

Riso Comcolor Series

Getting Started Guide **No. 5**

Basic Printing from a Computer

Using the IS900C Postscript RIP



Riso (UK) Limited

PS Print V. 2

Please Note

This publication is intended as a brief introduction to printing from a PC to the Riso Comcolor printer using the optional IS900C Postscript RIP.

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

RISO (UK) Limited

Service Helpdesk 020 8236 5832

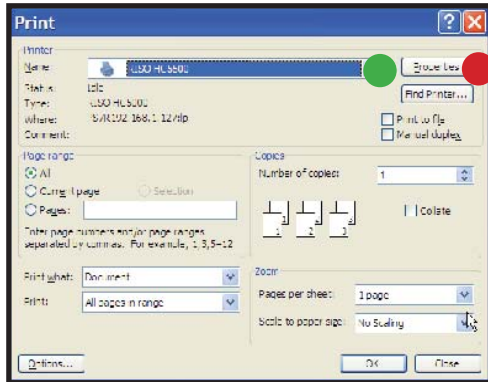
Supplies (Ink & Staples) 0800 783 2086

Head Office 020 8236 5800

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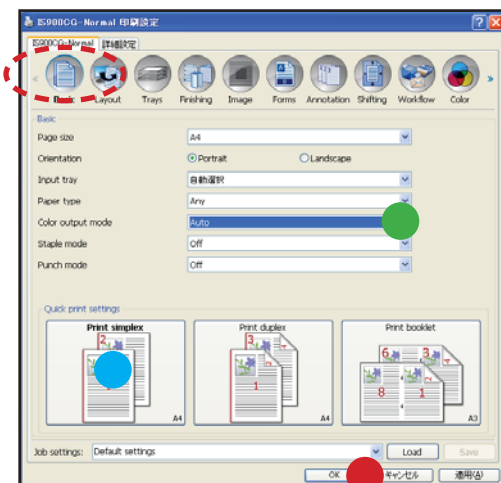
- 1). Producing single sided A4 copies
- 2). Producing double sided (duplex) copies
- 3). Enlargement to A3
- 4). Multi-up - same images on one page
- 5). Multi-up - different images on one page
- 6). Booklets *(folding and stapling of booklets will require optional finishing unit installed)*
- 7). Stapling - Left hand side *(requires optional finishing unit installed)*
- 8). Stapling *(requires optional finishing unit installed)*
- 9). Hole Punching - Left hand side *(requires optional finishing unit installed)*
- 10). Cover Sheets *(requires optional finishing unit installed)*
- 11). Secure printing
- 12). Printing Out Secure Print

Producing Single Sided A4 Copies



A With the document you wish to print open on your screen:

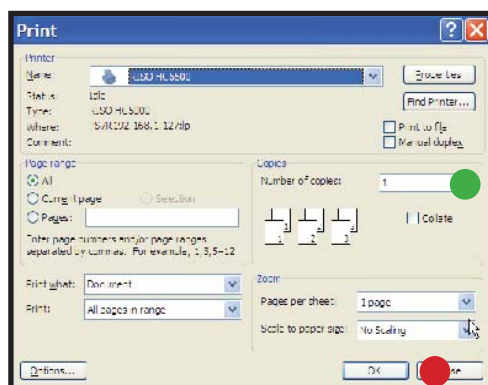
- 1). Select > *File* > *Print* and the Print Dialogue box shown opposite will open
- 2). Select the Riso IS900C printer from the drop down menu
- 4). Select > *Properties*



B The Riso Comcolor printer properties will now open up in the [Basic] tab indicated:

- 1). In Color Output Mode select > *Auto (Colour) or Black*
- 2). Select > *OK*

You can also produce basic single sided A4 copies by selecting > *Quick Print Settings* > *Print Simplex*

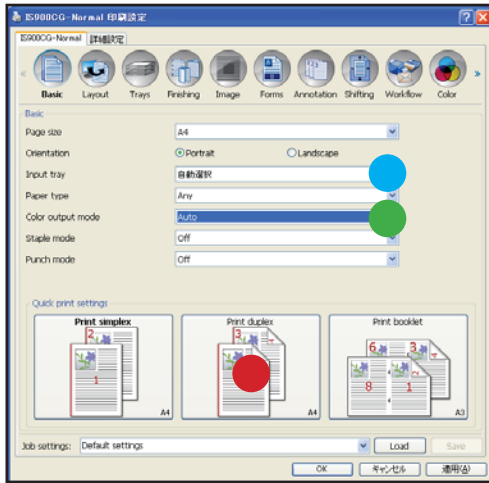


C The Print Dialogue box will reappear:

- 1). Select > *Number of copies:*
- 2). Select > *OK*

The Riso Comcolor will now print the selected number of copies

Producing Double (Duplex) Sided Copies



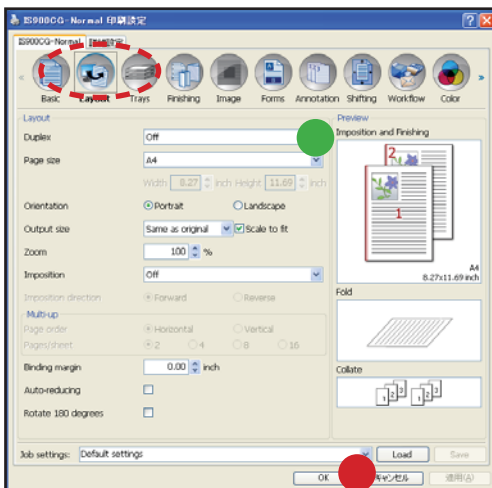
A Follow section A of page 2 to open up the Properties of the Riso IS900C printer then:

- 1). In Color Output Mode select *Auto (Colour) or Black* ●
- 2). For basic A4 double sided prints select *Quick Print Settings > Print Duplex* ●

Alternatively use the following steps:

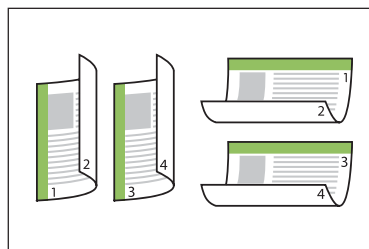
- 1). Select paper size you wish to print on from the drop down menu *> Input Tray*
Choose *> Standard Feed Tray* for A4
Choose *> Feed Tray 3* for A3 ●

Please note that Comcolor 3010 models will not have a choice of paper feed trays

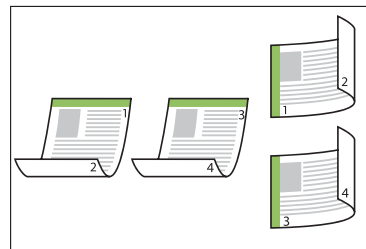


B Go to [Layout] tab:

- 1). Select *> Duplex*
Choose *> Long Edge Binding*
Or *> Short Edge Binding* ●
- 2). Select *> OK* ●

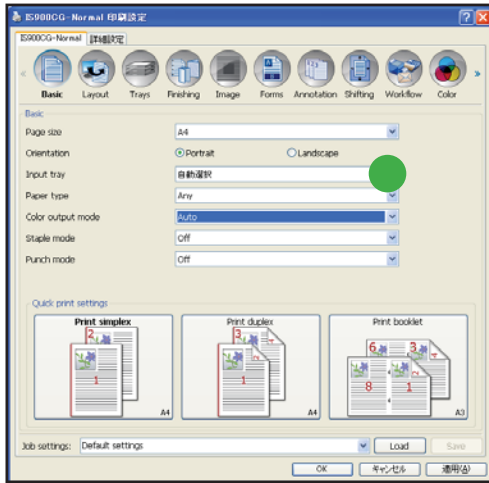


Long Edge Binding



Short Edge Binding

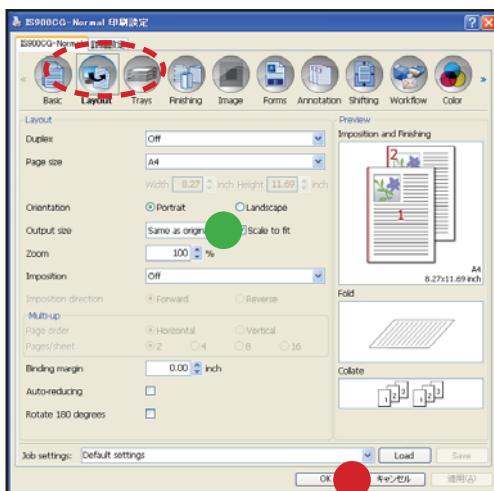
Enlargement to A3



A Follow section A of page 2 to open up the Properties of the Riso IS900C printer:

1). Select > *Input Tray* > *Feed Tray 3* for A3 size paper ●

Please note that Comcolor 3010 models will not have a choice of paper feed trays

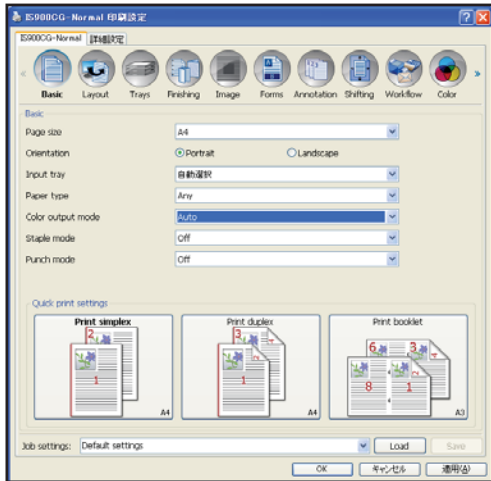


B Select the [Layout] tab:

1). Using the drop down menu > *Output Size* ● and confirm the size of paper to print out.

2). Select > *OK* ●

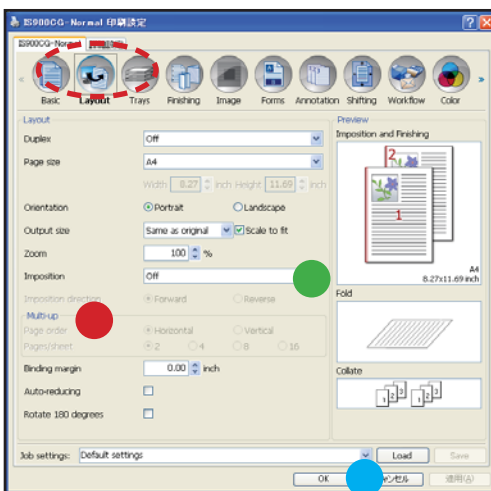
Multi-up - Same image on one page



A Follow section A of page 2 to open up the Properties of the Riso IS900C printer:

- 1). Select paper size you wish to print on from the drop down menu > *Paper Feed Tray*
Choose > *Standard Feed Tray* for A4
Choose > *Feed Tray 3* for A3

Please note that Comcolor 3010 models will not have a choice of paper feed trays



B Select The "Layout" tab

- 1). Select > Imposition
From the drop down menu
Choose > *Multi-up (Single)*
- 2). This will then activate > *Multi-up*
Choose 2, 4, or 8 of the same image per page



- 3). Select > *OK*



Multi-up - Different images on one page



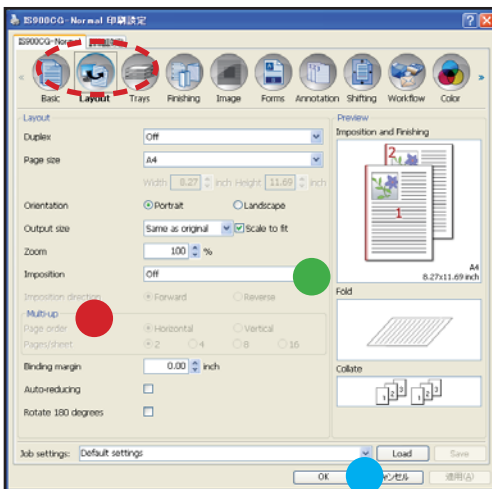
A Follow section A of page 2 to open up the Properties of the Riso IS900C printer:

1). Select paper size you wish to print on from the drop down menu > *Paper Feed Tray*

Choose > *Standard Feed Tray* for A4

Choose > *Feed Tray 3* for A3

Please note that Comcolor 3010 models will not have a choice of paper feed trays



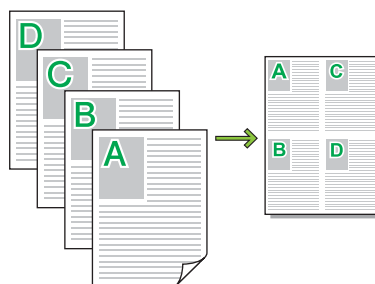
B Select The "Layout" tab

1). Select > Imposition
From the drop down menu
Choose > *Multi-up (Plural)*

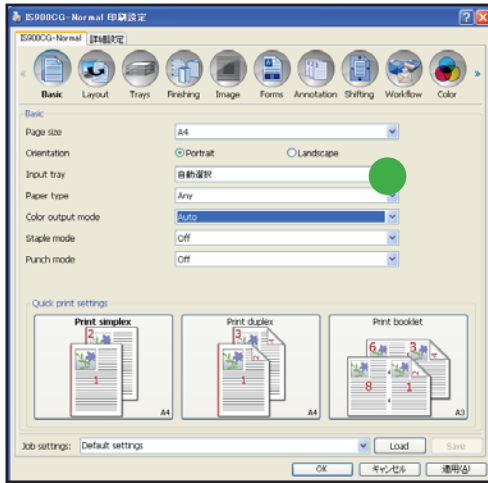
2). This will then activate > *Multi-up*
Choose 2, 4, or 8 to print a number of different pages on one sheet



3). Select > OK



A4 and A5 Booklets

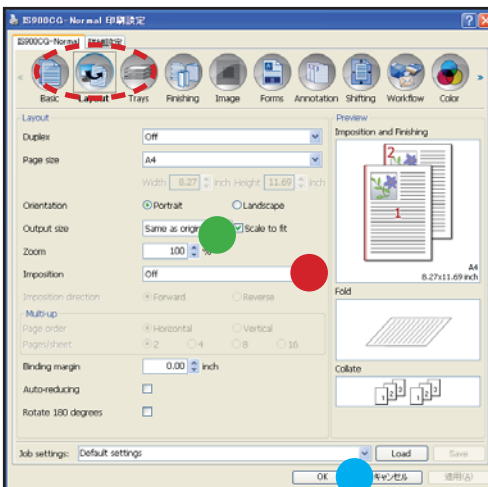


A Follow section A of page 2 to open up the Properties of the Riso IS900C printer:

- 1). Select paper size you wish to print on from the drop down menu > *Paper Feed Tray*
Choose > *Standard Feed Tray* for A4
Choose > *Feed Tray 3* for A5

Please note that Comcolor 3010 models will not have a choice of paper feed trays

Please note that if using the optional finishing unit to fold and staple an A5 booklet select > *Feed Tray 2* for A4



B Select the "Layout" tab

- 1). Select > *Paper size*
to match paper size to be printed
- 2). Select > *Imposition*
From the drop down menu
Choose > *Booklet*

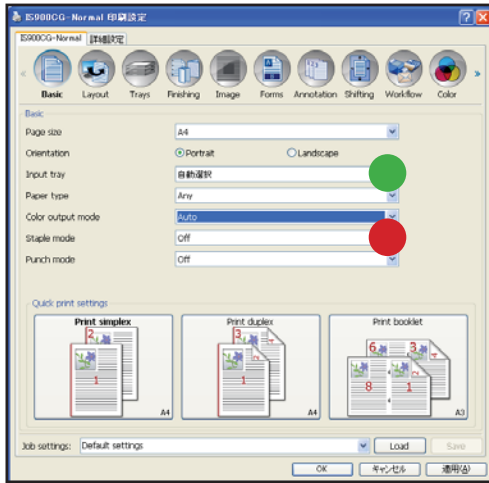
Please note that if the optional Comcolor Finishing unit is installed choosing > *Imposition* > *Booklet* will automatically enable the Fold and Stable function.

This can be disabled if required by selecting the "Finishing" tab and selecting > *Fold Mode* > *Non Fold*

- 3). Select > *OK*

A4 Stapling - Left hand side 1 or 2 position

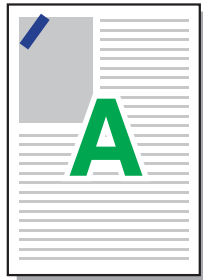
The following function will require the optional finishing unit to be fitted



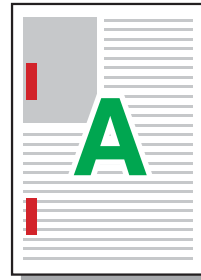
A Select The "Basic" tab

1). For A4 select > *Standard Feed Tray*
This is the default setting

2). For stapling on the left hand side (default setting) of the printed sheet select > *Staple Mode*
Choose > *1 Position*
> *2 Position*



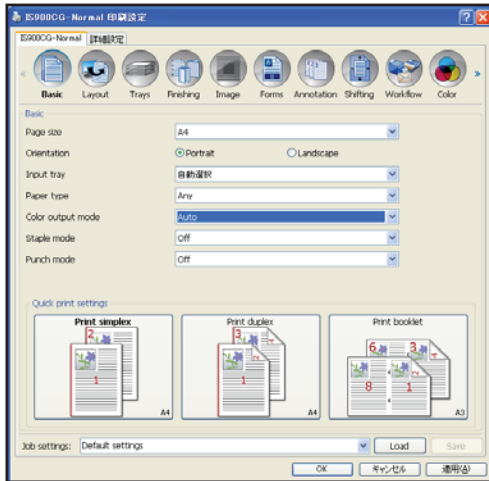
Left 1 Position



Left 2 Position

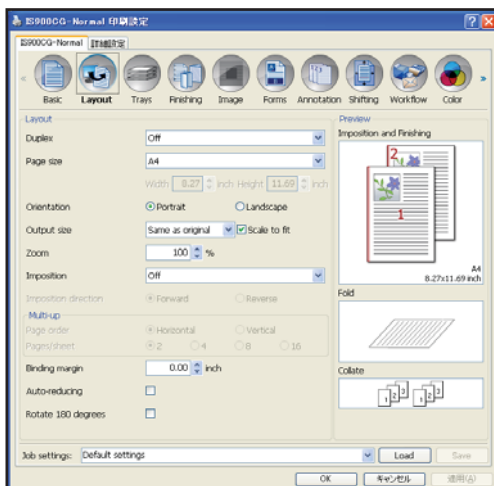
Stapling

The following function will require the optional finishing unit to be fitted



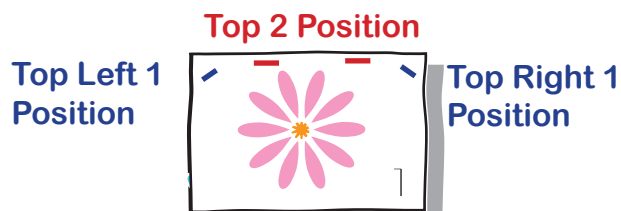
A Select The "Main Settings" tab

- 1). Select > *Standard Feed Tray* ●
This is the default setting
- 2). Select > *Landscape* ●



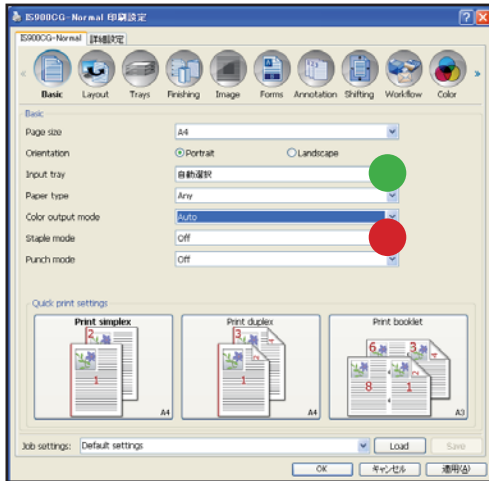
B Select The "Finisher" tab

- 1). Select > *Binding Side* ●
Choose > *Upper*
- 2). Select > *Staple* ●
Choose > *1 position*
2 position
- 3). Select > *OK*



Hole Punching - Left hand side 2 or 4 hole

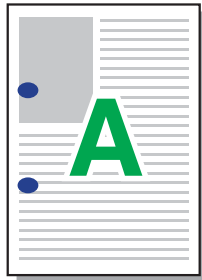
The following function will require the optional finishing unit to be fitted



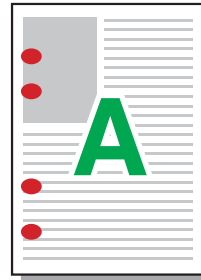
A Select The "Basic" tab

1). For A4 select > *Standard Feed Tray*
This is the default setting

2). For punching on the left hand side (default setting) of the printed sheet select > *Punch Mode*
Choose > *2 Hole*
> *4 Hole*

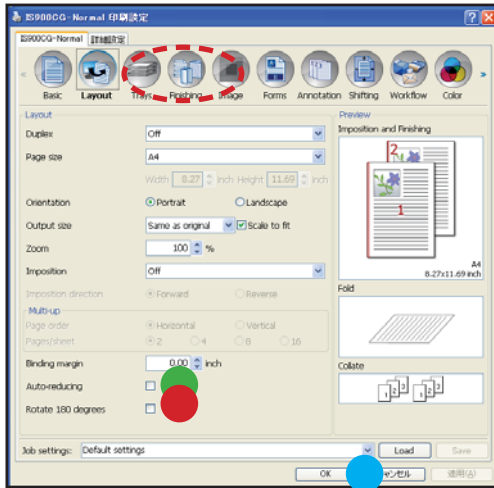


Left 2 Hole



Left 4 Hole

Cover Sheet



A To apply Cover Sheets select The “Finisher” tab

1). Make your selections from the following:

> *Front Cover* ●

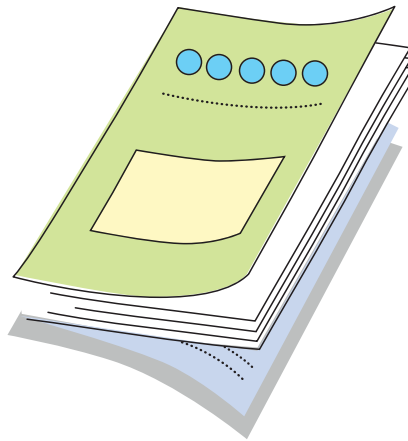
Inserts a cover sheet before the first page or the outside cover when booklet making.

> *Back Covers* ●

Inserts a cover sheet after the last page

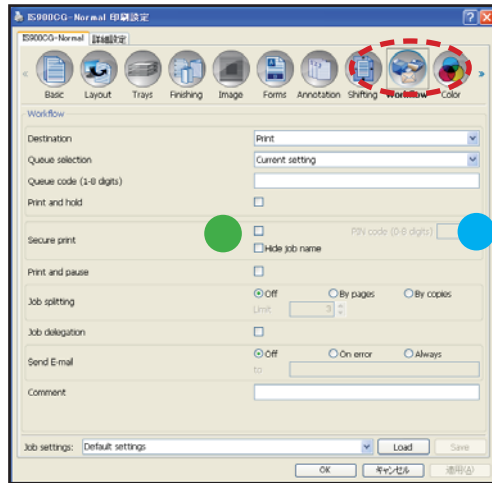
Using Front or Back Cover you can specify the feed trays loaded with the paper stock to be used for the covers

5). Select > *OK* ●



Secure Printing with Pin Codes

This function may not be necessary if print jobs are already protected by Usernames / Passwords or the IC Card Control system

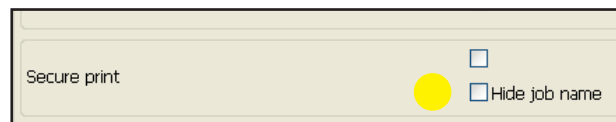


A Once you have chosen the required settings for your print job:

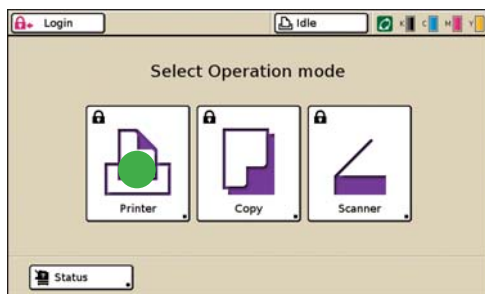
- 1). Select the **“Workflow”** tab.
- 2). Select > Secure Print ●
- 3). Enter > 0 - 8 digit pin code ●

If required the print job name can be hidden from other users:

- 1). Select > Hide Job Name ●



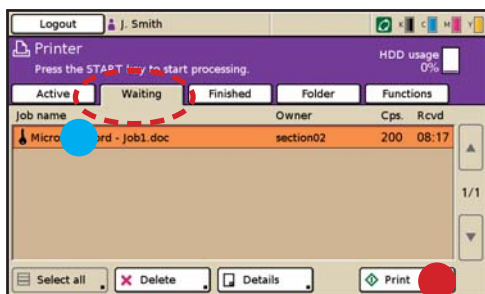
Secure Printing - Printing Out




Using the Comcolor Operational Panel

A Select "Printer" ●

Login if necessary

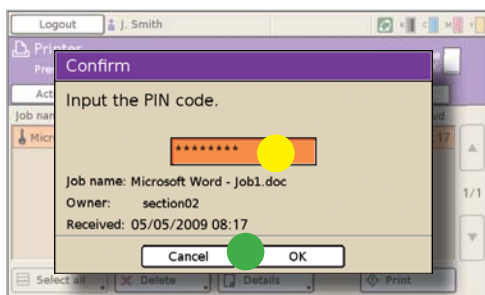


B Select "Waiting" tab:

1). Jobs printed with Pin Code security will be visible in waiting queue with  icon. ●

2). Touch and highlight job to be printed.

3). Select > Print ●



B Security window will now open and request pin code to be entered:

5). Enter code. ●

6). Select > OK ●



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