

# **Riso Comcolor Series**

## **Getting Started Guide No. 1**

### **Initial Setup**

### **Administrator Functions**

**Administrator Setup**

**Default Settings**

**User Names and Passwords Setup**

**IC Card Control System Configuration**



**Riso (UK) Limited**  
**Admin V. 3**

## Please Note

This publication is intended as an introduction to the administration setup of the Riso Comcolor printer.

For full instructions please refer to the administrator and user guides supplied with the Riso machine.

**All Riso Comcolor models offer User Management and control using two different methods:**

### **A]. User Names and Password System**

- fitted as standard on all Comcolor machines

Uses User Names and Password / PIN to access the machine

### **B]. IC (Smart) Card Control System**

- optional extra which can be fitted to all Comcolor models

*The IC Card offers additional features such as:*

*-Quick Login*

*-Quick Printout*

This system requires the **IC Card Authentication Kit** (Riso Code: S-1329) and **IC Smart Cards** (pack of 100) (Riso Code UKSW-CC100) or cards conforming to the **Mifare** or **ISO 14443 - Type-A** specification.

The two User Management systems can be used separately or in conjunction with each other and in any configuration will offer a maximum of 300 users.

When the two systems are being used it is possible for users to login using either the PIN or the IC Card systems.

# Contents

*Riso Comcolor User Management should be configured in the following sequence:*

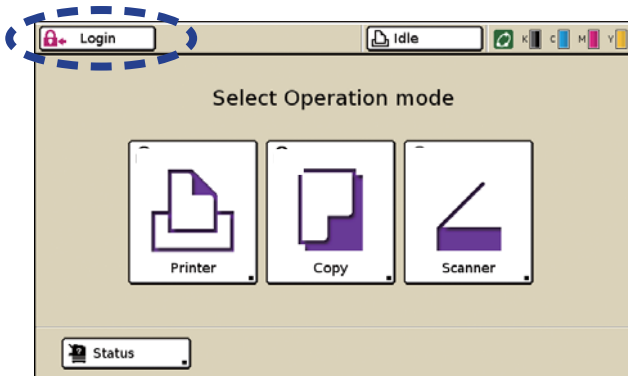
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# Administrator Password

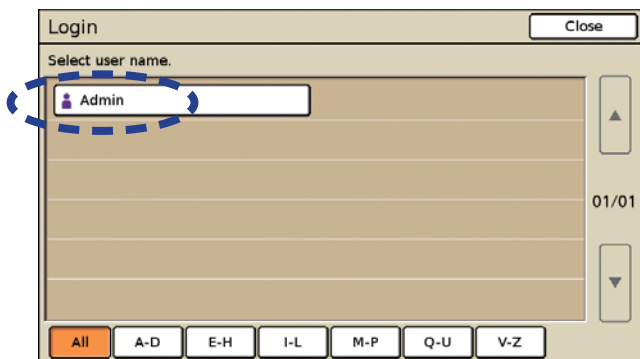
## Setting the Administrator Password using the Operation Panel

In order to fully configure the User Management functions on the Riso Comcolor an Administrator has to be setup. An Administrator has full control over all the various settings on the machine

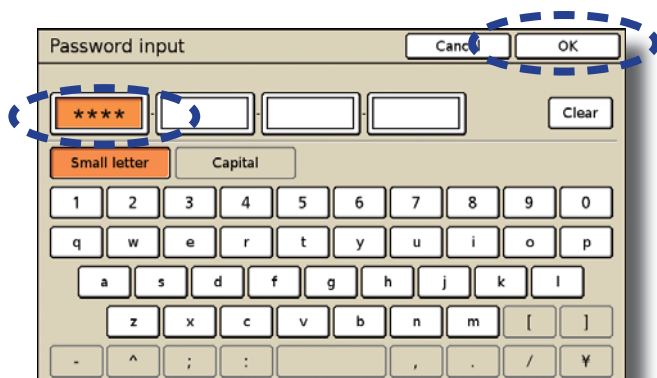
- 1 Press [Login] on the mode screen to display the Login screen



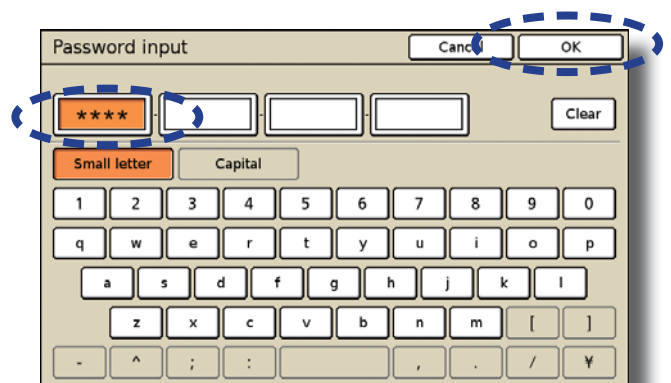
- 2 Press [Admin]



