Administrator's Guide

This guide describes the machine settings and options to be performed by the administrator.

RISO

ComColor GD Series
9630 / 9630R / 9631 / 9631R / 7330 / 7330R

This device is compliant with the substance emission inspections of the German environmental label "RAL-UZ171".

⚠ CAUTION

After reading this guide, keep it 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 Guide

Preface

Thank you for purchasing a ComColor GD 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 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 GD series (machine and optional equipment*) are certified for being manufactured in consideration of Color Universal Design, which improves visibility for more people regardless of individual differences in color perception, by the Color Universal Design Organization (CUDO).

* Certified optional equipment:
  Scanner / Face down finisher / High capacity feeder / High capacity stacker

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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/items on the touch panel screen or computer window are indicated with square brackets [ ].

● Operation Panel
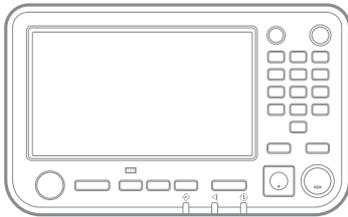
Example: Press the [Stop] key.

● Touch Panel Screen
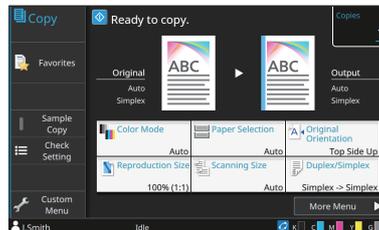
Example: Touch [Color Mode].

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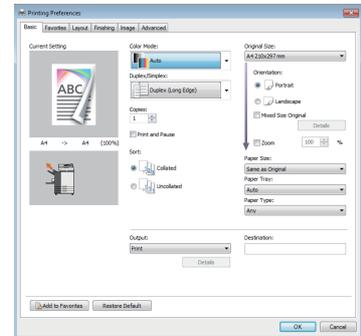
Example: Select the [Mixed Size Original] check box.

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

* 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 GD9630/GD9630R 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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Contents

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Installing the printer driver

DVD-ROM Contents

The supplied DVD-ROM contains the following:
- Standard installer
  A printer driver for Windows.
- Setup maker
  Creates a quick installer.
- RISO Barcode Area Definition Software
  Specify the barcode areas on the print data to make the printouts optimum for scanning barcodes.

The printer driver for Windows and the setup maker are available in both 32-bit and 64-bit versions. Check whether your computer is operating on 32-bits or 64-bit to select the appropriate setup maker to use.

Installers

There are two installers.

- Standard installer
  This is the installer included in 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.
  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 a printer driver with the same settings needs to be installed by many users.
  This can also be used to manage and operate this machine, such as setting the duplex printing and monochrome printing settings to their default values or restricting the use of color printing.
  For more information on how to create a quick installer, see "Setup Maker" (p. 6).

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]

Installing the Standard Driver

Install a driver using the standard installer included in the DVD-ROM.
Insert the DVD-ROM into the computer to start the installation wizard. Follow the displayed instructions for installation.
For more information, see "Installing the Printer Driver" in the "User's Guide".

Setup Maker

You can create a quick installer with which you can install a customized printer driver.

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.

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4 **Follow the displayed instructions to configure the settings.**

The quick installer is created.

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 10

From the task bar, select [Start] - [All apps] - [RISO ComColor GD] - [Uninstaller]. Follow the displayed instructions for uninstallation.
After the printer driver has been uninstalled, restart the computer.

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

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

■ For Other Operating Systems

Select [Start] - [All Programs] (or [Programs]) - [RISO] - [ComColor GD] - [Uninstaller]. Follow the displayed instructions for uninstallation.
After the printer driver has been uninstalled, restart the computer.

If Using the Optional PS Kit

Install the dedicated printer driver for PostScript 3. For more information on installing the printer driver and operating requirements, see "PS Kit" in the "User's Guide".

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Configuring the Administrator

Roles of the Administrator

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

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

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

3	**Configure the network settings (when connecting the machine to a network) (p. 44)**

4	**Register users (p. 30)**

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

- At least one administrator needs to be specified for this machine.

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

- To configure the default values in Copy, Scan, Storage or USB mode, log in as a user with the administrator authority, and then proceed to the mode screen.
  For more information, see "Saving as 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 Menu Settings

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
[Home1] 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 setting the default values, see "Custom Menu" in the "User's Guide".
[Add to Favorites] [Edit Favorites]	Register the common favorites that can be used by all users.
	Delete or rename common favorites.
[Button Order Setting]	Rearrange the common function buttons that can be used by all users.

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

Setting the Administrator Password

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

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

The [Login] screen is displayed.

2 **Touch [Admin].**
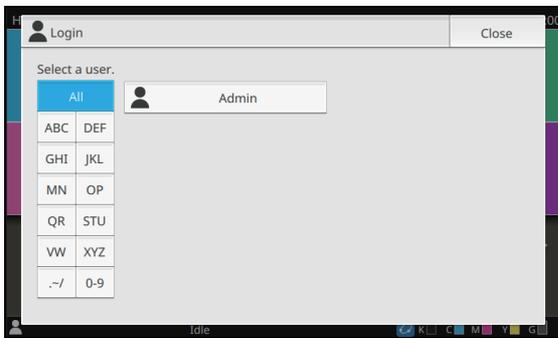
The [Password] screen is displayed.

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 0 to 16 alphanumeric characters.
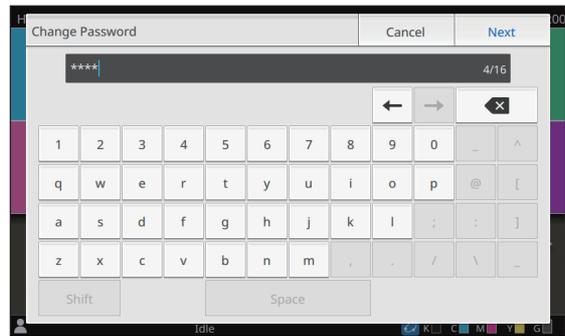
After you touch [Next], the [Change Password (confirm)] screen appears.

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

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

For specific information on how to configure the "Administrator menu setting items", see "User Setting" (p. 32).

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, log in as a user with the administrator authority.

Setting with the Operation Panel

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

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

2 **Touch [Admin Menu] on the [Home1] screen.**

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

The administrator menu settings are divided into four categories according to function (User Ctrl, System, Printer, and Scanner).

These buttons provide access to the categorized settings. Use these buttons to display each categorized function.
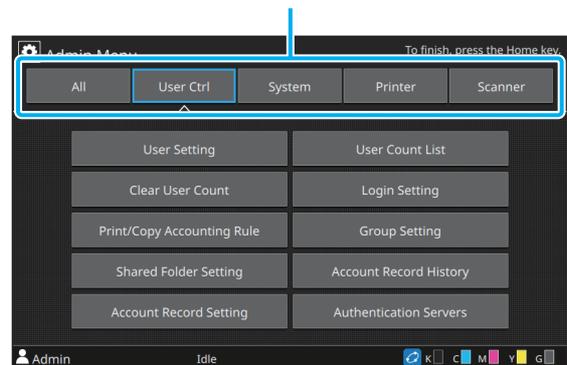
4 **Configure each setting.**

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

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 the administrator authority.

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

3 Click [Admin Menu].
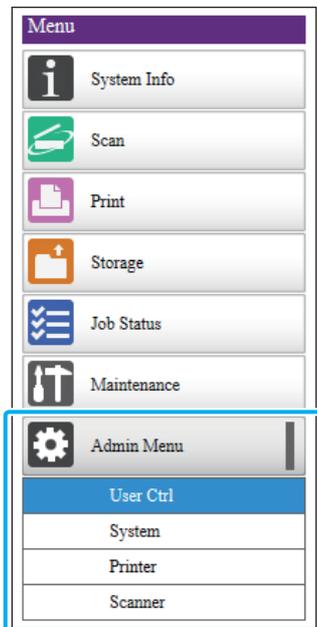
4 Select the category which contains the item you wish to configure.

The administrator menu settings are divided into four categories according to function (User Ctrl, System, Printer, and Scanner).

5 Configure each setting.

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

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Administrator Menu Setting Items

List of Administrator Menu Setting Items

This sections explains the setting items in the administrator menu for each category the functions are classified with.
The list of reference pages shows where you can check the details and values of each function.

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

User Ctrl

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

System

The following are the system and network settings:

Printer

The following are the print function settings:

- The following items will be displayed when using the optional Perfect Binder.

  [Perfect Binder]

  [Perfect Binder; Cover]

  For more information, see the "User's Guide" of the Perfect Binder.

  - The following items will be displayed when using the optional Wrapping Envelope Finisher.

    [Envelope Form Setting Guide]

    For more information, see the "User's Guide" of the Wrapping Envelope Finisher.

Scanner

The following are the scan function settings:

Administrator Menu Setting Items / Descriptions

✎ • The factory settings are underlined.

• Items which can be configured on both the operation panel and the RISO Console are explained using examples of settings with the operation panel.

• When configuring items with the RISO Console, the displayed content of the available options may differ from the displayed content on the operation panel.

• ▭ indicates settings that need to be configured when an IC card reader 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. 32
User Count List If a print or copy limit is set in [User Setting], use this function to print or save 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]
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. 31
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]

Setting / Description	Set value / Details
Group Setting Specify the groups to be used by user attributes. You can configure up to 60 groups. The groups set here are used with the following settings. • [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.	
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. Select up to three groups with [Selected Group]. ✐ • 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] (operation panel only) • [Group Name] list (operation panel only) • [Selected] list (operation panel only)
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 carried out by this machine. This records the information such as 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] on the RISO Console). • **[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]: account • [FTP Password]: Up to 16 alphanumeric characters

Setting / Description	Set value / Details
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] or [History File] list, and click [Delete]. • **To download to a computer:** Select the file from the [Current] or [History File] list, and click [Download].
Authentication Servers Configure this setting using an external authentication server when you authenticate a user who has an account on an external authentication server. A user without an account on the external authentication server cannot be authenticated. • When using an external authentication server, you do not need to register user information to this machine, and you can manage the information centrally on the external authentication server.	

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System

Setting / Description	Set value / Details
Job/Document Management The administrator can view details of all jobs (documents) and delete jobs. • Touch [Job name], [Document name], [Folder Name], [Owner], [🖨] (number of copies or documents), [🕐] (end time or reception time), or [Result] in the row of titles to sort the data in the ascending or descending order of each item.	• [Finished] • [Waiting Job] • [Storage Document] • [Select All], [Delete], [Open] • [☰] (Sub menu) [Delete], [Details]
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].
Touch [Measure Paper Size] to measure the size of the paper placed on the standard tray. In doing so, it is also possible to configure the paper size upon correcting the measured value for the height of the paper.
	• [Add], [Edit], [Delete]
	• [Registration Name]
	• [Paper Size]
	  [Custom Size]: 90 mm × 148 mm to 340 mm × 550 mm
	  (3.55" × 5.83" to 13.38" × 21.65")
	  [Measure Paper Size]
	  [Measurement Correction Value (H)]: ±10 mm (±0.4")

Function Key Entry
 	
Use this function to assign frequently used modes and functions to the function keys on the operation panel.
You can assign a mode or a function to each of [F1], [F2], and [F3].
	[No Entry]*, [System Info], [Print], [Copy], [Scan (Mail)], [Scan (PC)], [Scan (Console)], [Storage (Save)], [Storage (Load)], [USB (Save)], [USB (Load)], [External System Link], [Front Cover Release], [Slow Printing], [Counter]*
	* 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 [NTP Time Synchronization] to [ON], and enter the IP address (or server name) of the NTP server in the [Address] text box. • 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 cannot configure [Clock/Date].	• [OFF], [ON] • [Address] Server name, IP address (IPv4)/(IPv6): Up to 256 alphanumeric characters • [Interval (hours)]: 1 hour - 500 hours (Factory setting: 168 hours) • [Time-out (sec)]: 5 sec. - 120 sec. (Factory setting: 5 sec.)
Beep Sound Configure whether to sound a confirmation beep when a button or key is pressed, or a beep when an error occurs. • **[OFF]** Both the confirmation and error sounds will not work. • **[Limited]** Only the error sound will work. • **[ON]** Both the confirmation and error sounds will work.	[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 min. - 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]** 　The touch panel will turn off if the machine is not operated for a certain length of time. Load an original on the scanner, or press the [Wake Up] key on the operation panel to return to normal operating status. 　You can configure the time until the touch panel turns off. • **[Auto Sleep]** 　The machine will enter the sleep mode if the machine is not operated for a certain length of time. Press the [Wake Up] key to resume operations. 　You can configure the time until the machine enters the sleep mode. ⚠ • 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 mode. 　- When printing is instructed from a computer in a network segment that is different from this machine, the machine will not automatically recover from the sleep mode. Be sure to specify the MAC address in [MAC Address of the Printer] by clicking [Get Printer Info] under the [Environment] tab of the printer driver. 　For more information, see "Wake On LAN" in the "User's Guide".	• [Auto Backlight-OFF] 　[OFF], [ON] 　Auto backlight-OFF time: 　1 min. - 60 min. (Factory setting: 10 min.) • [Auto Sleep] 　[ON] 　Auto sleep time: 　1 min. - 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 min. - 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 register up to 10 sets of combinations of start or end time and day of the week according to your usage environment. It prevents you from forgetting to turn off the machine, which helps you save power.	

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Setting / Description	Set value / Details
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.	
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.	
Network Setting (Details) Configure the details of the network environment. The setting items vary depending on your network environment.	
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 this machine in a network environment that employs IPsec encryption. You can prevent data leakage and tampering. The setting items vary depending on your network environment.	

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Setting / Description	Set value / Details
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 [Home1] screen and configure the order of the buttons.
	• [Change Order]
	  [Up], [Down]
	• [Display Setting]
	• [Copy]
	• [Scan]
	  [Mail], [PC], [Console]
	• [Print]
	• [Storage]
	  [Save], [Load]
	• [USB]
	  [Save], [Load]
	• [External System Link]

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. When the machine is configured so that the USB mode requires login, the machine will operate in the following manner when a USB flash drive is connected. • If the user has not logged in yet, the [Login] screen is displayed. • If the user has logged in, the machine will enter the USB mode.	[OFF], [ON]

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Setting / Description	Set value / Details
Finished Job Setting Specify whether to save logs of finished jobs to the [Job Status] - [Finished] screen. When saving finished jobs, set the save period and whether to prohibit or permit reprinting. When reprinting is allowed, you can select a finished job on the [Finished] screen and reprint the selected job by touching [Print] in the sub menu.	• [OFF], [Save] • [by Hours], [by Days], [Saved Jobs] (Select one) 1 - 99 (Factory setting: 1 hour) • [Do you permit reprinting of saved job in the "Job Status > Finished"?] [Permitted] check box Not selected, Selected
Setup Wizard (operation panel only) This wizard performs the basic setup for installation.	Follow the displayed messages for operations.

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 user information (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 done, you cannot recover the information (data). Be careful upon doing initialization.
	[Delete], [OK]

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Setting / Description	Set value / Details
External System Link The displayed items vary according to the function or link method of the external print server you use. • When using the MPS software • When using the browser built into this machine For the functions available or restricted when using the external system link, see "Using the External System Link" (p. 40). • The machine is configured at the factory so that you can specify the external system link using the MPS software. When using the browser built into this machine, contact your dealer or authorized service representative. • The [External System Link] button will not be displayed on the [Home1] screen as the factory settings. Use [Home Screen Customization] to set [External System Link] to [ON]. • With [Rename External System Link Button], you can configure the name of the button displayed on the [Home1] screen. • MPS stands for "Managed Print Service". It is an application to support the outsourcing or total management of the print business.	**When using the MPS software** • [OFF], [ON] • [Address]: Up to 256 alphanumeric characters • [Port]: 1 - 65535 (Factory setting: 9191) • [Rename External System Link Button]: 1 to 10 alphanumeric characters (Factory setting: External System Link) **When using the browser built into this machine** • [OFF], [ON] • [Address]: Up to 256 alphanumeric characters • [Communication Test] • [Proxy Settings]: [Use] check box (Factory setting: Not selected) • [Details] [Proxy address to use]: Up to 256 alphanumeric characters [Port]: 1 - 65535 [Use proxy for local addresses] [Use] check box (Factory setting: Not selected) [Do not use proxy for addresses beginning with]: Up to 1024 alphanumeric characters • [Rename External System Link Button]: 1 to 10 alphanumeric characters (Factory setting: External System Link)

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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.	• [Confirmation Message] [OFF], [ON] • [A confirmation message is displayed when each ink stock becomes the following.] 0 to 99 cartridges • [Purchase Qty] 0 to 99 cartridges • [Stock] 0 to 99 cartridges [Reset] • [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
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 "*****".	[OFF], [ON]

Setting / Description	Set value / Details

Printable Area
 	
Use this function to set the size of the margins. Normally, use [Standard].
 	
• **[Standard]**
  Margins of 3 mm (1/8") on the top, bottom, left, and right sides are applied.
• **[Maximum]**
  Margins of 1 mm (3/64") on the top, bottom, left, and right sides are applied.
 	
• This machine cannot print on some areas around the edges of the paper (margins) regardless of the original size.
• When this is set to [Maximum], the inside of this machine (transfer path) may become soiled with ink depending on the original.
As a result, the edges or back of the paper may become dirty.
	[Standard], [Maximum]

Cleaning Cycle Setting Use this function to automatically clean the ink head after the specified number of sheets is printed.	500 to 3,000 sheets (Factory setting: 1,000 sheets)
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. • If you print on thick or curled envelopes, set [Feed Control] to [Wide Range]. • It is recommended to use this function with [Envelope Imaging] of the printer driver. For more information, see "Envelope Imaging" in the "User's Guide".	• [Feed Control] [Standard], [Wide Range]
Output Tray in Each Mode Specify which tray has priority in each mode when [Output Tray] is set to [Auto] in Copy mode, Storage mode, or USB mode, or when [Output Tray] (on the [Finishing] tab) of the printer driver is set to [Auto]. (When the staple, punch, fold, offset output, or other finishing function is applied, paper is output regardless of this priority.)	• **When using the auto-control stacking tray** [Face Down Tray], [Auto-Control Stacking Tray] • **When using the wide stacking tray** [Face Down Tray], [Wide Stacking Tray] • **When using the high capacity stacker** [Face Down Tray], [High Capacity Stacker] • **When using the multifunction finisher** [Face Down Tray], [Top Tray], [Stacking Tray]

Setting / Description	Set value / Details
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]
High Capacity Feeder (when using the high capacity feeder) Configure to which position the standard tray is lowered when the machine runs out of paper or when the standard tray descent button is pressed.	See p. 50
High Capacity Stacker (when using the high capacity stacker) Configure to which position the stacking tray is lowered when the machine finishes or pauses the job that outputs paper to the high capacity stacker. • When set to [Do not lower], the stacking tray will not be lowered at the end of the job. This setting is suitable when you output many jobs of single pages (variable printing) or a small number of printouts. When you output a small number of printouts, the time for waiting until the stacking tray returns to the printing position can be shorted. • When set to [Lower to the carriage], regardless of the number of printouts, the stacking tray will be lowered to the carriage at the end of the job. This will eliminate the need to press the button for lowering the stacking tray when pulling out the entire carriage for a large amount of printouts. However, it will not be possible to print the next job until the printouts are removed and the stacking tray has returned to the printing position. • When set to [Lower to the specified position], the stacking tray will be lowered to the specified position at the end of the job. Use this setting to configure a position at which you can easily remove the printouts when not using the carriage. • When an equivalent of 3,200 to 4,000 sheets has been output to the stacking tray, the stacking tray will be lowered to the carriage regardless of the setting of [High Capacity Stacker].	[Do not lower], [Lower to the carriage], [Lower to the specified position] Input value: 150 mm - 400 mm (6" - 15") (Factory setting: 150 mm (6"))
Non RISO Ink Setting (Only on the Operation Panel) Specify whether to prohibit or permit the use of Non-RISO ink for each color.	See p. 43
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 to 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 you can 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].	• [Create] • [Edit] • [Delete] • [Mail Address]: Up to 256 alphanumeric characters • [Name]: 1 to 10 alphanumeric characters • [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)]: Up to 256 alphanumeric characters • [Port]: 0 - 65535 (Factory setting: 25) • [Type of Encrypted Connection] [OFF], [TLS], [STARTTLS] • [Mail Server Authentication] [OFF], [PLAIN], [LOGIN], [CRAM-MD5] • [Account]: Up to 256 alphanumeric characters • [Password]: Up to 16 alphanumeric characters • [Mail Capacity (MB)]: 1 MB - 500 MB (Factory setting: 5 MB) • [Time-out (sec)]: 30 sec. - 300 sec. (Factory setting: 60 sec.) • [Sender's Mail Address]: Up to 256 alphanumeric characters • [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

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. 34
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.

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

Order	Administrator Setting Function name	Application	Description of settings	Notes
1	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. 16)
3	User Setting	Use this setting to register users who can log in.	■ [User Name] ■ [Index] ■ [Admin. Rights] ■ [Affiliation Group] (optional) ■ [PC Login ID] ■ [Issue of Temp. Password] (1 to 16 characters) ■ [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 authentication server, you cannot register users.

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Login Setting

Specify whether login is required to access each mode and the behavior after login.
This function allows you to restrict the users who can use this machine.
If this is set to [ON], always configure 2 and 3 in "Registering Users" (p. 30).

[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 sec. - 3,600 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].

The [Login Setting] screen is displayed.

2 Configure each setting.
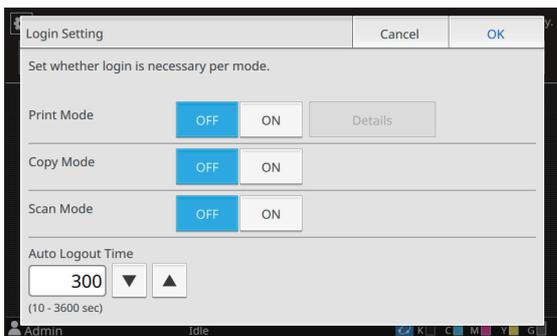
3 Touch [OK].

• 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 other modes.
Whether login is required in the other modes 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

| [Login Setting]	External system link mode
Print Mode [ON]	Required
Copy Mode [ON]	Not required
Scan Mode [ON]	Not required

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Group Setting

Specify the groups to which users belong. The groups set here are used with [Affiliation Group] for [User Setting].
You can configure up to 60 groups.

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

The [Group Setting] screen is displayed.

2 Touch [Add].
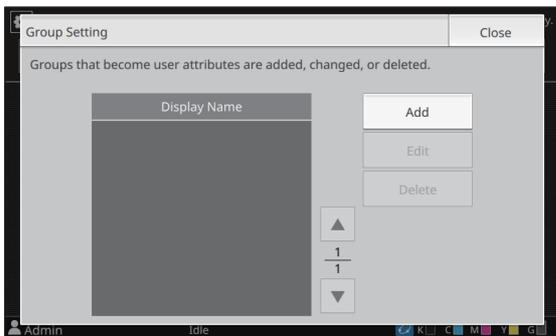
The screen for entering the group name is displayed.

3 Enter the group name and touch [OK].

4 Touch [Close].

> • To change or delete a group setting, perform the following operation.
>
> **To change a group name:**
> Select the group on the [Group Setting] screen, touch [Edit], and change the group name.
>
> **To delete a group:**
> Select the group on the [Group Setting] screen, and touch [Delete].
>
> • The groups set here are also used with the following 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

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

> • Be sure to complete [Group Setting] prior to registering the group to which each user belongs. For more information, see "Group Setting" (p. 32).

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

[Index]
Specify the index to which a registered user belongs.

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

[Admin. Rights]
Specify whether to grant administrator authority to a registered user.
Set value: [OFF], [ON] (Factory setting: [OFF])

[Affiliation Group]
You can register up to 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.

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

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

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[Limitation]

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

• **Full color printing/copying availability**

  Specify whether to allow registered users to make full color copies and printouts.

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

  - **[Limit Monochrome Count]**

    Specify the maximum number of monochrome copies and printouts allowed.

    Set value: Not selected, Selected

    (Factory setting: Not selected)

    [Limit] (1 to 99,999 pages)

    [Current] (1 to 99,999 pages)

    [Clear]

  - **[Limit Full Color Count]**

    Specify the maximum number of full color copies and printouts allowed.

    Set value: Not selected, Selected

    (Factory setting: Not selected)

    [Limit] (1 to 99,999 pages)

    [Current] (1 to 99,999 pages)

    [Clear]

> • The setting items on the [Print Limitation] screen or [Copy 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].

The [User Setting] screen is displayed.

2 Touch [Add].
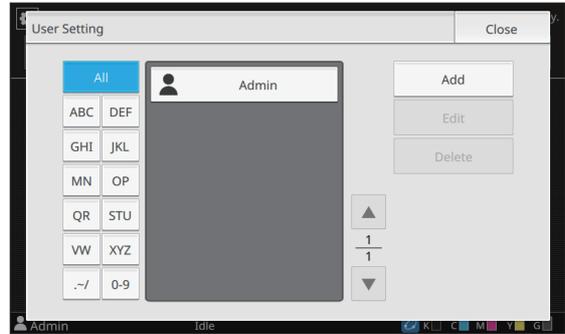
The screen for entering the user name is displayed.

3 Enter the user name and touch [Next].

The screen for entering a temporary password is displayed.

**4 Enter the temporary password and touch [Next].**

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

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

The screen for setting the user is displayed.

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

6 Configure each setting.

Add [4/4] User Setting		Cancel	OK

User Name   **Index**   **Admin. Rights**

J.Smith   STU   OFF | ON

Affiliation Group

No Entry,No Entry,No Entry   Change

PC Login ID   **Issue of Temp. Password**

J.Smith   *****

▲   1/2   ▼

Admin   Idle
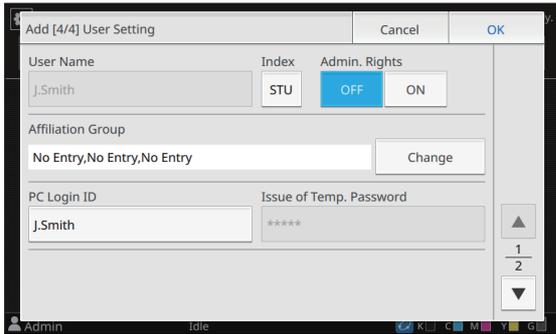
- Be sure to configure [Index].

  - If [PC Login ID] is incorrect when [Print Mode] under [Permission Setting] 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].

7 Touch [OK].

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

  To delete a user:
  Select the user on the [User Setting] screen, and touch [Delete].

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

- This function can also be configured from the RISO Console.

  To add a user:
  Click [Add User] on the [User Setting] screen.

  To delete a user:
  Select a user on the [User Setting] screen, and click [Delete This User] on the [Edit] screen.

  To change settings:
  Select a user on the [User Setting] screen, and configure the user information on the [Edit] screen.

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 Regist.].

User Setting			Close

All | ABC DEF | GHI JKL | MN OP | QR STU | VW XYZ | .~/ 0-9

Admin
J.Smith
C.Carry
T.Yang
K.Tada
M.Lopez

Add
Edit
Delete
IC Card Regist.

▲ 1/1 ▼

Admin   Idle
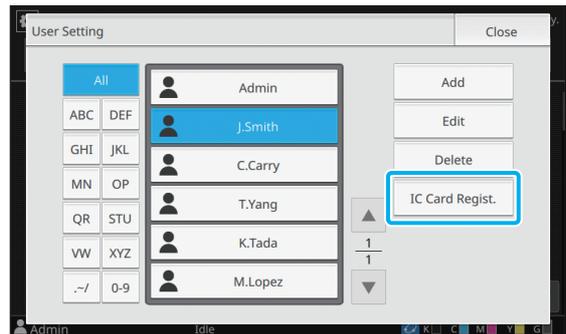
The message [Set the IC card.] is displayed.

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 [User Setting] screen is displayed.

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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 "CSV File Format for Collectively Registering Users" (p. 58) in "Appendix".

The following explanation is for an example when the IC card reader is connected.

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

The [User Setting] screen is displayed.

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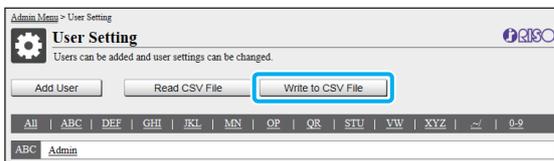
3 **Open the written CSV file and enter the user information.**

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.**
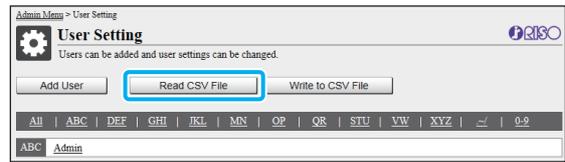
If [Read CSV File] is not properly completed, a message is displayed.

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.

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

The [User Setting] screen is displayed.

6 **Select the user name.**

7 **Touch [IC Card Regist.].**
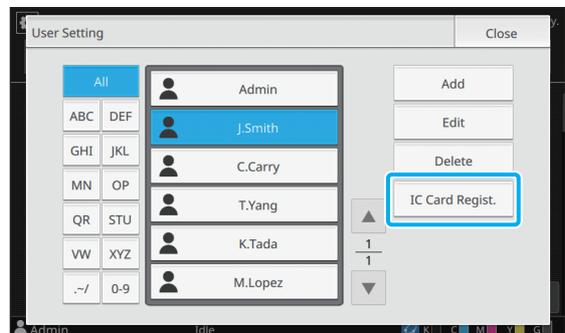
The message [Set the IC card.] is displayed.

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.

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Backing Up User Settings (RISO Console)

The information of user settings can be backed up as a CSV file on a computer from the RISO Console.

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.**

✎ • It is recommended that the information of user settings be backed up in advance to prepare for cases when initializing the administrator settings. In addition, it is also convenient to use this method to backup user settings before configuring [Authentication Servers] and [External System Link].

Using an External Authentication Server

By using [Authentication Servers], user control can be performed with an external authentication server.
A user without an account on the external authentication server cannot be authenticated.
As user information in centrally managed by the external authentication server, it will not be necessary to register user information on this machine.

⚠ • 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 authentication server.
For more information, see "Backing Up User Settings (RISO Console)" (p. 36).

Functions Restricted Using an External Server Authentication

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.
• The login method cannot be selected with [Login Method]. [IC Card & User Name] is applied in this case.

■ Administrator Setting

• Because users are managed on the external authentication 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.

■ Setting Items

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

> • The factory settings are underlined.

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]: Up to 256 alphanumeric characters • [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 With up to 32 alphanumeric characters, a maximum of 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 sec. - 120 sec. (Factory setting: 5 sec.)

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Setting / Description	Set value / Details
Access Retry Times Specify the retry times for accessing the authentication server when the access fails.	0 to 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]
Login-to Setting Specify whether to display the [Login-to Selection] screen when you log in to a domain using the authentication server. Up to three domains are displayed. • When [Login-to Setting] is set to [OFF], authentication is performed according to the priority specified in the [Server Settings] screen. • If the DNS server (IPv4)/(IPv6) is set not to be used in [Network Setting (Details)], the domain setting is unavailable. • If the setting for the Kerberos server is blank, the IP address of the LDAP server is displayed in the [Login-to Selection] screen.	[OFF], [ON]
Attribute of User ID Specify the attribute of user IDs for accessing the authentication server.	Up to 32 alphanumeric characters
Mail Address Attribute When selecting [Scan] - [Mail] in a state where the authentication server setting is used, the address configured with [Mail Address Attribute] is displayed in [Address].	Up to 256 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

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

The [Authentication Servers] screen is displayed.

2 Touch [ON].

3 Configure the settings.

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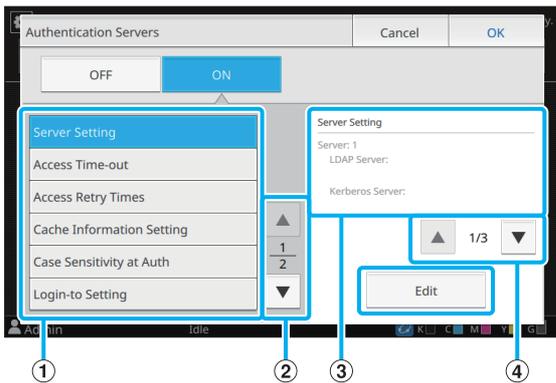
① Setting items

② Switches setting item pages

③ Displays setting details

④ Switches setting details pages

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

• Up to three servers can be selected for each LDAP server (primary/secondary) and Kerberos server (primary/secondary) (up to 6 servers in total) 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 Settings] 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 [↓].

• You do not need to register a Kerberos server if you are not using a Kerberos server. The Kerberos server in the [Server Settings] screen will be blank.

• When a Kerberos server is not registered, authentication will only be available with the IC card and users will not be able to use login authentication with a PIN code.

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 power 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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Using the External System Link

The items you need to configure or the functions available for users vary according to the function or link method of the external print server you use. For more information on each setting item, see "External System Link" (p. 24).

When Using the MPS Software

Authenticate the users who have accounts on the external print server (MPS software), and manage or charge for print and copy jobs. A user who does not have an account on the external print server cannot be authenticated.
As user information is centrally managed by the external print server, it will not be necessary to register user information on the machine.

- 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 configure [External System Link].

  For more information, see "Backing Up User Settings (RISO Console)" (p. 36).

Functions Restricted when using the External System Link

Some functions are restricted due to the external print server managing the users.

■ Copy Mode and Storage 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.
- The login method cannot be selected with [Login Method]. [IC Card & User Name] is applied in this case.

■ Administrator Setting

- Because users are managed on the external print 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 printing the jobs and charging the copy jobs are not available.
  Always set [Login Setting] to [ON].

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

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When Using the Browser Built Into This Machine

Use the browser built into this machine to connect to the external print server. You can print the jobs saved on the server with this machine, or print the jobs registered to the server, by letting the computer send the jobs to the machine.

■ Management and Authentication of Users

- Performed with this machine based on the details configured with [User Setting] and [Login Setting] of the administrator menu.

■ Launching the Browser

- Touch [External System Link] on the [Home1] screen to launch the built-in browser and connect to the external print server.
- [Function Key Entry] can be used to configure a function key that will launch the browser.

Configuring the Power Schedule

This function allows you to automatically turn on and off the power to this machine at a specified time.
You can register up to 10 sets of combinations of start or end time and day of the week.

[OFF], [ON]
Set to [ON] to configure the power schedule.

[Start], [End]
Specify whether to start or stop this machine using the power schedule.

Time
Specify the start time and end time.
Enter 00 - 23 for hour, and 00 - 59 for minute.

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

- Print jobs are not accepted while the power is turned off using the [Power] key on the operation panel.

- If the main power to this machine is turned off intentionally or by power outage, the power schedule function does not work just by turning on the main power switch. Always turn on the power by pressing the [Power] key on the operation panel. The power schedule function works after the power is turned on.

- The power schedule setting is maintained even after you turn off the main power.

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

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

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

The [Power Schedule] screen is displayed.

2 Touch [ON].

3 Select the set to save the settings for and touch [Edit].
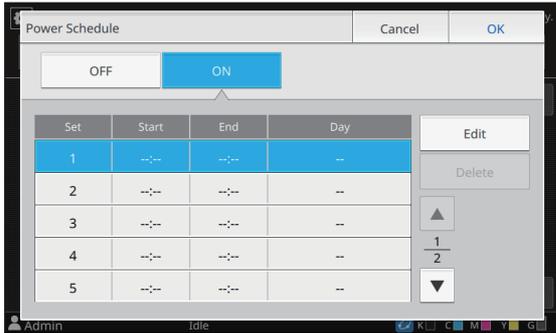
The screen for setting the starting and ending time and day of the week is displayed.

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

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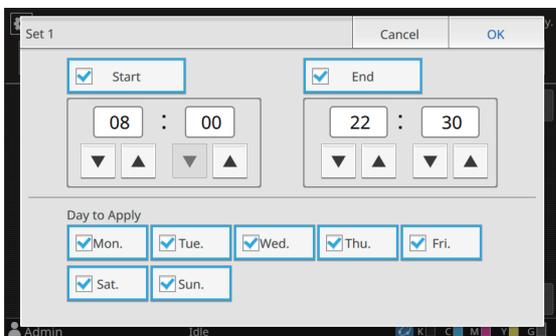
5 Select the day to apply.

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

6 Touch [OK].

The [Power Schedule] screen is displayed.

7 Touch [OK].

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

The [Confirm] screen appears on the operation panel one minute before the set end time.
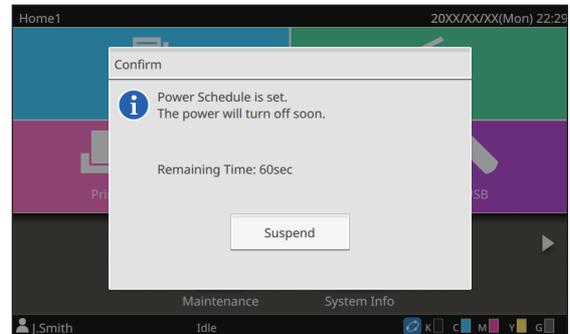
If you do not want the machine to turn off, touch [Suspend]. Close the [Confirm] screen to suspend the power-off process. The [Confirm] screen will be displayed again after one minute.

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

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

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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] (Factory setting: [OFF])

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

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

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

The [Non RISO Ink Setting] screen is displayed.

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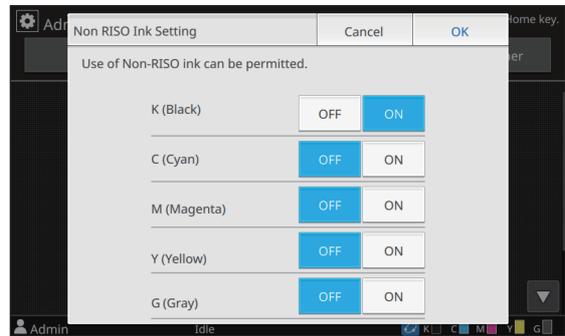
3 Read the confirmation message, and then touch [Yes].

4 Touch [OK].

Network Setting (IPv4)

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

[Printer Name]

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

[LAN0], [LAN1]

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

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

[DHCP Server]

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

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

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

- 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)

[LAN0], [LAN1]

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

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

[Address Setting Method]

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

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

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

- 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]

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Network Setting (Details)

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

[LAN0], [LAN1]

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

> • [LAN1] cannot be selected when using the optional print controller.

[Proxy]

Set this to use the proxy server.

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

Convert the domain name to an IP address using the DNS server.
Set this according to your Internet protocol version.

[WINS]

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

[Others]

Select the method to connect to the RISO Console.

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

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

2 Select [LAN0] or [LAN1].
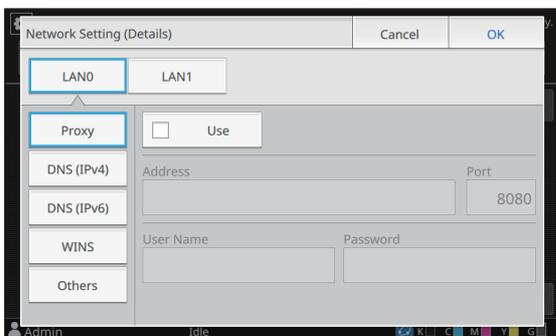
3 Select [Proxy], and then select the [Use] check box.
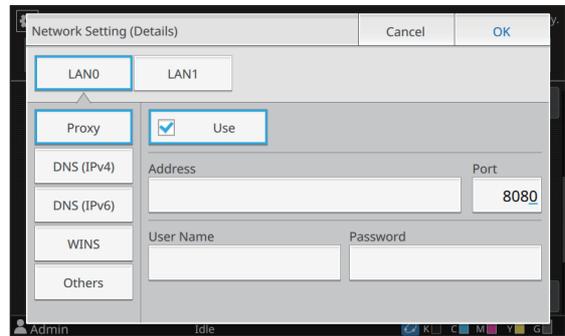
> • If you select [Use], you can enter values in the [Address], [Port], [User Name], and [Password] textboxes. When you touch any textbox other than [Port], a data entry screen appears. After entering a value, touch [OK].
> Enter a value in [Port] using the numeric keys.

4 Select [DNS (IPv4)] or [DNS (IPv6)] and configure the settings.
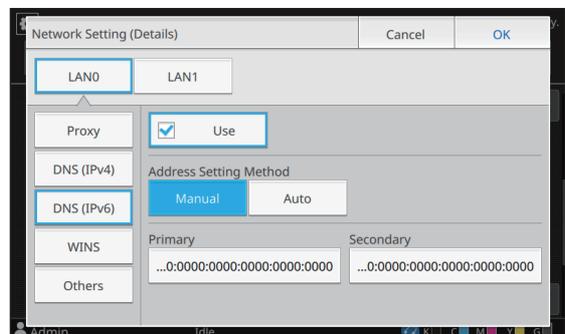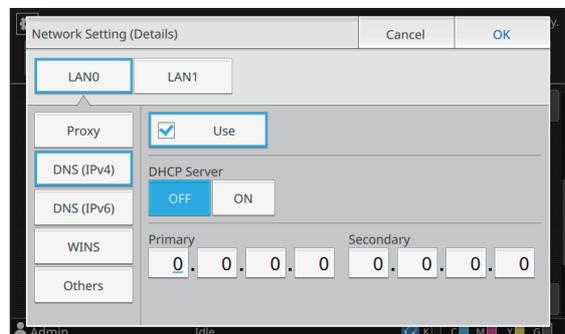
- If you select [Use], you can set [DHCP Server] or [Address Setting Method].

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

- For IPv4, use the numeric keys to enter the addresses.

- For IPv6, touch [Primary] or [Secondary] to display the address entry screen. After entering the address, touch [OK].

5 Select [WINS] and configure the settings.
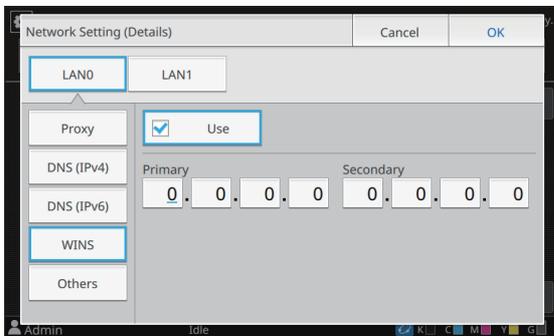
- If you select the [Use] check box, you can enter values in [Primary] and [Secondary].

6 Select [Others] and configure each item.
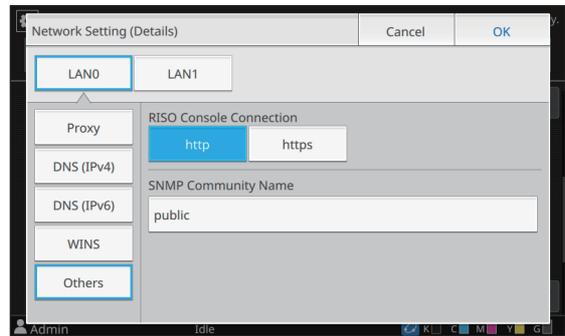
- When connecting the RISO Console with https*, specify a network transfer mode for [Link Speed/ Duplex Mode] on the RISO Console.

  * The protocol https is http with encryption function.

- If changes are not made to the default value for [SNMP Community Name], the community name for SNMP communication will be "public".

- Alphanumeric characters (upper/lower case) and the following characters can be used in the text box for the SNMP community name.

  , . / : ; @ [￥] ^ _

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

The [Admin Menu] screen is displayed.

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

IP Address Limiting (IPv4 or IPv6)

You can register up to 12 subnet masks and IP addresses that can access this machine, each for LAN0 and LAN1.

[LAN0], [LAN1]

Configure the limitations of access for each of the two networks connected to the LAN0 terminal and LAN1 terminal on the rear of the machine.

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

[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.**

The [IP Address Limiting (IPv4)] screen or [IP Address Limiting (IPv6)] screen is displayed.

2 **Select [LAN0] or [LAN1].**
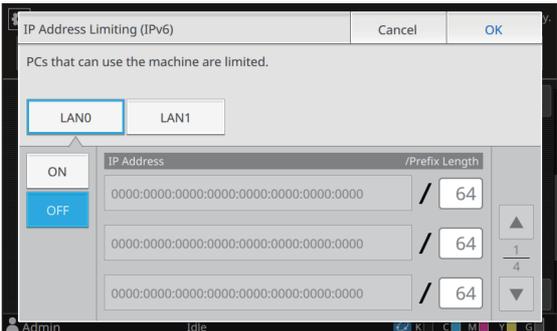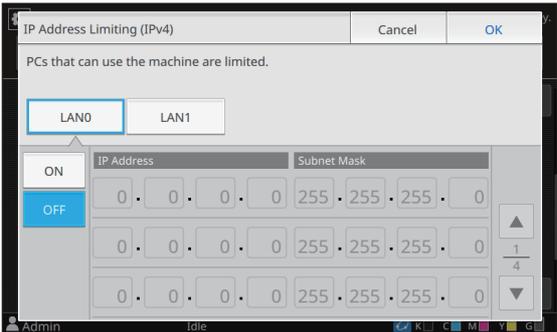
3 **Select [ON] and configure the settings.**

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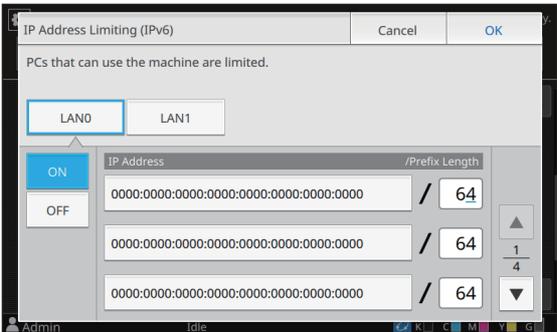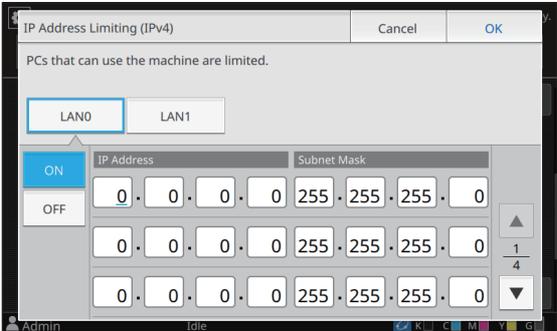
✎ • To grant access to a specific computer:

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.

4 Touch [OK].

The [Admin Menu] screen is displayed.

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

IPsec Setting

If you are using the machine in a network environment that uses IPsec encryption, you can enhance security of the machine 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.

[LAN0], [LAN1]

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

✎ • [LAN1] cannot be selected when using the optional print controller.

[OFF], [ON]

Select whether to apply IPsec encryption.

If [ON] is selected, you can set security policies.

[Priority], [Security Policy], [Priority]
[Add], [Edit], [Delete]

You can register up to 10 security policies, each for LAN0 and LAN1.

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.

The [IPsec Setting] screen is displayed.

2 Select [LAN0] or [LAN1].
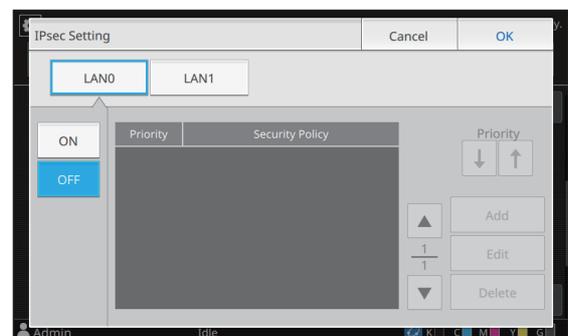
3 Select [ON].

4 Touch [Add].

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

✎ • You can register up to 10 security policies, each for LAN0 and LAN1. 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.

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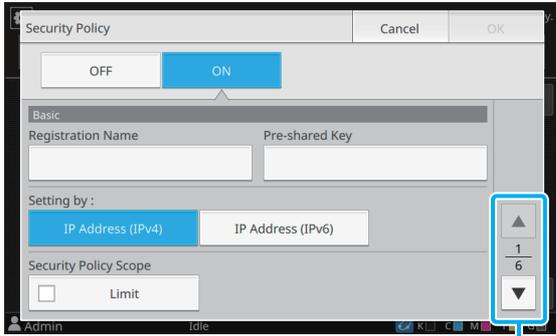
Switches setting screen pages

- The setting items vary depending on your network environment. Switch setting screen pages 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 must be 1 to 32 alphanumeric characters, and the pre-shared key must be 0 to 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 [Apply to].

6 **Touch [▼] to display the [IKE] screen, and configure the settings.**

Switches setting screen pages

- If you touch [▼], you can set [DH Group].

7 **Touch [▼] to display the [Communication Settings] screen, and configure the settings.**
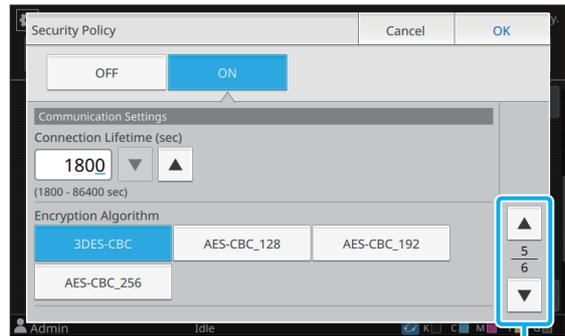
Switches setting screen pages

- If you touch [▼], you can set [Hash Algorithm].

8 **Touch [OK].**

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

9 **Touch [OK].**

The [Admin Menu] screen is displayed.

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

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High Capacity Feeder

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

[Paper out]
[1], [2], [3] (Factory Setting: [3])

[When Standard Tray Descent Button is pressed]
[1], [2], [3] (Factory Setting: [1])

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

The [High Capacity Feeder] screen is displayed.

2 Configure each setting.
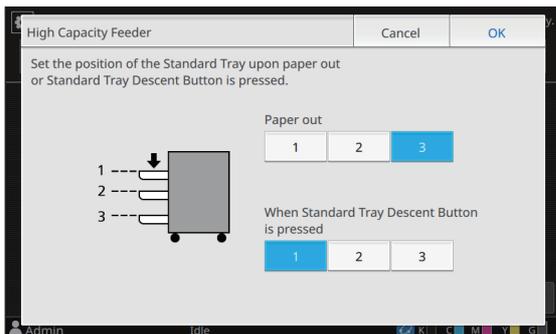
- • When [Paper out] is set to [3], the standard tray is lowered to the bottommost position when paper runs out. While it is possible to set a greater amount of paper at once, this requires that you squat when loading the paper. When [Paper out] is set to [1] or [2], the paper tray will stop before reaching the bottommost position and thus make it possible to load the paper while standing.

- • When [When Standard Tray Descent Button is pressed] is set to [1] or [2], you can load a greater amount of paper while standing by gradually lowering the position of the paper tray.

3 Touch [OK].

The [Admin Menu] screen is displayed.

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

- • 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.

[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.

3 **Configure the settings.**

Example: When FTP server is selected for the transfer protocol
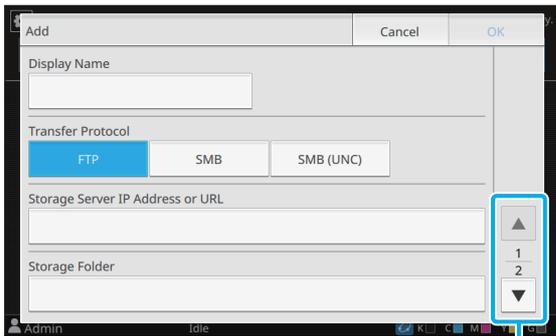
Switches setting screen pages

> • 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 [Add] screen is displayed.

> • 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].**

When [Close] is touched on the [Confirm] screen, the [Scan Data Directory] screen is displayed.

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

Setting When Using the Optional PS Kit

When the PS 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 on the machine 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 on the machine from a computer, you can select a color profile from the printer driver. You can also delete selected ICC profiles.	• [Delete] • [CMYK Output Profile] • [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]* * The factory settings are underlined.

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 [Home1] screen	Use functions displayed on the [Home1] screen
User Setting Group Setting → Login Setting for each mode: ON → Shared Folder Setting	Save to a shared folder

User Setting Group Setting → Login Setting for each mode: ON →

Settings that users can configure

- Password change
- Saving as default 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

What only the administrator can configure	What users can do
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 PS kit

• For 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 [Home1] 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 **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].

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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 pages for color and monochrome in copying/printing)	• Set [Login Setting] to [ON]. • Register users with [User Setting]. • Specify [Limitation] in [Permission Setting].
Storage (Save) (Personal folder) (Creating a personal folder and saving the printed or scanned data to the personal folder)	• 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)	
Scan Data Directory →	Save the scanned data to the server
Mail Setting / Mail Address Entry / Address Input Permission →	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. 36.)
- 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

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

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

User Setting	Authentication Servers	Password change
Group Setting	Personal folders	Registering/Editing personal address book
Print/Copy count limitation	Registering personal favorites	Full color copying/ Full color printing
Waiting Job Setting	Saving as personal default	

* When connecting the external print server using the MPS software

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

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 (A - L) in the second line 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	Authorization	Printer mode	Copy mode	Scanner mode	Index	IC card	Temporary Password	Group1	Group2	Group3
3	J.Smith	J.Smith	admin	on	on	on	8	1001 9638...	abcde123	Sales		
4	C.Carry	C.Carry	user	on	on	off	8	1001 9638...	xwz9876	Sales	Planning	

[General]

No.	Item Name	Set Value	Unavailable Characters
1	User name (User name)	1 to 10 alphanumeric characters * Do not leave this field blank.	" / [ ] : + | < > = ; , * ? ¥ '
2	PC login name (PC login ID)	0 to 63 alphanumeric characters	" / [ ] : + | < > = ; , * ? ¥ '
3	Authorization (Admin authority)	"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 to 22 alphanumeric characters Conforming to IC card standards	Characters other than alphanumeric characters
9	Temporary Password (Temporary password)	1 to 16 alphanumeric characters (only lower case characters)	Characters other than alphanumeric characters
10	Group1 (Affiliation Group 1)	1 to 10 alphanumeric characters	" / [ ] : + | < > = ; , * ? ¥ '
11	Group2 (Affiliation Group 2)	1 to 10 alphanumeric characters	" / [ ] : + | < > = ; , * ? ¥ '
12	Group3 (Affiliation Group 3)	1 to 10 alphanumeric characters	" / [ ] : + | < > = ; , * ? ¥ '

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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 (M - V) in the second line 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 to 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 to 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 to 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 to 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.

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RISO

Please contact the following for supplies and service: