Riso shall not be responsible for any damage or expense that might result from the use of this manual.
As we are constantly improving our products, the machine may differ in some respects from the illustrations used in this manual.
Riso shall not be liable for any direct, incidental, or consequential damages of any nature, or losses or expenses resulting from the use of this product or included manuals.

⚠Caution:

• Make sure to read the important operational safety information.

• Store this manual close-by, and fully acquaint yourself with the printing machine.

CE

Countries of intended use
Austria/Belgium/Denmark/Finland/France/Germany/Greece/Iceland/Ireland/Italy/Luxembourg/Netherlands/
Norway/Portugal/Spain/Sweden/Switzerland/U.K.

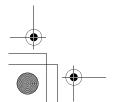ᴿᴵˢO is a registered trademark of RISO KAGAKU CORPORATION in Japan and other countries.

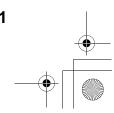ʀɪsoⁱQualitySystem™ is a trademark of RISO KAGAKU CORPORATION.

is a trademark of RISO KAGAKU CORPORATION.

- This product contains RFID (Radio Frequency Identification) System.
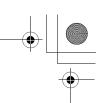**- The information contained in this document is subject to change without notice.**

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Welcome to the RZ5 Series Model

Thank you for your purchase of this printing machine.
The RZ5 series is a digital duplicator with an LCD display. It features an easy-to-use Touch Screen which displays only the relevant buttons for any given task. With an interactive guidance system, highly-sophisticated printer settings can be made with ease.
This manual shows you the machine's basic and advanced operations using various functions. It also contains cautionary notes, usage and replacement information on consumable supplies and troubleshooting tips.
Please read this manual carefully before using this machine. Reference at any time as needed for more tips and ideas.

Icons Used in This Manual

The following icons are used in this manual.

About the notation

The following icons are used throughout the document.

⚠**WARNING:**	Ignoring this warning could cause death or serious injury.
⚠**Caution:**	Ignoring this caution could cause injury or damage to property.
Important!:	Indicates items that require special attention or that are prohibited actions. Read carefully and follow the directions as instructed.
Note:	Gives you useful information.
Tip:	Gives you additional hints for more convenience.
☞	Indicates a reference page.
[　]	Indicates a button or item name on the LCD display.
👆	Indicates which button to touch on the LCD display.
📄	Indicates the original document.
📄	Indicates printed copies.
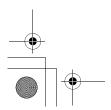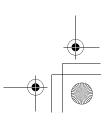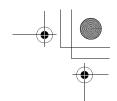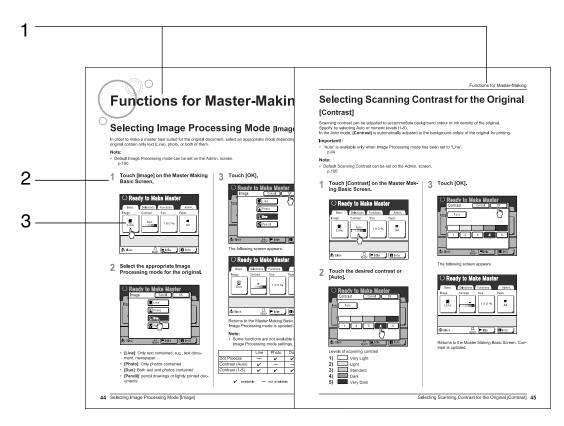
The notation for Operational Instructions and Function Descriptions

The following conventions are used to explain functions and operations.

1) **Chapter Title**

2) **Operation Procedure**

The operational procedures are outlined in steps. Follow these steps.
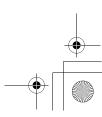
3) **Display**

Shows the Screen as seen on each step.
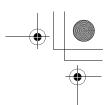
About the content of this manual and the illustrations

Displays are illustrated as if currently activated. Some buttons presented in this manual may not be available by default setting, or when the optional device is not installed.

Before Starting to Use

Safety Guide - Installation

This section describes the precautions to be observed when installing the machine. Read this section before installing the machine.

Note:

• Your dealer will help you to determine a proper location for the machine at the time of delivery.

Installation

⚠**WARNING:**

• Place the machine on the dedicated stand for this model or on a flat and stable surface (maximum of 10 mm differential allowed). Injury might occur if the machine falls.

• Install the machine in a well-ventilated area. Failure to do so may result in serious health problems.

⚠**Caution:**

• Install the machine near the wall socket to avoid using an extension cord between the machine and the wall socket. If an extension cord is absolutely required, do not use one longer than 5 m.

• Allow at least 10 cm or more of clearance behind the machine so that you can unplug the machine in case of technical difficulties.

• Keep the machine away from dusty environments. Failure to do so may result in fire.

Important!:

• Avoid installing the machine in the locations listed below. Failure to observe this precaution may lead to machine failure.

– Locations with exposure to direct sunlight, such as locations close to windows (Curtain all windows that might expose the machine to direct sunlight)

– Locations that are subject to sudden changes in temperature

– Extremely hot and humid locations or cold and dry locations

– Heated locations

– Locations exposed to direct cold air, direct hot air, or direct radiant heat

Power connection

⚠**WARNING:**
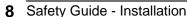
• Do not overload the wall socket or extension cord, nor damage the power cord by placing heavy objects on it or pulling or bending it. This can result in fire or electric shock.

• Do not pull the power cord but hold the plug itself when unplugging it. This can damage the cord and result in fire or electric shock.

• Do not plug or unplug the power cord if your hands are wet. This can result in electric shock.
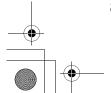
⚠**Caution:**
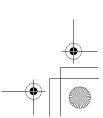
• Pull out the power cord plug from the wall socket more than once a year and clean the prongs of the plug and their surroundings. Dust collected on these areas can result in fire.

Important!:

• Check the power cord and plug for poor connections. Plug the power cord securely into a nearby wall socket.

• Be sure to turn off the POWER switch when connecting or disconnecting a cable.
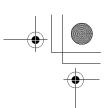
Safety Guide - Handling and Operation

This section describes the precautions to be observed when handling the machine. Read this section before operating the machine.

Operation Environment

Important!:

• Operate the machine under the following appropriate environment conditions.
Temperature range: 15°C to 30°C
Humidity range: 40% to 70% (noncondensing)

Machine Handling

⚠**WARNING:**
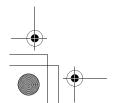
• Do not place water containers or metallic objects on the machine. Fire or electric shock may occur if water or metallic objects fall into the machine.

• Do not insert any metallic material or flammable substance into the machine through any opening. This can result in fire or electric shock.

• Do not remove machine covers. Exposing internal parts may result in electric shock.

• Do not disassemble or rebuild the machine by yourself. This can result in fire or electric shock.

• If the machine emits excessive heat, smoke or foul odor, immediately turn off the POWER, unplug the power cord and contact your service representative. Failure to do so can result in fire or electric shock.

• If something drops inside the machine, immediately turn off the POWER, unplug the power cord and contact your service representative. Failure to do so can result in fire or electric shock.

• Never stick your hands or fingers in the openings of the machine during operation.

• Keep loose clothing or long hair away from moving parts to avoid becoming entangled.

• Do not place heavy objects on the machine. The objects might fall and cause injury.

• Contact your service representative before moving the machine.
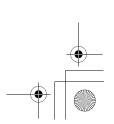
⚠**Caution:**

• Do not open any covers or move the machine during operation.

• Unplug the power cord, if you do not use the machine for a long time.

• The machine has precision parts and driving parts inside. Do not handle the machine in other ways than described in this manual.

• Do not apply any shock to the machine.

Important!:
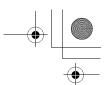
• Do not unplug the power cord or turn off the power during operation.

• Be sure to open and close all machine covers gently.

Before Starting to Use

Consumables

Important!:

- For ink and Master Roll, it is recommended to use the products specified by RISO.
- Store consumables such as Master Roll and ink properly.
  Do not store consumables in the following places:

  – Locations that are subject to direct sunlight or bright locations that are close to windows
    (If there is no other choice, curtain the window.)

  – Locations that are subject to rapid changes in temperature

  – Extremely hot and humid locations or extremely cold and dry locations
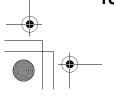
Ink Handling
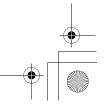
⚠**Caution:**

- If ink gets into your eyes, flush it out immediately with plenty of water. If irritation continues, seek medical attention.
- If ink comes into contact with your skin, wash it off thoroughly using soap.
- Allow plenty of ventilation during printing.
- If you feel unwell during use, seek medical advice.
- Only use the ink for printing purposes.
- Keep the ink out of the reach of children.
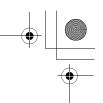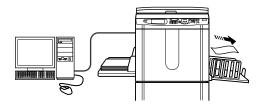
Connection with a Computer

You can directly send data from a connected computer to the machine as an original for printing. Because digital data itself is used for making a master, the finish of prints becomes outstanding.

Important!:
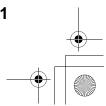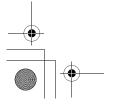
- Before making the connections, turn off both the machine and computer.
- The maximum allowable voltage for parallel connector input and output is 5 V.

Connection Method	Option Needed	Cable	
One-to-one connection with a Windows PC	—	Parallel printer cable	IEEE1284 conformed
One-to-one connection with a Macintosh (Windows PC also acceptable)	RISORINC-NET	Ethernet cable (cross)	Shielded cable that supports 10BASE-T or 100BASE-TX
Network connections	RISORINC-NET	Ethernet cable (straight)	
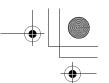
Before Starting to Use

Paper Recommendations

Size and Weight Restrictions

The table shows the specifications of the usable print paper.
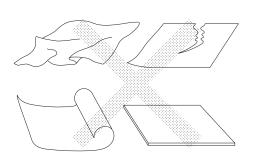
Usable Printing Paper	
Size	**Weight**
100 mm × 148 mm to 297 mm × 432 mm	46g/m^2 to 210g/m^2

Important!:

- Even when using paper whose sizes and weight are supported by the machine, it may not pass through the machine depending on such factors as paper finish, ambient conditions, and storage conditions. Keep this in mind when using the machine. For more information, consult your dealer.

Do not use the following types of paper, as they can cause jams or misfeeds:
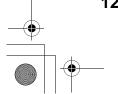
- Extremely thin paper (less than 46 g/m^2)
- Extremely thick or heavy paper (greater than 210 g/m^2)
- Wrinkled, curled, folded, or torn paper
- Chemically treated or coated paper (such as thermal or carbon paper)
- Paper having a sticky section or holes (such as an envelope and label paper)

Note:

- Paper with a horizontal grain direction can cause problems with paper supply. Use paper with a vertical grain direction.
- Images are not output onto the entire area of usable print paper. The maximum printing areas differ among models. ☞p.15

RISO does not assure that paper outside the above specifications pass through the machine and can be used for printing.

Tips for Better Paper Feeding
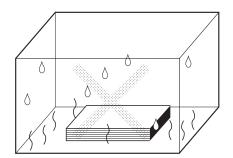
To prevent paper jams and misfeeds, follow the directions below:

- When using standard or light-weight paper, set the Paper Feed Pressure Adjustment Lever to " ✕ ". Then open all four Paper Arrangers. ☞p.29, ☞p.31
- When using thick paper (such as card stock), set the Paper Feed Pressure Adjustment Lever to " ✕ ", and open the two inner Paper Arrangers. ☞p.29, ☞p.31
- When using slippery paper, set the Paper Feed Pressure Adjustment Lever to " ✕ ". ☞p.29, ☞p.31
- Slide the Feed Tray Paper Guides, Receiving Tray Paper Guides, and Paper Stopper to fit the paper size. ☞p.29
- Use flat printing paper that is free of folds. If curled paper is unavoidable, place the printing paper so that the curl faces down.
- Paper may stick to the drum surface if the top margin is too narrow on the original or if the upper portion of the original uses a large amount of ink. To solve this problem, lower the print position to provide a wider top margin or reverse the top and bottom of the original. Then restart printing from the beginning.

Storing Environment
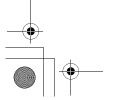
Store printing paper in a level, dry area. Storing the paper in an excessively humid area can result in paper jams or poor print quality.
After unpacking printing paper, keep the remaining paper wrapped and store it in a moisture-proof box. It is highly recommended to put silica gel in the paper storage box.

Before Starting to Use
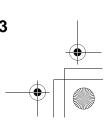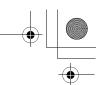
Originals

Size and Weight Restrictions
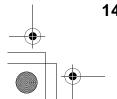
Usable originals are as follows.
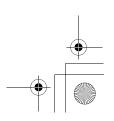
Using the Platen Glass		Using the Optional ADF unit	
Size	**Weight**	**Size**	**Weight**
50 mm × 90 mm to 297 mm × 432 mm	Max. 10kg	90 mm × 140 mm to 297 mm × 432 mm	50g/m^2 to 110g/m^2

- Originals are scanned according to the size of paper placed on the Paper Feed Tray when masters are made; for the same width, the positions of the Feed Tray Paper Guides.
  When the placed paper is smaller than an original, not the entire original will be scanned.
 When the placed paper is larger than an original, dirt on the glass or shade of the original, for example, may result in unexpected dirt in the area beyond the size of the original.
- Bound originals can also be used on the Platen Glass.
- You can feed automatically up to 50 original sheets when using the optional ADF (Auto Document Feeder) unit.

Note:

- Use the Platen Glass when printing the following originals:

  – Patched or worn originals

  – Wrinkled, curled, folded, or torn originals

  – Transparent originals (such as tracing paper or OHP transparencies)

  – Chemically treated originals (such as thermal or carbon paper)

  – Originals with correction fluid or glue

  – Extremely thin originals (less than 50 g/m^2)

  – Extremely thick originals (greater than 110 g/m^2)

  – Heavy drawing paper

  – Originals with staples or clips

- If an original is wrinkled, curled, or creased flatten it thoroughly so that the originals can be pressed directly onto the Platen Glass during processing.
- If correction fluid or glue is used on an original, thoroughly dry it before placement.
- For an original patched with thick paper, the shade of the patched paper may also be printed.

Maximum Printing Areas and Margins
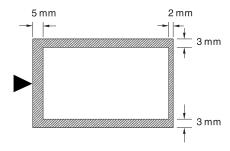
The maximum printing areas are as follows.

Model	Maximum Printing Area	Usable Maximum Print Paper Size
RZ570	291mm × 413mm	297mm × 432mm
RZ500	210mm × 290mm	
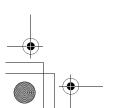
Important!:
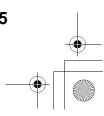
- No matter which size of originals is printed, the margins indicated on the figure are required for the originals. Reduce the original if necessary to fit it inside of the margins. Place an original so that its end having a 5 mm margin at least comes to the left of the Platen Glass.
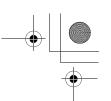
Materials Not to Be Printed

Do not use the machine in any manner which violates the law or infringes on established copyrights, even when making copies for personal use. Consult your local authorities for further details. In general, use discretion and common sense.
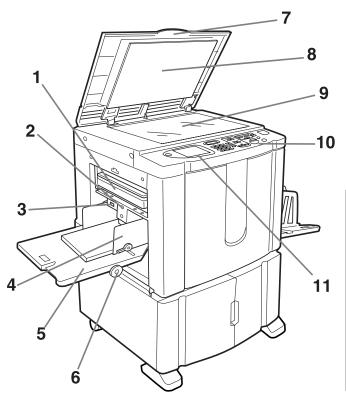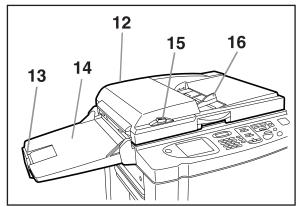
Getting Acquainted

Function and Name of Each Part

1) **Master Disposal Box (☞p.134)**
   Holds discarded masters.

2) **Feed Tray Descent Button (☞p.30)**
   Lowers the Paper Feed Tray when changing or adding paper.

3) **Paper Feed Pressure Adjustment Lever (☞p.29)**
   Adjusts the paper feed pressure according to paper in use.

4) **Feed Tray Paper Guide (☞p.28)**
   Holds and guides paper.
   Slide to fit to the sides of paper.

5) **Paper Feed Tray (☞p.28)**
   Load print paper on this tray.

6) **Horizontal Print Position Adjustment Dial (☞p.65)**
   Move the print position to the left or right.

7) **Platen Cover**
   Opened and closed when placing the original.

8) **Platen Cover Pad (☞p.141)**

9) **Platen Glass (☞p.34, ☞p.141)**
   Place the original face-down.

10) **Control Panel (☞p.18, ☞p.19)**
    Press the keys to perform various print operations.

11) **Display (☞p.20 ~p.25)**
    Displays various screens needed for print operations.
    Touch the buttons on the screen to execute various print operations.

12) **Auto Document Feeder (Option)**

13) **ADF Original Stopper (Option)**
    Receives and stops the scanned original.

14) **ADF Original Receiving Tray (Option)**
    Scanned originals are ejected into this tray.

15) **ADF Original Release Button (Option)**
    If an original is jammed, press to eject from ADF.

16) **ADF Original Guide (Option)**
    Slides and adjusts to the width of the original to hold together.
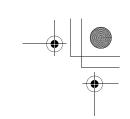
17) Ink Cartridge Cap Holder (☞p.133)
Secure the Ink Cartridge cap.

18) Front Cover

19) Print Drum (☞p.135)

20) Ink Cartridge (☞p.132)

21) Print Drum Handle (☞p.135)

22) Print Drum Release Button (☞p.135)
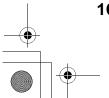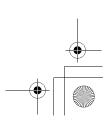Unlocks the Print Drum for removal.

23) Counter
Counts the number of copies (total print counter) and the number of made masters (master counter).

24) Master Making Unit Handle (☞p.129)

25) Master Making Unit Release Button (☞p.129)
Unlocks the Master Making Unit for removal.

26) Master Making Unit (☞p.129)

27) Paper Ejection Wing (☞p.69)
Automatically adjusts to keep printed paper neatly stacked.

28) Paper Arranger (☞p.31)
Press to open for aligning printed paper.

29) Receiving Tray Paper Guides (☞p.31)
Aligns printed paper neatly.
Slide according to the width of paper to be printed.
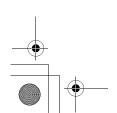
30) Paper Stopper (☞p.31)
Slide to adjust to the length of print paper size.

31) Paper Receiving Tray (☞p.31)
Printed copies are output to this tray.

32) Power Switch (☞p.28)

33) Stabilizer

34) Master Making Unit Cover (☞p.129)
Open and close to install Master Roll.

35) Master Guide Flap (☞p.130)

36) Thermal Print Head (☞p.141)

37) Master Roll Holder (☞p.130)

38) Master Roll (☞p.129)
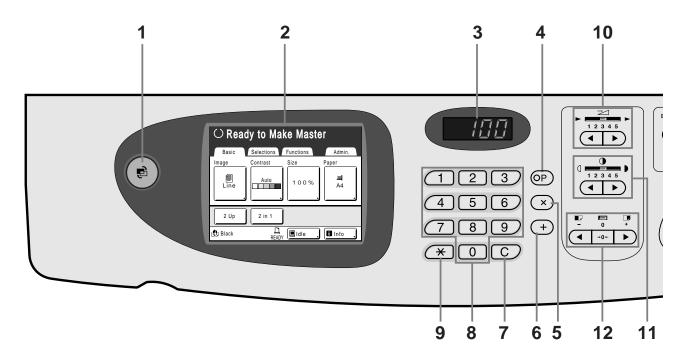
Control Panel

The Control Panel features permanent keys such as ☼ and ◌ . It also has a large-size display that shows various messages and function buttons.
This section introduces hardware Key names and functions, as well as the display window and its functions.

1) Mode Key (☞p.21)

Use to change modes.

2) Display (☞p.20 ~p.25)

3) Print Quantity Display

Displays the number of copies, or numeric values entered for various settings.

4) P Key (☞p.72)

Use to retrieve stored programmes. The indicator on the key lights when set.

5) ×Key (☞p.72)

Use to move between fields in setup screens, or set up programmed printing.

6) + Key (☞p.72)

Use to move between fields in setup screens, or set up programmed printing.

7) C Key

Cancels entered numerical values, or reset the counter to 0.

8) Print Quantity Keys (0 to 9 Keys)

Use to enter the number of copies, or the numerical values for various settings.
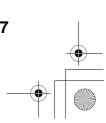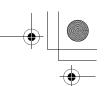
9) ✳ Key (☞p.72, ☞p.81)

Use to move between items in a setup screen, or retrieve stored memory.

10) Print Speed Adjustment Keys/Indicator (☞p.62)

Select the print speed from five levels.
The indicator above the keys shows the current speed level.

11) Print Density Adjustment Keys/Indicator (☞p.63)

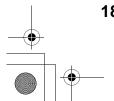Select the print density from five levels.
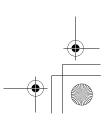The indicator above the keys shows the current density level.

12) Vertical Print Position Adjustment Keys/ Indicator (☞p.64)

Adjust the print position in the vertical direction (within ±15 mm) after making a master.
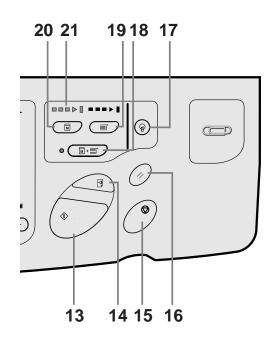The indicator above the keys shows the offset amount from the centre.

To clear the offset amount, press ⊸0⊷ .

20 21   19 18 17

13   14 15 16

13) Start Key

Starts master-making or printing process or executes specified operations.
The key is lighted only when the key is active.

14) Proof Key (☞p.66)

Use when you want to check print result after adjusting the print position, for example.
This allows you to print proof copies without affecting the value on the Print Quantity Display.

15) Stop Key

Stops current operation in progress. During the master-making procedure, the machine will not stop until the master-making process is completed.

16) Reset Key

Returns all settings to the initial settings.

17) Wake-Up Key

Wakes up the printer in Energy Saving mode.

18) Auto-Process Key (☞p.50)

Performs non-stop operation from master-making through printing. When activated, the indicator besides the key lights.

19) Print Key
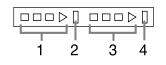
Makes the printer be ready for printing.

20) Master-Making Key

Makes the printer be ready for making masters.

21) Progress Arrows

Indicates master-making and printing progress status.
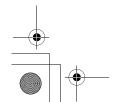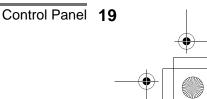
1)	Master-Making Indicator
2)	Master-Making Stop Bar
3)	Print Indicator
4)	Printing Stop Bar

Ready to make a master (Auto ON): when 1 is blinking
Ready to make a master: when 1,2 are blinking
Ready to print: when 3,4 are blinking
The indicator increases one bar at a time from the left, indicating the progress of the current master-making or printing job.

• If a master-making or printing job is halted, the progress bar stays lit at that position. (Ready for resume)

Getting Acquainted
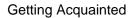
Display
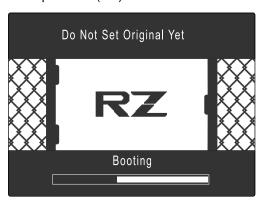
The Screens and their Various Stages

When the power is turned on, after a brief display of the start-up screen, the initial screen appears.

Power ON

Start-Up Screen (Ex.)

Do Not Set Original Yet

RZ

Booting
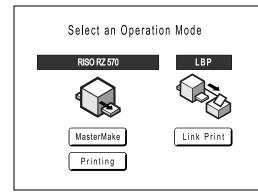
Note:

• Start-Up Screen settings
Select **[Start-Up Screen]** on the Admin. screen.

Initial Screen (Ex.)

Select an Operation Mode

RISO RZ 570   LBP

MasterMake   Link Print

Printing
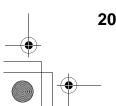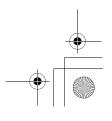
Note:

• Initial Screen settings
You can select **[Mode Screen]**, **[RISO Print]** or **[Link Mode]** as the initial screen to best suit your needs.
Select **[Display Priority]** on the Admin. screen.
Refer to the following pages for more information about the different types of Initial Screen.

When [Mode Screen] is selected for the Initial Screen
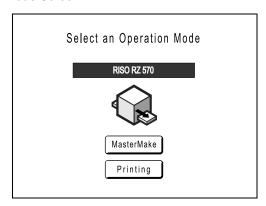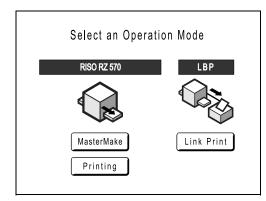
Select **[Mode Screen]** if you scan from a wide variety of originals, or if you print from a Linked Printer frequently.
The Mode Screen appears at start-up.

Mode Screen
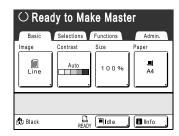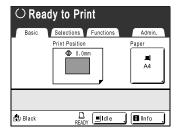
When a Linked Printer (sold separately) is connected
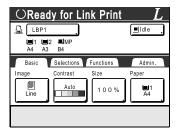
• Touch **[MasterMake]** to display the Master Making Basic Screen.

• Touch **[Printing]** to display the Print Basic Screen.
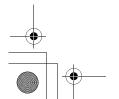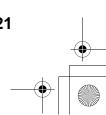
• Touch **[Link Print]** to display the Link Basic Screen.
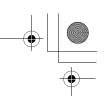
Note:

• Refer to "When using a Linked Printer (sold separately)" (☞p.114) for information on connecting and using a Linked Printer (sold separately).
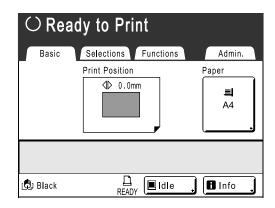
Getting Acquainted

When [RISO Print] is selected for the Initial Screen

If you are printing directly from the machine, we recommend that you select **[RISO Print]**.
The Print Basic Screen displays at start-up.
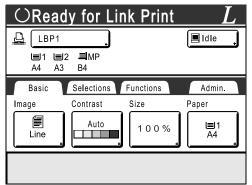
Print Basic Screen

When [Link Mode] is selected for the Initial Screen

If you frequently use a Linked Printer, we recommend that you select **[Link Mode]**.
The Link Basic Screen displays at start-up.

Link Basic Screen
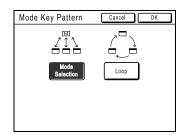
Note:

• Refer to "When using a Linked Printer (sold separately)" (☞p.114) for information on connecting and using a Linked Printer (sold separately).

Note:

• ⬚ key

  ⬚ key can be set to function as "Mode Selection" or "Loop".
  Select [Mode Key Pattern] on the Admin. screen.

[Mode Selection] Pressing the ⬚ key will open the Mode Screen no matter which screen you are currently on.
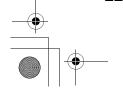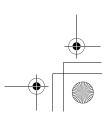
[Loop] The screen changes as shown below when the ⬚ key is pressed.

• Normally: "Master Making Basic Screen"←→"Print Basic Screen"

• When a Linked Printer is connected: "Link Basic Screen"←→"Master Making/Print Basic Screen"
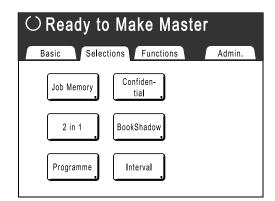
Other screens

◆ Selections Screen
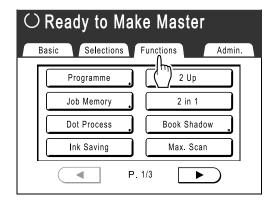
Quickly change settings for a function or open its screen.

◆ Functions Screen
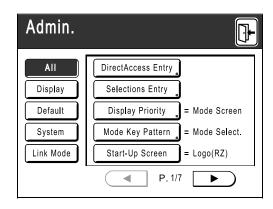
Access to a variety of functions.
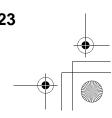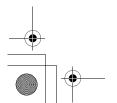
◆ Admin. Screen

Changes the default values of various functions.
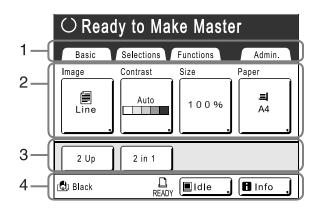
Getting Acquainted

Basic Screen Layout

The name and function of each area of the basic screens are explained below. The display of the basic screen differs depending on whether you are scanning a paper document or printing from a computer.

Printing from a Paper Document

1) Tab Area

Touch a tab to display its screen.

2) Functions Area

The main functions for master-making/printing steps. Each button shows the current setting.
Touch the button to make changes.

3) Direct Access Area

Up to four buttons can be selected in advance. Use this area to store most frequently-used functions.
You can make selections on the Admin. screen.
☞p.107

4) Status Area

Displays the current status of the machine and the Linked Printer (sold separately).

: Colour of the currently installed Print Drum.

: Current status of the Linked Printer.
(A Linked Printer will not be displayed unless entered on the Admin. screen.)
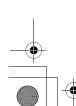
- **[ERROR]**: Error in network, etc..
- **[- - -]**: Linked Printer information cannot be retrieved.
- **[READY]**: Linked Printer is ready
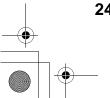
: Status of data sent from a computer.
Touch to display the list of data being received.

- **[Idle]**: Ready to receive data
- **[Data-Map]**: Processing data for printing.
- **[Pause]**: Ready for output.
- **[Error]**: Error in data transmission.
- **[Blocked]**: Cannot receive data
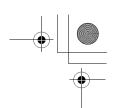
: Touch to display information (consumables information, Print Drum information, date/time).
☞p.128

Printing from a Computer Data

3

○ Ready to Make Master

1 — Basic | Selections | Functions | Admin.

2 — 【Document_1.doc 】
Owner: RISO
ReceiptTime: 30/11/04 05:30
Format: A4

P.1/10
Skip Page
Clear All

Paper
≡|
A4

— 4

5 — Auto Print: Semi-Auto(Print)

Job Separation

— 6

7 — Black | READY | Idle | Info
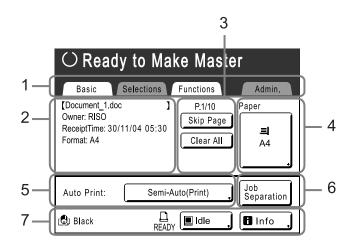
1) Tab Area
("Selections" and "Admin." tabs are disabled)
Touch a tab to display its screen.

2) Job Properties Area
Properties of the current print job is displayed.
Refers to the computer data ready for print output.

3) Job Operation Area
- **[Renew Page]**: Create another master when current one is damaged or compromised, without having to download data from the computer.
- **[Skip Page]**: Stops processing the current page and moves on to process the next page.
- **[Clear All]**: Stops the current process altogether.

4) Paper Button
☞p.49

5) Auto Print
A printing operation can be set to stop at certain points.
(overrides driver settings)

6) Optional Device Area
Displays when an optional device is attached.
Touch to activate.

7) Status Area
Displays the current status of the machine and its Linked Printer (sold separately).
This area shows the same information as that on the "Printing from the Original Document" screen. (☞p.24)

Note:
- Depending upon the usage environment, some of the "Admin." features may not be available ("Admin." tab may not be displayed). Consult your dealer (or authorised service representative) for details.
- For information on other screens and their functions or settings, refer to corresponding pages.

Buttons on Touch Screen

Select buttons by lightly touching with a finger.
Touch again to cancel the selection. Avoid pressing with excessive force.

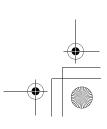|	
Line	Not Selected.
Line	Selected.
Revise	Buttons in grey cannot be selected.
Entry/Cal.⊕	Press a button with a + on the right side to expand options or display Setup screens.

Frequently Used Buttons

OK	Activates/Executes a setting.
Cancel	Cancels a setting.
Close	Closes a current window.
◄ ►	Switch pages.
▲ ▼	Increases/decreases selected values (numbers, location, etc.). Scrolls through screens.
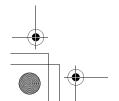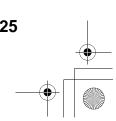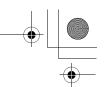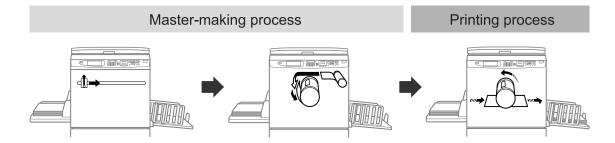
Getting Acquainted
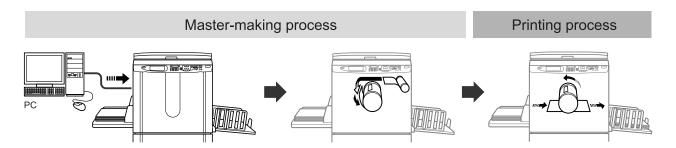
Basic Process

Printing from a Paper Document

Master-making process	Printing process

A placed original is scanned by the scanner, and a generated master is rolled around the Print Drum.
After a while, proof copy is performed. After checking the print result, enter the number of copies to be printed and start printing.

Printing from a Computer Data

Master-making process	Printing process

PC
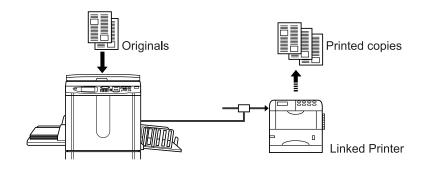
Data sent from a computer is transformed into images, and a generated master is rolled around the Print Drum.
You can send instructions for printing from the computer (through the printer driver).
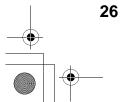
Note:
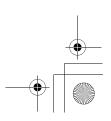
• Linked Printer (sold separately)
  For a small quantity job, printing from a laser printer may be more economical than creating and printing from a master.
  When a printer is connected to the machine, you can scan data into the machine, then print from the Linked Printer.
  This process is called Link Printing. ☞p.114
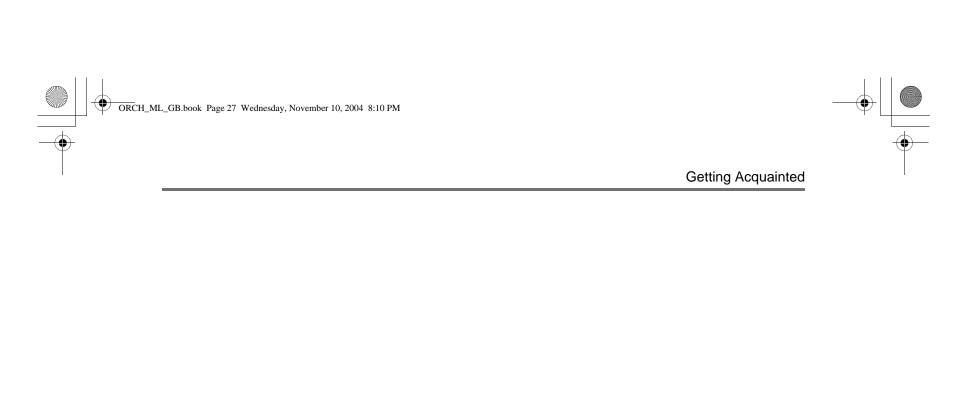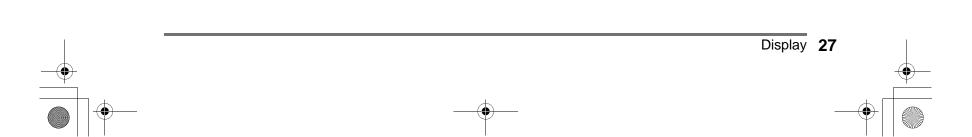
Originals

Printed copies

Linked Printer

Basic Operations

Preparing to Print
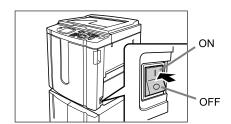
First, set up the Paper Feed Tray and Paper Receiving Tray of the machine.

Important!:
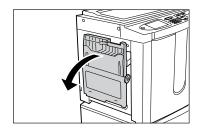
- Do not use unsuitable paper, or mix paper of different sizes.
  Doing so can cause paper jams and damage the machine.
  ☞p.12

Setting up the Paper Feed Tray and Loading Paper

1 **Turn the power ON.**
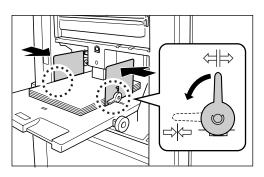
2 **Open the Paper Feed Tray.**

Pull the Paper Feed Tray to open until it comes to a rest.

3 **Load paper.**

1) Place paper in the printing orientation.

2) Slide the Feed Tray Paper Guides to fit to the sides of the paper. Then turn the right and left Feed Tray Paper Guide Levers to lock the guides.

⇦╫⇨ : Unlock
⇨╫⇦ : Lock

Important!:
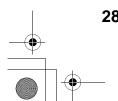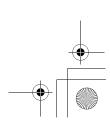
- Make sure that the Feed Tray Paper Guides fit tight up against the paper.
  Failure to do so can produce undesired results.

Note:
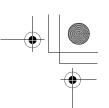
- Custom size paper must be registered on the Admin. screen before use.
  ☞p.110
  Failure to do so may create an incomplete master.
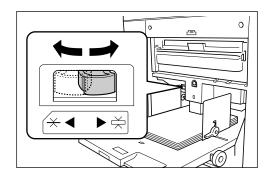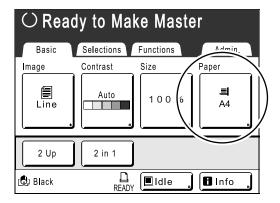
4 Select the paper feed pressure.

Position the Paper Feed Pressure Adjustment
Lever according to the finish of the paper.
- ⚊ : For standard paper
- ⚌ : For thick or smooth-surface paper
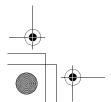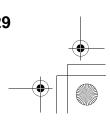
5 Check the Basic Screen.
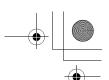
Note:

- Paper size is automatically detected. When
  size display shows [---], custom size paper is
  loaded, or Feed Tray Paper Guides are not
  properly set against the paper.
  Make sure that the paper fits tightly against the
  Feed Tray Paper Guides. When using custom-
  sized paper, touch **[Paper]** and select the size.
  ☞p.49

Basic Operations

Adding or Replacing Paper

When you add paper or replace with paper of a different size at the time of printing, press the Feed Tray Descent Button to lower the Paper Feed Tray.
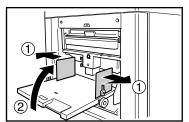
- Press the Feed Tray Descent Button to lower the Paper Feed Tray.
- If you press and hold the button, the Paper Feed Tray will be lowered until you depress the button.
- When the tray runs out of paper or you remove all paper, the tray is automatically lowered to the bottom.

Important!:

- When changing to a different paper size, remember to readjust the Receiving Tray Paper Guides and Paper Stopper.
- When changing to a different quality paper, remember to adjust the Paper Feed Pressure Adjustment Lever.
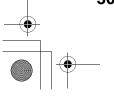
Closing the Paper Feed Tray
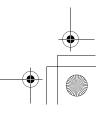
Before closing the Paper Feed Tray, remove the paper and widen the Feed Tray Paper Guides to the limits. Then close the Paper Feed Tray.
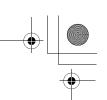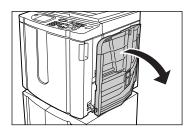
Setting up the Paper Receiving Tray
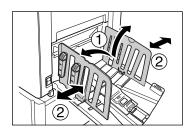
1 Open the Paper Receiving Tray.

Pull the Paper Receiving Tray down until it comes to a rest.

2 Position the Receiving Tray Paper Guides.

1) Raise the Receiving Tray Paper Guides.
2) Hold their lower part and slide them to fit the paper width.
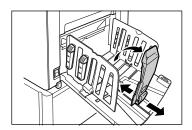
Important!:
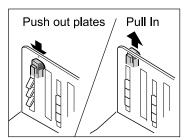
• For thick paper such as drawing paper, position the Receiving Tray Paper Guides a little wider than the actual paper width.

3 Set the Paper Stopper.

1) Raise the Paper Stopper.
2) Slide to fit the length of the paper.

4 Adjust the Paper Arrangers.

Push out plates / Pull In
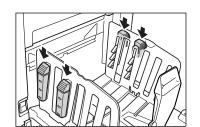
Alignment of paper is affected by sizes and strength of paper. Adjust the Paper Arrangers so that printed paper is aligned.
Press the Paper Arranger to push the plates out, pull up to pull them in.
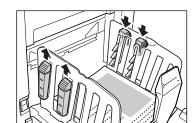
◆ For plain paper
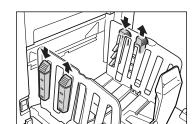
Press to open all of the four Paper Arrangers.

◆ For plain paper with images lopsided on page
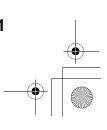
Press to open the two Paper Arrangers on the more heavily printed side.

◆ For thick paper
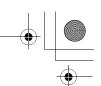
Press to open the two Paper Arrangers (right and left) closer to the machine.

Basic Operations
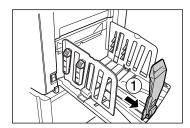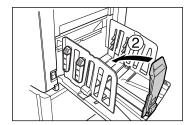
Closing the Paper Receiving Tray

Remove all printed copies and follow the steps below to close the Paper Receiving Tray.
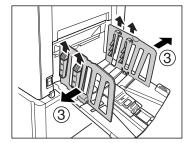
1) Slide the Paper Stopper to the edge of the Paper Receiving Tray.
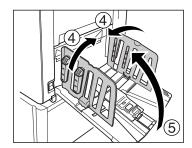
2) Fold in.
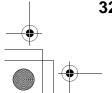
3) Pull up the Paper Arrangers, slide the Receiving Tray Paper Guides to the left and right as far as they will go.
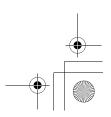
4) Fold in.
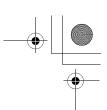
5) Close the Paper Receiving Tray.

32 Preparing to Print

Printing from a Paper Document or Book

The steps for scanning an original for printing is explained below.

Note:

- See "When using a Linked Printer (sold separately)" (☞p.35) to print from a Linked Printer (sold separately) with Auto-Link function.
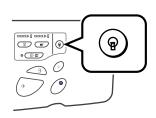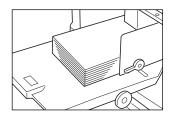
1 **Make sure the machine is ON.**

Check the Control Panel.

Note:

- When the power is OFF, both the Display and the ⊚ key are off. Turn the power ON.
- If the ⊚ key is lit, the machine is in Energy Saving mode. Press the ⊚ key to cancel Energy Saving mode.

2 **Check for printing paper.**

Make sure paper is loaded.
To load or to change the paper, see the following page:
☞p.28
After replacing with paper of a different size, adjust the position of the Receiving Tray Paper Guides and Paper Stopper.
☞p.31
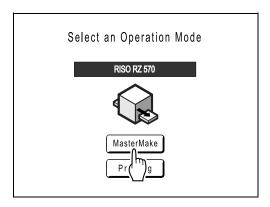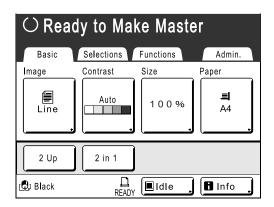
3 **Check the Display.**

- If current screen is in Mode Selection, touch **[MasterMake]** to switch to the Master Making Basic Screen.

Select an Operation Mode

RISO RZ 570

MasterMake

Printing

The following screen appears.

◯ Ready to Make Master

| Basic | Selections | Functions | Admin. |

| Image | Contrast | Size | Paper |
| Line | Auto | 100% | A4 |

2 Up   2 in 1

Black   READY   Idle   Info
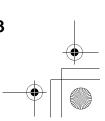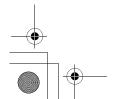
- Make sure either the Master Making Basic Screen or Print Basic Screen is displayed, and go to step 4.

Note:

- When you see **[Data-Map]** in the Status Area, the machine is busy receiving electronic data from the computer. Please wait a moment.
- If you see Link Basic Screen, press the ▭ key to switch to Master Making Basic Screen.

4 **Place the original.**
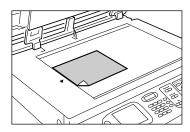
Place the original on the Platen Glass or in the optional ADF (Auto Document Feeder) unit.

◆ **When placing on the Platen Glass**
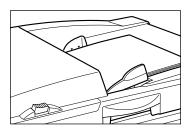
Place the original face down on Platen Glass. Align centre on the top edge, and close Platen Cover.

Magazines, books, scrap books, etc. should be placed on Platen Glass.

◆ **When placing in the ADF unit (Option)**

Use the ADF unit if you are printing multiple originals in succession. Place originals face-down and then adjust the ADF Original Guides to the width of the originals. Insert the originals as far into the ADF unit as possible.

Important!:

• The ADF unit can accommodate originals of 90mm × 140 mm and above. Smaller originals should be placed on the Platen Glass.

• Do not place multiple originals of differing sizes or otherwise unsuitable originals into the ADF unit.
Doing so can cause paper jams and damage the machine.
☞p.12
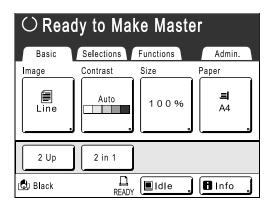
• Once the original is placed into the ADF unit, "Auto Process" setting is turned ON. Press the ⬛·▤ key to turn it OFF.
Default "Auto Process" setting for the ADF unit can be changed on the Admin. screen.
☞p.100

Note:

• Up to 50 sheets of 64g/m^2 paper can be placed in the ADF unit.

• To print a proof copy after each master-making process, select **[ADF Semi-Auto]**.
☞p.95

5 **Configure print functions.**
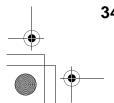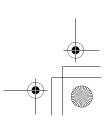
In the Master Making Basic Screen, select functions as needed.
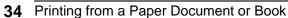
Note:

• The following selections are available:

◆ **Auto Process (☞p.50)**

Making a master and printing in one pass

◆ **Image Processing mode (☞p.44)**

Selecting Image Processing mode for the document

◆ **Scanning Contrast (☞p.45)**

Selecting Scanning Contrast for the original

◆ **Size (☞p.46)**

Enlarging/Reducing the Image

◆ **Paper (☞p.49)**

Printing custom-sized paper

◆ **Programme (☞p.70)**

Automatic sorting into groups

◆ **Memory (☞p.81)**

Storing frequently-used settings to memory

◆ **Dot Process (☞p.51)**

Applying Dot Process to photos

◆ **Ink Saving (☞p.53)**

Saving Ink when printing

◆ **2 Up/2 in 1 (☞p.54)**

Printing two originals side-by-side on one sheet

◆ **Book Shadow (☞p.59)**

Printing from magazines or books

◆ **Max. Scan (☞p.94)**

Making a master that utilizes the maximum printing area

◆ **ADF Semi-Auto (☞p.95)**

Allows you to check a proof copy before printing starts

- This setting is available when the ADF (Auto Document Feeder) unit (Option) is installed.

◆ **Idling Action (☞p.91)**

Manually activate the idling action

◆ **Renew Page (☞p.93)**

Duplicating a master

◆ **Job Separation**

- This setting is available when the Job Separator (option) is installed.

Tip:
When using a Linked Printer (sold separately)
The "Auto-Link" function allows you to select the output device according to print volume.
(Factory default is set to print 20 or more copies from the machine, 19 or less from a Linked Printer.)
However, when the following functions are selected, all copies are printed from the machine.

- 2 Up
- 2 in 1
- Book Shadow
- Programme
- Ink Saving

Important!:

- Be sure to enter the number of copies before pressing the ◇ key.
  The output device will be chosen according to the number of copies specified.
  When set to 0, pressing the ◇ key starts the master-making process on the machine.
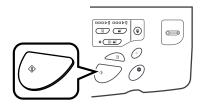
Note:
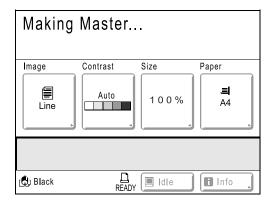
- The "Link-Free Volume" setting, which affects the automatic selection of the output device, can be modified on the Admin. screen.
  ☞p.103

6 Press the ◇ key.

Starts scanning of the original. A master is made once the scan is completed, and a proof copy will be printed.

```
Making Master...

Image      Contrast    Size      Paper

  ▤          Auto      100%       ≡
 Line      ▢▢▢▢▢                  A4

 Black         READY   ▣ Idle    ℹ Info
```

Tip:
Auto Idling
When "Auto Idling" is set to ON, idling operations may occur when master-making process is initiated.
Factory default is set to idle automatically at the beginning of the master-making when the machine is inactive for over 12 hours.
To toggle "Auto Idling" ON/OFF, or to modify number of hours before activating next idling, go to the Admin. screen.
☞p.101
Idling can also be manually initiated when making a master.
☞p.91
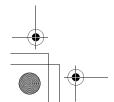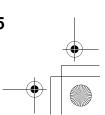
Note:

- When "Auto Process" is selected, the process will be different.
  ☞p.50
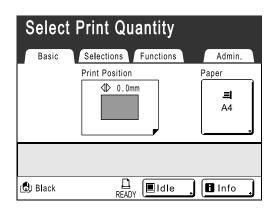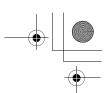
7 **Check the proof copy result.**

Select Print Quantity

| Basic | Selections | Functions | Admin. |

Print Position
◁▷ 0.0mm

Paper
≣|
A4

🖹 Black   READY ▣ Idle   ⓘ Info

When a proof copy is printed, the Print Basic Screen will be displayed automatically.
Check the proof copy; e.g., print position and density.
If necessary, change print position and density.

- Print Position (☞p.64)
- Print Density (☞p.63)
- Interval Printing (☞p.67)
- Eject Wing Control (☞p.69)

After adjustment, press the key to print a proof copy.

