



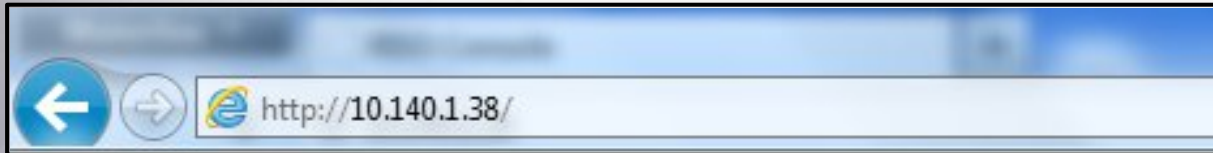
Setting up Scan to E-Mail on the ComColor via Computer

August 2013

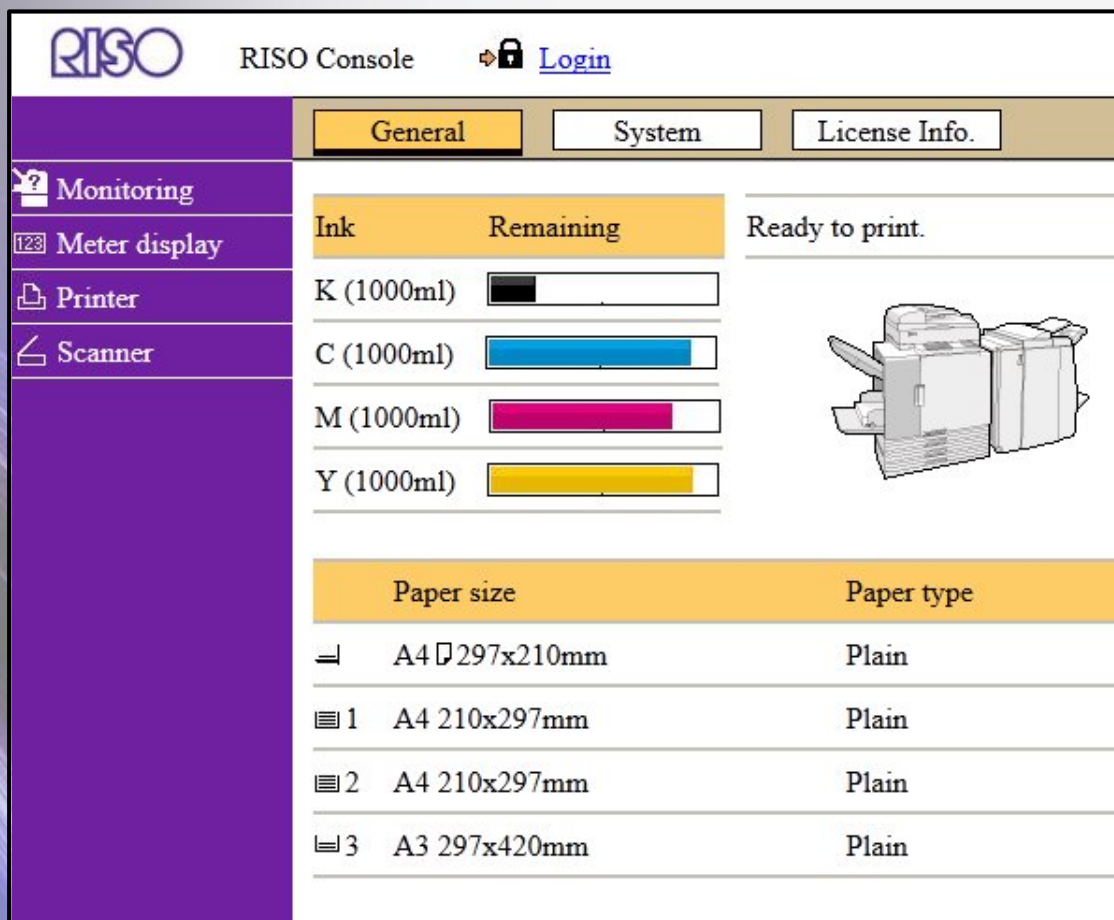
Version 1.1

Setting up Scan to E-mail on the ComColor via computer

On your computer, open the web browser and enter the I.P. address of the printer into the address bar. Press **ENTER**.



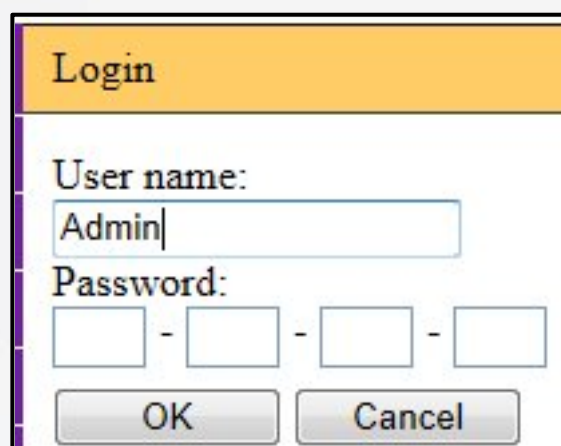
This will connect to the web-interface of the ComColor.



The screenshot shows the RISO Console web interface. At the top left is the RISO logo and the text "RISO Console". To the right is a "Login" link with a lock icon. Below this are three tabs: "General" (selected), "System", and "License Info.". On the left is a navigation menu with "Monitoring", "Meter display", "Printer", and "Scanner". The main content area shows ink levels for K (1000ml), C (1000ml), M (1000ml), and Y (1000ml) with corresponding progress bars. To the right of the ink levels is a printer icon and the text "Ready to print.". Below the ink levels is a table with columns "Paper size" and "Paper type".

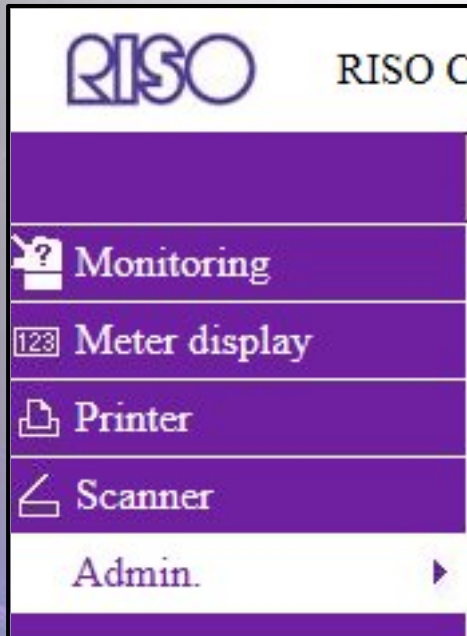
	Paper size	Paper type
≡	A4 297x210mm	Plain
≡ 1	A4 210x297mm	Plain
≡ 2	A4 210x297mm	Plain
≡ 3	A3 297x420mm	Plain

Log in as **Admin** or another user that has Admin privileges. The default password for **Admin** is blank.



The screenshot shows a "Login" dialog box. It has a title bar "Login" and a yellow header. Below the header are two labels: "User name:" and "Password:". The "User name:" label is followed by a text input field containing "Admin". The "Password:" label is followed by four empty input boxes separated by hyphens. At the bottom are two buttons: "OK" and "Cancel".

Click **Admin Mode**.



Click **Admin** on the left side of the screen.

This will give access to all of the administrative settings on the machine.

■User ctrl		
Login setting	Index entry	
User setting	Account record setting	
Folder function	Account record list	
Shared folder setting		
Group setting		
■System		
Custom paper entry	Cleaning cycle setting	Print Admin settings
Function key entry	Displayed language	
Clock/Date	Beep sound	
Power save setting	Metric/Inch switch	
Auto reset setting	Start up display	
■Printer		
Network setting	Output tray in each mode	
IP address limiting	Job name display	
Finished job setting		
Waiting job setting		
Printable area		
■Scanner		
Color/Black slice level	Mail destination	
Additional copies	Mail dest. direct input	
Scan data save setting	Mail setting	
Scan format confirmation		
Scanner data directory		

Within the Scanner area there are various options relating to scanning to a network folder or scanning to e-mail.



So, to set up scan to e-mail, click **Mail setting**.

■Mail setting

Send mail server (SMTP)
134.90.136.21

Port
25

SSL connection

Sender's Mail address
office@riso.co.uk

SMTP authentication
OFF

Account
[Empty field]

Password
[Empty field]

Mail capacity (1-500 MB)
10 MB

Time out (30-300 sec.)
51 sec.

OK Cancel

Enter the I.P. address of the Send mail server (SMTP).

Enter the port used – typically this will be port 25.

Tick SSL connection if needed.

The Sender's mail address will appear as the sender in the recipients' mailbox. This can be set as anything; however it is preferable to keep with the sites email naming convention.

If needed, set SMTP authentication ON and enter the Account name and password required to be able to send emails. Normally this is not required.

When scanning to e-mail, the email address can be manually entered at the ComColor. The manual destination input on the ComColor can be disabled by selecting Mail dest. direct input, and choosing the prohibited option. It is also possible to create an address book of frequently used email addresses. These also can be added manually on the touchscreen, but a much easier way is to create a file on your computer and upload it to the ComColor.

■ **Scanner**

[Color/Black slice level](#)

[Additional copies](#)

[Scan data save setting](#)

[Scan format confirmation](#)

[Scanner data directory](#)

[Mail destination](#)

[Mail dest. direct input](#)

[Mail setting](#)



Click **Mail destination**.

■ **Mail destination**

[\[Add destin.\]](#) [\[Read CSV file\]](#) [\[Write to CSV file\]](#)

[|0-9](#) | [a-e](#) | [f-j](#) | [k-o](#) | [p-t](#) | [u-z](#)

0-9

a-e


f-j

k-o

p-t

u-z

[Return to the list in the administrator mode](#)



Click **Write to CSV file**. This will download a blank file which can be opened up in Microsoft **Excel**.

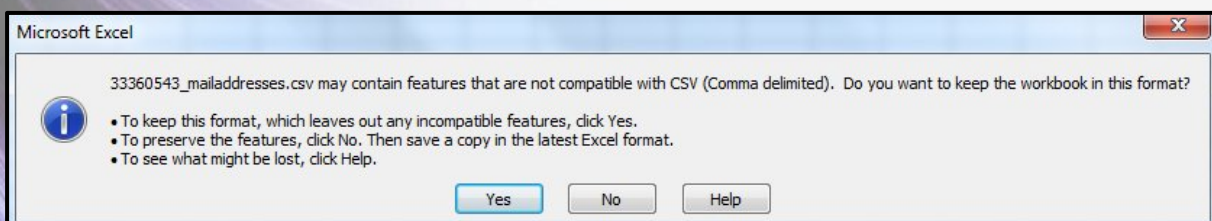
Save the file and open with **Excel**.

	A	B	C
1	Andrew	a-e	abriggs@onetel.net
2	Ann	a-e	aobrien@onetel.net
3	Graham	f-j	gsmith@onetel.net
4	Liam	k-o	lbach@onetel.net
5	Steve	p-t	sdawson@onetel.net
6	Wayne	u-z	wjackson@onetel.net

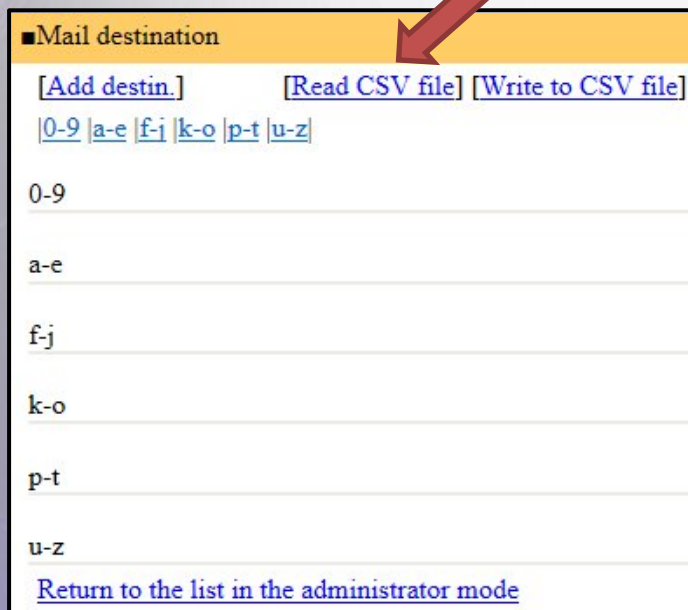
- **Column A** contains the name that will be displayed on the ComColor.
- **Column B** determines which alphabetical group the name belongs. This can make it quicker to find the e-mail address required when there are a large number present.
- **Column C** contains the persons e-mail address.

Complete the file with the relevant information, then save the file to an easily accessible location.

Ensure that you click **Yes** to the dialog below so that the file is kept in a CSV format.



On the Riso web-console, click **Read CSV file**.



■ Mail destination

[\[Add destin.\]](#) [\[Read CSV file\]](#) [\[Write to CSV file\]](#)

[|0-9](#) [|a-e](#) [|f-j](#) [|k-o](#) [|p-t](#) [|u-z](#)

0-9

a-e

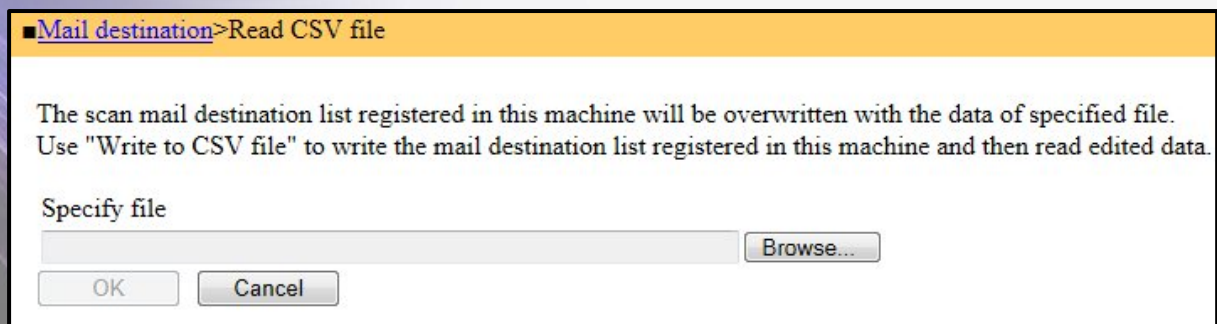
f-j

k-o

p-t

u-z

[Return to the list in the administrator mode](#)



■ [Mail destination](#)>Read CSV file

The scan mail destination list registered in this machine will be overwritten with the data of specified file.
Use "Write to CSV file" to write the mail destination list registered in this machine and then read edited data.

Specify file

Click **Browse**, locate your CSV file and click **OK** to upload.

The users will now be added.

■ Mail destination

[\[Add destin.\]](#)

[\[Read CSV file\]](#) [\[Write to CSV file\]](#)

[|0-9|a-e|f-j|k-o|p-t|u-z|](#)

0-9

a-e

[Ann](#)

[Andrew](#)

f-j

[Graham](#)

k-o

[Liam](#)

p-t

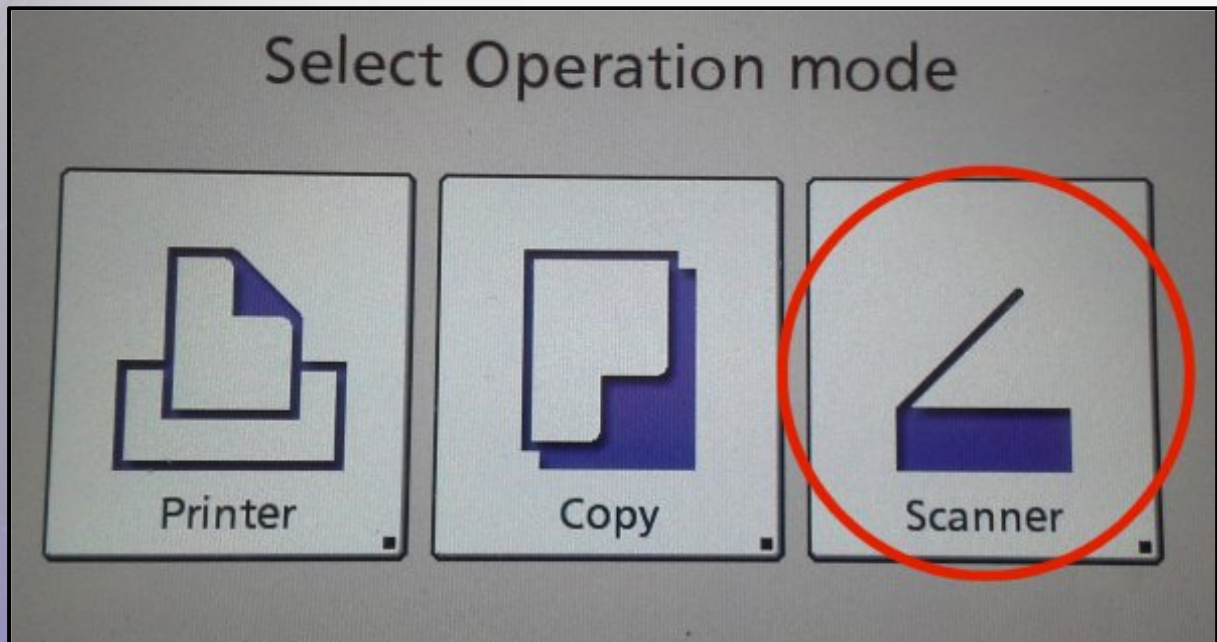
[Steve](#)

u-z

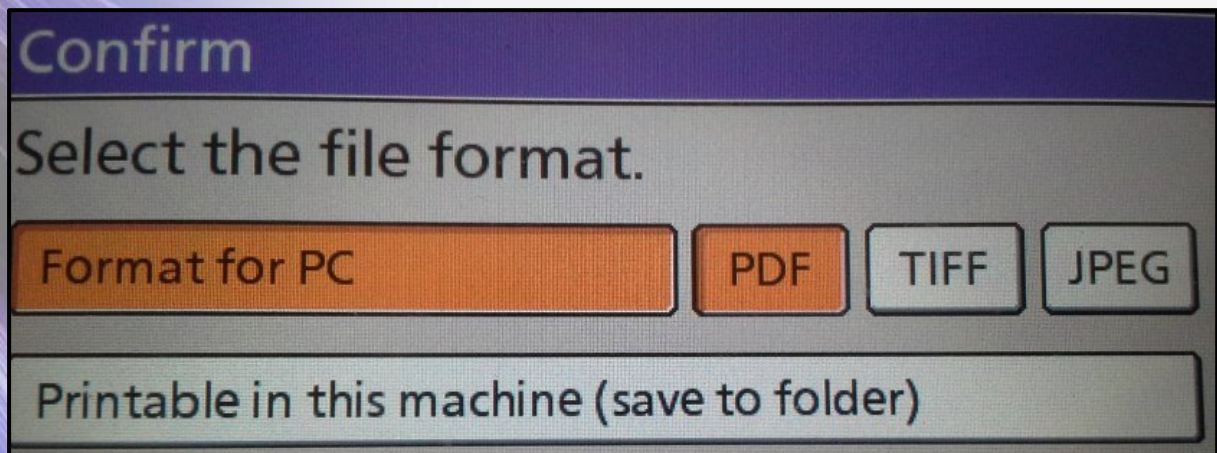
[Wayne](#)

[Return to the list in the administrator mode](#)

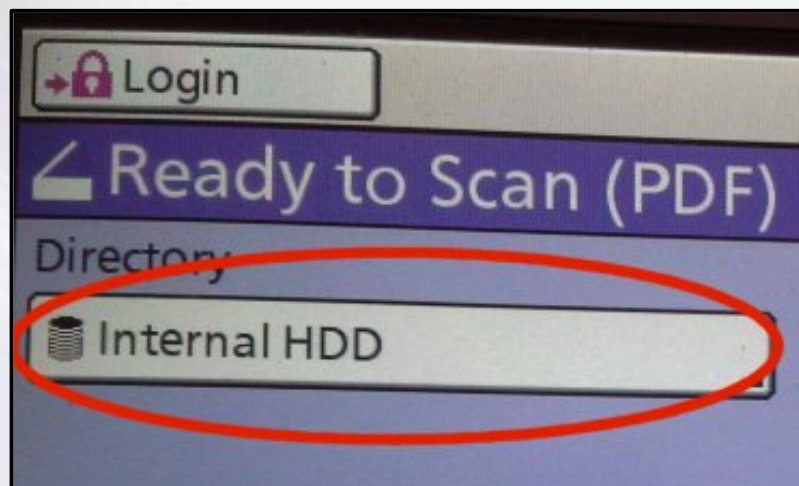
On the ComColor, click **Scanner**.



Select the file format.

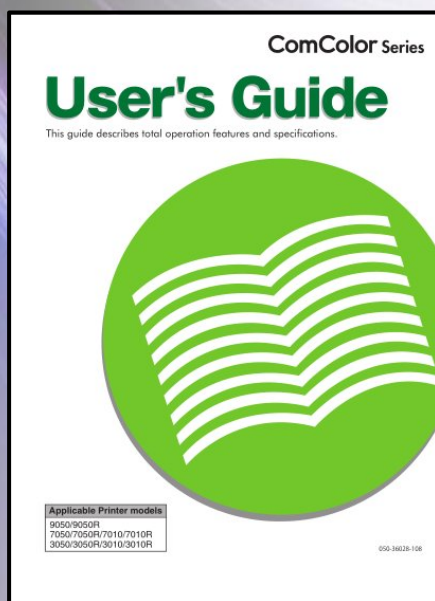
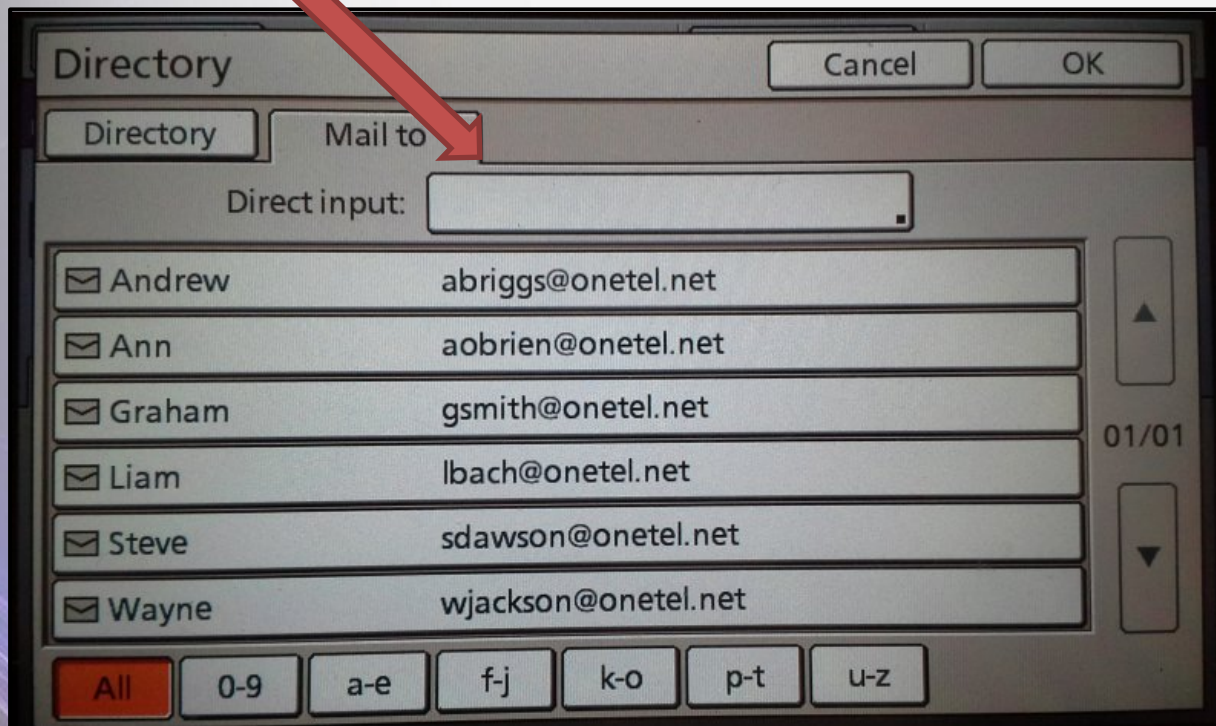


Click on **Internal HDD**.



Click the **Mail to** tab and all of the addresses loaded will be available for use.

The **Direct input** box can be used to manually enter an e-mail address.



For more details on how to access the scanner functions, please refer to the **ComColor User Guide, section 3.**