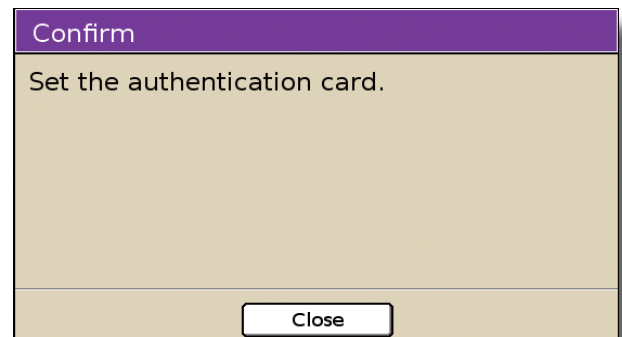
- 3 Enter your chosen administrator password and press [OK]



- 4 Confirm your chosen administrator password and press [OK]



- 5 If using IC Card Control now set the IC Card on the IC Card Reader

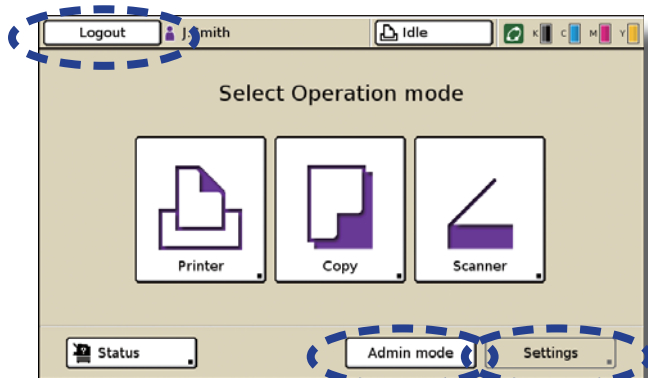


# Enforce Login

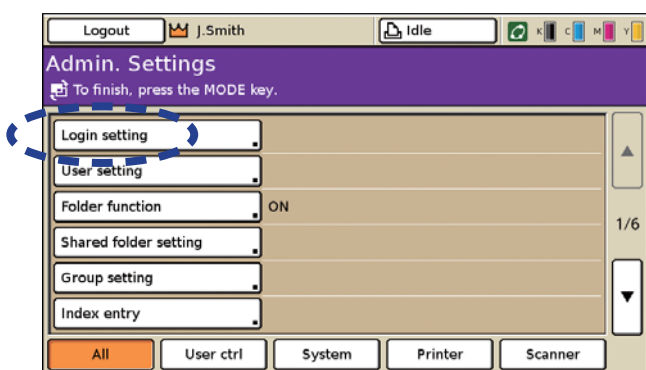
## Restricting Access by Enforce Login using the Operation Panel

Your Comcolor machine will be supplied without any user control functions enabled. In this status users can operate and print without having to first login. Use of the Comcolor machine can be restricted to registered users only by the enforce login option.

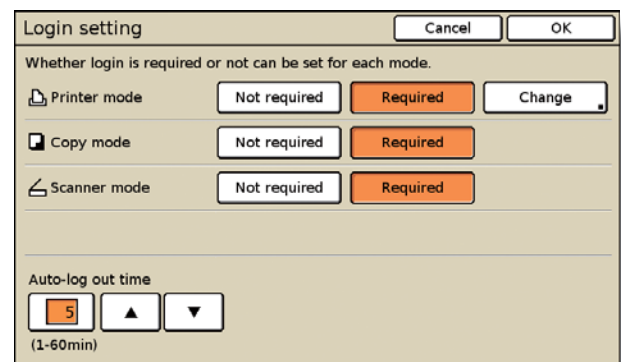
### 1 Login as Administrator and select [Admin mode] and [Settings]



### 2 Select [Login setting]

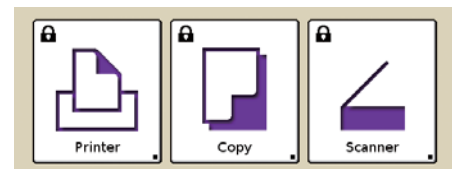


### 3 Specify whether login is required to enter a mode



Select [Required] for each mode if you want to restrict those who can use this machine.

When [Required] is selected a lock icon will appear in the mode box and user login will be required.



### Auto-log out time

Specify the time for automatic logout when the machine is not operated for a fixed period.  
Set value: 1-60 min (Factory setting: 5 min.)

### 4 IC Card Control System Only

#### Change

When using the IC Card System only you can specify whether to enable automatic start of print jobs in the queue after logging on.

Set value: Yes or No

Printer Mode login must be set to required.

# Enforce Login

## Restricting Access by Enforce Login using a PC Web Browser

This is an alternative method to enable the Enforce Login function and requires the use of a PC on the same network as the Comcolor machine.

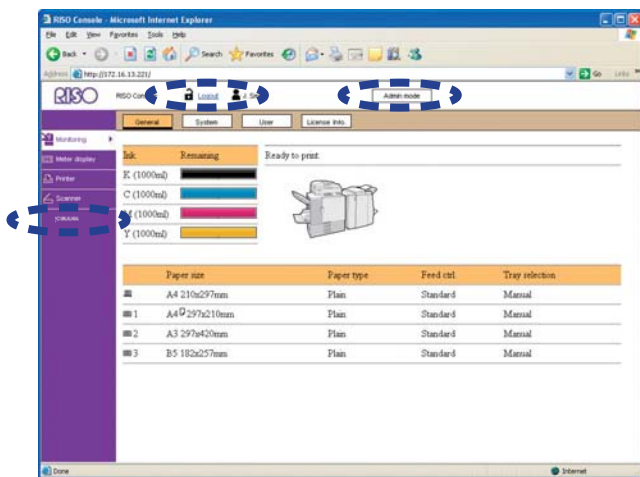
The IP Address of the Comcolor machine will also be required, if in doubt consult your IT manager.

1

Enter the IP Address of the Comcolor machine in the address bar of your web browser and press enter, the page shown below should now open

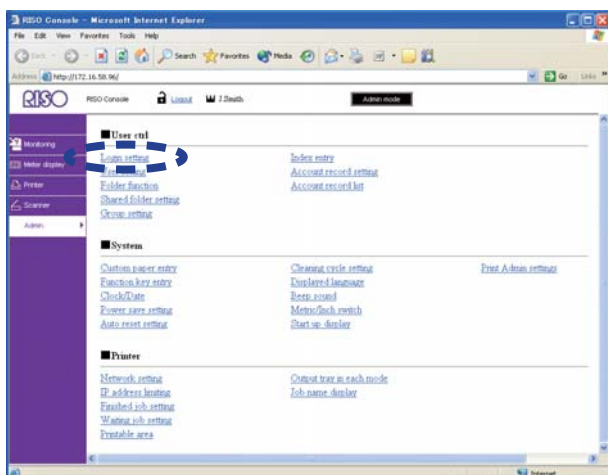
2

A]. Login as Administrator  
B]. Select [Admin mode]  
C]. Select [Admin]



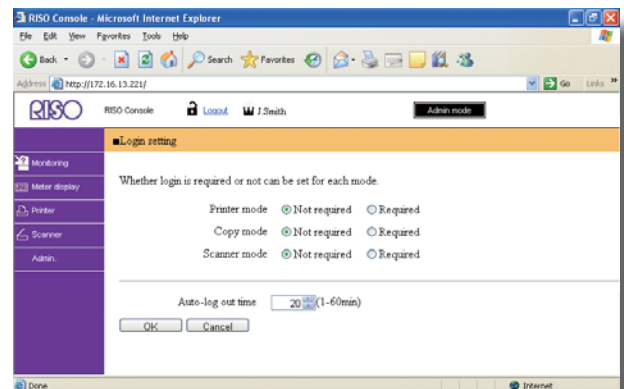
3

Select [Login setting]



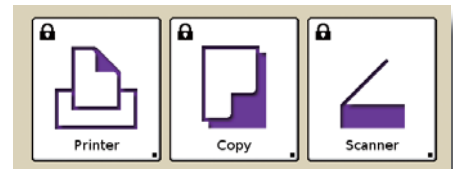
4

Specify whether login is required to enter a mode



Select [Required] for each mode if you want to restrict those who can use this machine.

When [Required] is selected a lock icon will appear in the mode box on the Comcolor machine operational panel and user login will be required.



### Auto-log out time

Specify the time for automatic logout when the machine is not operated for a fixed period.

Set value: 1-60 min (Factory setting: 5 min.)

5

### IC Card Control System only

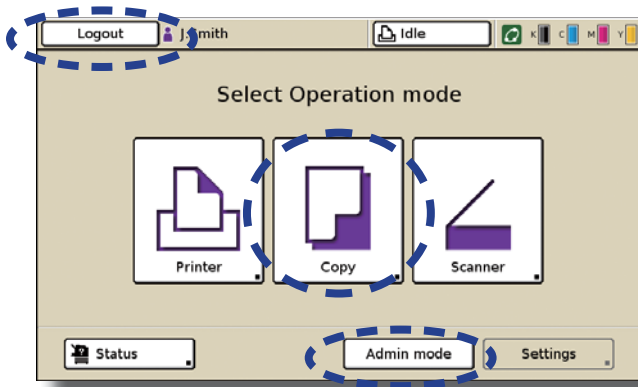
Configure [Automatic print start of waiting jobs] if required

# Default Settings

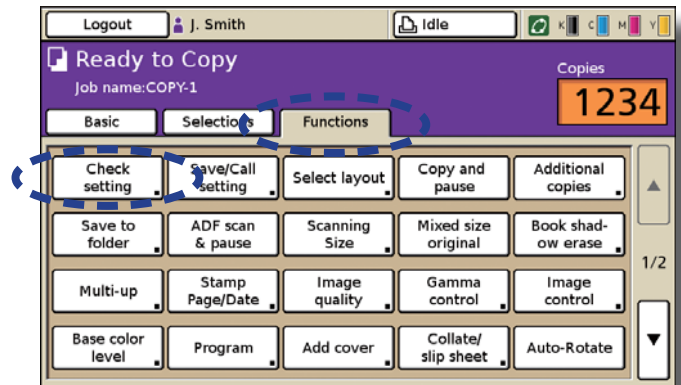
## Changing Default Settings:

Changing the Default Setting on the Comcolor machine will affect the initial settings on start up or when reset.

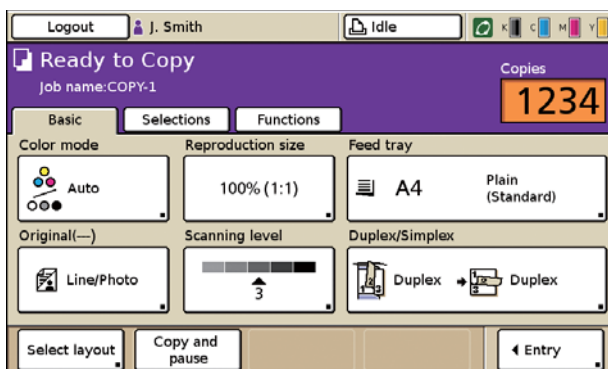
- 1 Login as Administrator and select [Admin mode] and [Copy]



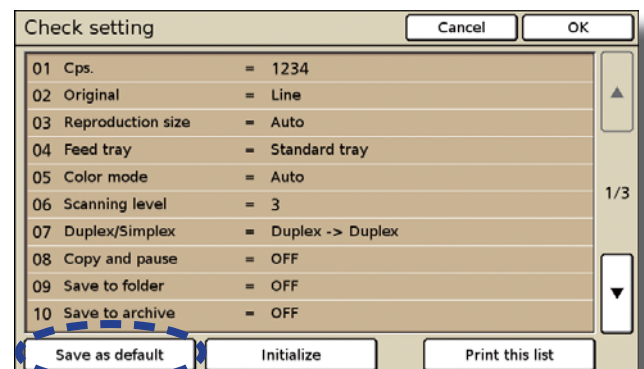
- 3 Then select [Functions] and [Check settings]



- 2 Select the series of settings you wish to save as the new defaults.



- 4 Select [Save as Default]



### Please Note:

If login is set to [Not required] the above defaults will now apply to all users.

If login is set to [Required] the new defaults can only be applied individually to users by logging on and going to step 4 and selecting [Initialize]



# Group / Index

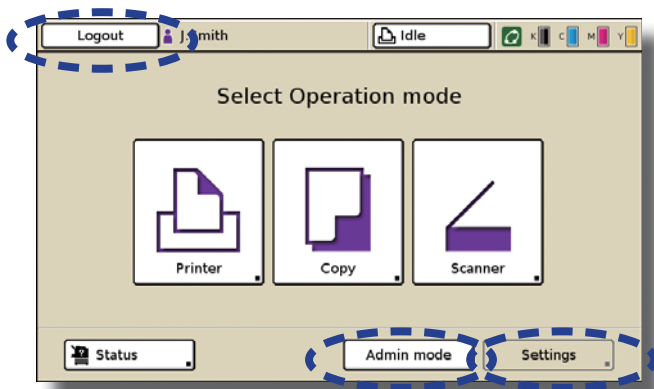
## Group Setting and Index Entry

These are settings that if required should be configured or changed at this stage.

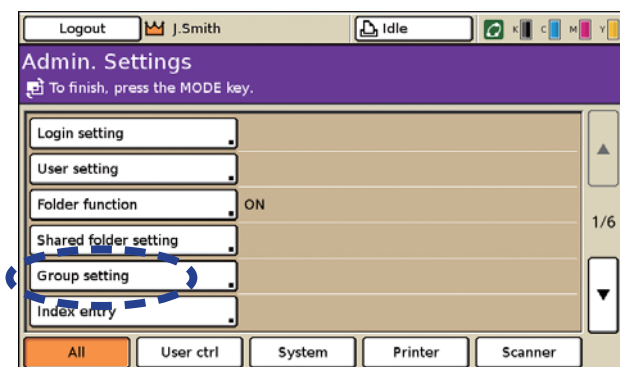
Please note that these are optional and it is not always necessary to change them from the defaults.

- 1 Group Settings**  
The Administrator can setup Groups for users to share folders when [Login setting] is set to [Required]  
If [Login Setting] is set to [Not required] group settings do not take effect  
Users can join up to three groups.

- 2 Login as Administrator and select [Admin mode] and [Settings]**



- 3 Select [Group Settings] and add required groups.**

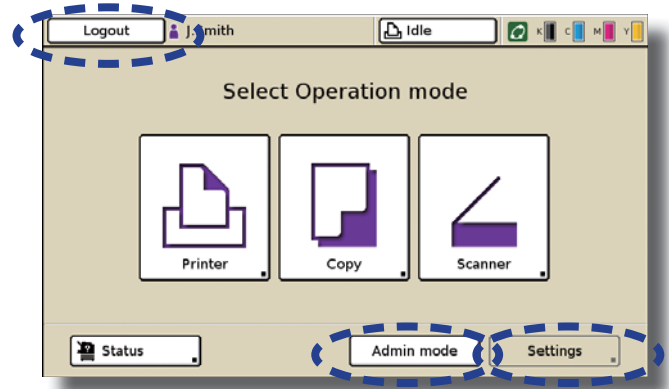


If required users can join groups - see Adding New User Names

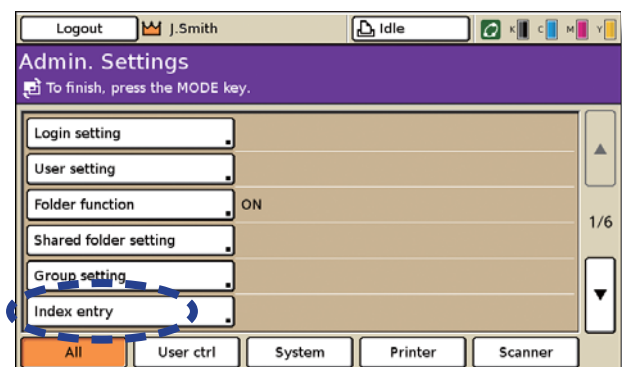
Please note that Groups cannot be used for account record purposes.

- 4 Index Entry**  
All users are displayed in the [User List] or [Login Screen] and can be indexed using the default alphabetic system.  
The default index system can be changed to represent Depts. etc.

- 5 Login as Administrator and select [Admin mode] and [Settings]**



- 6 Select [Index Entry] and edit where necessary**



If required users can be indexed at setup - see Adding New User Names

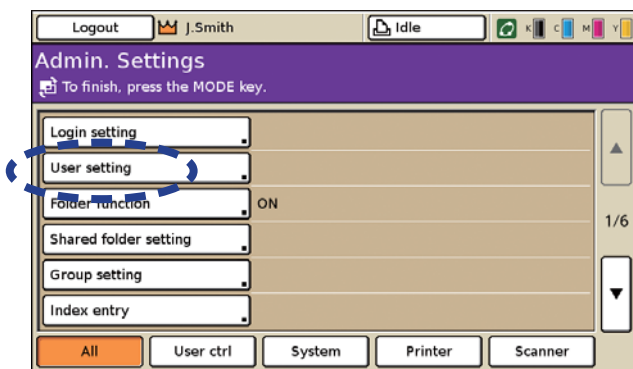


# Adding New Users

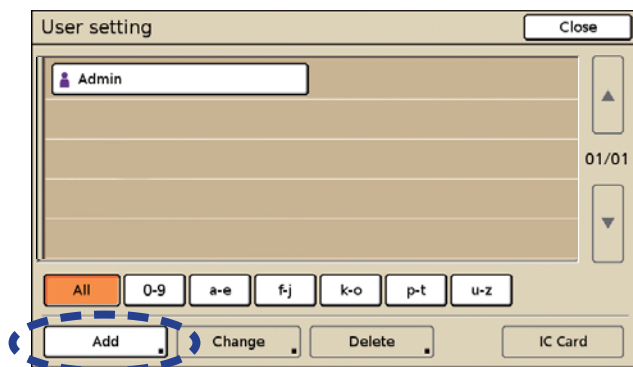
## Adding new User Names using the Operational Panel (1)

- 1 A]. Login as Administrator  
B]. Select [Admin mode]  
C]. Select [Setting]

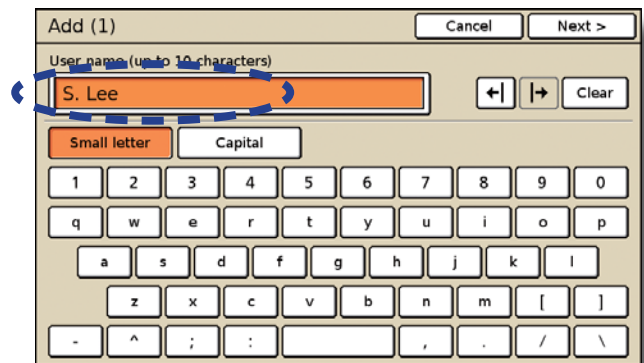
- 2 Select [User setting]



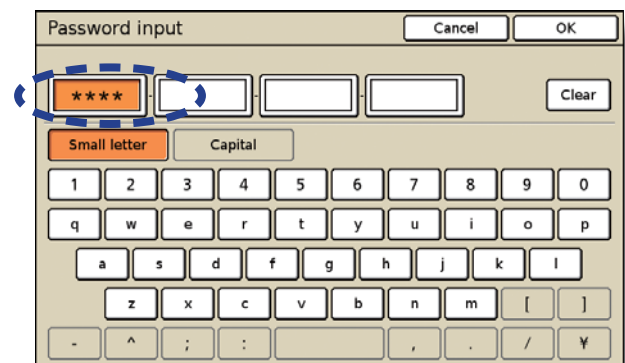
- 3 Select [Add]



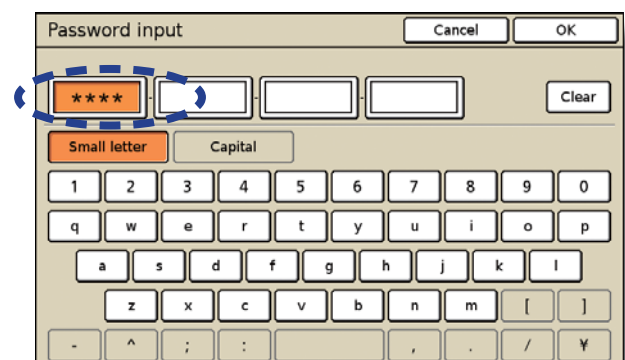
- 4 Enter the User Name and press [Next]



- 5 Select a password for this user and press [Next].



- 6 Re-enter password for this user and press [Next].



# Adding New Users

## Adding new User Names using the Operational Panel (2)

### 7 Configure the Settings and then press [OK]

The 'Add (4)' dialog box contains the following fields and controls:

- User name:** A text field containing 'S. Lee'.
- PC login name:** A text field containing 'S. Lee'.
- Group:** A dropdown menu with '(No Entry)' selected.
- Index:** A dropdown menu with 'p-t' selected.
- Admin. authority:** Two buttons, 'No' and 'Yes', with 'No' selected.
- Printer mode:** Three buttons: 'Prohibited', 'Permitted', and 'Limitation'. 'Permitted' is selected.
- Copy mode:** Three buttons: 'Prohibited', 'Permitted', and 'Limitation'. 'Permitted' is selected.
- Scanner mode:** Two buttons: 'Prohibited' and 'Permitted'. 'Permitted' is selected.

At the top right are 'Cancel' and 'OK' buttons.

#### PC login name

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

**Please Note:** when Printer mode login is set to [Required] jobs sent from an unregistered PC login name cannot be printed

#### Group

Use this to register users in up to three groups. [Group setting] must be configured in advance.

#### Index

Specify the index to which a registered user belongs. The name of the index button must be configured using [Index entry] in advance

#### Admin. authority

Specify whether to grant administrator authority to a registered user. Set value: No, Yes

#### Login prohibited/permitted for each mode

Specify the modes usable for a registered user. Set value: Prohibited or Permitted.

#### Limitation

Full color copy - Specify whether to allow registered users to make color copies. Limits for volume on colour or monochrome can be applied for users. Separate limits can be set for Copy or Printer mode jobs and these cannot be shared between modes.

### 8 If using IC Card Control now set the IC Card on the IC Card Reader

The 'Confirm' dialog box has a purple header bar with the title 'Confirm'. The main area contains the text 'Set the authentication card.' At the bottom right is a 'Close' button.

# Adding New Users

## Adding new User Names using a PC Web Browser

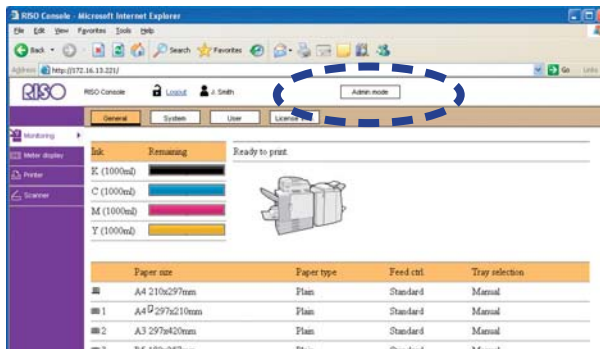
Use this procedure when setting up individual or small numbers of users.

For large number of users follow the procedure on pages 11 - 12

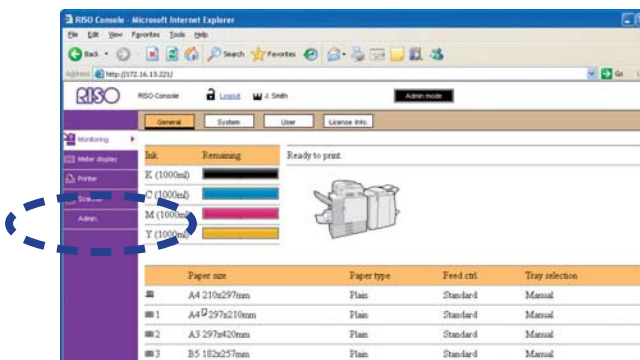
- 1 Using your PC Web Browser enter the IP address of the Comcolor machine and press the [Enter] key

Select [Login] and login as the administrator using the appropriate password

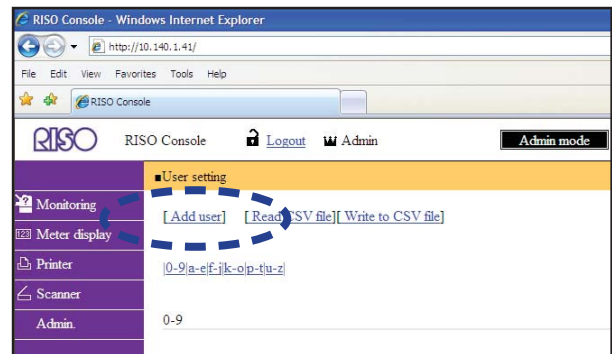
- 2 Click [Admin mode]



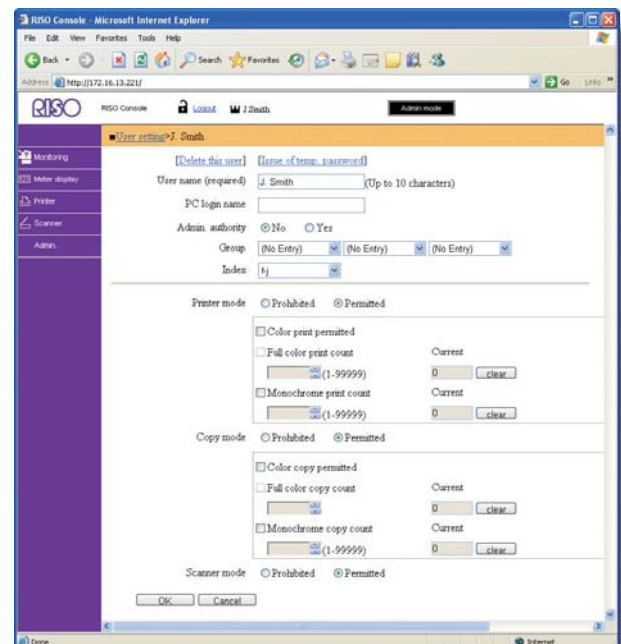
- 3 Click [Admin] and then [User Setting]



- 4 Click [Add User]



- 5 Configure the settings and click [OK]



For full explanation of above settings see page 9

- 6 To complete user setup go to page 12 and follow steps 7 - 10

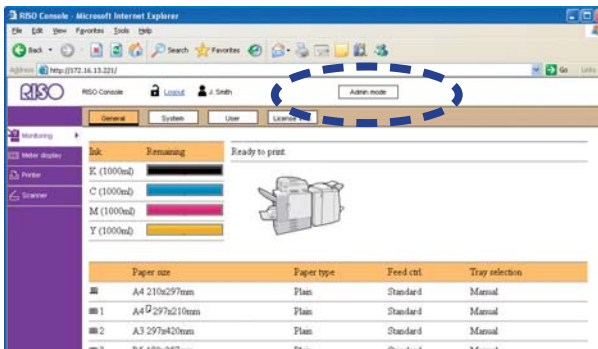
# Adding New Users

## Adding large numbers of User Names using a PC Web Browser (1)

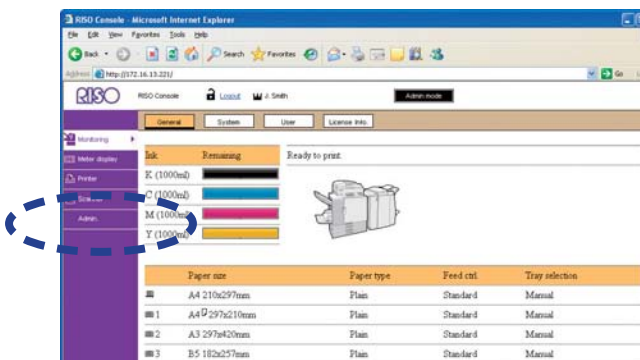
- 1 Using your PC Web Browser enter the IP address of the Comcolor machine and press the [Enter] key

Select [Login] and login as the administrator using the appropriate password

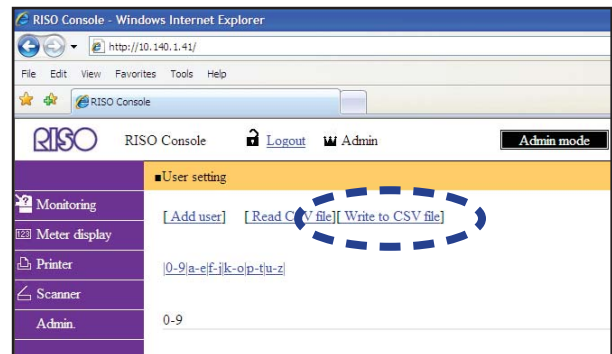
- 2 Click [Admin mode]



- 3 Click [Admin] and then [User Setting]



- 4 Click [Write to CSV file] and save the CSV file to your computer



- 5 Open the CSV file and enter user information (Up to 300 users)

	B	C	D	E	F	G	H
4	PC login name	Admin.authority	Printer mode	Copy mode	Scanner mode	Index	IC card
5	showroom	admin	on	on	on	1	
6	jsmith	user	on	off	on	1	
7	accounts1	user	on	on	on	1	
8	tyang	user	on	on	on	1	
9	ktade	user	on	on	on	1	
10	loppym	user	on	on	on	1	

**User Name:** Enter the user name for login

**PC Login Name:** Enter the PC login name used when a registered user performs a print job.

**Please Note:** when Printer mode login is set to [Required] jobs sent from an unregistered PC login name cannot be printed

**Admin. authority:** Specify whether to grant administrator authority. Set value: admin or user

**Login prohibited/permitted for each mode**  
Specify the modes usable for a registered user. Set value: On or Off.

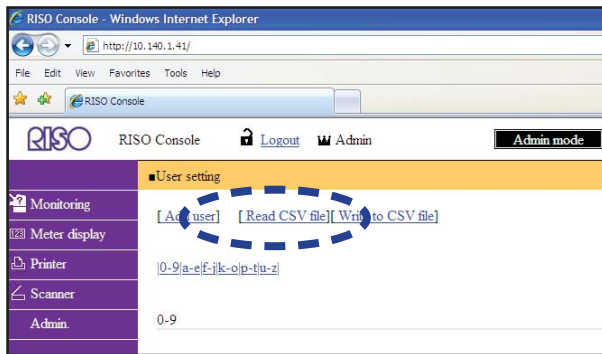
**Index:** Specify the index to which a registered user belongs (optional).

**IC Card:** Leave blank

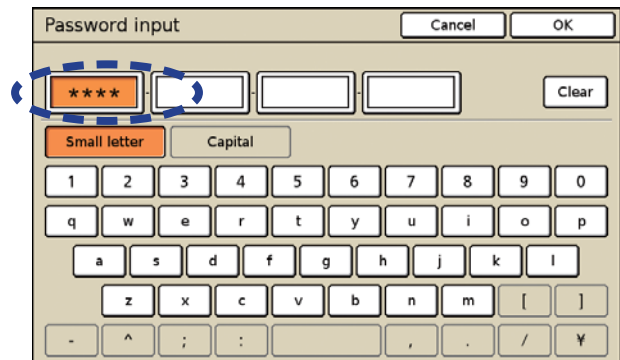
# Adding New Users

## Adding large numbers of User Names using a PC Web Browser (2)

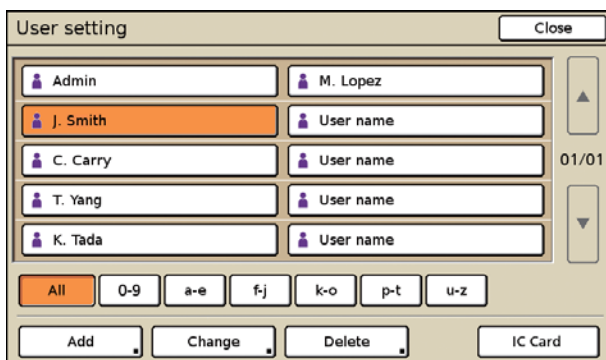
- 6** Click [Read CSV file] and then read the entered file



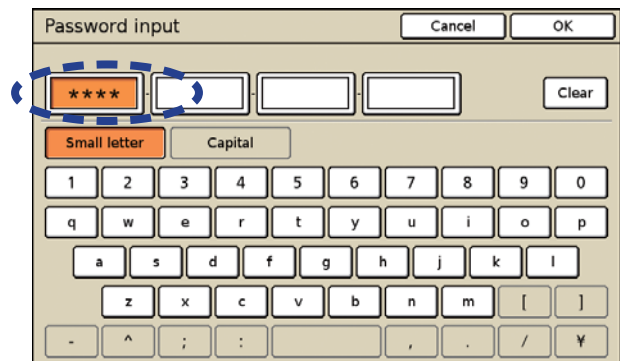
- 8** Select a password for this user and press [Next].



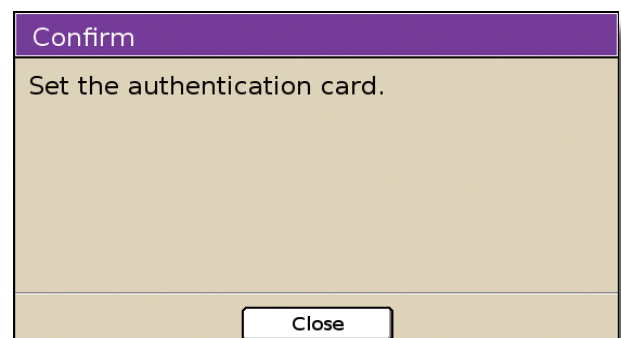
- 7** To complete user setup now login as Admin on the Comcolor machine Select [Admin] and [Settings] and select [User Settings] where all the user names will now appear, select a user



- 9** Re-enter password for this user and press [Next].



- 10** If using IC Card Control now set the IC Card on the IC Card Reader Repeat steps 7 - 10 for all users



## Notes

## Notes



