

Riso Comcolor Series

Getting Started Guide No.2

User Management Administrator Functions

Adding New User Names
Applying or Changing Copy Limits
User Count List
Auto Job Delete
Meter Reading
Account Record Setting
Setting up Storage Folders



Please Note

This publication is intended as an introduction to the administration functions 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.

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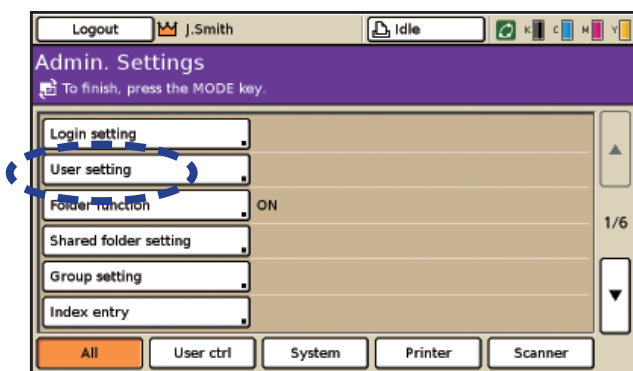
Using a Web Browser 22

Adding New Users

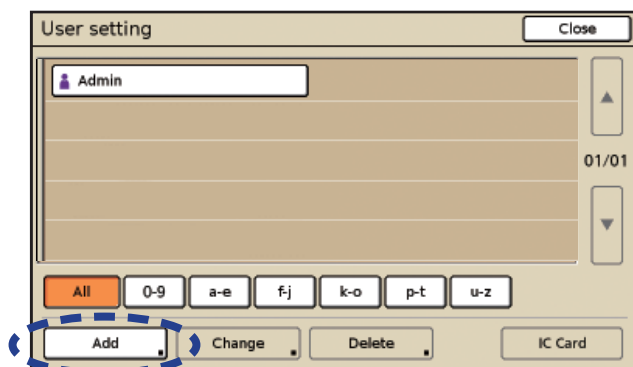
Adding new User Names using the Operational Panel (1)

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

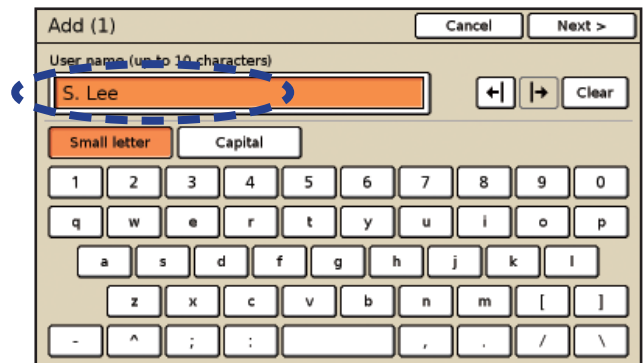
- 2 Select [User setting]



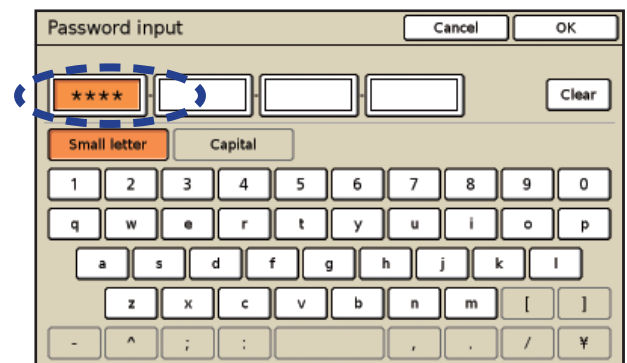
- 3 Select [Add]



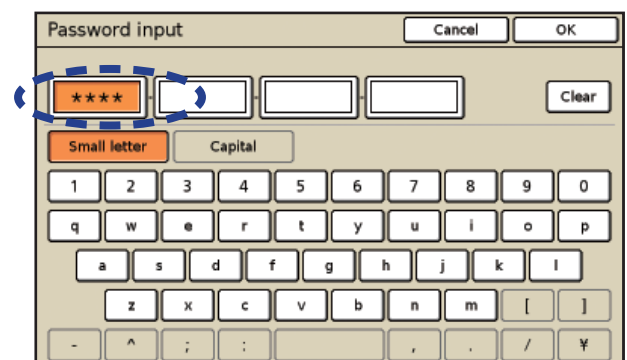
- 4 Enter the User Name and press [Next]



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



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



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.
- Buttons:** 'Cancel' and 'OK' buttons at the top right.

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, Permitted

Limitation

Full color copy - Specify whether to allow registered users to make color copies.
Limits for print volume on colour or monochrome can be applied for users. Separate limits can be set for Copy or Printer mode jobs and these limits 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 and contains the following text and button:

- Text:** 'Set the authentication card.'
- Button:** 'Close' button at the bottom right.



Adding New Users

Adding new User Names using a PC Web Browser

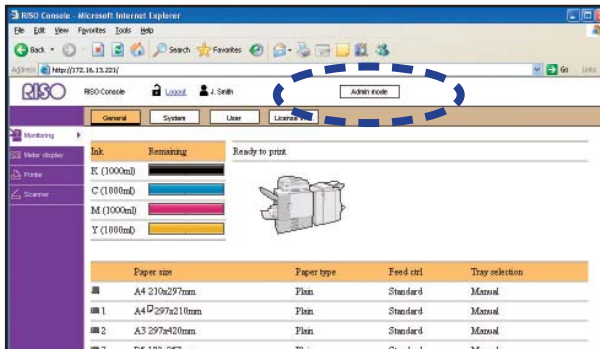
Use this procedure when setting up individual or small numbers of users.

For large number of users follow the procedure on pages 7 - 8.

