

Riso Comcolor Series

Getting Started Guide **No. 4**

Using Scanner Mode

Scan to Email

Scan to Hard Drive

Scan to USB Drive

Scan to Shared Folders



Riso (UK) Limited

Scanner Mode V. 2

Please Note

This publication is intended as a brief introduction to the Scanner Mode functions of the Riso Comcolor printer.

In order to use many of the features shown mail destinations and data directories will need to have been previously configured - if in doubt refer to your Comcolor administrator

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

RISO (UK) Limited

Service Helpdesk 020 8236 5832

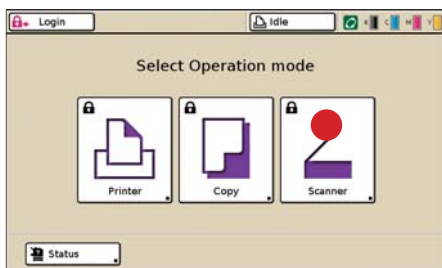
Supplies (Ink & Staples) 0800 783 2086

Head Office 020 8236 5800

Contents

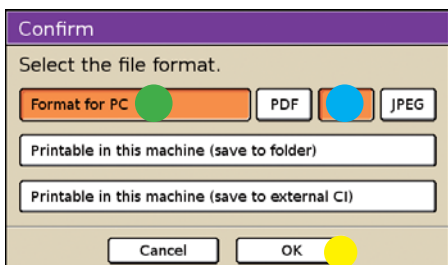
- 2). Scanning Images to Email
- 3). Scanning jobs to a Computer
- 4). Scanning Images to a USB Flash Drive
- 5). Scanning Jobs to Internal Hard Disk

Scanning Images to Email



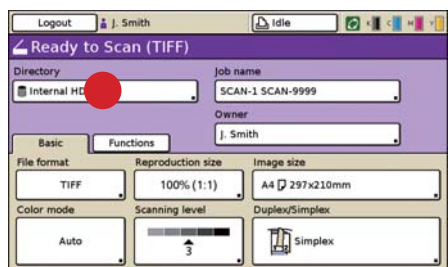
A Load the originals in the ADF or on the glass platen of the Comcolor scanner:

- 1) On the Operational Panel select > *Scanner* ●



B [Confirm] panel will appear:

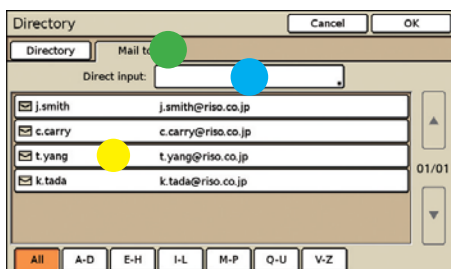
- 1). For email select > *Format for PC* ●
- 2). Select file format required: ●
 - > *PDF*
 - > *TIFF*
 - > *JPEG*
- 3). Select > *OK* ●



C The [Scanner Mode] panel will now appear:

- 1). Select > *Directory* ●

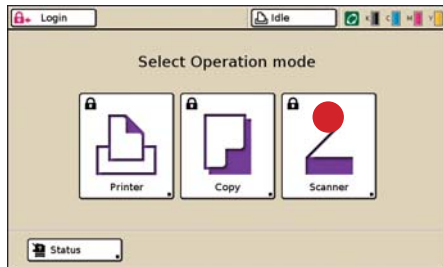
At this stage various adjustment can be made to the file (including naming the file) prior to scanning - please see user guides for full details



D The [Directory] panel will now appear:

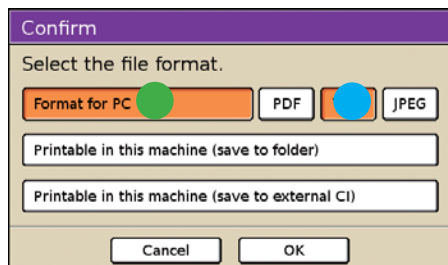
- 1). Select > *Mail to* ●
- 2). Enter email address of recipient ●
or choose recipient from address book (if entered) ●
- 3). Press > *OK*

Scanning Jobs to a Computer



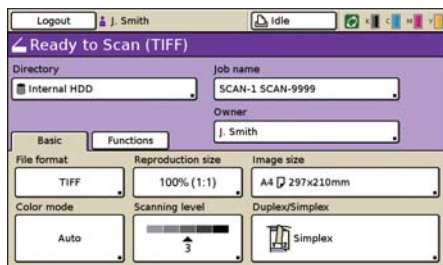
A Load the originals in the ADF or on the glass platen of the Comcolor scanner:

- 1) On the Operational Panel select > *Scanner* ●



B [Confirm] panel will appear:

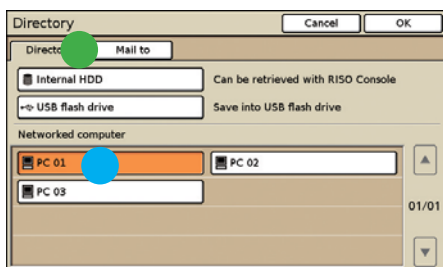
- 1). For email select > *Format for PC* ●
- 2). Select file format required: ●
 - > *PDF*
 - > *TIFF*
 - > *JPEG*
- 3). Select > *OK* ●



C The [Scanner Mode] panel will now appear:

- 1). Select > *Directory* ●

At this stage various adjustment can be made to the file (including naming the file) prior to scanning - please see user guides for full details



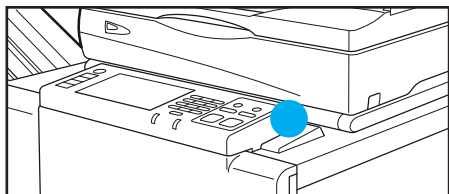
D The [Directory] panel will now appear:

- 1). Select > *Directory* ●
- 2). Enter destination PC from list ●

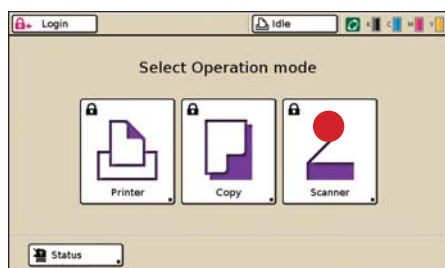
Destination PC names will have previously been configured - if in doubt refer to the Comcolor administrator

- 3). Press > *OK*

Scanning Images to a USB Flash Drive

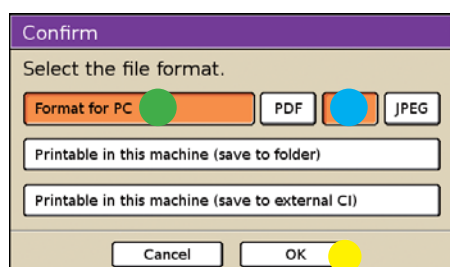


A Place a USB Flash Drive in the USB port on the right hand side of the Operational Panel ●



B Load the originals in the ADF or on the glass platen of the Comcolor scanner:

1) On the Operational Panel select > *Scanner* ●

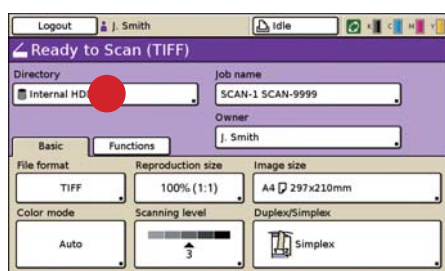


C [Confirm] panel will appear:

1). For email select > *Format for PC* ●

2). Select file format required: ●
> *PDF / TIFF / JPEG*

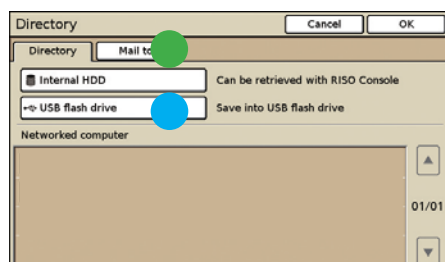
3). Select > *OK* ●



D The [Scanner Mode] panel will now appear:

1). Select > *Directory* ●

At this stage various adjustment can be made to the file (including naming the file) prior to scanning - please see user guides for full details



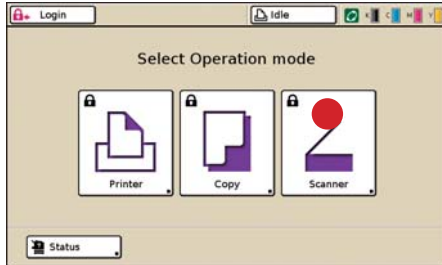
E The [Directory] panel will now appear:

1). Select > *Directory* ●

2). Select > *Scan to USB Flash Drive* ●

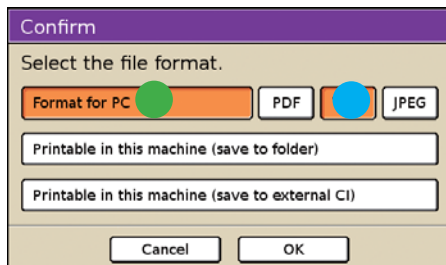
3). Press > *OK*

Scanning Jobs to Internal Hard Disk



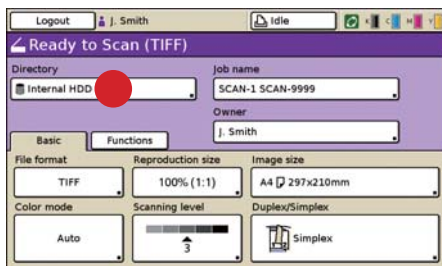
A Load the originals in the ADF or on the glass platen of the Comcolor scanner:

- 1) On the Operational Panel select > *Scanner* ●



B [Confirm] panel will appear:

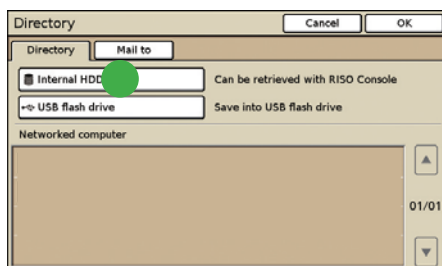
- 1). For email select > *Format for PC* ●
- 2). Select file format required: ●
> *PDF / TIFF / JPEG*
- 3). Select > OK ●



C The [Scanner Mode] panel will now appear:

- 1). Select > *Directory* ●

At this stage various adjustment can be made to the file (including naming the file) prior to scanning - please see user guides for full details



D The [Directory] panel will now appear:

- 1). Select > *Internal HDD* ●
- 2). Press > OK

For instructions on how to access jobs stored on the Internal Hard Disk from a computer please refer to the Comcolor user guides.



RISO (UK) Limited

Service Helpdesk 020 8236 5832

Supplies (Ink & Staples) 0800 783 2086

Head Office 020 8236 5800