Important!:
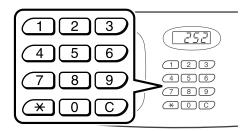
- When the machine has not been used for a long period of time, the print quality may suffer due to dry ink on the Print Drum.
  Press the key to print proof copies several times.

Note:

- You can also adjust the print position (up and down only), the density, and the speed while print process is in progress.

8 **Enter the number of copies using the Print Quantity Keys.**
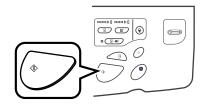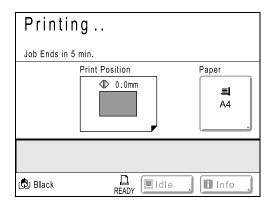
The specified number is displayed on the Print Quantity Display.

Note:

- To change the number, press the ⌐C⌐ key, then re-enter the correct number.

9 **Press the** ⬦ **key.**

Printing ..

Job Ends in 5 min.

Print Position
◁▷ 0.0mm

Paper
≣|
A4

🖹 Black   READY ▣ Idle   ⓘ Info
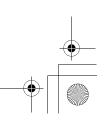
The specified number of copies will be printed.

Note:

- Press the ⊘ key to interrupt printing operation currently underway.
- When printing from a computer, if the machine is inactive for a certain period of time, it determines that the current job is completed, even if the actual printing is still under way. If another person accidentally initiates another job from the computer, this will cause a new master to be made, discarding the current one. To prevent this from occurring, you may set a "Reserve Period". We recommend that you activate the "Reservation" setting when printing leaflets etc. to prevent interruption.
  ☞p.90
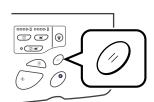
10 Press the ⟨⟩ key when print job is complete.
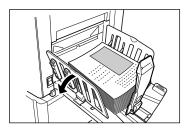
The setting returns to its default value.

Note:

- After printing is completed, the master remains on the Print Drum. To protect confidential documents from unauthorised duplication, use the Confidential feature to discard the master after printing.
  ☞p.92

11 Remove the printed paper.

Open the Receiving Tray Paper Guides and remove the paper.
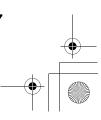
Note:

- Easily restore current settings by saving them into memory. Saved settings can be retrieved even when the ⟨⟩ key is pressed, or after turning the power off.
  ☞p.81
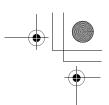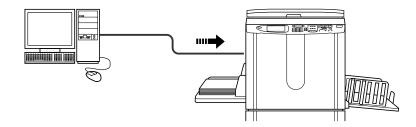
Basic Operations

Printing from a Computer Data

[Direct Print]

The machine can receive and print the original data created on a computer.
The data will be digitally processed, thus achieving high quality prints.

Important!:

• First, install a proper printer driver on your computer. See the RISO Printer Driver User's Guide for installation details.

Auto Process and Stop Timing

Auto Process: Auto Process is a combined automated steps of receiving data from the computer, making a master, and printing.
Stop Timing: During each process, in order to adjust settings or to change paper, you can stop the operation.
To activate "Auto Process", open the printer properties dialog box on the computer and select "Full Auto". (A proof copy will not be printed.)
To temporarily halt an operation during the creation of a master or during print process, select one of the following three options for "Process" in the printer properties dialog box.

• Semi-Auto(Print)
  Halts the operation before master-making:
  To change settings, to change paper and to change Print Drum
• Semi-Auto(Master)
  Halts the operation before printing:
  To print proof, to adjust ink density, to adjust positioning and to change printing speed
• Manual
  Stops twice; before making a master, and again before printing.
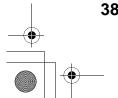
	Receive data from computer	Stop before making a master	Master Making	Stop before printing	Printing
Full Auto		---		---	
Semi-Auto(Print)		Yes		---	
Semi-Auto(Master)		---		Yes	
Manual		Yes		Yes	

Note:
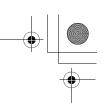
• The stop timing can also be specified from the machine.
  ☞p.43
• This manual provides only a summary of functions available when printing from a computer.
  See Riso Printer Driver User's Guide for further details on sending data and other settings.

Printing Computer Data

1 Make sure the machine is ON.

Check the Control Panel.
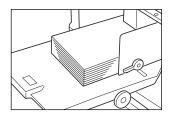
Note:
- When the power is OFF, both the Display and the (🔆) key are off. Turn the power ON. ☞p.28
- If the (🔆) key is lit, the machine is in Energy Saving mode. Press the (🔆) key to cancel Energy Saving mode.

- The machine automatically wakes up from Energy Saving mode when data is sent from a computer, and it starts processing the data.
- If you are using RISORINC-NET (Option), you can check the machine status (power ON/OFF, paper settings, etc.) remotely from your computer monitor.
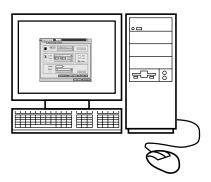
2 Check for printing paper.

Make sure paper is loaded.
To load or to change the paper, see the following page:
☞p.28
After replacing with paper of a different size, adjust the position of the Receiving Tray Paper Guides and Paper Stopper.
☞p.31

3 Set printing options from your computer screen.

Important!:
- Make sure to uncheck the "Collate" option in the Print dialog box.
- When the machine has not been used for a long period of time, the print quality may suffer due to dry ink.
  Before printing, either perform an Idling Action (☞p.91) (especially when using Full Auto mode) or press the ( ) key to print proof copies several times.

4 Click [OK] on the print dialog box.

Data is sent from the computer.
When the machine receives data, a print job automatically starts in accordance with the printer driver settings.
Skip to step 6 if you are printing in Full Auto.
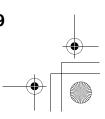
Note:
- If the data contains multiple pages, all pages are printed at once.
- To manually stop a job during master-making or printing operation, press the ( ) key. In master-making process, the machine will stop after the master is made. In the printing process, the machine will stop printing.
  Press the ( ) key to resume the job.
- You can also adjust Print Position, the density, and the speed while Print process is in progress.
- Entering the number of copies from the Print Quantity Keys will override the number specified in the print driver dialog.
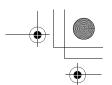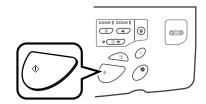
Tip:
Job List Screen

Job List			Close
[Pause]	Owner	Cps.	Page
Document_1.doc	RISO	100	10
Clear		Output	
[Waiting Job(s)]			
01 Document_2.doc	RISO	200	1
02 Document_3.doc	RISO	50	2
Clear			
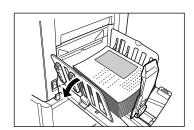
Once the data is received, touch 🔳 on the Basic Screen to review current Job List. From the Job List screen, you can initiate output for jobs pausing for output, or cancel jobs that are "Paused/Data-Mapping/Waiting".

5 **Press the** ⬦ **key.**

Resumes previously halted process (master-making or printing).

6 **Remove the printed paper.**

Open the Receiving Tray Paper Guides and remove the paper.

Note:

• After printing is completed, the master remains on the Print Drum. To protect confidential documents from unauthorised duplication, use the Confidential feature to discard the master after printing.
☞p.92

Tip:
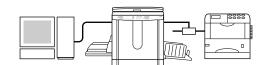
When using a Linked Printer (sold separately)
When "Auto Process" is activated, "Online Auto-Link" can be selected to specify output device in accordance with the print quantity.
☞p.103
☞p.114

Changing Output Directions
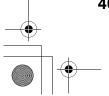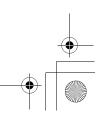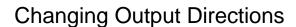
Output can be controlled from the Master Making/Print Basic Screens.

- **[Skip Page]**
  Cancels a pending page, and start processing the next page. Use this button when current file has extra, unwanted pages.
- **[Clear All]**
  Deletes all currently queued jobs. Use this button to delete a job sent by a mistake, or pending jobs no longer needed.

Important!:

- **[Skip Page]** and **[Clear All]** are disabled during master-making or printing processes.
  Press the ⌒ key to modify directions while master-making or printing is in progress.
  (In master-making process, the operation will stop after the master is made. In print process, the print job is halted.)
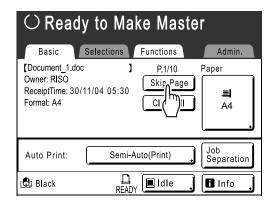
Note:
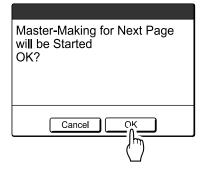
- Pressing either the ⌀ key or the 🖉 key while waiting for a command (under Ready to Make Master/Ready to Print screens) will delete the pending job.

