

Preparation

This chapter explains how to turn on the power, log in, load paper, and other preparatory work to make this machine ready for use.



- When using the feed tray, you do not need to set the standard tray.
- With the RISO console, you can check the status of the machine on your computer. (p. 6-1 "RISO Console")

Power

The machine has two power switches: the main power switch and the [Power] key. Use the main power switch to turn on the main power to the whole printer.

Press the [Power] key to start this machine.



- To turn off the power to this machine in normal use, press and hold the [Power] key on the operation panel.
- Do not turn off the main power unless there is a risk of lightning strike or the machine is not going to be used for an extended period of time.

Turning On the Power

- 1 Make sure that the power plug is inserted into an electrical outlet.**
- 2 Turn on the main power switch.**
The [Main Power] lamp on the operation panel turns on.
- 3 Press the [Power] key on the operation panel.**
The power turns on and the [Power] key lights up.

Turning Off the Power

- 1 Press and hold the [Power] key on the operation panel.**
- 2 Check that the [Power] key is off, then turn off the main power switch.**

The [Main Power] lamp turns off.



- To turn on the main power again, first make sure that the [Main Power] lamp is off.
- Remove the power plug only after turning off the main power switch.

Power-saving Features

If you leave the machine unattended for some time, it automatically goes to power saving mode according to the administrator settings.

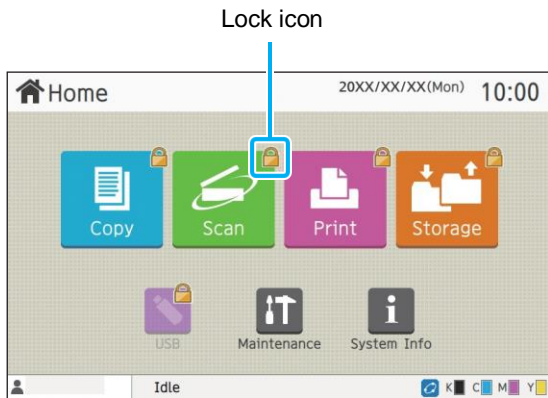
The power saving mode has two states: the backlight off state and sleep state. The respective transition times and power consumption in sleep are set by the administrator.

When the power saving mode turns on, the touch panel turns off, and the [Wake Up] key turns on. When you press the [Wake Up] key, the power saving mode is canceled, and the machine returns to normal operating mode.

The machine takes longer to recover from sleep state than from backlight off state.

Login

Lock icons in the upper right corner of mode buttons indicate that you must log in to access those modes.



- When logging in for the first time, you need the temporary password that is issued by the administrator.

Logging In

- When using an optional IC card reader, you can log in by holding the IC card over the card reader.

1 Press the [Login/Logout] key.

2 On the [Login] screen, select your name.

To find your name, press [▲] or [▼] to scroll through names, or press the [Index] button to display user names.

The [Password Input] screen appears after you select your name.

3 Input your password and touch [Login].

Follow the displayed instructions for operation.

- When logging in for the first time, change the temporary password to your own password.

When you are successfully logged in, the [Home] screen appears again. Your user name is displayed at the bottom left of the screen.

- After finishing operations, be sure to press the [Login/Logout] key to log out.

- Contact your administrator if you cannot find your name, or if you have forgotten the password.
- If your user name does not appear at the bottom left of the [Home] screen, touch the mode button and perform the operations described in steps 2 and 3 under "Logging In". When you are successfully logged in, the screen for the selected mode appears.

Changing the Login Password

- 1 Touch [System Info] on the [Home] screen after logging in.
- 2 Touch [User Info] - [Change Password].
- 3 Enter the new password and touch [Next].
- 4 On the [Change Password (confirm)] screen, enter the new password again and touch [OK].

Loading Paper

Load paper in the feed trays and the standard tray.

- We recommend loading the feed trays with types of paper you will use most often.
 - Use the standard tray for the following types of paper.
 - Thick paper and other special paper
 - Preprinted paper
 - Postcards
 - Envelopes
- For more information, see "Printing Paper" in the "Safety Information".