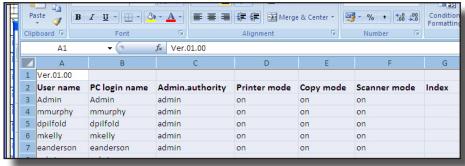# Using the RISO CSV file to enter User Names
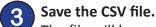
For RISO ComColor X1, FW and GD Series

When entering or administrating a large number of users for the RISO Comcolor X1, FW or GD Series it is recommended that the CSV file format is utilised: This makes the initial setup and ongoing administration quick and simple to perform.

1 **Locate and download CSV file to your PC)**

2 **Open the CSV file and enter user information (Up to 300 users for X1, 1000 users for FW and GD)**
Example showing a section of a typical completed file illustrated below

FIELD	ITEM NAME	ITEM SETTING	Notes
A	User name	1 to 10 Alphanumeric Characters	
B	PC login name	0 to 63 Alphanumeric Characters	
C	Authorization	"admin" for administrator(s) / "user" for general users	
D	Printer mode	"on" to Permit / "off" to Prohibit	
E	Copy mode	"on" to Permit / "off" to Prohibit	
F	Scanner mode	"on" to Permit / "off" to Prohibit	

FIELD	ITEM NAME	For X1 Series	For FW and GD Series
G	Index	"1" for 0-9 / "2" for a-e / "3" for f-j	1:ABC 2:DEF 3:GHI 4:JKL 5:MN 6:OP
		"4" for k-o / "5" for p-t / "6" for u-z	7:QR 8:STU 9:VW 10:XYZ 11:.~/ 12:0-9

FIELD	ITEM NAME	ITEM SETTING	Notes
H	IC card	Serial number of IC Card	*Info. will be entered when IC Card is registered*
I	Temporary Password	1 to 16 Alphanumeric Characters	
J	Group1		*Groups must be configured in advance*
K	Group2		*Groups must be configured in advance*
L	Group3		*Groups must be configured in advance*
M	Full color print	"on" to Permit / "off" to Prohibit	*Permits or prohibits colour output in "Printer Mode"*
N	Full color print limitation	"on" to Restrict / "off" No Restriction	
O	Small size full color print limit	1 to 99999	*A4 or smaller*
P	Large size full color print limit	1 to 99999	*Larger than A4 (Double click)*
Q	Mono print limitation	"on" to Restrict / "off" No Restriction	
R	Small size mono limit	1 to 99999	*A4 or smaller*
S	Large size mono print limit	1 to 99999	*Larger than A4 (Double click)*
T	Full color copy	"on" to Permit / "off" to Prohibit	*Permits or prohibits colour output in "Copy Mode"*
U	Full color copy limitation	"on" to Restrict / "off" No Restriction	
V	Small size full color copy limit	1 to 99999	*A4 or smaller*
W	Large size full color copy limit	1 to 99999	*Larger than A4 (Double click)*
X	Mono copy limitation	"on" to Restrict / "off" No Restriction	
Y	Small size mono copy limit	1 to 99999	*A4 or smaller*

The fields "A to F" and "I" (highlighted in red) are the minimum requirement for each user

3 **Save the CSV file.**
The file will be required at time of machine installation.

RISO UK Ltd