

ComColor Series

Administrator's Guide

This guide describes the machine settings and options (IC card reader, scanner, etc.) to be performed by the administrator.

Applicable Printer models

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



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, 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 and options (IC card reader, scanner, etc.) to be performed by the administrator.
- **Troubleshooting Guide**
This guide describes the action to take when a paper jam or other problem occurs.
- **Safety Information**
This guide describes safety precautions and specifications.

About This Guide

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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.

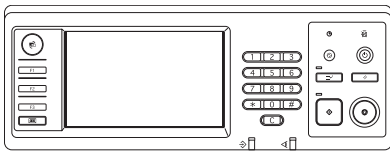


Indicates useful information or additional information.

■ Names of keys and buttons

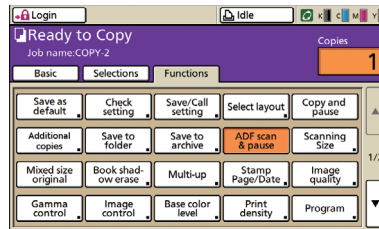
The names of hard keys on the operation panel and buttons on the touch panel screen or computer window are indicated with square brackets [].

Operation Panel



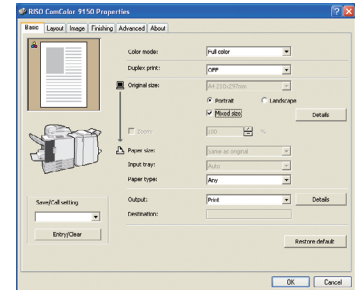
Example: Press the [STOP] key.

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

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

■ Illustrations Used in This Guide

The screenshots and illustrations contained in this guide may vary depending on the model of the machine, or the usage environment, including the connected optional equipment.

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Installing and Uninstalling the Printer Driver

CD-ROM Contents

The supplied CD-ROM includes an installer and setup maker, each of which is contained in the [Windows 32-bit] and [Windows 64-bit] folders. Select the folder whose bit count matches the bit count your operating system is running.


- **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 Setup 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 [SetupMaker.exe]. This file is located in the [SetupMaker] folder under the [Windows 64-bit] (or [Windows 32-bit]) folder on the CD-ROM.
 Choose a folder of the bit count your operating system is running. Otherwise, setup maker would not start.
- 4 **Follow the displayed messages for configuring the setting.**
The quick installer is created.

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 [QuickSetup.exe] file, and follow the displayed instructions for installation. After the printer driver has installed, restart the computer.

Uninstalling the Printer Driver

■ For Windows 8, Windows Server 2012

Open the "Apps" screen and click [Uninstaller] in the "RISO ComColor" group.

Follow the displayed instructions for uninstallation. After the printer driver has been uninstalled, restart the computer.

■ For other operating systems

From the taskbar, select [Start] → [All Programs] (or [Programs]) → [RISO] → [ComColor] → [Uninstaller].

Follow the displayed instructions for uninstallation. After the printer driver has been uninstalled, restart the computer.

About the Administrator

Workflow for configuring an administrator

The settings the administrator must configure before the machine is available to users are as follows:

- 1 Set the administrator password
- 2 Login as a user with administrator authority
- 3 Configure the network settings
(If you connect the machine to a network)
- 4 Registering Users
(See p. 23)
- 5 Configure the other required 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 "**Save as default**" in the "**User's Guide**" for details.

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. 12).
For information on how to configure the settings, see "Configuring the Administrator Settings" (See p. 10).

■ 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.

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

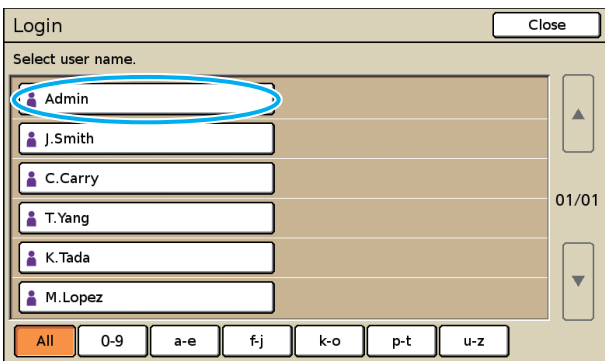
Function	Operation that can only be performed by the administrator
Mode screen	
Status	[System] screen Entry into the [Comment] field.
Printer mode	
Job list	Jobs on the [Active] screen, [Waiting] screen, and [Finished] screen Confirm, clear, and print jobs for all users.
	Jobs on the [Folder] screen Confirm, clear, and print personal folder jobs for all users.
	Jobs with a PIN code Clear jobs without having to enter a PIN code.
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	
Register as default value 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]) 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 " Check setting " in the " User's Guide ".
Save/Call setting	Entry of settings shared by all users when login is not necessary to access each mode. See " Save/Call setting " in the " User's Guide ".
	Clear and rename shared setting entry (shared mark  on button). See " Save/Call setting " in the " User's Guide ".

Setting the Administrator Password

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

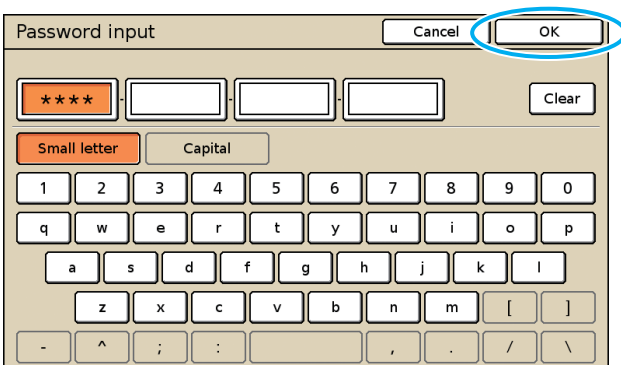
1 Press [Login] on the mode screen to display the [Login] screen.

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. 25.

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

The descriptions in this guide are based on operation using the touch panel.



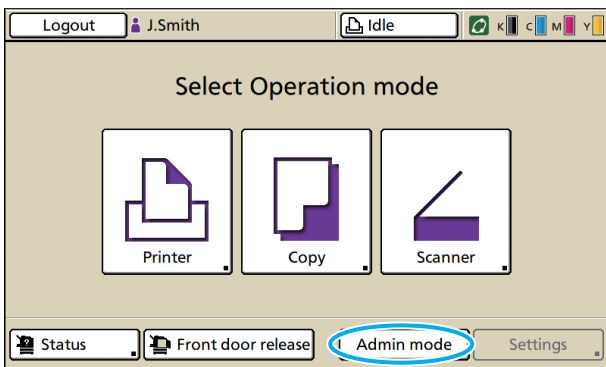
To configure the administrator settings, a user must login with administrator authority.


Setting with the operation panel

1 Login as a user with administrator authority.

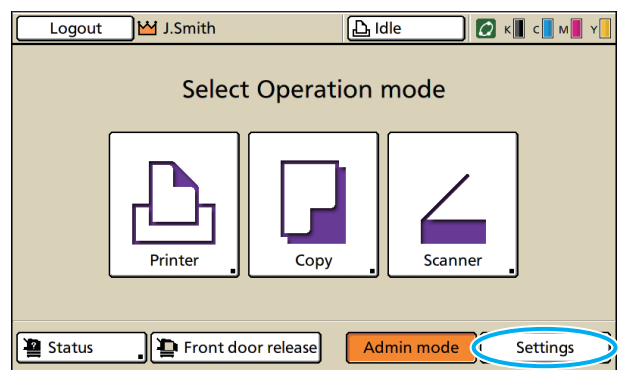
Login on the mode screen.

2 Press [Admin mode].

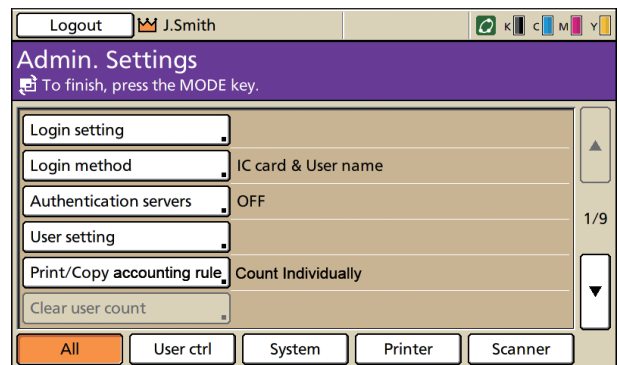


The crown icon  is displayed on the left of the user name in the status bar.

3 Press [Settings].



4 Configure the settings.



After configuring the settings, press the MODE key to exit the "Admin. Settings".



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

The lists shown on and after p.12 show descriptions about each button about all "Admin. Settings".

Setting with the RISO Console

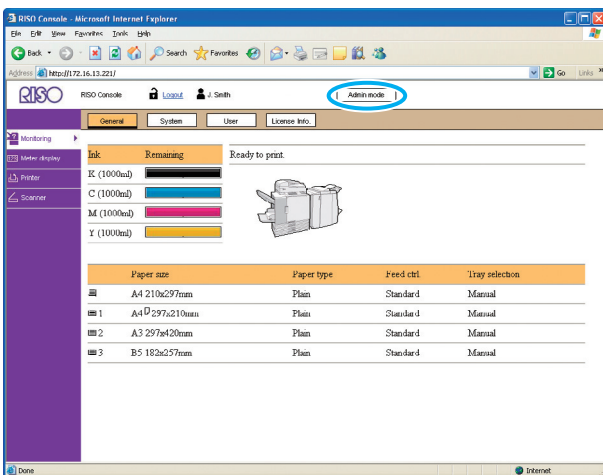
1 Start the RISO Console.

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

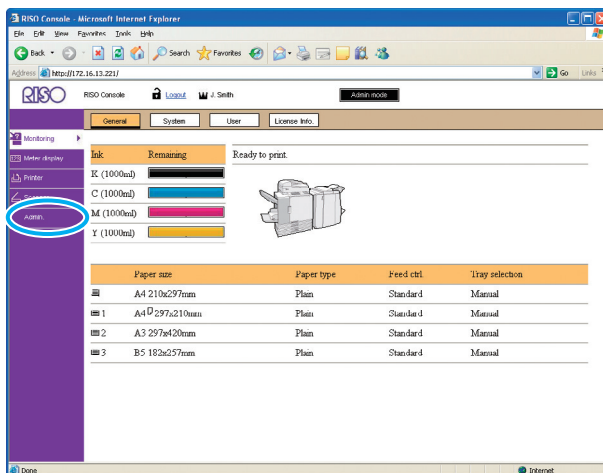
2 Login as a user with administrator authority.

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

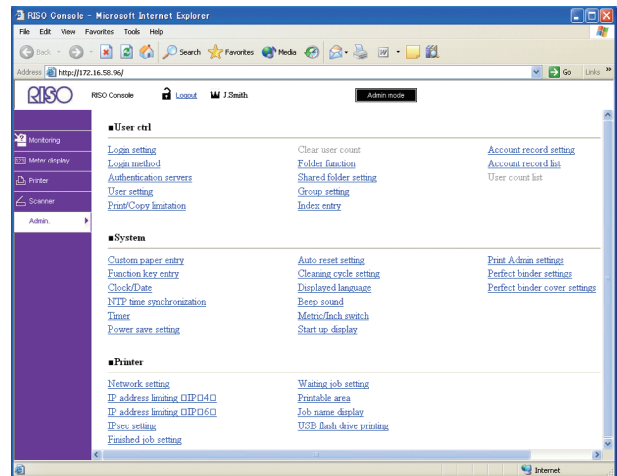
3 Click [Admin mode].



4 Click [Admin.].



5 Configure the settings.



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

Administrator Settings

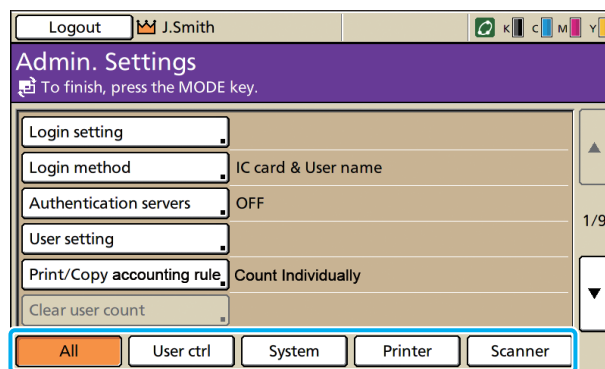
The following are the administrator settings.



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

List of Administrator Settings

The settings the administrator configures are as follows. The settings are divided into four categories according to function (User ctrl, System, Printer, and Scanner). The list of reference pages shows where you can check the content and values of each function.



Category buttons allow you to narrow down the display of functions by category.

User ctrl
(Restrict the available functions per user, and manage the job history)

- Login setting..... (p. 13, 23, 24)
- Login method (p. 13, 23)
- Authentication servers..... (p. 13, 29)
- User setting (p. 14, 23, 25)
- Print/Copy accounting rule (p. 14)
- Clear user count..... (p. 14)
- Folder function (p. 14)
- Shared folder setting (p. 14)
- Group setting..... (p. 14, 24)
- Index entry (p. 14, 25)
- Account record setting (p. 14)
- Account record history (p. 15)
- Account record list
(only on the RISO Console) (p. 15)
- User count list (p. 15)

System
(Configure the machine's system)

- Custom paper entry..... (p. 15)
- Function key entry (p. 15)
- Clock/Date..... (p. 15)
- NTP time synchronization (p. 15)
- Power schedule..... (p. 15, 31)
- Power save setting (p. 16)
- Auto power-OFF setting (p. 16)
- Auto reset setting (p. 16)
- Cleaning cycle setting (p. 16)
- Displayed language..... (p. 16)
- Beep sound (p. 16)
- Metric/Inch switch..... (p. 16)
- Start up display..... (p. 16)
- Print Admin settings (p. 16)
- Initialize (p. 17)
- Non-RISO ink setting (p. 17, 33)
- Stock Management (p. 17)

Printer

(Configure the printer functions and network)

- Network setting (IPv4)..... (p. 18, 34)
- Network setting (IPv6)..... (p. 18, 34)
- Network setting (Details)..... (p. 18, 34)
- Ext. Controller setting..... (p. 18)
- IP address limiting (IPv4)..... (p. 18, 36)
- IP address limiting (IPv6)..... (p. 18, 36)
- IPsec setting..... (p. 18, 36)
- IPsec setting (Ext. Ctrl.)..... (p. 19)
- Finished job setting..... (p. 19)
- Waiting job setting..... (p. 19)
- Printable area..... (p. 19)
- Envelope feed options..... (p. 20)
- Output tray in each mode..... (p. 20)
- Stack guide control..... (p. 20)
- Job name display..... (p. 20)
- USB flash drive printing..... (p. 20)
- Color/Black slice level..... (p. 20)
- Additional copies..... (p. 20)
- High capacity feeder..... (p. 20, 38)
- High capacity stacker..... (p. 21)

Scanner

(Configure the scanner functions)

- Scan data save setting..... (p. 21)
- Scan format confirmation..... (p. 21)
- Scanner data directory..... (p. 21, 38)
- Mail destination..... (p. 21)
- Mail dest. direct input..... (p. 22)
- Mail setting..... (p. 22)





Administrator Settings / Content








● The factory set values are underlined.

●  indicates settings that need to be configured when an IC card reader (optional) is connected.


User control




Setting/Description	Set value/Details
<p>Login setting </p> <p>Specify whether login is required to enter a mode. Set this to restrict the users who can use this machine.</p>	See p. 24
<p>Login method </p> <p>Specify whether to enable PIN code authentication in addition to IC card authentication. To enable logging in using a PIN code, select [IC card & User name].</p> <p> Regardless of the machine's settings, you can log in from the RISO Console using the PIN code.</p>	<u>IC card</u> , IC card & User name
<p>Authentication servers</p> <p>Configure this setting using an external server when you authenticate a user who has an account on an external server. A user without an account on an external server cannot be authenticated.</p> <p> If you used external server authentication, you do not need to register user information to the printer, and you can manage the information centrally on the server.</p>	See p. 29



Setting/Description	Set value/Details
<p>User setting </p> <p>Use this to register users who can use this machine. This setting can restrict the mode(s) which a user can enter, the color mode, or number of copies for each user.</p> <p> When [Login setting] has been set to [Not required], users do not have to be registered.</p>	See p. 25
<p>Print/Copy accounting rule</p> <p>If the print or copy count is restricted in [User setting], specify whether to restrict the count for printer mode and copy mode separately or in total.</p>	<u>Count individually</u> , Count altogether
<p>Clear user count</p> <p>Use this to clear the count of use for all users when the copy and print count is restricted using [User setting].</p>	Follow the displayed messages for operations.
<p>Folder function</p> <p>Enable or disable the function for saving jobs to a folder. 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.</p>	OFF, <u>ON</u>
<p>Shared folder setting</p> <p>Specify the shared folder for saving jobs. You can configure up to 30 folders. When [Login setting] has been set to [Required], you can restrict the users for each folder by the group. Use [Selected group] to select up to three groups.</p> <p> When [Folder function] has been set to [OFF], this function is grayed out.</p>	<ul style="list-style-type: none"> Folder name Users who can use this folder <u>All users</u>, Selected group
<p>Group setting</p> <p>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"> Selection of [Group] for [User setting] [Selected group] for [Shared folder setting] Account record <p> When [Login setting] has been set to [Not required], group settings are not required.</p>	See p. 24
<p>Index entry</p> <p>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.</p>	See p. 25
<p>Account record setting</p> <p>Specify whether to automatically clear the account record at a fixed period. Automatically clears it at a set save period.</p> <p> 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).</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> <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

Setting/Description	Set value/Details
<p>Account record history (only on the operation panel)</p> <p>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.</p>	<ul style="list-style-type: none"> 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 [<u>Save to USB flash drive</u>].
<p>Account record list (only on the RISO Console)</p> <p>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.</p>	<ul style="list-style-type: none"> 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].
<p>User count list</p> <p>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].</p>	<ul style="list-style-type: none"> 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)


System



Setting/Description	Set value/Details
<p>Custom paper entry</p> <p>Use this to register up to 99 irregular paper sizes. The registered paper sizes are displayed as options in [Feed tray].</p>	<ul style="list-style-type: none"> 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
<p>Function key entry</p> <p>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.</p>	<p>Login/Logout, Status, Printer mode, Copy mode, Scanner mode, Front door release</p>
<p>Clock/Date</p> <p>Specify the date and time.</p>	<ul style="list-style-type: none"> Year/Month/Day Hour : Minutes Style <u>yyyy/mm/dd</u>, mm/dd/yyyy, dd/mm/yyyy
<p>NTP time synchronization</p> <p>You can keep correct time on the machine by synchronizing the internal clock with the correct time as obtained from the NTP server.</p> <ul style="list-style-type: none">  To connect to the NTP server, enter the address on the [Address] screen displayed when you press [Address]. In [Time out], specify the access time-out for synchronization with the NTP server. Cancel synchronization with the NTP server if the server does not respond within the specified time. This function is useful if you configure [Authentication servers], [Power schedule] or another function which needs the correct time. If [NTP time synchronization] is [ON], you can configure only [Style] in [Clock/Date]. 	<ul style="list-style-type: none"> <u>OFF</u>, ON Address <u>Server name</u> IP address (IPv4)/(IPv6) Interval: 1 to 500 hrs (Factory setting: 168 hrs) Time out: 5 to 120 sec. (Factory setting: 5 sec.)
<p>Power schedule</p> <p>At the specified time of each day of the week, the machine automatically turns on and off the machine's "Sub power". You can configure the schedule according to your use environment (the machine's start time and end time for each day of the week). It prevents you from forgetting to turn off the machine, which helps you save power.</p>	<p><u>OFF</u>, ON See p. 31</p>




Setting/Description	Set value/Details
<p>Power save setting</p> <p>Switch the machine to power save mode when the machine has not been operated for a fixed period.</p> <p>The power saving setting has [Auto backlight-OFF] and [Auto sleep]. You can select sleep from two different levels of power consumption, [Low/Standard].</p> <p> • If you set the power saving in sleep to [Low], you can save more power than you can in [Standard]. However, the following limitations apply.</p> <ul style="list-style-type: none"> • The RISO Console is not displayed during sleep. • If you print on a network where wake online does not work, the printer does not wake up automatically. Specify "MAC address" in the printer driver's [Environment] tab. See "Configuring the MAC Address" in the "User's Guide" for details. <ul style="list-style-type: none"> • Auto backlight-OFF The status when the touch panel is off and the [Wake up] key lights up. Load an original on the scanner, or press the [Wake up] key on the operation panel to restore. • Auto sleep The status when the touch panel is off and the [Wake up] key lights up. Press the [Wake up] key to restore. 	<ul style="list-style-type: none"> • Power consumption (in sleep) <u>Low/Standard</u> • Auto backlight-OFF OFF/<u>ON</u>, Activation time: 1 - 60 min. (Factory setting: 10 min.) • Auto sleep OFF/<u>ON</u>, Activation time: 1 - 60 min. (Factory setting: 55 min.)
<p>Auto power-OFF setting</p> <p>Turns off the "Sub power" of the machine automatically when the machine has not been operated for a fixed period.</p>	<ul style="list-style-type: none"> • Auto power-OFF OFF, <u>ON</u> • Transition time: 1 - 120 min. (Factory setting: 90 min.)
<p>Auto reset setting</p> <p>Automatically resets the machine to the default when the machine is not operated for a fixed period.</p>	<ul style="list-style-type: none"> • OFF, <u>ON</u> • Activation time: 1 - 60 min. (Factory setting: 3 min.)
<p>Cleaning cycle setting</p> <p>Automatically cleans the ink head after a set number of sheets are printed.</p>	<p>500 - 3000 pages (Factory setting: 1000)</p>
<p>Displayed language</p> <p>Specify the language displayed on the touch panel. After the language is set, all displays are switched to the selected language.</p>	<p>See the operation panel of the machine for the selectable languages.</p>
<p>Beep sound</p> <p>Specify whether the beep sound is activated when operating the keys and buttons and when an error occurs.</p> <ul style="list-style-type: none"> • OFF The beep sound is muted. • Limited Only the error sound works. • ON Both the confirmation and error sounds work. 	<p>OFF, Limited, <u>ON</u></p>
<p>Metric/Inch switch</p> <p>Specify the unit of measure displayed on the touch panel for length and paper size.</p>	<p><u>mm</u>, inch</p>
<p>Start up display</p> <p>Specify the screen displayed when the power is turned on or after auto reset is activated.</p> <p> When [Login setting] has been set to [Required] to enter any mode, the start up display is set to the mode screen.</p>	<p><u>Mode screen</u>, Printer mode, Copy mode, Scanner mode</p>
<p>Print Admin settings</p> <p>Prints a list of set values for the administrator settings.</p> <p> Load A4-size (LTR-size) paper in the standard tray.</p>	<p>Follow the displayed messages for operations.</p>


Setting/Description	Set value/Details
<p>Initialize (only on the operation panel)</p> <p>Clears the administrator settings and deletes the user information, and returns all settings to their default.</p> <ul style="list-style-type: none"> • 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. <p> When the machine has been initialized, the information (data) cannot be restored, so make sure you want to proceed with the initialization procedure.</p>	<p>Delete all user information, Clear Admin settings</p>
<p>Non-RISO ink setting (only on the operation panel)</p> <p>Specify whether to prohibit or permit the use of each ink color when using Non-RISO ink.</p>	<p>See p. 33</p>
<p>Stock Management (only on the operation panel)</p> <p>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.</p> <p> This function may not be displayed. To use this function, contact your dealer (or authorized service representative).</p>	<ul style="list-style-type: none"> • Purchase Qty 0-99 • Limit 0-99

Printer


Setting/Description	Set value/Details
<p>Network setting (IPv4)</p> <p>Configure this setting for connecting this machine to a network. This is a setting for connecting to an Internet protocol Ver.4 network.</p> <p> If you configure from the RISO Console, you can register the IPv4 and IPv6 network setting and the network setting (details) in the [Network setting] screen.</p>	See p. 34
<p>Network setting (IPv6)</p> <p>Set this to use this machine connected to a network. This is a setting for connecting to an Internet protocol Ver.6 network.</p>	See p. 34
<p>Network Setting (Details)</p> <p>Configure the details of a network. The setting items vary depending on what network you use.</p>	See p. 34
<p>Ext. Controller setting (only the touch panel when the ComColorExpress IS1000C or IS950C is connected)</p> <p>Configure this setting for connecting this machine and an external controller to a network. The setting items vary depending on what network you use.</p>	<ul style="list-style-type: none"> • Setting by: IP address (IPv4), IP address (IPv6) <p>When using IPv4:</p> <ul style="list-style-type: none"> • DHCP server <u>Not Use</u>, Use • IP address • Subnet mask • Gateway address <p>When using IPv6:</p> <ul style="list-style-type: none"> • How to set an address: <u>Manual</u>/Stateless address/Stateful address • IP address • Prefix length • Gateway address
<p>IP address limiting (IPv4) / (IPv6)</p> <p>Use this to restrict the computers that can use this machine. Enter the IP addresses and subnet masks (IPv4) or prefix length (IPv6) of the computers that are allowed to access this machine.</p>	See p. 36
<p>IPsec setting</p> <p>Configure this setting to use data encryption technology to prevent data leaks and fabrication in a network environment. The setting items vary depending on what network you use.</p>	See p. 36


Setting/Description	Set value/Details
<p>IPsec setting (Ext. Ctrl.) (only the touch panel when the ComColorExpress IS1000C or IS950C is connected)</p> <p>You can use data encryption technology to prevent data leaks and fabrication when connecting this machine and an external controller to a network. The setting items vary depending on what network you use.</p>  <ul style="list-style-type: none"> Do not turn off the external CI controller while configuring a network. Configure more detailed network settings in the utility screen of the external controller. If the external controller is connected, configure [IPsec setting] in addition to this setting. The [IPsec setting] protects data if you print without using the external controller. 	<ul style="list-style-type: none"> <u>OFF</u>, ON Reject unregistered packets <u>Not limited</u>, Limited Security policy name 0 to 10 (You can add, change, delete and prioritize) Security policy Configure [Basic]. Name Pre-shared key Setting by: Security policy scope <u>Not limited</u>, Limited Apply to: Prefix length (only IPv6) Configure [IKE]. IKE Encryption algorithm Hash algorithm DH group Configure [Comm.]. Connection lifetime Authentication algorithm Encryption algorithm Hash algorithm PFS DH group <p>See "IPsec Setting" (p. 36) for how to operate it.</p>
<p>Finished job setting</p> <p>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.</p>	<ul style="list-style-type: none"> <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
<p>Waiting job setting</p> <p>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.</p>	<ul style="list-style-type: none"> <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
<p>Printable area</p> <p>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].</p> <p>ComColor 9150/9150R/9110/9110R/7150/7150R/7110/7110R</p> <ul style="list-style-type: none"> [Standard] Margins of 3 mm (1/8") on the top, bottom, left, and right sides [Maximum] Margins of 1 mm (0.04") on the top, bottom, left, and right sides <p>ComColor 3150/3150R/3110/3110R</p> <ul style="list-style-type: none"> [Standard] Margins of 5 mm (3/16") on the top, bottom, left, and right sides [Maximum] Margins of 3 mm (1/8") on the top, bottom, left, and right sides  <p>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.</p>	<p><u>Standard</u>, Maximum</p>

Setting/Description	Set value/Details
<p>Envelope feed options</p> <p>When you print on envelopes, set image enhancement and paper feeding to a setting suitable to the envelopes so that you can prevent ink stain and image blur. This works only when you have selected [Envelope] in [Feed ctrl.] of the feed tray.</p> <ul style="list-style-type: none">  ● If you print on thick or curled envelopes, set [Feed control] to [Wide range]. If your images are blurred, set [Ink droplet control] to [Yes]. The blur may be less noticeable. ● If you set [Ink droplet control] to [Yes], your print speed decreases. Set it if you choose output over print speed.  ● It is recommended to set [Envelope feed options] to match [Envelope image enhancement] on the printer driver. See [Envelope image enhancement] in the "User's Guide". 	<ul style="list-style-type: none"> • Feed control <u>Standard</u>/Wide range • Ink droplet control No/<u>Yes</u>
<p>Output tray in each mode (when using the multifunction finisher or stacking tray)</p> <p>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.)</p>	<ul style="list-style-type: none"> • 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 auto-control stacking tray: <u>Face down tray</u>, Auto-Ctrl Stacking Tray • When using the high capacity stacker: <u>Face down tray</u>, High capacity stacker
<p>Stack guide control (when using the auto-control stacking tray)</p> <p>Specify which paper guides open when the paper guides open button is pressed with paper in the auto-control stacking tray.</p>	<p>End, <u>Side</u>, Both</p>
<p>Job name display</p> <p>Specify whether to disclose the job name displayed on the job list in printer mode. When this has been set to [Hide] 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.</p>	<p>Hide, <u>Show</u></p>
<p>USB flash drive printing</p> <p>If you set a USB flash drive to the machine, printer mode turns on automatically. Specify whether to display the [Select folder] screen. If you select [Manual], the [Login] screen is displayed. If you set a USB flash drive to the machine after login, the [Select folder] screen is displayed.</p>	<p>Manual, <u>Auto</u></p>
<p>Color/Black slice level</p> <p>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.</p>	<p>1, 2, <u>3</u>, 4, 5</p>
<p>Additional copies</p> <p>Enable or disable the [Additional copies] function on the [Functions] screen in copy mode.</p> <p> Use [Additional copies] to make additional copies of the previously copied job.</p>	<p><u>OFF</u>, ON</p>
<p>High capacity feeder (When using high capacity feeder)</p> <p>Specify where the standard tray lowers when paper runs out or when you press (not hold) the standard tray descent button. The standard tray has three stoppage levels.</p>	<p>See p. 38</p>

Setting/Description	Set value/Details
<p>High capacity stacker (When using high capacity stacker)</p> <p>Specify where the stacking tray lowers when the high capacity stacker output printouts or when printing is suspended. You can specify the stoppage position of the stacking tray to [Down to the carriage] or any position.</p>  <ul style="list-style-type: none"> ● When set to [Do not lower stacking tray.], the stacking tray does not lower when the job is complete. This setting is suitable when you output many single-page jobs (variable print) or a small number of printouts. When you output a small number of printouts, you can shorten the waiting time that the standard tray takes to return to the print position. ● When set to [Down to the carriage], regardless of the number of printouts, the stacking tray lowers to the carriage when the job is complete. If you pull out many printouts along with the carriage, you do not need to press the stacking tray descent button. However, you cannot print the next job until you remove printouts and the stacking tray returns to the print position. ● When set to [Down to the specified point], the stacking tray lowers to the specified location when the job is complete. You can specify where you remove printouts easily without using the carriage. ● If you output 3,200 - 4,000 sheets to the stacking tray, the tray lowers to the position of the carriage regardless of [High capacity stacker]. 	<p><u>Do not lower stacking tray.</u>, Down to the carriage, Down to the specified point</p> <p>Numerical input: 150 to 400 mm (5 29/32" to 15 1/2") (Factory setting: 150 mm (5 29/32"))</p>

Scanner

Setting/Description	Set value/Details
<p>Scan data save setting</p> <p>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.</p>	<ul style="list-style-type: none"> • <u>Manual delete</u>, Auto delete • by minute(s), by hour(s), by day(s) (Select one.) 1-99 (Factory setting: by day(s): 1)
<p>Scan format confirmation</p> <p>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".</p>	<p>No display, <u>Displayed</u></p>
<p>Scanner data directory</p> <p>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. The [Communication test] function enables you to check if the setting of the data storage directory is correctly registered.</p>	<ul style="list-style-type: none"> • 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 • Communication test <p>See p. 38</p>  <p>The settings may vary depending on the [Transfer protocol] setting.</p>
<p>Mail destination</p> <p>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.</p>	<ul style="list-style-type: none"> • Mail address • Display name • Index • Read CSV file* • Write to CSV file* <p>* Reading and writing of e-mail destination files can only be performed using the RISO Console.</p>

Setting/Description	Set value/Details
<p>Mail dest. direct input</p> <p>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.</p>	<p>Prohibited, <u>Permitted</u></p>
<p>Mail setting</p> <p>Specify the settings of the mail server to send scanned data.</p> <p>Sender's Mail address is the address shown in the sender column when the e-mail is received.</p> <p>The [Communication test] function enables you to check if the setting of the mail server is correctly registered.</p>	<ul style="list-style-type: none"> • Send mail server (SMTP) • Port • Sender's Mail address • SSL connection • SMTP authentication • Account • Password • Mail capacity: 1-500 MB (Factory setting: 5 MB) • Time out: 30-300 sec. (Factory setting: 60 sec.) • Communication test <p> ● The settings may vary depending on the [SMTP authentication] setting.</p> <p>● After configuring the mail server, press [Communication test].</p> <p>If the setting is correct, the confirmation screen is displayed. If communication fails, check the setting again.</p>

Configuring When Using an IC Card Reader (Option)

If you connect an IC card reader, you need to configure additional settings in the following administrator setting items.

Relevant Function	Setup Function	Details
Login setting	Specify whether to automatically start printing of waiting jobs.	See p. 24
User setting	Register IC card information to the machine.	See p. 25
Login method	Configure login authentication method.	See p. 13



The other administrator setting items are the same as they are when the IC card reader is not connected. Configure the necessary administrator settings.

Registering Users

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



Configure them in the correct order shown in the table below. If the order is incorrect, you must configure them from scratch.

Order	Administrator settings	Target	Description of settings	Note
1	Login setting	Configure this setting when restricting the machine's users.	<ul style="list-style-type: none"> ■ Whether login is required ■ Auto logout time 	User setting is required if any of the modes is set to [Required].
2	Group setting	Configure this setting when creating a shared folder with the folder function.	Specify the groups that can use the shared folder.	The groups configured here are used for other settings. (See p. 24)
3	Index entry	Set the user index so that user names can be found easily when logging in from the user list or using [Mail destination].	You can assign the desired text to six [Index] buttons. Up to 3 alphanumeric characters	The factory setting is alphabetic order.
4	User setting	Use this to register users who can login.	<ul style="list-style-type: none"> ■ User name ■ Temporary password (1 - 16 characters) ■ PC login name ■ Group (optional) ■ Index (optional) ■ Admin. authority ■ Login prohibited/permitted for each mode (optional) 	The [Read CSV file] and [Write to CSV file] functions can be selected under [User setting] in "Admin." on the RISO Console. They are useful when adding a large number of users.



- The settings must be configured in the order noted above.
- If you configure the [Authentication servers], you do not need to register a user.

Login setting


Specify whether login is required to enter a mode and the Auto logout time. Select [Required] for each mode if you want to restrict those who can use this machine. Always set 2, 3, or 4 in "Registering Users" when "Required" is selected.

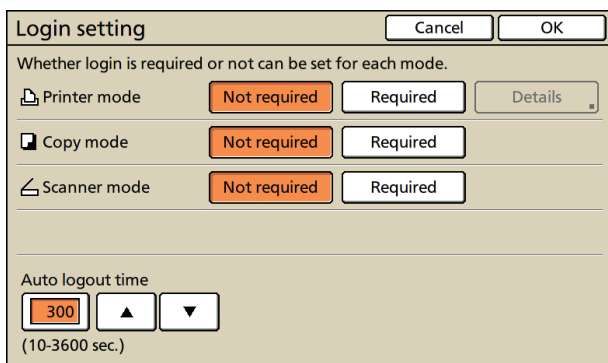
<Description of settings>

- **Login setting for each mode**
Set value: Not required, Required
(Factory setting: Not required)
- **Auto logout time**
Specify the time for automatic logout when the machine is not operated for a fixed period.
Set value: 10-3600 sec. (Factory setting: 300 sec.)
- **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)


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

2 Configure the settings.

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



3 Press [OK].

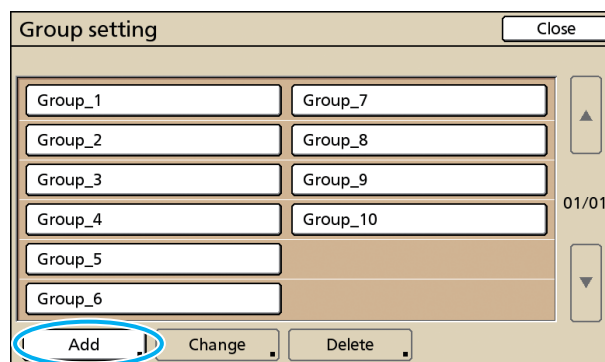
 You can configure this function in the RISO Console. (See p. 11)

Group setting


Specify the groups to indicate user attributes. The groups set here are used with [Group] for [User setting]. You can configure up to 60 groups.

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

2 Press [Add].



3 Enter the group name and press [OK].

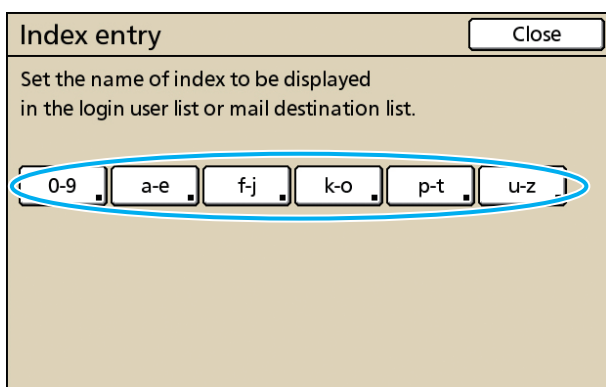
-  To change or delete a group setting, perform the following operation.
To change a group name:
Select a group on the [Group setting] screen, press [Change] and rename the group.
To delete a setting:
Select a group on the [Group setting] screen, press [Delete].
- The groups set here are also used with the following settings.
[Selected group] for [Shared folder setting], [Account record list] (only on the RISO Console), and [Group] for [User setting]
- You can configure this function in the RISO Console. (See p. 11)

Index entry

Specify the index button name displayed for "User list" and "Mail destination" on the [Login] screen. The index button set here are used with [Index] for [User setting].

1 Press [Index entry] on the [Admin. Settings] screen.

2 Press an Index button to change.



3 Enter the index name and press [OK].



You can configure this function in the RISO Console. (See p. 11)

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.
Enter between 1 and 16 alphanumeric characters.
Characters you cannot use: " / [] : + | < > = ; , * ? ¥ _ ' "

- **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. You can specify the function restriction of both modes at the same time.
 - **Full color copy/Full color print**
Specify whether to allow registered users to make color copies.
Set value: Prohibited, Permitted
 - **Full color count**
Specify the maximum number of color copies and printouts allowed.
Set value: Not limited, Limited (1-99999)
 - **Monochrome count**
Specify the maximum number of monochrome copies and printouts allowed.
Set value: Not limited, Limited (1-99999)



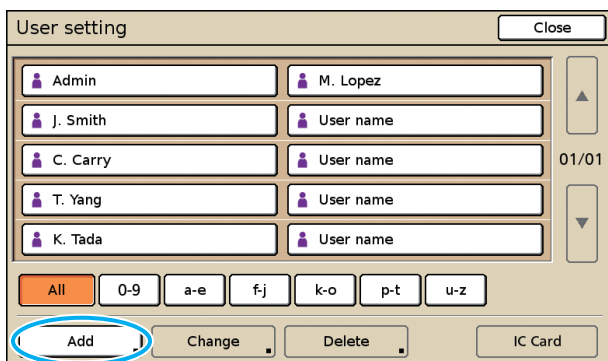
The setting items on the [Limitation] screen vary depending on the [Print/Copy accounting rule] setting.



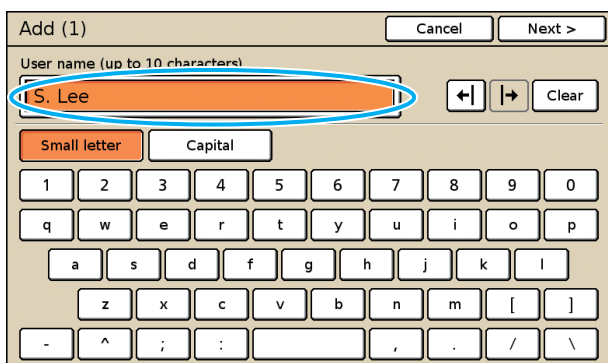
Before configuring the user setting, configure [Group setting] and [Index entry]. (See p. 24 to p. 25)

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

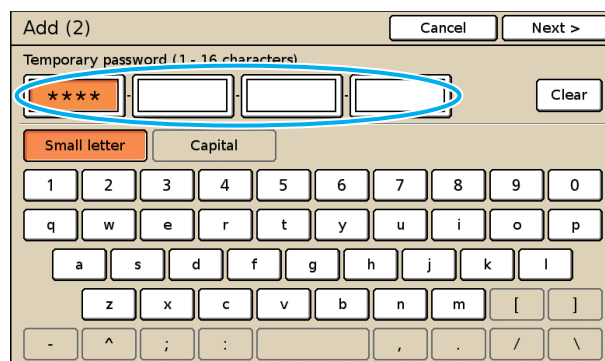
2 Press [Add].



3 Enter the user name and press [Next].

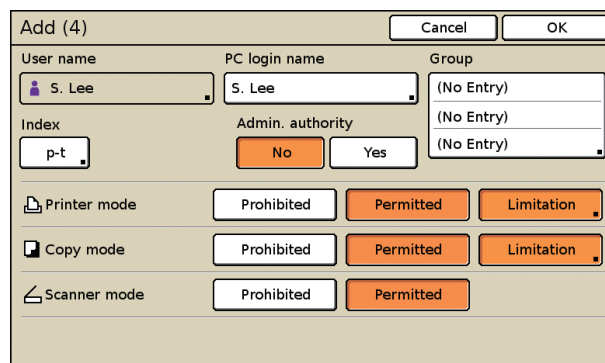


4 Set the temporary password and press [Next].



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

6 Configure the settings.

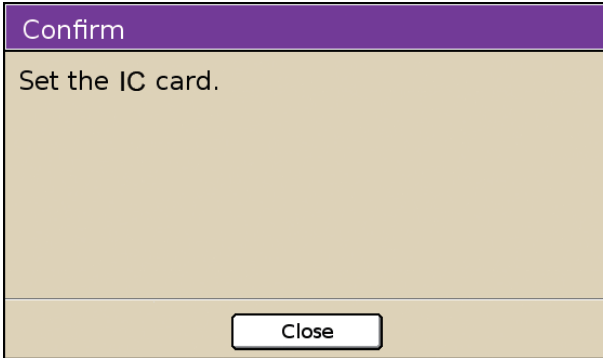


- If [PC login name] is incorrect when [Login setting] in printer mode is set to [Required], jobs cannot be received from a computer. Enter the information and check that it is correct.
- Be sure to configure [Index].

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.



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 .
- You can configure this function in the RISO Console. (See p. 11)

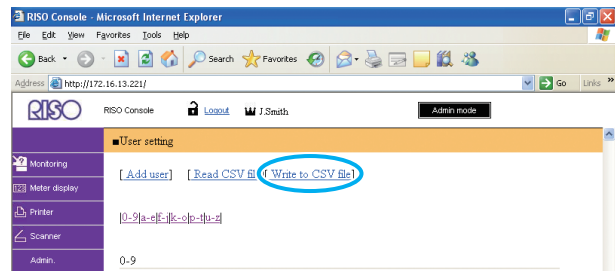
Adding a Large Number of Users (User setting)

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 (User name, PC login name, with/without Admin. authority), and then read the file again.

See "Appendix" (p. 44) for details on CSV file.

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

- 2 Click [Write to CSV file] and save the CSV file to a computer.**



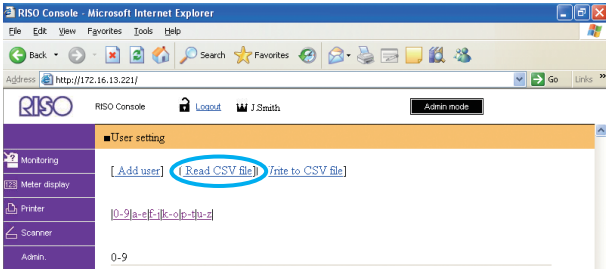
- 3 Open the written CSV file and enter the user information.**

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



The user setting items in CSV file vary depending on the function limits, machine type, and connection of options.

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



If the [Read CSV file] is not properly completed, a message is displayed.

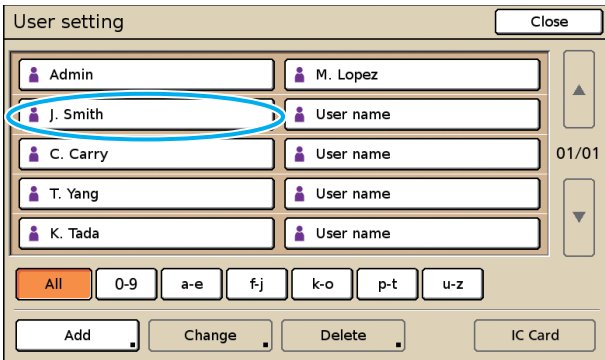
Check the CSV file setting and user registration number.

When using an IC card reader, you need to register the IC card to the machine.

The following are the IC card registration procedure.

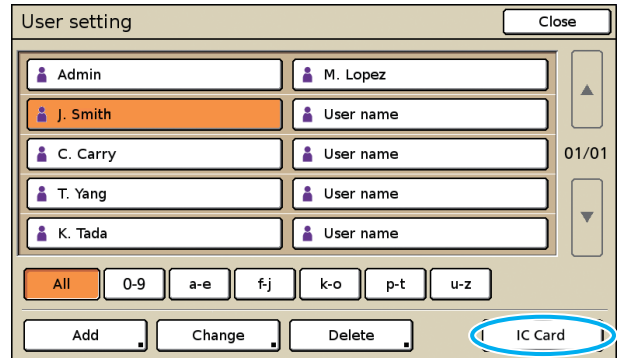
5 Press [User setting] on the [Admin. Settings] screen of the machine.

6 Select the user name.



See "Appendix" (p. 44) for details on CSV file.

7 Press [IC Card].



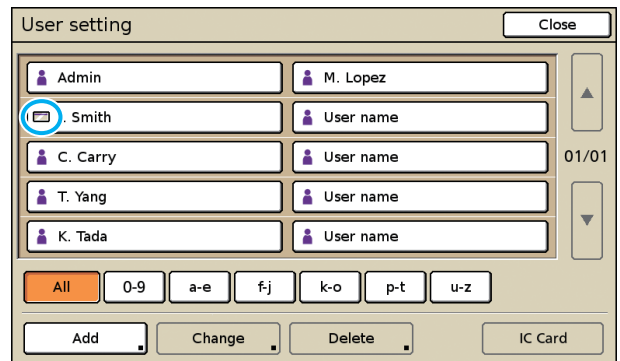
The message "Set the IC card." is displayed.

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 8 for all users.

Configuring Authentication Servers (External Server Authentication)

Configure this setting using an external server when you authenticate a user who has an account on an external server. A user without an account on an external server cannot be authenticated.

If you have used external server authentication, you do not need to register user information to the printer, and you can manage the information centrally on the server.



If you start using external server authentication, the following settings that had been memorized (saved) in the machine will be deleted.

- User information registered to [User setting] in the "Admin. Settings"
- All users' [Personal folder], and folder jobs saved in [Personal folder]
- Group registered to [Group setting] in the "Admin. Settings"
- Settings of all users' [Direct Access entry], [Selections entry] and [Save as default]



You can back up user information before you start using an external server.

To back it up, download the CSV file in [User setting] of the RISO Console "admin." to your computer.

Functions restricted using external server authentication

If you configure the external server authentication function, the machine does not manage users, not including the administrator. Therefore, use of some functions is restricted.

■ Copy mode

- Users, not including the administrator, cannot register functions to the [Direct access area] or [Selections] screens.
The [Direct access area] and [Selections] screens show functions that the administrator configured.
- You cannot use [Personal folder] in [Save to folder].
- Users, not including the administrator, cannot set the current setting values to [Save as default] or use the function [Initialize] which can clear the registered settings.

■ User

- Users, not including the administrator, cannot change login passwords.

■ Administrator Setting

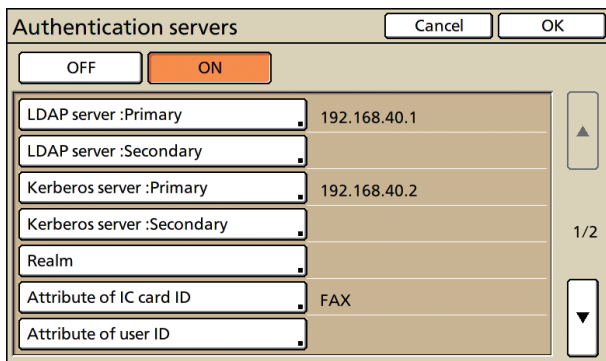
- Because users are managed on the external server, the machine does not manage or register users. Therefore, you cannot use [User setting], [Group setting] or [User count list].
- Even if an IC card reader has been connected, you cannot register [Print count].

■ Setting Items

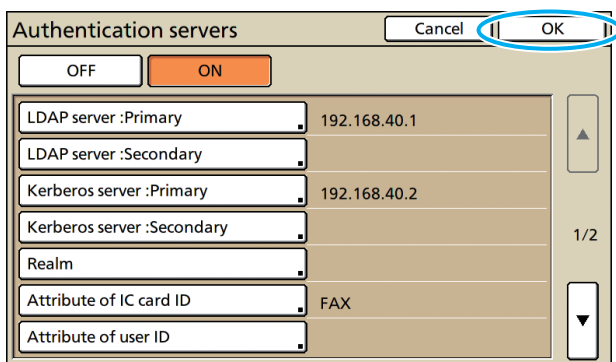
The items you set in [Authentication servers] are as follows.

Setting/Description	Set value/Details
LDAP server: Primary Specify LDAP's primary server's settings and port numbers.	<ul style="list-style-type: none"> Server name: Up to 256 alphanumeric characters, IP address Port
LDAP server: Secondary Specify LDAP's secondary server's settings and port numbers.	<ul style="list-style-type: none"> Server name: Up to 256 alphanumeric characters, IP address Port
Kerberos server: Primary Specify Kerberos's primary server's settings and port numbers.	<ul style="list-style-type: none"> Server name: Up to 256 alphanumeric characters, IP address Port
Kerberos server: Secondary Specify Kerberos's secondary server's settings and port numbers.	<ul style="list-style-type: none"> Server name: Up to 256 alphanumeric characters, IP address Port
Realm Specify Kerberos server's realm.	Up to 64 alphanumeric characters (Uppercase only)
Attribute of IC card ID Specify the attribute of IC card ID that is displayed on the authentication server.	Up to 32 alphanumeric characters
Attribute of user ID Specify the search password for accessing the authentication server.	Up to 32 alphanumeric characters
Search login name Specify the search login name for accessing the authentication server.	Up to 256 alphanumeric characters
Search password Specify the search login name for accessing the authentication server.	Up to 32 alphanumeric characters
Search root Specify the DN (Distinguished Name) that is a root for searching for a user on the authentication server.	Up to 256 alphanumeric characters Example: C:JP, S:Tokyo, CN:Taro
Scope of search Specify the scope of search for accessing the authentication server.	Root entry only, Root entry and one level below, All levels below root entry
Access time-out Specify the time-out for accessing the authentication server.	OFF, <u>ON</u> 5-120 sec. (Factory setting: 5 sec.)
Access retry times Specify the retry count for accessing the authentication server.	0-5 times (Factory setting: 0 times)
Cache information Specify whether to enable or disable cache information. If you set it to [ON], you can reset cache information.	OFF, <u>ON</u>

- 1 Press [Authentication servers] in the [Admin. Settings] screen.
- 2 Press [ON], and specify each field in authentication server information.





- 3 Press [OK].
The following screen is displayed.



Follow the on-screen messages for configuration.

The [Processing] screen is displayed while user information is being deleted. When the deleting is completed, the [Admin. Settings] screen is displayed.



-  While the [Processing] screen is displayed, do not turn off the machine using the main switch. Doing so may cause the machine to malfunction.
-  The function can be set on the RISO Console. (See p. 11)

Power schedule

Configure this machine to automatically turn on and off the machine's "Sub power" at specified times of each day of the week.

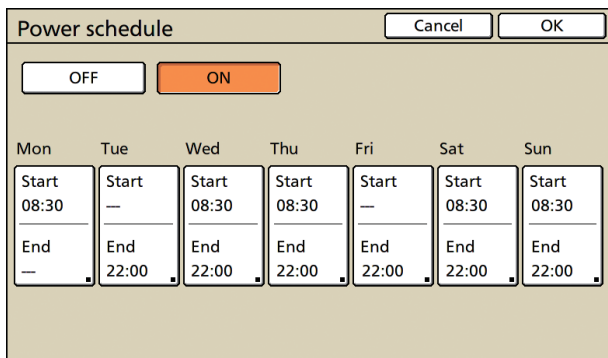
<Settings>

- OFF, ON
When it is [ON], set the power schedule for each day from Monday to Sunday to [ON/OFF].
- Specifying the day of the week
Specify the start time (sub power ON time) and the end time (sub power OFF time) for each day of the week.
Enter [Hour: 0-23] [Min: 0-59] for the start time and the end time.
To use the same setting for another day of the week, select the day in [Do you apply this setting on other days?].

-  • The machine does not receive any print jobs when it is off.
- If the main power is turned off due to power failure or on purpose, the power schedule function does not turn on the sub power even if you turn on the main power. Manually turn on the sub power to restore power schedule functionality.
- The power schedule setting is maintained even if you turn off the main power.
-  • Even when the sub power is turned off, waiting jobs are maintained until the next power-on.
- When the sub power is off, the machine consumes the same amount of power as it does when it is on standby.

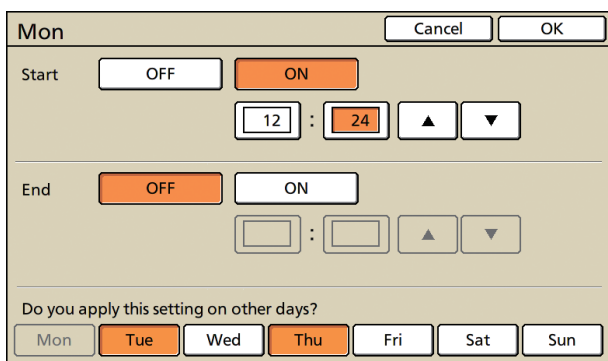
- 1 Press [Power schedule] in the [Admin. Settings] screen.

2 Press [ON].



3 Press a day of the week.

4 Select [ON] in [Start] and [End], and set the time.

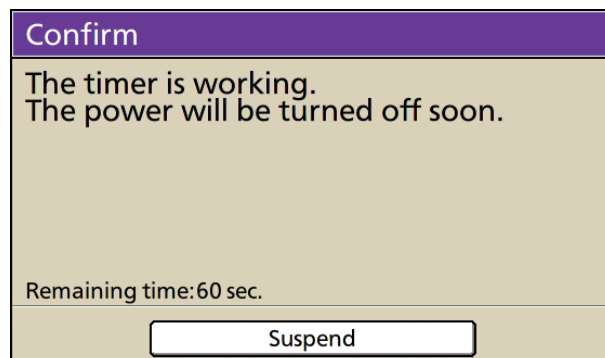


5 Select a day of the week for which you want to set the time.

You can set the same time to two or more days of the week.

6 Press [OK].

When this function is enabled, the [Confirm] screen is displayed on the control panel one minute before the end time.



Press [Suspend] if you do not want to turn the power off.

- If you do not press the [Suspend] button within one minute after the screen is displayed, the end process starts.
- If you press [Suspend], you can close the [Confirm] screen temporarily to suspend the end process. One minute later, the [Confirm] screen will be displayed again.

In any of the following cases, the sub power does not turn off.

- When a paper jam, service call, unit error, set-related error, or warning error has occurred
- When the machine is in use at the set time
- You can configure this function in the RISO Console. (See p. 11)

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

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

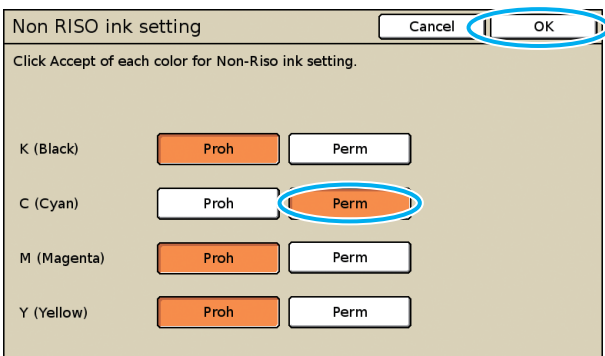
<Description of settings>

Prohibited, Permitted

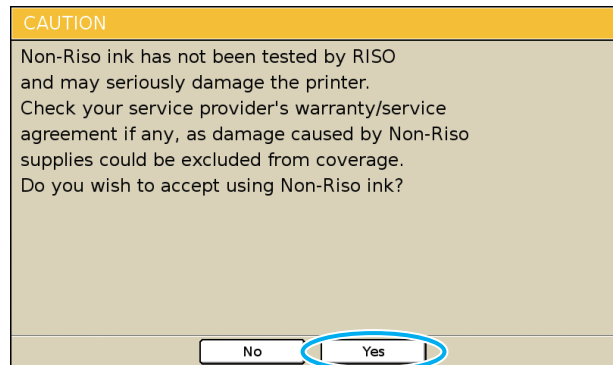
- !
 - The following problems may occur when using Non-RISO ink.
 - Fading of prints and color tone changes due to differences in ink performance.
 - Fading of prints or damage to the inkjet head (requiring replacement) due to a chemical reaction between the ink and the parts in direct contact with the 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].



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




Network setting (IPv4)


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

<Settings>

- **Printer name**
Enter a printer name displayed on the network. The name must be within 16 characters.
(Factory setting: RISO PRINTER)
- **DHCP server**
A DHCP server automatically assigns an IP address to each client computer on the network.
(Factory setting: Not Use)
When setting the DHCP server to [Not Use], specify an IP address, a subnet mask and a gateway address.
- **IP address, Subnet mask, Gateway address**

 The following items are displayed only when you configure them in the RISO Console.

- Domain name
- Comment
- Connect RISO Console through https
- Link Speed/Duplex Mode


 You can configure this function in the RISO Console. (See p. 11)

Network setting (IPv6)


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

<Settings>

- **Printer name**
Enter a printer name displayed on the network. The name must be up to 16 characters long.
(Factory setting: RISO PRINTER)
- **How to set an address:**
Select an address setting from Manual, Stateless address and Stateful address.
When you select [Manual], configure the values of IP address, Gateway address and Prefix length.
(Factory setting: Manual)
- **IP address, Prefix length and Gateway address**

 The following items are displayed only when you configure them in the RISO Console.

- Domain name
- Comment
- Connect RISO Console through https
- Link Speed/Duplex Mode

 You can configure this function in the RISO Console. (See p. 11)

Network setting (Details)

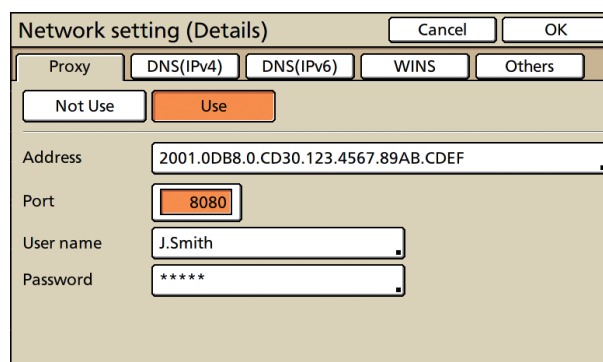
Configure the details of a network environment. The setting items vary depending on the usage environment.


<Settings>

- **Proxy server**
Set this to use the proxy server.
- **DNS server (IPv4)/(IPv6)**
Convert a domain name to an IP address using the DNS server.
Set this according to your Internet protocol version.
- **WINS server**
Convert the PC name into an IP address using the WINS server.

1 Press [Network setting (Details)] in the [Admin. Settings] screen.

2 Press the [Proxy] tab, and configure each setting.



 If you press [Address], the address entry screen is displayed. After entry, press [OK].

3 Press the [DNS (IPv4)] and [DNS (IPv6)] tabs, and configure each setting.

If you press [Primary] or [Secondary], the address entry screen is displayed. Fill out each field, and press [OK].

4 Press [WINS], and configure each setting.

When connecting the RISO Console with https, the [RISO Console connection] setting in the [Others] tab is required.

5 Press [OK].

- When Proxy server is set to [Use], specify a user name and a password.
- You can configure this function in the RISO Console. (See p. 11)
- When connecting the RISO Console with https*, specify a network transfer mode [Link Speed/ Duplex Mode]. (Only the RISO Console)

* Https is http protocol to which an encryption function is added.

IP Address Limiting IPv4 / IPv6

Specify computers that can access the machine.

<Description of settings>

- IP address
- Subnet mask (when IPv4 is in use)
- Prefix length (when IPv6 is in use)

1 Press [IP address limiting (IPv4)/ (IPv6)] on the [Admin. Settings] screen.

2 Select [Limited] and enter an IP address and a subnet mask or a prefix length of the computer to which access will be granted.



- When granting access to a specified computer
Specify the subnet mask of 255.255.255.255 for the IP address of the specified computer.
- When granting access to multiple computers
Specify the subnet mask of 255.255.255.0 for the IP address of each computer.

Example: When the IP address is set to "192.168.0.100", a computer with an IP address within the range from "192.168.0.0" to "192.168.0.255" will be able to access the machine. The ones with the other addresses will not.

3

Press [OK].



You can configure this function in the RISO Console. (See p. 11)

IPsec Setting

Configure this setting to use data encryption technology (IPsec) to prevent data leaks and fabrication in a network environment and strengthen security.



In the [IPsec setting], [Security policy] settings vary depending on your network environment.

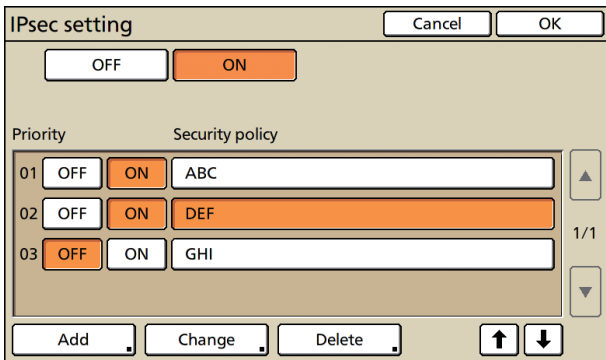
<Settings>

- IPsec setting
OFF, ON
- Security policy
You can register up to 10 details of security policy. Press the [Basic], [IKE] and [Comm.] tabs, and configure the details of each function. The [Basic] tab has settings of both IPv4 and IPv6.

1

Press [IPsec setting] on the [Admin. Settings] screen.

2 Press [ON].



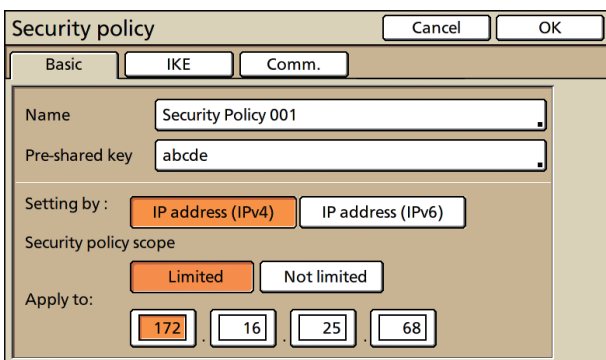
3 Set each security policy to [ON] or [OFF].

- You can register up to 10 security policies. You can also switch the priority using the [↑] and [↓] buttons.
- Press [OK] if you do not add, delete, or change the setting of a security policy.

4 Press [Add] to display the [Security policy] screen.

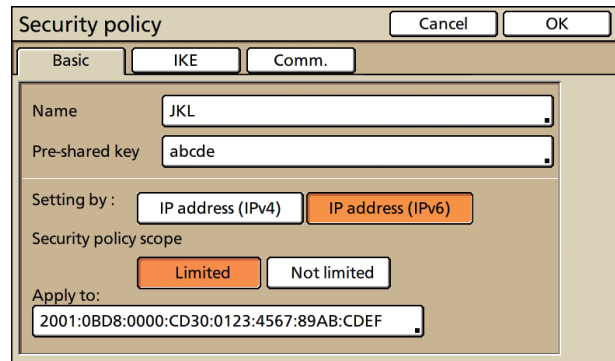
- To change or delete the setting of a registered security policy, select it and press [Change] or [Delete].

5 Press the [Basic] tab and configure each setting.



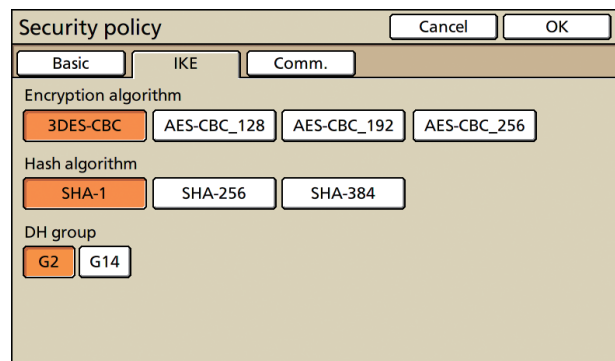
When you press [Name] or [Pre-shared key], its setting screen is displayed.

The security policy's name and the pre-shared key must be entered within 32 alphanumeric characters.

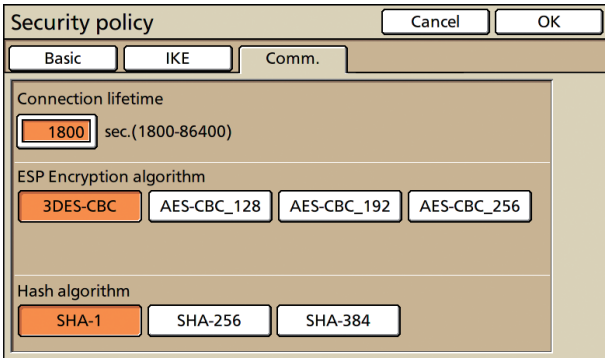


- The setting varies depending on your network environment. Scroll using the [▲] and [▼] buttons, and configure each setting.
- If you press [Name], the [Name] screen is displayed. After entry, press [OK].
- If you press [Pre-shared key], the [Pre-shared key] screen is displayed. If you press [Next] after entry, the [Pre-shared key (confirm)] screen is displayed.
- If you enter a registered security policy name, the [Confirm] screen is displayed. Follow the message to enter it again.

6 Press the [IKE] tab and configure each setting.



7 Press the [Comm.] tab and configure each setting.



8 Press [OK].

The details of the security policy setting are set, and the [IPsec setting] screen is displayed again.

9 Press [OK].

You can configure this function in the RISO Console. (See p. 11)

High Capacity Feeder

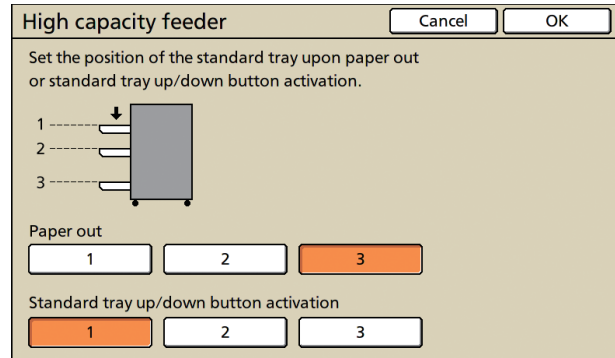
Specify where the standard tray lowers when paper runs out or when you press the standard tray descent button.

<Settings>

- **Paper out**
Setting value: 1, 2 or 3 (Factory setting: 3)
- **Standard tray up/down button activation**
Setting value: 1, 2 or 3 (Factory setting: 1)

1 Press [High capacity feeder] on the [Admin. Settings] screen.

2 Configure each setting.



● When [Paper out] is set to [3], the standard tray lowers to the bottom when paper runs out. You can load many sheets at once, but to do so you need to crouch down.

If you set [Paper out] to [1] or [2], the standard tray does not lower to the bottom; it stops halfway through. Therefore, you can load many sheets standing up.

● If you set [Standard tray up/down button activation] to [1] or [2], you can gradually lower the downward position of the standard tray. Therefore, you can load many sheets standing up.

3 Press [OK].



● If you press the standard tray descent button with the standard tray positioned below the specified downward position of the standard tray, the tray lowers to the position of the next number.


● You can configure this function in the RISO Console. (See p. 11)

Scanner Data Directory

Register a computer on a network as a scanned data storage directory.

<Description of settings>

- **Display name**
Enter a name of a storage directory. The name must be up to 20 characters long.
- **Transfer protocol**
Specify [FTP], [SMB] or [SMB (UNC)].
- **Communication test**
You can check if the setting of the scan data storage directory is correctly registered.

 The following settings vary depending on the specified protocol. An entry must be within 256 alphanumeric characters.

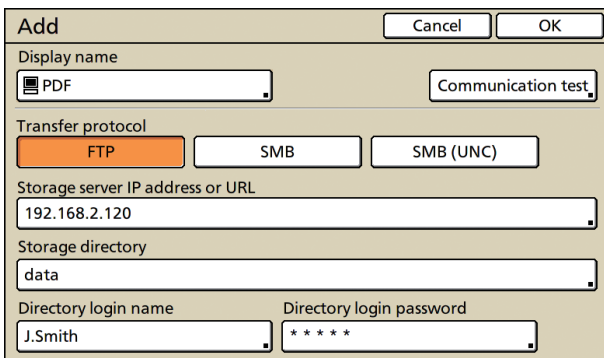
- Storage server IP address or URL
- Storage directory
- Directory shared name
- Storage directory (ex: ¥¥)
- Directory login name
- Directory login password

1 Press [Scanner data directory] on the [Admin. Settings] screen.

2 Press [Add] to display a screen to add a scanner storage directory.


3 Configure the settings.

When specifying an FTP server as the transfer protocol



The screenshot shows a dialog box titled "Add" with "Cancel" and "OK" buttons. It contains the following fields and options:

- Display name:** A dropdown menu showing "PDF" and a "Communication test" button.
- Transfer protocol:** Three buttons: "FTP" (highlighted in orange), "SMB", and "SMB (UNC)".
- Storage server IP address or URL:** A text field containing "192.168.2.120".
- Storage directory:** A text field containing "data".
- Directory login name:** A text field containing "J.Smith".
- Directory login password:** A text field containing "*****".


-  In [Storage directory], specify the folder name of the storage directory that you have set in the FTP server.
- In [Directory login name], specify the user name that you are using on your computer.
- In [Directory login password], specify the password that you use for the user name shown above.

4 Press [Communication test] to check if the setting is correctly registered.

The processing screen is displayed. When communication is completed, the [Confirm] screen is displayed.


5 Check the message on the [Confirm] screen, and press [Close].

The [Add] screen returns.

 If communication fails, check the server of the scanner storage directory and the network environment.

If that does not help, check the setting of step 3 again.

6 Press [OK].

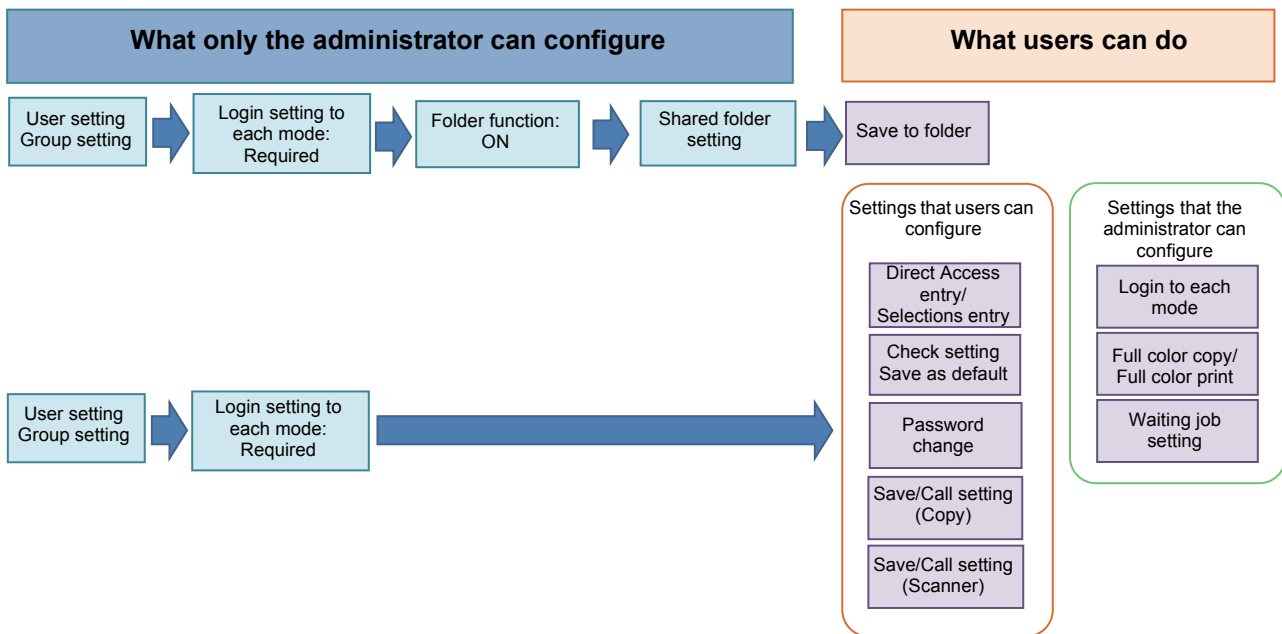
 You can configure this function in the RISO Console. (See p. 11)

Functions affected by Administrator Setting

Function Diagram


The administrator setting manages the machine and makes it more convenient when you configure the settings to match your use environment. Refer to the following diagrams, and configure settings to match your environment.

■ Functions that the administrator setting allows users to use



The functions that each user can use depend on the administrator setting.

Configure the following settings in the administrator setting to enable each user to use the following functions.

Functions that users can use	What you configure in the administrator setting
Direct Access entry/Selections entry (Register the functions that you frequently use for Direct access area and the selections screen.)	<ul style="list-style-type: none"> Registering a user in [User setting] Setting [Login setting] to [Required]  If you set [Login setting] to [Not required], Direct access area and the selections screen displays what the administrator has registered.
Save as default Check setting (Register the functions you frequently use for copy and scanner to the default.)	<ul style="list-style-type: none"> Registering a user in [User setting] Setting [Login setting] to [Required]
Waiting job setting (Print print data from a computer after login.)	<ul style="list-style-type: none"> Registering a user in [User setting] Setting [Login setting] to [Required]
Password change (Change the login password.)	<ul style="list-style-type: none"> Registering a user in [User setting] Setting [Login setting] to [Required]
Save to folder (Personal folder) (Create a personal folder and save read data of print and copy to the personal folder.)	<ul style="list-style-type: none"> Registering a user in [User setting] Setting [Login setting] to [Required] Setting [Folder function] to [ON]

Functions that users can use	What you configure in the administrator setting
<p>Save to folder (Shared folder) (Save read data of print and copy to a shared folder.)</p>	<ul style="list-style-type: none"> • Registering a group in [Group setting] • Registering a user in [User setting] • Setting [Login setting] to [Required] • Setting [Folder function] to [ON] • Configuring [Folder]

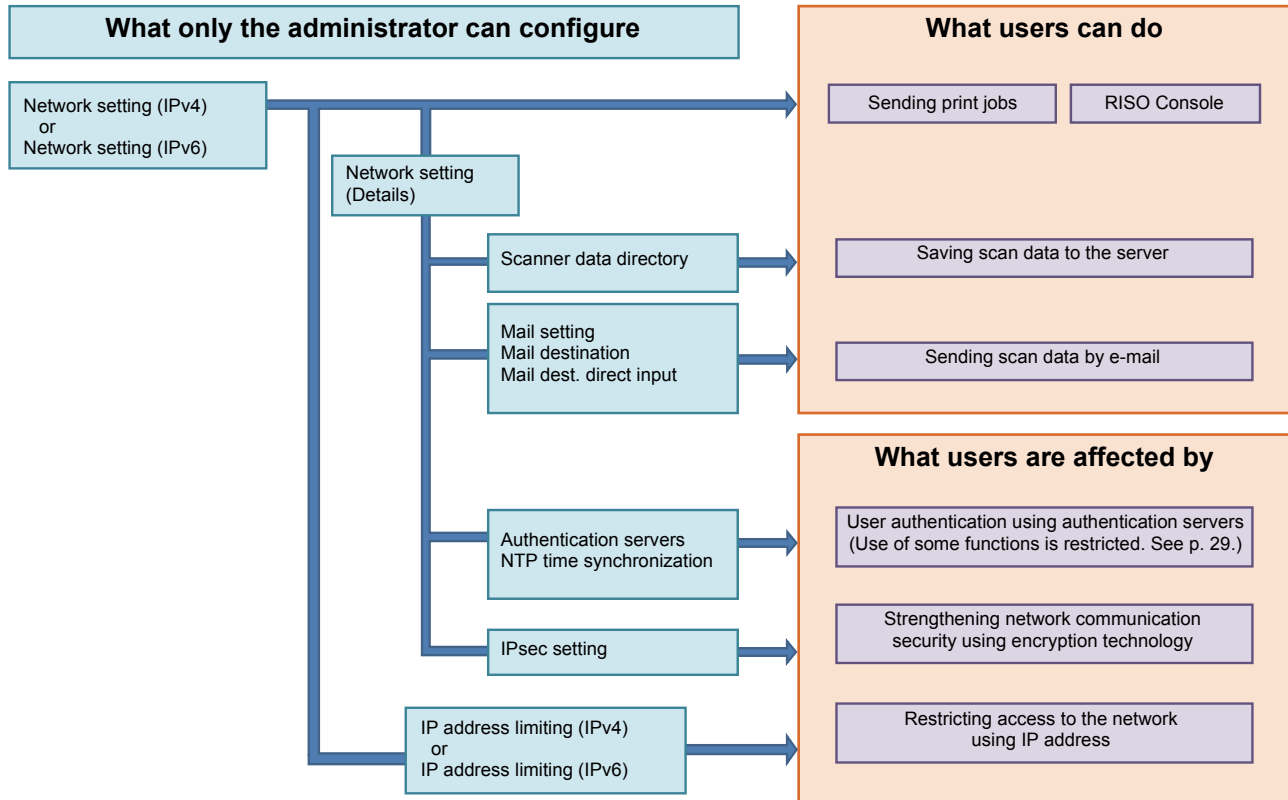
If you restrict use of the following functions per user, configure the following settings in the administrator setting.

If [Login setting] is set to [Not required], no function is restricted.

Functions that are restricted per user	What you configure in the administrator setting
<p>Mode selection (Prohibit use of printer, copy, and scanner modes, or require a password to use each mode)</p>	<ul style="list-style-type: none"> • Configuring a mode which registers or restricts a user in [User setting] • Setting [Login setting] to [Required]
<p>Full color copy/Full color print (Restrict use of full color copy/full color print, and also restrict the number of sheets for color/monochrome copy/print)</p>	<ul style="list-style-type: none"> • Registering a user and configuring function restriction in [User setting] • Setting [Login setting] to [Required]

■ Settings affected by network setting, and what users are affected by

If you are using the machine connected to the network, you cannot configure each function without configuring [Network setting (IPv4)/(IPv6)] and [Network setting (Details)] in advance. Be sure that you configure [Network setting (IPv4)/(IPv6)] and [Network setting (Details)] before configuring each setting.



The functions with which each user uses the network depend on the administrator setting.

To enable each user to use the following functions, you need to configure the settings below in the administrator setting.

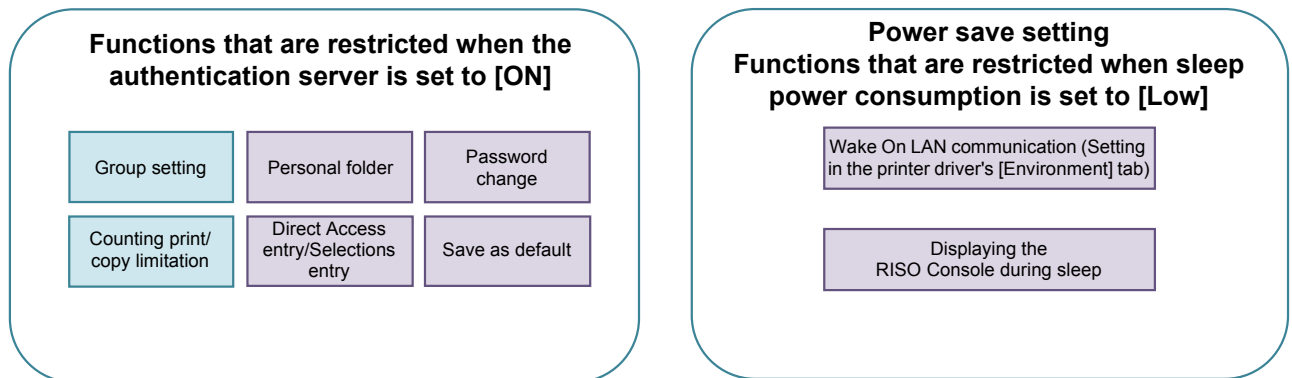
Functions that users can use	What you configure in the administrator setting
Sending print jobs and using the RISO Console in the network environment	<ul style="list-style-type: none"> • [Network setting (IPv4)] • [Network setting (IPv6)]
Saving scan data to the server	<ul style="list-style-type: none"> • [Network setting (IPv4)] or [Network setting (IPv6)] • [Scanner data directory] • [Network setting (Details)] if you specify a storage directory using the server name
Sending scan data by e-mail	<ul style="list-style-type: none"> • [Network setting (IPv4)] or [Network setting (IPv6)] • [Mail setting] • [Mail destination] • [Mail dest. direct input] • [Network setting (Details)] if you specify a mail server address using the server name

If you configure the following functions in the administrator setting, access to the network is restricted, and users are affected by the following:

What users are affected by	What you configure in the administrator setting
Sending print jobs and restricting use of the RISO Console using an IP address on the network environment	<ul style="list-style-type: none"> • [Network setting (IPv4)] • [IP address limiting (IPv4)]
	<ul style="list-style-type: none"> • [Network setting (IPv6)] • [IP address limiting (IPv6)]
Sending print jobs using encryption technology (IPsec)	<ul style="list-style-type: none"> • [Network setting (IPv4)] or [Network setting (IPv6)] • [IPsec setting] • [Network setting (Details)]
Restricting users by authentication servers	<ul style="list-style-type: none"> • [Network setting (IPv4)] or [Network setting (IPv6)] • [Authentication servers] • [Network setting (Details)] • [NTP time synchronization]

■ Machine functions that the administrator setting restricts

You cannot use some settings or functions if you set the authentication server to [ON], or if you set the machine's sleep power consumption to [Low].



Appendix

Formats of CSV Files to Import

Enter user information to CSV files written from the RISO Console.

Example) Owner information data

The setting of the second line (A-L) corresponds to "Item Name" in the list below (General No.1-12).

	A	B	C	D	E	F	G	H	I	J	K	L
1	CSV File Ver.											
2	User name	PC login name	Admin. authority	Printer mode	Copy mode	Scanner mode	Index	IC card	Temporary Password	Group1	Group2	Group3
3	J.Smith	J.Smith	admin	on	on	on	6	10019638...	abcde123	Sales		
4	C.Carry	C.Carry	user	on	on	off	6	10019638...	xwz9876	Sales	Planning	

[General]

No.	Item Name	Setting Values	Unavailable characters
1	User name	1-10 alphanumeric characters * Do not leave this field blank.	“ / [] : + < > = ; , * ? ¥ ‘
2	PC login name	0-63 alphanumeric characters	“ / [] : + < > = ; , * ? ¥ ‘
3	Admin.authority	"user": General users "admin": Administrator	None
4	Printer mode	"on": Permit "off": Prohibit	None
5	Copy mode	"on": Permit "off": Prohibit	None
6	Scanner mode	"on": Permit "off": Prohibit	None
7	Index	1 character (1-6) 1: 0-9 alphanumeric characters 2: a-e 3: f-j 4: k-o 5: p-t 6: u-z	None
8	IC card	0-22 alphanumeric characters (0-9, A-F, a-f, hexadecimal) IC card standard	None
9	Temporary Password	1-16 alphanumeric characters	Characters other than alphanumeric characters
10	Group1	1-10 alphanumeric characters	“ / [] : + < > = ; , * ? ¥ ‘
11	Group2	1-10 alphanumeric characters	“ / [] : + < > = ; , * ? ¥ ‘
12	Group3	1-10 alphanumeric characters	“ / [] : + < > = ; , * ? ¥ ‘

If you configure function restriction for a user that you register to the machine, you need to configure the following settings.

Example) Function restriction data

The setting of the second line (M-V) corresponds to "Item Name" in the list below (Print/Copy accounting rule No.13-22).

	M	N	O	P	Q	R	S	T	U	V
1										
2	Full color print	Full color print limitation	Full color print limit	Mono-color print limitation	Mono-color print limit	Full color copy	Full color copy limitation	Full color copy limit	Mono-color copy limitation	Mono-color copy limit
3	on	on	99999	off	99999	on	off	99999	off	99999
4	on	on	100	on	100	on	on	100	off	99999

[Print/Copy accounting rule]: Examples of when you select [Count individually]

No.	Item Name	Setting Values	Unavailable characters
13	Full color print	"on": Permit "off": Prohibit	None
14	Full color print limitation	"on": Restrict "off": Not restrict	None
15	Full color print limit	1-5 numbers 1-99999	Characters other than numbers (0-9)
16	Mono-color print limitation	"on": Restrict "off": Not restrict	None
17	Mono-color print limit	1-5 numbers 1-99999	Characters other than numbers (0-9)
18	Full color copy	"on": Permit "off": Prohibit	None
19	Full color copy limitation	"on": Restrict "off": Not restrict	None
20	Full color copy limit	1-5 numbers 1-99999	Characters other than numbers (0-9)
21	Mono-color copy limitation	"on": Restrict "off": Not restrict	None
22	Mono-color copy limit	1-5 numbers 1-99999	Characters other than numbers (0-9)



User information may not be registered correctly if you enter values other than "setting values". Enter alphanumeric characters within the limit.



Please contact following for supplies and service: