RISO ComColor
FW Series
Getting Started Guide
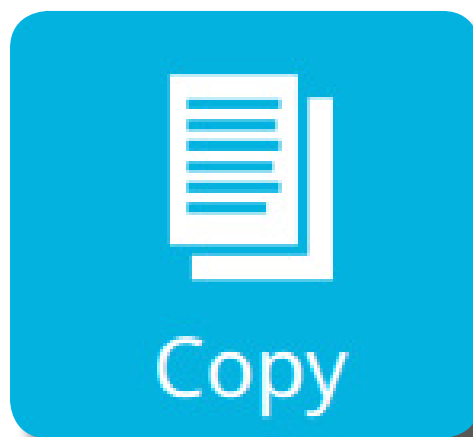
Copy

Making Copies

RISO UK Ltd
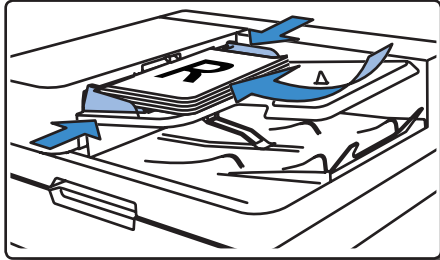
FW Series Copy Mode - V.1

Contents

Please Note
This publication is intended as a brief introduction to the basic Copy Mode functions
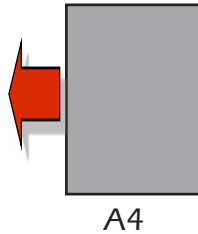of the RISO ComColor FW Series printer.

For full instructions please refer to the user guides supplied with
the RISO machine.
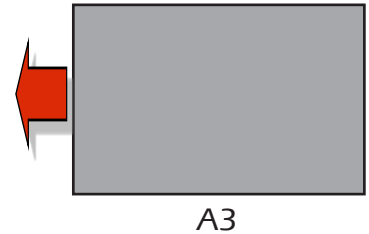
A4 / A3 Producing a Copy

Note: The RISO FW5000 can not print a full A3 size as it has a maximum print width of 210mm.
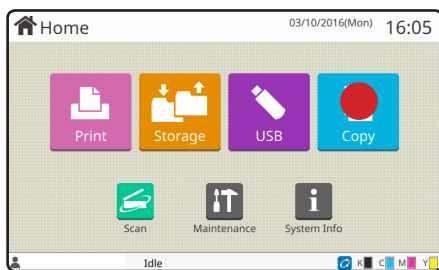
A Load the original(s) in the ADF of the FW Series scanner in the following orientation:
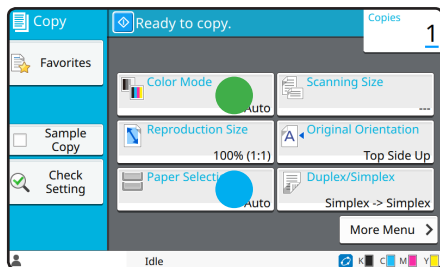
A4

A3

B Select "Copy" Mode ●
Please note login may be required.

C The "Copy Mode" panel will now appear:

1). ● The "Color Mode" should be set to "Auto"
This can be changed to "Black" if you want to convert colour documents to black and white

2). ● "Feed Tray" should be set to "Auto"
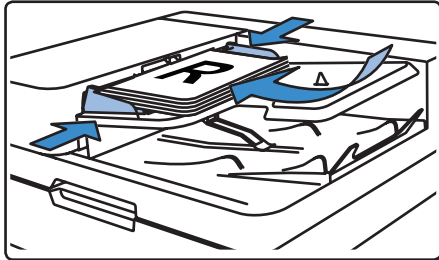In this setting the output paper size will be matched to your original size.

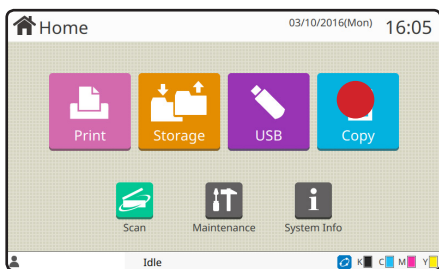**D** ● Select number of copies required.

1). ● Press blue "Start" button

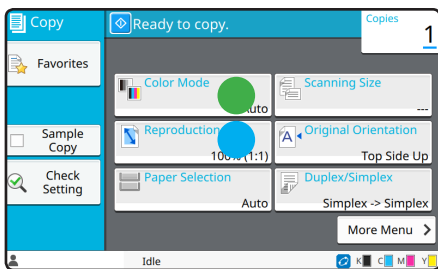2). ● Press red "Pause" button to pause job if required

2

Enlarging A4 to A3

Note: The RISO FW5000 can not print a full A3 size as it has a maximum print width of 210mm.

