the main power switch. Always turn on the power by pressing the [Power] key on the operation panel. The power schedule function works after the power is turned on.
- The power schedule setting is maintained even after you turn off the main power.



- Waiting jobs are saved until the next power-on even if the power is turned off using the [Power] key on the operation panel.

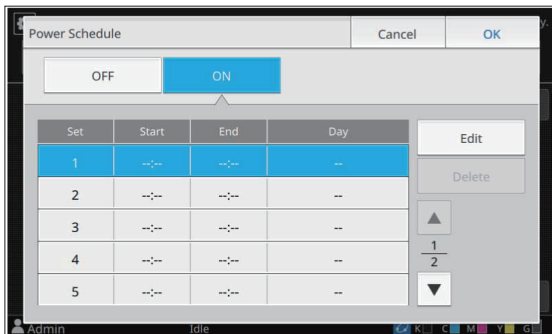
- This machine consumes the same amount of power when the power is turned off using the power schedule function as it does when it is on stand-by.

1 Select [System] - [Power Schedule] on the [Admin Menu] screen.

The [Power Schedule] screen is displayed.

2 Touch [ON].

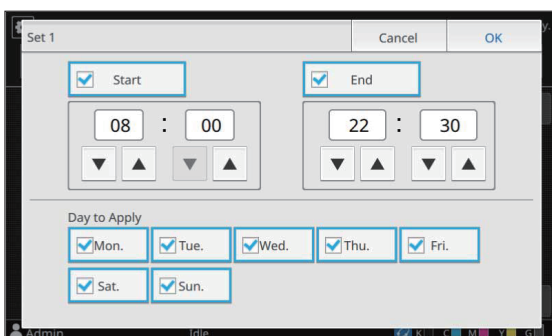
3 Select the set to save the settings for and touch [Edit].



The screen for setting the starting and ending time and day of the week is displayed.

4 Set the [Start] and [End] times.

You can set the time by selecting the respective check boxes.



5 Select the day to apply.

You can set the same time to different days of the week.

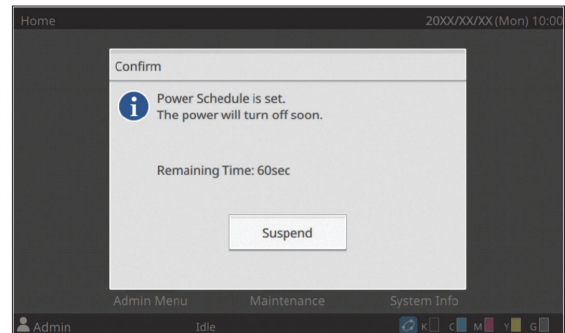
6 Touch [OK].

The [Power Schedule] screen is displayed.

7 Touch [OK].

The [Admin Menu] screen is displayed and the power schedule function activates.

The [Confirm] screen appears on the operation panel one minute before the set end time.



If you do not want the machine to turn off, touch [Suspend]. Close the [Confirm] screen to suspend the power-off process. The [Confirm] screen will be displayed again after one minute.

If you do not touch [Suspend] during the last minute before the set end time, the machine starts the power-off process.



- In the following cases, this machine cannot be turned off using the power schedule function:
 - When a paper jam, service call, unit error, set-related error, or warning error (except for a paper shortage error) has occurred
 - When the machine is in use at the set time

Non RISO Ink Setting

Use this setting to permit the use of non-RISO ink for each color.

[OFF], [ON] (Factory setting: [OFF])



• 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 a reduction 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.

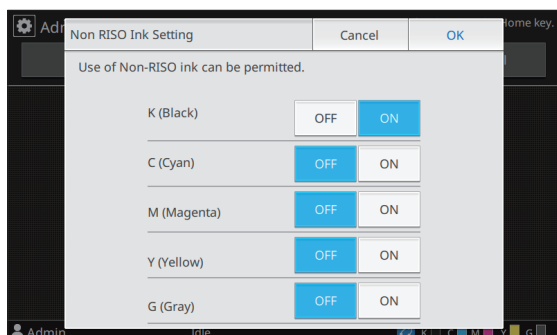
• Depending on the ink cartridge, you may not be able to use the ink cartridge even when this setting is set to [ON].

