

# 6



## RISO Console

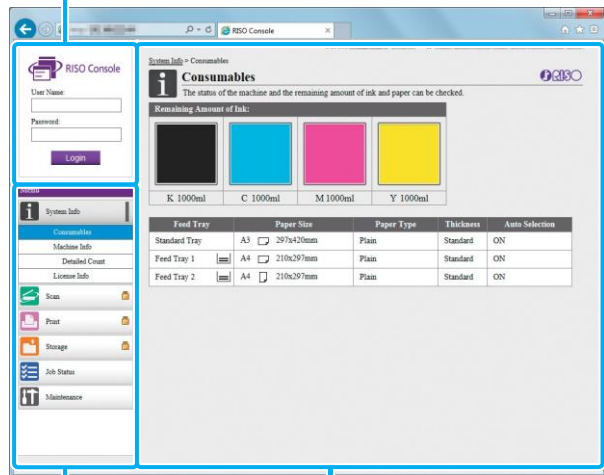
# Overview of the RISO Console

This section explains the functions of the RISO Console.

## Top Screen

- Make sure the machine is connected to the network.

Status pane



Side menu

Content pane

- When an item on the side menu has the icon, this indicates that you must log in before you can access that item. When an item is displayed with the icon after logging in, the access to the mode is restricted.
- The mark is displayed on the left side of the screen while information on the machine is being collected.



- The supported Web browsers are as follows.
  - Windows® Internet Explorer Ver. 9.0
  - Windows® Internet Explorer Ver. 10.0
  - Windows® Internet Explorer Ver. 11.0
  - Microsoft® Edge
  - Safari® (for OS X)
- The RISO Console screen is not displayed when using certain power saving settings. Contact your administrator for details.

## Side Menu

The information and the functions that are available on the side menu of the RISO Console are as listed below.

System Info		
Consumables	View the status of the consumables, such as the remaining amount of ink or paper.	p. 6-6
Machine Info	<ul style="list-style-type: none"> <li>• View the status of the printer.</li> <li>• View the printer model, serial number, MAC address, and other system information.</li> <li>• View the detailed count and meter reading report.</li> </ul>	p. 6-6
User Info	View information about the user currently logged in.	p. 6-7
License Info	View the license information of the system used in this product.	p. 6-8

<b>Scan</b>		
Search, view, delete, or download scan jobs that are saved on the internal hard disk of this machine.		p. 6-9
<b>Print</b>		
View or delete jobs.		p. 6-10
<b>Storage</b>		
Load	<ul style="list-style-type: none"> <li>• Search documents in a folder.</li> <li>• Edit folders (add, change color, etc.)</li> </ul>	p. 6-11
Form Data	Search, view, print, or delete jobs that are output via [Form] from the printer driver. (when the optional PostScript kit is installed)	p. 8-36
<b>Job Status</b>		
Active/Idle	Search, view, or delete jobs that are being processed or waiting.	p. 6-12
Finished	Search, view, delete, or re-print jobs that have finished.	p. 6-12
<b>Maintenance</b>		
Head Cleaning	Execute head cleaning.	p. 6-13

## Starting the RISO Console

Connect the computer to the network before starting the RISO Console. Connection to the Internet is not required.

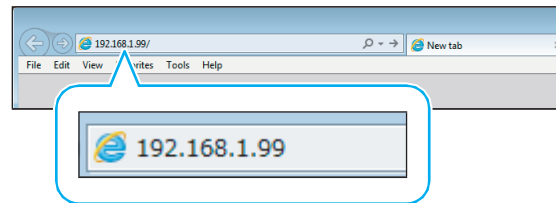
**Start your Web browser.**

**1**

**2 Enter the IP address of the printer in the address box of your Web browser.**

To view the IP Address of the printer, select [Machine Info] in [System Info] on the operation panel of this machine.

<Example of how to enter the IP address "192.168.1.99">



**3**


**Press the [Enter] key.**

The [System Info] screen of the RISO Console is displayed.



- You can create a shortcut on the desktop to quickly bring up the RISO Console.

## Logging In

When an item on the side menu has the  icon, this indicates that you must log in before you can access that item.

### 1 Enter your user name and password in the status pane.

Your password should consist of 0 to 16 characters (numbers and/or lower case letters). The entered characters are displayed with asterisks (\*).

### 2 Click [Login].

The [System Info] - [Consumables] screen is displayed.

## Logging Out

Click [Logout] in the status pane.

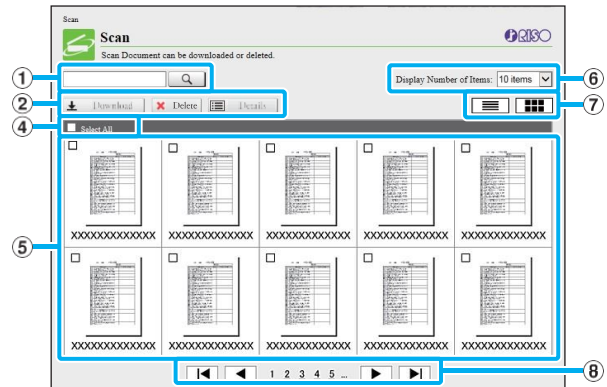


- If you forget your password, contact your administrator.
- You can change the user password on the [System Info] - [User Info] screen. (p. 6-7 "[User Info] Screen")

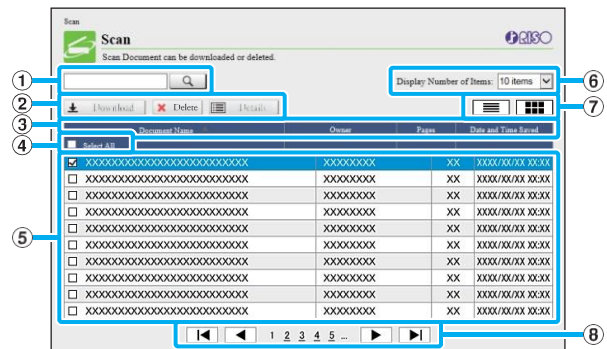
## Common Button Operations

The [Scan] menu screen, [Print] menu screen, [Storage] menu screen, and [Job Status] screen have common buttons that serve the same purposes.

The [Scan] menu screen is used here as an example to explain the respective functions.



Thumbnail display



List display

### a Search

Use this function to search jobs.

You can use up to 256 characters long.

### b Menu

Select a job and click a menu option.

The menu options displayed depend on the screen.

### c Title bar (list display only)

You can sort jobs by clicking an item in the title bar ([Document Name], [Owner], [Pages], or [Date and Time Saved]).

### d Select All

Select this option if you want to select all jobs.



## e Jobs

To select a job, click the job name to add a check mark.



## f Number of jobs displayed on a page



Select the number of jobs to be displayed on a page.

## g Display switching ([Scan] screen and [Print] screen only)

Click  or  to switch between list and thumbnail display.

## h Page switching

 or  : Moves to the first or last page.

 or  : Moves to the previous or next page.

1 2...: Moves to the specified page that you click.



- If you select a job with a PIN code assigned, the PIN code input screen is displayed. Enter the PIN code and click [OK].
- You can select more than one job.
- If the job name, owner, or folder name exceeds the maximum displayable number of characters, they are displayed with the first part of the name omitted and replaced with "...".