ComColor Series

Wrapping Envelope Finisher

User's Guide

Applicable Printer models
9150/9150R 7150/7150R

052-36074-503

Model:Wrapping Envelope Finisher (E) / Wrapping Envelope Finisher (U)

The user is cautioned that unauthorised changes or modifications not approved could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio / TV technician for help.

This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numerique de la classe B est conforme à la norme NMB-003 du Canada.

CAUTION

To ensure safety precautions, be sure to read this guide before using the product. After reading this guide, keep it in handy for future reference.

VORSICHT

Um Vorsichtsmasnahmen zu treffen, lesen Sie sich vor Gebrauch des Produkts das Handbuch durch. Halten Sie das Handbuch nach dem Durchlesen stets griffbereit.

About This Guide

Prefaces

Thank you for using the Wrapping Envelope Finisher.
This unit is an automatic letter sealing unit which connects to our printers to receive printed content and then seal it.
Please read this guide before using or when you have concerns while using, and make use of this product and guide long for ever.

This guide describes required information when connecting the Wrapping Envelope Finisher. Regarding printer settings which are not related to sealed mail creation functions, see the printer's instruction guide (ComColor Series User's Guide).

- In order to conduct envelope stuffing with this unit, it is necessary to install the designated printer driver shipped with the printer, and set the connection options in the environmental settings.
- To create mails with this unit, a mail making application is required to create original data for mail printing.

About This Guide

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Symbols, Notations, and Screenshots Used in This Guide

■ Symbols Used in This Guide

Indicates cautions that should be noted for safe use of this unit.

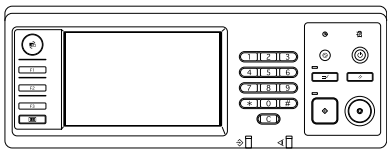
Indicates important items that should be noted or are prohibited.

Indicates useful information or additional information.

■ Names of keys and buttons

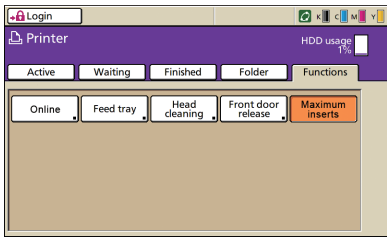
The names of hard keys on the operation panel and buttons on the touch panel screen or computer window are indicated with square brackets [ ].

● Operation Panel



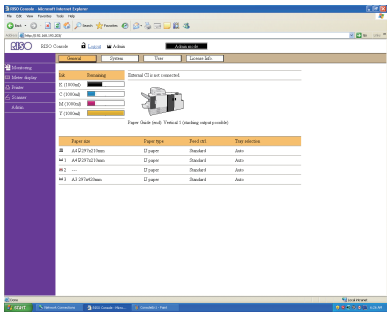
Example: Press the [STOP] key.

● Touch Panel Screen



Example: Press [Maximum inserts].

● Computer Window



Example: Click [Printer].

■ Illustrations Used in This Guide

The screenshots and illustrations contained in this guide may vary depending on the model of the unit, or the usage environment, including the connected optional equipment.

■ Reference of Names

- In this guide, "Wrapping Envelope Finisher" is referred to as "Mail maker".
- In this guide, "Wrapping Envelope Form A/B/C" is referred to as "Envelope form".

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Safety Precautions

This section describes the items that should be followed for safe use of this unit. Be sure to read this section before using the unit.

Warning Symbols

To use the unit properly and to prevent human injury and damage to properties, the following warning symbols are used. Read the meaning of the symbols to understand and then read this guide.

⚠ WARNING — Indicates that incorrect handling by ignoring this symbol may cause death or serious human injury.

⚠ CAUTION — Indicates that incorrect handling by ignoring this symbol may cause human injury or damage to properties.

Examples of symbols

The ⃠ symbol indicates a prohibited action. A specific prohibited action is drawn inside or next to the symbol. (The left figure indicates that disassembly is prohibited.)

The ● symbol indicates a forced action or an instruction. A specific instruction is drawn inside the symbol. (The left figure indicates an instruction to remove the power plug from the electrical outlet.)

Power Plug

■ **In addition to this unit, printers and optional devices connected to the printer also have power plugs.**

Installation Location

⚠ CAUTION

■ **Place the unit on a flat or stable surface. Otherwise, the unit might be inclined or fall down, resulting in human injury.**

■ **Do not place the unit in a dusty or humid location. Otherwise, a fire or an electric shock might occur.**

Power Connection

⚠ WARNING

- **Confirm the specification of the unit's power source and use the power source with sufficient margin. Otherwise, a fire or an electric shock might occur.**
- **Install the unit near the wall socket to avoid using an extension cord between the unit and the wall socket. If an extension cord is absolutely required, do not use longer than 5m (15ft). Otherwise, a fire or an electric shock might occur.**

- **Do not damage or rebuild the power cord. Placing a heavy object on the cord or pulling or forcibly bending the cord may damage the cord, resulting in a fire or an electric shock.**

- **The power cord supplied with this product can be used only for this unit. Do not use it for another electric product. Otherwise, a fire or an electric shock might occur.**
- **Do not plug or unplug the power cord if your hands are wet. Otherwise, an electric shock might occur.**

⚠ CAUTION

- **Connect the plug securely to the electrical outlet to avoid a loose connection.**
- **Do not pull the power cord when unplugging it. Otherwise, it could become damaged and a fire or an electric shock might occur. Be sure to hold on to the plug when unplugging the power cord.**
- **If the unit will not be used for a long time, such as during a holiday, unplug the power cord from the electrical outlet for safety.**
- **Pull out the power plug from the electrical outlet at least once a year and clean the prongs of the plug and their surroundings. Dust collected on these areas can result in fire.**

Handling

⚠ WARNING

- **Do not place water containers or metallic objects on the unit. If water drips inside the unit or a metallic object drops inside it, a fire or an electric shock might occur.**
- **Do not insert or drop any metallic material or flammable substances into the unit through any opening. A fire or an electric shock might occur.**
- **When handling water for water supply and drainage, take care that no water gets inside of the unit. Otherwise, a fire or an electric shock might occur.**
- **Do not remove the covers. Otherwise, you might be electrically shocked by the high-voltage part inside.**

- **Do not disassemble or rebuild the unit by yourself. Otherwise, a fire or an electric shock might occur.**
- **If the unit emits excessive heat, smoke or foul odor, immediately press the [Sub power] key of the printer first, and then turn off the [Main power] switch. Next, turn off the [Main power] switch of this unit, unplug all the power cords and contact your dealer (or authorized service representative). Otherwise, a fire or an electric shock might occur.**

- **If something drops inside the unit, immediately press the [Sub power] key of the printer first, and then turn off the [Main power] switch. Next, turn off the [Main power] switch of this unit, unplug all the power cords and contact your dealer (or authorized service representative). Continued use might result in a fire or an electric shock.**

⚠ CAUTION

- **Do not insert your fingers or other objects into the gap around the mail stacker. Otherwise, an injury might occur.**
- **Be careful of protruding parts and metal terminals when performing maintenance inside the printer such as removing jammed paper. Failure to do so may cause injury.**
- **The inside of the printer may have areas with ink. Be careful not to let the ink come in contact with your hands or clothing. Should ink accidentally make contact with your hands, wash it off with detergent as soon as possible.**
- **When moving the unit, contact your dealer (or authorized service representative). If you try to forcibly move the unit, the unit might overturn, resulting in injury.**

Before Use

This section describes the precautions that must be observed before using the unit.

Installation Location

Observe the following precautions.

- **Your dealer will help you to determine a proper location for the unit at the time of delivery.**
- **When moving the unit, contact your dealer (or authorized service representative).**
- **Avoid installing the unit in the following locations. Otherwise, incorrect operation, malfunction, or accident might occur.**
  - Places subject to direct sunlight or excessively illuminated such as next to windows (if inevitable, use a curtain at the window)
  - Places subject to sudden temperature variations
  - Places excessively hot and humid or cold and dry
  - Places close to fire or heat
  - Places directly subject to cold air from air conditioners or hot air from heaters, as well as radiant heat
  - Places with poor air permeability or ventilation
  - Dusty places
  - Places subject to excessive vibration
- **Install the unit in a place whose levelness is within the following specified range.**
  Installation surface level: 2° or less
- **Operate the unit under the following environment conditions.**
  Temperature range: 15 °C to 30 °C (59 °F to 86 °F)
  Humidity range: 40% to 70% RH (non-condensing)

Power Connection

Observe the following precautions.

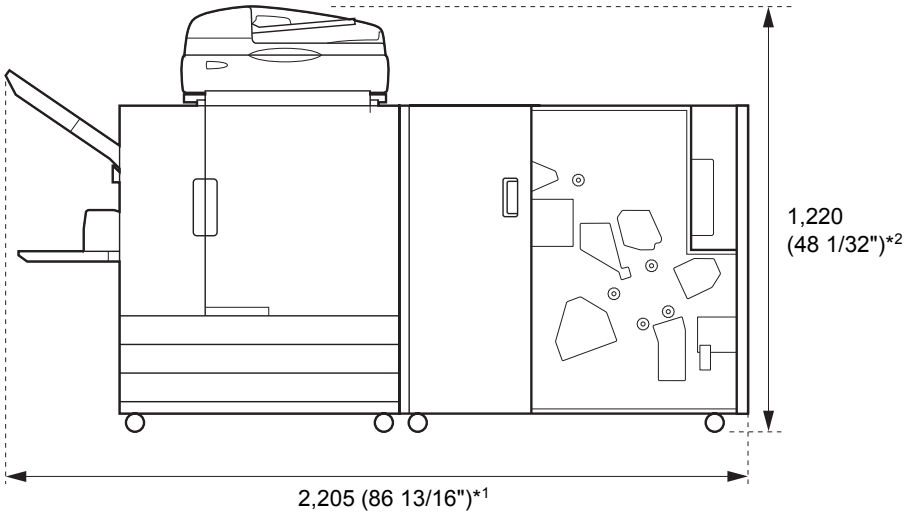
- **Connect the plug securely to the optional connection outlet on the printer main unit to avoid a loose connection.**
- **Install the unit near an electrical outlet.**
- **When the [Main power] of the unit is turned ON, the unit is turned ON and OFF by the power of the printer.**

Required Spacing

■ Printer and Mail maker

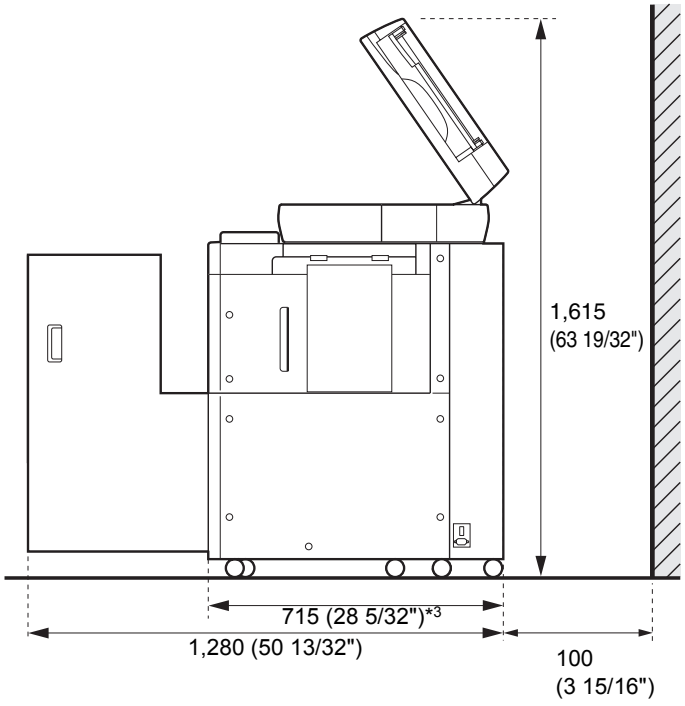
Provide sufficient space for the operations, replacing the consumables, and maintenance.

● As seen from the front



Units: mm (inch)

● As seen from the side



Units: mm (inch)

The size varies depending on the optional equipment used.

*1 Width	Printer and Mail maker	2,205mm (86 13/16")
	Printer, Mail maker and Scanner (when using special scanner stand)	2,205mm (86 13/16")
	Printer, Mail maker and Face Down Offset Stapler	2,450mm (96 15/32")
	Printer, Mail maker and High Capacity Feeder	2,550mm (100 13/32")

*2 Height	Printer and Mail maker	1,030mm (40 9/16")
	Printer, Mail maker and Scanner (when using special scanner stand)	1,220mm (48 1/32")
	Printer, Mail maker and Face Down Offset Stapler	1,345mm (52 15/16")

*3 Depth	Printer and Mail maker	715mm (28 5/32")
	Printer, Mail maker and Scanner (when using special scanner stand)	820mm (32 9/32")
	Printer, Mail maker and High Capacity Feeder	715mm (28 5/32")

Handling

- **Do not use the main power switch to turn the unit OFF or unplug the unit during operation.**
- **Do not open any of the covers during operation.**
- **Do not move the unit.**
- **The unit contains precision components and moving parts. Therefore, do not perform operations not described in the guides.**
- **Do not place heavy objects on the unit or subject the unit to strong shocks.**
- **Open and close the covers gently.**
- **Turn the printer's [Sub power] key OFF before turning the [Main power] switch OFF then ON again.**

Usable Paper

To make a mail with this unit, the envelope form and a sheet(s) for insert(s) are required.
To make an envelope with this unit, use the dedicated envelope form made by RISO.

- This guide describes the procedures for using the envelope form made by RISO.
- For usable paper, see also the printer's instruction guide.

Envelope Forms Made by RISO

The types and sizes of envelope forms made by RISO which can be set are as below.

Supported Models	Wrapping Envelope Finisher (E)		Wrapping Envelope Finisher (U)	
Envelope Form Types	Wrapping Envelope Form A	Wrapping Envelope Form B	Wrapping Envelope Form C	
Size	233mm × 296mm	233mm × 391mm	243mm × 296mm (9 9/16" × 11 21/32")	
Paper Weight	Approx. 7.1g/sheet	Approx. 9.3g/sheet	Approx. 7.4g/sheet (0.016-lb/sheet)	
Paper Warpage	5mm or less			
Finished Size	233mm × 110mm	233mm × 158mm	243mm × 110mm (9 9/16" × 4 5/16")	
Maximum Load Capacity	Feed Tray: Height up to 50mm (1 15/16") Standard Tray: Height up to 110mm (4 5/16") High Capacity Feeder (optional): Height up to 440mm (17 5/16")			
Number of Inserts * (When the size is A4/ B5/Letter)	Depends on the weight of paper used. 46g/m^2 (12.2-lb bond) to 59g/m^2 (15.7-lb bond) abt.: 6 sheets or less 60g/m^2 (16-lb bond) to 80g/m^2 (21.3-lb bond) abt.: 5 sheets or less 81g/m^2 (21.5-lb bond) to 100g/m^2 (26.6-lb bond) abt.: 4 sheets or less 101g/m^2 (26.9-lb bond) to 120g/m^2 (31.9-lb bond) abt.: 3 sheets or less			
Number of Inserts * (When the size is Legal)	Depends on the weight of paper used. 46g/m^2 (12.2-lb bond) to 59g/m^2 (15.7-lb bond) abt.: 4 sheets or less 60g/m^2 (16-lb bond) to 80g/m^2 (21.3-lb bond) abt.: 3 sheets or less 81g/m^2 (21.5-lb bond) to 100g/m^2 (26.6-lb bond) abt.: 2 sheets or less 101g/m^2 (26.9-lb bond) to 120g/m^2 (31.9-lb bond) abt.: 1 sheet			
Size of the Inserts Paper	A4 (210mm × 297mm), B5 (182mm × 257mm)	A4 (210mm × 297mm)	Letter (8 1/2" × 11")	Legal (8 1/2" × 14")
Folds of the Inserts Paper	Inner 3-fold	2-fold	Inner 3-fold	4-fold

* The folds of the inserts paper is automatically determined by the combination of the envelope form size and the inserts paper size.

It is necessary to set the number of inserts in the [Maximum inserts] in advance. Make sure that the number of inserts you set does not exceed the limit shown above. If it is not configured properly, the inserts may exceed the limit and result in a paper jam. Besides, the improper setting will make the envelopes thicker, resulting in the envelopes opening just after envelopes are sealed or while envelopes are being delivered. (see p. 1-7 "Maximum inserts")

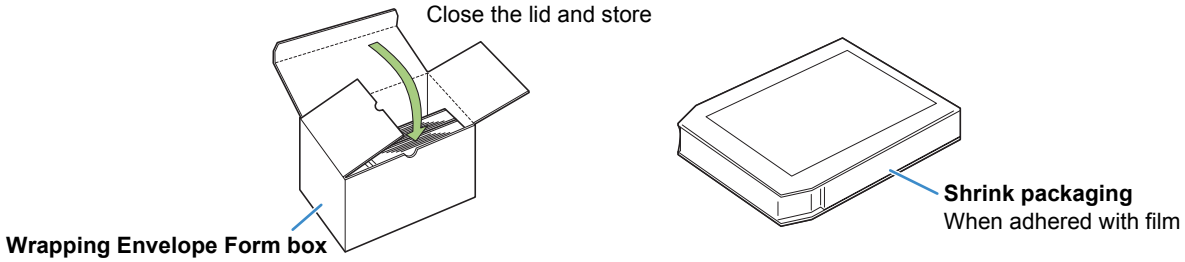
Inserted Paper

The types and sizes of insert paper which can be set are as below.

Supported Models	Wrapping Envelope Finisher (E)	Wrapping Envelope Finisher (U)
Envelope Form Types	Plain paper, recycled paper	
Size	B5 (182mm × 257mm) A4 (210mm × 297mm)	Letter (8 1/2" × 11") , Legal (8 1/2" × 14")
Paper Folding (not mixed sizes)	B5 (182mm × 257mm) : Inner 3-fold A4 (210mm × 297mm) : 2-fold, Inner 3-fold	Letter : Inner 3-fold Legal : 4-fold
Paper Weight	Feed Tray: 52g/m^2 (14-lb bond) to 104g/m^2 (28-lb bond) Standard Tray: 46g/m^2 (12.2-lb bond) to 120g/m^2 (31.9-lb bond) High Capacity Feeder (optional): 46g/m^2 (12.2-lb bond) to 120g/m^2 (31.9-lb bond)	
Paper Warpage	3mm (1/8") or less	
Maximum Load Capacity	Feed Tray: Height up to 50mm (1 15/16") Standard Tray: Height up to 110mm (4 5/16") High Capacity Feeder (optional): Height up to 440mm (17 5/16")	

Saving Envelope Form

- **Maintain the usage environment and storage temperature, and use as soon as possible, keeping in mind the date of manufacture.**
- **It is recommended to use all the Wrapping Envelope Forms at once if you open the shrink packaging to maintain the glue strength. If some envelopes are left unused, be sure to store them with the ★ side up in the storage case and use all of them within a month.**
- **Please do not leave the Wrapping Envelope Forms exposed. The Wrapping Envelope Forms may deform and the glue strength may deteriorate due to temperature, humidity, ultraviolet rays, oxygen, ozone, dust or other factors, which may result in the Wrapping Envelope Forms becoming unable to be used.**
- **Avoid locations subject to direct sunlight, high temperatures, and high humidity, and store and use Wrapping Envelope Forms at a temperature ranging from 15 and 30°C (59 - 86 °F) and a humidity ranging from 40 to 70%. If Wrapping Envelope Forms are used at 15°C (59°F) or lower, the remoistening glue strength may deteriorate, resulting in sealed envelopes opening. If Wrapping Envelope Forms are used at 70% or higher, they may stick together, resulting in double feeding.**
- **Store and use Wrapping Envelope Forms away from a heat source and in a location where the forms are not exposed to wind from an air-conditioning machine or air purifier.**
- **After opening the box of Wrapping Envelope Forms, be sure to close the lid of the box and store in a location that is not subject to direct sunlight.**
- **Store Wrapping Envelope Forms whose shrink packaging has not been opened inside the box.**
- **If you want to suspend the sealing process for two hours or more, remove Wrapping Envelope Forms from the printer and store them in the storage case.**



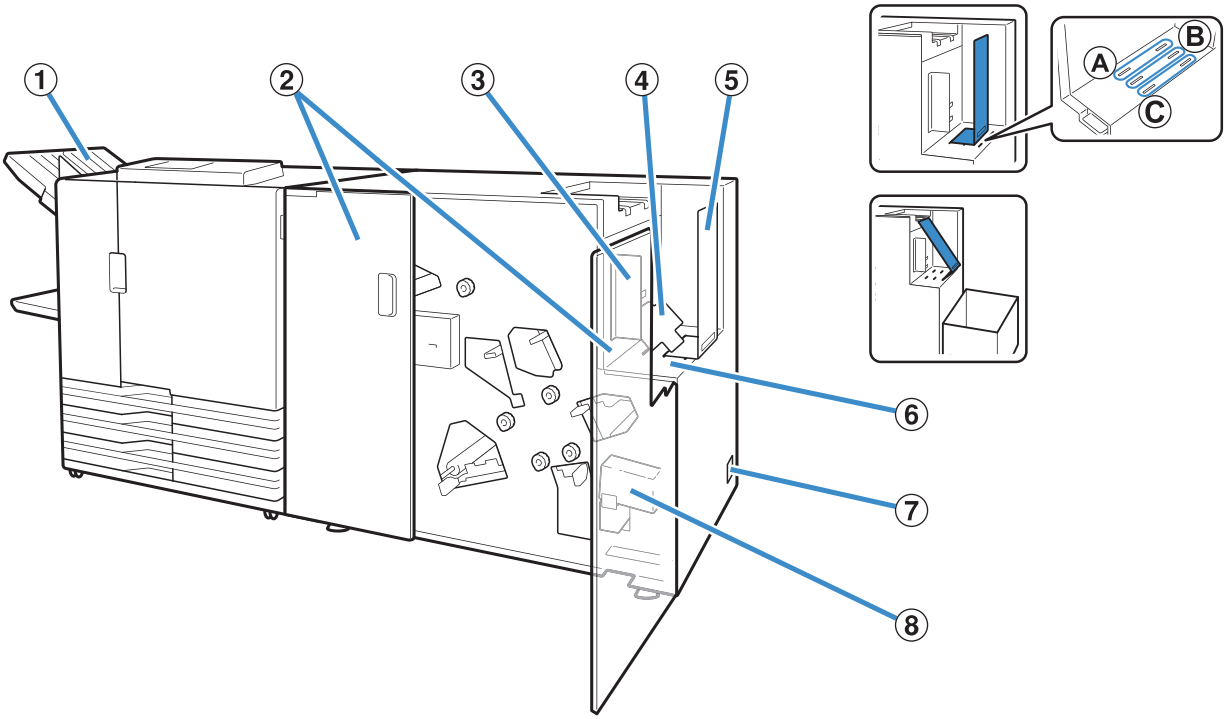
Handling of sealed mails

- **Leaving envelopes (mail) sealed with this machine in a location that is exposed to direct sunlight may result in the envelopes opening. Promptly mail the envelopes. Be sure to check the sealing status before sending.**
- **Please use caution when printing and inserting confidential information with the Wrapping Envelope Finisher.**
  RISO is not liable for opened mails, due to degradation of the sealing adhesive.

About Using and Handling the Storage Case

- **Use the storage case in a location where it is not exposed to direct sunlight.**
- **If you use Wrapping Envelope Forms stored in the storage case, create a sample by using the top form. Allow sufficient time for the flap of the envelope to dry, and check the sealing status of the pressure-sensitive glue and remoistening glue before using the rest of the Wrapping Envelope Forms. If the sample is not sufficiently sealed, the glue strength has deteriorated. Do not use the rest of the Wrapping Envelope Forms.**
- **To correctly manage the date when shrink packaging is opened, use caution not to mix forms that were opened at different dates in the storage case.**

Part Names and Functions



① **Face Down Tray**
Eject jobs other than mail creation.

② **Front Cover**
Open when paper is jammed, or to supply water to the water supply tank.

③ **Paper Guide (side)**
Protects ejected mails from crumbling.
Set a little wider than the length of the mail.

④ **Bottom Plate**
If the number of inserts is small, and the loading condition is poor, set in an inclined position.

⑤ **Paper Guide (end)**
Insert this guide into the certain position depending on the type of envelope form.
About 110 mails can be loaded for one sheet inserts with inner 3-fold.
When attached in the position "C" and inclined, mails can be ejected continuously.
Place a general purpose box beside the unit.

⑥ **Mail Stacker**
Sealed mails are ejected here.

⑦ **Main Power Switch**
When this switch is ON, this unit turns ON or OFF at the same time as the printer's power.

⑧ **Water Supply Tank**
Used to adhere the envelope form's remoistening glue.

What You Can Do with the Mail maker

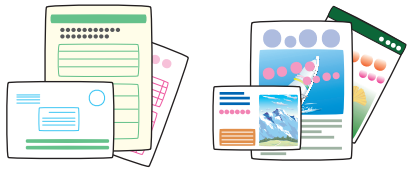
This unit is a mail creation finisher with an automatic inline envelope stuffing system.

Utilizing the high productivity of our printers, the mail maker supports variable output of each mail*1.
The series of automatic operations from printing to stuffing envelopes helps you avoid mistakes under manual operations (incorrect insertion, omission, etc.). Also, cost-saving can be made through the improvement of operational efficiency by folding inserts, stuffing and sealing envelopes automatically, which reduce working time and improve accuracy.

The number of documents to be included for each letter can be changed depending on the destination *2. In this way, a variety of mail can be created with content tailored to each customer, for direct mail, invoices, statements, event notifications, and advertising fliers etc.

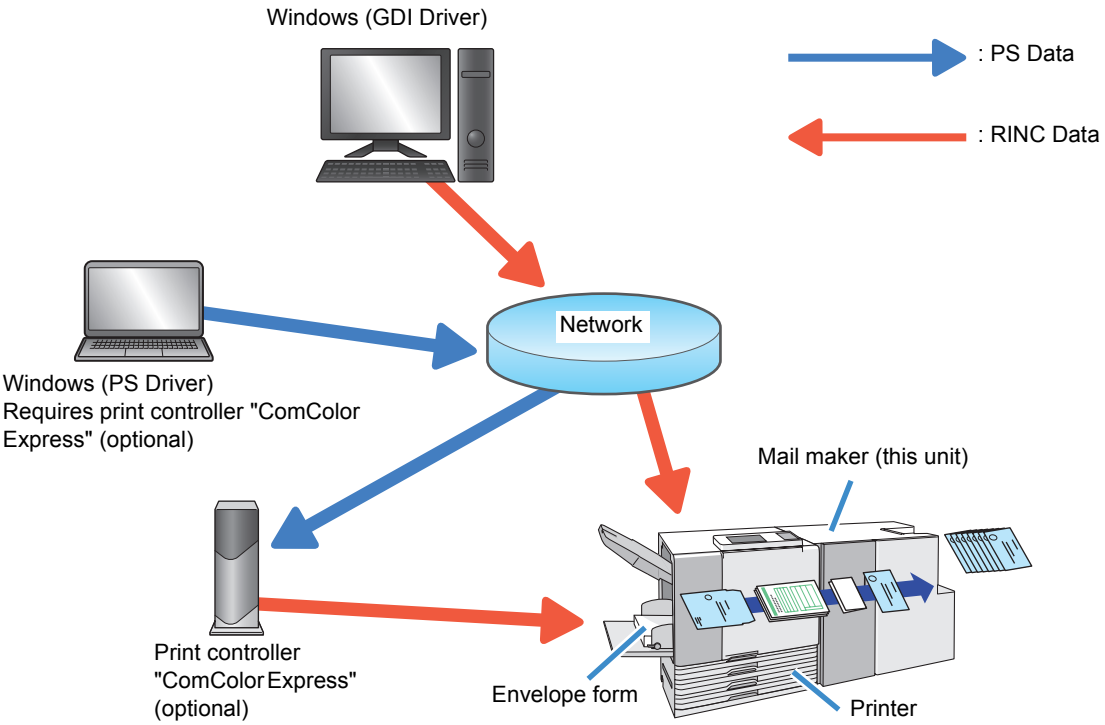
*1 Mail(s): In this guide, this refers to a unit of mail. (p. 17 "Mail")

*2 To create original data for mail printing, a mail making application is required.
Specifications may differ depending on the mail making application being used.



Various invoices

Travel pamphlet

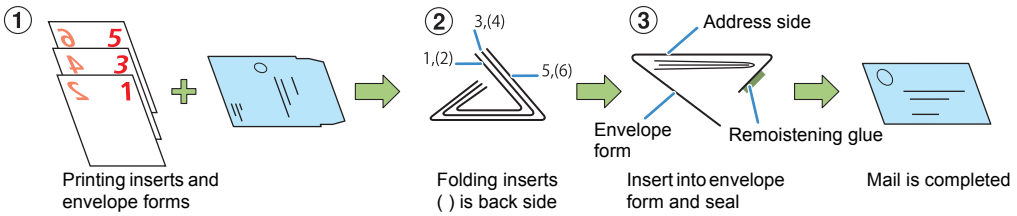


Envelope Stuffing Function

This section describes the stuffing method, terms, and construction of this unit.

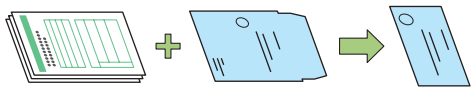
Envelope Stuffing Method

Use dedicated envelope forms when creating mails with this unit.
The envelope forms are coated with pressure-sensitive glue and remoistening glue. Mail is completed by enclosing inserts in the envelope form, folding, and then sealing.

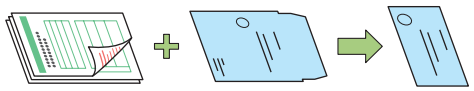


The front side can be printed without waste, depending on the use such as for notices or advertising etc. Since the back side already has a secret pattern printed on it, inserts can include personal information such as invoices and payslips etc. without concern.

- Insert (simplex print) + Envelope form
  Example) Invoices etc.



- Insert (duplex print) + Envelope form
  Example) Payslips etc.

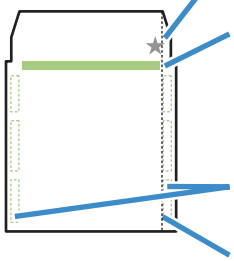


- Envelope form only
  Example) Sales Guides etc.

Envelope form structure

An envelope form is folded twice to form an envelope.
An envelope form has different marks on its front and back sides. When loading the envelope forms in the printer, make sure that they are loaded correctly by checking the marks on the front and back sides and the orientation of the flaps.

Front



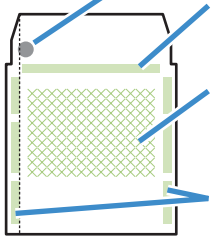
★ Mark (Only envelope forms made by RISO)
This side is the front.

Remoistening Glue
To seal, water is applied to the surface coated with remoistening glue to form adhesive.
You cannot print here.

Pressure-Sensitive Glue (back side)
You cannot print here.

Perforation*
Perforation used for opening.
* Only for Wrapping Envelope Form A made by RISO

Back



● Mark (Only envelope forms made by RISO)
This side is the back.

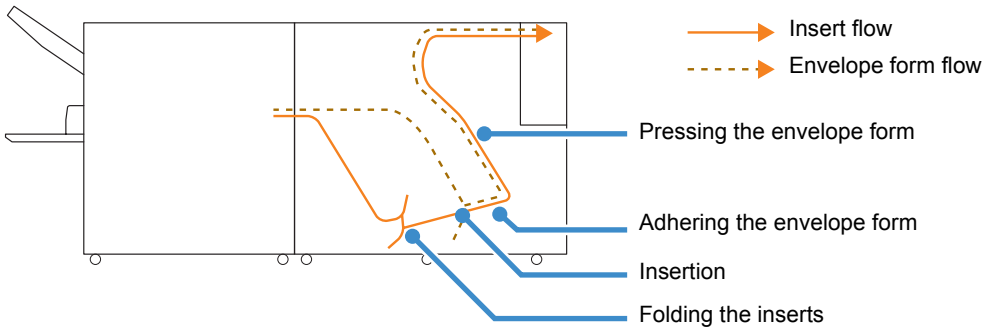
Silicon Coating
Protective agents of remoistening glue of the surface.

Secret Pattern (Only envelope forms made by RISO)
A pre-printed pattern so that inserts cannot be seen.

Pressure-Sensitive Glue
Adheres by applying pressure.

Paper Feed Path

Mail maker feeds the envelope form and inserts as shown below.



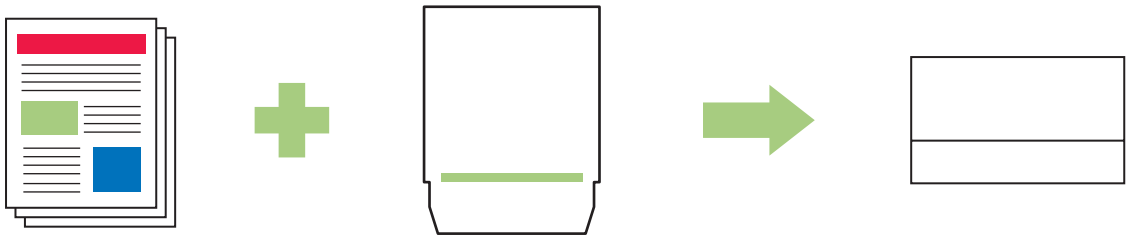
Terms

■ Mails and Jobs

In explanation of creating mail using this unit, "mails" and "jobs" are defined as follows.
Create the original in the following rules. Original data which does not follow these rules cannot be printed.

Mail

A unit of mails. For some applications, it is referred to as "Record". A mail consists of an insert(s) and an envelope form.



: Inserts

- Pages created in B5 or A4 size (Letter size or Legal size) are inserts.
- You cannot make a setting to print inserts when there are no inserts (only possible for prints of envelope forms).
- You can insert from one sheet per mail up to the number of inserts set in "Maximum inserts" (p. 1-7) when there are inserts.
- Inserts can be simplex or duplex printing.

: Envelope form

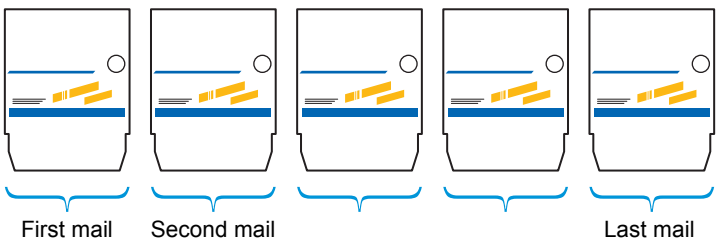
- Register the size of the envelope form in advance. Pages created at the registered size are the originals for envelope forms.
- There is one envelope form for each mail.

1 Job
This shows the collection of data for a single "mail".
When any of the following conditions are not met, "a job" cannot be printed.
Duplex setting: The same setting is reflected for all mails in a single job.
Paper size: Envelope forms are the same size for all mails in a single job. Inserts are also the same size for a single job. The sizes of inserts cannot be mixed.

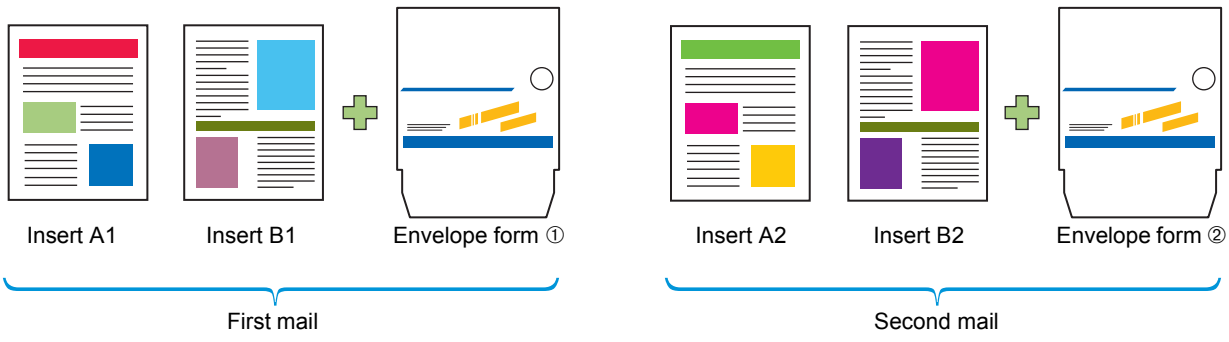
Original data structure of "mails"

To create mails with this unit, create original data structure to make the inserts come before the envelope form.
If the data structure is incorrect, the mail cannot be printed.
For details, refer to your mail making application's instruction guide.

① **Only envelope forms (no inserts):**
Uncheck [Insert] in [Mail making]. Data for the envelope form in the job is made all in the same size.

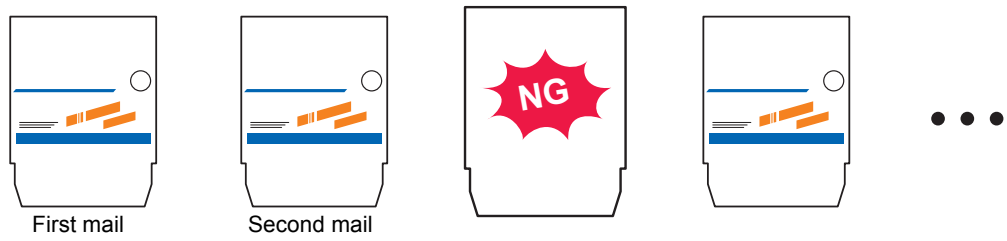


② **Insert data + Envelope form data**
First, create original data for the inserts and then create original data for the envelope forms.



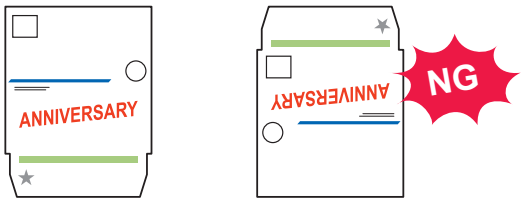
Creating original data for mail printing

Point 1



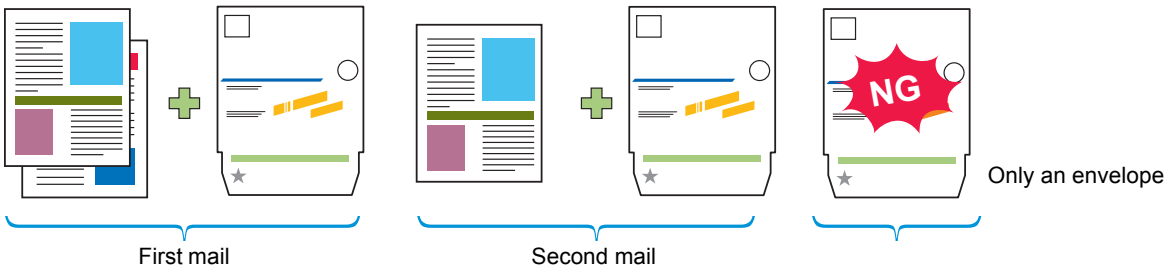
All data is made in the same size for envelope forms in a job when printing envelope forms only (with no inserts).
For duplex printing, prepare original data for both sides of each mail and print the front first and the back second.

Point 2



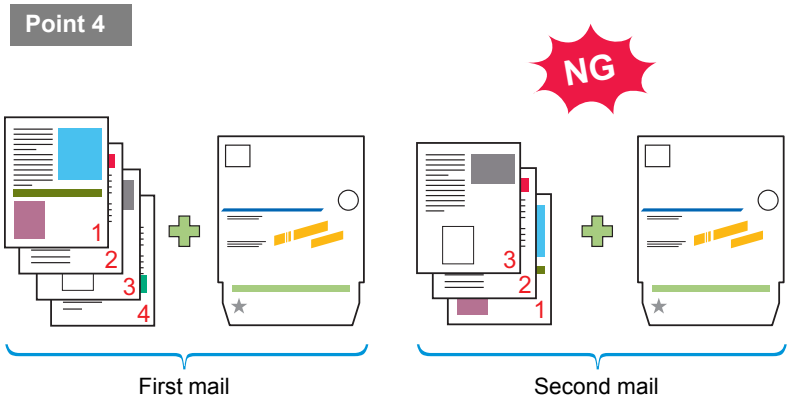
The layout of the address side of the envelope form differs because of the mail making application. For details, see the instruction guide of the mail making application.

Point 3



Open original data for the inserts and original data for the envelope form by the mail making application to create original data for mail printing.
Order the insert original data and envelope form original data so that they are paired together.
Prepare one page or more for inserts data.
The insert original size and envelope form original size are created in different sizes.

Point 4



The insert and envelope form original data are arranged in ascending order from the first page. When printing double-sided inserts, the front page is page 1, and the back side is page 2.

Basic Procedure

The following is the basic flow of mail creation operations.

1 Prepare the computer

2 Open original data for mail printing

3 Prepare printer and this unit

4 Click [Print]

5 Check the output of the mail

6 Complete mail

Preparations Prior to Creating Mail (PC)

Before mail making, set up the printer driver on the PC.

- When using this unit for the first time, it will be necessary to install the printer driver on your PC.
  The printer driver is included on the CD-ROM that comes with our printer.
  Regarding the installation method of the printer driver, see the "Installing the Printer Driver" in your printer's "Basic Guide".
- The displayed settings vary depending on the selected item and how the administrator has configured the settings.
- An option setting is displayed only when optional equipment required for that setting has been connected.
- The operations described in this guide use screenshots from Windows XP.

Environmental Settings

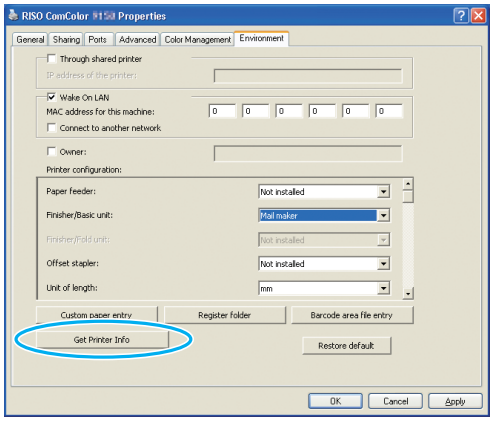
Make these settings when using the printer driver for the first time or changing the optional configuration already established for the printer.

1 Display the [Environment] tab.

To display the [Environment] tab, on your computer click [Start] [Control Panel] [Printers and Faxes], and open the [Properties] dialog box of the printer.

2 Click [Get Printer Info].

Option configuration information can be obtained automatically from the printer. Information obtained from this unit is displayed in the [Printer configuration].

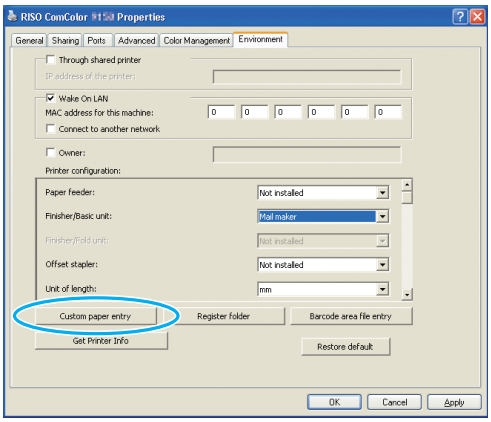


Clicking [Restore default] restores all settings on the tab to their default values.

To configure the printer manually, select [Finisher/Basic unit] - [Mail maker].

3 Click [Custom paper entry].

Up to 99 irregular paper sizes can be entered. For entry methods of paper size, refer to the printer's instruction guide.



Set manually the same paper size as you set to the application for creating original data.

Preparation for Mail Making (Printer)

Before mail making, make the Mail maker ready for use.

Turning the Power ON/OFF

The Mail maker's [Main power] switch is at the bottom of the right side. When it is turned ON, the power of the Mail maker is turned ON and OFF by connecting to the power of the printer's main unit.

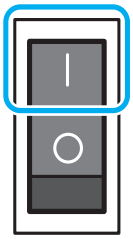
Turning the Power ON

1 Make sure that the sub power of the printer is OFF.

If the sub power is OFF, the [Sub power] key is turned off.

Keep the main power of the printer ON.

2 Turn ON the Mail maker's [Main power] switch.



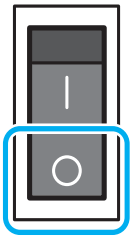
3 Press the printer's [Sub power] key.

Turning the Power OFF

1 Make sure that the sub power of the printer is OFF.

Keep the main power of the printer ON.

2 Turn OFF the Mail maker's [Main power] switch.



The main power of the Mail maker is OFF, the functions of the Mail maker cannot be used on the printer. Also, the functions and illustration of the Mail maker are not displayed on the operation panel and RISO Console.

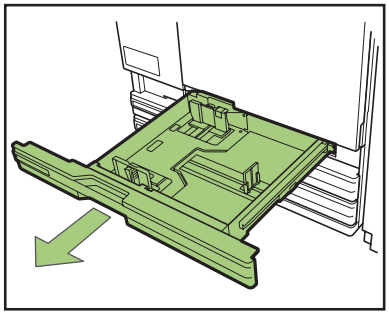
Loading the Envelope Form

Load the envelope form in the printer feed trays and the standard tray.

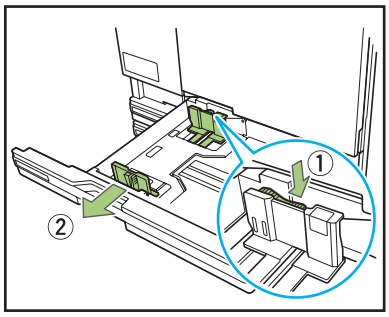
- See the printer's instruction guide regarding the setting of insert paper.
- The envelope form is coated with adhesive. Depending on the storage environment, envelope form may stick together and may be double fed when feeding into the machine. Fan envelope form well before using.
- When setting into a high capacity feeder (optional), set in the same direction as when setting into the standard tray. For details, see the printer's instruction guide.
- Depending on the printer driver [Duplex print (inserts)], the direction of the envelope form setting differs. If the envelope form is not set correctly, the transporting rollers may become contaminated. Also, the envelope form will not be able to be sealed.

In the Feed Trays

1 Pull a tray out, toward the front.

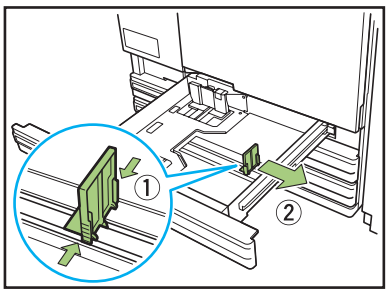


2 Push the right side of the locking lever (in back) to free. Holding the front tab and spread the guides fully apart.



3 Move the stopper to make space.

Hold the stopper from both sides and move it out of the way.



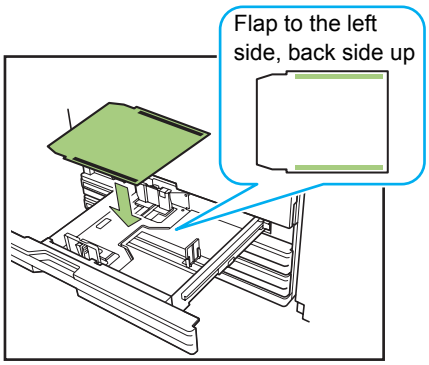
4 Load the envelope form.

Check the marks on the front and back sides of the envelope form and the orientation of the flaps, and set so as to not exceed the upper height limit of the sticker.

Set the envelope form so that its edges do not touch the guides and get bent.

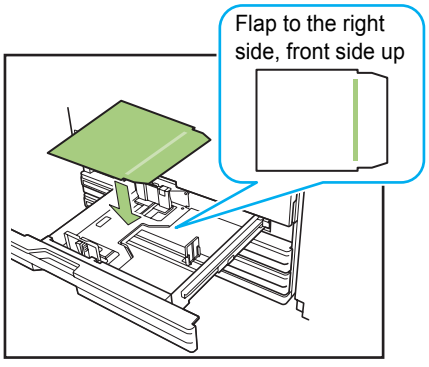
■ **Simplex printing of inserts**

Set the envelope form face down, so that the flap is on the left hand side of the feed tray.



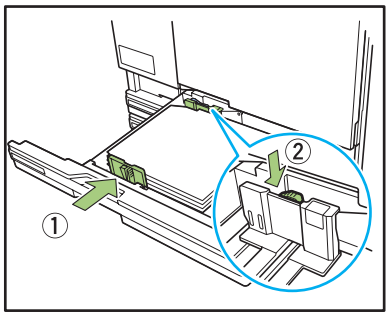
■ **Duplex printing of inserts**

Set the envelope form face up, so that the flap is on the right hand side of the feed tray.

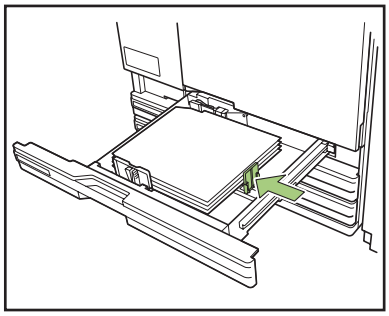


5 Move the guides against edges of the envelope form and push the lever to lock.

Slide the guides so that they fit the width of the envelope form, and press the "lock" of the locking lever to fix the guide in place.



6 Move the stopper against the edge of the envelope form.



Be sure to move the stopper against the edge of the paper. The unit determines the size of the envelope form based on the stopper position.

7 Push the tray back into the unit.

8 On the operation panel, change the feed tray settings.

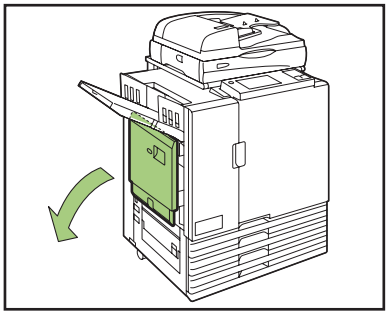
Select the tray to which the envelope forms are loaded from [Feed tray] to change the tray settings (paper size and type). For details, refer to the printer's instruction guide.

Set the following items for the tray to which the envelope forms are loaded.

- [Paper size]
  Set the paper size of the envelope forms loaded to the tray.
- [Paper type]
  IJ paper
- [Feed ctrl.]
  Standard

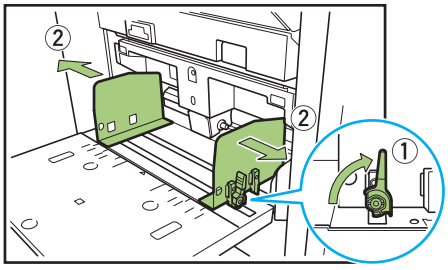
In the Standard Tray

1 Open the standard tray until it stops.



2 Spread the guides.

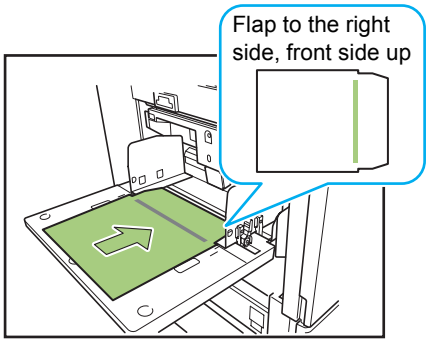
Set the paper feed guide levers (in two positions on both sides) to unlock the guides and slide the guides.



3 Load the envelope form.

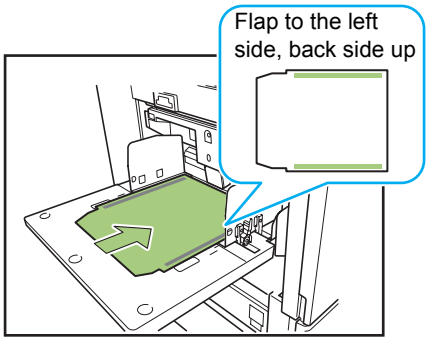
■ Simplex printing of inserts

Set the envelope form facing up, with the flap is on the right side (pick-up roller side) of the standard tray.



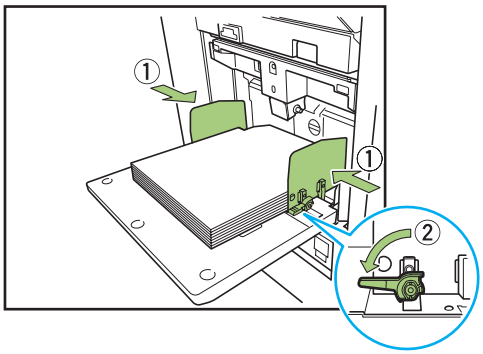
■ Duplex printing of inserts

Set the envelope form facing down, with the flap is on the left side of the standard tray.

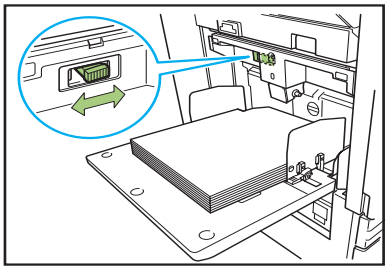


4 Move the guides against the edges of the envelope form, and push the lever to lock.

Slide the guides so that they fit the width of the envelope form, and lock the paper feed guide levers to fix the guide in place.



5 Set the paper feed pressure adjustment lever.



6 On the operation panel, change the feed tray settings.

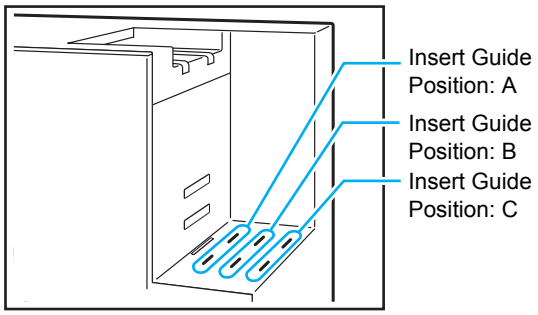
Select the tray to which the envelope forms are loaded from [Feed tray] to change the tray settings (paper size and type). For details, refer to the printer's instruction guide.

Set the following items for the tray to which the envelope forms are loaded.

- [Paper size]
  Set the paper size of the envelope forms loaded to the tray.
- [Paper type]
  IJ paper
- [Feed ctrl.]
  Standard

Setting Paper Guides

Set the unit's paper guides.
You can change the position (angle) of the guide based on the amount of mail to be created.



■ For stacking output

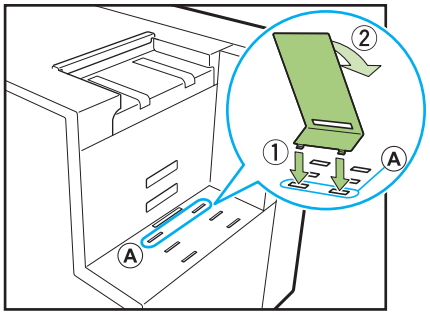
Ejected mail is stacked vertically.
The printing stops when the mail stacker is full of mails.
Remove the mails and press the "START" key on the printer to resume printing.

1 Set the paper guide (end).

Insert the paper guide into the certain position depending on the type (size) of envelope form.

(Position A): When using Wrapping Envelope Form A or C made by RISO

(Position B): When using Wrapping Envelope Form B made by RISO

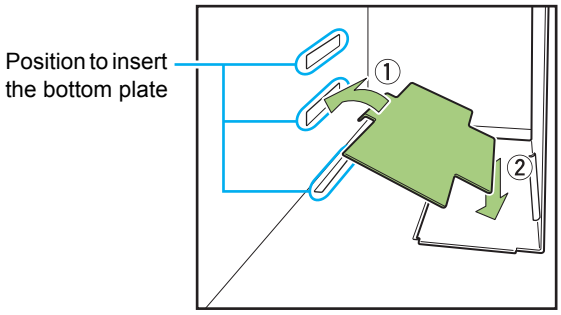


2 Set the bottom plate.

Hook the tab side of the bottom plate into the holes (central) in the side of the mail stacker, and place the another side on the paper guide (end). Change the set position based on the amount of mail.

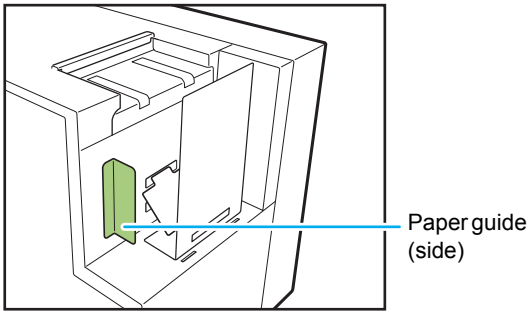
(Lowest position): For large number of inserts

(Highest position): For 1-2 inserts



3 Set the paper guide (side).

Set slightly wider than the length of the envelope form.

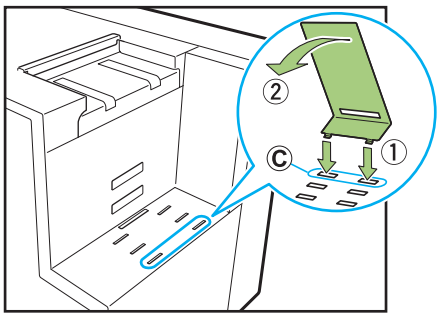


■ For free output

Mail is ejected directly into a general purpose box (cardboard box etc.).

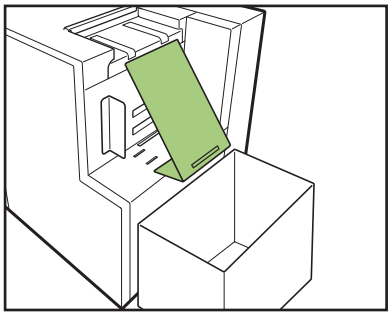
1 Set the paper guide (end) at an angle.

Insert into position "C" and set at a tilt.



2 Set the box.

Place a general purpose box directly next to the unit, and open the lid.
Ejected mail slides along the paper guide (end) into the box.



The RISO Console can be used to check the state of the unit's paper guide (end) remotely. See the printer's instruction guide regarding how to start the RISO Console, and for login procedures etc.

Checking the Amount of Water

Use water to adhere the remoistening glue part of the envelope form. Before use, check that there is sufficient water in the water supply tank.
See "Refilling the Water Supply Tank" (p. 2-2) about how to refill the water supply tank.

- When water is supplied after the water shortage error is displayed, or if the unit has not been used for a long time, note that it may take a few minutes for water to penetrate to the wetting pads.
- When the water level becomes low during operation, an error is displayed on the printer operation panel. Follow the onscreen instruction to refill the water supply tank.

Mail Making

Original data for mail printing can be printed from a PC, and then stuffed into envelope forms using the Mail maker.

- See the instruction guide for the application you are using regarding the operation and supported files of the mail creation application.
- This guide only explains the settings for creating mail. For printer driver installation instructions, transmission methods of original data for mail printing, and various printer setting information see the printer's instruction guide.

1 Create original data using any mail creation application.

Create original data within the printable region (p. 30 "Printable Area").

2 Display the printer driver screen.

Selecting the print menu on the PC application screen displays the print dialog box.

3 Check the [Printer name], and click [Properties] or [Details].

The names of the buttons to be pressed may differ depending on the application.

4 Check [Mail making].

Place a check mark next to [Mail making] on the printer driver screen [Finishing] tab. When checked, [Details] will be enabled. (p. 1-2 "Details")

Set the option setting connected to the [Environment] tab [Printer configuration] ([Finisher/Basic unit] to [Mail maker]) in advance. (p. 21 "Preparations Prior to Creating Mail (PC)")

5 Make the necessary settings.

See "Setting the Printer Driver" (p. 1-2) for items which can be set with the printer driver.

- Click [Restore default] to restore all of the settings on the printer driver screen to their default values.
- Click [Cancel] to cancel the settings.

6 Click [OK].

Return to the print dialog box.

When the [Collate] check box on the print dialog box has been selected, remove the check mark. If you do not remove the check mark, data is sent from the computer to the unit the number of times that copies are specified.

7 Prepare the printer.

Ready the printer and this unit for use.
For details, see "Preparations Prior to Creating Mail (PC)" (p. 21).

8 Click [Print] or [OK].

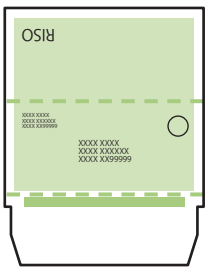
Mail creation begins.

- When [Guide of form setting] is set to [Displayed] in the [Admin. Settings], a message is displayed before printing a mail making job.
- Before printing the first mail and the final mail in the mail making job, the confirmation message to make a sample mail is displayed.

About the layout

Envelope Form Layout

The layout of the envelope form surface is created based on the address reading direction in the mail creation application in use. Also, the area of the envelope form which can be printed on is limited. Before creating mails, for example, make a proof copy and align it with the envelope form to check the orientation and print position.

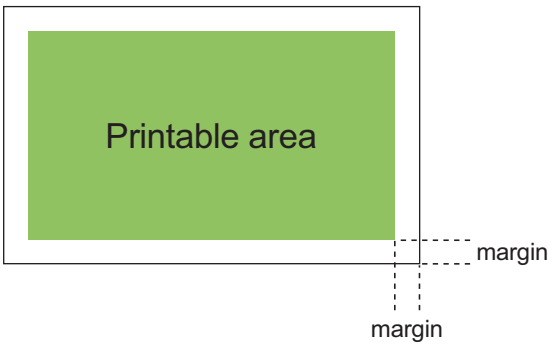


Printable area

Creates vertical originals.
When folding the envelope form into the envelope form, lay it out so that the back is up, and the remoistening glue part is down. On the back side, the characters are read in reverse.

Insert Layout

Some areas around the edges of the paper cannot be printed regardless of the data size of the original. The size of the blank margin left by the edges of the paper (where printing is not possible) varies depending on the model.
The margin is from 1mm (0.04") to 3mm (1/8").
For details, see the printer's instruction guide.



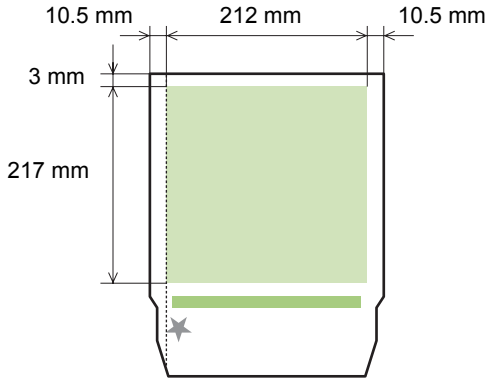
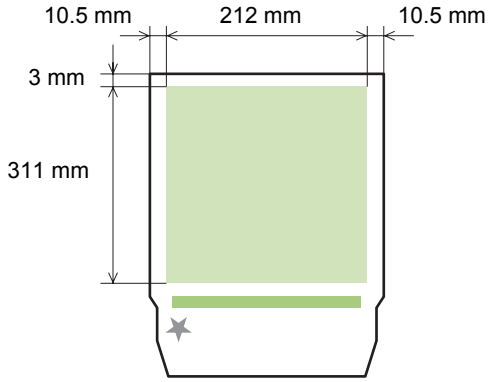
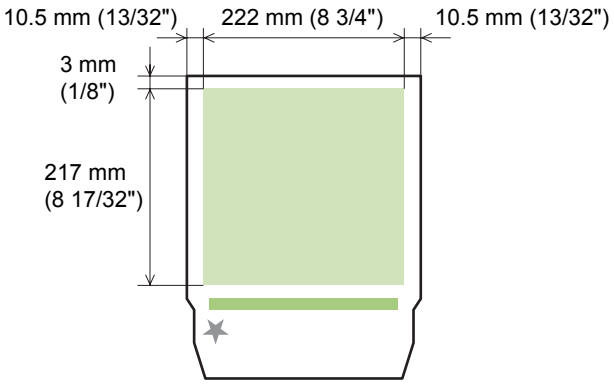
Printable Area

The area you can print will differ depending on the envelope form type that you want to use. The printable area is as follows.

Printable area

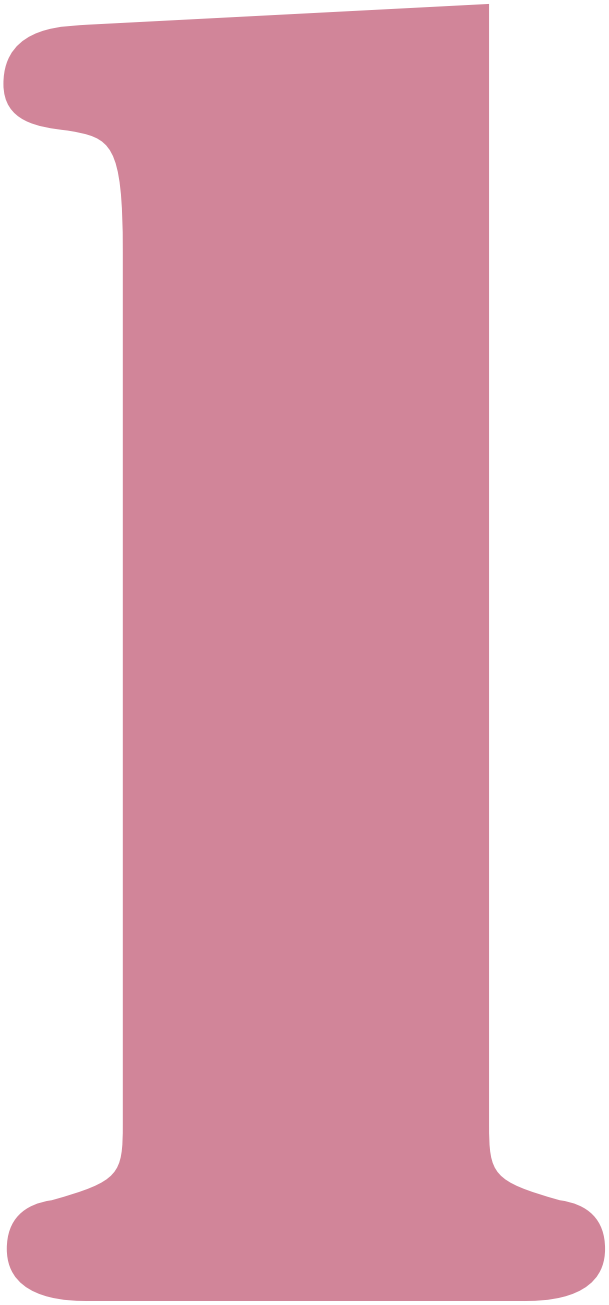
Remoistening glue part

···· Perforation*
Perforation used for opening.
* Only for Wrapping Envelope Form A made by RISO

Envelope form type	Front side
Wrapping Envelope Form A made by RISO	
Wrapping Envelope Form B made by RISO	
Wrapping Envelope Form C made by RISO	

- Printing will not stop even if the envelope form is set in the incorrect direction. Also, if the direction is set incorrectly, the printable area will shift, which may result in the print image extending beyond the envelope form, contaminating the conveying roller. Check the envelope form direction before printing.
- If the front and back of the envelope form are set incorrectly adhesion is not possible.
- Do not print on the remoistening glue part or the pressure-sensitive glue part. Printing on the adhesive parts will result in poor adhesion.

Functions for Mail Making

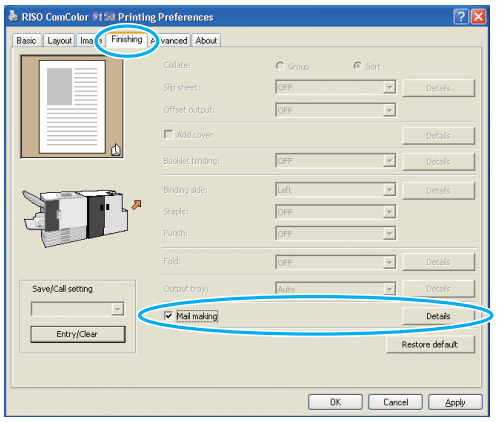


Setting the Printer Driver

The following section describes the settings of the printer driver screen when sending mail making jobs.

For functions other than [Mail making], see the printer's instruction guide.

[Finishing] Tab



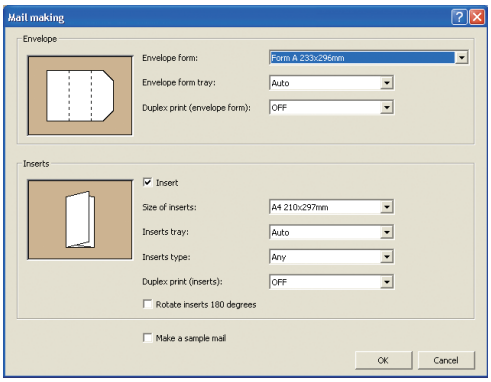
Mail making

When making mail, place a check mark in [Mail making]. Click [Details] to display the [Mail making] dialog box.

All other items such as menus and buttons in the [Finishing] tab become unavailable.

■ Details

Set the envelope form and the insert.



■ Envelope Form Settings

Envelope form

The size of the envelope form to be printed is displayed.

Envelope form tray

Select the tray to set the envelope forms. You cannot select the inserts as the same tray.

[Auto]

The paper tray is automatically selected from the settings of the paper type and envelope form size.

[Feed tray1-3]

Select the tray that you want to use.

[Standard tray] or the optional [High capacity feeder]

Select when you use the standard tray or High capacity feeder.

When [Auto] has been selected but the paper matching the [Size of inserts] setting has not been loaded (or the setting has been completed, but [Manual] is selected in [Tray selection]), an error occurs and the job is not printed.

Duplex print (envelope form)

[OFF]

Simplex print.

[Long edge]

Duplex print with the long-edge as the binding side.

[Short edge]

Duplex print with the short-edge as the binding side.

- You cannot set to simplex/duplex for each mail.
- When using dedicated paper from our company, ensure that you set to [OFF] (do not set to duplex).

■ Inserts Settings

Insert

Select this checkbox when creating the mail with inserts. After selecting, you can select the following items.

Size of inserts

Select the size of the originals to be inserted.
You cannot insert originals with different sizes when making a mail. Check that the originals are the same size.

Inserts tray

Select the tray with the paper to print the inserts.
You cannot use the same tray as the envelope forms.

[Auto]

The paper tray is selected automatically from the settings of the paper type and insert size.

[Feed tray1-3]

Select the designated tray that you want to use.

[Standard tray/High capacity feeder]

Select when you use the standard tray (or the high capacity feeder if connected).

When [Auto] has been selected but the paper matching the [Size of inserts] setting has not been loaded (or the setting has been completed, but [Manual] is selected in [Tray selection]), an error occurs and the job is not printed.

Inserts type

Select the type of paper.
Before printing, adjust the ink quantity to match the selected paper type and perform image processing.

[Any]

Select the tray depending on the [Size of inserts] settings. Set the paper type of the corresponding tray or the [Default paper type of "Any"] setting on the [Environment] tab.

[Plain]

[IJ paper]/[Matt coated]

Select one of these when using IJ Paper or similar paper.

[High-quality]

[Card-IJ]

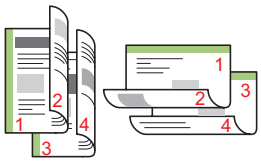
Duplex print (inserts)

Set the print surface.

[OFF]

Simplex print.

[Long edge]



Duplex print with the long-edge as the binding side.

[Short edge]

Duplex print with the short-edge as the binding side.

Rotate inserts 180 degrees

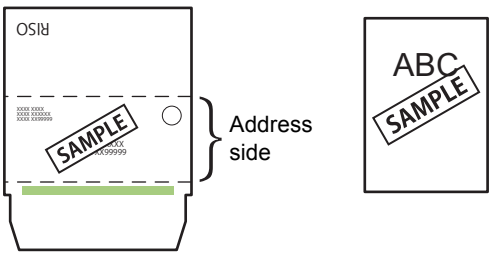
The paper feed direction of the envelope form is already determined. You can rotate original data and change the orientation of the print to align with the orientation of the inserts and print. When rotating the inserts 180° to print, select the checkbox. The surface that the person views when opening the insert is the printed document (first page).

Make a sample mail

In order to check the output of the mail, you can make a sample mail of a single copy. Place a check mark when you want to perform a sample mail. Check the following points when printing a sample mail.

- The glue is adequately adhering.
- The page sequence of the inserts is the same as indicated in the application.
- The address, stamp position of the sender, and orientation are correct.
- The stamp quality is acceptable (there is no smudging, thin spots, or erased characters).

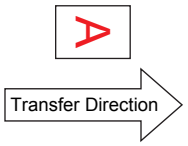
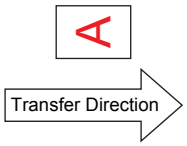
- Before the first printing run, we recommend that you make a sample mail.
- For a sample mail, the word "SAMPLE" is printed in the center of the envelope form and the inserts.



- We recommend that the telecommunications protocol is established to send from an available RAW port that transfers data efficiently when making the sample mail. Check the current printer settings in the [Port] tab in the properties screen of the printer.

About the Orientation of the Inserts

The orientation of the image when the inserts are outputted to the Mail maker becomes either of the following depending on the settings of [180° rotation of the inserts]. The orintation of the image are all shared by the folding method.

Duplex print (inserts)	Original Data for Inserts	Ejected Image Orientation	
		180° Rotation [OFF]	180° Rotation [ON]
Long edge	A		
Short edge			

Operating the Mail Making Jobs

The settings related to the list of jobs to be processed by the printer and the Mail maker are operated from the Printer Mode screen. This section describes about jobs with completed mail making settings (mail making jobs).

For functions for other than the mail making jobs, see the printer's instruction guide.

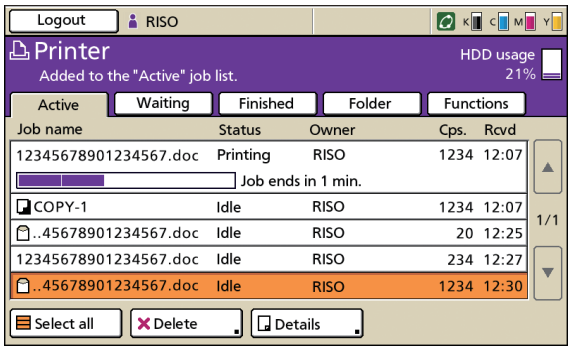
Viewing the Job List

To distinguish from the regular jobs, the mail making job icon is displayed at the left of the mail making job.

Mail making job

You can check the job list on both the operation panel and RISO Console.

■ Setting on the Operation Panel



Display the current jobs and waiting jobs in the list.

■ Setting on the RISO Console

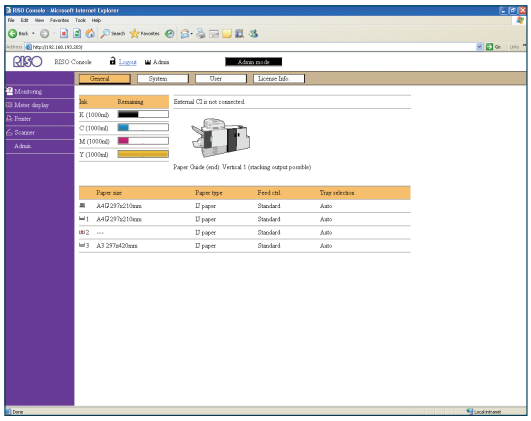
1 Open your web browser.

2 Enter the IP address.

Enter the IP address of the printer in the address box, and press the [Enter] key.

RISO Console starts and the monitoring screen is displayed.

3 Click [Printer] in the side menu.



Broken Job

Job with a PIN

Copy Job

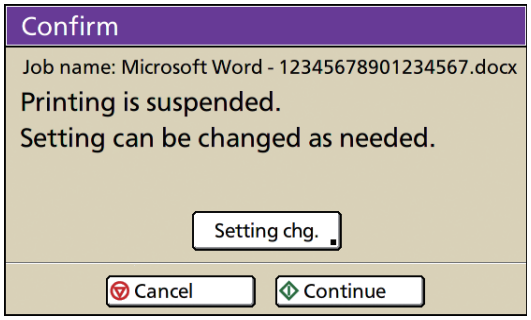
Mail making job

No icon is displayed on the jobs other than the above (e.g., the job sent from the printer driver, the job called from the folder, etc.).

Change the settings during printing

1 Press the [STOP] key.

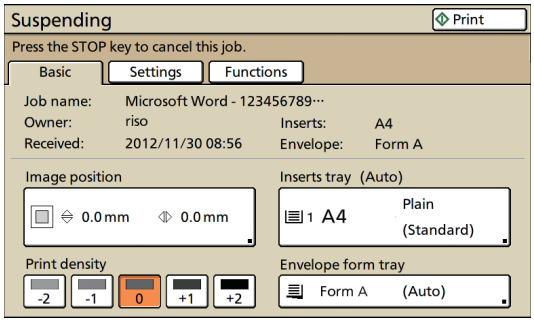
The [Confirm] screen is displayed.



- To cancel printing and delete the job, press [Cancel].
- To continue printing, press [Continue].

2 Press the [Setting chg.].

The [Suspending] screen is displayed.



On the [Basic] tab in the [Suspending] screen, you can change the following settings.

- [Image position]
- [Inserts tray]
  You can select the feed tray for the inserts or set the paper size and type.
- [Envelope form tray]
  You can select the feed tray for the envelope form or set the paper size and type.
- [Print density]

- When setting the [Image position], be careful not to set the glue area of the envelope form over the image. This will cause poor adhesion of the glue.
- The [Inserts tray] and the [Envelopes form tray] cannot be designated as the same tray.
- The settings of the [Inserts tray] and [Envelopes form tray] can be used only on the [Suspending] screen.
  The settings cannot be changed from [Details] on the [Finished job] or [Folder job] screen.
- To confirm the settings, press [Settings].
  For the setting items and method, see the printer's instruction guide.
- When you press the [STOP] key and suspend the printer, the [Sample mail making] information on the [Functions] screen is displayed. For details, see "Sample mail making" (p. 1-8).

3 Change the setting if required, and press [Print].

Printing the configured job begins.

Changing Finished Job and Folder Job Settings

1 Display the job list.

Press the screen selection button of the job list to be displayed.

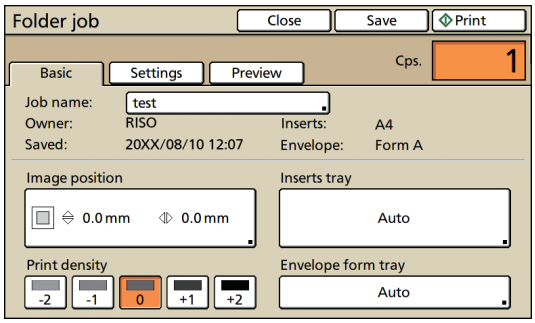
2 Select the job with the settings to change.

To cancel the selection, press again.

3 Press the [Details] and change the settings.

The [Details] screen is displayed. You can change the following settings.

- [Image position]
- [Print density]



On the [Details] of the [Folder job], you can rename the job and save it.

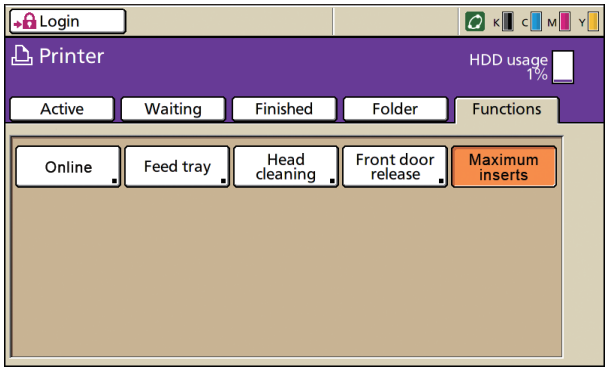
- To check the current settings, press [Settings].
- For the folder job, press [Preview] to check the printing image.

4 Select [Print], [Save], etc.

The selected item is performed.

Setting the Mail Making Functions

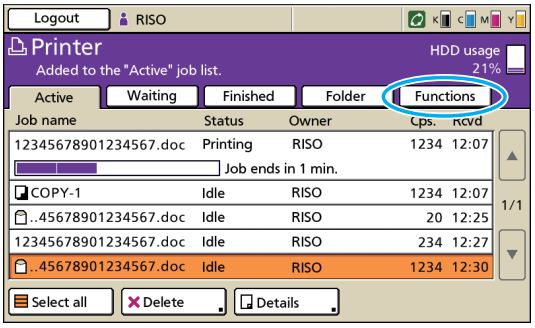
In the [Functions] screen, you can configure the mail making functions manually.



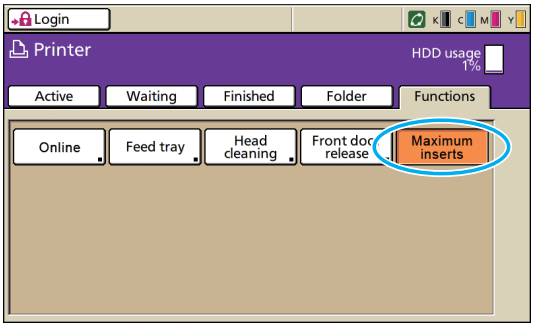
Maximum inserts

Specify the maximum number of sheets of paper that can be inserted per mail.

1 Press [Functions] on the printer mode screen.



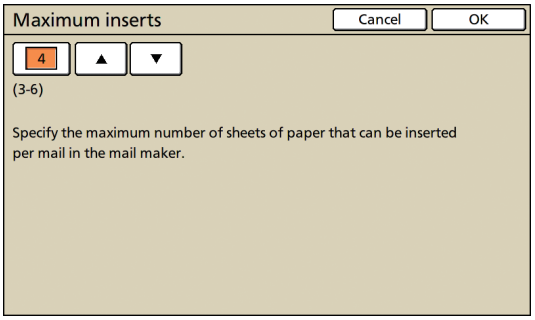
2 Press [Maximum inserts].



The [Maximum inserts] screen is displayed.

3 Specify the Maximum number of inserts using [▲] and [▼] keys, and then press [OK].

Depending on the type of paper, the number of sheets that can be inserted may differ. (See p. 11 "Usable Paper".)



Sample mail making

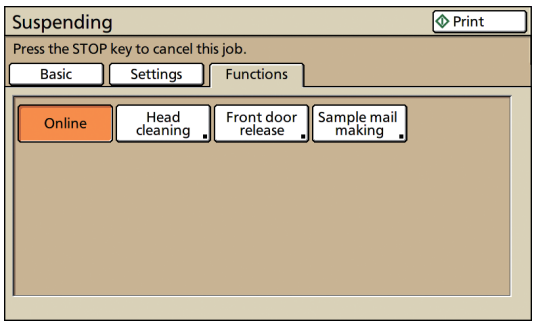
You can check the finishing of the mail by making the first copy as a sample after restarting the print.

- For a sample mail making, the word "SAMPLE" is printed in the center of the envelope form and the inserts.
- The number of the sample mail is not included in the count of the print copies.

■ When you press the [STOP] key to suspend the printing

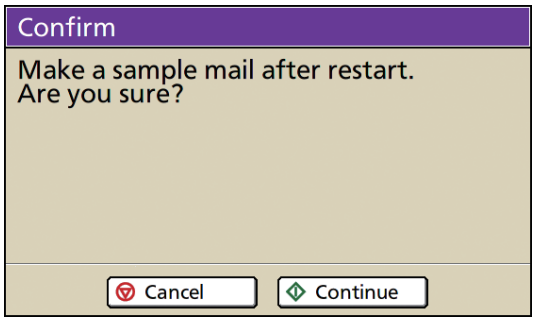
1 Press the [Functions] on the printer mode screen.

The [Functions] screen is displayed.



2 Press [Sample mail making].

The sample mail making screen is displayed.

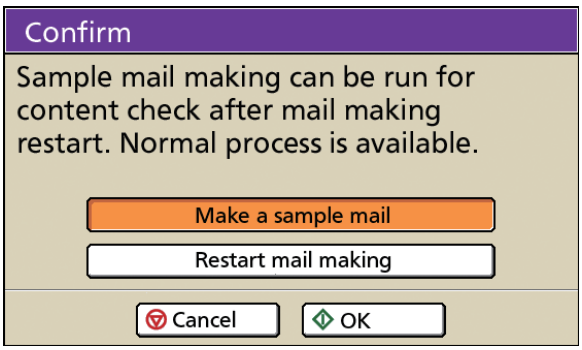


- If you press [Cancel], the sample mail making screen is closed.
- If you press [Continue], the sample print is made.

The button of [Sample mail making] is displayed on the [Functions] screen only when you suspend the printing by pressing the [STOP] key.

■ When the printing is suspended because of an error

A confirmation message is displayed when restarting the print after it has been suspended because of an error such as a paper jam.



- When you select [Make a sample mail] and press [OK], one copy of a sample mail is printed after restart.
- Select [Restart mail making] and press [OK] to continue the print.
- The job is cleared if you press [Cancel] or the [STOP] key.

We recommend that you print a sample mail and check the data formation and inserts for errors.

Administrator Settings

In the [Admin. Settings], you can change the use environment settings related to the mail maker and the default value. This section describes the settings in related to the mail maker.

- For details about Admin mode or Admin. Settings, see the printer's instruction guide.
- You can set the Admin. Settings related to the Mail maker from either the operation panel or the RISO Console.

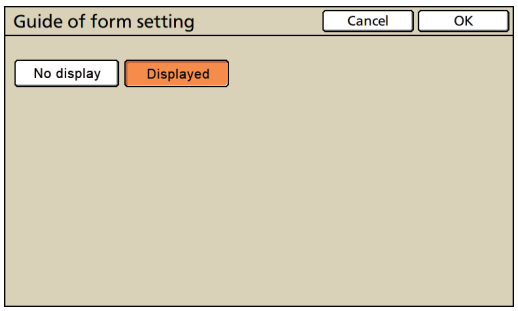
Guide of Form Setting

When starting a mail making job, you can set the application to display a confirmation message regarding the set direction of the envelope form.

<Settings>
Displayed (Factory setting)
No display

■ When setting from the operation panel

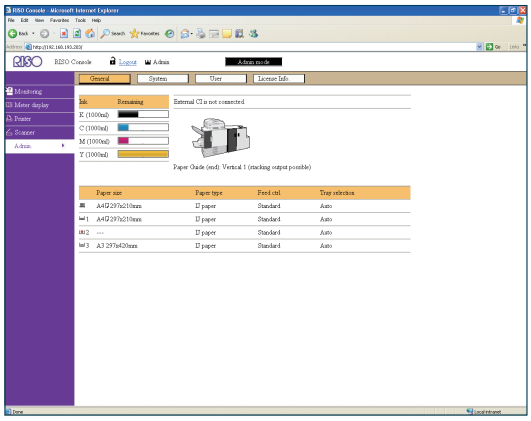
1. **Press [Guide of form setting] on the [Admin. Settings] screen.**
2. **Select the display method.**



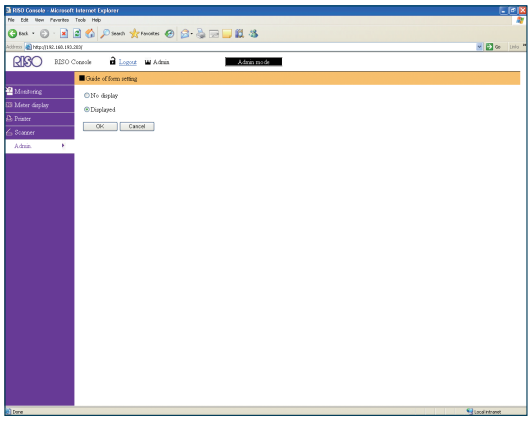
3. **Press [OK].**

■ Setting on the RISO Console

1. **From of the console, click [Admin.] in the monitoring screen.**



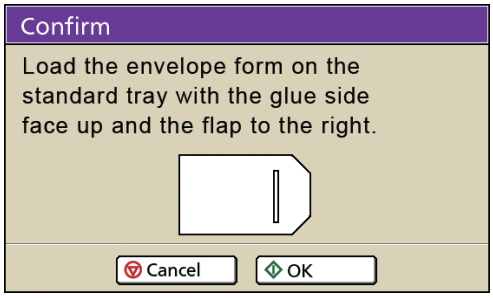
2. **Click [Guide of form setting].**
3. **Select the display method.**



4. **Click [OK].**

About the Confirmation Message

The following message is displayed when starting the mail making job if you set the guide of form setting. Check the orientation of the envelope form in accordance with the message, and set the envelope form.
Example: When setting the envelope forms in the standard tray and making mail with original data that had inserts (Duplex Settings: OFF).



External Interface (Optional)

The external interface "ComColorExpress" (optional) is a print controller to use the high speed color printer manufactured by our company as the PostScript printer of the network support. This section describes the items that are displayed when connecting the Mail maker.

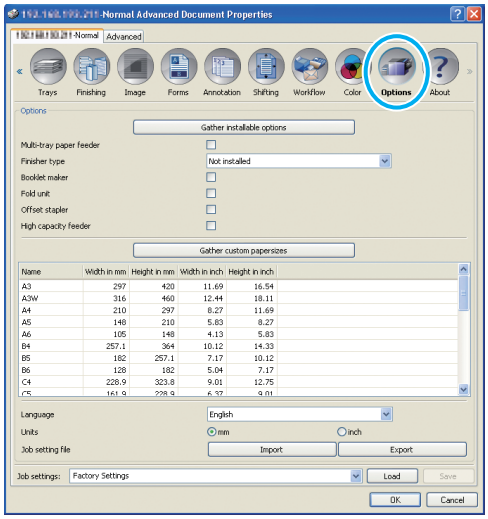
If you want to make mail by using the "ComColorExpress" (optional), you need to install the printer driver on your computer. For details about how to install the printer driver and settings, see the "ComColorExpress User's Guide".

Environmental Settings

Make these settings when using the printer driver for the first time or changing the optional configuration already established for the printer.

1 Open the [Options] screen.

Click the options icon.



2 Set the environment.

Usually, click [Gather installable options] to automatically acquire the information of the optional configuration from the printer. The acquired information from the printer is displayed in [Options]. If you want to change the acquired information, you can do this manually.

- To configure the printer manually, select [Finisher type] - [Mail maker].
- A [Mail making] icon is added to the icons in the settings screen.

Complete the Mail Making Settings

■ When setting from the printer driver

Set when you use the Mail maker to mail making.

1 Create original data using any mail creation application.

2 Display the printer driver screen.

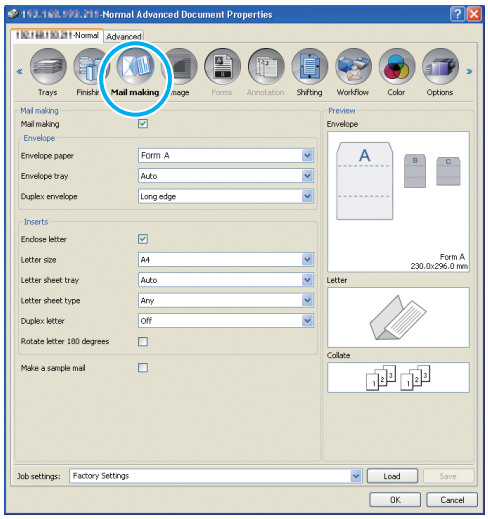
From the application screen of the computer, select the print to display the print dialog box.

3 Check [Printer name], and click [Properties] or [Details].

The name of the button that you should click may differ depending on the application that you use.

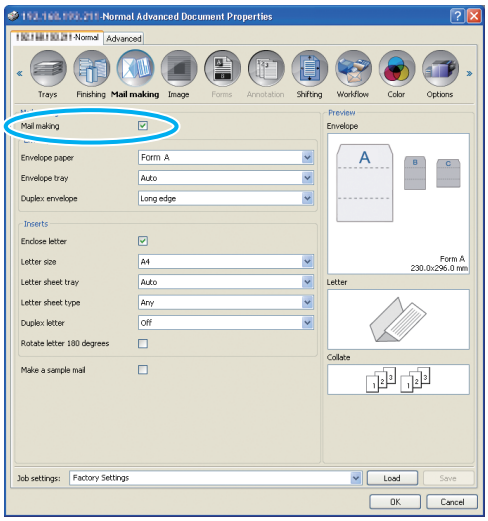
According to your uses and purpose, select [Normal], [Hold], or customised queues added by the administrator from the printer list as an output destination queue. For details, see the "ComColorExpress User's Guide".

4 Click the [Mail making] icon.



5 Place a check mark in [Mail making], and make settings as necessary.

The settings of the [Mail making] is displayed.



For details about the settings, see (P. 1-2) "Setting the Printer Driver".

6 Click [OK].

Return to the print dialog box.

When the [Collate] check box on the print dialog box has been selected, remove the check mark. If you do not remove the check mark, data is sent from the computer to the unit the number of times that copies are specified.

7 Click [OK].

Original data is sent to the print controller.

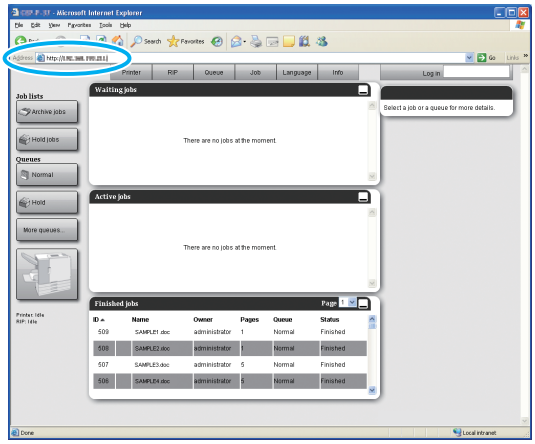
■ Setting on the RISO Console

1 Start your Web browser.

2 Enter the IP address.

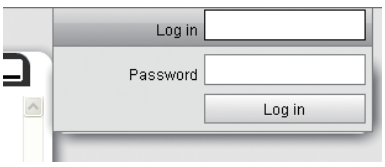
Enter the IP address of the printer in the address box, and press the [Enter] key.

RISO Console starts and the monitoring screen is displayed.



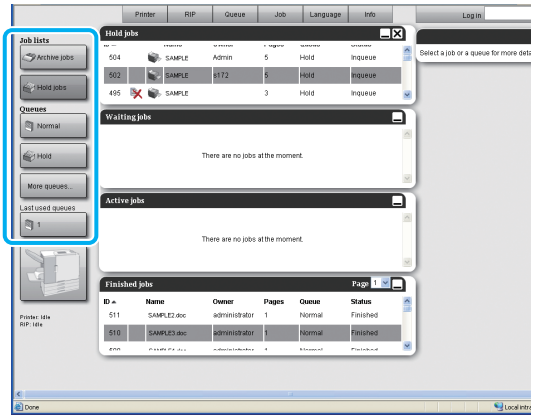
3 Login to the print controller.

The "Login" (ID) and "Password" must be registered in the RISO Console by the administrator in advance. Contact the administrator for details.



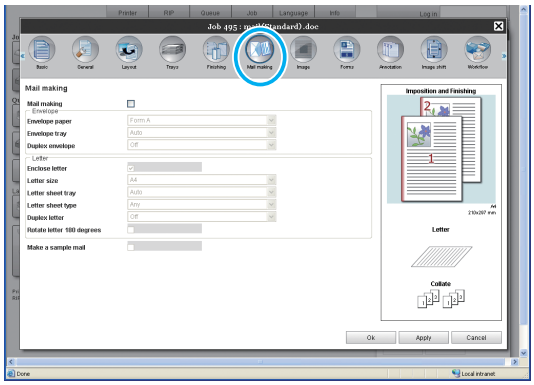
4 Print the job.

Click the button to which the job to be printed is registered from the job/queue selection buttons (on the left side of the screen), and select the print job from the job list.



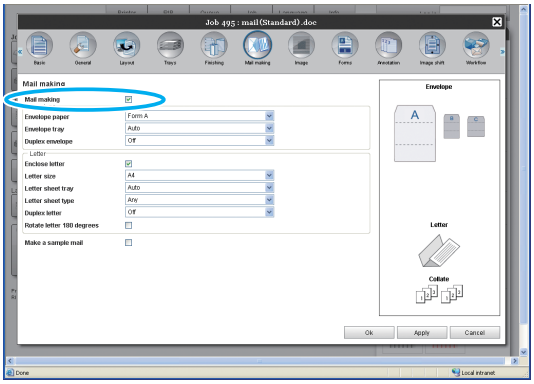
For details about the selection of the job and editing, see the "ComColorExpress User's Guide".

5 Click the [Mail making] icon.



6 Place a check mark in [Mail making].

The settings of the [Mail making] is displayed.



For details about the settings, see "Setting the Printer Driver" (p. 1-2).

Maintenance

Refilling the Water Supply Tank

This printer uses "Remoistening Glue" and "Pressure-Sensitive Glue" as adhesives of the envelope form. Water is needed for the remoistening glue. If the amount of water remaining is low, an error message is displayed in the operation panel. Refill the water supply tank in accordance with the message.

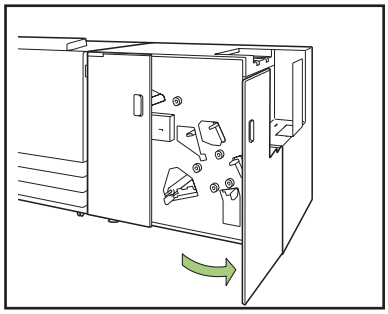
⚠ WARNING

When supplying or draining water, be careful not to spill water into the interior of the printer. This may cause fire or electric shocks.

- When the water in the water supply tank becomes low, an error is displayed in the operation panel of the printer. Refill the water supply tank with water.
- We recommend that you use purified water, which does not easily deposit limescale.
- Be sure to replace the water in the water supply tank and the water tank once a week. If you use old water, the glue may become difficult to adhere.
- If not using the machine for more than one week, remove the water in the water supply tank and the water tank.

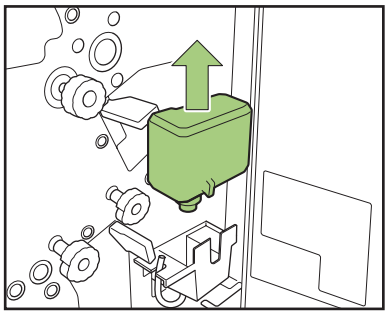
Supplying Water

1 Open the front cover.



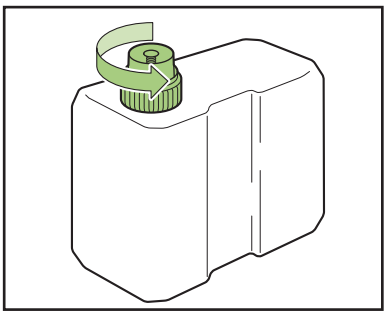
2 Remove the water supply tank.

Lift the water supply tank to remove it. After you have removed it, promptly turn the water supply opening to face upward to avoid causing any water leakages from the water supply opening.



3 Open the cap, and refill the tank with water.

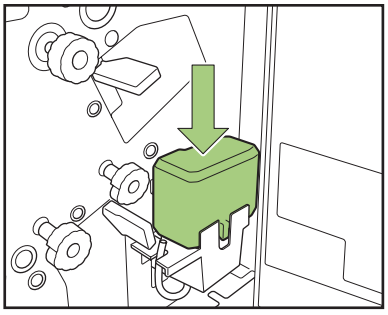
Remove the cap, and supply water.



4 Close the cap.

5 Return the water supply tank to its original position.

With the water supply opening facing down, insert the water supply tank.



6 Close the front cover.

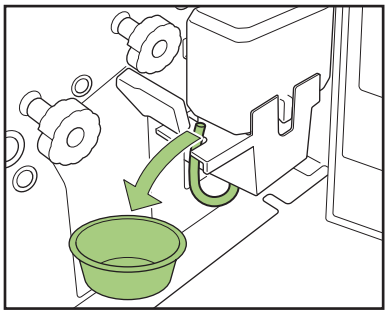
When supplying water after a "Water is in short supply" message is displayed.

When the water supply tank is exhausted or the unit has not been used in a long period of time, the wetting pad may dry out.
In this case, it may take a several minutes for the wetting pad to become sufficiently soaked after the water supply tank is refilled.
After water supply is completed, make sure that the wetting pad is sufficiently soaked and the envelope form is securely sealed before Mail making (p. 1-4 "Make a sample mail").

When not using the unit for a long period of time.

If not using the machine for more than one week, remove the water in the water tank.

① Open the front cover.
② Prepare a container to receive the water.
③ Turn the water drainage tube so that it is facing down, and drain the water inside the water tank until it is empty.
④ Return the water drainage tube to its original position.
⑤ Close the front cover.

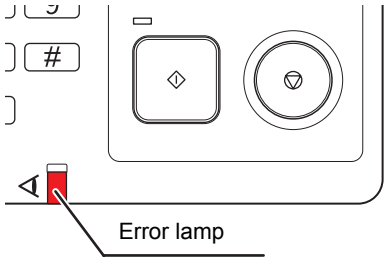


Troubleshooting

This chapter describes the reasons why the error lamp flashes on the operation panel and error messages appear on the touch panel and what action to take.
Follow the displayed messages to resolve the error.

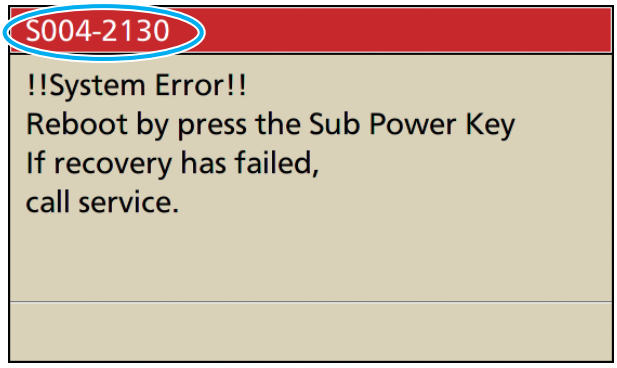
The printer's operation panel error lamp

If an error occurs, the error lamp flashes in red.



Error message screen on the printer's touch panel

The description of the error and instructions for resolving the error are displayed as shown below.



An alphanumeric error code is displayed at the top of the error message screen.
Be sure to mention this error code when contacting your service representative.

- The first letter of the error code indicates the type of error.
- The number of numeric digits indicates the location of the error.

Examples of Error Messages

The following are examples of error messages.

Either of the following buttons used to check the operation may appear after taking action on the error depending on the type of error. Select the button of the operation that you want to perform.

- Close the error message screen: [Close] button.
- Continue the print: [Continue] button (or [START] key).
- Clear the job to be printed: [Delete job] button.
- Cancel the job being printed: [Cancel] button (or [STOP] key).
- Change the tray currently selected: [Change tray] button.

<S000-000> Service Calls

This error message is displayed when inspection or repair is required by a service representative.

Message	Action to Take
The Mail maker has an error. Press the power key on the operation panel to turn off the power and then on again. If recovery has failed, call service.	An error occurred in the Mail maker. ①Press the [Sub power] key on the operation panel to turn off the power and then on again. ②If the system does not recover, contact your dealer (or authorized service representative). Mention the error code displayed on the touch panel at that time.

<U000-000> Unit Errors

This error message is displayed when repair is required by a service representative.

Message	Action to Take
The Mail maker has an error. Press RESET key or Reboot by press the Sub Power Key If recovery has failed, call service.	An error occurred in the Mail maker. ①Press the [Reset] key on the operation panel. ②If the system does not recover, press the [Sub power] key to turn off the power and then on again. If either of the two recovery operations above does not help solve your error, contact your dealer (or authorized service representative). Mention the error code displayed on the touch panel at that time.
The Paper guide has an error. Press RESET key or Reboot by press the Sub Power Key If recovery has failed, call service.	

<X000-000> Paper Jams

This error message is displayed when there is a paper jam.

Message	Action to Take
Paper has jammed. A button appears in the jam. Touch the button to view the removal method.	Paper is jammed inside the printer or Mail maker, or no paper or multiple sheets of paper fed. Press the button indicating the location of the paper jam to display how to remove the jammed paper, and follow the procedure displayed on the touch panel to remove the paper. See "Paper Jam" (p. 2-9) for details.
Paper has been possibly double fed. Check the printed sheets.	The paper has been double feed into the Mail maker. Remove the paper, and check the finishing in the [Make a sample mail] of the confirmation screen. If there has been a inserts error, clear the job and resend original data.

<Y00-000>Consumable Errors
These error messages are displayed when it is time to replace consumables or parts that require periodical replacement.

Message	Action to Take
Water is in short supply. Refill the Water Supply Tank with water.	The water in the water supply tank is in short supply. Refill the water supply tank with water. See "Refilling the Water Supply Tank" (p. 2-2) for details.

<Z00-000>Check Settings Errors
This error message is displayed when a cover is not completely closed.

Message	Action to Take
Close the mail maker cover.	The front cover is not completely closed. Securely close it.

<W000-000> Warning
These warning messages are displayed when there is no more paper, the mail stacker is full, a peripheral device is not connected, or there is another problem.

Message	Action to Take
Job name: This printing job is not acceptable because mail maker is unavailable. Printing without using the mail maker is possible. (The job has been deleted).	Turn off the power of the mail maker and then on again. See "Turning the Power ON/OFF" (p. 22) for details on turning the power on. If the recovery operations above does not help solve your error, contact your dealer (or authorized service representative). Press [Close] to continue using the printing functions other than for mail making.
Job name: Printing is not possible because this job has inexecutable original. Please check the original. (Job has been deleted.)	Data formulation of the first mail was not correct. For details about data formulation, see "Original data structure of "mails"" (p. 18) for details. ①Press [Close]. ②The continue confirmation screen is displayed. Press [Close]. ③Correct or clear the incorrect part of original data and resend the data.
The mail stacker is full. Remove mails.	①The mails stacked in the mail stacker is exceeding the maximum number of mails. Remove the mails. ②If the print is not finished, press the [START] key to continue the printing.
Insert No. This job cannot be done due to the maximum number of inserts exceeded. Check the data. (The job has been deleted.)	The mail is exceeding the maximum number of inserts. Press [Close]. For details about the number of inserts, see "Maximum inserts" (p. 1-7) for details. In [Details] of the mail making, if a check mark is not placed in [Insert], you cannot print if the inserts data is contained. Correct or clear the incorrect part of original data and resend the data.
Insert No. Insert data with a size different from the specified size has been found. Check the settings. (The job has been deleted.)	Different size data is mixed among a job. Press [Close]. Correct or clear the incorrect part of original data, and resend the data.

Message	Action to Take
Insert No. Insert data is missing. Check the data. (The job has been deleted.)	In [Details] of the mail making print, a check mark is placed in [Insert], however, the original data for the inserts does not exist. Otherwise, the combination of data for the envelope forms and inserts is incorrect. ①Press [Close]. ②The continue confirmation screen is displayed. Press [Close]. ③Correct or clear the incorrect part of original data and resend the data.
Insert No. Envelope form data with a size different from the specified size was found. Check the settings. (The job has been deleted.)	The data contains the insert data whose size is different from the envelope form specified in [Details] of Mail making. Otherwise, original data for the envelope forms does not exist. Make the envelope forms for one job all the same size. ①Press [Close]. ②The continue confirmation screen is displayed. Press [Close]. ③Correct or clear the part of original data that is incorrect and resend it.
Some data have different envelope sizes. Check the settings. (The job has been deleted.)	Envelope forms with different sizes exist among one job. Press [Close]. Correct or clear the incorrect part of original data, and resend the data.
Insert No. This operation cannot be done due to the inconsistent inserts size. Check the data.	Inserts with different sizes exist among one job. Press [Close]. Correct or clear the incorrect part of original data, and resend the data.
Load insert paper in the following tray. Selected tray:	There is no paper in the tray designated as the inserts tray or paper with different sizes has been set. Set the correct sized paper in the designated tray.
Load the envelope form on the standard tray with the glue side face up (down) and the flap to right (left). Set envelope form in the direction below. Standard tray: Glue side up (down), flap right (left). Feed tray 1-3: Glue side down (up), flap left (right). Load the envelope form in the feed tray with the glue side face down (up) and the flap to the left (right).	• Though the tray for envelope forms is set to [Auto], there is no envelope form in the tray selected in [Tray selection]. Press [Change tray] to change the feed tray to other than [Auto] or select the tray for envelope forms in [Tray selection]. When you [Continue] the print, check the orientation of the envelope forms and set them in the standard tray or feed tray. • The tray for the designated envelope forms is empty. Check the orientation of the envelope forms, and set them in the standard tray or the feed tray. Alternatively press [Change tray] to change the tray for envelope forms.
Set the paper guide (end).	The paper guide (end) has not been set. Set the paper guide (end).
Check of the position of the paper guide (end).	The paper guide (end) position is incorrect. Correct the position of the paper guide (end).

Message	Action to Take
It is taking time to receive data. Please wait. If the output is not available please delete the job.	The data is being received. If data has not been received after a certain period of time, clear the job for which data is being received, and resend the data.
The mail maker does not support long-edge feed. Check the settings. (The job has been deleted.)	The mail maker supports only short-edge feed. Check whether or not the image rotation or the set direction of the paper is correct.
Paper stays in the mail maker ejector. Print cannot be run. Remove paper from the ejector.	Something may be placed in the mail stacker area. Check and remove anything that might be located around the belt periphery of the mail stacker.
Appropriate temperature is not maintained inside the Mail maker. (The job has been deleted).	The temperature inside the Mail maker may be low. Use the Mail maker after confirming that the environment is appropriate. "Installation Location" (p. 8)

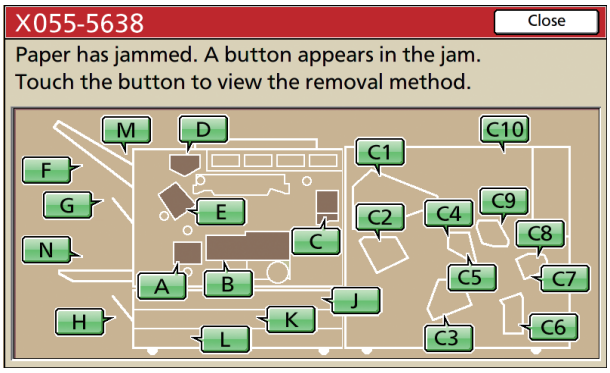
Paper Jam

If a paper jam occurs in the Mail maker, the error lamp on the operation panel flashes in red, and the paper jam screen appears on the touch panel. Follow the procedure displayed on the touch panel to remove the jammed paper and resume printing.

⚠ Caution

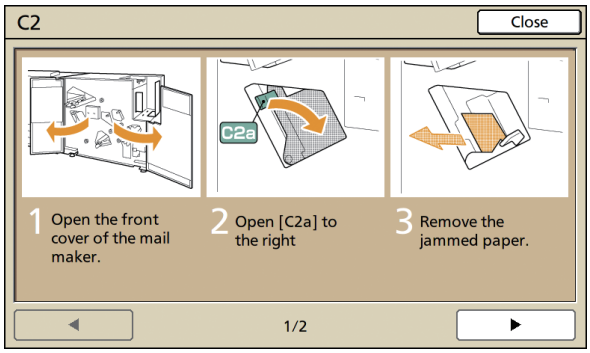
Be careful of protruding parts and metal terminals when performing maintenance inside the printer such as removing jammed paper. Failure to do so may cause injury.

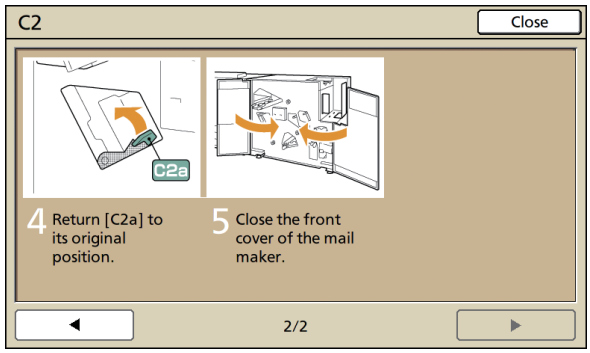
1 Touch the alphanumeric button indicating the location of the paper jam to display how to remove the jammed paper.



2 Follow the procedure displayed on the touch panel to remove the paper.

Press [◀ ▶] to display the previous or next page.
(The following screenshots are examples of the display when there is a paper jam in the matching section.)





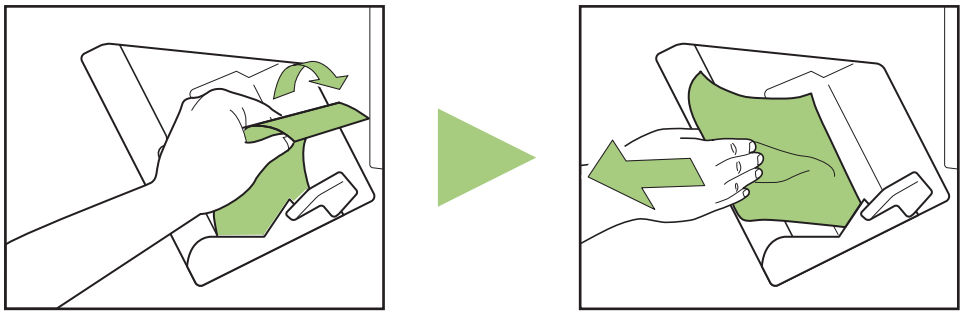
3 Press [Close].

Return to the screen in Step 1. Check that the button indicating the location where the paper was removed has disappeared.
Remove the paper from the all locations of the paper jam and close the cover, then the error screen disappears and the previous screen is displayed.

When alphabet buttons are displayed on the screen, paper still remains in the indicated locations. Repeat Steps 1 to 3 to remove the jammed paper.

Precautions When Removing Jammed Paper

- Slowly and carefully remove the jammed paper. Be careful not to leave pieces of paper in the Mail maker.
- When removing the paper from the unit, roll the paper a little at a time in the output direction inside the unit, and then remove the paper toward you.



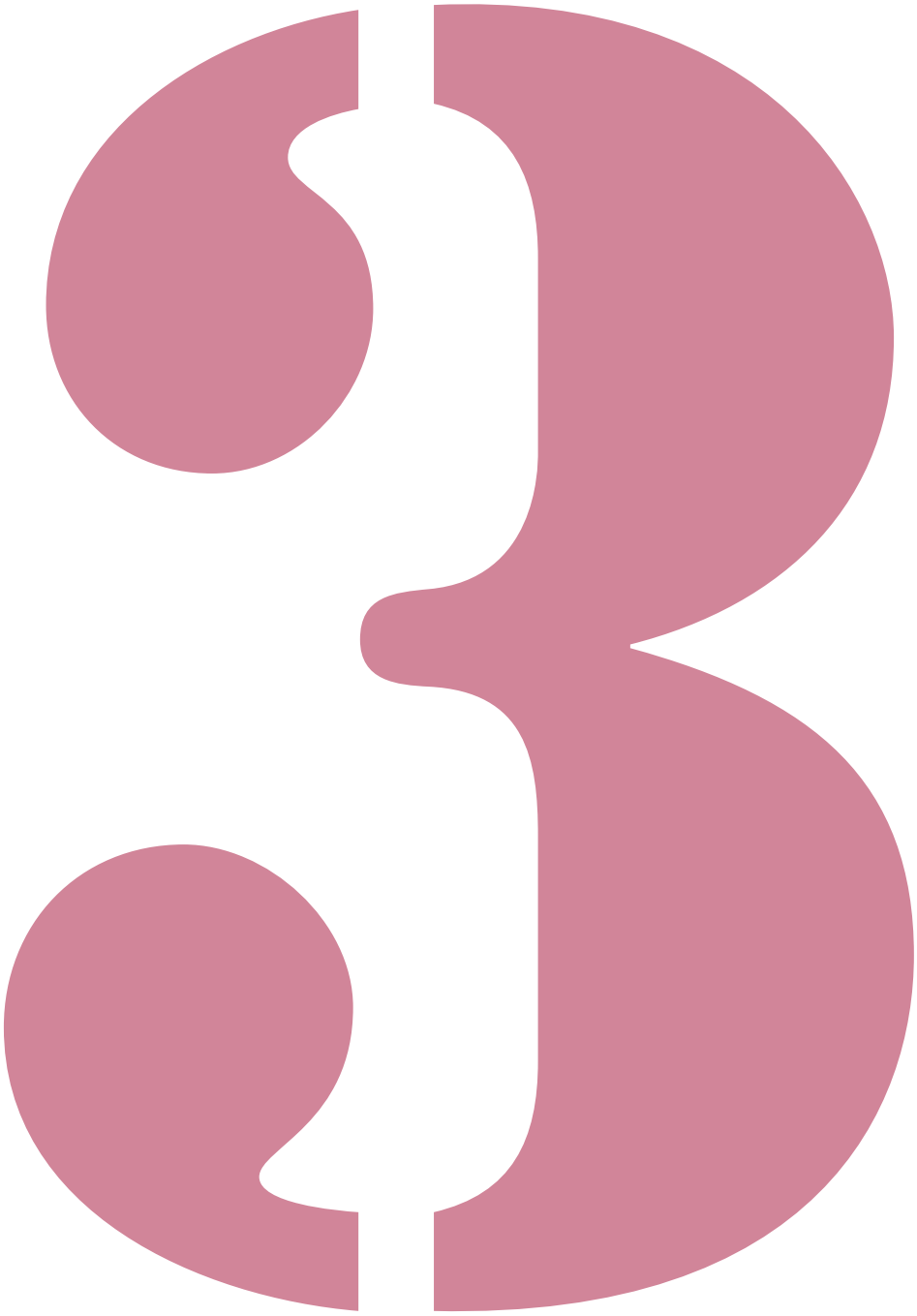
- Paper is transferred through the printer at a high speed during printing. Therefore, if a paper jam occurs when printing multiple sheets of paper, the sheet of paper that caused the paper jam as well as other sheets of paper may remain in the transfer path. When using the internal dials to remove jammed paper, after removing the first sheet of paper, turn the dial four or five times to check for other sheets of paper.

Other Problems

Problem	Possible Cause and Action to Take
The Mail maker does not operate at all.	Make sure that the main power of the printer and Mail maker has been turned on.
	Make sure that the power plug of the printer and Mail maker has been properly inserted into the electrical outlet.
	Make sure that the power cords have been securely connected to the printer and Mail maker.
	Make sure that the power breaker has not been tripped.
	Turn off the power of the printer and Mail maker and then turn on again. See "Turning the Power ON/OFF" (p. 22). If the Mail maker does not recover, contact your dealer (or authorized service representative).
The setting buttons of the Mail maker is not displayed on the printer's touch panel.	Make sure that the main power of the Mail maker has been turned on.
Glue is not adequately applied to the envelope.	There is not enough water applied to the wetting pad. Refill the water supply tank.
	Do not touch the envelope form immediately after it is sealed. This may impact the setting of the glue and make cause the seal to peel.
	Make sure that the set direction of the envelope forms is correct.
Adhesion of the glue is not possible (weak).	If rubber, dust, or ink is attached to the surface area of the remoistening glue or pressure-sensitive glue, then there will be no adhesion.
	If you store the envelope form while exposing them to air, or store them in a location that is subject to direct sunlight, the glue strength may deteriorate due to the affect from temperature, humidity, ultraviolet rays, oxygen, ozone, and other factors. Use all the envelope form of the shrink packaging, or be sure to store them with the ★ side up in the storage case and use all of them within a month.
	If the expiry date is exceeded, the strength of the adhesion will deteriorate. Check the date of manufacture and use the glue as soon as possible.
The image of the output is different.	Make sure that the set direction of the envelope forms and inserts is correct.
	Make sure whether or not a setting has been made to rotate the paper 180° .
The transfer speed is slow.	The "Remoistening Glue" area of the envelope forms has become wet because the soaked pad and is sealing the envelope forms. If the temperature inside the printer is low, the adhesion quality of the "Remoistening Glue" may deteriorate. When you start the print, the print speed may become slower to ensure that the temperature inside the printer is adequate, that there is enough time applied for pressure-sensitive glue, and that the glue is properly adhering. When the inside of the printer has reached the set temperature and you have switched jobs, the printer will return to the normal printing speed.

For the troubles related to the print condition or printer, see the printer's instruction guide.

Appendix



Specifications

■ Specifications of the Wrapping Envelope Finisher (E)

Basic Functions and Mail Making Functions

Model		Wrapping Envelope Finisher (E)	
Type		In-Line Sealed Mail Making System	
Finishing Type		Sealed Mail Making	
Dedicated Paper for Envelopes		Wrapping Envelope Form A: 233 mm × 296 mm Approx. 105 g/m^2	Wrapping Envelope B: 233 mm × 391 mm Approx. 105 g/m^2
Inserts Paper	Paper Size	A4 (210 × 297mm), B5 (182 × 257mm)	
	Paper Type and Weight	Standard Tray	Plain paper, recycled paper 46g/m^2 to 120g/m^2 paper
		Feed Tray	Plain paper, recycled paper 52g/m^2 to 104g/m^2 paper
Printable Area		Dedicated Paper for Envelopes	Wrapping Envelope Form A made by RISO Maximum: 212 mm × 217 mm Wrapping Envelope Form B made by RISO Maximum: 212 mm × 311 mm
		Guaranteed Print Area for Inserts	Standard: Margin width of 3 mm
			Maximum: Margin width of 1 mm
Paper Feed Method/Paper Tray Capacity	Standard Tray	Dedicated Paper for Envelopes*1: Height up to 110 mm Dedicated Paper for Inserts: Height up to 110 mm	
	Feed Tray	Dedicated Paper for Envelopes*1: Height up to 50 mm (3 trays) Dedicated Paper for Inserts: Height up to 50 mm (3 trays)	
	High capacity feeder (Optional)	Dedicated Paper for Envelopes*1: Height up to 440 mm Dedicated Paper for Inserts: Height up to 440 mm	
Maximum Load of the Mail Stacker		Height up to 310mm (Approx. 110 mails: IJ paper (85g/m^2) /1 sheet insert with Inner 3-folds)	
Number of Inserts Sheets		46 - 59g/m^2	6 sheets or less
		60 - 80g/m^2	5 sheets or less
		81 - 100g/m^2	4 sheets or less
		101 - 120g/m^2	3 sheets or less
Adhesion Method		Mail short-edge part	Pressurized adhesion method to the pressure-sensitive adhesive coated area.
		Mail long-edge part	Wet coating adhesion method to the remoistening adhesive coated area.
Remoistening Adhesive		Supplementation Method	Replenish from the water supply tank (removal possible)
		Water Supply Tank Capacity	400ml
		Water Tank Capacity Inside Printer	480ml
Finished Product Mail Size		Wrapping Envelope Form A : 233 mm × 110 mm Wrapping Envelope Form B : 233 mm × 158 mm	
Processing Speed *2		37 mails/min for A4 simplex	

Power Source	AC100-240V, 3.0-1.5A, 50-60Hz
Power Consumption	Max. 250 W Ready: 40 W or less Stand-by: 0.5 W or less
Operating Noise *3	68 dB or less
Operating Environment	Temperature: 15°C to 30°C Humidity: 40% to 70% RH (non-condensing)
Weight	Approx. 161 kg
Safety	IEC60950-1 compliant, Indoor, pollution degree 2*, At altitudes of 2000 m or lower * The pollution degree of the usage environment due to dirt and dust in the air. Degree "2" corresponds to a general indoor environment.
Dimensions (W × D × H)	Mail maker: 990mm × 710mm × 940mm
	When connected to the Printer: 2,205mm × 715mm × 1,030mm

*1 When using Wrapping Envelope Form A (approx. 105g/m^2)

*2 For ComColor 9150: When inserting one sheet for A4 simplex printing

*3 When connecting the printer and sealing the envelope form with one insert sheet

■ Specifications of the Wrapping Envelope Finisher (U)

Basic Functions and Mail Making Functions

Model		Wrapping Envelope Finisher (U)	
Type		In-Line Sealed Mail Making System	
Finishing Type		Sealed Mail Making	
Dedicated Paper for Envelopes		Wrapping Envelope Form C: 243 mm × 296 mm (9 9/16" × 11 21/32") Approx. 105 g/m^2 (28-lb bond)	
Inserts Paper	Paper Size	Legal (8 1/2" × 14") , Letter (8 1/2" × 11")	
	Paper Type and Weight	Standard Tray	Plain paper, recycled paper 46g/m^2 (12.2-lb bond) to 120g/m^2 (31.9-lb bond) paper
		Feed Tray	Plain paper, recycled paper 52g/m^2 (14-lb bond) to 104g/m^2 (28-lb bond) paper
Printable Area		Dedicated Paper for Envelopes	Wrapping Envelope Form C made by RISO Maximum: 222 mm × 217 mm (8 3/4" × 8 17/32")
		Guaranteed Print Area for Inserts	Standard: Margin width of 3 mm (1/8")
			Maximum: Margin width of 1 mm (0.04")
Paper Feed Method/Paper Tray Capacity	Standard Tray	Dedicated Paper for Envelopes*1: Height up to 110 mm (4 5/16") Dedicated Paper for Inserts: Height up to 110 mm (4 5/16")	
	Feed Tray	Dedicated Paper for Envelopes*1: Height up to 50 mm (1 15/16") (3 trays) Dedicated Paper for Inserts: Height up to 50 mm (1 15/16") (3 trays)	
	High capacity feeder (Optional)	Dedicated Paper for Envelopes*1: Height up to 440 mm (17 5/16") Dedicated Paper for Inserts: Height up to 440 mm (17 5/16")	
Maximum Load of the Mail Stacker		Height up to 310 mm (12 7/32") (Approx. 110 mails: IJ paper (85g/m^2 (23-lb bond)) /1 sheet insert with Inner 3-folds)	
Number of Inserts Sheets	(When the size is Letter)	46g/m^2 (12.2-lb bond) to 59g/m^2 (15.7-lb bond)	6 sheets or less
		60g/m^2 (16-lb bond) to 80g/m^2 (21.3-lb bond)	5 sheets or less
		81g/m^2 (21.5-lb bond) to 100g/m^2 (26.6-lb bond)	4 sheets or less
		101g/m^2 (26.9-lb bond) to 120g/m^2 (31.9-lb bond)	3 sheets or less
	(When the size is Legal)	46g/m^2 (12.2-lb bond) to 59g/m^2 (15.7-lb bond)	4 sheets or less
		60g/m^2 (16-lb bond) to 80g/m^2 (21.3-lb bond)	3 sheets or less
		81g/m^2 (21.5-lb bond) to 100g/m^2 (26.6-lb bond)	2 sheets or less
		101g/m^2 (26.9-lb bond) to 120g/m^2 (31.9-lb bond)	1 sheet
Adhesion Method		Mail short-edge part	Pressurized adhesion method to the pressure-sensitive adhesive coated area.
		Mail long-edge part	Wet coating adhesion method to the remoistening adhesive coated area.

Remoistening Adhesive	Supplementation Method	Replenish from the water supply tank (removal possible)
	Water Supply Tank Capacity	400ml
	Water Tank Capacity Inside Printer	480ml
Finished Product Mail Size	243 mm × 110 mm (9 9/16" × 4 5/16")	
Processing Speed *2	37 mails / min for Letter simplex.	
Power Source	AC100-240V, 3.0-1.5A, 50-60Hz	
Power Consumption	Max. 250 W Ready: 40 W or less Stand-by: 0.5 W or less	
Operating Noise *3	68 dB or less	
Operating Environment	Temperature: 15°C to 30°C (59°F to 86°F) Humidity: 40% to 70% RH (non-condensing)	
Weight	Approx. 161 kg (355-lb)	
Safety	IEC60950-1 compliant, Indoor, pollution degree 2*, At altitudes of 2000 m or lower * The pollution degree of the usage environment due to dirt and dust in the air. Degree "2" corresponds to a general indoor environment.	
Dimensions (W × D × H)	Mail maker: 990mm × 710mm × 940mm (38 31/32" × 27 15/16" × 37")	
	When connected to the Printer: 2,205mm × 715mm × 1,030mm (86 13/16" × 28 5/32" × 40 9/16")	

*1 When using Wrapping Envelope Form C (approx. 105g/m^2 (28-lb bond))

*2 For ComColor 9150: When inserting one sheet for Letter simplex printing

*3 When connecting the printer and sealing the envelope form with one insert sheet

Consumables

It is recommended that you use consumables manufactured by RISO KAGAKU CORPORATION.
Consumable specifications and types are subject to change without notice.
For pricing information, contact your dealer (or authorized service representative).

Consumable Items

Item	Size	Contents	Characteristics
Wrapping Envelope Form A	233mm × 296mm	250 sheets × 4 packs	You can seal A4 or B5 inserts by 3-fold.
Wrapping Envelope Form B	233mm × 391mm		You can seal A4 inserts by 2-fold.
Wrapping Envelope Form C	243mm × 296mm (9 9/16" × 11 21/32")		You can seal Letter inserts by Inner 3-fold or Legal by 4-fold.

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Notice for European Union Member States

RISO, the environment and the Waste Electrical and Electronic Equipment Directive "WEEE Directive"

What is the WEEE Directive?
The purpose of the WEEE Directive is to reduce waste and ensure Electrical and Electronic Equipment is recycled at the end of its useful life.

What does the crossed out wheeled bin symbol mean?
The crossed out wheeled bin symbol indicates this product must be disposed of separately to normal waste.
Please contact your RISO service agent for information about disposal.

What does the solid bar symbol mean?
The solid bar under the crossed out wheeled bin indicates this product was put on the market after the 13th August 2005.

Who should I contact if I want more information about the WEEE Directive?
You should contact your local RISO service agent for more information.

Vorsichtsmaßnahmen

ComColor Serie

Modell: Wrapping Envelope Finisher (E)

MASCHINENLÄRMINFORMATION

Maschinenlärminformations-Verordnung 3. GPSGV:
Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

Hinweis: Das Gerät ist nicht für die Benutzung am Bildschirmarbeitsplatz gemäss BildscharbV vorgesehen.

Dieser Abschnitt beschreibt Vorkehrungen, die zur sicheren Benutzung dieser Maschine befolgt werden müssen. Bitte lesen Sie diesen Abschnitt vor der Benutzung des Gerätes gut durch.

Warnsymbole

Damit dieses Gerät richtig betrieben wird und Verletzungen sowie Sachschäden vermieden werden, kommen folgende Warnsymbole zur Anwendung. Lesen Sie zuerst die Bedeutung der Symbole durch und danach das Handbuch.

⚠ **WARNUNG**	Dieses Symbol bedeutet, dass eine unrichtige Handhabung beziehungsweise das Ignorieren dieses Symbols zum Tod oder schweren Verletzungen führen kann.
⚠ **VORSICHT**	Dieses Symbol bedeutet, dass eine unrichtige Handhabung beziehungsweise das Ignorieren dieses Symbols zu schweren Verletzungen oder Sachschäden führen kann.

Symbolbeispiele

Das Symbol ⃠ zeigt eine verbotene Aktion an. Ein konkretes, verbotenes Vorgehen wird im Symbol selbst oder daneben angegeben. (Die linke Abbildung zeigt das Verbot des Auseinandernehmens.)

Das Symbol ● zeigt eine zwingende Aktion oder einen Hinweis an. Im Symbol wird ein konkreter Hinweis angegeben. (Die linke Abbildung zeigt einen Hinweis zum Herausziehen des Netzsteckers.)

Netzstecker

■ **Zusätzlich zum Hauptgerät haben auch Drucker und Zusatzgeräte, die mit dem Drucker verbunden sind, Netzstecker.**

Aufstellungsort

⚠ VORSICHT

■ **Stellen Sie das Gerät auf eine flache und stabile Oberfläche. Anderenfalls kann das Gerät kippen oder herunterfallen und dadurch Verletzungen verursachen.**

■ **Stellen Sie das Gerät nicht an einem staubigen oder feuchten Ort auf. Andernfalls kann es zum Brand oder zu elektrischen Schlagen kommen.**

Netzanschluss

⚠ WARNUNG

■ **Überprüfen Sie die Spezifikationen für die Stromversorgung des Gerätes und benutzen Sie nur eine Stromversorgung mit ausreichender Kapazität. Anderenfalls kann es zu einem Brand oder zu elektrischen Schlägen kommen.**

■ **Installieren Sie das Gerät in der Nähe einer Wandsteckdose, um die Verwendung eines Verlängerungskabels zwischen Gerät und Steckdose zu vermeiden. Falls trotzdem ein Verlängerungskabel benötigt wird, darf es nicht länger als 5 m sein. Andernfalls kann es zum Brand oder zu elektrischen Schlägen kommen.**

■ **Das Spannungskabel darf weder beschädigt noch abgeändert werden. Werden schwere Gegenstände auf das Kabel gestellt, oder wird daran gezogen oder das Kabel geknickt, kann das Kabel Schaden erleiden, und dadurch einen Brand bzw. einen elektrischen Schlag verursachen.**

■ **Das mitgelieferte Spannungskabel darf nur für dieses Gerät verwendet werden. Verwenden Sie es nicht mit anderen Produkten. Andernfalls kann es zum Brand oder zu elektrischen Schlägen kommen.**

■ **Niemals das Kabel mit nassen Händen aus der Steckdose ziehen. Andernfalls könnte es einen elektrischen Schlag geben.**

⚠ VORSICHT

■ **Stecken Sie den Stecker fest in die Steckdose, um einen Wackelkontakt zu vermeiden.**

■ **Ziehen Sie den Stecker nicht am Kabel heraus. Andernfalls kann dieses beschädigt werden und einen Brand oder einen elektrischen Schlag verursachen. Zum Abtrennen des Kabels immer nur am Stecker anfassen.**

■ **Falls das Gerät für längere Zeit nicht benutzt wird, beispielsweise während mehrerer Feiertage, sollte das Kabel sicherheitshalber aus der Steckdose gezogen werden.**

■ **Ziehen Sie den Stecker mehr als einmal pro Jahr aus der Steckdose und reinigen Sie seine Polstifte und ihre Umgebung. Staub, der sich an dieser Stelle angesammelt hat, könnte einen Brand verursachen.**

Behandlung

⚠ WARNUNG

- **Stellen Sie keine Wasserbehälter oder metallische Gegenstände auf das Gerät. Falls Wasser oder ein solches Metallobjekt ins Innere des Gerätes eindringt, kann dies zu einem Brand oder zu elektrischen Schlägen führen.**
- **Stecken Sie keinerlei metallische Gegenstände oder entzündbares Material durch irgendeine Öffnung ins Innere des Gerätes oder lassen Sie keine solchen Gegenstände oder solches Material ins Innere des Gerätes fallen. Andernfalls kann es zum Brand oder zu elektrischen Schlägen kommen.**
- **Achten Sie beim Wassereinfüllen usw. darauf, dass kein Wasser in das Innere des Gerätes läuft. Anderenfalls kann es zu einem Brand oder zu einem Stromschlag kommen.**
- **Entfernen Sie die Abdeckungen nicht. Andernfalls könnten Sie aufgrund der Hochspannung im Inneren elektrischen Schlägen ausgesetzt sein.**
- **Sie sollten das Gerät nie zerlegen oder selbst wieder zusammenbauen. Andernfalls kann es zum Brand oder zu elektrischen Schlägen kommen.**

- **Sollte die Maschine starke Hitze entwickeln, Rauch oder schlechten Geruch abgeben, drücken Sie zuerst auf die [Unterschaltertaste] des Druckers und schalten Sie dann den [Hauptschalter] aus. Schalten Sie danach den [Hauptschalter] dieses Gerätes aus, ziehen Sie alle Netzkabel aus der Steckdose und benachrichtigen Sie den zuständigen Händler (oder eine autorisierte Kundendienstvertretung). Anderenfalls kann es zu einem Brand oder einem Stromschlag kommen.**

- **Falls etwas in das Innere der Maschine gefallen ist, drücken Sie zuerst sofort auf die [Unterschaltertaste] des Druckers und schalten Sie dann den [Hauptschalter] aus. Schalten Sie danach den [Hauptschalter] dieses Gerätes aus, ziehen Sie alle Netzkabel aus der Steckdose und benachrichtigen Sie den zuständigen Händler (oder eine autorisierte Kundendienstvertretung). Das Weiterbenutzen des Gerätes könnte einen Brand oder einen Stromschlag verursachen.**

⚠ VORSICHT

- **Stecken Sie nicht Ihre Finger oder irgendwelche Gegenstände in den Spalt der Mail-Ablage. Sie könnten sich sonst verletzen.**
- **Wenn Sie das Innere des Druckers überprüfen und z.B. eingeklemmtes Papier entfernen, achten Sie bitte auf hervorstehende Teile oder Metallenden. Anderenfalls kann es zu Verletzungen kommen.**
- **Im Inneren des Druckers können sich Restbestände von Tinte befinden. Achten Sie darauf, mit Ihren Händen oder Kleidungsstücken nicht damit in Kontakt zu kommen. Sollten Sie versehentlich mit Ihren Händen dennoch die Tinte berühren, waschen Sie Ihre Hände sofort mit einem Reinigungsmittel.**
- **Wenn Sie das Gerät an einem anderen Ort aufstellen wollen, benachrichtigen Sie den zuständigen Händler (oder eine autorisierte Kundendienstvertretung). Falls Sie versuchen, das Gerät unter Kraftaufwand zu transportieren, kann es umkippen und somit Verletzungen herbeiführen.**

Vor Inbetriebnahme

Dieser Abschnitt erläutert Vorsichtsmaßnahmen, die vor der Benutzung des Gerätes zu beachten sind.

Aufstellungsort

Beachten Sie die folgenden Sicherheitshinweise.

- **Der Aufstellungsort zur Installation des Gerätes wird bei der Anlieferung in Absprache mit dem Kunden festgelegt.**
- **Wenn Sie das Gerät an einen anderen Ort verlegen, benachrichtigen Sie den zuständigen Händler (oder eine autorisierte Kundendienstvertretung).**
- **Vermeiden Sie die Installation des Gerätes an folgenden Orten. Andernfalls kann es zu Fehlfunktionen, Störungen oder Unfällen kommen.**
  - Orte, die direktem Sonnenlicht oder übermäßiger Helligkeit ausgesetzt sind, beispielsweise in Fensternähe (falls unumgänglich, hängen Sie einen Vorhang vor das Fenster)
  - Orte, die plötzlichen Temperaturschwankungen ausgesetzt sind
  - Sehr heiße und feuchte oder sehr kalte und trockene Orte
  - Orte nahe offener Feuerstellen oder Hitzequellen
  - Beheizte Stellen oder Orte, die direkter Kaltluft von Klimaanlagen oder Heißluft sowie abgestrahlter Wärme von Heizkörpern ausgesetzt sind
  - Schlecht belüftete Orte
  - Staubige Orte
  - Orte, die vielen Vibrationen ausgesetzt sind
- **Stellen Sie das Gerät an einer ebenen Stelle auf, die folgenden Anforderungen entspricht.**
  Oberflächenhöhe zur Installation: 2° oder weniger
- **Betreiben Sie das Gerät unter folgenden Umgebungsbedingungen.**
  Temperaturbereich: 15°C bis 30°C
  Feuchtigkeitsbereich: 40% bis 70% RF (nicht kondensierend)

Netzanschluss

Beachten Sie die folgenden Sicherheitshinweise.

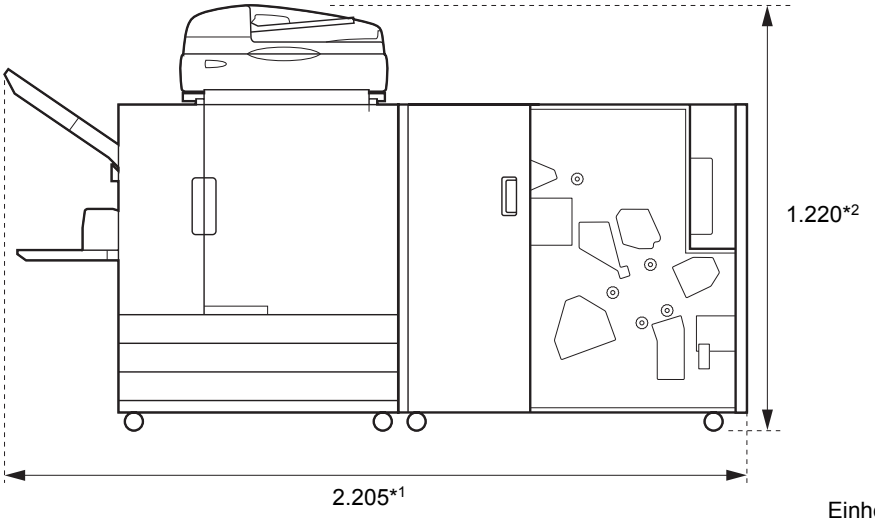
- **Schließen Sie das Stromkabel fest in den optionalen Netzanschluss der Druckereinheit, um einen Wackelkontakt zu vermeiden.**
- **Stellen Sie das Gerät in der Nähe einer Steckdose auf.**
- **Wenn der [Hauptschalter] des Gerätes auf „EIN" steht, wird das Gerät mit dem EIN- bzw. AUS-Schalter des Druckers ein- und ausgeschaltet.**

Abmessungen

■ **Drucker und Mail-Ersteller**

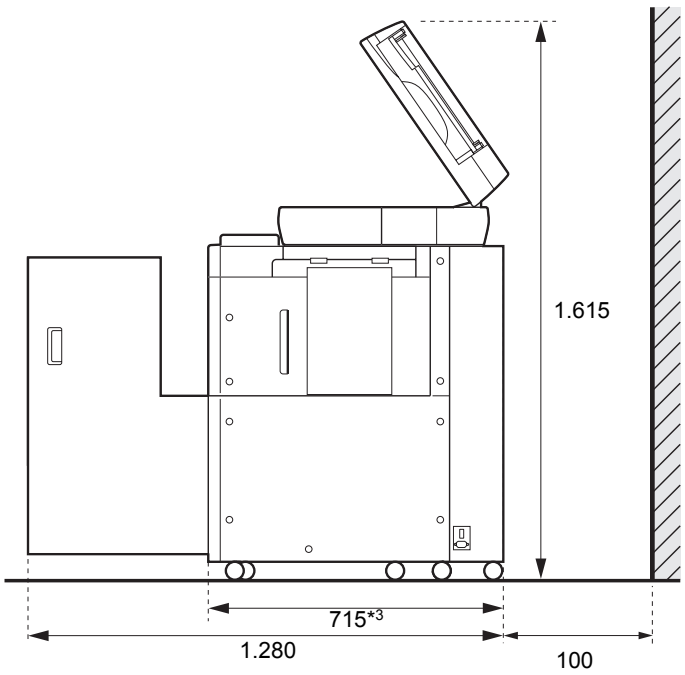
Schaffen Sie ausreichend Platz, um die Maschine bedienen, das Material ersetzen und die Maschine warten zu können.

● Von Vorne gesehen



Einheit: mm

● Von der Seite gesehen



Einheit: mm

Die Größe hängt von den verwendeten optionalen Geräten ab.

*1 Breite	Drucker und Mail-Ersteller	2.205 mm
	Drucker, Mail-Ersteller und Scanner (bei Nutzung des Spezial-Scanner-Stands)	2.205 mm
	Drucker, Mail-Ersteller und Versatz-Hefter	2.450 mm
	Drucker, Mail-Ersteller und Zufuhr mit hoher Kapazität	2.550 mm

*2 Höhe	Drucker und Mail-Ersteller	1.030 mm
	Drucker, Mail-Ersteller und Scanner (bei Nutzung des Spezial-Scanner-Stands)	1.220 mm
	Drucker, Mail-Ersteller und Versatz-Hefter	1.345 mm

*3 Tiefe	Drucker und Mail-Ersteller	715 mm
	Drucker, Mail-Ersteller und Scanner (bei Nutzung des Spezial-Scanner-Stands)	820 mm
	Drucker, Mail-Ersteller und Zufuhr mit hoher Kapazität	715 mm

Behandlung

- **Benutzen Sie nicht den Hauptnetzschalter, um das Gerät auszuschalten, und ziehen Sie nicht den Stecker, während das Gerät in Betrieb ist.**
- **Öffnen Sie keine der Abdeckungen während des Betriebs.**
- **Bewegen Sie das Gerät nicht.**
- **Das Gerät enthält Präzisionskomponenten und bewegliche Teile. Führen Sie daher keine Vorgänge aus, die nicht in den Handbüchern beschrieben sind.**
- **Stellen Sie keine schweren Objekte auf das Gerät oder setzen Sie das Gerät keinen starken Erschütterungen aus.**
- **Öffnen und schließen Sie die Abdeckungen behutsam.**
- **Schalten Sie den [Unterschaltertaste] des Druckers aus, bevor Sie den [Hauptschalter] aus- bzw. einschalten.**

Verwendbares Papier

Um mit diesem Gerät ein Mail-Set zu erstellen, wird eine Umschlagform und ein Blatt (Blätter) für die Beilage(n) benötigt.
Um mit diesem Gert einen Umschlag zu erstellen, verwenden Sie bitte die speziellen Umschlagformen von RISO.

- Diese Anleitung beschreibt das Verfahren, bei dem Umschlagformen von RISO angewendet werden.
- Weitere Informationen zu verwendbarem Papier finden Sie im Druckerhandbuch.

Umschlagformen von RISO

Die Typen und Größen der Umschlagformen von RISO, die verwendet werden können, sind wie folgt.

Unterstützte Modelle	Wrapping Envelope Finisher (E)	
Typen der Umschlagformen	Wrapping Envelope Form A	Wrapping Envelope Form B
Größe	233mm × 296mm	233mm × 391mm
Gewicht	Ca. 7.1g / Blatt	Ca. 9.3g / Blatt
Papierverzug	5mm oder weniger	
Endmaß	233mm × 110mm	233mm × 158mm
Maximale Ladekapazität	Zufuhrfach: Höhe bis zu 50 mm Standardfach: Höhe bis zu 110 mm Zufuhr mit hoher Kapazität (optional): Höhe bis zu 440 mm	
Anzahl der Beilagen	hängt vom Gewicht des verwendeten Papiers ab. 46g/m^2 bis 59g/m^2 abt.: 6 Blätter oder weniger 60g/m^2 bis 80g/m^2 abt.: 5 Blätter oder weniger 81g/m^2 bis100g/m^2 abt.: 4 Blätter oder weniger 101g/m^2 bis 120g/m^2 abt.: 3 Blätter oder weniger	
Größe des Beilagen-Papiers	A4 (210mm × 297mm), B5 (182mm × 257mm)	A4 (210mm × 297mm)
Falze des Beilagen-Papiers	Wickelfalz	1-Bruch-Falz

* Die Falze des Beilagen-Papiers sind automatisch festgesetzt durch die Kombination der Größe der Umschlagform und der Größe des Beilagen-Papiers.

Es ist erforderlich, im Voraus bei [Max. Beilagen] eine maximale Anzahl der Beilage-Blätter festzusetzen. Stellen Sie sicher, dass die Anzahl der Beilagen, die Sie einstellen, nicht die oben aufgeführte Beschränkung übersteigt. Falls diese Zahl nicht genau festgelegt ist, können die Beilagen das Limit überschreiten und es kann zu einem Papierstau kommen. Außerdem macht eine inkorrekte Einstellung die Umschläge dicker, was dazu führt, dass sich die Umschläge öffnen, nachdem sie gerade versiegelt wurden oder während Umschläge ausgegeben werden.

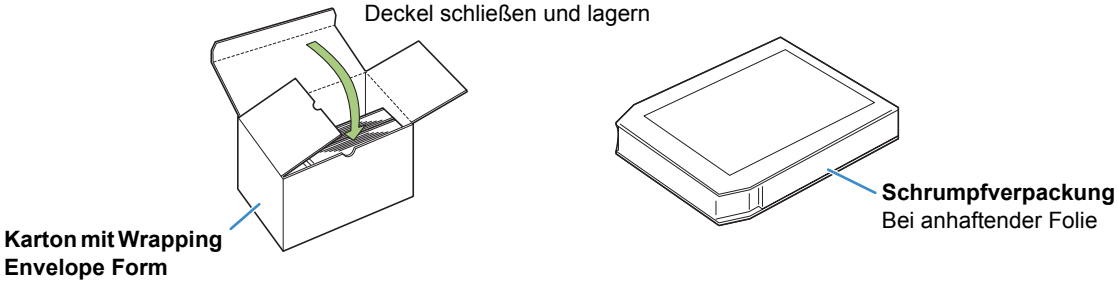
Beilagen-Papier

Die Typen und Größen des Beilagen-Papiers, die verwendet werden können, sind wie folgt.

Unterstützte Modelle	Wrapping Envelope Finisher (E)
Typen der Umschlagformen	Glattes Papier, Recycle-Papier
Größe	B5 (182mm × 257mm) A4 (210mm × 297mm)
Papierfalz (keine gemischten Größen)	B5 (182mm × 257mm) : Wickelfalz A4 (210mm × 297mm) : 1-Bruch-Falz, Wickelfalz
Gewicht	Zufuhrfach: 52g/m^2 bis 104g/m^2 Standardfach: 46g/m^2 bis 120g/m^2 Zufuhr mit hoher Kapazität (optional): 46g/m^2 bis 120g/m^2
Papierverzug	3mm oder weniger
Maximale Ladekapazität	Zufuhrfach: Höhe bis zu 50 mm Standardfach: Höhe bis zu 110 mm Zufuhr mit hoher Kapazität (optional): Höhe bis zu 440 mm

Aufbewahren der Umschlagformen

- **Achten Sie auf eine angemessene Betriebsumgebung und Lagertemperatur und verbrauchen Sie das Material so schnell wie möglich im Hinblick auf das Herstelldatum.**
- **Es wird empfohlen, alle Wrapping Envelope Forms auf einmal zu verwenden, wenn Sie die Schrumpfverpackung öffnen, um die Haftstärke des Klebers zu erhalten. Wenn einige Umschläge nicht verwendet werden, achten Sie darauf, sie mit der Seite ★ nach oben in dem Aufbewahrungsbehälter zu lagern und alle innerhalb eines Monats aufzubrauchen.**
- **Die Wrapping Envelope Forms bitte nicht der Luft ausgesetzt lagern. Die Wrapping Envelope Forms können sich verformen und die Haftstärke des Klebers kann sich aufgrund von Temperatur, Luftfeuchtigkeit, ultravioletter Strahlung, Sauerstoff, Ozon, Staub oder anderer Gründe verschlechtern, was dazu führen kann, dass die Wrapping Envelope Forms nicht mehr verwendet werden können.**
- **Vermeiden Sie Orte, die direkter Sonneneinstrahlung, hohen Temperaturen und hoher Luftfeuchtigkeit ausgesetzt sind und lagern und verwenden Sie Wrapping Envelope Forms in einem Temperaturbereich von 15 bis 30 °C und in einem Luftfeuchtigkeitsbereich von 40 bis 70 %. Wenn Wrapping Envelope Forms bei einer Temperatur von 15 °C oder darunter verwendet werden, kann sich die Haftwirkung des rückbefeuchtenden Klebers verschlechtern, was dazu führt, dass sich versiegelte Umschläge wieder öffnen. Wenn Wrapping Envelope Forms bei 70 % relativer Luftfeuchtigkeit oder darüber verwendet werden, können sie zusammenkleben, was dazu führt, dass mehr als ein Umschlag gleichzeitig eingezogen wird.**
- **Lagern und verwenden Sie Wrapping Envelope Forms entfernt von Wärmequellen und an einem Ort, an dem die Forms keiner Zugluft von einem Klimagerät oder einem Luftreiniger ausgesetzt sind.**
- **Achten Sie darauf, dass Sie den Deckel des Kartons schließen und ihn an einem Ort lagern, der keiner direkten Sonneneinstrahlung ausgesetzt ist, nachdem Sie die Verpackung der Wrapping Envelope Forms geöffnet haben.**
- **Lagern Sie Wrapping Envelope Forms, deren Schrumpfverpackung noch nicht geöffnet wurde, in dem Karton.**
- **Wenn Sie den Versiegelungsvorgang zwei Stunden oder länger unterbrechen möchten, entnehmen Sie die Wrapping Envelope Forms aus dem Drucker und lagern Sie sie in dem Aufbewahrungsbehälter.**



Technische Daten

■ Technische Daten des Wrapping Envelope Finisher (E)

Grundfunktionen und Mail-Erstellungsfunktion

Modell		Wrapping Envelope Finisher (E)	
Typ		In-Line versiegeltes Mail-Erstellungssystem	
Endbearbeitungstyp		Versiegelte Mail-Erstellung	
Spezialpapier für Umschläge		Wrapping Envelope Form A: 233 mm × 296 mm Ca. 105 g/m^2	Wrapping Envelope Form B: 233 mm × 391 mm Ca. 105 g/m^2
Beilagen-Papier	Größe	A4 (210 × 297mm), B5 (182 × 257mm)	
	Papiertyp und -gewicht	Standardfach	Glattes Papier, Recycle-Papier 46g/m^2 bis 120g/m^2 papier
		Zufuhrfach	Glattes Papier, Recycle-Papier 52g/m^2 bis 104g/m^2 papier
Bedruckbarer Bereich		Spezialpapier für Umschläge*1	Wrapping Envelope Form A von RISO Maximal: 212 mm × 217 mm Wrapping Envelope Form B von RISO Maximal: 212 mm × 311 mm
		Garantierter Druckbereich für Beilagen	Standard: Perimeterspielraum von 3 mm
			Maximal: Perimeterspielraum von 1mm
Papiereinzugsmethode / Papierfachkapazität	Standardfach	Spezialpapier für Umschläge*1: Höhe bis zu 110 mm Spezialpapier für Beilagen: Höhe bis zu 110 mm	
	Zufuhrfach	Spezialpapier für Umschläge*1: Höhe bis zu 50 mm (3 Ablagen) Spezialpapier für Beilagen: Höhe bis zu 50 mm (3 Ablagen)	
	Zufuhr mit hoher Kapazität (optional)	Spezialpapier für Umschläge*1: Höhe bis zu 440 mm Spezialpapier für Beilagen: Höhe bis zu 440 mm	
Maximale Traglast der Mail-Ablage		Höhe bis zu 310 mm (Ca. 110 mails: IJ-Papier (85 g/m^2)/1 Blatt Beilage mit Wickelfalz)	
Anzahl der Beilagen-Blätter		46 - 59g/m^2	6 Blätter oder weniger
		60 - 80g/m^2	5 Blätter oder weniger
		81 - 100g/m^2	4 Blätter oder weniger
		101 - 120g/m^2	3 Blätter oder weniger
Klebemethode		Mail Querformat	Druck-Klebemethode bei haftklebestoffbeschichteter Fläche.
		Mail Längsformat	Nassbeschichtungs-Klebemethode bei mit rückbefeuchtendem Kleber beschichteter Fläche.
Rückbefeuchtender Kleber		Nachfüllmethode	Nachfüllen vom Wasserbehälter (demontierbar)
		Kapazität des Wasserbehälters	400ml
		Kapazität des Wasserbehälters im Drucker	480ml
Fertiges Produkt Mailgröße		Wrapping Envelope Form A : 233 mm × 110 mm Wrapping Envelope Form B : 233 mm × 158 mm	
Bearbeitungsgeschwindigkeit *2		37 mails/Min. für A4 simplex	
Stromversorgung		AC 100-240 V, 3.0-1.5A, 50-60 Hz	

Stromverbrauch	Max. 250 W Ready: 40 W oder weniger Standby: 0,5 W oder weniger
Betriebsgeräusch *3	68 dB oder weniger
Betriebsumgebung	Temperatur: 15°C bis 30°C 40% bis 70% RF (nicht kondensierend)
Gewicht	Ca. 161kg
Sicherheit	IEC60950-1 konform, Schadstoffe innerhalb von Gebäuden Grad 2*, bei Höhen von 2000 m oder weniger * Der Grad der Verschmutzung der Benutzerumgebung aufgrund Schmutz und Staub in der Luft. Grad "2" entspricht einer allgemeinen Innenraumumgebung.
Abmessungen (B × T × H)	Mail-Ersteller: 990mm × 710mm × 940mm
	Bei Anschluss ans Drucker: 2205mm × 715mm × 1030mm

*1 Wenn Wrapping Envelope Form A verwendet wird (ca. 105 g/m^2)

*2 Für ComColor 9150: Wenn 1 Blatt für A4 Einfachdrucken eingelegt wird

*3 Wenn der Drucker angeschlossen ist und eine Umschlagform mit einer Beilage versiegelt wird

Hinweis für Mitgliedstaaten der Europäischen Union

RISO, die Umwelt und die Verordnung über Elektro- und Elektronik-Altgeräte (WEEE-Verordnung)

■ **Was ist die WEEE-Verordnung?**

Die WEEE-Verordnung soll Abfall reduzieren und sichersfellen, dass elektrische und elktronische Geräte am Ende ihrer Nutzungsdauer wiederverwertet werden.

■ **Was bedeutet das Symbol einer durchgestrichenen Abfalltonne auf Rädern?**

Das Symbol einer durchgestrichenen Abfalltonne auf Rädern bedeutet, dass dieses Produkt vom normalen Müll getrennt gesammelt werden muss.
Bitte wenden Sie sich an Ihren RISO-Kundendienst für weitere Informationen über die Entsorgung.

■ **Was bedeutet das Balkensymbol?**

Der Balken unter der durchgestrichenen Abfalltonne auf Rädern bedeutet, dass dieses Produkt nach dem 13. August 2005 auf den Markt gebracht worden ist.

■ **An wen kann ich mich wenden, wenn ich mehr über die WEEE-Verordnung wissen möchte?**

Für weitere Informationen sollten Sie sich an Ihren örtlichen RISO-Kundendienst wenden.

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