ComColor FW Series

5230/5230R/5231/5231R/5000/5000R

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

Administrator's Guide

About This Guide

Preface

Thank you for using a ComColor FW 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 your usage purpose and usage conditions.
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 optional equipment and the settings.

The five guides described below are supplied with this machine.

● **Quick Guide**
This guide describes basic machine operations and how to replace consumables.
Keep this guide handy, such as near the machine, for easy reference.
Start by reading this guide.

● **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 machine settings and optional equipment (IC card reader, scanner, etc.) to be configured by the administrator.

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

● **Safety Information**
This guide describes safety precautions and specifications.

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Acquisition of Color Universal Design Certification
The ComColor FW5230/FW5230R/FW5231/FW5231R/FW5000/FW5000R (machine and option*) are recognized by the incorporated non-profit organization Color Universal Design Organization (CUDO) in achieving Color Universal Design.

* Certified optional equipment
Scanner/Face down finisher

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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.
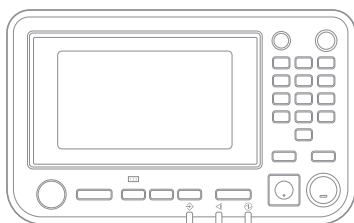
✏ Indicates useful or additional information.
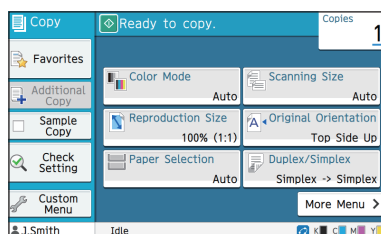
■ Names of Keys and Buttons

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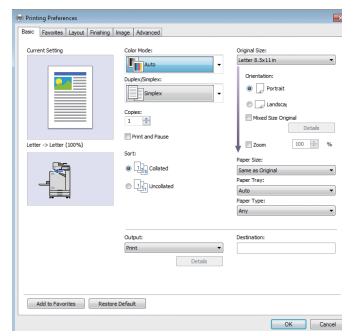
● Operation Panel

Example: Press the [Stop] key.

● Touch Panel Screen

Example: Touch [Color Mode].

● Computer Window

Example: Select the [Mixed Size Original] check box.

■ Names of Optional Equipment

In this guide, the names of the optional 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	Optional Equipment
Stacking tray[*]	Wide stacking tray Auto-control stacking tray

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

■ Illustrations and Operating Procedures in This Guide

- The operating procedures, screenshots, and illustrations in this guide are for the ComColor FW5230/FW5230R with the optional scanner connected.
- The screenshots and illustrations in this guide may vary depending on the machine model and usage environment, including the connected optional equipment.

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Installing and Uninstalling the Printer Driver

DVD-ROM Contents

The supplied DVD-ROM contains separate installers and setup makers for [Windows 32-bit] and [Windows 64-bit].
Select the folder that matches the version of Windows you are 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 DVD-ROM. When using this installer, each user must configure the printer driver options.

- **Quick installer**
  This installer is created using the setup maker.
  (For more information on how to create this installer, see "Using Setup Maker to Create the Quick Installer" (p. 6).)
  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 the duplex printing and monochrome printing settings to their default values or restricting the use of color printing.

The following settings can be customized.

- Color mode restrictions
- Default values of printing preferences
- Properties that appear when you right-click Printer in [Control Panel] - [Hardware and Sound] - [Devices and Printers]

Using Setup Maker to Create the Quick Installer

1 Install the printer driver with the standard installer.

2 Configure each setting.

Configure the default values of the printing preference and the settings in the properties dialog box for [Devices and Printers].

3 Start the setup maker.

Double-click "SetupMaker.exe". This file is located in [PrinterDriver] - [Windows 64-bit] (or [Windows 32-bit]) - [SetupMaker] on the DVD-ROM.

> • Select the folder that matches the version of Windows you are running. Otherwise, the setup maker will not start.

4 Follow the displayed instructions to configure the settings.

The quick installer is created.

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Installing the Printer Driver

■ Installing the Printer Driver With the Standard Installer

Insert the DVD-ROM into the computer to start the installation wizard.
Follow the displayed instructions for installation.
For more information on this installation method, see "Installing the Printer Driver" in the "User's Guide".

■ Installing the Printer Driver With the Quick Installer

Double-click the quick installer "QuickSetup.exe" file, and follow the displayed instructions for installation.

Uninstalling the Printer Driver

■ For Windows 8, Windows 8.1, Windows Server 2012, and Windows Server 2012 R2

Open the "Apps" screen and click [Uninstaller] in the "RISO ComColorFW" 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] - [ComColorFW] - [Uninstaller]. Follow the displayed instructions for uninstallation.
After the printer driver has been uninstalled, restart the computer.

If Using the Optional PostScript Kit

Install the dedicated printer driver for PostScript 3. For specific instructions on how to install the printer driver and information on operating requirements, see "PostScript Kit" in the "User's Guide".

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Configuring the Administrator

Workflow for Configuring the Administrator

The administrator needs to prepare the following settings in order to allow other users to use this machine.

1	**Set the administrator password (p. 10)**

2	**Log in as a user with administrator authority (p. 11)**

3	**Configure the network settings (If you connect the machine to a network) (p. 38)**

4	**Register users (p. 25)**

5	**Configure other necessary administrator menu items (p. 11)**

- In the network settings, configure the IP address first.

- To configure the default values in Copy or Scan mode, log in as a user with administrator authority, and then proceed to the mode screen.

  For more information, see "Saving as a Default" in the "User's Guide".

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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 Setting

The administrator can configure the settings described in "Administrator Menu Setting Items" (p. 13).
For more information on how to configure the settings, see "Configuring the Administrator Menu" (p. 11).

■ Functions Only for the Administrator

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

Relevant Function	Operation that can only be performed by the administrator
[Home] screen	
[Machine Info]	**[System Info] screen** Entry into the [Comment] field.
Common to Copy, Scan, Storage, and USB modes	
[Save as Default] [Initialize]	**When login is not necessary to access each mode** Change the default values for Copy, Scan, Storage, and USB modes (by pressing [Save as Default] or [Initialize]). **When login is necessary to access each mode** Change the default values for Copy, Scan, Storage (Save), and USB (Save) modes if users have not saved their own default values, or if they have cleared the default values. For more information on how to set the default values, see "Custom Menu" in the "User's Guide".
[Add to Favorites] [Edit Favorites]	Register common favorites that are shared by all users.
	Delete or rename common favorites.
[Edit Button Order]	Rearrange the common function buttons that can be shared by all users.

To use the above functions, a user must log in with administrator authority.
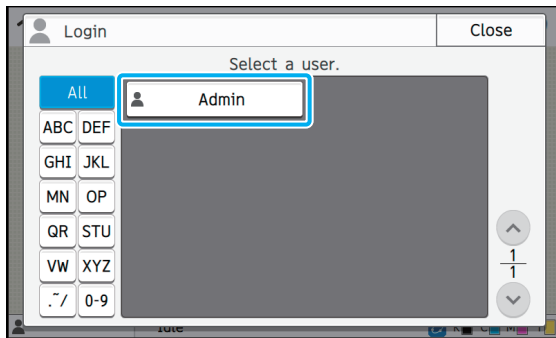
Setting the Administrator Password

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.

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 "0000".

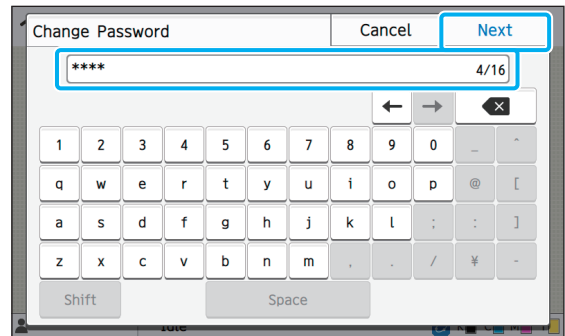## 4 Touch [Login].

The [Change Password] screen is displayed.

5 Enter the new password and touch [Next].

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

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

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

You can change your user name from [User Setting] on the administrator menu. (See p. 27)

Configuring the Administrator Menu

There are two ways to configure the administrator menu:

- Setting with the operation panel of the machine
- Setting with the RISO Console

This guide explains the procedure for configuring the administrator menu using the operation panel.

> ⚠ • To configure the administrator menu, a user must log in with administrator authority.

Setting With the Operation Panel

1 **Log in as a user with administrator authority.**

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

2 **Touch [Admin Menu] on the [Home] screen.**
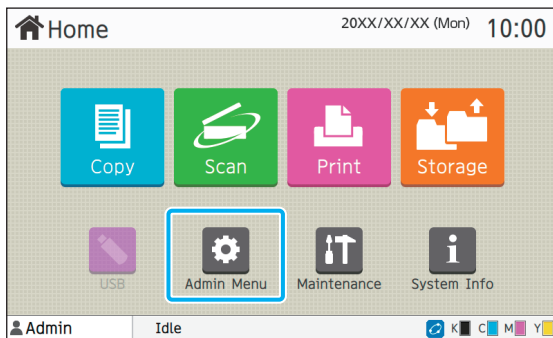
3 **Configure each setting.**
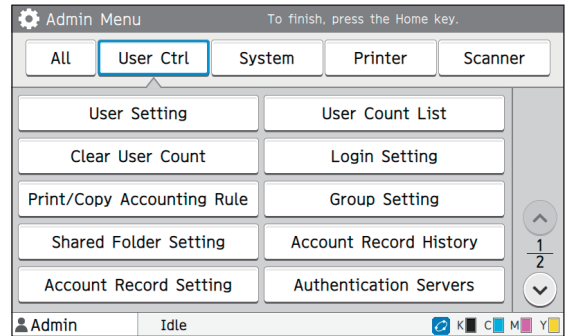
> ⚠ • After configuring the settings, press the [Home] key to exit the administrator menu.

> 🖉 • Selecting a button at the top of the screen displays its corresponding settings.
> The lists shown on and after p. 13 show descriptions of each button of all the administrator menu 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 Log in as a user with administrator authority.

Enter your user name and password and click [Login].

3 Click [Admin Menu].

4 Configure each setting.

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

The following are the administrator menu settings.