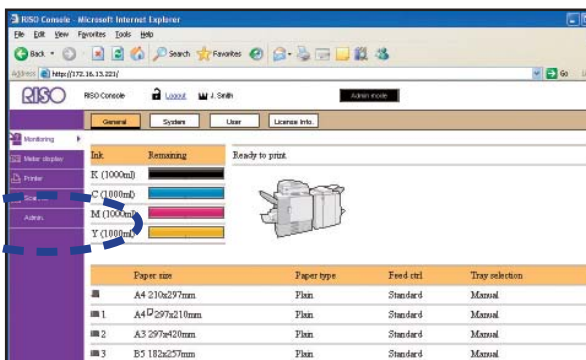
- 1 Using your PC Web Browser enter the IP address of the Comcolor machine and press the [Enter] key

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

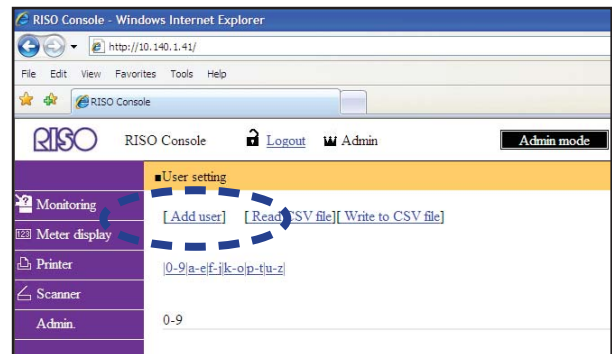
- 2 Click [Admin mode]



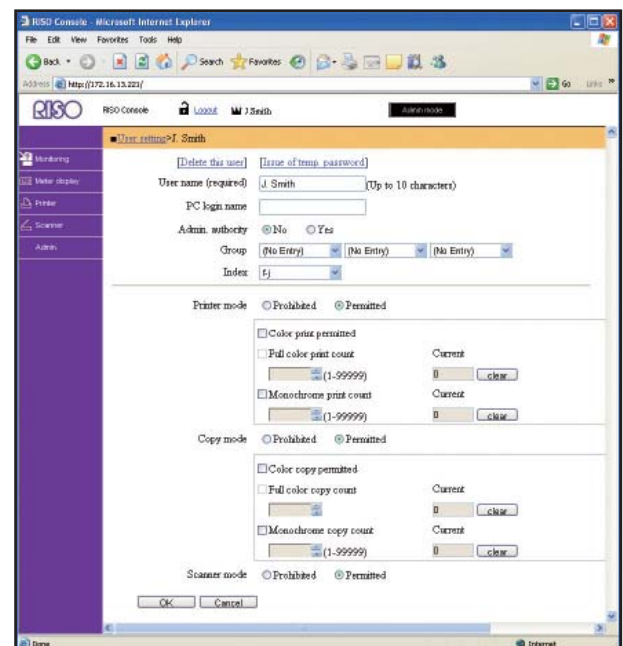
- 3 Click [Admin] and then [User Setting]



- 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 7 and follow steps 7 - 10

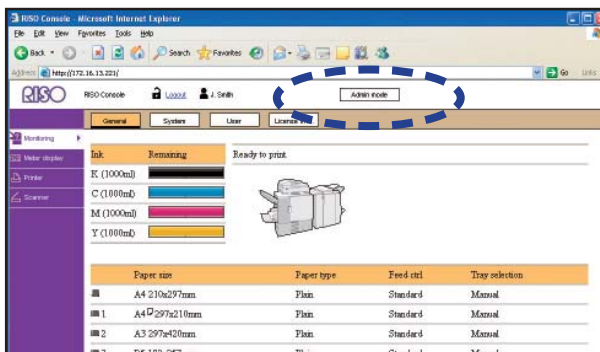
Adding New Users

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

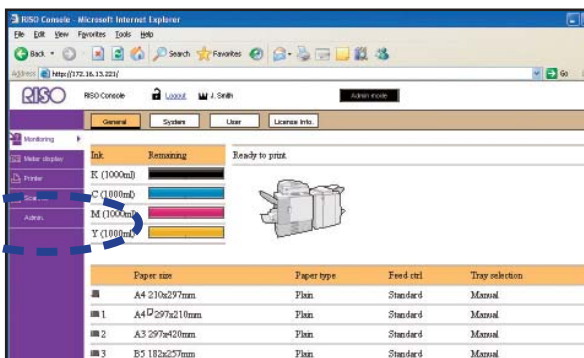
- 1 Using your PC Web Browser enter the IP address of the Comcolor machine and press the [Enter] key

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

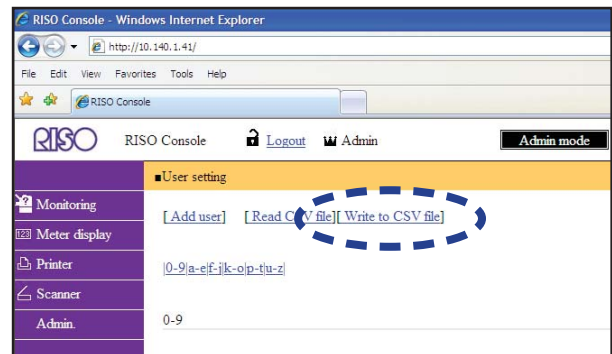
- 2 Click [Admin mode]



- 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
1							
2							
3							
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	off	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	
11							

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: Yes or No.

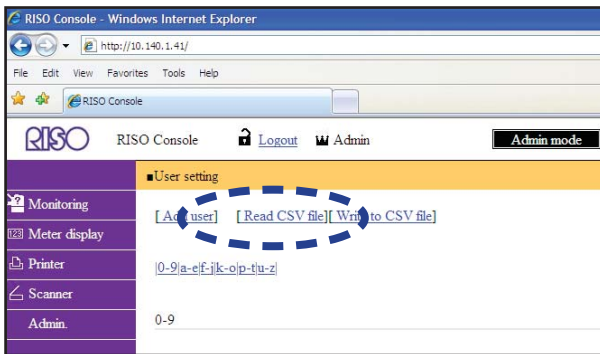
Index: Specify the index to which a registered user belongs.

IC Card: Leave blank

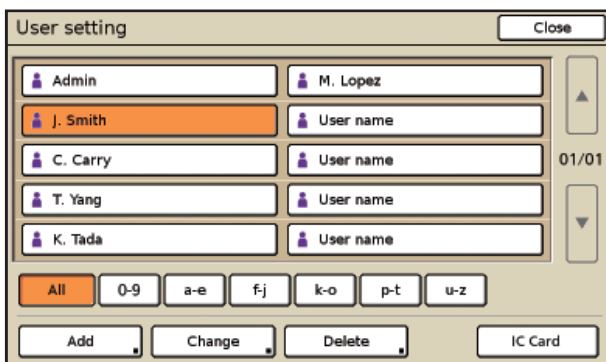
Adding New Users

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

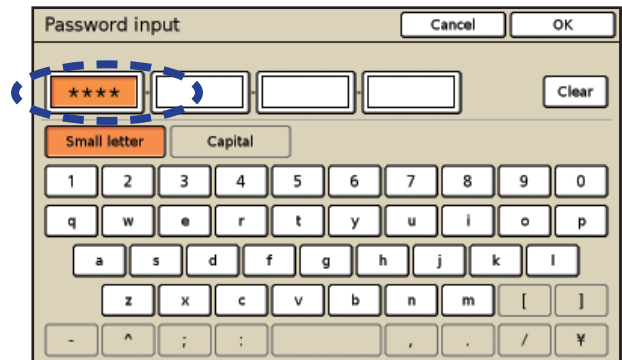
- 6** Click [Read CSV file] and then read the entered file



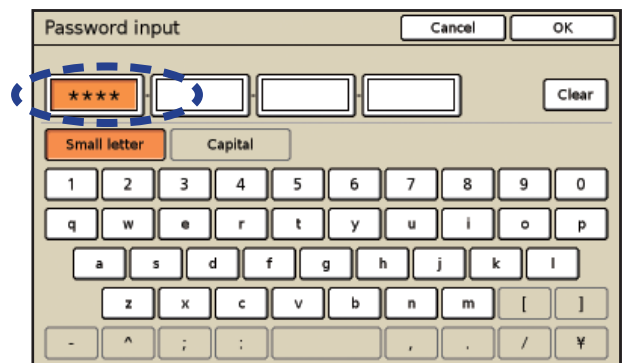
- 7** To complete user setup now login as Admin on the Comcolor machine Select [Admin] and [Settings] and select [User Settings] where all the user names will now appear, select a user



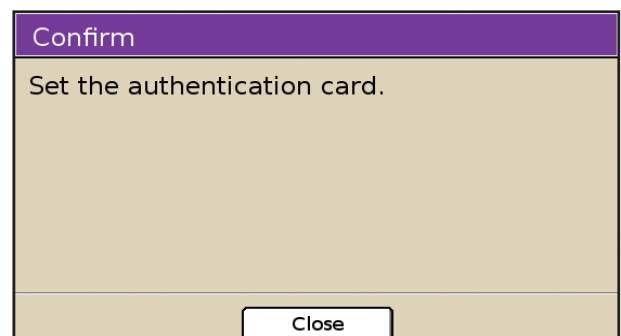
- 8** Select a password for this user and press [Next].



- 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



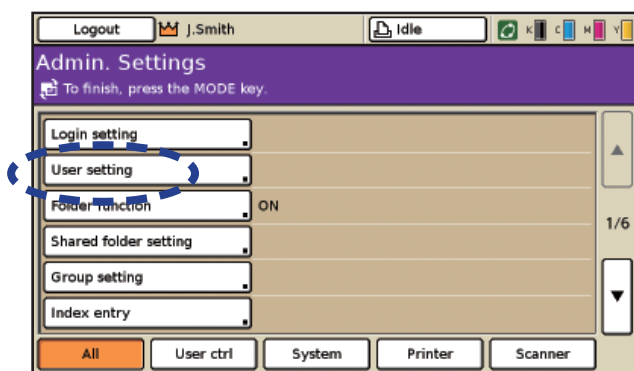


Copy Limits

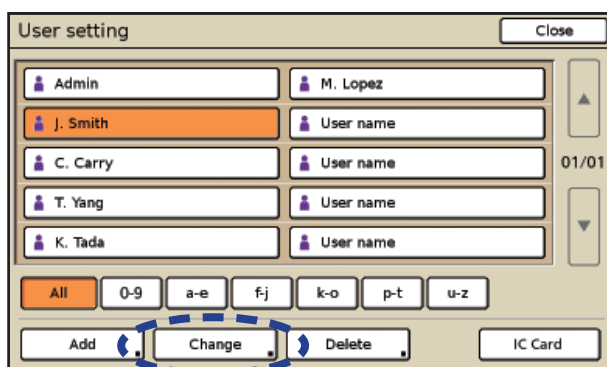
Applying or changing copy volume limits to individual users
Using the Operational Panel

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

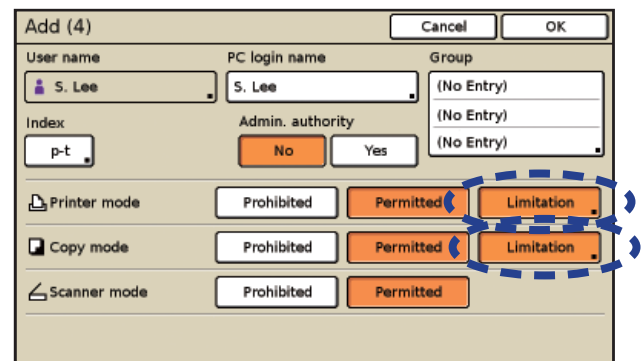
- 2 Select [User setting]



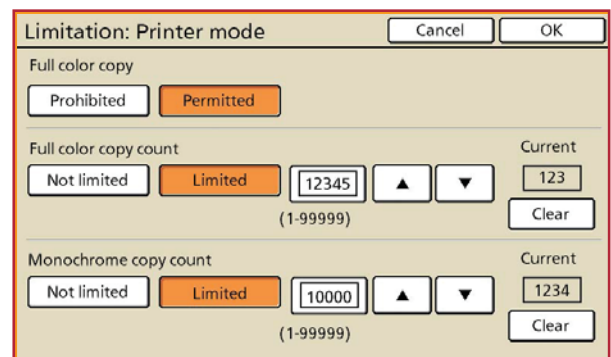
- 3 Select required user and press [Change]



- 4 Select [Limitation] for Printer / Copy modes:



- 5 Configure settings and then press [OK]



Color Print Permitted

Full color copy - Specify whether to allow user to make color copies.

Color / Monochrome Copy Count

Limits for print volume on colour or monochrome can be applied to users. Separate limits can be set for Copy or Printer mode jobs and these limits cannot be shared between modes.

Current

Indicates remaining copy limit for user

Clear

Clears current count and resets to given limit.

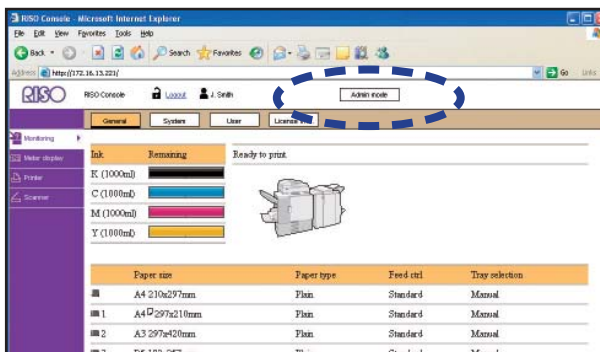
Copy Limits

Applying or changing copy volume limits for individual users (1) Using a Web Browser

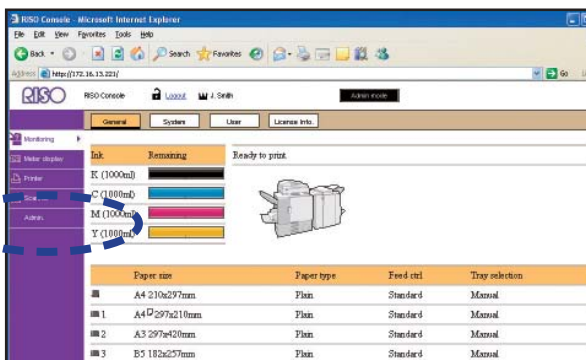
- 1 Using your PC Web Browser enter the IP address of the Comcolor machine and press the [Enter] key

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

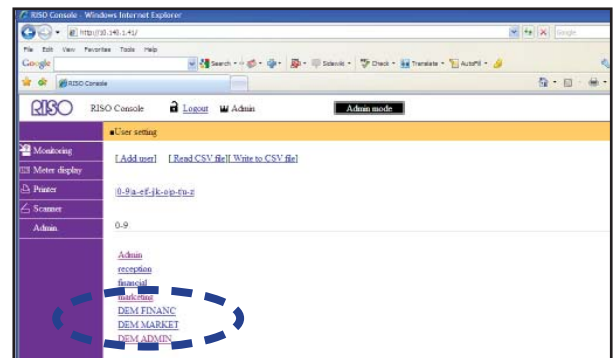
- 2 Click [Admin mode]



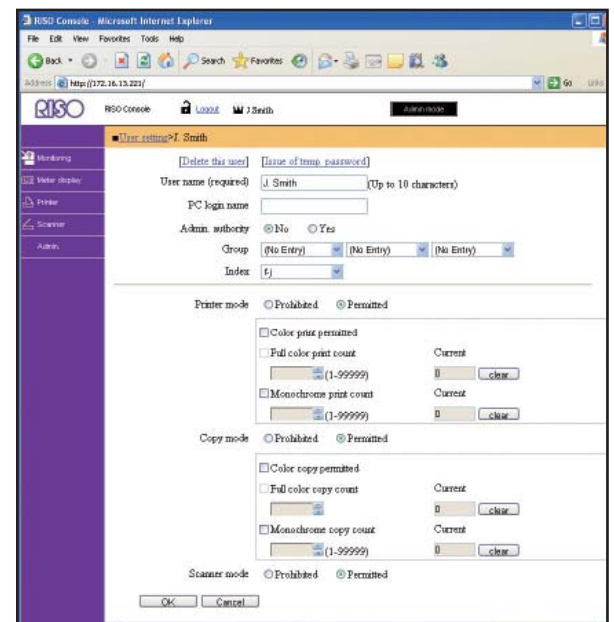
- 3 Click [Admin] and then [User Setting]



- 4 Select individual user you wish to apply limits to.



- 5 Configure the settings and click [OK]



Copy Limits

Applying or changing copy volume limits to individual users (2) Using a Web Browser

6 Configure the settings

Printer mode ☐ Prohibited ☒ Permitted

☐ Color print permitted

☐ Full color print count Current 0 clear

☐ Monochrome print count Current 0 clear

Copy mode ☐ Prohibited ☒ Permitted

☐ Color copy permitted

☐ Full color copy count Current 0 clear

☐ Monochrome copy count Current 0 clear

Scanner mode ☐ Prohibited ☒ Permitted

OK Cancel

Login Prohibited / Permitted for each mode

Printer Mode

Copy Mode

Scanner Mode

Specify the modes usable for the user

Set value: Prohibited, Permitted

Color Print Permitted

Full color copy - Specify whether to allow user to make color copies.

Color / Monochrome Copy Count

Limits for print volume on colour or monochrome can be applied to users.

Separate limits can be set for Copy or Printer mode jobs and these limits cannot be shared between modes.

Current

Indicates remaining copy limit for user

Clear

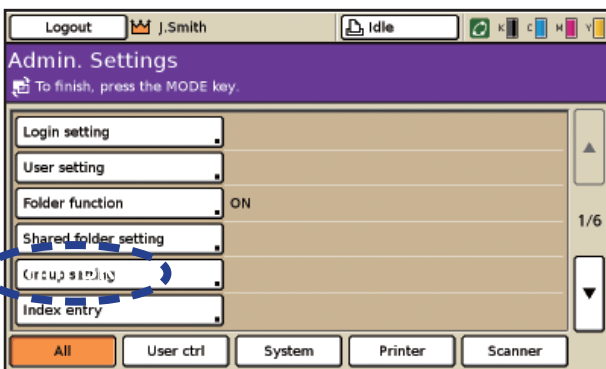
Clears current count and resets to full copy count limit.

User Count List

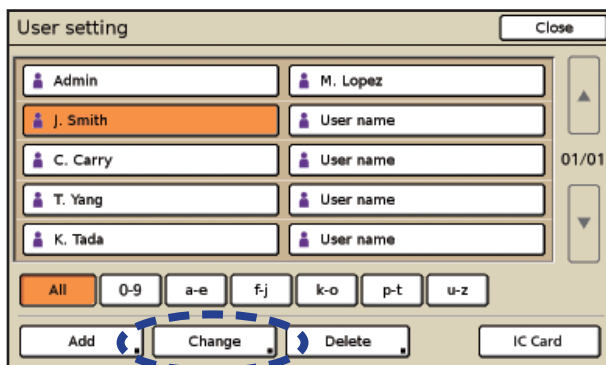
Confirming remaining copy count for all users
Using the Operational Panel

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

- 2 Select [User Count List]
This is only visible when using an IC Card System



- 3 Select required user and press [Change]



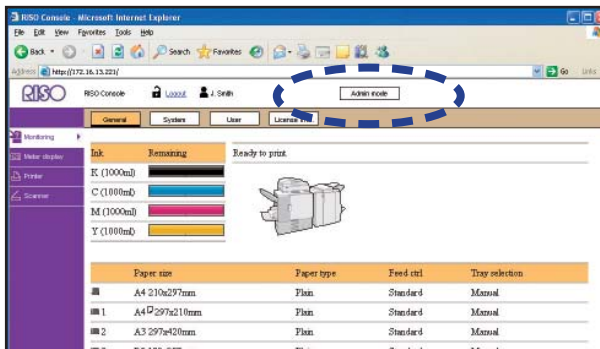
User Count List

Confirming remaining copy count for all users Using a Web Browser

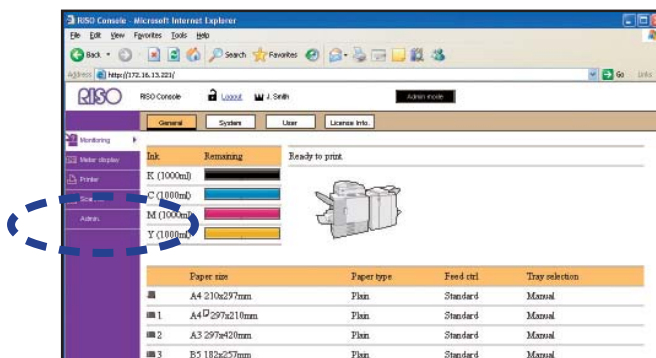
- 1 Using your PC Web Browser enter the IP address of the Comcolor machine and press the [Enter] key

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

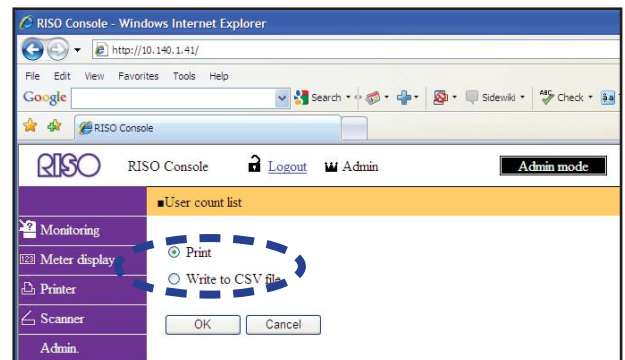
- 2 Click [Admin mode]



- 3 Click [Admin] and then [User Count List]



- 4 Select [Print] or [Save to CSV file] to confirm all users current copy count limit status. Press [OK]



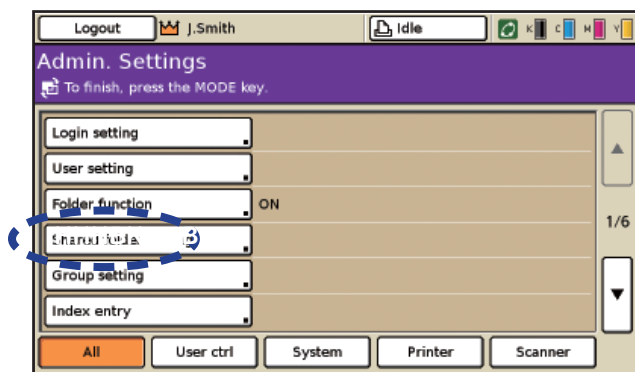
Please note that registered users can check their individual remaining limits by logging on using their user name to the Comcolor through the web browser. Their remaining limits will be displayed under [Meter Reading]

Clear User Count

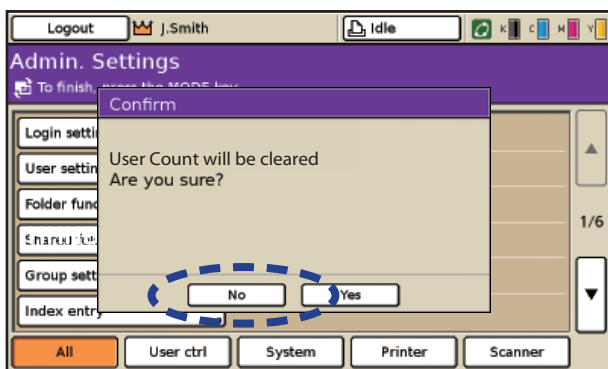
Clearing remaining copy count for ALL users
Using the Operational Panel

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

- 2 Select [Clear User Count]
This is only visible when using an IC Card System



- 3 Confirmation Panel will appear, select [OK] to clear user count for ALL users



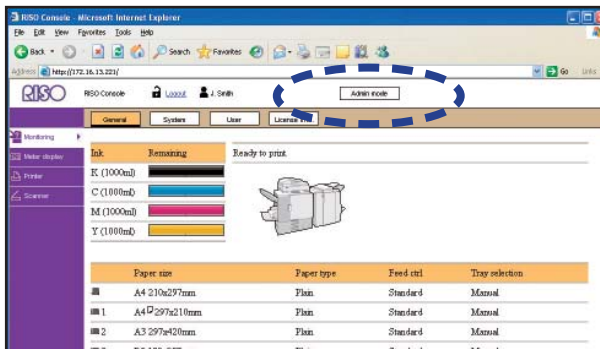
Clear User Count

Clearing remaining copy count for ALL users
Using a Web Browser

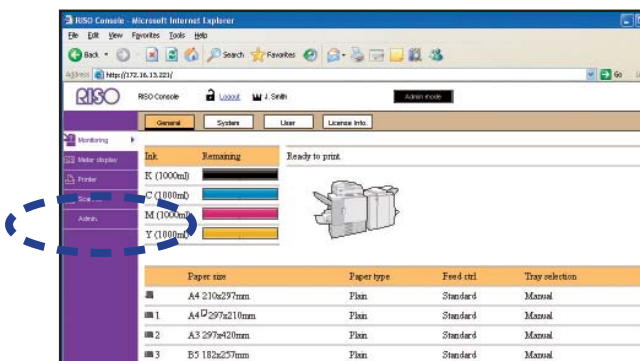
- 1 Using your PC Web Browser enter the IP address of the Comcolor machine and press the [Enter] key

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

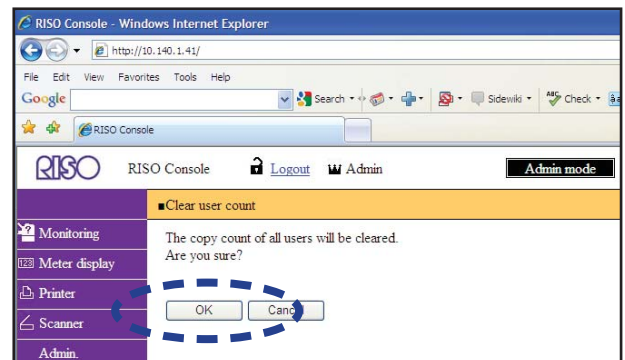
- 2 Click [Admin mode]



- 3 Click [Admin] and then [Clear User Count]



- 4 Select [OK] to clear copy count of ALL users.



Waiting Job Auto Delete

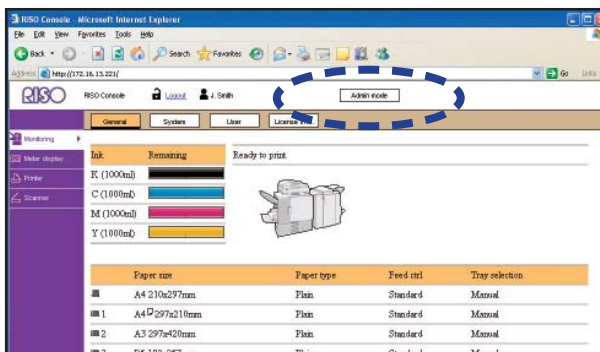
Applying Job Auto Delete to jobs remaining in the print queue

This is disabled as a default but can be activated and take place after a timescale predetermined by the Administrator

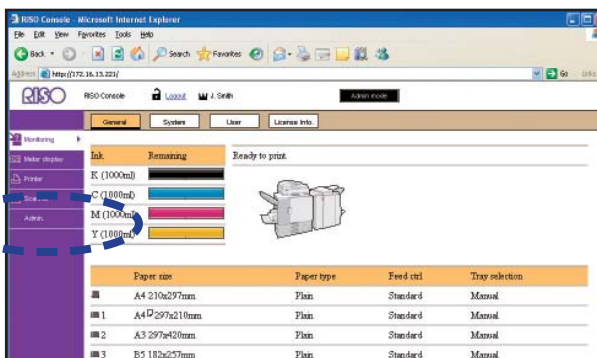
- 1 Using your PC Web Browser enter the IP address of the Comcolor machine and press the [Enter] key

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

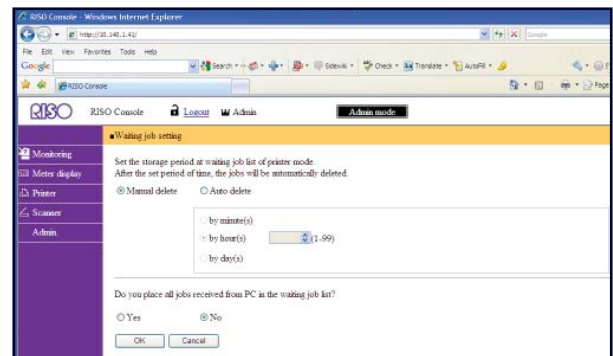
- 2 Click [Admin mode]



- 3 Click [Admin] and then [Waiting Job Setting]



- 4 Configure the settings



Set “Storage Period at waiting job list” to:
Manual Delete (Default)
or **Auto Delete**

If enabling [Auto Delete] set timescale:
Minutes
Hours
Days

“Do you place all jobs received from PC in the waiting job list”

Will not allow direct printing of jobs from PC but will place in the waiting job list for further user intervention via Operational Panel

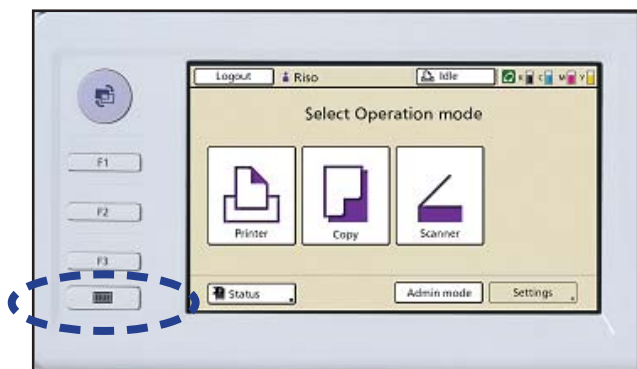
Only applicable when Enforce Login is disabled

Meter Readings

Obtaining meter reading report on total machine copy volumes

Using the Operational Panel

- 1 On the Operational Panel press the button on the lower left hand side



- 2 The Comcolor machine meter reading report will now be displayed and can be printed out by pressing [Print this List]

ComColor series: Meter Reading Report Type B

Date(Y/M/D): 21/01/2010

Model: ComColor 9650

Serial No.: 33350089

Printer property:
Firmware: 5.87.2
Firmware: 1.13.0
Scanner: 1.008-1510.58

Meter display			
Item	Paper size	Page count	ID
Full color	Larger than A4/Letter	1391	C1
	A4/Letter and smaller	8608	C3
	Total	9790	C1x2 + C3
Monochrome	Larger than A4/Letter	0	C2
	A4/Letter and smaller	315	C4
	Total	315	C2x2 + C4

Please fill in below

Company Name: _____

Customer Name: _____

Telephone Number: _____

Signature: _____

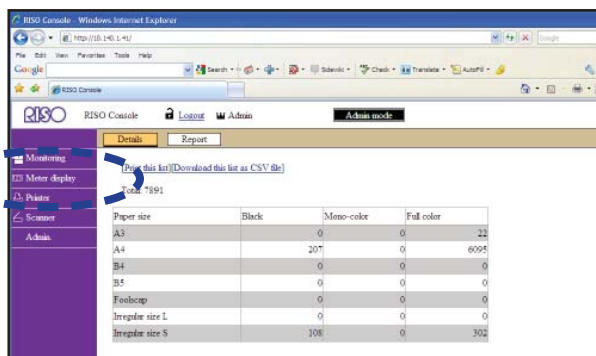
Memo: _____

Print out of Comcolor Meter Reading

Using the Web Browser

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

Admin login is not necessary, select [Meter Reading]



- 2 Two tabs are available to view:

[Detail]

Gives a breakdown of prints by paper size by coloredetailed mode

[Report]

Gives Meter Reading report for billing purposes.

The above can be printed out or downloaded as a CSV file

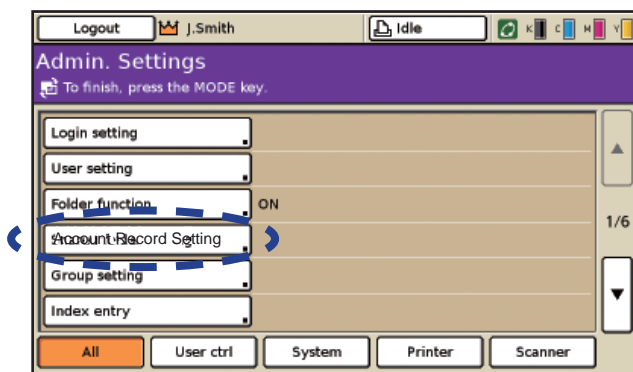
Account Record Setting

Configuring the Account Record setting - Using the Operational Panel

The account record is the history of jobs executed by this machine. This records the completion status of the print, copy, or scan job, and the owner name, processing time, pages, copies, and job start (date and time)

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

- 2 Select [Account Record Setting]



- 3 Panel will appear and offer the following options:

Manual / Auto Delete

Specify whether to automatically delete or clear the account record at a fixed period set here.

Set Value:

Manual delete,

Auto delete - by hour(s)
by day(s)

Save to History File

Saves the account record at a fixed interval and saved to the machine at the period set here.

The saved history file can be recalled using [Account Record List] > [History]

Set Value:

OFF

Daily or Monthly

Account Record Setting

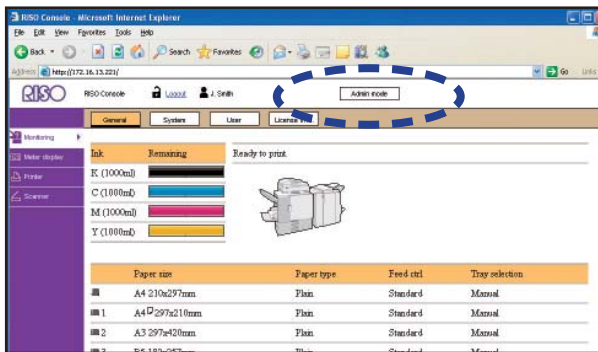
Configuring the Account Record setting - Using a Web Browser

The account record is the history of jobs executed by this machine. This records the completion status of the print, copy, or scan job, and the owner name, processing time, pages, copies, and job start (date and time)

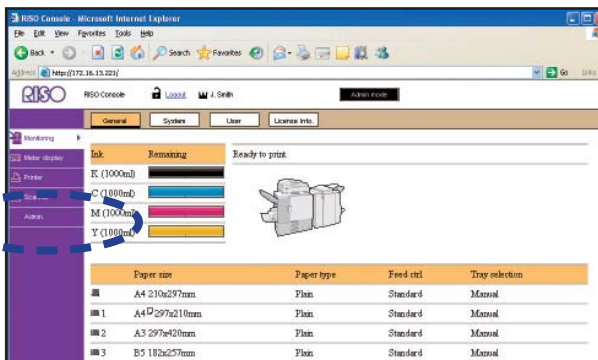
- 1 Using your PC Web Browser enter the IP address of the Comcolor machine and press the [Enter] key

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

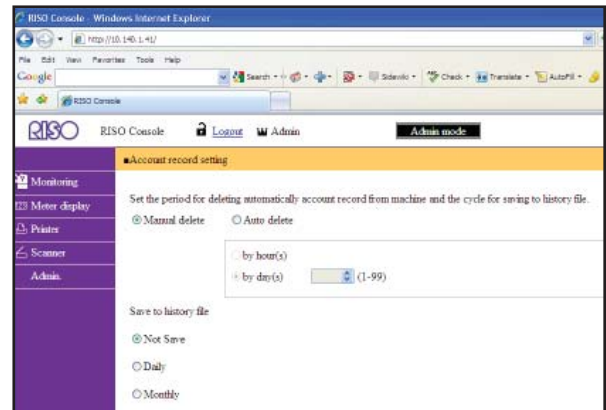
- 2 Click [Admin mode]



- 3 Click [Admin] and then [Account Record Setting]



- 4 Configure the Settings



“Set the Period for Deleting”

Specify whether to automatically clear the account record at a fixed period.

Automatically clears it at a set save period.

Set Value:

- Manual delete,
- Auto delete - by hour(s), by day(s)

Save to History File

Saves the account record at a fixed interval. The history file is saved to the machine at the period set here.

The saved history file can be recalled using [Account Record List] > [History]

Set Value:

- OFF
- Daily or Monthly

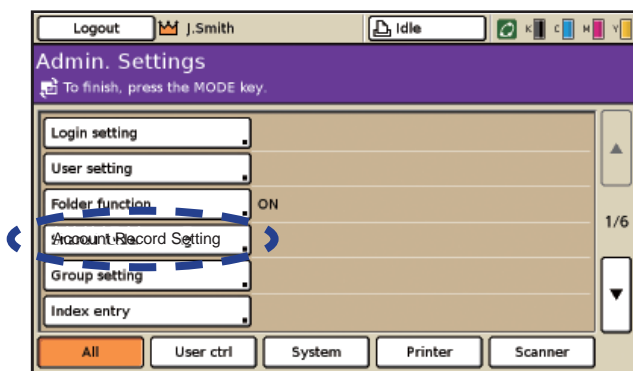
Account Record History - only on Operational Panel

Accessing the Account Record History - Using the Operational Panel

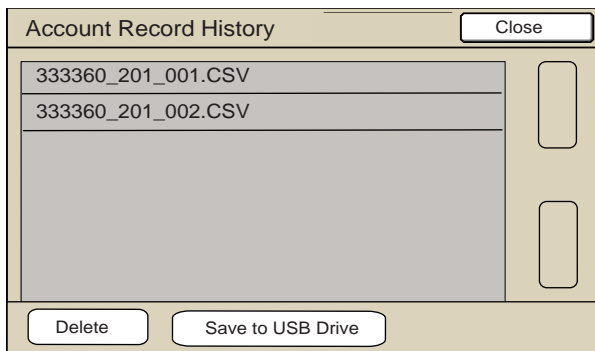
The Account Record Setting (see page 19 / 20) will need to be configured prior to using this function

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

- 2 Select [Account Record History]



- 3 Panel will appear and display all the saved history files.
Options are:



Delete

Maually delete highlighted histories

Save to USB Drive

Saved the highlighted file in CSV format
to a USB Flash Drive

Account Record List - Web Browser use only

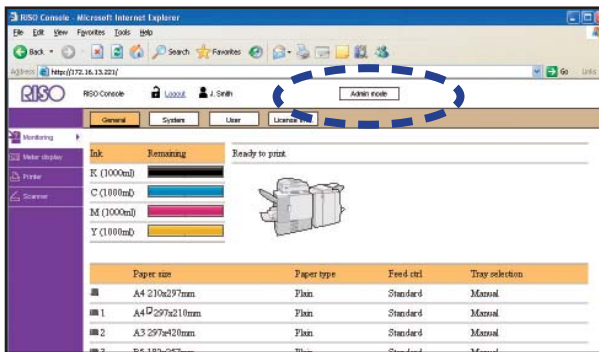
Account Record List - Using the Operational Panel

The Account Record Setting will need to be configured prior to using this function

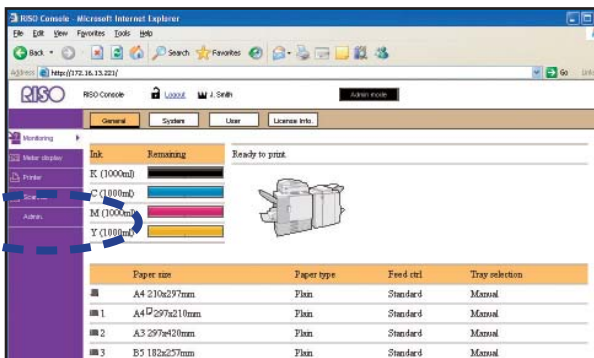
- 1 Using your PC Web Browser enter the IP address of the Comcolor machine and press the [Enter] key

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

- 2 Click [Admin mode]

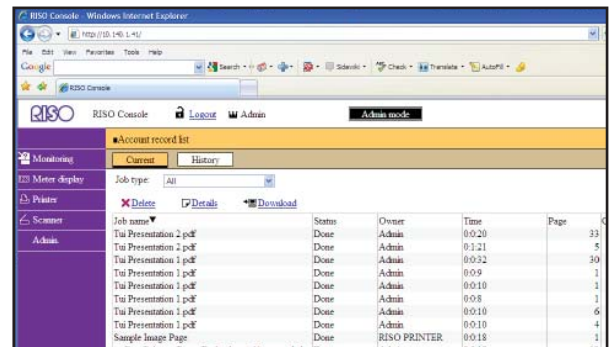


- 3 Click [Admin] and then [Account Record List]

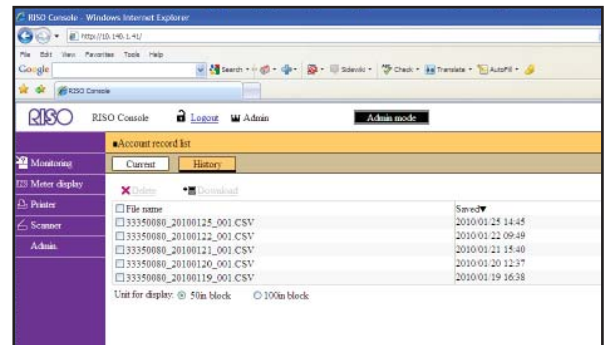


- 4 Under [Account Record List] you have the choice of viewing:
[Current] the last 10,000 jobs

[History] saved histories
(see page 19/20)



- 5 Click [Admin mode]



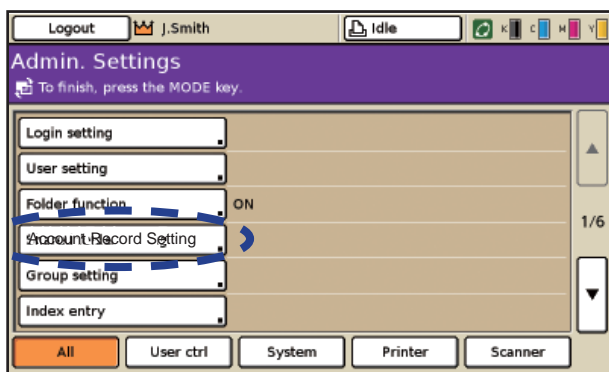
Setting up Folders - using the Operational Panel

Setting up Storage Folders - Using the Operational Panel

Setting up Folders for the storage or sharing of job

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

- 2 Select [Folder Function] or
[Shared Folder Setting]



Folder function

Enable or disable the function for saving jobs to a folder.

When this has been set to [OFF], [Save to folder] is not displayed on the [Folder] screen in printer mode and the [Functions] screen in copy mode.

Shared Folder Setting

Specify the shared box for saving jobs.

You can configure up to 30 folders.

When [Folder function] has been set to [OFF], this function is grayed out

- 3 **Jobs that can be saved to folders**
Jobs for which [Save to folder] has been set on the [Output] pull-down menu of the printer driver

Jobs for which [Save to folder] has been set in copy mode

Jobs for which [Printable in this machine (save to folder)] has been set on the confirmation screen of scanner mode

The folder function may not be available, depending on how the administrator has configured the settings.

Personal folders are displayed when login is necessary.

Shared folders are registered by the administrator.

Setting up Folders - using the Web Browser

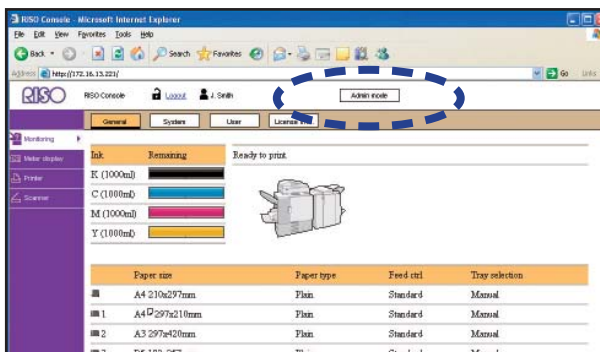
Setting up Storage Folders - Using the Web Browser

Setting up Folders for the storage or sharing of job

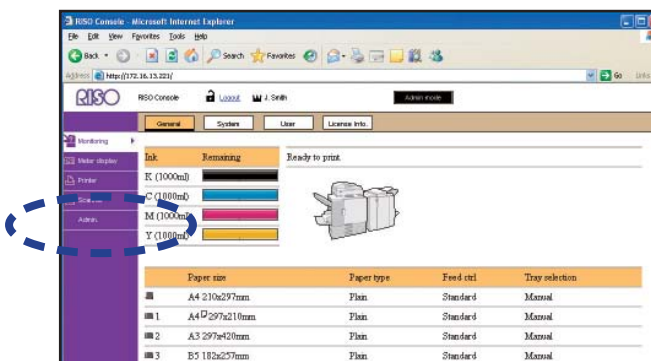
- 1 Using your PC Web Browser enter the IP address of the Comcolor machine and press the [Enter] key

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

- 2 Click [Admin mode]



- 3 Click [Admin] and then [Folder Function] or [Shared Folder Setting]



Folder function

Enable or disable the function for saving jobs to a folder.

When this has been set to [OFF], [Save to folder] is not displayed on the [Folder] screen in printer mode and the [Functions] screen in copy mode.

Shared Folder Setting

Specify the shared box for saving jobs. You can configure up to 30 folders.

When [Folder function] has been set to [OFF], this function is grayed out

- 4 Jobs that can be saved to folders

Jobs for which [Save to folder] has been set on the [Output] pull-down menu of the printer driver

Jobs for which [Save to folder] has been set in copy mode

Jobs for which [Printable in this machine (save to folder)] has been set on the confirmation screen of scanner mode

The folder function may not be available, depending on how the administrator has configured the settings.

Personal folders are displayed when login is necessary.

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Notes

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