Riso Comcolor X1 Series

Getting Started Guide

Making Copies

Contents

Please Note
This publication is intended as a brief introduction to the basic Copy Mode functions of the Riso Comcolor X1 Series printer.
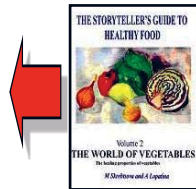
For full instructions please refer to the user guides supplied with the Riso machine.
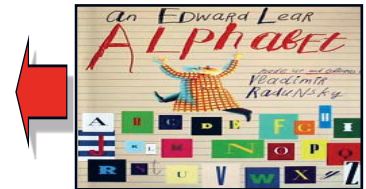
A4 / A3 Producing a Copy

Please note: Comcolor X1 Series model 3110 will not print full A3 size as it has a maximum print width of 210mm. Model 3110 is equipped with a single paper feed tray
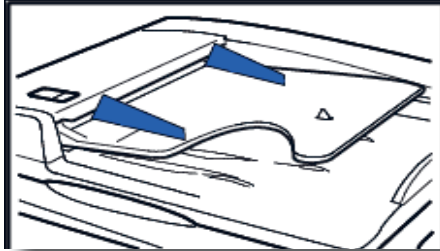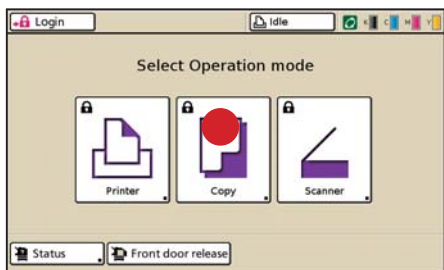
A Load the original(s) in the ADF of the Comcolor scanner in the following orientation:

A4

A3

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 green "Start" button

2). 🔴 Press red "Pause" button to pause job if required

Enlarging A4 to A3

Please note: Comcolor X1 Series model 3110 will not print full A3 size as it has a maximum print width of 210mm. Model 3110 is equipped with a single paper feed tray

A   **Load the A4 original(s) in the ADF of the Comcolor scanner in the following orientation:**
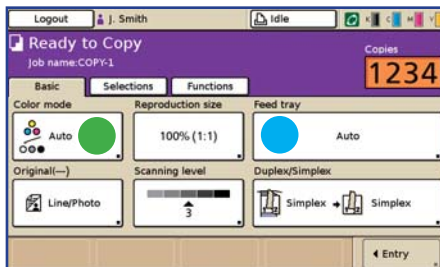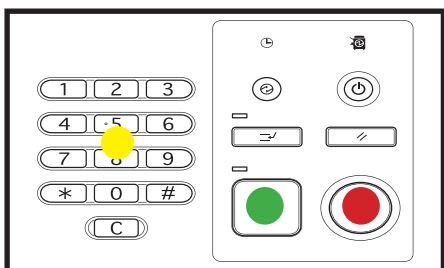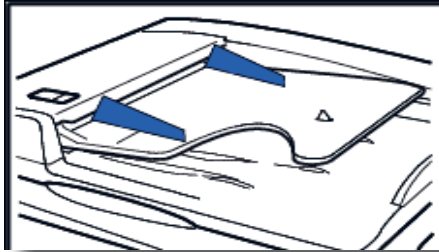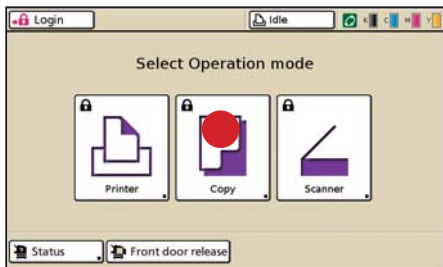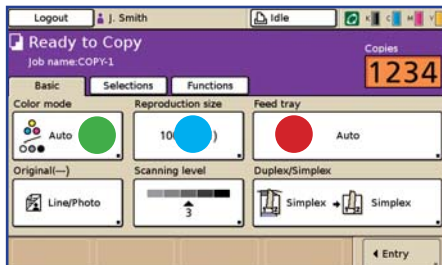

B   **Select "Copy" Mode** 🔴
Please note login may be required.

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). 🔵   Select "Reproduction Size"
      Choose: **141%**   **A4 - > A3**
      Select OK

3). 🔴   Select "Feed Tray"

4). 🟡   Choose the Feed Tray containing A3 size
      (normally Feed Tray 3)
      Select OK

D   **Select number of copies required.**

1). Press green "Start" button

A Load the A3 original(s) in the ADF of the Comcolor scanner in the following orientation:

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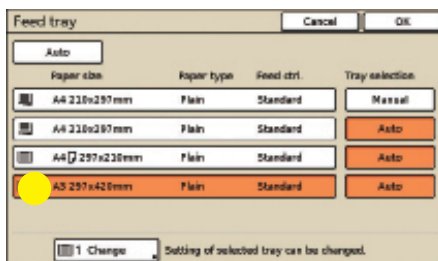Please note login may be required.

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). ● Select "Reproduction Size"
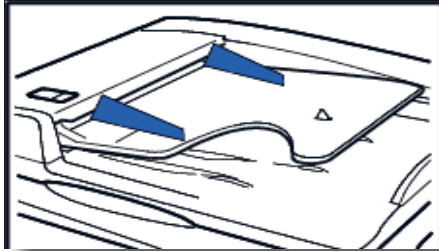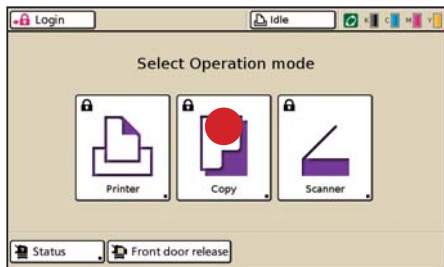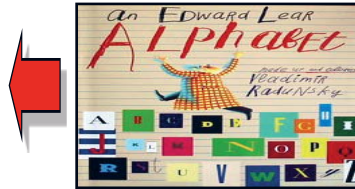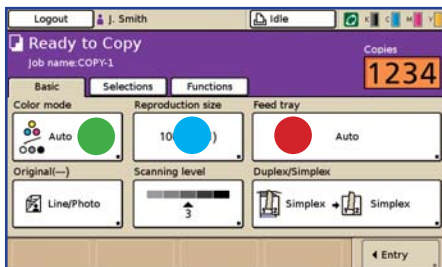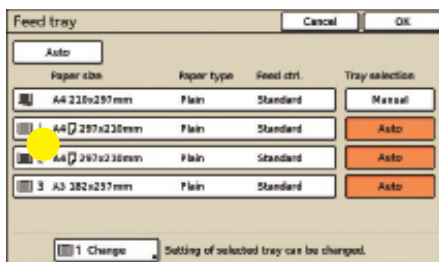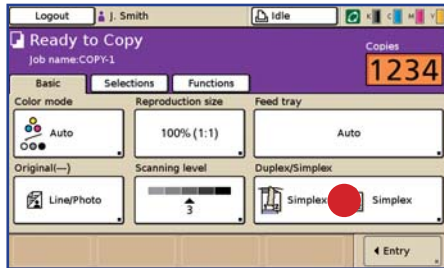Choose: **71%   A3 - > A4**
Select OK

3). ● Select "Feed Tray"

4). ● Choose a Feed Tray containing A4 size
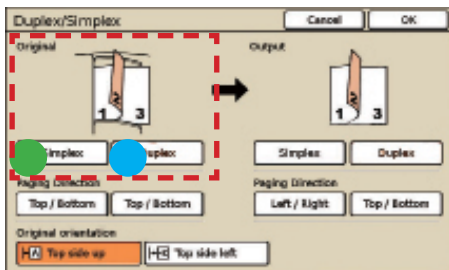
D Select number of copies required.

1). Press green "Start" button

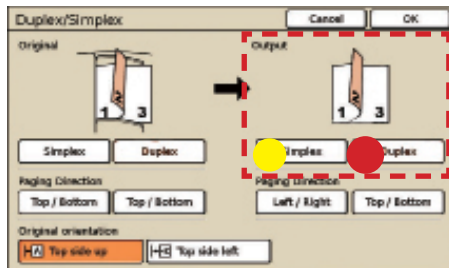**A**   **Firstly complete sections A to C as shown on page 2**

1) 🔴 Select "Duplex / Simplex"

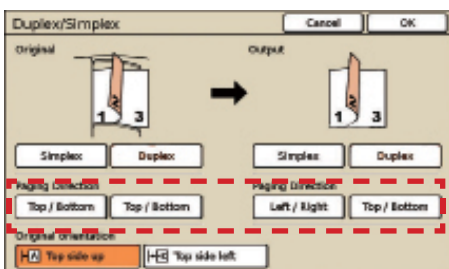**B**   **The "Duplex / Simplex" panel will appear:**

1). In the "Original" section one of the following:

    A). 🟢 "Simplex" if your originals are sigle sided

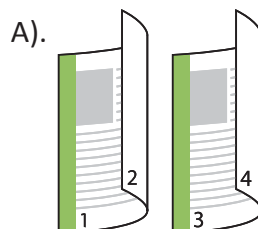   B). 🔵 "Duplex" if your originals are duble sided.
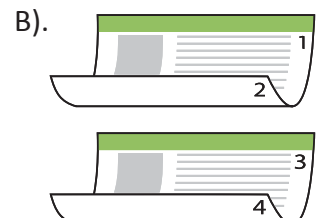
2). In the "Output" section one of the following:

    A). 🟡 "Simplex" if you require sigle sided copies

    B). 🔴 "Duplex" if you require double sided copies.

3). For duplex originals and/or copies specify how pages are turned in "Paging Direction"
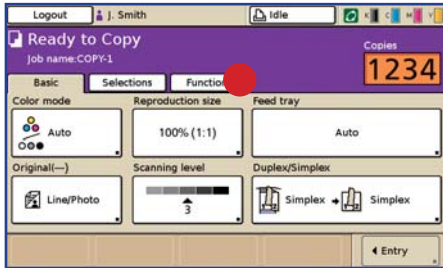
A).   B).

Select "Left / Right"   **Select "Top / Bottom"**

4). Press "OK"

Multi-up

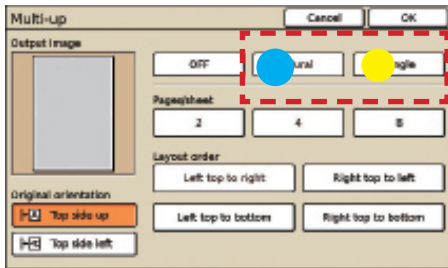**A**   **Firstly complete sections A to C as shown on page 2**

1) ⬤   Select "Functions" Tab

B

1). ⬤   In "Functions" select "Multi-up"

2). In "Multi-up" select one of the following:

     A). ⬤   "Plural" to copy multiple images of different pages onto a single sheet

     B). ⬤   "Single" to copy multiple images of the same original onto a single sheet.
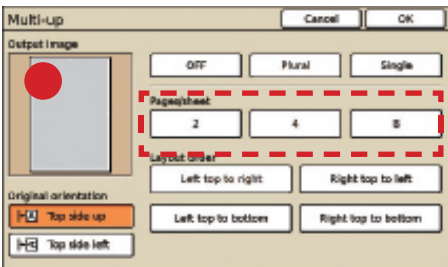
3). In "Pages / Sheet" specify how many images to be placed on one sheet:

     A). Select 2, 4, or 8 images per sheet

     B). ⬤   "Output Image show a preview of the image with current settings applied.

4). Press "OK"

Stapling (Optional finishing unit required)

A **Firstly complete sections A to C as shown on page 2**
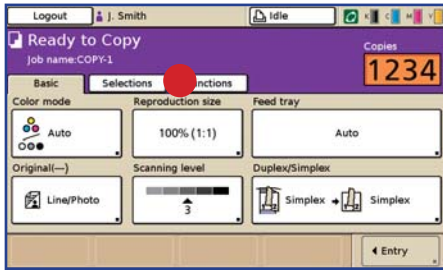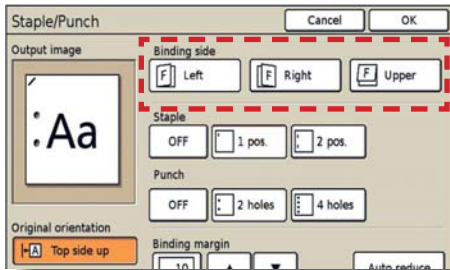
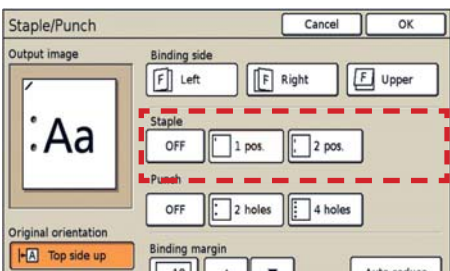1) 🔴 Select "Functions" Tab

B
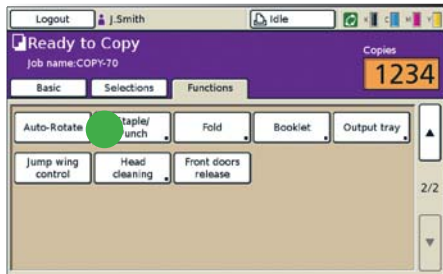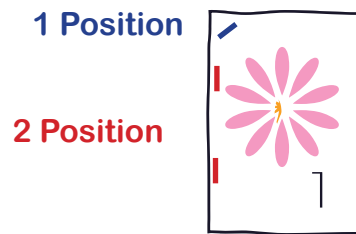
1). 🟢 In "Functions" select "Staple / Punch"

2). In the "Multi-up" section:

A). In "Binding Side" select side of sheet(s) to be stapled.
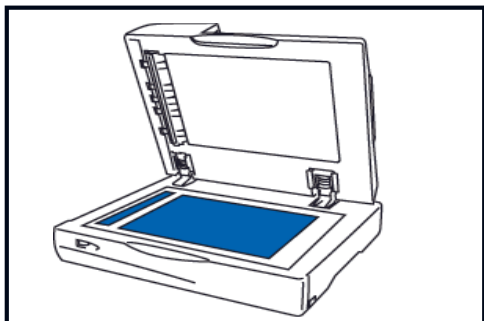Choose "**Left, Right or Upper**"

B). In "Staple" select stapling option:
Choose "1 Position" or "2 Position"

1 Position

2 Position

3). Press "OK"

Cleaning the Scanner Glass
Ensure both sections of scanner glass (shown here in blue) are kept clean to avoid marks on copies
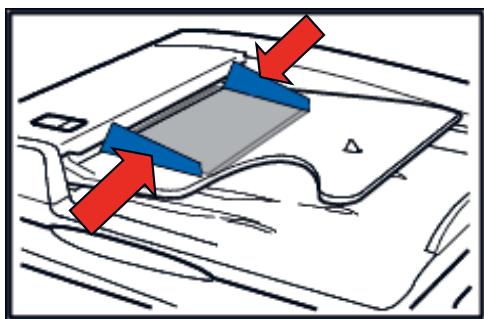
Using the Scanner
When using the scanner place originals face up and as far into the document feeder as possible

Ensure side guides are firm against the originals
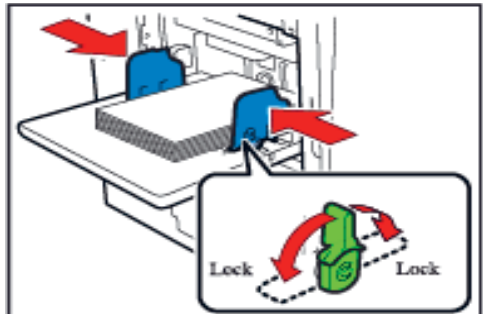
Loading Paper
Always ensure the guides on the paper tray are firm against the paper

The locking levers must be in the down position

Paper
When reloading paper stock always use complete reams of fresh paper.

DO NOT USE any of the following
>   Paper that is damp or curled
>   Glossy or coated papers
>   Film or transparencies

Operational Panel Layout

1   **Power Schedule Light**
Lights up when you set the "Power Schedule"

2   **Main Power Light**
Lights up when main power is "ON"

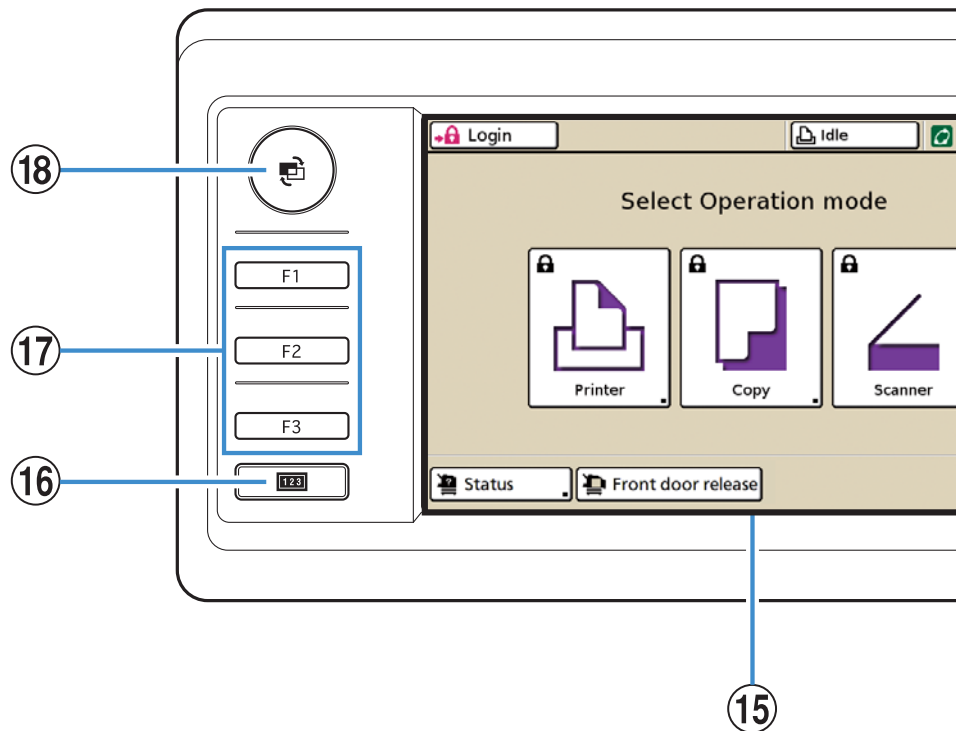**3**   **Wake Up Key**
Lights up when the machine is in "SLEEP" status. Press to make the machine ready for use.
Button can be pressed to enter power saving mode manually after a job has finished.

4   **Power Key**
Use to turn the power ON and OFF. Lights up when power is ON.
to switch to OFF, press and hold button until bleep is heard.

5   **Interrupt Light**
Lights up during copy interrupt.

6   **RESET Key**
Press to return the setting to their default values

7   **Interrupt Key**Press to temporarily stop current job and scan a print a different job.
To restart the interrupted job, press again

8   **STOP Key**
Press once to pause current job, option menu will then appear on touch panel display.

9   **START Key**
Press to start an operation

9
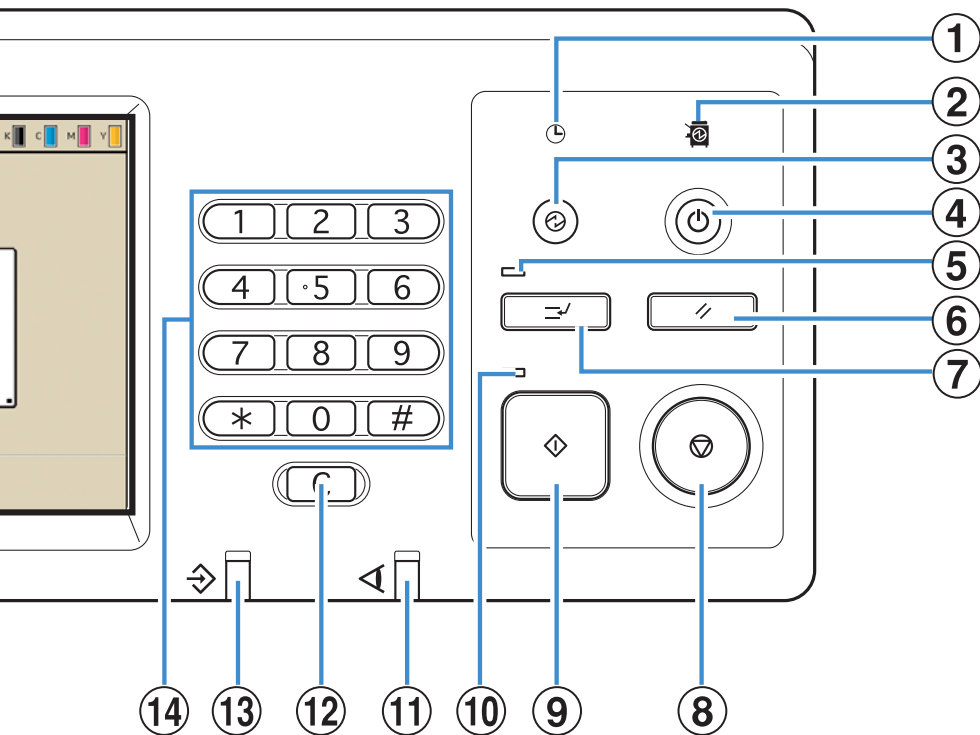
10 Start Light
Lights up when the START Key is ready to be used.

11 Error Light
Flashes when an error occurs, see touch panel display for further information on error

12 Clear Key
Press to clear numbers or letters that have been entered

13 Data Receive Light
Flashes when data is being received

14 Numeric Key Pad
Press to enter numbers

15 Touch Panel
Use to perform operations or settings
This panel also displays information error messages and confirmation messages

16 Counter Key
Press to switch to the meter display screen

17 Function Keys
These can be customised as shortcut keys

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