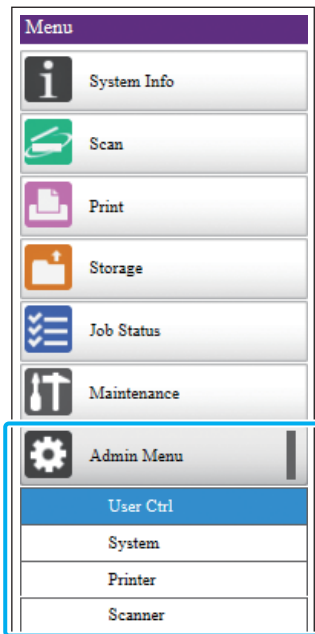> • If the optional equipment that requires configuration is not connected, the relevant settings are not displayed.

List of Administrator Menu Setting Items

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

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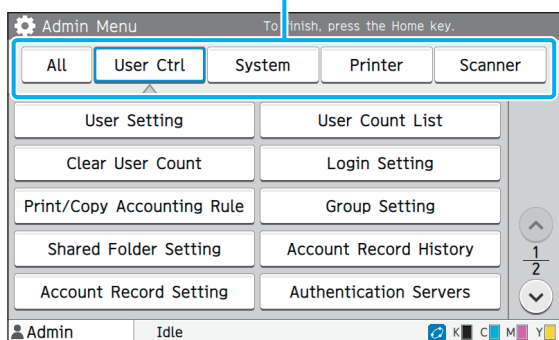
User Control

This function restricts the functions available to each user and manages the job history.

- User Setting ....(p. 15)
- User Count List ....(p. 15)
- Clear User Count ....(p. 15)
- Login Setting ....(p. 15)
- Login Method ....(p. 15)
- Print/Copy Accounting Rule ....(p. 15)
- Group Setting ....(p. 15)
- Shared Folder Setting ....(p. 16)
- Account Record History
  (operation panel only) ....(p. 16)
- Account Record Setting ....(p. 16)
- Account Record
  (RISO Console only) ....(p. 16)
- Authentication Servers ....(p. 16)
- External System Link ....(p. 17)

System

The following are the system and network settings:

Printer

The following are the print function settings:

Scanner

The following are the scan function settings:

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Administrator Menu Setting Items / Descriptions

> • The factory settings are underlined.
>
> • ▱ indicates settings that need to be configured when an IC card reader (optional) is connected.

User Ctrl

Setting / Description	Set value / Details
User Setting ▱ Use this function to register users who can use this machine. With this setting, the administrator can restrict the modes that a user can access, the use of color mode, and the number of copies for each user. > • When [Login Setting] is set to [OFF], this registration is not necessary.	See p. 27

User Count List
 	
If a print or copy limit is set in [User Setting], use this function to save or print the summary list of the quantity limit and count for each user.
	• **When using the operation panel:**
	  [Print], [Save]
	• **When using the RISO Console:**
	  [Print], [Write to CSV File] (specify the save destination)

Clear User Count If a print or copy limit is set in [User Setting], use this function to clear the count for all users.	Set up this function by following the on-screen instructions.
Login Setting Specify whether login is required to enter a mode. This function allows you to restrict the users who can use this machine.	See p. 26
Login Method (when IC card reader is connected) ▱ Specify whether to enable login authentication using a user name and password in addition to IC card authentication. To enable logging in using a user name and password, select [IC Card & User Name]. > • Regardless of this setting, a user can log in from the RISO Console using their user name and password.	[IC Card], [IC Card & User Name]
Print/Copy Accounting Rule If a print or copy limit is set in [User Setting], specify whether to restrict the number of prints and copies that can be made in the respective modes or in total.	[Count Individually], [Count Altogether]
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. • [Affiliation Group] for [User Setting] • [Selected Group] for [Shared Folder Setting] • Account Record (RISO Console only) > • When [Login Setting] is set to [OFF], this registration is not necessary.	See p. 26

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Setting / Description	Set value / Details
Shared Folder Setting Specify the shared folder for saving jobs. You can configure up to 30 folders. When [Login Setting] is set to [ON], you can restrict the users for each folder by group. Use the [Group Name] list to select up to three groups. ✏️ • If both [Storage] - [Save] and [Storage] - [Load] are set to [OFF] in [Home Screen Customization], this item is not displayed.	• [Add], [Edit], [Delete] • [Folder Name] list • [Folder Name] textbox • [Users who can use this folder] [All Users], [Selected Group] • [Change] • [Group Name] list • [Selected] list
Account Record History (operation panel only) 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.	• **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].
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. ✏️ • The account record is the history of jobs executed by this machine. This records the completion status of each print, copy, scan, storage, and USB job, the owner name, processing time, number of pages, number of copies, and job start time. • **[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. The saved history file can be recalled using [Account Record History] or [Account Record]. • **[Acquisition of Account Record via FTP]** Select this option to acquire the account record via FTP.	• [Manual Delete], [Auto Delete] • [Hours], [Days] (Select one) 1-99 (Factory setting: 7 days) • [Save to History File] [OFF], [Daily], [Monthly] • [Acquisition of Account Record via FTP] [OFF], [ON] • [FTP User Name] • [FTP Password]
Account Record (RISO Console only) Use this function to delete or download the current job list of the account record list (before the save period) or history file to a computer. [Save to History File] must be set to [Daily] or [Monthly] on [Account Record Setting] in advance.	• **To delete a file:** Select the file to delete from the [Current] list, and click [Delete]. • **To download to a computer:** Select the file from the [History File] list, and click [Download].
Authentication servers 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. ✏️ • When using external server authentication, you do not need to register user information to the printer, and you can manage the information centrally on the server.	See p. 31

Setting / Description	Set value / Details
External System Link Set this when performing authentication of users who have accounts on the external server using the external server (MPS Software) or charging for print and copy jobs. A user without an account on an external server cannot be authenticated.	[OFF], [ON] • [Address]: Up to 256 alphanumeric characters • [Port]: 1-65535 (Factory setting: 9191)

System

Setting / Description	Set value / Details
Job/Document Management The administrator can view details of all jobs (documents) and delete jobs. • Touch a category, for example [Document Name] or [Folder Name], to sort jobs in ascending or descending order.	• [Finished] • [Waiting Job] • [Storage Document] • [Delete], [Details], [Open]
Print Admin settings The administrator can print a list of set values in the administrator menu. • Load A4-size (LTR-size) paper in the standard tray. • You can print from the [Admin Setting List] on the RISO Console.	Follow the displayed messages for operations.
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].	• [Add], [Edit], [Delete] • [Paper Size]: 90 mm × 148 mm to 340 mm × 550 mm (3 9/16" × 5 27/32" to 13 3/8" × 21 5/8") • [Registration Name]
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 to each of [F1], [F2], and [F3].	[No Entry]*, [Copy], [Scan (Mail)], [Scan (PC)], [Scan (Console)], [Print], [Storage (Save)], [Storage (Load)], [USB (Save)], [USB (Load)], [System Info], [Counter]*, [Front Cover Release], [Slow Printing] * The default settings vary depending on the function keys. See the following. [F1]: [Counter] [F2] and [F3]: [No Entry]
Clock/Date Specify the date and time.	• [Year/Month/Day] • [Hour:Min] • [Date Format] [yyyy/mm/dd], [mm/dd/yyyy], [dd/mm/yyyy]

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Setting / Description	Set value / Details
NTP Time Synchronization Accurate time is acquired from the NTP server to synchronize the time of this machine. • Set the NTP server to [ON], and enter the server name in the [Address] textbox. • In [Time-out (sec)], specify the access time-out for synchronization with the NTP server. If the machine does not receive a response from the NTP server within the specified time, synchronization with the NTP server is canceled. • This function is useful if you configure [Authentication Servers], [Power Schedule] or other functions that need the correct time. • If [NTP Time Synchronization] is [ON], you can configure only [Date Format] for [Clock/Date].	• [OFF], [ON] • [Address] Server name, IP address (IPv4)/(IPv6) • [Interval (hours)]: 1 to 500 hours (Factory setting: 168 hours) • [Time-out (sec)]: 5 to 120 sec. (Factory setting: 5 sec.)
Beep Sound Specify whether the beep sound is activated when operating the keys and buttons and when an error occurs. • **[OFF]** The beep sound is muted. • **[Limited]** Only the error sound works. • **[ON]** Both the confirmation and error sounds work.	[OFF], [Limited], [ON]
Metric/Inch Switch Specify the unit of measure for length used with this machine. The paper size display changes according to the unit selected.	[mm], [inch]
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.	• [OFF], [ON] • Auto reset time setting: 1-60 min. (Factory setting: 3 min.)

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Setting / Description	Set value / Details

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].
 	
• **[Auto Backlight-OFF]**
In this status, 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 return to normal operating status.
 	
• **[Auto Sleep]**
In this status, the touch panel is off and the [Wake Up] key lights up. Press the [Wake Up] key to resume operations.
 	
  • If you set [Power Consumption (in Sleep)] to [Low], you can save more power than you can with [Standard]. However, the following limitations apply.
    - The RISO Console is not displayed in sleep state.
    - If you print on a network where Wake On LAN does not work, the printer does not wake up automatically. Specify the MAC address in [MAC Address] under the [Environment] tab of the printer driver. For more information, see "Configuring the MAC Address" in the "User's Guide".
  • When you change the length for the machine to wait until the power saving mode is applied, note the following.
    - If you set the auto backlight-OFF time and the auto sleep time longer than the factory settings, the power consumption may exceed the limit specified by the Blue Angel.
	• [Auto Backlight-OFF]
	[OFF], [ON]
	Auto backlight-OFF time:
	1-60 min. (Factory setting: 10 min.)
	
	• [Auto Sleep]
	[ON]
	Auto sleep time:
	1-60 min. (Factory setting: 55 min.)
	
