Riso Comcolor X1 Series

Getting Started Guide

Using Scanner Mode

Riso (UK) Limited

X1 Series Scanner Mode V.1

Please Note

This publication is intended as a brief introduction to the Scanner Mode functions of the Riso Comcolor X1 Series printer.

In order to use many of the features shown mail destinations and data directories will need to have been previously configured - if in doubt refer to your Comcolor X1 Series administrator

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

RISO (UK) Limited

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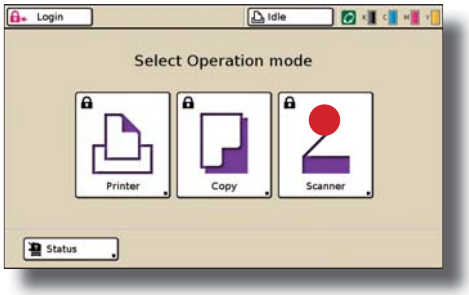
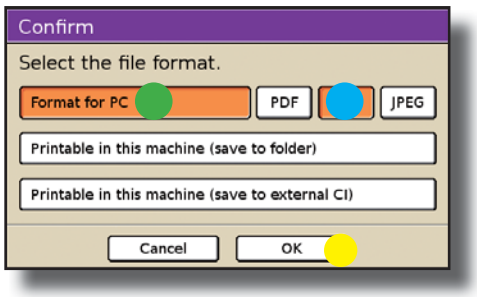
Scanning Images to Email



A **Load the originals in the ADF or on the glass platen of the Comcolor scanner:**

1) On the Operational Panel select > *Scanner*
Login may be required

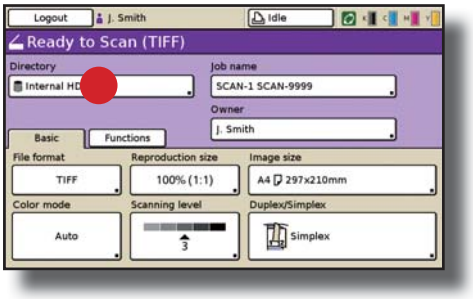


B **[Confirm] panel will appear:**

1). For email select > *Format for PC*

2). Select file format required:
> *PDF*
> *TIFF*
> *JPEG*

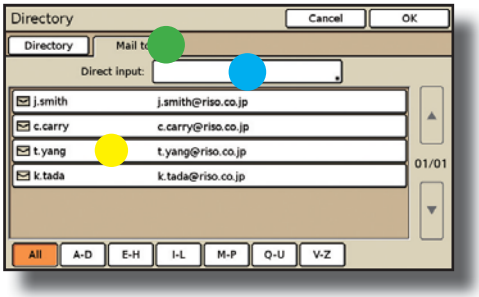
3). Select > OK



C **The [Scanner Mode] panel will now appear:**

1). Select > *Directory*

At this stage various adjustment can be made to the file (including naming the file) prior to scanning - please see user guides for full details



D **The [Directory] panel will now appear:**

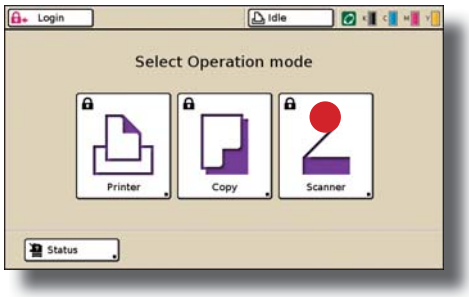
1). Select > *Mail to*

2). Enter email address of recipient

or choose recipient from address book (if entered)

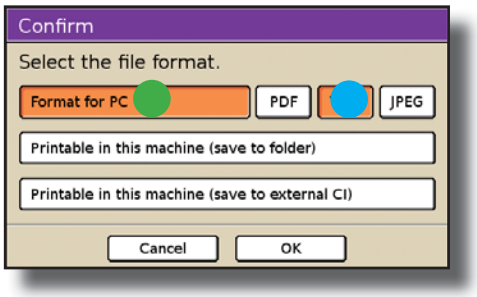
3). Press > OK

Scanning Jobs to a Computer



A **Load the originals in the ADF or on the glass platen of the Comcolor scanner:**

1) On the Operational Panel select > *Scanner*
Login may be required

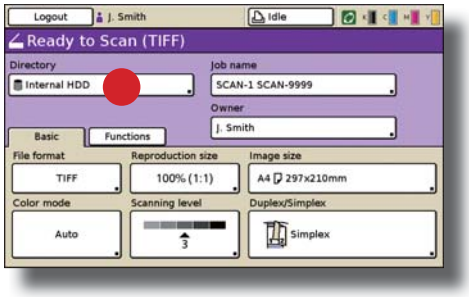


B **[Confirm] panel will appear:**

1). For email select > *Format for PC*

2). Select file format required:
> *PDF*
> *TIFF*
> *JPEG*

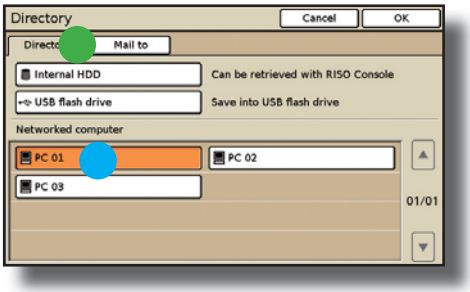
3). Select > OK



C **The [Scanner Mode] panel will now appear:**

1). Select > *Directory*

At this stage various adjustment can be made to the file (including naming the file) prior to scanning - please see user guides for full details



D **The [Directory] panel will now appear:**

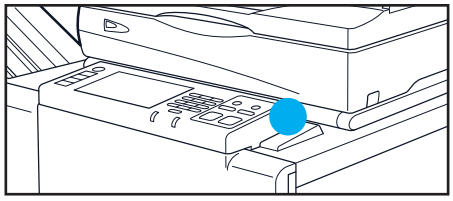
1). Select > *Directory*

2). Enter destination PC from list

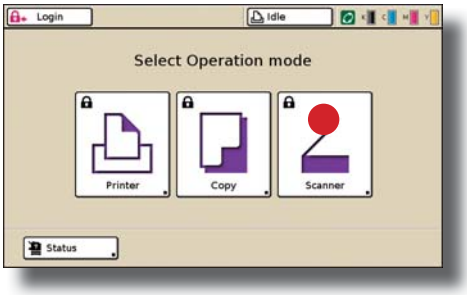
Destination PC names will have previously been configured - if in doubt refer to your Comcolor administrator

3). Press > OK

Scanning Images to a USB Flash Drive

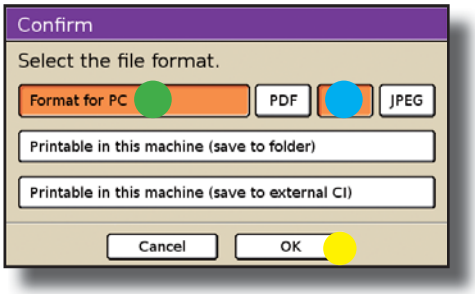


A **Place a USB Flash Drive in the USB port on the right hand side of the Operational Panel**



B **Load the originals in the ADF or on the glass platen of the Comcolor scanner:**

1) On the Operational Panel select > *Scanner*

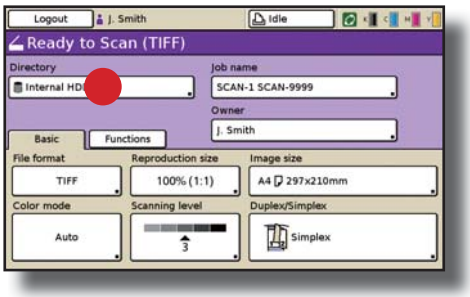


C **[Confirm] panel will appear:**

1). For email select > *Format for PC*

2). Select file format required:
> PDF / TIFF / JPEG

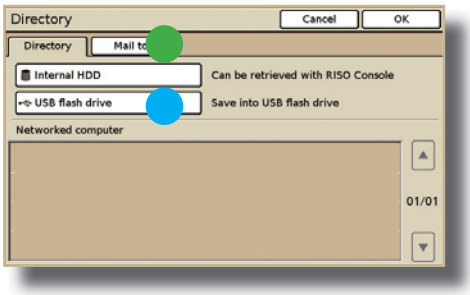
3). Select > OK



D **The [Scanner Mode] panel will now appear:**

1). Select > *Directory*

At this stage various adjustment can be made to the file (including naming the file) prior to scanning - please see user guides for full details



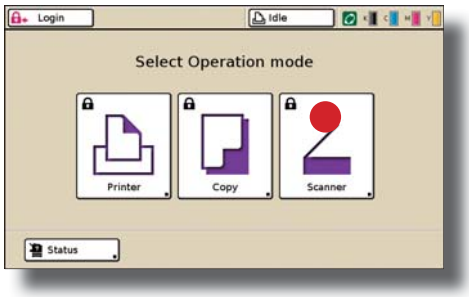
E **The [Directory] panel will now appear:**

1). Select > Directory

2). Select > Scan to USB Flash Drive

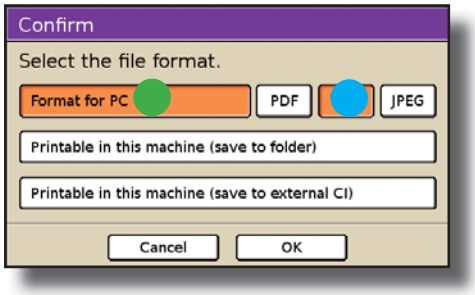
3). Press > OK

Scanning Jobs to Internal Hard Disk



A **Load the originals in the ADF or on the glass platen of the Comcolor scanner:**

1) On the Operational Panel select > *Scanner*
Login may be required

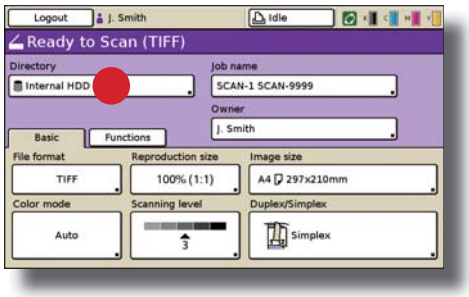


B **[Confirm] panel will appear:**

1). For email select > *Format for PC*

2). Select file format required:
> PDF / TIFF / JPEG

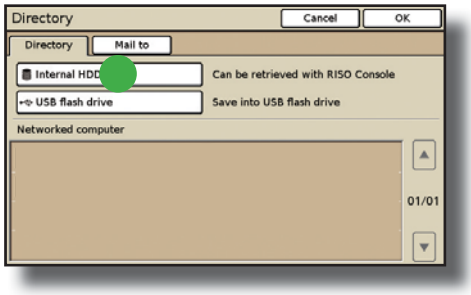
3). Select > OK



C **The [Scanner Mode] panel will now appear:**

1). Select > *Directory*

At this stage various adjustment can be made to the file (including naming the file) prior to scanning - please see user guides for full details



D **The [Directory] panel will now appear:**

1). Select > *Internal HDD*

2). Press > OK

For instructions on how to access jobs stored on the Internal Hard Disk from a computer please refer to the Comcolor X1 Series user guides.

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