Only use this function after understanding the above risks associated with using non-RISO ink.

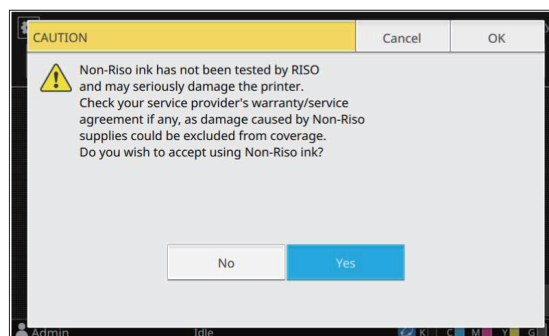
1 Select [Printer] - [Non RISO Ink Setting] on the [Admin Menu] screen.

The [Non RISO Ink Setting] screen is displayed.

2 Select [ON] for the ink to permit use, and touch [OK].



3 Read the confirmation message, and then touch [Yes].



4 Touch [OK].

Network Setting (IPv4)

These settings are required for connecting the machine to an Internet protocol Ver.4 network environment.

[Printer Name]

Enter the printer name using 16 characters or less. (Factory setting: [RISO PRINTER])

[LAN0], [LAN1]

Configure the network information for the two networks connected to the LAN0 terminal and LAN1 terminal on the rear of the machine.



- [LAN1] cannot be selected when using the print controller.

[DHCP Server]

If you are using this machine in a network environment that uses a DHCP server, select [ON]. The DHCP server automatically assigns an IP address to each client computer on the network. If no DHCP server is used, select [OFF]. Enter the IP address, subnet mask, and gateway address.

(Factory setting: [OFF])

[IP Address], [Subnet Mask], [Gateway Address]

Set these items if you selected [OFF] for [DHCP Server].



- When assigning the IP addresses manually, assign a different IP address to LAN0 and LAN1.

Network Setting (IPv6)

These settings are required for connecting the machine to an Internet protocol Ver.6 network environment.

[Printer Name]

Enter the printer name using 16 characters or less.
(Factory setting: [RISO PRINTER])

[LAN0], [LAN1]

Configure the network information for the two networks connected to the LAN0 terminal and LAN1 terminal on the rear of the machine.



- [LAN1] cannot be selected when using the print controller.

[Address Setting Method]

Select from [Manual], [Stateless Address], and [Stateful Address].

If you select [Manual], enter values in [IP Address], [Prefix Length], and [Gateway Address].
(Factory setting: [Manual])

[IP Address], [Prefix Length], [Gateway Address]

Set these items if you selected [Manual] for [Address Setting Method].



- When assigning the IP addresses manually, assign a different IP address to LAN0 and LAN1.

Network Setting (Details)

Configure the details of the network environment. The setting items vary depending on your network environment.

[LAN0], [LAN1]

Configure the detailed network information for the two networks connected to the LAN0 terminal and LAN1 terminal on the rear of the machine.



- [LAN1] cannot be selected when using the print controller.

[Proxy]

Set this to use the proxy server.

[DNS (IPv4)], [DNS (IPv6)]

Convert the domain name to an IP address using the DNS server.

Set this according to your Internet protocol version.

[WINS]

Convert the PC name into an IP address using the WINS server.

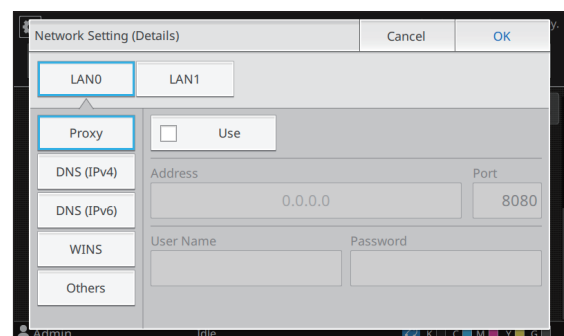
[Others]

This function is unavailable.

