



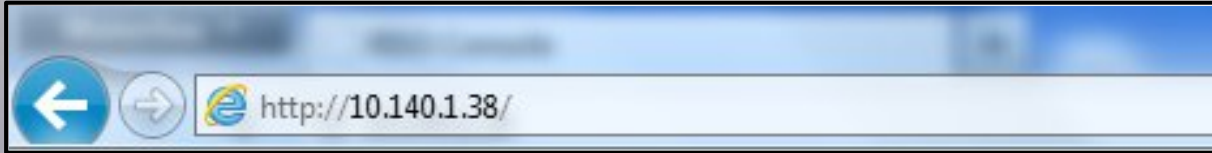
Setting up Scan to Folder on the ComColor via Computer

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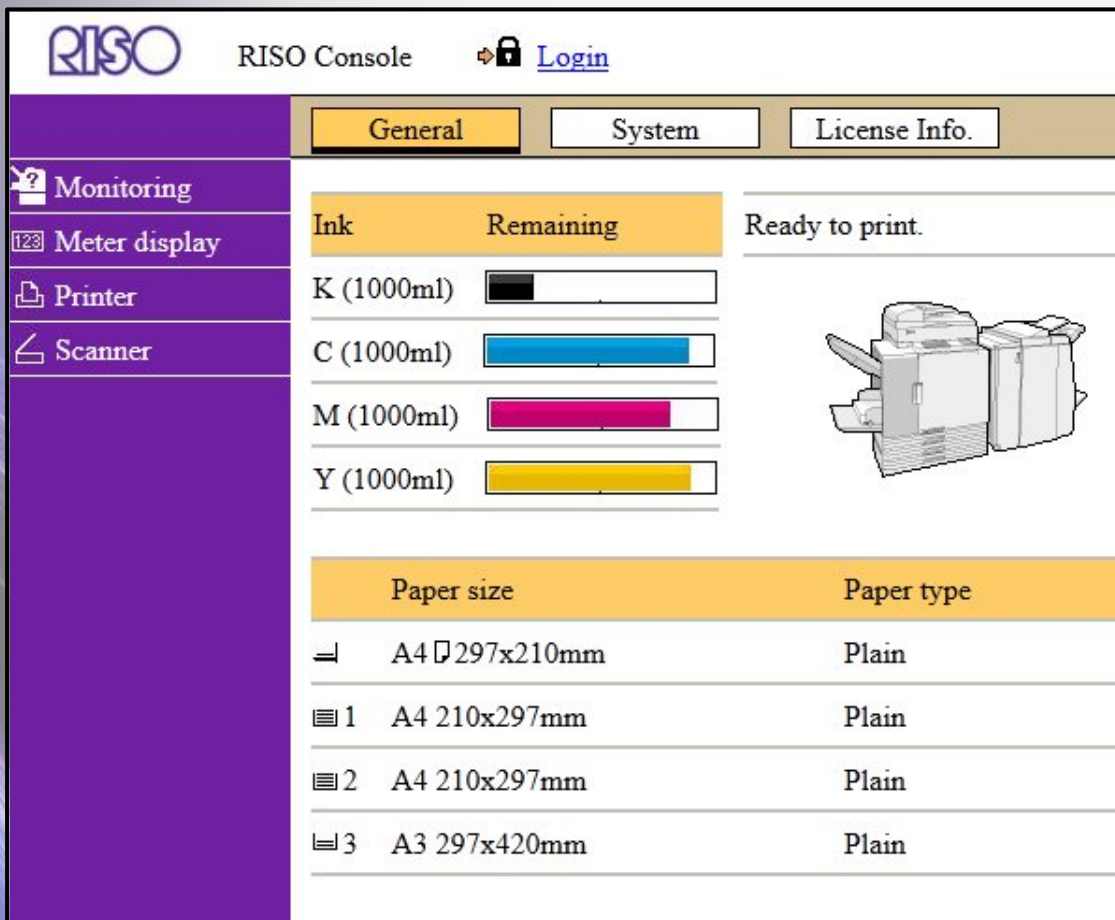
Version 1.1

Setting up Scan to Folder on the ComColor via computer

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



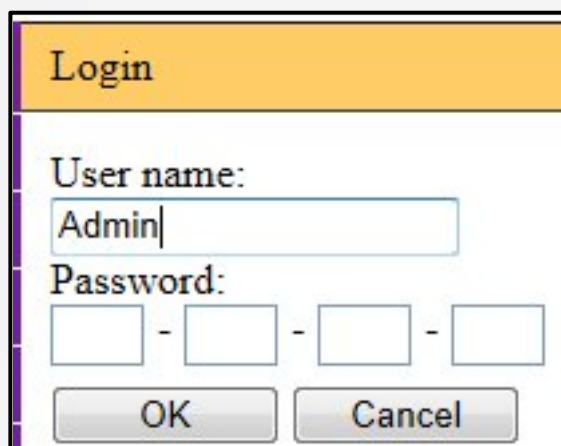
This will connect to the web-interface of the ComColor.



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 side, there is a navigation menu with items: "Monitoring", "Meter display", "Printer", and "Scanner". The main content area is divided into two sections. The top section is titled "Ink Remaining" and shows four ink levels: K (1000ml) with a black bar, C (1000ml) with a blue bar, M (1000ml) with a magenta bar, and Y (1000ml) with a yellow bar. To the right of these bars is the text "Ready to print." and an illustration of a printer. The bottom section is titled "Paper size" and "Paper type" and contains a table with four rows of paper settings.

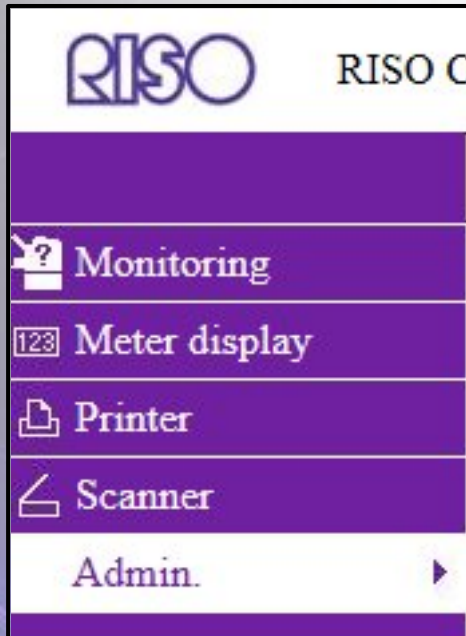
	Paper size	Paper type
≡	A4 297x210mm	Plain
≡ 1	A4 210x297mm	Plain
≡ 2	A4 210x297mm	Plain
≡ 3	A3 297x420mm	Plain

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 with the word "Login". Below the title bar, there are two labels: "User name:" and "Password:". The "User name:" label is followed by a text input field containing the text "Admin". The "Password:" label is followed by a password input field consisting of four empty boxes separated by hyphens. At the bottom of the dialog box, there 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.

■ **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	

So, to set up scan to network folder, first the folder must be created on the network computer and shared. Your I.T. support may need to assist in creating this.

Click **Scanner data directory**.

■ **Scanner data directory**

Register the directory for data created by scanning in the scanner mode.

[\[Add server\]](#)

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

Click **[Add server]**.

Display name ●

scans (Up to 10 characters)

Transfer protocol ●

FTP SMB

Storage server IP address or URL ●

192.168.4.103

Directory shared name ●

scans

Storage directory

Directory login name ●

risouk\imperkins

Directory login password ●

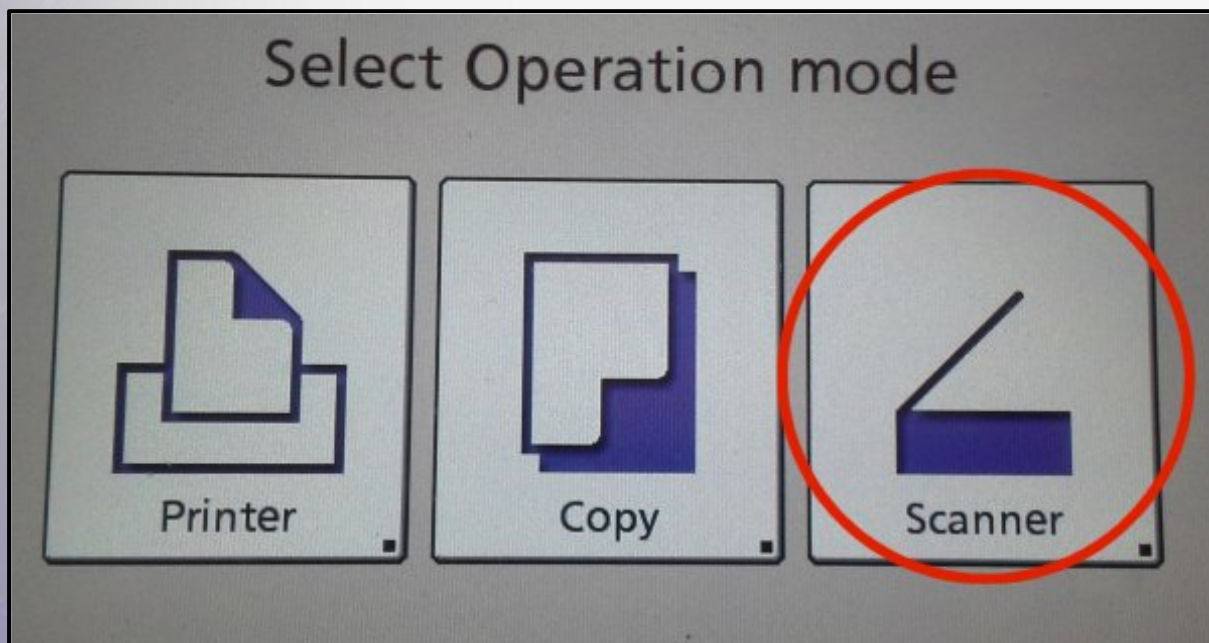
●●●●●●●●

OK Cancel

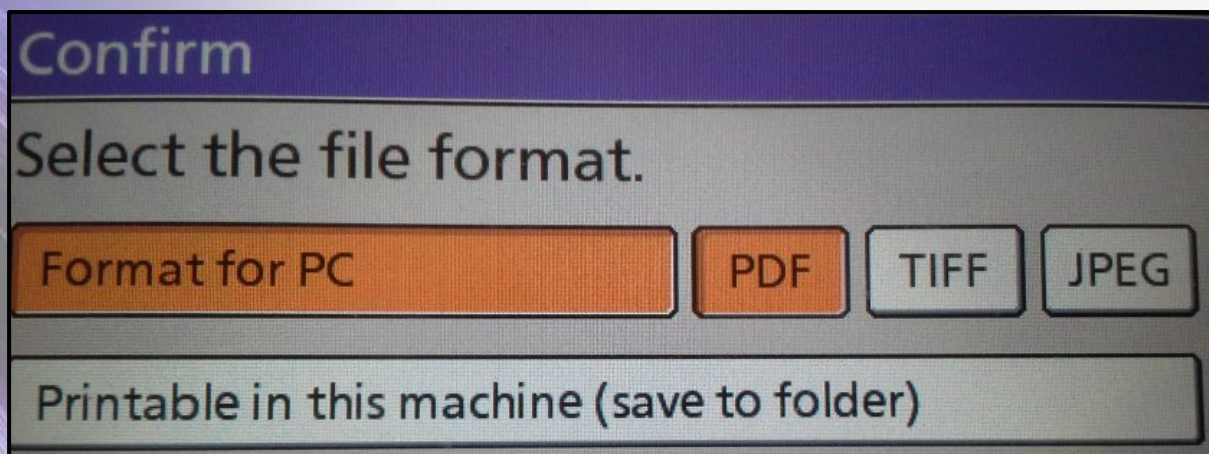
- The **Display name** will be the name that is displayed on the ComColor panel.
- The **Transfer protocol** used is **SMB**.
- The **Directory shared name** is the share name of the folder that has previously been created on the networked computer.
- The **Directory login name** is the “**Domain name**” \ “**Login name**”.
- The **Directory login password** is the password needed to gain access to the network folder.

Press **OK** when complete and exit the Menu (press round button on panel).

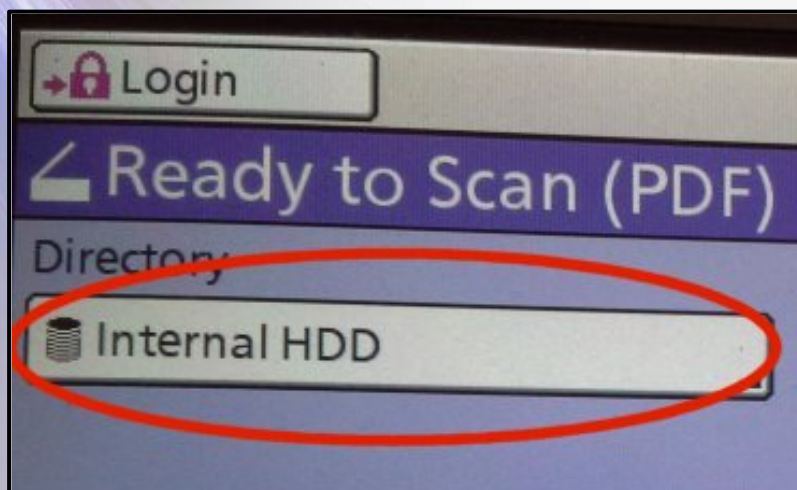
On the ComColor, click **Scanner**.



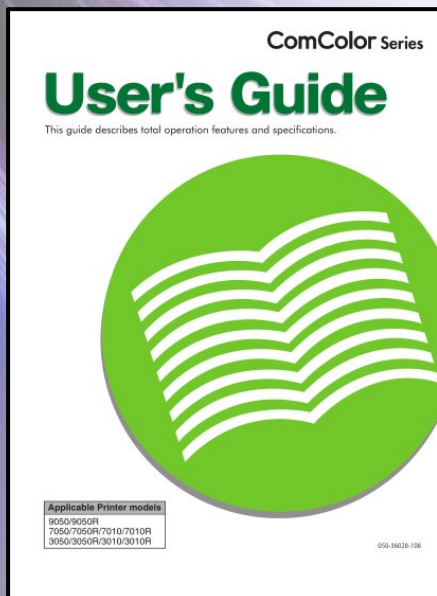
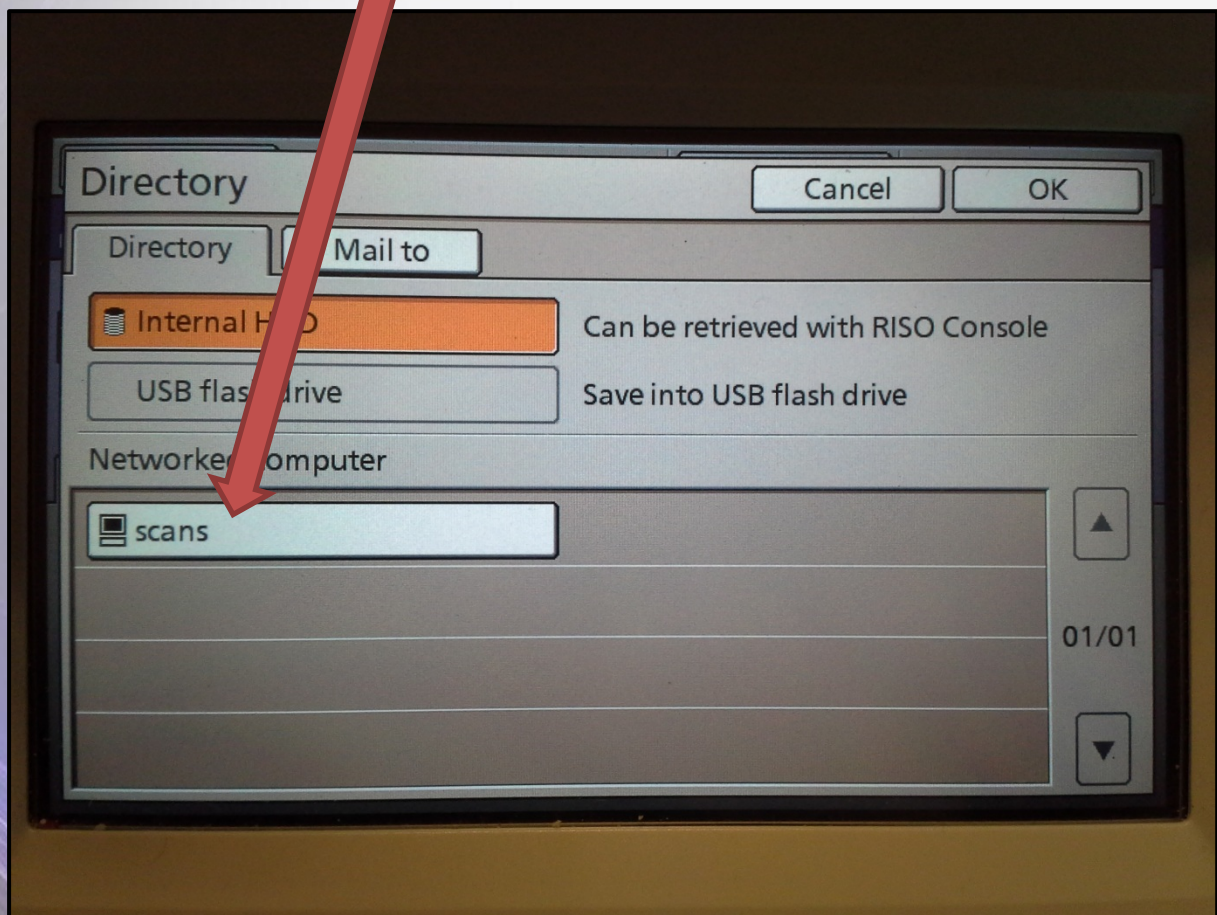
Select the file format.



Click on **Internal HDD**.



The folder is now available to use.



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