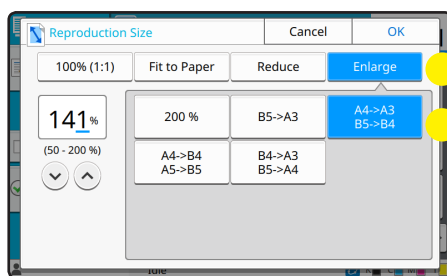**A** Load the A4 original(s) in the ADF of the FW Series scanner:

B Select "Copy" Mode ●
Please note login may be required.

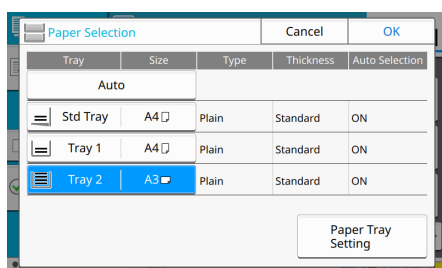**C** The "Copy Mode" panel will now appear:

1). ● The "Color Mode" should be set to "Auto"
This can be changed to "Black" if you want to convert colour documents to black and white

2). ● Select "Reproduction Size"

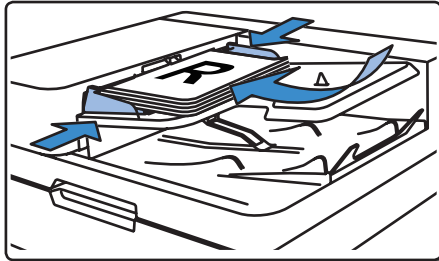3). ● Choose: "Enlarge"
141%   A4 - > A3

4).   Select OK

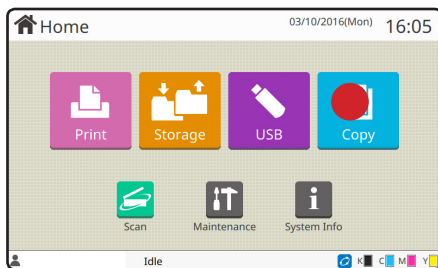**D** In the Copy Mode panel select "Paper Selection"

1). Ensure you select the feed tray containing the A3 paper

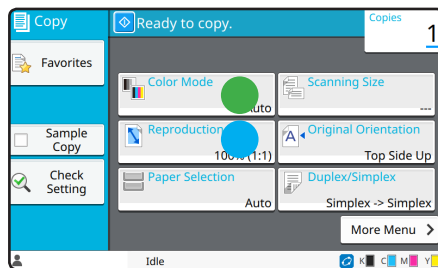2). Select OK and choose your number of copies and press Start

3

Reducing A3 to A4

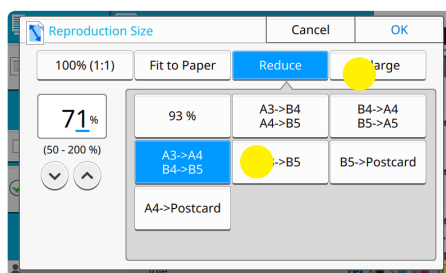**A** Load the A3 original(s) in the ADF of the FW Series scanner in the following orientation:

B Select "Copy" Mode ●
Please note login may be required.
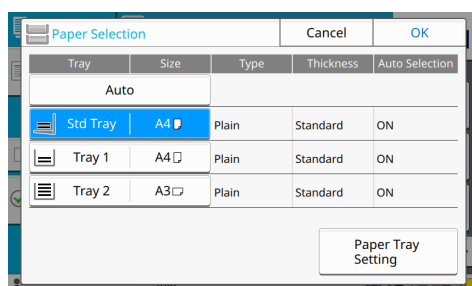
C The "Copy Mode" panel will now appear:

1). ● The "Color Mode" should be set to "Auto"
This can be changed to "Black" if you want to convert colour documents to black and white

2). ● Select "Reproduction Size"
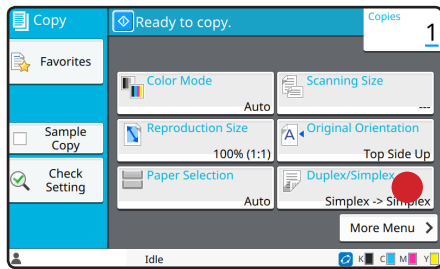
3). Choose: "Reduce"
71% A3 - > A4

4). Select OK

D In the Copy Mode panel select "Paper Selection"

1). Ensure you select the feed tray containing the A4 paper

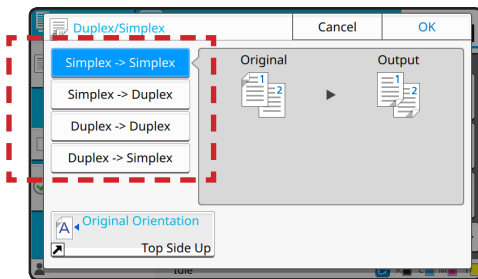2). Select OK and choose your number of copies and press Start

Duplex or Double Sided Copies

A Firstly complete sections A to C as shown on page 2

1) ⬤ Select "Duplex / Simplex"

B The "Duplex / Simplex" panel will appear:

1). Select one of the following options:

Simplex / Simplex
- Single sided originals to single sided copies
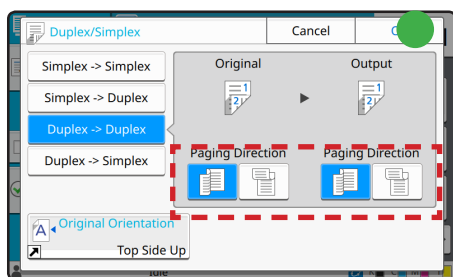
Simplex / Duplex
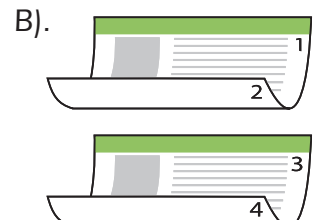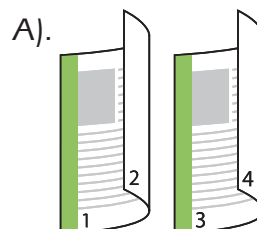- Single sided originals to double sided copies

Duplex / Duplex
- Double sided originals to double sided copies

Duplex / Simplex.
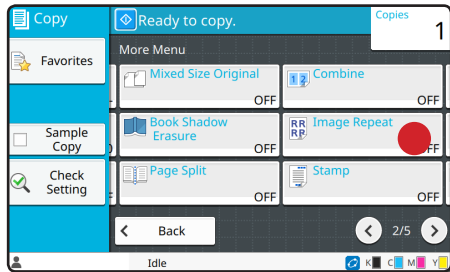- Double sided originals to single sided copies

2). For duplex originals and/or copies specify how the pages are turned in "Paging Direction"

A).   B).

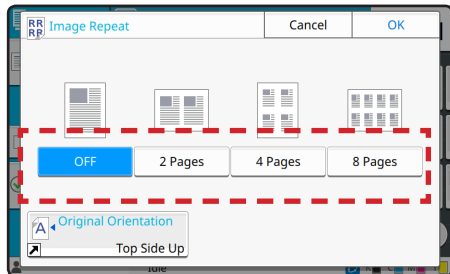3). ⬤ Select OK and choose your number of copies copies and press Start

Image Repeat *(Same Image Multi-up)*

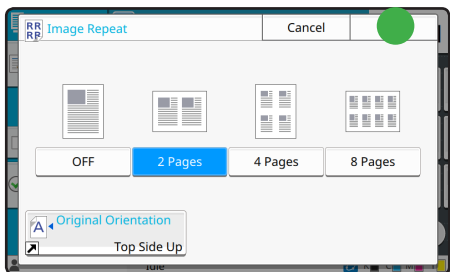**A** Firstly complete sections A to C as shown on page 2

1) 🔴 Select "Image Repeat" Tab

B 1). Specify how many of the same images to be placed on one sheet:

Select 2, 4, or 8 images per sheet

2). 🟢 Select OK and choose your number of copies and press Start

Image Repeat

Original data

Combine (Different Image Multi-up)

A Firstly complete sections A to C as shown on page 2

1) 🔴 Select "Image Repeat" Tab

B 1). Specify how many of the same images to be placed on one sheet:

Select 2, 4, or 8 images per sheet

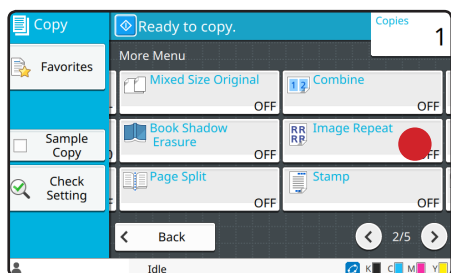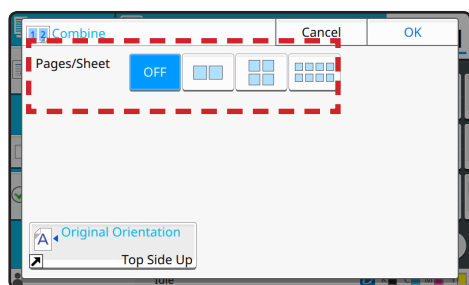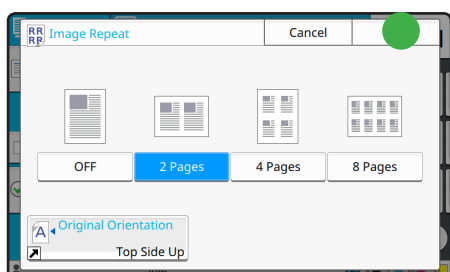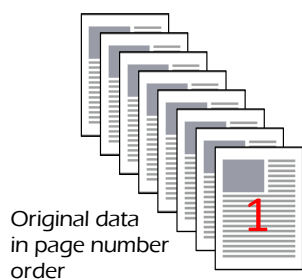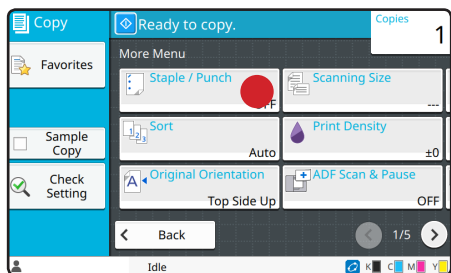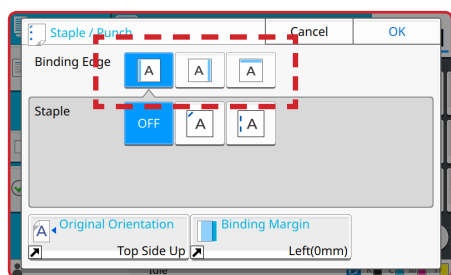2). 🟢 Select OK and choose your number of copies and press Start

Original data in page number order

Stapling (Optional finishing unit required)

A Firstly complete sections A to C as shown on page 2
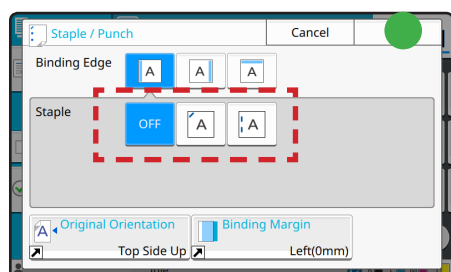
1) 🔴 Select "Staple / Punch"

B 1). In the "Staple / Punch" section:

2). In "Binding Edge" select side of sheet(s) to be stapled.

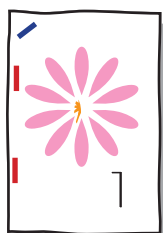Choose Left, Right or Upper as indicated

3). In "Staple" select stapling option:
Choose 1 Position (Corner) or 2 Position" (Side)

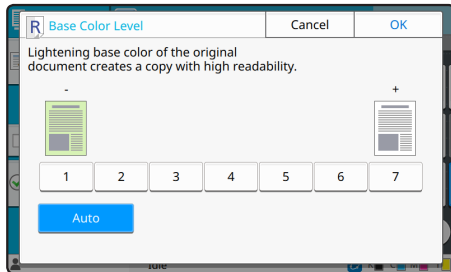4). 🟢 Select OK and choose your number of copies and press Start

1 Position

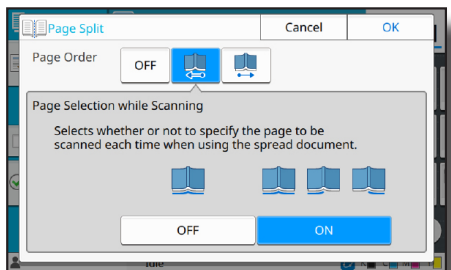**2 Position**

Other Useful Functions

The RISO FW Series offer the user a large number of useful functions and we have listed a selection of these below.
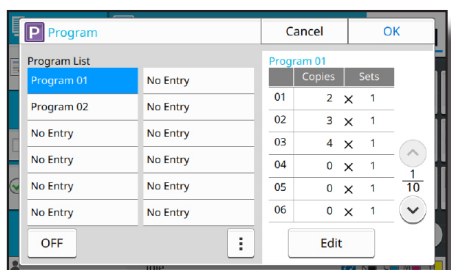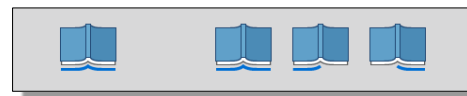For full details on these and all other functions please see the FW User Guide