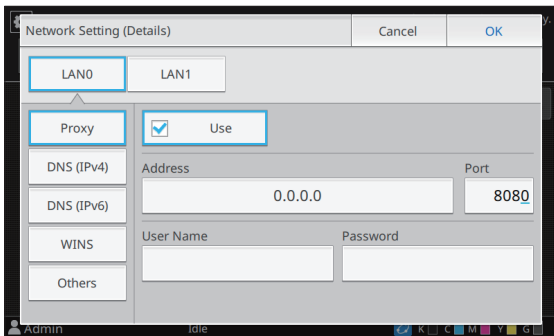
1 Select [System] - [Network Setting (Details)] on the [Admin Menu] screen.

The [Network Setting (Details)] screen is displayed.

2 Select [LAN0] or [LAN1].

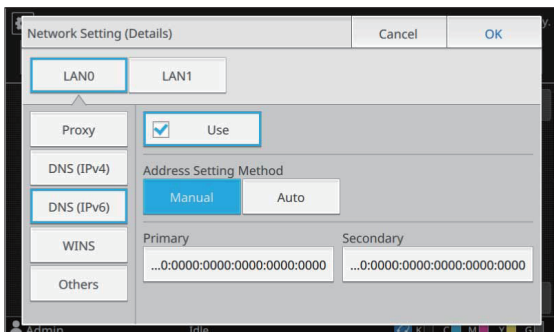
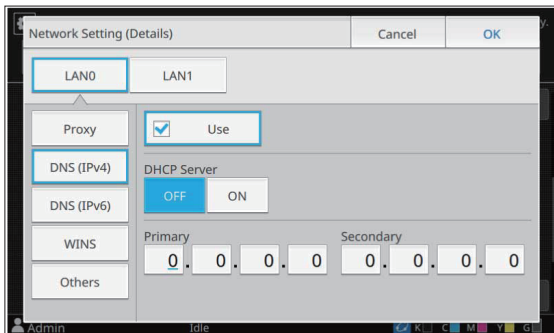


3 Select [Proxy], and then select the [Use] check box.



- If you select [Use], you can enter values in the [Address], [Port], [User Name], and [Password] textboxes. When you touch any textbox other than [Port], a data entry screen appears. After entering a value, touch [OK].
Enter a value in [Port] using the numeric keys.

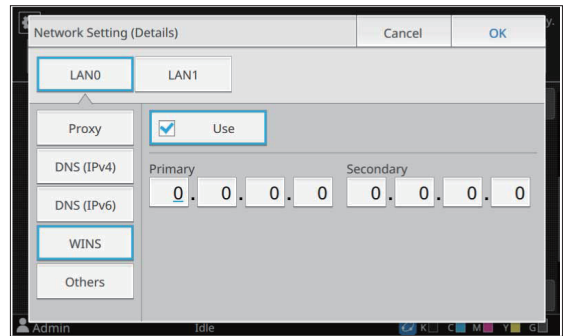
4 Select [DNS (IPv4)] or [DNS (IPv6)] and configure the settings.



- If you select [Use], you can set [DHCP Server] or [Address Setting Method].
- If you select [OFF] for [DHCP Server], or [Manual] for [Address Setting Method], you can enter values in [Primary] and [Secondary].

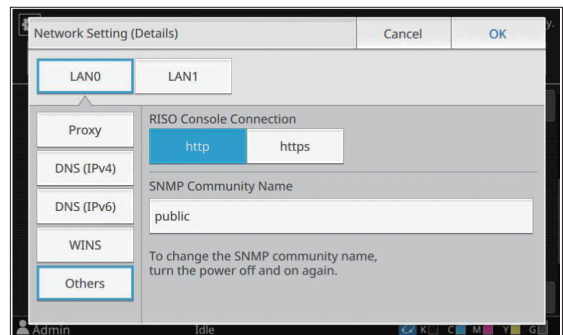
- For IPv4, use the numeric keys to enter the addresses.
- For IPv6, touch [Primary] or [Secondary] to display the address entry screen. After entering the address, touch [OK].

5 Select [WINS] and configure the settings.



- If you select the [Use] check box, you can enter values in [Primary] and [Secondary].

6 Select [Others] and configure each item.



- If changes are not made to the default value for [SNMP Community Name], the community name for SNMP communication will be "public".
- Alphanumeric characters (uppercase/lowercase) and the following characters can be used in the text box for the SNMP community name.
., / ; : @ [\] ^ _

7 After setting the necessary items, touch [OK].

The [Admin Menu] screen is displayed.

High Capacity Feeder

Configure to which position the standard tray is lowered when paper has run out or when the standard tray descent button is pressed.

[Paper out]

[1], [2], [3] (Factory setting: [3])

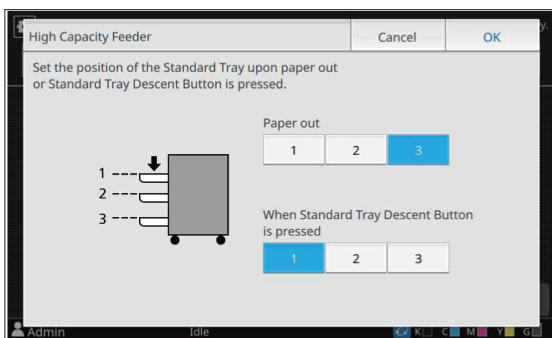
[When Standard Tray Descent Button is pressed]

[1], [2], [3] (Factory setting: [1])

1 Select [Printer] - [High Capacity Feeder] on the [Admin Menu] screen.

The [High Capacity Feeder] screen is displayed.

2 Configure each setting.



- When [Paper out] is set to [3], the standard tray is lowered to the bottommost position when paper runs out. While it is possible to set a greater amount of paper at once, this requires that you squat when loading the paper. When [Paper out] is set to [1] or [2], the paper tray will stop before reaching the bottommost position and thus make it possible to load the paper while standing.
- When [When Standard Tray Descent Button is pressed] is set to [1] or [2], you can load a large amount of paper while standing by gradually lowering the position of the paper tray.

3 Touch [OK].

The [Admin Menu] screen is displayed.



- When the standard tray descent button is pressed when the standard tray is at a position lower than the configured lowering position, the standard tray will be lowered to the position of the next number.

Double Tray Feeder

Configure to which position the standard tray is lowered when the standard tray descent button is pressed and quickly released or when the system runs out of paper.

[Feed 1]

Configure the setting for the upper standard tray.

[Feed 2]

Configure the setting for the lower standard tray.

[Paper out]

[1], [2], [3] (Factory setting: [3])

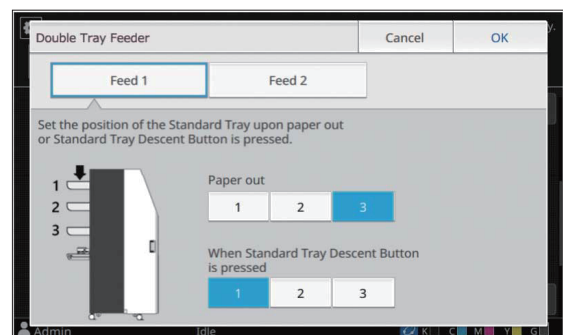
[When Standard Tray Descent Button is pressed]

[1], [2], [3], (Factory setting: [1])

1 On the [Admin Menu] screen, select [Printer] - [Double Tray Feeder].

The [Double Tray Feeder] screen is displayed.

2 Configure the settings.



- When [Paper out] is set to [3], the standard tray is lowered to the bottommost position. While it is possible to set a greater amount of paper at once, this requires that you squat when loading the paper in the lower standard tray.

When [Paper out] is set to [1] or [2], the paper tray will stop before reaching the bottommost position and thus make it possible to load the paper while standing.

3 Touch [OK].

The [Admin Menu] screen is displayed.



- When the standard tray descent button is pressed when the standard tray is at a position lower than the configured lowering position, the standard tray will be lowered to the position of the next number.

SSD Data Encryption

Encrypts data that are saved to the SSD of the machine such as job data and document data.

[OFF], [ON] (Factory setting: [OFF])



- **Encryption/decryption of the SSD data cannot be canceled midway.**
- **The machine cannot be operated during encryption/decryption of the SSD data.**
- **It may take a long time to encrypt/decrypt the SSD data.**
- **Do not turn off the power of the machine during encryption/decryption of the SSD data.**
- **When the SSD data encryption function is set to [ON], the job data cannot be saved to a USB flash drive.**

To encrypt the data of the SSD of the machine, select [ON] and touch [OK]. When the [Confirm] screen is displayed, read the confirmation message and touch [OK] again.

All job data are deleted when the SSD data is encrypted or decrypted. The data cannot be restored once it is deleted.

Chapter 4 Appendix

Account Record

An account record is a history of jobs carried out by this printer. This records information such as the completion status of each job, the owner name, and processing time. The following table lists the content of each item on the account record.

No.	Item Name	Details
1	Discrimination code (Model code)	Codes to distinguish the models in the account record file VALEZUS T1200: [FB]
2	Format version (Format version)	The format version of the account record (Displays the version as [2 digits].[2 digits])
3	Charset (Charset)	The character set used in the CSV file of the account record
4	MODEL (Model name)	The model name
5	SERIAL (Serial number)	The serial number that is registered in this machine
6	VERSION (Firmware version)	The firmware version of this machine
7	DATE (Date)	The date that the account record is acquired or recorded For the current job list: The date that the account record is acquired For the history file: The month or date that the account record is recorded (Displayed as YYYY/MM/DD)
8	TIME (Time)	The time when the account record was acquired For the current job list: The acquisition time of the account record For the history file: Fixed as "00:00:00" (Displayed as hh:mm:ss)
9	PRINTER NAME (Printer Name)	The "printer name" specified for [Network Setting]
10	PRINTER IP ADDRESS IPv4 (IP address of printer)	The "IP address (IPv4)" of the LAN0 or Default port
11	PRINTER IP ADDRESS IPv6 (IP address of printer)	The "IP address (IPv6)" of the LAN0 or Default port
12	PRINTER IP ADDRESS IPv4_LAN1 (IP address of printer)	The "IP address (IPv4)" of the LAN1 port
13	PRINTER IP ADDRESS IPv6_LAN1 (IP address of printer)	The "IP address (IPv6)" of the LAN1 port
14	Job kind (Job types)	Job types
15	Job ID (Job ID)	Displays the Job ID as 1 - XXXXXXXXXXXX

No.	Item Name	Details
16	Job name (Job name)	The job name (Displayed within 255 characters)
17	Owner name (Owner name)	The owner name (Displayed within 64 characters)
18	Group1 - 3 (Group 1 - 3)	The group name (Displayed within 20 characters)
19	Start job (Starting date of job)	The starting date and time of a job (Displayed as YYYY-MM-DD hh:mm:ss)
20	End job (Completion date of job)	The completion date and time of a job (Displayed as YYYY-MM-DD hh:mm:ss)
21	Start printing (Starting date of printing)	The starting date and time of printing (Displayed as YYYY-MM-DD hh:mm:ss)
22	End printing (Completion date of printing)	The completion date and time of printing (Displayed as YYYY-MM-DD hh:mm:ss)
23	Start transferring (Starting date of the transfer)	The date and time when sending or saving a job starts (Displayed as YYYY-MM-DD hh:mm:ss)
24	End transferring (Completion date of the transfer)	The date and time when the sending or saving of a job is complete (Displayed as YYYY-MM-DD hh:mm:ss)
25	Processing time (Processing time)	Processing time of a job
26	Job status1 (Job status 1)	The processing status of a job When the job is completed successfully: Done When the job is suspended and ends: Suspend When the job ends in error: Error
27	Job status2 (Job status 2)	The status of the job that is suspended and ended When turning off the power: 1 When deleting the job from the operation panel: 2 When an error occurs and the job is ended: Error numbers
28	Original size (Original size)	The original size (Displayed as original type and size)
29	Original pages (Number of pages in original)	The number of pages in the original
30	Sender name (Sender name)	The name of the computer that sent the jobs (Within 63 characters)
31	PC IP address (IP address of computer)	The IP address of the computer that sent the jobs When multiple adapters are configured, the IP address of the port that is set as the default is displayed.
32	Job comment (Job comment)	A comment that is set for the job
33	Print pages (Number of printed pages)	The number of pages of the printed images When using duplex printing: 2 pages per sheet of paper
34	Output volume (Number of copies)	The number of copies to print that the user set
35	Output paper size (Output paper size)	The output paper size (Displayed as paper type and size) For mixed size originals: Mixed
36	Paper type (Paper type)	The paper type

No.	Item Name	Details
37	Color (Color settings)	The color mode settings
38	Duplex printing (Duplex printing)	The settings for duplex printing



Please contact the following for supplies and service: