Riso Comcolor X1 Series

Getting Started Guide

Basic Printing from a PC Using the GDI Interface

Riso (UK) Limited

X1 Series GDI Printing V.1

Please Note

This publication is intended as a brief introduction to printing from a PC to a Riso Comcolor X1 Series printer using the built-in GDI controller.

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

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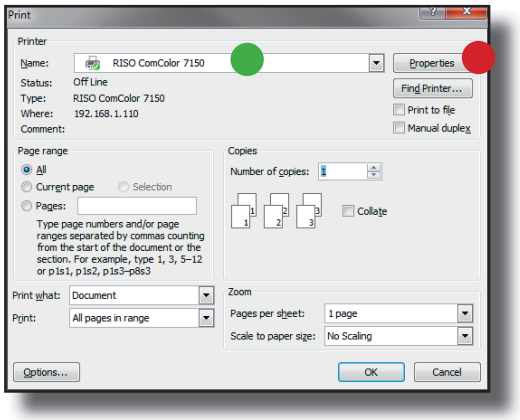
Producing Single Sided A4 Copies

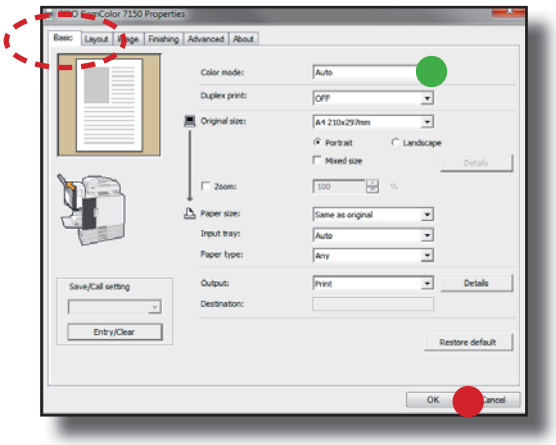


A **With the document you wish to print open on your screen:**

1). Select > *File* > *Print* and the Print Dialogue box shown opposite will open

2). Select the Riso Comcolor X1 Series printer from the drop down menu

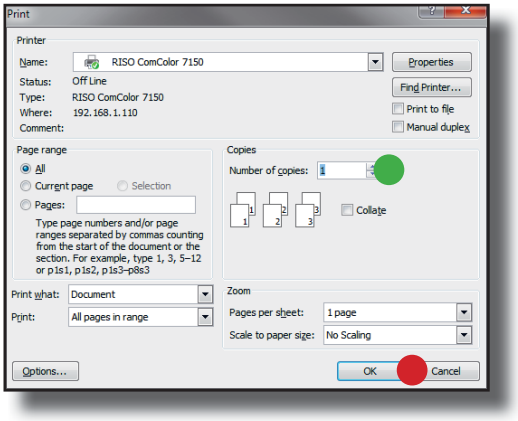
3). Select > *Properties*



B **The Riso Comcolor X1 Series printer properties will now open up in the [Basic] tab indicated:**

1). Select > *Auto or Monochrome* (Black + White)

2). Select > *OK*



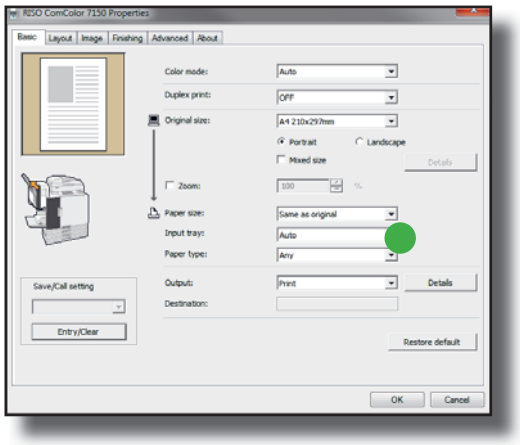
C **The Print Dialogue box will reappear:**

1). Select > *Number of copies:*

2). Select > *OK*

The Riso Comcolor X1 Series will now print the selected number of copies

Producing Double Sided (Duplex) Copies



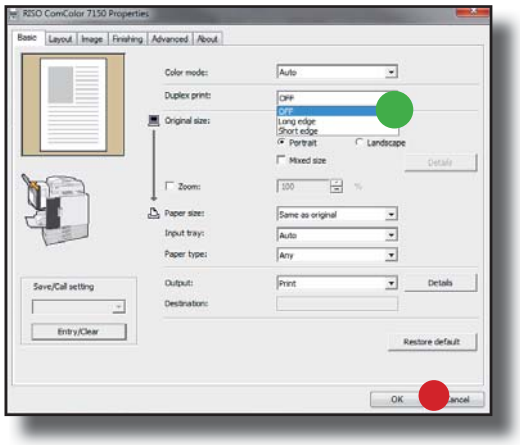
A **Follow section A of page 2 to open up the Properties of the Riso Comcolor X1 Series then:**

1). Select paper size you wish to print on from the drop down menu > *Paper Feed Tray*

Choose > *Standard Feed Tray* for A4

Choose > *Feed Tray 3* for A3

Please note that 3110 models will not have a choice of paper feed trays



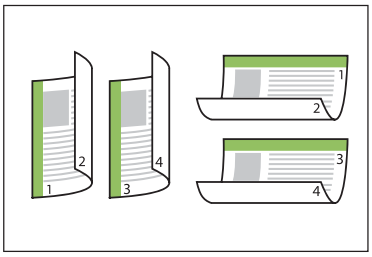
B **Select your Double Sided (Duplex) option:**

1). Select > *Duplex Print*

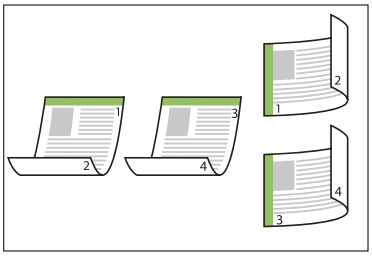
Choose > *Long Edge Binding*

Or > *Short Edge Binding*

LONG EDGE BINDING

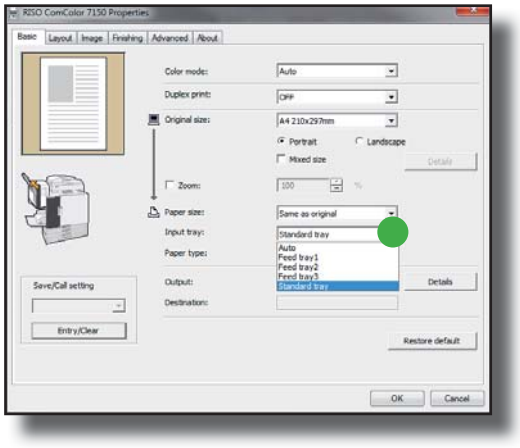


SHORT EDGE BINDING



2). Select > *OK*

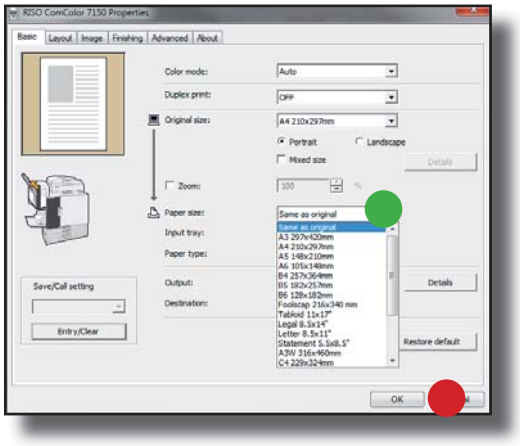
Enlargement to A3



A **Follow section A of page 2 to open up the Properties of the Riso Comcolor X1 Series then:**

1). Choose > *Feed Tray 3* for A3 size paper

Please note that

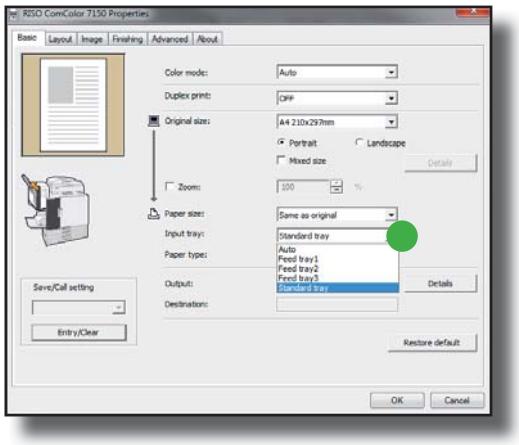


B **Select “Paper Size”:**

1). Using the drop down menu > *Paper size* confirm the size of paper to print out.

2). Select > *OK*

Multi-up - Same image on one page



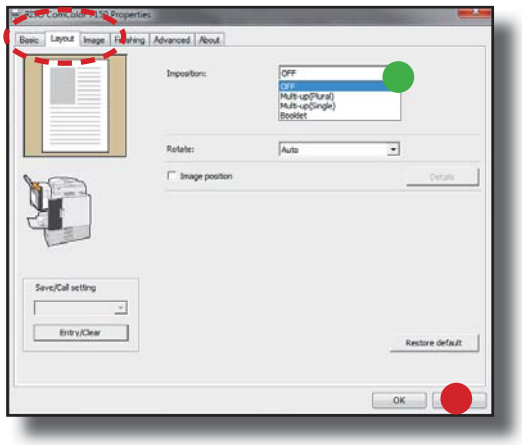
A **Follow section A of page 2 to open up the Properties of the Riso Comcolor X1 Series then:**

1). Select paper size you wish to print on from the drop down menu > *Paper Feed Tray*

Choose > *Standard Feed Tray* for A4

Choose > *Feed Tray 3* for A3

Please note that 3110 models will not have a choice of paper feed trays



B **Select The "Layout" tab**

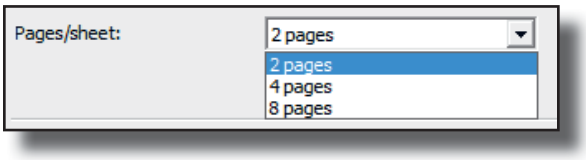
1). Select > Imposition

From the drop down menu

Choose > *Mult-up (Single page)*

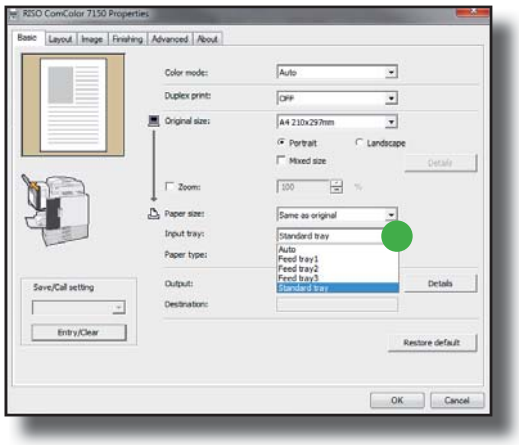
2). This will then activate > *Pages / Sheets*

Choose *2, 4, or 8 of the same image* per page



3). Select > *OK*

Multi-up - Different images on one page



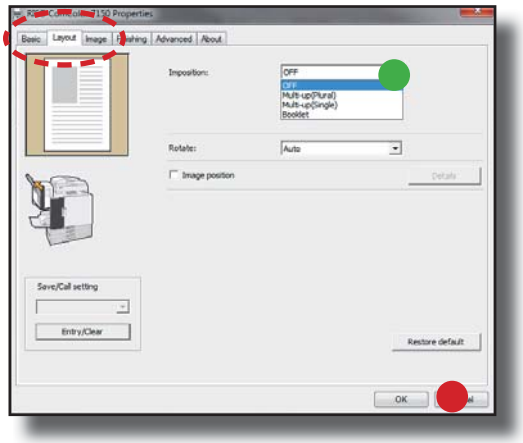
A **Follow section A of page 2 to open up the Properties of the Riso Comcolor X1 Series then:**

1). Select paper size you wish to print on from the drop down menu > *Paper Feed Tray*

Choose > *Standard Feed Tray* for A4

Choose > *Feed Tray 3* for A3

Please note that 3010 models will not have a choice of paper feed trays



B **Select The "Layout" tab**

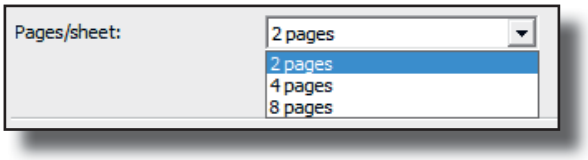
1). Select > *Imposition*

From the drop down menu

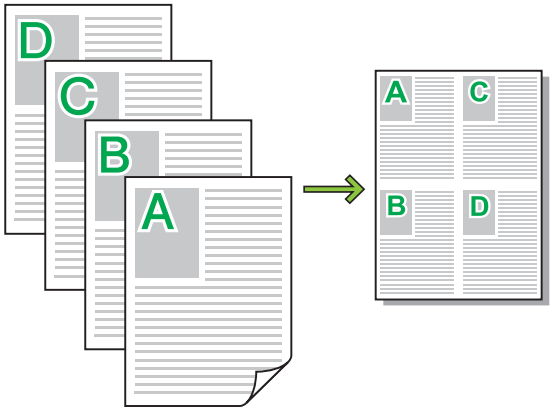
Choose > *Multi-up (Multi page)*

2). This will then activate > *Pages / Sheet*

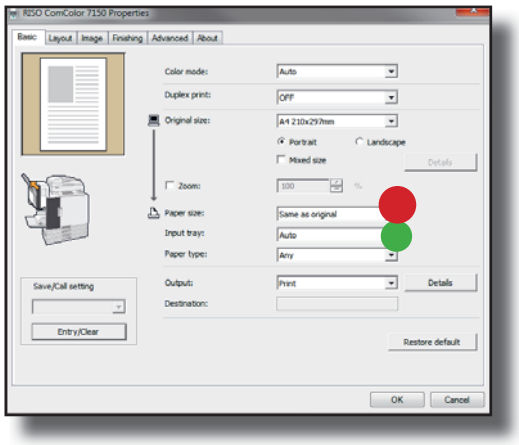
Choose *2, 4, or 8 different pages* to view per page



3). Select > *OK*



A4 and A5 Booklets



A **Follow section A of page 2 to open up the Properties of the Riso Comcolor X1 Series then:**

1). Select paper size you wish to print on from the drop down menu > *Paper Feed Tray*

Choose > *Standard Feed Tray* for A4

Choose > *Feed Tray 3* for A3

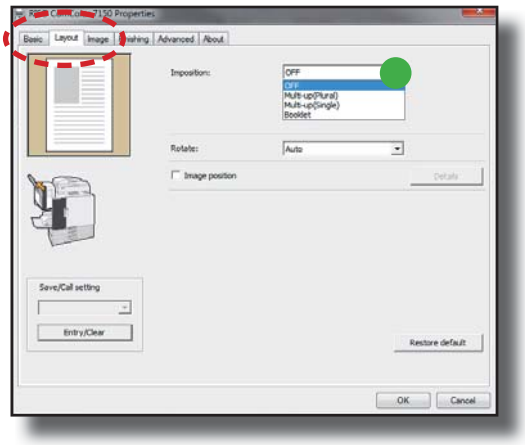
Please note that 3010 models will not have a choice of paper feed trays

2). Select > *Paper size*

to match paper size to be printed

**Please note that if using the optional finishing unit to fold and staple an A5 booklet (see step C):

Choose > *Feed Tray 2* for A4

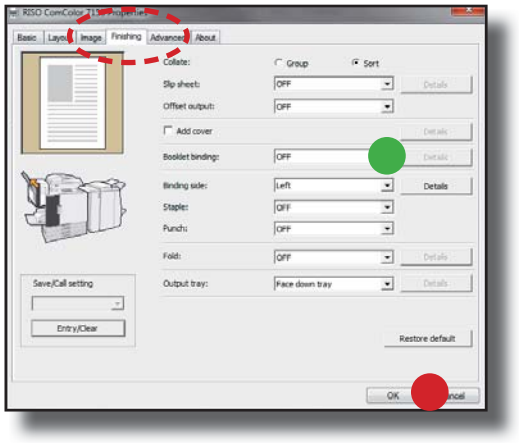


B **Select the "Layout" tab**

1). Select > *Imposition*

From the drop down menu

Choose > *Booklet*



C **The following function will require the optional Multifunctional Finisher unit to be fitted**

Select the "Finishing" tab

1). Select > *Booklet binding*

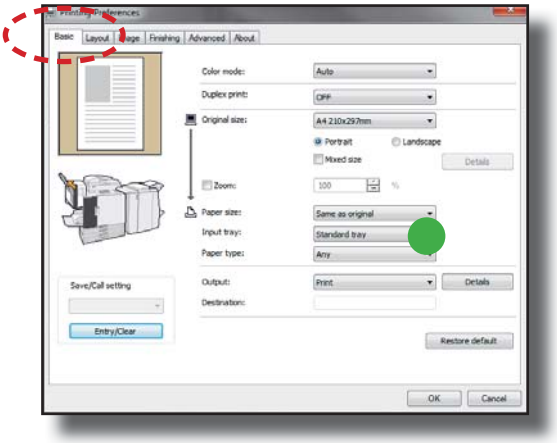
From the drop down menu

Choose > *Fold and Staple*

2). Select > *OK*

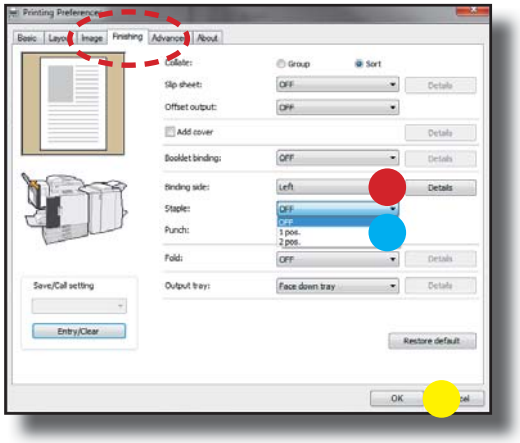
A4 Stapling - Portrait

The following function will require the optional Face Down Offset Stapler or the Multifunctional Finisher unit to be fitted



A **Select The “Main Settings” tab**

1). For A4 select > *Standard Feed Tray*
This is the default setting

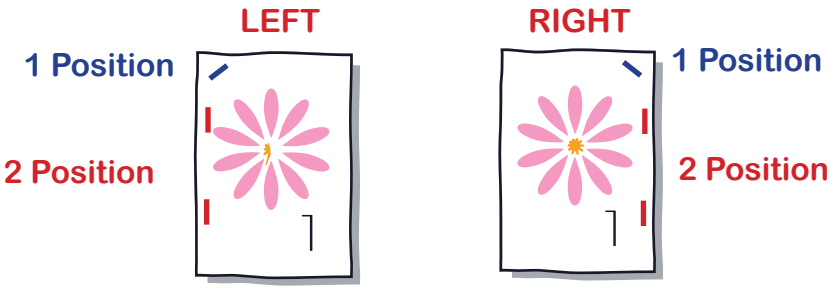


B **Select The “Finisher” tab**

1). Select > *Binding Side*
Choose > *Left or Right*

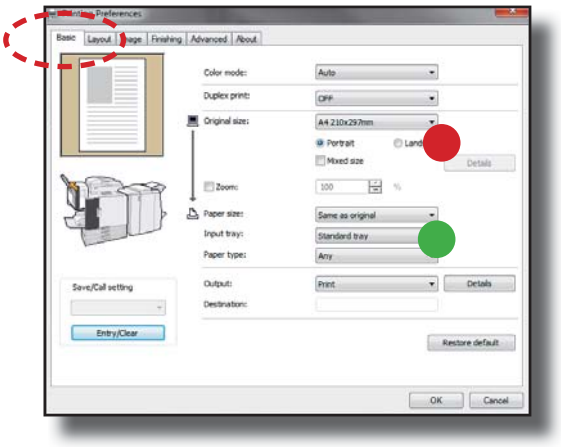
2). Select > Staple
Choose > *1 position*
2 position

3). Select > *OK*



A4 Stapling - Landscape

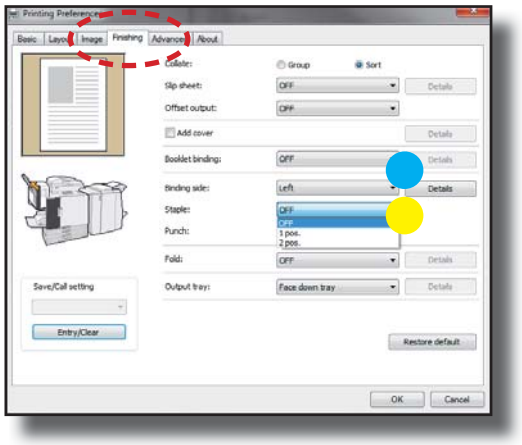
The following function will require the optional Face Down Offset Stapler or the Multifunctional Finisher unit to be fitted



A **Select The “Main Settings” tab**

1). Select > *Standard Feed Tray*
This is the default setting

2). Select > *Landscape*

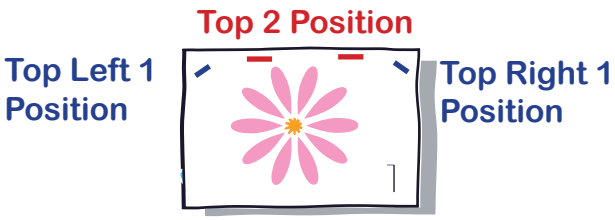


B **Select The “Finisher” tab**

1). Select > *Binding Side*
Choose > Upper

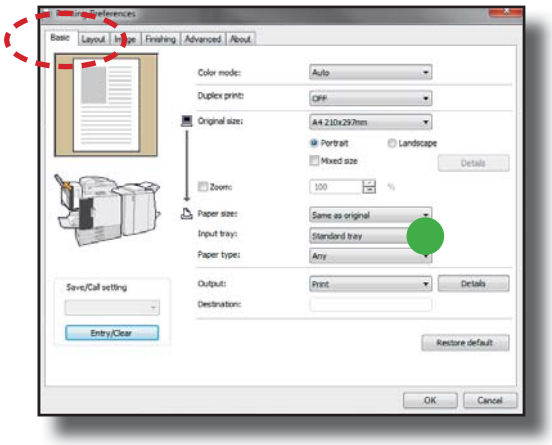
2). Select > Staple
Choose > *1 position*
2 position

3). Select > *OK*



Hole Punching - Left or Right

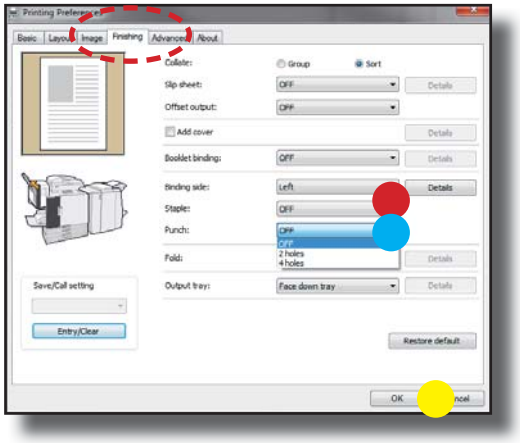
The following function will require the optional Multifunctional Finisher unit to be fitted



A **Select The "Main Settings" tab**

1). For A4 select > *Standard Feed Tray*
This is the default setting

Please note that 3110 models will not have a choice of paper feed trays



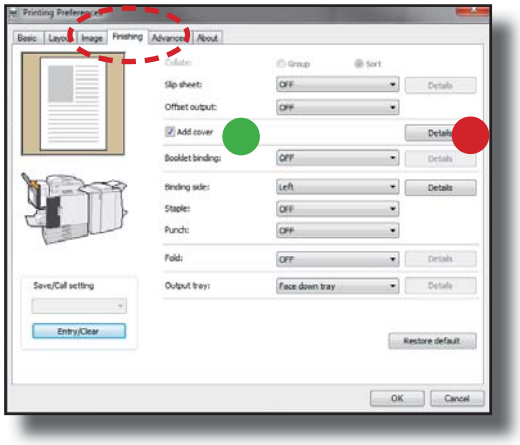
B **Select The "Finisher" tab**

1). Select > *Binding Side*
Choose > *Left or Right*

2). Select > *Punch*
Choose > *2 Hole*
4 Hole

3). Select > *OK*

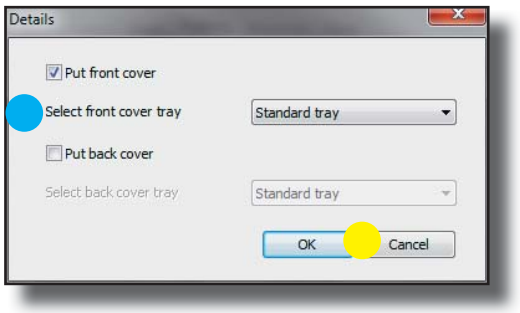
Cover Sheet



A **To apply Cover Sheets select The “Finisher” tab**

1). Tick the box > *Add Cover*

2). Select > *Details*
New window will appear



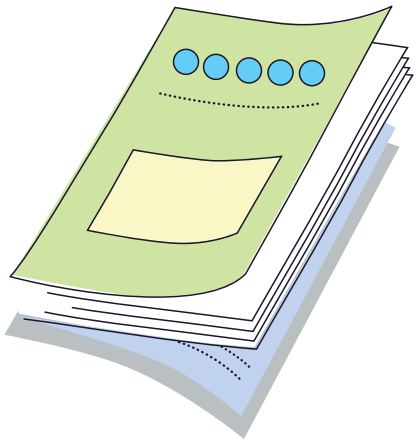
3). Select > *Put Front Cover or Put Back Cover (or both)*

> *Put Front Cover*
Inserts a cover sheet before the first page or outside cover when booklet making.

> *Put Back Covers*
Inserts a cover sheet after the last page

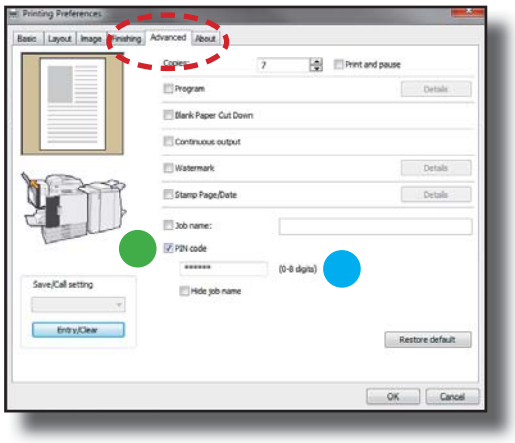
4). Specify the feed trays loaded with the paper to be used for the covers

5). Select > *OK* and print



Secure Printing with Pin Codes

This function may not be necessary if print jobs are already protected by Usernames / Paswords or the IC Card Control system

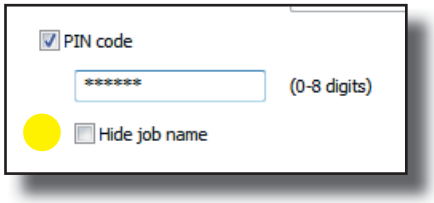


A **Once you have chosen the required settings for your print job:**

1). Select the **"Advanced"** tab.

2). Select > *Pin Code*

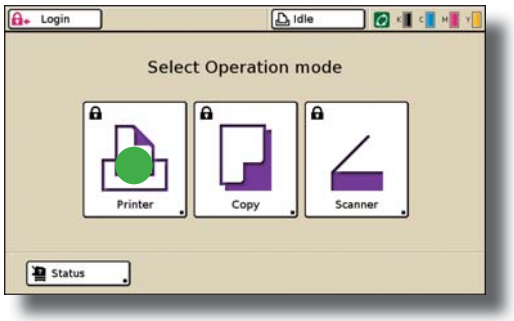
3). Enter > *1 - 8 digit pin code*



If required the print job name can be hidden from other users:

1). Select > *Hide Job Name*

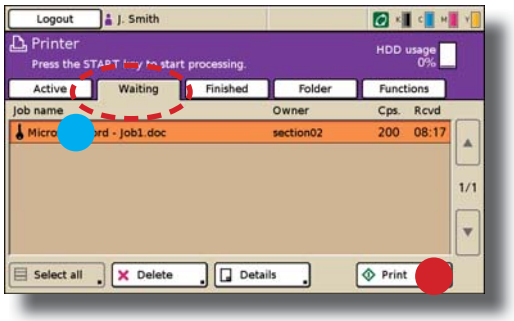
Secure Printing - Printing Out



Using the Comcolor Operational Panel

A **Select “Printer”**

Login if necessary

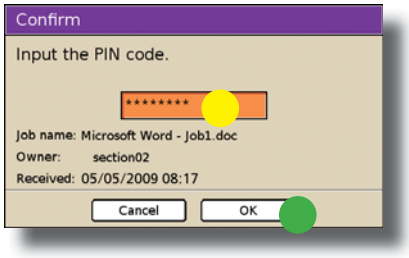


B **Select “Waiting” tab:**

1). Jobs printed with Pin Code security will be visible in waiting queue with icon.

2). Touch and highlight job to be printed.

3). Select > Print



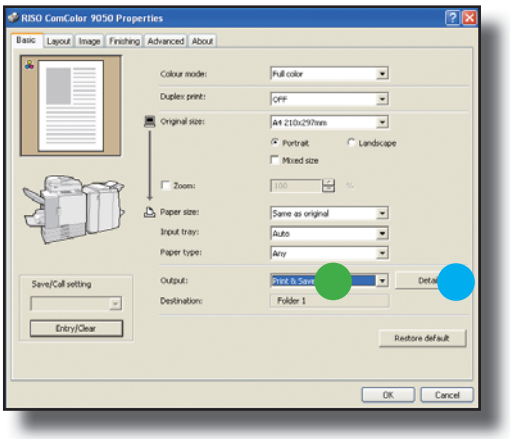
B **Security window will now open and request pin code to be entered:**

5). Enter code.

6). Select > OK

Saving Jobs to Storage

In order to save jobs in storage the necessary folders have to be setup on the machine and your printer drivers configured - if in doubt speak to your Comcolor administrator

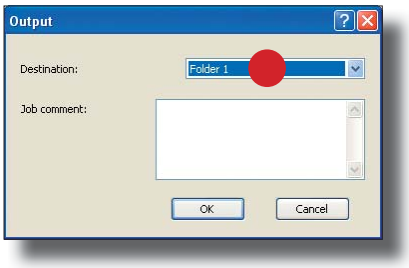


A **Once you have chosen the required print settings for your print job:**

1). Select the “Basic” tab.

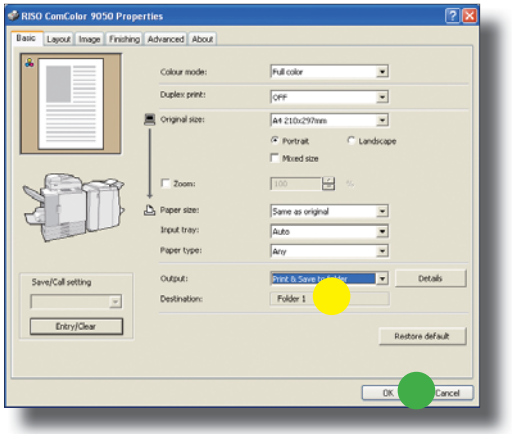
2). Using the drop down > *Output*
Select > *Save to Folder*
or > *Print and Save to Folder*

3). To select a particular folder destination select > *Details*



B **If you wish to store your job in a particular folder:**

1). A new window will appear and select > *Desination*
Using the drop down select a folder to store your job



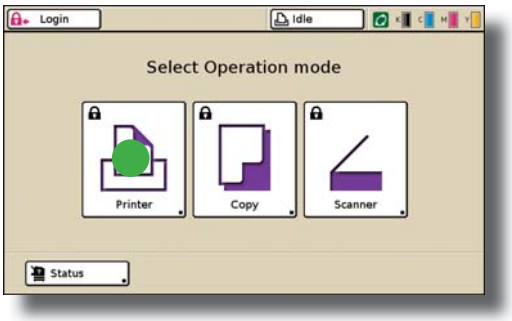
C

1). Destination Folder will be confirmed

2). Select > OK

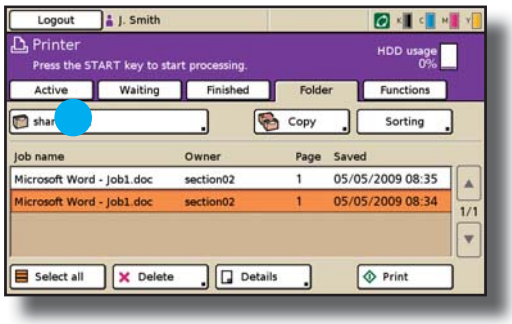
Printing Out Jobs from Storage

In order to access jobs in storage the necessary folders have to be setup on the machine - if in doubt speak to your Comcolor administrator



Using the Comcolor Operational Panel

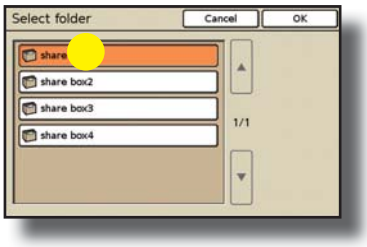
A **Select "Printer" on the Touch Screen**



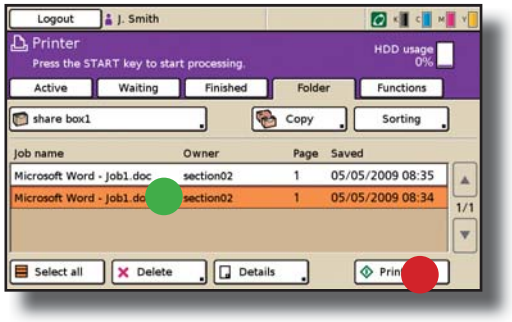
B **Select "Folders" Tab:**

1). On the screen press the button to select a folder

2). The > *Select Folder* screen will appear.



3). Select Folder required and select > *OK*



C

1). Jobs stored in chosen folder will now appear.

2). Highlight job to be printed

3). Select > *Print*

Notes

Notes