

RISO ComColor **FW and GD Series**

Getting Started Guide



Adding New Users

On the RISO User Management System
Using the Operational Panel



Please Note

This publication is intended as an brief guide to adding new users to the RISO User Management System only.

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

If using the PaperCut system to being user to monitor and control usage please refer to seperate instructions and guides.

The RISO User Management offers the ability to login to the machine using two different methods:

A]. User Names and Password - fitted as standard on all RISO FW and GD models
Uses User Names and Password / PIN to access the machine

B]. IC (Smart) Card Control - optional extra which can be fitted to all models

The IC Card offers additional features such as:

-Quick Login

-Quick Printout

This system requires the optional **IC Card Reader** accessory.

The two Login methods can be used separately or in conjunction with each other and in any configuriion will offer a maximum of 1000 users.

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

Adding New Users

Adding new Users using the Operational Panel (1)

1 A]. Login as Administrator

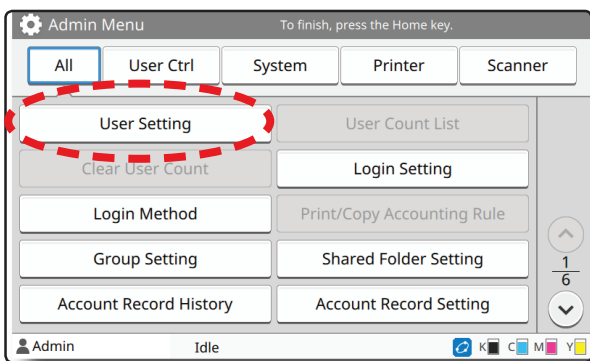
One logged in as an Administrator a Admin menu icon



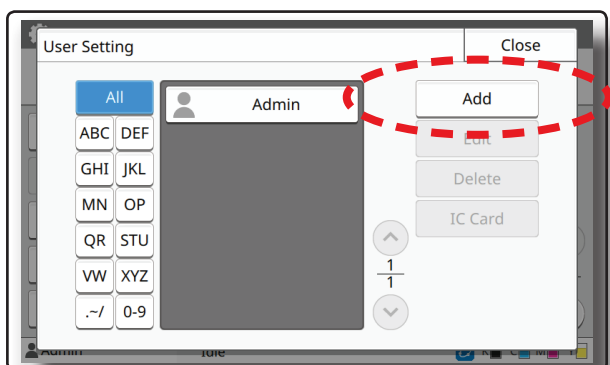
will appear on the home screen of the operational panel

B]. Select [Admin menu]

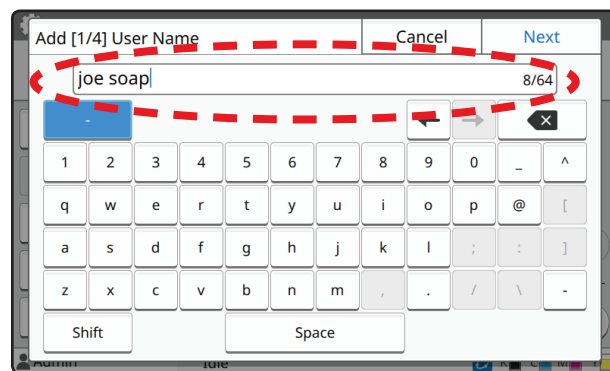
2 Select [User setting]



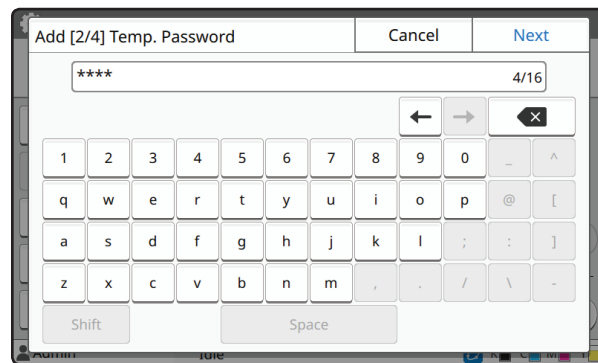
3 Select [Add]



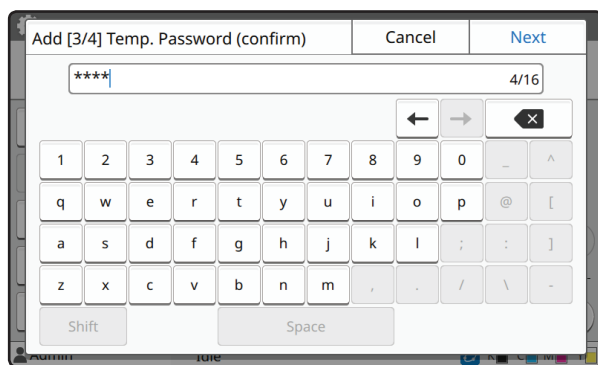
4 Enter the User Name and press [Next]



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



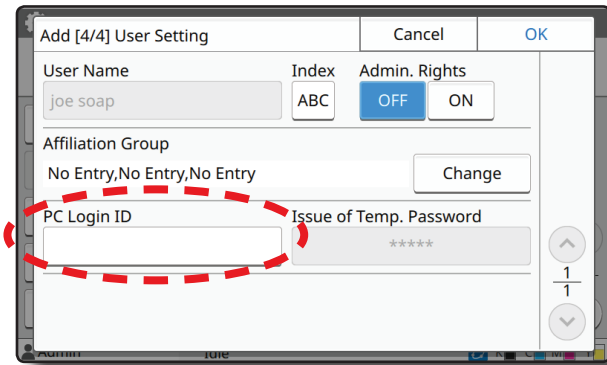
6 Re-enter and confirm password for this user and press [Next].



Adding New Users

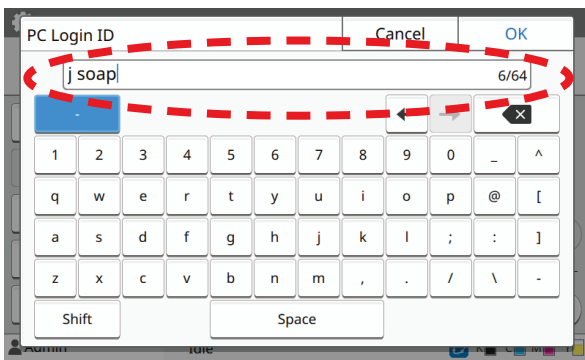
Adding new Users using the Operational Panel (2)

7 Configure the Settings A]. The PC Login ID of the User

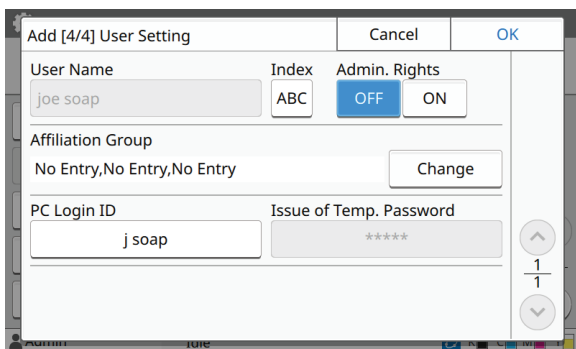


Please Note: If PC Login ID is not entered jobs sent to print from this user's computer may not print.

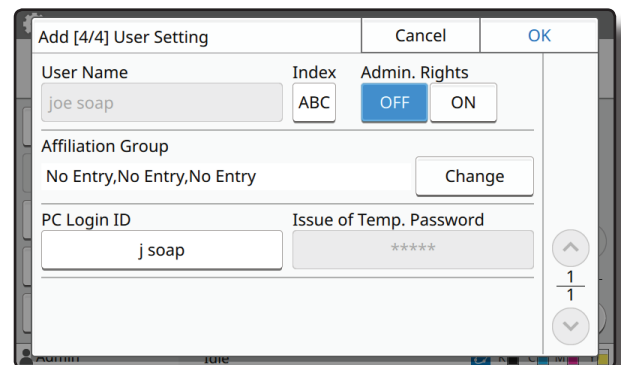
8 Enter the PC Login ID for this user and press [OK].



9 The User Name and PC login ID will now be linked under the one account.



10 Configure the Settings B]. Other optional settings



Index

Specify the index in which the user will appear.

Admin. authority

Specify whether to grant administrator authority to the user.

Group

Use this to register user in up to three groups. Groups must be configured in advance and are only used for storage file sharing.

For further information on these and other user setting such as limitations etc. please refer to the comprehensive user guides supplied with each machine

Once User Settings are completed select [OK]

7 New User will now be registered and appear in the index. If using IC Card Control you will be asked to set the IC Card