Base Colour Level

Helps you to "burn out" the coloured background of your originals when copying
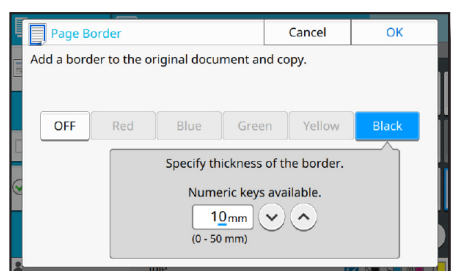
Page Split

Separate double page spreads into two parts left / right or one side only
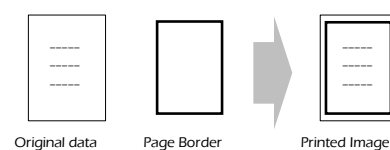
Program

Automatically separates your copies into groups and sets to match class or department sizes
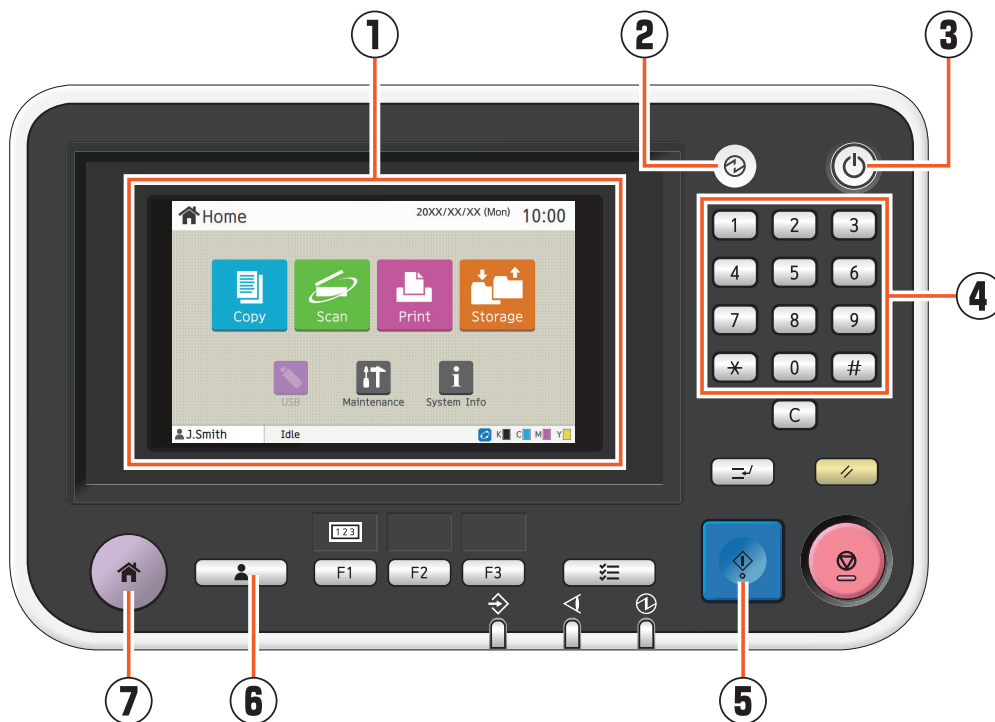
Page Border

Add a border in various colours and thickness to your printed copy

Operation Panel

1 Touch panel

Use to perform operations or configure settings.

2 Wake Up key

This key lights up when this machine is in power saving mode.
Pressing this key when it is lit makes the machine ready for operation.
Pressing this key when it is not lit puts the machine into sleep state.

3 Power key

When pressed, the power turns on and the key lights up.
To turn off the power, press and hold the key.

4 Numeric keys

Use these keys to enter numbers.

5 Start key

Press this key to start an operation.

6 Login / Logout key

Press this key to log in or log out.

7 Home key

Press this key to return to the [Home] screen (initial screen) from the screen for each function.

RISO UK Ltd