	[Power Consumption (in Sleep)]
	[Low], [Standard]

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.	• [OFF], [ON] • Auto power-OFF time setting: 1-120 min. (Factory setting: 90 min.)
Power Schedule Use this function to automatically turn on and off the power to this machine at a specified time. You can specify the time to turn on and off the machine for each day of the week according to your usage environment. It prevents you from forgetting to turn off the machine, which helps you save power.	See p. 36
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. • If you configure from the RISO Console, you can register the IPv4 and IPv6 network settings and the network setting (details) on the [Network Setting] screen.	See p. 38
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.	See p. 39
Network Setting (Details) Configure the details of your network environment. The setting items vary depending on your network environment.	See p. 39

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Setting / Description	Set value / Details
IP Address Limiting (IPv4) / IP Address Limiting (IPv6) Use this function 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.	
IPsec Setting Use this function when using the printer in a network environment that employs IPsec encryption. You can prevent data leakage and tampering. The setting items vary depending on your network environment.	
Effective Protocol Use this function when using protocols for data transmission. ✎ • The RISO Console is not displayed when [HTTP/HTTPS] is set to [OFF].	• [LPR/LPD], [RAW], [IPP], [FTP], [HTTP/HTTPS], [SNMP], [SLP] (Factory setting: [ON])
Display Language Specify the language displayed on the touch panel. After the language is set, all displays are switched to the selected language.	See the operation panel of the machine for the available languages.
Console Startup Display (RISO Console only) Specify the screen to be displayed when the RISO Console is started.	[System Info], [Login Screen]
Home Screen Customization You can specify which mode buttons are displayed on the Home screen and configure the order of the buttons.	• [Copy] • [Scan] [Mail], [PC], [Console] • [Print] • [Storage] [Save], [Load] • [USB] [Save], [Load] • [Display Setting]
Startup Display Specify the screen displayed when the power is turned on or after auto reset is activated.	[Home Screen], [Copy], [Scan (Mail)], [Scan (PC)], [Scan (Console)], [Print], [Storage (Save)], [Storage (Load)]
USB Mode Auto Transition With this setting, the machine automatically enters the USB mode and displays a screen that prompts the user to select [Save] or [Load] when a USB flash drive is inserted into the machine. If login is required in USB mode, and the user has not logged in yet, the [Login] screen is displayed. When you connect a USB flash drive to the machine after logging in, the machine enters the USB mode.	[OFF], [ON]
Finished Job Setting Specify whether to save finished jobs to the [Job Status] - [Finished] screen. When saving finished jobs, set the save period and whether to prohibit or permit reprinting. Select the [Permitted] check box to enable the selection of finished jobs on the [Finished] screen and reprint the selected jobs by touching [Print] in the sub menu.	• [OFF], [Save] • [by Hours], [by Days], [Saved Jobs] (Select one) 1-99 (Factory setting: 1 hour) • [Permitted] check box Not selected, Selected
Setup Wizard (operation panel only) This wizard executes the basic setup for installation.	Follow the displayed messages for operations.

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Setting / Description	Set value / Details
Admin Setting Initialization (operation panel only) This function clears the administrator settings and deletes the user information, and returns all settings to their default values. • **[Delete]** This function deletes all registered users, personal folders, and shared folders. • **[OK]** This function returns all administrator settings other than the above user information to the factory settings. ⚠️ • Once initialization is executed, you cannot recover the information (data). Be careful upon executing initialization.	[Delete], [OK]

Printer

Setting / Description	Set value / Details
Stock Management (operation panel only) 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. ✏️ • This function may not be displayed. To use this function, contact your dealer or authorized service representative.	• [Purchase Qty] 0-99 • [Stock] 0-99 • [Mail to Your Administrator] [Send] check box Not selected, Selected • [Details] [Address], [Sender], [Subject], [Body], [Reset], [Communication Test]
Waiting Job Setting Specify the period to save the documents listed on the [Waiting Job List] screen in Print mode. Jobs whose specified time limit has elapsed are automatically deleted. You can specify that all jobs received from a computer be put on hold or automatically printed at the end of the specified time period. If you put all jobs on hold, the jobs within the specified time period are added to [Waiting Job List]. • **[Time Period]** Set the time period for waiting jobs and whether to print them automatically when the waiting period expires. The start time and end time of [Time Period] can also be entered using the numeric keys. ✏️ • Even when [Power Schedule] is applied, if [Waiting Job Setting] is set to [ON], this machine does not enter standby mode. • Printing jobs cannot be started automatically if a power failure has occurred or the main power of this machine is intentionally turned off. • This function is activated when [Login Setting] is set to [OFF]. When [Login Setting] is set to [ON], printing is not started even when the specified time period has come. • When the period specified in [Waiting Job Setting] expires during the time specified in [Time Period], the waiting jobs are deleted.	• [OFF], [ON] • [Min], [Hours], [Days] (Select one) 1-99 (Factory setting: 1 hour) • [Add all jobs received from a PC to Waiting Job List?] [Permitted] check box Not selected, Selected • [Time Period] [OFF], [ON] • [Start (Hour: Minute)], [End (Hour: Minute)] 00:00-23:59 • [Auto print when time period ends?] [Start] check box Not selected, Selected

Setting / Description	Set value / Details
Job Name Display Specify whether to disclose the job name on the [Waiting Job List] screen in Print mode. When this is set to [OFF] and login is necessary, the jobs other than those for the user logged in are displayed as [*****]. If the user logged in has administrator authority, all job names are disclosed regardless of this setting.	[OFF], [ON]
Printable Area Use this function to set the size of the margins. Normally, use [Standard]. • **[Standard]** Margins of 5 mm (7/32") on the top, bottom, left, and right sides are applied. • **[Maximum]** Margins of 3 mm (1/8") on the top, bottom, left, and right sides are applied. • 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 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 dirty.	[Standard], [Maximum]
Cleaning Cycle Setting Use this function to automatically clean the ink head after the specified number of sheets is printed.	500-3000 sheets (Factory setting: 1000)
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. • It is recommended to use this function with [Envelope Imaging] of the printer driver. See "Envelope Imaging" in the "User's Guide".	• [Feed Control] [Standard], [Wide Range]
Output Tray in Each Mode (when using a stacking tray) Specify which tray has priority in each mode when [Output Tray] is set to [Auto] in Copy mode, or when [Output Tray] (on the [Finishing] tab) of the printer driver is set to [Auto]. (When the staple, offset output, or other finishing function is applied, paper is output regardless of this priority.)	• **When using the wide stacking tray:** [Face Down Tray], [Wide Stacking Tray] • **When using the auto-control stacking tray:** [Face Down Tray], [Auto-Control Stacking Tray]
Stack Guide Control (when using the auto-control stacking tray) Specify which paper guides open when the paper guides open button is pressed with paper in the auto-control stacking tray.	[End], [Side], [Both]
Non RISO Ink Setting (operation panel only) Specify whether to prohibit or permit the use of each ink color when using Non-RISO ink.	See p. 37

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Setting / Description	Set value / Details
Barcode Area File Management (RISO Console only) Register files to be selected for [Barcode Area Definition] of the printer driver. The registered barcode area definition files are displayed in a list. You can rename and delete files. You can also export selected barcode area definition files and import the files to another printer. • The barcode area definition files can be created using the Barcode Area Definition Software.	• [Barcode Area File] list • [Rename] • Name: 1-30 alphanumeric characters • [Delete] • [Import] • [Export]

Scanner

Setting / Description	Set value / Details
Scan Data Directory Use this function to register up to 300 storage destinations for the scanned data. The destinations registered here are displayed on the [Destination] screen that appears when you select [Scan] - [PC] and touch [Destination]. The [Communication Test] function enables you to check if the setting of the data storage destination is correctly registered.	
Mail Address Entry Use this function to register up to 300 mail addresses to which to send the scanned data via e-mail. The addresses registered here are displayed on the [Address] screen that appears when you select [Scan] - [Mail] and touch [Address].	• [Mail Address] • [Name] • [Index] • [Read CSV File]* • [Write to CSV File]* * Reading and writing of e-mail destination files can only be performed using the RISO Console.
Color/Black Slice Level Specify the level at which the original is automatically determined to be a color original or a black-and-white original when [Color Mode] is set to [Auto] for scanning. The higher the value, the easier it is to determine the original as a color original.	[1], [2], [3], [4], [5]
Additional Copy Button Use this function to enable the [Additional Copy] function in Copy mode. • The [Additional Copy] function makes additional copies of the previous copy job.	[OFF], [ON]
Scan Document Save Setting Specify whether to automatically delete, at a fixed interval, the documents saved to the hard disk of the machine in Scan mode. If [ON] is selected, the documents are automatically deleted at the selected interval.	• [OFF], [ON] • [Unit] [Min], [Hours], [Days] (Select one) 1-99 (Factory setting: 1 day)

Setting / Description	Set value / Details
Mail Setting Configure the settings for the mail server used to send the scanned data. 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. • 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.	• [Outgoing Mail Server (SMTP)] • [Port] • [SSL Connection] • [Mail Server Authentication] • [Account] • [Password] • [Mail Capacity (MB)]: 1-500 MB (Factory setting: 5 MB) • [Time-out (sec)]: 30-300 sec. (Factory setting: 60 sec.) • [Sender's Mail Address] • [Communication Test]
Address Input Permission Specify whether to permit direct input of mail addresses or storage destinations when sending or saving the scanned data. When this is set to [ON], the [Direct Input] button appears on the [Address] or [Destination] screen in Scan mode. When this is set to [OFF], users cannot send the scanned data to the addresses or destinations other than those that are registered with [Mail Address Entry] or [Scan Data Directory].	[OFF], [ON]

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Configuring When Using an IC Card Reader (Optional)

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

Relevant Function	Setup Function	Details
User Setting	Register IC card information to the machine.	See p. 29
Login Method	Configure login authentication method.	See p. 15

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

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.

> • The administrator must always configure the administrator menu settings in the order shown in the table below. If the order is incorrect, you must redo the configuration from the beginning.

Order	Administrator setting Function name	Application	Description of settings	Notes
1	Login Setting	Configure this setting when restricting the machine's users.	■ [OFF], [ON] ■ [Auto Logout Time]	User setting is required if this is set to [ON] for any of the modes (Print, Copy, or Scan mode).
2	Group Setting	Configure this setting when restricting the users that can access shared folders.	Specify the groups that can access shared folders.	The groups selected here are applied to other settings. (See p. 15)
3	User Setting	Use this setting to register users who can log in.	■ [User Name] ■ [Issue of Temp. Password] (1-16 characters) ■ [Index] ■ [Admin. Rights] ■ [Affiliation Group] (optional) ■ [PC Login ID] ■ [Permission Setting] and [Limitation] (optional) in each mode	[User Setting] in [Admin Menu] on the RISO Console has CSV file reading and writing functions. These functions are useful when collectively adding multiple users.

> • If you are using an external server authentication, you do not need to register users.

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Login Setting

Specify whether login is required to access a mode and the operations after logging in. Use this function to restrict the machine's users.
If this is set to [ON], always configure 2 and 3 in "Registering Users".

[Login Setting] for each mode
Specify whether login is required to access a mode.
Set value: [OFF], [ON] (Factory setting: [OFF])

[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.)

[Details]
Specify whether to automatically start printing documents that are put on hold, when logging into Print mode.
Set value: [OFF], [ON] (Factory setting: [ON])

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

2 **Configure each setting.**
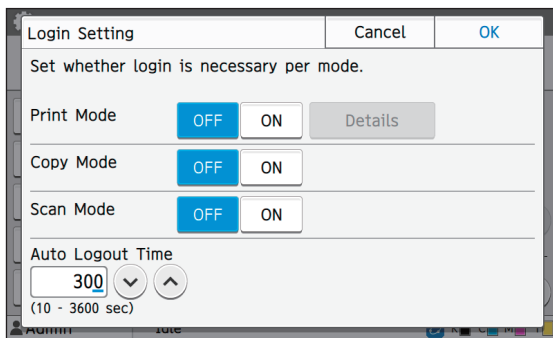
3 **Touch [OK].**

> • This function can also be configured from the RISO Console. (See p. 12)

When Setting [Login Setting] to [ON]

The settings in [Login Setting] for each mode (Print, Copy, and Scan) also affect the Storage mode and USB mode. Whether login is required in Storage mode and USB mode when [Login Setting] is set to [ON] is shown in the following table.

[Login Setting]	Storage mode		USB mode	
	Save	Load	Save	Load
Print mode [ON]	Required	Required	Not required	Required
Copy mode [ON]	Required	Required	Not required	Not required
Scan mode [ON]	Not required	Not required	Required	Not required

Group Setting

Specify the groups to indicate user attributes. 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].**

2 **Touch [Add].**
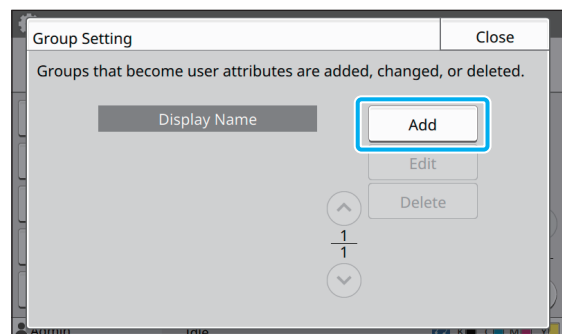
3 Enter the group name and touch [OK].
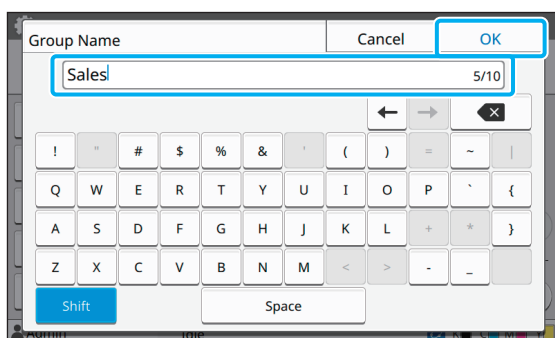
4 Touch [Close].

- 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 settings.
  - [Affiliation Group] for [User Setting]
  - [Selected Group] for [Shared Folder Setting]
  - [Account Record] (RISO Console only)

- This function can also be configured from the RISO Console. (See p. 12)

User Setting

When [Login Setting] is set to [ON], register the users who can use this machine. You can add up to 1,000 users.
Set the user attributes and usage restrictions.

- Configure [Group Setting] before configuring [User Setting]. (See p. 26)

[User Name]
Enter the user name for login.
Unavailable characters: " / [ ] : + | < > = ; , * ? ¥ _ '

[Issue of Temp. Password]
Set up a temporary password.
Use 1 to 16 lower case alphanumeric 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 3 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.

[Permission Setting]
Specify the modes usable for a registered user.
Set value: [OFF], [ON] (Factory setting: [ON])

[Limitation]
Specify the function limits for Print mode and Copy mode. You can apply function restriction collectively for both modes.

- **Full Color Copy/Full Color Print**
  Specify whether to allow registered users to make fullcolor copies and printouts.
  Set value: [OFF], [ON] (Factory setting: [ON])
  - **[Limit Full Color Count]**
    Specify the maximum number of full color copies and printouts allowed.
    Set value: Not selected, Selected
    (Factory setting: Not selected) (1-99,999 sheets)
  - **[Limit Monochrome Count]**
    Specify the maximum number of monochrome copies and printouts allowed.
    Set value: Not selected, Selected
    (Factory setting: Not selected) (1-99,999 sheets)

- The setting items on the [Limitation] screen vary depending on the [Print/Copy Accounting Rule] setting.

[Read CSV File] (RISO Console only)

Use this function to read the user list file from a computer to the hard disk of this machine.

[Write to CSV File] (RISO Console only)

Use this function to write the user list file from the hard disk of this machine to a computer.

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

2 **Touch [Add].**
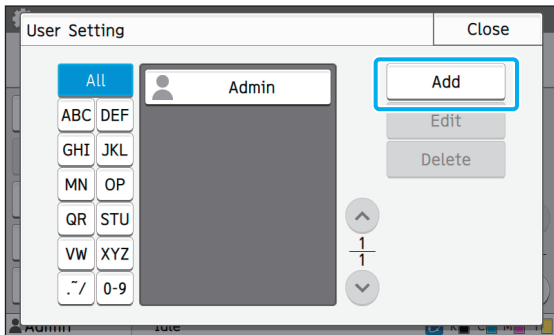
3 **Enter the user name and touch [Next].**
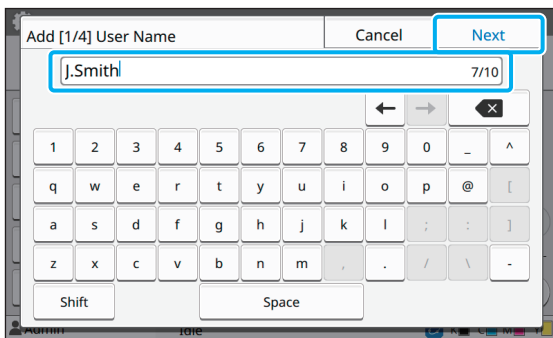
4 **Enter the temporary password and touch [Next].**
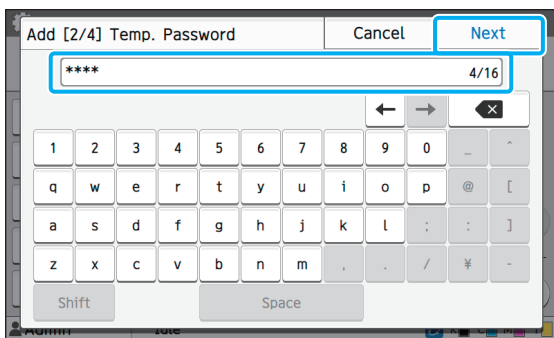
5 **Re-enter the temporary password and touch [Next].**

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

6 **Configure each setting.**
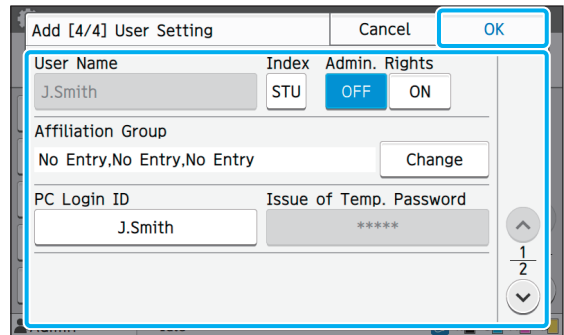
- If [PC Login ID] is incorrect when [Permission Setting] in Print mode is set to [ON], jobs cannot be received from the computer. Make sure that the correct PC login ID is entered in [PC Login ID].
- Be sure to configure [Index].

7 **Touch [OK].**

- To change or delete a user setting, perform the following operation.
  To delete a user setting:
  Select the user on the [User Setting] screen and touch [Delete].
  To change a user setting:
  Select the user on the [User Setting] screen, touch [Edit], and change the settings.
- This function can also be configured from the RISO Console. (See p. 12)

Registering an IC Card

If an IC card reader is connected, you can register the authentication card information for the registered user.

1 Select the user name on the [User Setting] screen.
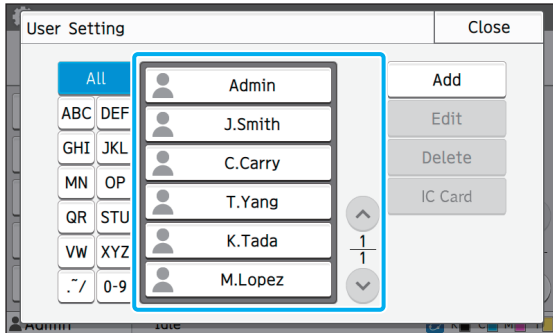
2 Touch [IC Card].
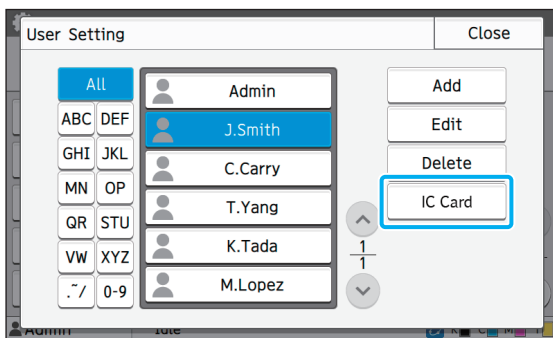
The message [Set the IC card.] is displayed.

3 Set the IC card to the IC card reader.

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

4 Touch [Close].

The screen returns to the [User Setting] screen.

Collectively Registering Multiple Users (RISO Console)

Using the RISO Console is useful when registering multiple users collectively.
Save the CSV file format to the computer, enter the user information (User name, PC login name, with/without Admin. authority), and then read the file again.
For more information on CSV files, see "Appendix" (p. 51).

1 Start the RISO Console and click [User Setting] on the [Admin Menu] screen.

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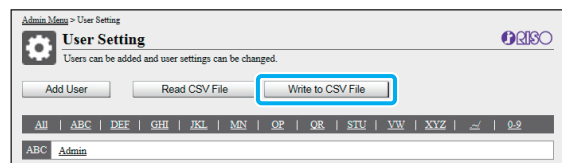
3 Open the written CSV file and enter the user information.

Enter the user information according to the format, and then save the information. You can add up to 1,000 users.

> • The user setting items in a CSV file vary depending on the function limits, machine type, and connection of optional equipment.

4 Click [Read CSV File], and then read the entered file.
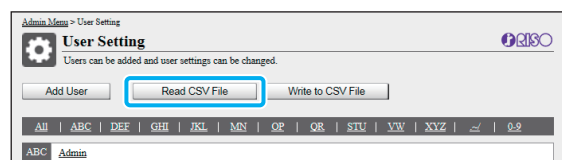
If [Read CSV File] is not properly completed, a message is displayed.
Check the CSV file settings and the number of user registrations.

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

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5 On the [Admin Menu] screen of this machine, select [User Ctrl] - [User Setting].

6 Select the user name.
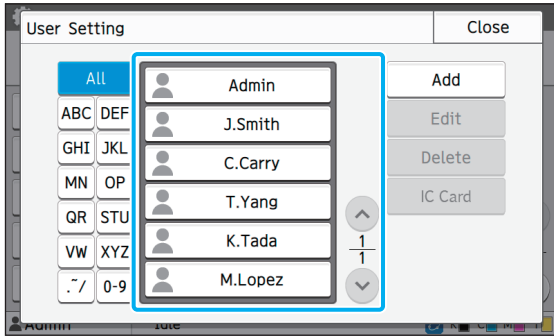
7 Touch [IC Card].
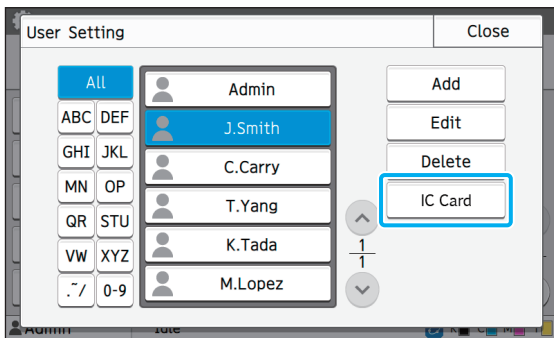
The message [Set the IC card.] is displayed.

8 Set the IC card to the IC card reader.

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

9 Touch [Close].

Repeat steps 6 to 9 for all users.

Configuring Authentication Servers (External Server Authentication)

By configuring an authentication server, user control for this printer can be performed on an external server.
A user without an account on the external server cannot be authenticated.
Because user information is centrally managed by the external server, there is no need to register user information in the printer.

> • If you start using external server authentication, the following settings that are saved in the machine will be deleted.
>   - User information registered to [User Setting] in the administrator menu
>   - All users' personal folders and storage documents saved in personal folders
>   - Groups registered in [Group Setting] in the administrator menu
>   - All users' [Add to Favorites] and [Save as Default] settings

> • You can back up user information before you start using an external server.
> To back up user information, download the CSV file with [User Setting] in the administrator menu of the RISO Console to your computer.

Functions Restricted Using an External Server Authentication

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

■ Copy Mode

- Users other than the administrator cannot use [Add to Favorites].
  The [Favorites] screen shows functions that the administrator configured.
- Personal folders cannot be used in Storage mode.
- Users other than the administrator cannot register current settings as default or return settings to factory settings.

■ User Info

- Users other than the administrator cannot change login passwords.
- If [Authentication Servers] or [External System Link] is set to [ON], [Login Method] is not displayed. [IC Card & User Name] is applied in this case.

■ Administrator Setting

- Because users are managed on the external server, this machine does not manage or register users. Therefore, [User Setting], [Group Setting], and [User Count List] are not available.
- Even when an IC card reader is connected, you cannot register print count limitations.

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■ Setting Items

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

Setting / Description	Set value / Details

Server Setting
 	
Add, edit, or delete LDAP servers (primary/secondary) and Kerberos servers (primary/secondary), as well as set the priority.
	LDAP Server (Primary / Secondary)
	• [Address]: IP address or server name, up to 256 alphanumeric characters
	• [Port]:
	  1-65535 (Factory setting: 389)
	• [Search Login Name][*1]:
	  Up to 256 alphanumeric characters
	• [Search Password][*2]:
	  Up to 32 alphanumeric characters
	• [Search Root][*3]
	• [Search Scope][*4]:
	  [Root Entry Only], [Root Entry and One Level Below], [All Levels Below Root Entry]

	Kerberos Server (Primary / Secondary)
	• [Realm]: Up to 64 alphanumeric characters (only upper case characters)
	• [Login-to Name][*5]:
	  Up to 10 characters
	• [Address]: IP address or server name, up to 256 alphanumeric characters
	• [Port]:
	  1-65535 (Factory setting: 88)

IC Card Authentication
 	
Up to 5 attributes can be set for IC cards used for authentication.
Enable or disable the attributes applied to IC cards.
	• [Attribute of IC Card ID]
	  [OFF], [ON]
	• [Attribute used for IC Card Authentication]
	  [OFF], [ON]

Access Time-out Specify the time-out period for accessing the authentication server.	[OFF], [ON] 5-120 sec. (Factory setting: 5 sec.)
Access Retry Times Specify the retry times for accessing the authentication server when the access fails.	0-5 times (Factory setting: 0 times)
Cache Information Setting Specify whether to try logging in using cache information when access to the authentication server fails. If you set this to [ON], you can reset cache information.	[OFF], [ON] [Clear Cache] check box
Case Sensitivity at Auth Specify whether to distinguish user IDs by case sensitivity for authentication.	[OFF], [ON]

Setting / Description	Set value / Details
Login-to Setting Specify whether to display the [Login-to Selection] screen when you log in to a domain using the authentication server settings. Up to three domains are displayed. • When [Login-to Setting] is set to [OFF], authentication is performed according to the priority specified in [Server Setting]. • If the DNS server (IPv4)/(IPv6) is set to not be in use in [Network Setting (Details)], the domain setting is unavailable.	[OFF], [ON]
Attribute of User ID Specify the attribute of user IDs for accessing the authentication server.	Up to 32 alphanumeric characters

*1   Search login name for access to the authentication server
*2   Search password for access to the authentication server
*3   DN (Distinguished Name) that is the search root for user on the authentication server
*4   Search scope for access to the authentication server
*5   Displayed on the [Login-to Selection] screen when you log in to the authentication server

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

2 Touch [ON].
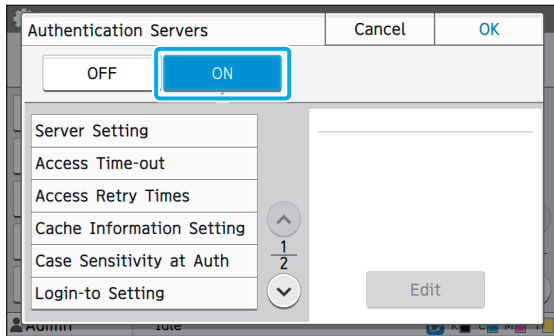
3 Configure the settings.

Select the item to configure and touch [Edit].
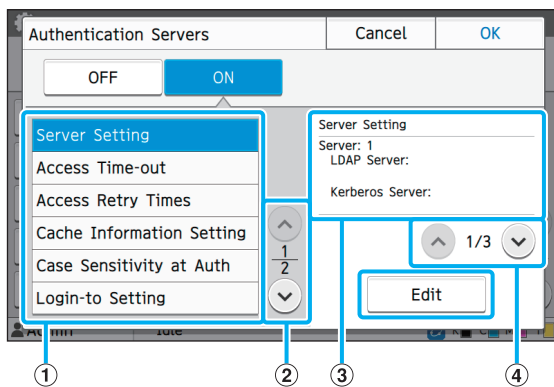
①Setting items

②Switches setting item pages

③Displays setting details

④Switches setting details pages

Follow the on-screen instructions to configure the settings.
After configuring the settings, touch [Close] or [OK]. The screen returns to the [Authentication Servers] screen.

- Up to three (six) LDAP servers (primary/secondary) and Kerberos servers (primary/secondary) can be selected as contacts for authentication. To change or delete each server's settings, or set contact priority for authentication, perform the following operations on the [Server Setting] screen.

  To add an authentication server:
  Touch [Add] to configure the settings for each server.

  To change settings:
  Select the relevant server and touch [Edit]. Change the settings.

  To delete a server:
  Select the relevant server and touch [Delete].

  To set contact priority when performing authentication:
  Select a server and set the priority using [↑] and [↓].

4 After setting the necessary items, touch [OK] on the [Authentication Servers] screen.

When the processing is completed, the [Admin Menu] screen is displayed.

- The [Processing] screen is displayed while server information is being deleted. Do not turn off the machine using the main switch while the [Processing] screen is displayed. Doing so may cause the machine to malfunction.

- This function can also be configured from the RISO Console. (See p. 12)

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Configuring an External System Link

Use this function when performing authentication of users who have accounts on the external print server (MPS Software) using external server link, or managing or charging for print and copy jobs for such users.
A user who does not have an account on the external print server cannot be authenticated.
Because user information is centrally managed by the external print server, there is no need to register user information in this printer.

- When external system link is used, the following settings saved on this machine are cleared.
  - User information registered to [User Setting] in the administrator menu
  - All users' personal folders and storage documents saved in personal folders
  - Groups registered in [Group Setting] in the administrator menu
  - All users' [Add to Favorites] and [Save as Default] settings

- You can back up user information before you start using an external system link.
  To back up user information, download the CSV file with [User Setting] in the administrator menu of the RISO Console to your computer.

Functions Restricted Using an External System Link

If you configure an external system link, some functions are restricted due to the external server managing the users.

■ Copy Mode

- Users other than the administrator cannot use [Add to Favorites].
  The [Favorites] screen shows functions that the administrator configured.
- Personal folders cannot be used in Storage mode.
- Users other than the administrator cannot register current settings as default or return settings to factory settings.

■ User Info

- Users other than the administrator cannot change login passwords.

■ Administrator Setting

- Because users are managed on the external server, this machine does not manage or register users. Therefore, [User Setting], [Group Setting], and [User Count List] are not available.
- If [Login Setting] is set to [OFF], user authentication cannot be performed and the jobs cannot be printed or copied. Always set [Login Setting] to [ON].

- [Waiting Job Setting] is not available because it conflicts with the hold function of the external print server.

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]

If this function is [ON], power schedule is activated for each day of the week.

[Start], [End]

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

Time

Specify the start time and end time.
Enter [Hour: 0-23] [Min: 0-59] for the start time and the end time.

[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.

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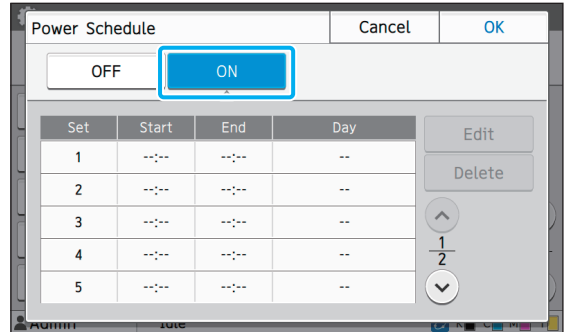
3 Select the set to save the settings for and touch [Edit].

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

You can set the time by selecting the respective check boxes.
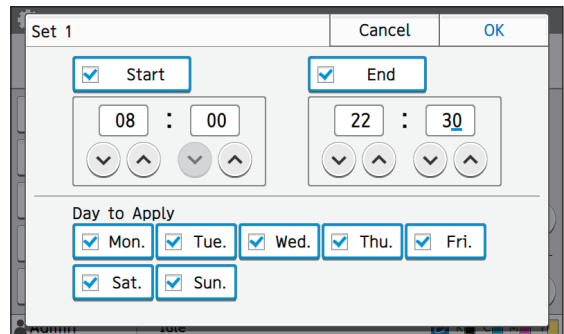
5 Select the day to apply.

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

6 Touch [OK].

⚠ • If [Power Schedule] is set to [ON], the [Confirm] screen appears on the operation panel one minute before the set end time.

🏠 Home   20XX/XX/XX (Mon) 22:29

Confirm
ℹ Power Schedule is set.
The power will turn off soon.

Remaining Time: 57sec

Suspend

Idle   🔒 K■ C■ M■ Y□
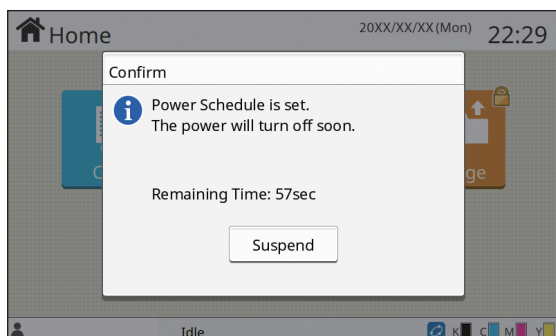
If you do not want the machine to turn off, touch [Suspend].

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

• If you touch [Suspend], close the [Confirm] screen to suspend the power-off process. The [Confirm] screen will be displayed again after one minute.

✎ • 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 has occurred
  - When the machine is in use at the set time

• This function can also be configured from the RISO Console. (See p. 12)

Non RISO Ink Setting (Only on the Operation Panel)

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

[OFF], [ON]

⚠ • 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.

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2 Select [ON] for the ink to permit use, and touch [OK].
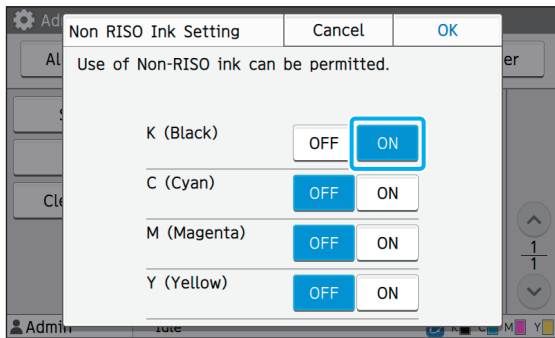
3 Read the confirmation message, and then touch [Yes].
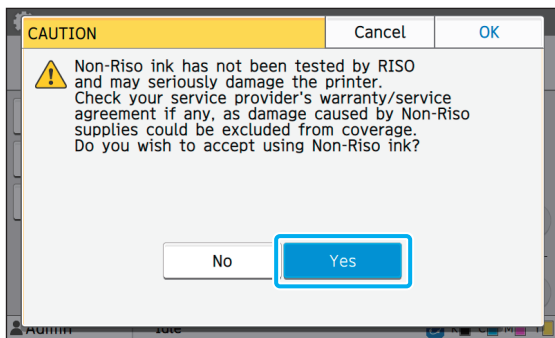
Network Setting (IPv4)

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)

[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].

• This function can also be configured from the RISO Console. (See p. 12)

• The following items are displayed only when you configure them from the RISO Console. [Domain-Name], [MAC Address], [Comment], [RISO Console Connection], [Link Speed/Duplex Mode]

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)

[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].

- This function can also be configured from the RISO Console. (See p. 12)

- The following items are displayed only when you configure them from the RISO Console. [Domain-Name], [MAC Address], [Comment], [RISO Console Connection], [Link Speed/ Duplex Mode]

Network Setting (Details)

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

[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]

Select the method to connect to the RISO Console.

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

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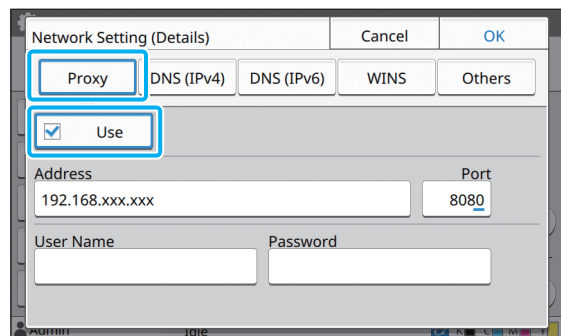
- If you select [Use], you can enter values in the [Address], [Port], [User Name], and [Password] textboxes. When you touch any textbox other than [Port], a data entry screen appears. Enter a value in [Port] using the numeric keys. After entering a value, touch [OK].

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3 Select [DNS (IPv4)] or [DNS (IPv6)] and configure the settings.
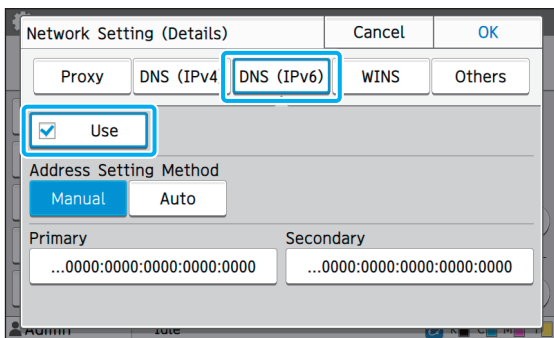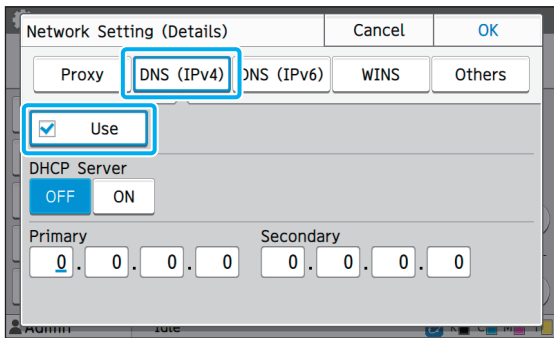
- If you select [Use], you can set [DHCP Server] or [Address Setting Method].
  - If you select [OFF] for [DHCP Server], or [Manual] for [Address Setting Method], you can enter values in [Primary] and [Secondary].
  - For IPv4, use the numeric keys to enter the addresses. For IPv6, touch [Primary] or [Secondary] to display the address entry screen.
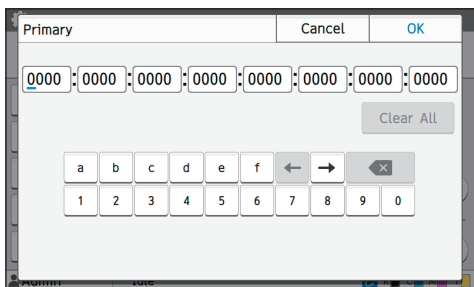
After entering the address, touch [OK].

4 Select [WINS] and configure the settings.

- If you select the [Use] check box, you can enter values in [Primary] and [Secondary].
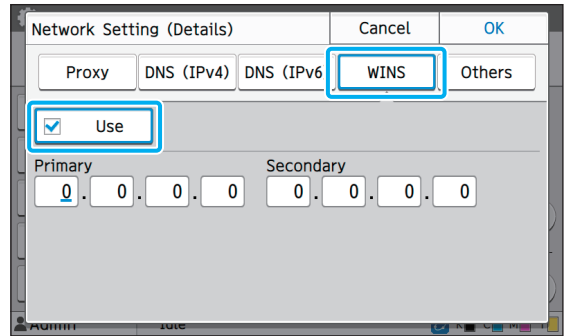
5 Select [Others], and then select a [RISO Console Connection] method.
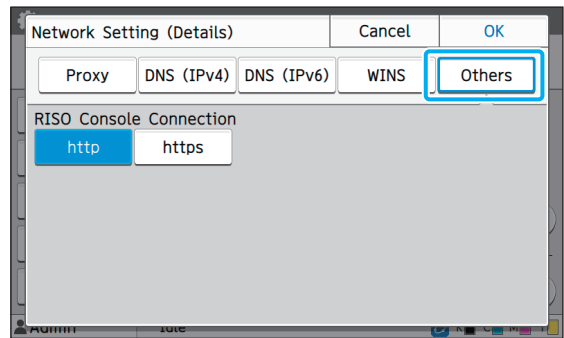
- When connecting the RISO Console with https[*], specify a network transfer mode for [Link Speed/ Duplex Mode] on the RISO Console.
  - * The protocol https is http with encryption function.

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

The [Admin Menu] screen is displayed again.

- This function can also be configured from the RISO Console. (See p. 12)

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IP Address Limiting (IPv4 or IPv6)

You can register up to 12 subnet masks and IP addresses that can access this machine.

[OFF], [ON]

Use this function to restrict the computers that can access this machine. If this option is set to [ON], you can specify the addresses that can access this machine.

[IP Address]

[Subnet Mask] (when IPv4 is used)

[Prefix Length] (when IPv6 is used)

1 Select [System] - [IP Address Limiting (IPv4)] or [IP Address Limiting (IPv6)] on the [Admin Menu] screen.

2 Select [ON] and configure the settings.
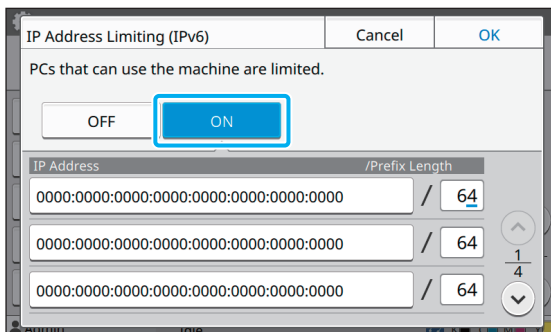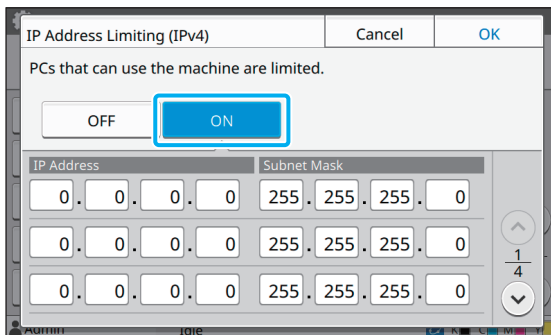
- To grant access to a specific computer:
  Enter the subnet mask 255.255.255.255 for the IP address of the computer.

- To grant access to multiple computers with the same subnet:
  Enter the subnet mask 255.255.255.0 for the IP address of each computer.
  Example: When the IP address is set to "192.168.0.100", computers with an IP address within the range of "192.168.0. 0" to "192.168.0. 255" can access the machine.
  Computers with an IP address outside of this range will not be able to access the machine.

3 Touch [OK].

- This function can also be configured from the RISO Console. (See p. 12)

IPsec Setting

If you are using the printer in a network environment that uses IPsec encryption, you can enhance printer security with the IPsec setting. Leakage of print data, storage documents, and scanned documents, as well as tampering with administrator settings, can be prevented by using this function.

> • In the [IPsec Setting], [Security Policy] settings vary depending on your network environment.

[OFF], [ON]
Select whether to apply IPsec encryption.
If [ON] is selected, you can set security policies.

[Security Policy]
[Add], [Edit], [Delete], [Priority]
You can register up to 10 security policies.
The registered security policies can be edited or deleted.
You can also change the priority.

1 Select [System] - [IPsec Setting] on the [Admin Menu] screen.

2 Select [ON].
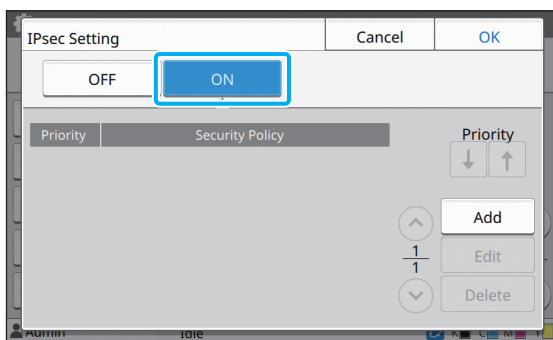
3 Touch [Add].

When the [Security Policy] screen is displayed, touch [ON].

> • You can register up to 10 security policies. You can also switch the priority using [↑] and [↓].
>
> • To change or delete the setting of a registered security policy, select it and touch [Edit] or [Delete].
>
> • Press [OK] if you are not adding, deleting, or changing the setting of a security policy.

4 Configure the settings on the [Basic] screen.
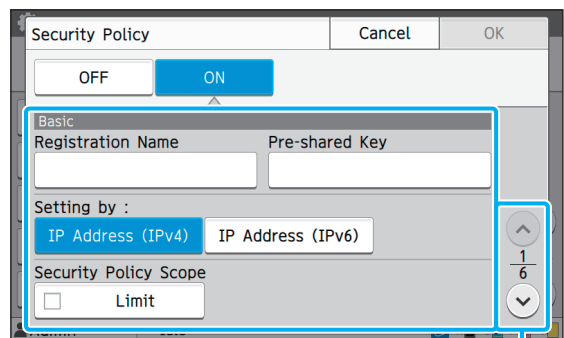
Switches setting screen pages

> • The setting items vary depending on your network environment. Scroll using [⌃] and [⌄], and configure each setting.
>
> • Touch [Registration Name] to display the [Registration Name] screen. After entering the security policy name, touch [OK].
>
> • Touch [Pre-shared Key] to display the [Pre-shared Key] screen. Touch [Next] after entering the pre-shared key. The [Pre-shared Key (confirm)] screen appears. After entering the pre-shared key again, touch [OK].
>
> • The security policy's name and the pre-shared key must be no more than 32 alphanumeric characters.
>
> • If you enter a registered security policy name, the [Confirm] screen is displayed. Follow the instructions in the message when entering the security policy name again.
>
> • To limit the applicable scope of security policies, select the [Limit] check box in [Security Policy Scope], touch [⌄], and enter addresses in [Start Address] and [End Address].

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5 **Touch [⌄] to display the [IKE] screen, and configure the settings.**

Security Policy		Cancel	OK
OFF	ON		

IKE
Encryption Algorithm
| 3DES-CBC | AES-CBC_128 | AES-CBC_192 |
| AES-CBC_256 | | |

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Hash Algorithm
| SHA-1 | SHA-256 | SHA-384 |
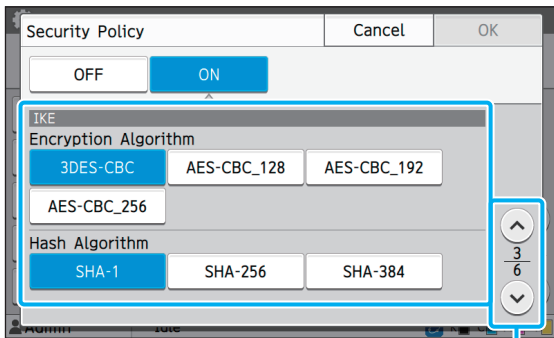
Switches setting screen pages

> • If you touch [⌄], you can set [DH Group].

6 **Touch [⌄] to display the [Communication Settings] screen, and configure the settings.**

Security Policy		Cancel	OK
OFF	ON		

Communication Settings
Connection Lifetime (sec)
| 1800 |
(1800 - 86400 sec)
Encryption Algorithm
| 3DES-CBC | AES-CBC_128 | AES-CBC_192 |
| AES-CBC_256 | | |

5/6
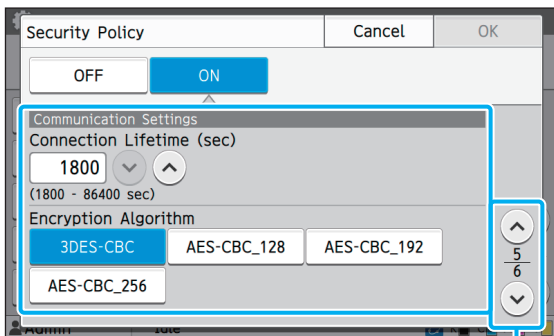
Switches setting screen pages

> • If you touch [⌄], you can set [Hash Algorithm].

7 **Touch [OK].**

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

8 **Touch [OK].**

The [Admin Menu] screen is displayed again.

> • This function can also be configured from the RISO Console. (See p. 12)

Scan Data Directory

Register a computer on a network as a scanned data storage destination. The storage destinations registered here are available to all users as common storage destinations.

[Create], [Edit], [Delete]
Register, edit, or delete a destination.
Touch [Create] to start setting the details of a storage destination.

[Display Name]
Enter a name for the storage destination. The name must be 1 to 10 characters long.

[Transfer Protocol]
Select from [FTP], [SMB] and [SMB (UNC)].

Details of Destination
- **[Storage Server IP Address or URL]**
- **[Storage Folder]**
- **[Shared Folder Name]**
- **[Destination]**
- **[Server Login Name]**
- **[Server Login Password]**

The setting items may vary depending on the transfer protocol setting.
Enter the password in [Server Login Password] using 16 characters or less. For other items, you can use up to 256 characters.

[Index]
Specify the index for the display name registered with the storage destination.

[Communication Test]
You can check if the setting of the scanned data storage destination is correctly registered.

1 **Select [Scanner] - [Scan Data Directory] on the [Admin Menu] screen.**

2 **Touch [Create].**

The [Add] screen is displayed.

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3 Configure the settings.

When FTP server is selected for [Transfer Protocol]
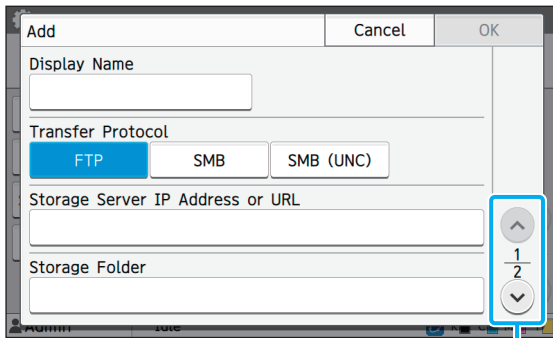
Switches setting screen pages

> • In [Storage Folder], enter the folder name of the storage destination that you have set in the FTP server.
>
> • In [Server Login Name], enter the user name that you are using on your computer.
>
> • In [Server Login Password], enter the password that you use for the user name above.

4 Touch [Communication Test] to check if the settings are correctly registered.

The processing screen is displayed. The [Confirm] screen appears when the communication test is completed.

5 Read the message on the [Confirm] screen and touch [Close].

The screen returns to the [Add] screen.

> • If communication fails, check the storage destination server and the network environment. If the problem cannot be resolved, check the settings in step 3 again.

6 Touch [OK].

The screen returns to the [Scan Data Directory] screen.

> • This function can also be configured from the RISO Console. (See p. 12)

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Setting When Using the Optional PostScript Kit

When the PostScript kit is installed, you can configure the following settings in [Admin Menu] - [Printer] from the RISO Console.

Setting Item	Function
Preset Form Setting	Use this item to manage registered form data.
Color Profile Management	Use this item to manage the registered ICC profiles.
Postscript Setting	Use this item to change the PostScript processing method.

Setting / Description	Set value / Details
Preset Form Setting You can register form data registered in the printer as a custom form with a specified number. The forms selected for CustomForm 1 through CustomForm 10 are displayed in the preview area as thumbnails. Click [◀] or [▶] to switch pages.	• [CustomForm 1] to [CustomForm 10] • Preview area
Color Profile Management If ICC profiles are registered in the printer from a computer, you can select a color profile from the printer driver. You can also delete selected ICC profiles.	• [Delete] • [CMYK Output File] • [Upload] • [Back to Admin Menu]
Postscript Setting Specify whether to use the preflight function. If you are preflighting, you can create and display thumbnails. • Print data processing speed may be accelerated by setting the Preflight and Thumbnail settings to [OFF].	• [Preflight] [OFF], [ON] • [Thumbnail] [OFF], [ON]

Functions Affected by Administrator Setting

Function Diagram

Configure the administrator menu settings so that they conform to your environment.
See the following diagram to configure the administrator menu settings for enhanced usability.

■ Functions That the Administrator Setting Allows Users to Use

What only the administrator can configure	What users can do
Configure the display of the Home screen (Limitation)	Use functions displayed on the Home screen
User setting / Group setting → Login setting for each mode: ON → Shared folder setting	Save to a shared folder

Settings that users can configure

- Password change
- Saving as default values / Clearing default values
- Registering favorites / Editing favorites

Settings that only the administrator can configure

- Login to each mode
- Full color copying/ Full color printing
- Waiting jobs

User setting / Group setting → Login setting for each mode: ON →

Barcode area file management	Select a barcode area definition file
Preset form setting*	Select a form and use it when creating print data
Color profile management*	Select a color profile

* When using the optional PostScript kit

• For specific information on how to configure the administrator menu settings, see "Administrator Menu Setting Items" (p. 13).

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

Functions that users can use	What the administrator configures in the administrator setting
Password change (Changing the login password.)	• Set [Login Setting] to [ON]. • Register users with [User Setting].
Functions displayed on the Home screen (Setting the functions accessible to all users)	• In [Home Screen Customization] - [Display Setting], set the functions that you are permitting access to users to [ON].
Saving as default values **Clearing default values** (Registering frequently used settings as personal default values)	• Set [Login Setting] to [ON]. • Register users with [User Setting].
Registering favorites **Editing favorites** (Registering the settings frequently used in Copy, Scan, Storage (Save), and USB (Save) modes as personal favorites)	• Set [Login Setting] to [ON]. • Register users with [User Setting]. 　• If [Login Setting] is set to [OFF], the Favorites screen will show the content as registered by the administrator.
Waiting jobs (Printing print data from a computer after login.)	• Set [Login Setting] to [ON]. • Register users with [User Setting].

To restrict the use of the following functions per user, configure the following settings in the administrator setting.
If [Login Setting] is set to [OFF], no function is restricted.

Functions that are restricted per user	What the administrator configures in the administrator setting
Mode selection (Prohibiting the use of Print, Copy, and/or Scan modes, or requiring password authentication to use each mode)	• Set [Login Setting] to [ON]. • Register users with [User Setting]. • Specify the modes to be restricted with [Permission Setting].
Full color copying/Full color printing (Restricting the use of full color and the number of sheets for color and monochrome in copying/printing)	• Set [Login Setting] to [ON]. • Register users with [User Setting]. • Limit functions with [Permission Setting].
Storage (Save) (Personal folder) (Creating personal folders, and saving the print data and the scanned data in copy jobs to the personal folders)	• Set [Login Setting] to [ON]. • Register users with [User Setting]. • [Permission Setting]: Set either [Print Mode] or [Copy Mode] to [ON]. 　• The Storage function is not available when both [Print Mode] and [Copy Mode] are [OFF].
Storage (Save) (Shared folder) (Saving the print data and the scanned data in copy jobs to the shared folders)	• Set [Login Setting] to [ON]. • Register groups with [Group Setting]. • Register users with [User Setting]. • [Permission Setting]: Set either [Print Mode] or [Copy Mode] to [ON]. 　• The Storage function is not available when both [Print Mode] and [Copy Mode] are [OFF]. • Configure [Shared Folder Setting].
Storage (Load)	• Set [Login Setting] to [ON]. • Register groups with [Group Setting]. • Register users with [User Setting]. • [Permission Setting]: Set either [Print Mode] or [Copy Mode] to [ON]. 　• The Storage function is not available when both [Print Mode] and [Copy Mode] are [OFF]. • Configure [Shared Folder Setting].
USB (Save)	• Set [Login Setting] to [ON]. • Register users with [User Setting]. • [Permission Setting]: Set [Scan Mode] to [ON].
USB (Load)	• Set [Login Setting] to [ON]. • Register users with [User Setting]. • [Permission Setting]: Set [Print Mode] to [ON].

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■ Settings Affected by Network Setting and How Users are Affected

If you are using the machine connected to a network, you cannot configure functions without configuring [Network Setting (IPv4)] or [Network Setting (IPv6)], and [Network Setting (Details)] in advance. Be sure that you configure [Network Setting (IPv4)] or [Network Setting (IPv6)], and [Network Setting (Details)], before configuring the functions.

What only the administrator can configure		What users can do
Network Setting (IPv4) or Network Setting (IPv6)		Send print jobs / RISO Console
	Network Setting (Details)	
	Register shared scanner data directories	Save the scanned data to the server
	Mail Setting / Register shared mail addresses / Address/Destination / Direct input switching	Send the scanned data by e-mail

		What users are affected by
	Authentication Servers / NTP Time Synchronization	User authentication using authentication servers (Use of some functions is restricted. See p. 31.)
	IPsec Setting	Enhancing network communication security using encryption technology
	IP Address Limiting (IPv4) or IP Address Limiting (IPv6)	Restricting access to the network using IP address

The administrator setting determines the network functions available to the users.
To enable users to use the following functions, the administrator needs to configure the settings below in the administrator setting.

Functions that users can use	What the administrator configures in the administrator setting
Sending print jobs and using the RISO Console in the network environment	• [Network Setting (IPv4)]
	• [Network Setting (IPv6)]
Saving the scanned data to the server	• [Network Setting (IPv4)] or [Network Setting (IPv6)] • [Scan Data Directory] • [Network Setting (Details)] if you are specifying the storage directory using a server name
Sending the scanned data by e-mail	• [Network Setting (IPv4)] or [Network Setting (IPv6)] • [Mail Setting] • [Mail Address Entry] • [Address Input Permission] • [Network Setting (Details)] if you are specifying the mail server address using a server name

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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 the administrator configures in the administrator setting
Sending print jobs and restricting use of the RISO Console using an IP address on the network environment	• [Network Setting (IPv4)] • [IP Address Limiting (IPv4)]
	• [Network Setting (IPv6)] • [IP Address Limiting (IPv6)]
Sending print jobs using IPsec encryption	• [Network Setting (IPv4)] or [Network Setting (IPv6)] • [IPsec Setting] • [Network Setting (Details)]
Restricting users by authentication servers	• [Network Setting (IPv4)] or [Network Setting (IPv6)] • [Authentication Servers] • [Network Setting (Details)] • [NTP Time Synchronization]

■ Machine Functions That the Administrator Setting Restricts

Some settings or functions become unavailable when you set [Authentication Servers] or [External System Link] to [ON], or when you set [Power Consumption (in Sleep)] in [Power Saving Setting] to [Low].

Functions that are restricted when [Authentication Servers] is set to [ON]

User Setting	Personal folders	Password change
Group Setting	Registering favorites	Saving as default
Print/Copy count limitation	External system link	Full color copying/ Full color printing

Functions that are restricted when [Power Consumption (in Sleep)] in [Power Saving Setting] is set to [Low]

Wake On LAN communication (Setting under the [Environment] tab of the printer driver)

RISO Console is not displayed during Sleep mode

Functions that are restricted when [External System Link] is set to [ON]

User Setting	Group Setting	Password change
Print/Copy count limitation	Authentication Servers	Personal folders
Waiting Job Setting	Registering favorites	Saving as default

Appendix

CSV File Format for Collectively Registering Users

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

Example: Owner information data
The setting items in the second line (A-L) correspond 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	Group 1	Group 2	Group 3
3	J.Smith	J.Smith	admin	on	on	on	8	1001 9638...	abcde123	Sales		
4	C.Carry	C.Carry	user	on	on	off	1	1001 9638...	xwz9876	Sales	Planni ng	

[General]

No.	Item Name	Set Value	Unavailable Characters
1	User name (User name)	1-10 alphanumeric characters * Do not leave this field blank.	" / [ ] : + | < > = ; , * ? ¥ '
2	PC login name (PC login ID)	0-63 alphanumeric characters	" / [ ] : + | < > = ; , * ? ¥ '
3	Admin.authority (Admin. rights)	"user": General users "admin": Administrator	None
4	Printer mode (Printer mode)	"on": Permit "off": Prohibit	None
5	Copy mode (Copy mode)	"on": Permit "off": Prohibit	None
6	Scanner mode (Scanner mode)	"on": Permit "off": Prohibit	None
7	Index (Index attribute)	2 characters (1-12) 1:ABC 2:DEF 3:GHI 4:JKL 5:MN 6:OP 7:QR 8:STU 9:VW 10:XYZ 11:.~/ 12:0-9	None
8	IC card (Unique IC card ID number)	0-22 alphanumeric characters Conforming to IC card standards	Characters other than alphanumeric characters
9	Temporary Password (Temporary password)	1-16 alphanumeric characters (only lower case characters)	Characters other than alphanumeric characters
10	Group1 (Affiliation Group 1)	1-10 alphanumeric characters	" / [ ] : + | < > = ; , * ? ¥ '
11	Group2 (Affiliation Group 2)	1-10 alphanumeric characters	" / [ ] : + | < > = ; , * ? ¥ '
12	Group3 (Affiliation Group 3)	1-10 alphanumeric characters	" / [ ] : + | < > = ; , * ? ¥ '

If you are restricting certain functions for users registered in this machine, you need to configure the following settings.

Example: Function restriction data
The setting items in the second line (M-V) correspond 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	Set Value	Unavailable Characters
13	Full color print (Availability of full color printing)	"on": Permit "off": Prohibit	None
14	Full color print limitation (Limiting full color printing)	"on": Restrict "off": Not restrict	None
15	Full color print limit (Count limit of full color printing)	1-5 characters (numbers only) 1-99999	Characters other than numbers (0-9)
16	Mono-color print limitation (Limiting mono-color printing)	"on": Restrict "off": Not restrict	None
17	Mono-color print limit (Count limit of mono-color printing)	1-5 characters (numbers only) 1-99999	Characters other than numbers (0-9)
18	Full color copy (Availability of full color copying)	"on": Permit "off": Prohibit	None
19	Full color copy limitation (Limiting full color copying)	"on": Restrict "off": Not restrict	None
20	Full color copy limit (Count limit of full color copying)	1-5 characters (numbers only) 1-99999	Characters other than numbers (0-9)
21	Mono-color copy limitation (Limiting mono-color copying)	"on": Restrict "off": Not restrict	None
22	Mono-color copy limit (Count limit of mono-color copying)	1-5 characters (numbers only) 1-99999	Characters other than numbers (0-9)

- User information may not be registered correctly if you enter invalid setting values. Use the specified character types within the specified character limit.

RISO

Please contact the following for supplies and service:

2016/4