Riso Comcolor X1 Series

Getting Started Guide

Setting up and Analysing the User Account Record

Riso (UK) Limited

X1 Series Account Record V.1
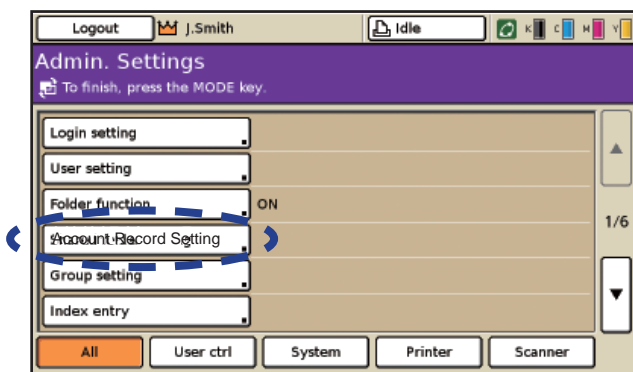
Configuring the Account Record setting - Using the Operational Panel

The account record is the history of jobs executed by this machine. This records the completion status of the print, copy, or scan job, and the owner name, processing time, pages, copies, and job start (date and time)

1 **A]. Login as Administrator**
B]. Select [Admin mode]
C]. Select [Setting]

2 **Select [Account Record Setting]**

3 **Panel will appear and offer the following options:**

Manual / Auto Delete
Specify whether to automatically delete or clear the account record at a fixed period set here.

Set Value:
Manual delete,
Auto delete - by hour(s)
by day(s)

Save to History File
Saves the account record at a fixed interval and saved to the machine at the period set here.
The saved history file can be recalled using [Account Record List] > [History]
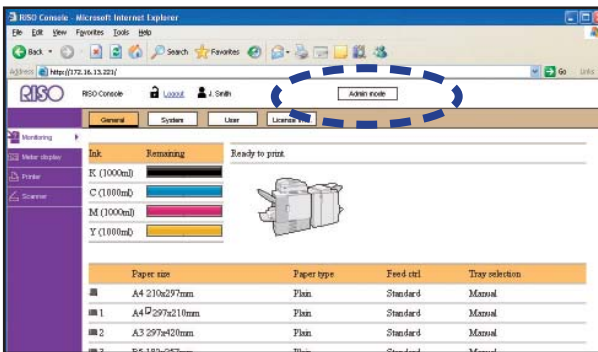
Set Value:
OFF
Daily or Monthly

Configuring the Account Record setting - Using a Web Browser

The account record is the history of jobs executed by this machine. This records the completion status of the print, copy, or scan job, and the owner name, processing time, pages, copies, and job start (date and time)
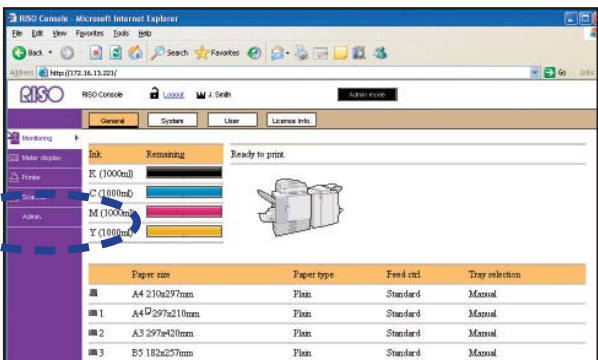
1 **Using your PC Web Browser enter the IP address of the Comcolor machine and press the [Enter] key**

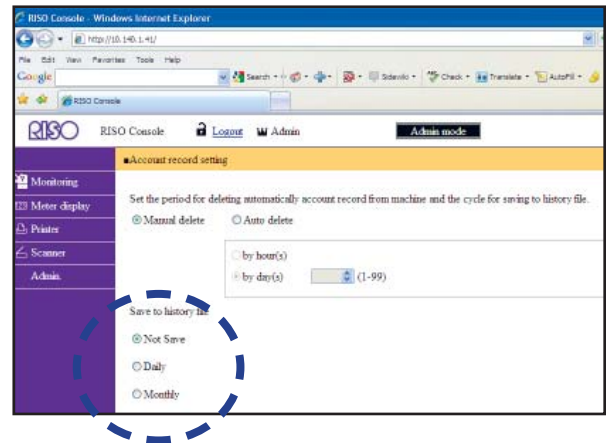**Select [Login] and login as the administrator using the appropriate password**

2 **Click [Admin mode]**

3 **Click [Admin] and then [Account Record Setting]**

4 **Configure the Settings**

[Set the Period for Deleting]
Specify whether to automatically clear the account record at a fixed period.
Automatically clears it at a set save period.
Set Value:
> Manual delete,
> Auto delete - by hour(s), by day(s)

[Save to History File]
Saves the account record at a fixed interval. The history file is saved to the machine at the period set here.
The saved history file can be recalled using **[Account Record List] > [History]**
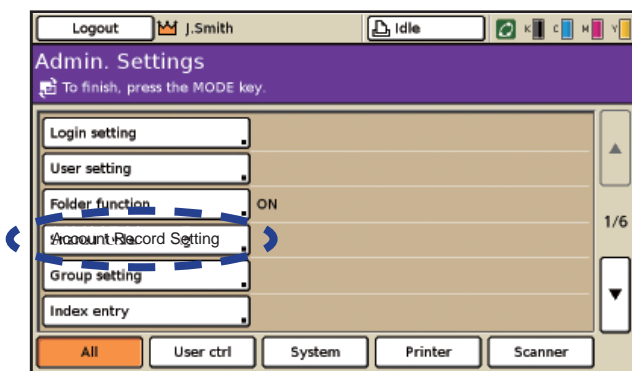Set Value:
> OFF
> Daily or Monthly

Accessing the Account Record History - Using the Operational Panel
The Account Record Setting (see previous pages) will need to be configured prior to using this function

1 **A]. Login as Administrator**
B]. Select [Admin mode]
C]. Select [Setting]

2 **Select [Account Record History]**

3 **Panel will appear and display all the saved history files.**
Options are:
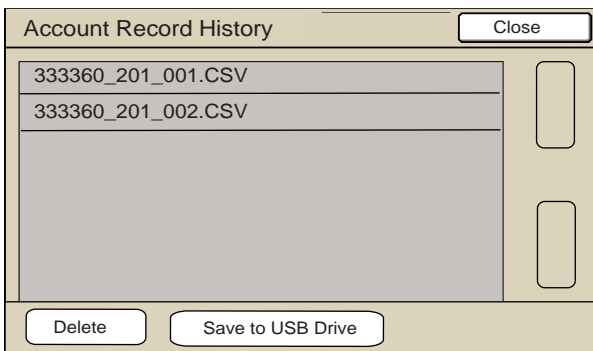
[Delete]
Maually delete highlighted histories

[Save to USB Drive]
Saved the highlighted file in CSV format to a USB Flash Drive

Account Record List - Using a Web Browser
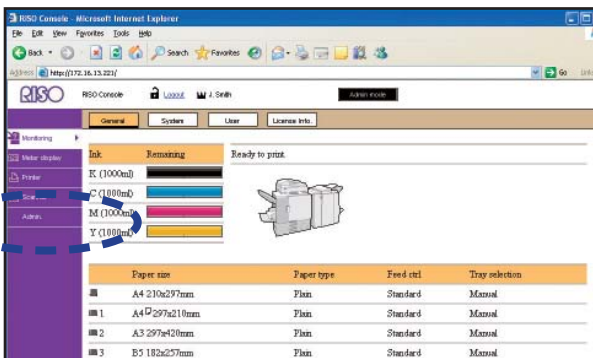The Account Record Setting will need to be configured prior to using this function

1 Using your PC Web Browser enter the IP address of the Comcolor machine and press the [Enter] key

Select [Login] and login as the administrator using the appropriate password
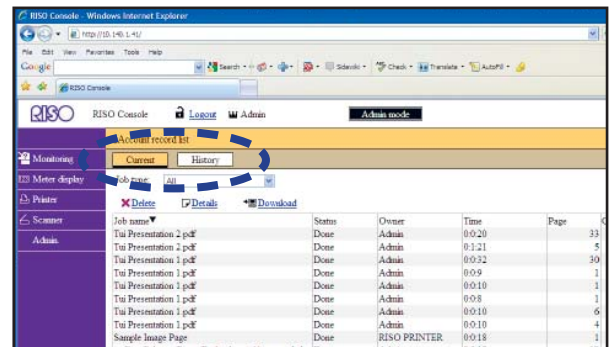
2 Click [Admin mode]
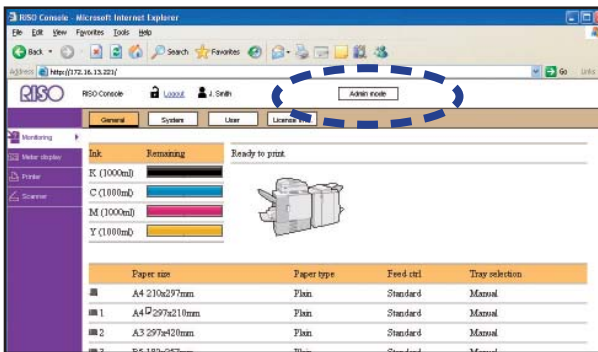
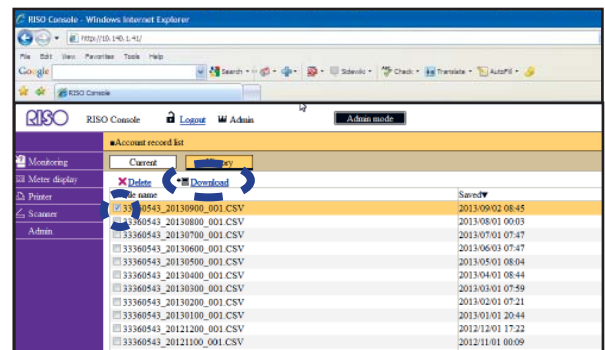**3** Click [Admin] and then [Account Record List]

4 Under [Account Record List] you have the choice of viewing:
   [Current] the last 10,000 jobs

   [History] saved histories
   (see page 19/20)

5 To download any of the saved histories:
Click box next to required histories which will then be hightlighted.

Click on **[Download]** and save file.

Analysing the Account Record

As outlined on the previous pages the account record history detailing individual usage can be automatically saved daily or monthly.

This data is saved in a format that allows the administrator to download this into software such as Mircosoft Excel and apply their own particular formula for cost allocation or cross charging etc.
All questions on the use of Microsoft Excel should be directed to your IT Manager

A simple alternative is to utilise the counter program found on the Riso UK wesite. This is designed to achieve a basic summary of user names and their total copy count over the period.

These pages outline how to download and use the Riso Counter Analysis (internet access required) and describes the results achived.

1   **Go to *www.riso.co.uk***
Click on **[Support]** and then from the menu select **[Counter Analysis]**
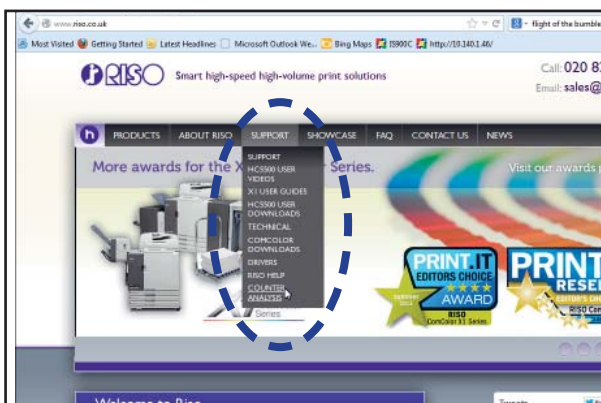
2   **Save the [Comcolor Series Counter Analysis Tool] to your PC.**
(Do not use HC5500 version)
This will download as a Zip file which will need to be extracted before use

3   **Place downloaded content in a new folder on your PC.**
Click on the Riso icon to start analysis tool
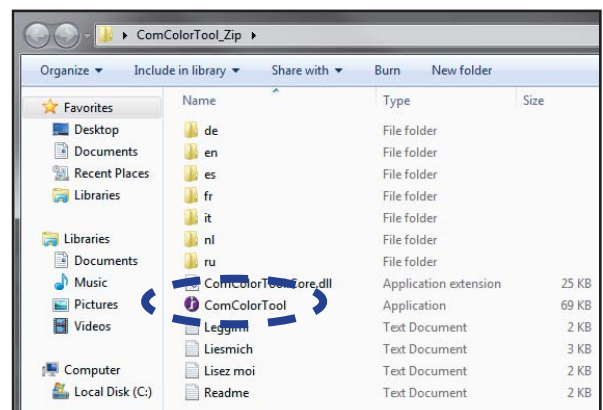
4   **To analyise an Account Record select [Open a Comcolor File] and browse to required file and select [Open]**

ComColor Tool - RISO

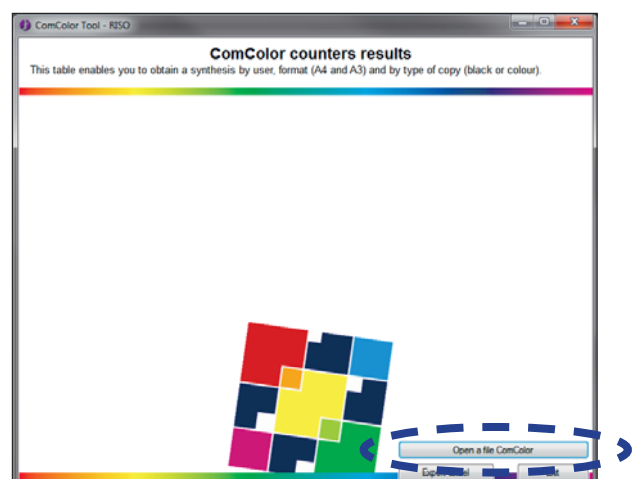### ComColor counters results

This table enables you to obtain a synthesis by user, format (A4 and A3) and by type of copy (black or colour).

From 31/07/2013 to 31/08/2013

Users	Colour < A4	Colour > A4	Total Colour (<A4 + 2*>A4)	Black < A4	Black > A4	Black Total (<A4 + 2*>A4)
Admin	1336	0	1336	3209	1	3211
alarner	314	9	332	0	0	0
aobrien	1964	0	1964	0	0	0
cburgess	96	0	96	0	0	0
cphillips	20	0	20	0	0	0
dcachao	58	4	66	0	0	0
dcallaghan	448	59	566	0	0	0
dmeldrum	80	0	80	0	0	0
dpilfold	56	0	56	0	0	0
dsmithson	1	20	41	0	0	0
ebryant	259	0	259	0	0	0
gbooth	26	0	26	0	0	0
ghiggins	76	0	76	0	0	0
gneil	33	0	33	0	0	0
hdavis	610	0	610	0	0	0
hjones	431	4	439	0	0	0
igriffin	44	76	196	0	0	0
jdugdale	93	108	309	0	0	0
jscott	936	18	972	0	0	0
jsmith	16	0	16	0	0	0
kahmed	1019	0	1019	0	0	0
m.brooks	160	0	160	0	0	0
mmurphy	111	27	165	20	5	30
mperkins	332	0	332	16	0	16
mtucker	210	0	210	0	0	0
Total	11515	843	13201	3249	6	3261

Open a file ComColor

Export Excel   Exit

---

(5) **Results will appear as above:**

Please note:

Colour < A4 = Colour prints A4 size or smaller
Colour > A4 = Colour prints larger than A4 (A3 for example)
Black < A4 = Black and White prints A4 size or smaller
Black > A4 = Black and White prints larger than A4 (A3 for example)

The above columns will show number of sheets of that actual size printed.

The two columns shown as **[Totals]** will automatically calculate sheets larger than A4 as being two prints to express the totals as A4 equivalents.

After use the window can be closed down using **[Exit]** or a simplified Excel speadsheet version can be created by selecting **[Export Excel]**

RISO

www.riso.co.uk