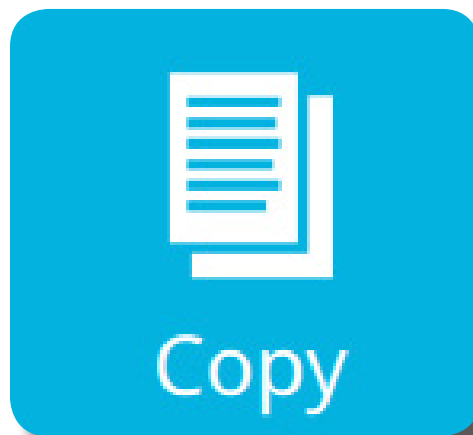


RISO ComColor

New FT Series

Getting Started Guide



Making Copies

Contents

- 2] A4 / A3 Producing a Copy
- 3] Enlarging A4 to A3
- 4] Reducing A3 to A4
- 5] Producing Double Sided (Duplex) Copies
- 6] Image Repeat
- 7] Combine
- 8] Stapling (*Optional Finisher Unit required*)
- 9] Other Useful Functions
- 10] Operational Panel Layout

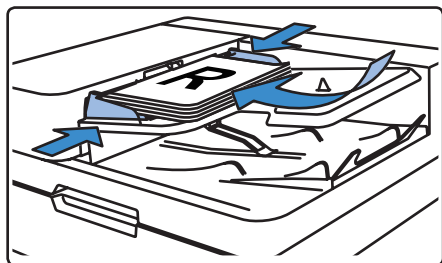
Please Note

This publication is intended as a brief introduction to the basic Copy Mode functions of the RISO ComColor FT Series printer.

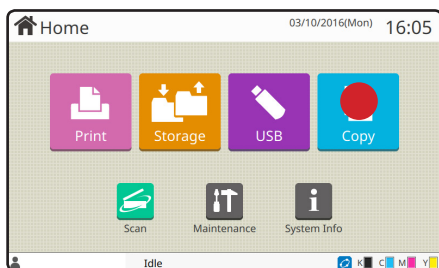
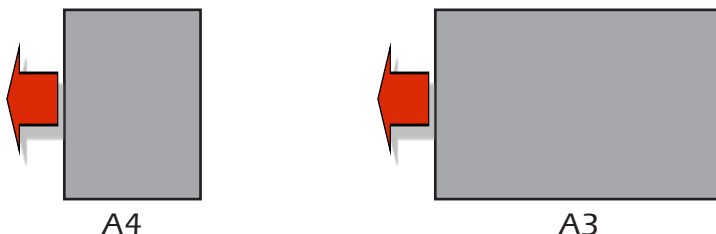
For full instructions please refer to the user guides supplied with the machine.

A4 / A3 Producing a Copy

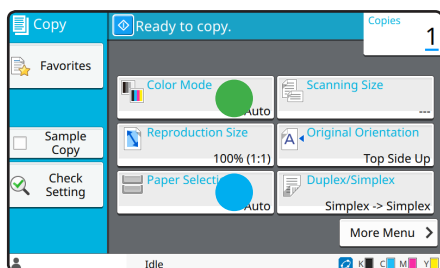
Note: The RISO FT5000 can not print a full A3 size as it has a maximum print width of 210mm.



A Load the original(s) in the ADF of the FT Series scanner in the following orientation:



B Select “Copy” Mode ●
Please note login may be required.



C The “Copy Mode” panel will now appear:

- 1). ● The “Color Mode” should be set to “Auto”
This can be changed to “Black” if you want to convert colour documents to black and white
- 2). ● “Feed Tray” should be set to “Auto”
In this setting the output paper size will be matched to your original size.

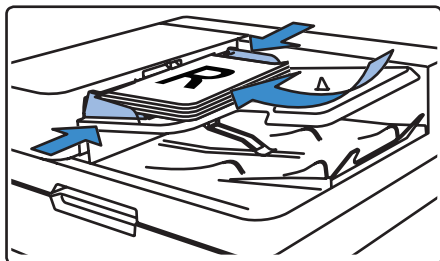


D ● Select number of copies required.

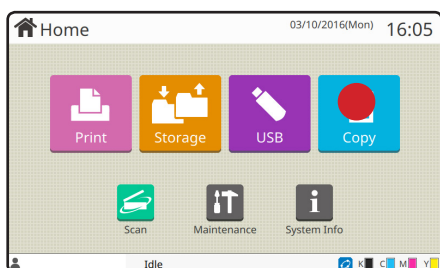
- 1). ● Press blue “Start” button
- 2). ● Press red “Pause” button to pause job if required

Enlarging A4 to A3

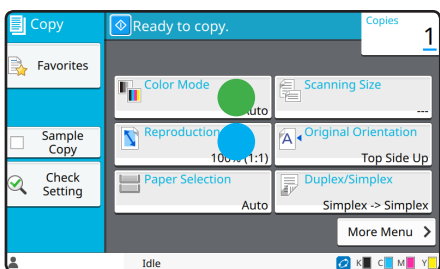
Note: The RISO FT5000 can not print a full A3 size as it has a maximum print width of 210mm.



A Load the A4 original(s) in the ADF of the FT Series scanner:



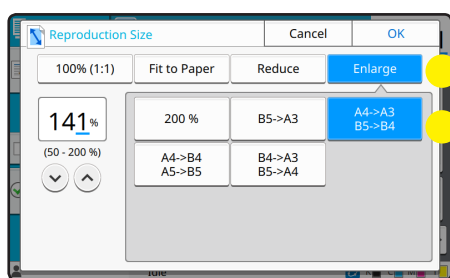
B Select "Copy" Mode ●
Please note login may be required.



C The "Copy Mode" panel will now appear:

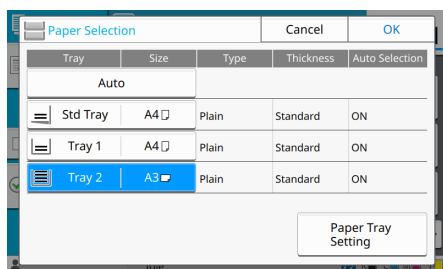
1). ● The "Color Mode" should be set to "Auto"
This can be changed to "Black" if you want to convert colour documents to black and white

2). ● Select "Reproduction Size"



3). ● Choose: "Enlarge"
141% A4 -> A3

4). Select OK

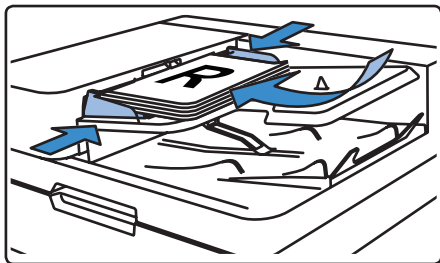


D In the Copy Mode panel select "Paper Selection"

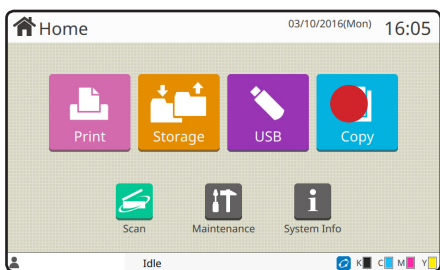
1). Ensure you select the feed tray containing the A3 paper

2). Select OK and choose your number of copies and press Start

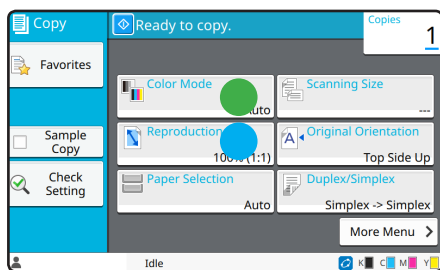
Reducing A3 to A4



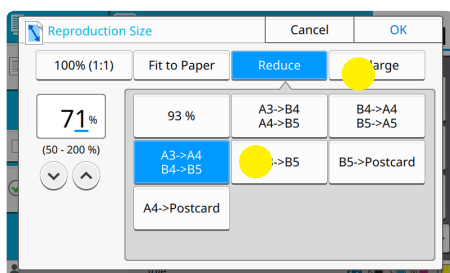
- A** Load the A3 original(s) in the ADF of the FT Series scanner in the following orientation:



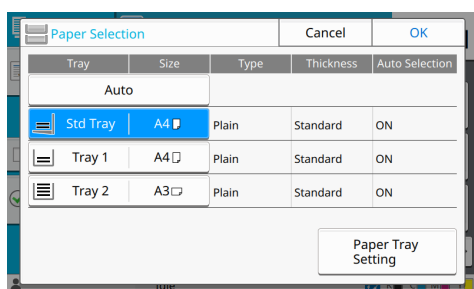
- B** Select "Copy" Mode ●
Please note login may be required.



- C** The "Copy Mode" panel will now appear:
- The "Color Mode" should be set to "Auto"
This can be changed to "Black" if you want to convert colour documents to black and white
 - Select "Reproduction Size"

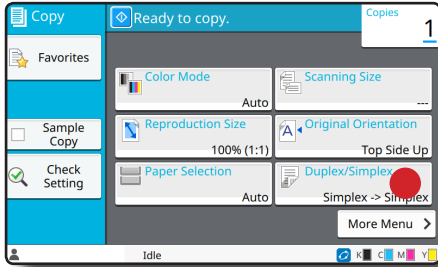


- Choose: "Reduce"
71% A3 -> A4
- Select OK



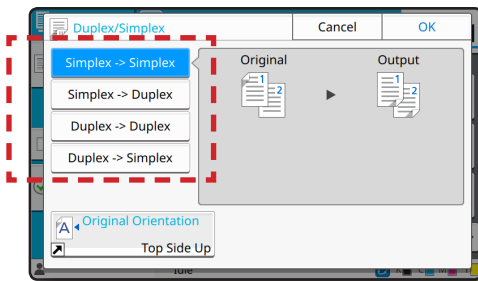
- D** In the Copy Mode panel select "Paper Selection"
- Ensure you select the feed tray containing the A4 paper
 - Select OK and choose your number of copies and press Start

Duplex or Double Sided Copies



A Firstly complete sections A to C as shown on page 2

1) ● Select the “Duplex / Simplex” panel



B The “Duplex / Simplex” panel will appear:

1). Select one of the following options:

Simplex / Simplex

- *Single sided originals to single sided copies*

Simplex / Duplex

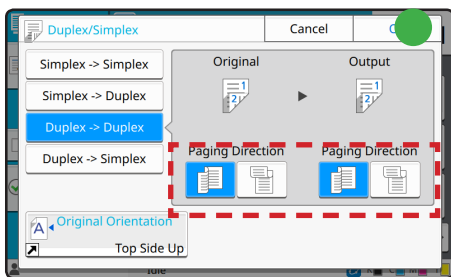
- *Single sided originals to double sided copies*

Duplex / Duplex

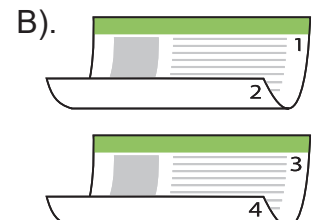
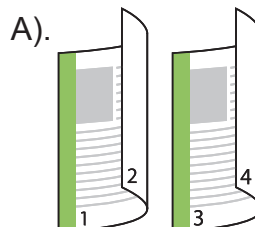
- *Double sided originals to double sided copies*

Duplex / Simplex.

- *Double sided originals to single sided copies*

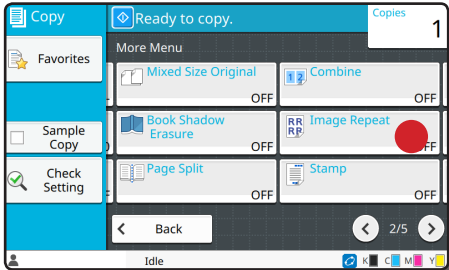


2). For duplex originals and/or copies specify how the pages are turned in “Paging Direction”



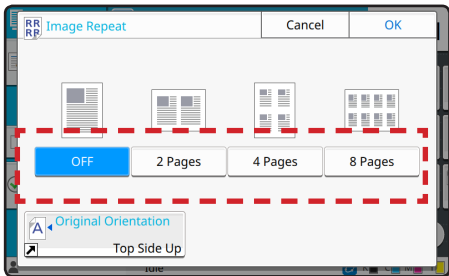
3). ● Select OK and choose your number of copies and press Start

Image Repeat (Same Image Multi-up)



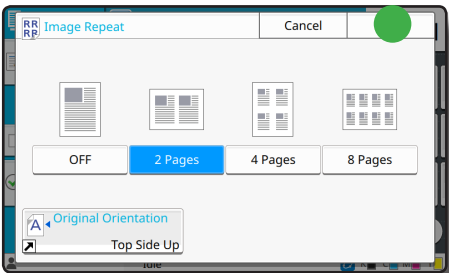
A Firstly complete sections A to C as shown on page 2

1) ● Select “Image Repeat” Tab



B 2). Specify how many of the same images to be placed on one sheet:

Select 2, 4, or 8 images per sheet



3). ● Select OK and choose your number of copies and press Start

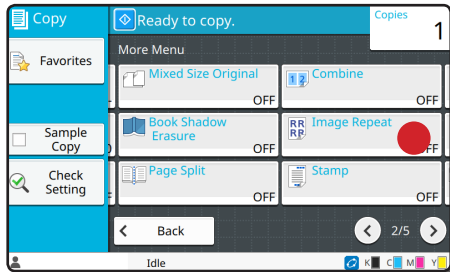
Image Repeat



Original data



Combine (Different Image Multi-up)



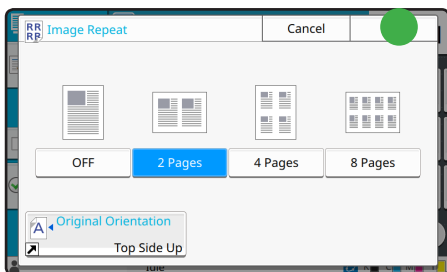
A Firstly complete sections A to C as shown on page 2

1) ● Select “Image Repeat” Tab

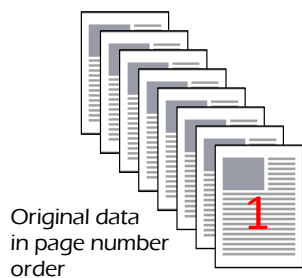


B 2). Specify how many of the same images to be placed on one sheet:

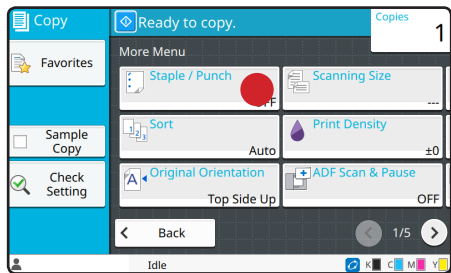
Select 2, 4, or 8 images per sheet



3). ● Select OK and choose your number of copies and press Start

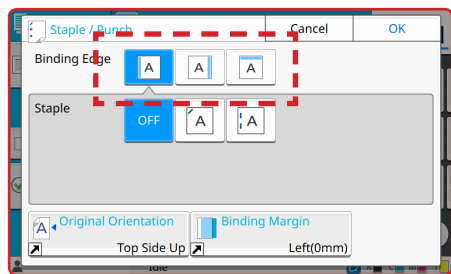


Stapling (Optional finishing unit required)



A Firstly complete sections A to C as shown on page 2

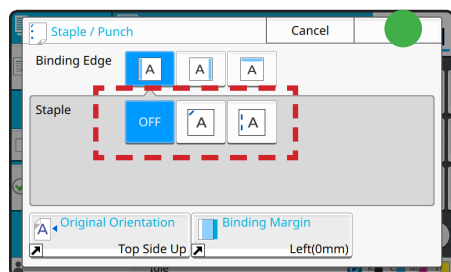
1) ● Select “Staple / Punch”



B In the “Staple / Punch” section:

2). With “Binding Edge” select side of sheet(s) to be stapled.

Choose **Left, Right or Upper**

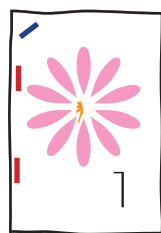


3). In “Staple” select stapling option: Choose 1 Position (Corner) or 2 Position” (Side)

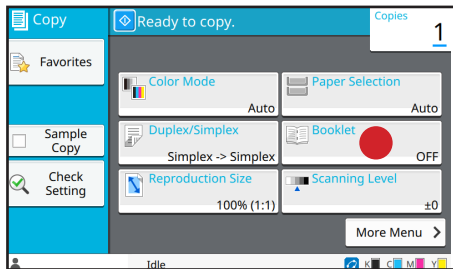
4). ● Select OK and choose your number of copies and press Start

1 Position

2 Position

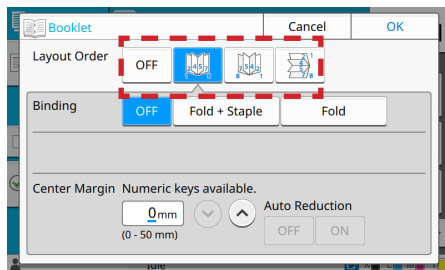


Booklet (Optional finishing unit required)



A Firstly complete sections A to C as shown on page 2

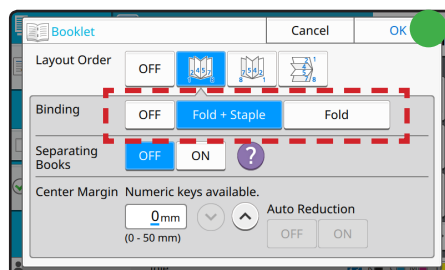
1) ● Select “Booklet”



B In the “Booklet” section:

2). With “Layout Order” select required page number direction / Orientation

See “Layout Order” diagram below



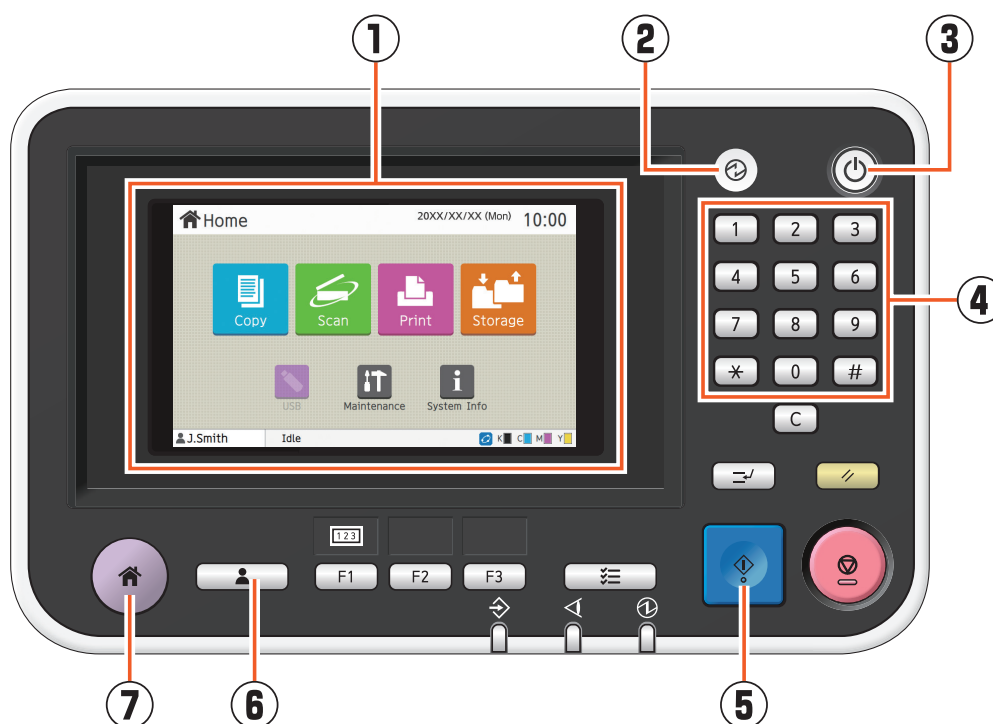
3). In “Binding” select required option: Choose “Off”, “Fold and Staple” or “Fold”

4). ● Select OK and choose your number of copies and press Start



LAYOUT ORDER

Operation Panel



1 Touch panel

Use to perform operations or configure settings.

2 Wake Up key

This key lights up when this machine is in power saving mode.

Pressing this key when it is lit makes the machine ready for operation.

Pressing this key when it is not lit puts the machine into sleep state.

3 Power key

When pressed, the power turns on and the key lights up.

To turn off the power, press and hold the key.

4 Numeric keys

Use these keys to enter numbers.

5 Start key

Press this key to start an operation.

6 Login / Logout key

Press this key to log in or log out.

7 Home key

Press this key to return to the [Home] screen (initial screen) from the screen for each function.



RISO UK Ltd