

# Using the RISO CSV file to set up User Names

For RISO ComColor FW, FT, GD and GL Series

When entering or administrating a large number of users for a RISO ComColor 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 1000 users)  
Example showing a section of a typical completed file illustrated below

	A	B	C	D	E	F	G	H	I
1	Ver.03.01.02								
2	User name	PC login name	Authorization	Printer mode	Copy mode	Scanner mode	Index	IC card	Temporary Password
3	Admin	Admin	admin	on	on	on		1	
4	james p	jpurton	admin	on	on	on		4	
5	frank	flampard	user	on	on	on		4	
6	charles	cchaplin	user	on	on	on		2	
7	captain	dcachao	user	on	on	on		1	
8	william	bgates	user	on	on	on		1	
9	ronald	rmcdonald	user	on	on	on		2	

FIELD	ITEM NAME	ITEM SETTING	Notes
A	User name	1 to 64 Alphanumeric Characters	
B	PC login name	0 to 64 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	
G	Index	"1" ABC "2" for DEF "3" for GHI "4" for JKL "5" for MN "6" for OP "7" for QR "8" for STU "9" for VW "10" for WXY	
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	Temporary Password not required for existing users
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
Z	Large size mono copy limit	1 to 99999	Larger than A4 (Double click)

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 the time of machine installation.