When selecting [Skip Page]

1 **Touch [Skip Page].**

2 **Touch [OK].**
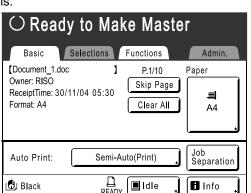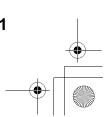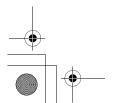
Master-Making for Next Page will be Started OK?

Stops processing the current page and moves on to process the next page.
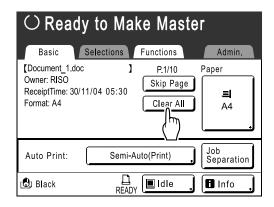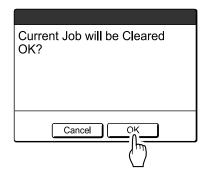
When selecting [Clear All]

1 **Touch [Clear All].**

```
⟳ Ready to Make Master
   ┌───────┐┌──────────┐┌──────────┐    ┌────────┐
     Basic    Selections   Functions        Admin.
   【Document_1.doc        】  P.1/10    Paper
   Owner: RISO                ┌──────────┐  ┌──────┐
   ReceiptTime: 30/11/04 05:30  Skip Page   ≡|
   Format: A4                 └──────────┘   A4
                              ┌──────────┐  └──────┘
                                Clear All
                              └──────────┘
   ───────────────────────────────────────────────
   Auto Print:   ┌──────────────────┐  ┌──────────┐
                   Semi-Auto(Print)      Job
                 └──────────────────┘    Separation
                                        └──────────┘
   🖨 Black        ┌─┐  ┌────────┐  ┌────────┐
                  └─┘  ■ Idle     ℹ Info
                 READY
```

2 **Touch [OK].**
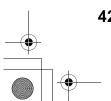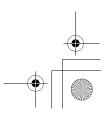
```
   ┌─────────────────────────────────┐
   │                                 │
   ├─────────────────────────────────┤
   │ Current Job will be Cleared     │
   │ OK?                             │
   │                                 │
   │                                 │
   │                                 │
   │     ┌────────┐   ┌────────┐     │
   │       Cancel        OK          │
   │     └────────┘   └────────┘     │
   └─────────────────────────────────┘
```
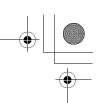
Clears current job.
Starts processing next data in queue.
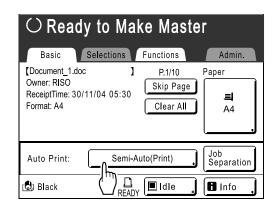
Changing Stop Timing
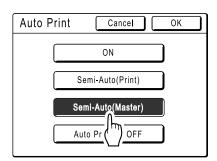
Stop timing as set on the printer driver takes priority by default.
However, the settings can be changed on the machine while the machine is halted.

Note:

- If "Auto Print" is set to ON on the machine driver, press the ⊘ key to stop the operation and to make changes.

1 **Touch the "Auto Print" function button.**

⟳ **Ready to Make Master**

Basic	Selections	Functions		Admin.

【Document_1.doc　　　　】
Owner: RISO
ReceiptTime: 30/11/04 05:30
Format: A4

P.1/10
[Skip Page]
[Clear All]

Paper
≡|
A4

Auto Print: [Semi-Auto(Print)]　[Job Separation]

🎨 Black　　READY　■ Idle　ℹ Info

The Auto Print screen appears.

2 **Select the desired function.**

Auto Print　　[Cancel]　[OK]

[ON]
[Semi-Auto(Print)]
[**Semi-Auto(Master)**]
[Auto Pr　　 OFF]
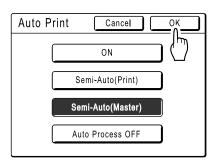
- **[ON]**: Makes a master then automatically prints.
- **[Semi-Auto(Print)]**: After data the is received, the operation stops before making a master.
- **[Semi-Auto(Master)]**: After a master is made and a proof copy is printed, the operation stops.
- **[Auto Process OFF]**: Stops before making a master, and then again before printing.
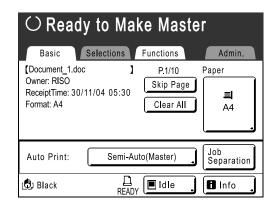
Note:

- See ☞p.38 for details regarding operations after each stop.

3 **Touch [OK].**

Auto Print　　[Cancel]　[OK]

[ON]
[Semi-Auto(Print)]
[**Semi-Auto(Master)**]
[Auto Process OFF]

The following screen appears.

⟳ **Ready to Make Master**

Basic	Selections	Functions		Admin.

【Document_1.doc　　　　】
Owner: RISO
ReceiptTime: 30/11/04 05:30
Format: A4

P.1/10
[Skip Page]
[Clear All]

Paper
≡|
A4

Auto Print: [Semi-Auto(Master)]　[Job Separation]

🎨 Black　　READY　■ Idle　ℹ Info
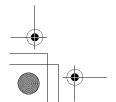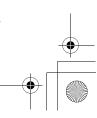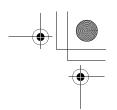
Returns to Basic Screen. Auto Print setting is updated.

Functions for Master-Making
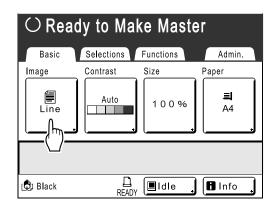
Selecting Image Processing Mode [Image]
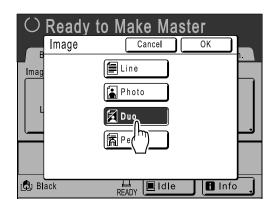
In order to make a master best suited for the original document, select an appropriate mode depending on whether original contain only text (Line), photo, or both of them.

Note:

- Default Image Processing mode can be set on the Admin. screen.
  ☞p.100

1 **Touch [Image] on the Master Making Basic Screen.**
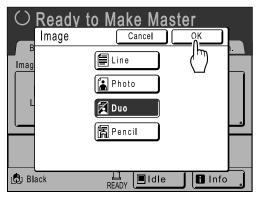
2 **Select the appropriate Image Processing mode for the original.**
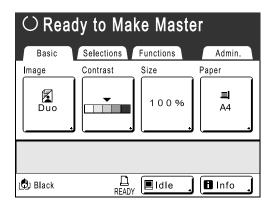
- **[Line]**: Only text contained; e.g., text document, newspaper
- **[Photo]**: Only photos contained
- **[Duo]**: Both text and photos contained
- **[Pencil]**: pencil drawings or lightly printed documents

3 **Touch [OK].**

The following screen appears.

Returns to the Master Making Basic Screen. Image Processing mode is updated.
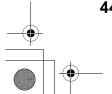
Note:

- Some functions are not available in certain Image Processing mode settings.

	Line	Photo	Duo	Pencil
Dot Process	—	✔	✔	—
Contrast (Auto)	✔	—	—	—
Contrast (1-5)	✔	✔	✔	✔
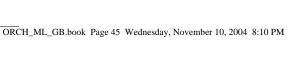
✔ : available   — : not available
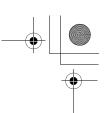
Selecting Scanning Contrast for the Original

[Contrast]
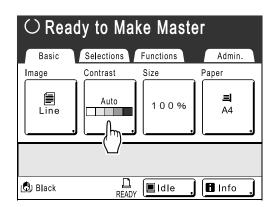
Scanning contrast can be adjusted to accommodate background colour or ink density of the original.
Specify by selecting Auto or numeric levels (1-5).
In the Auto mode, **[Contrast]** is automatically adjusted to the background colour of the original for printing.

Important!:
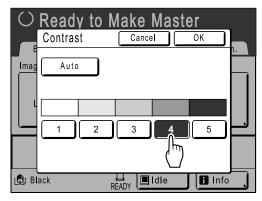
- "Auto" is available only when Image Processing mode has been set to "Line".
  ☞p.44

Note:

- Default Scanning Contrast can be set on the Admin. screen.
  ☞p.100

1 **Touch [Contrast] on the Master Making Basic Screen.**
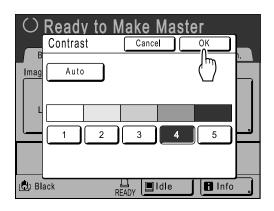
2 **Touch the desired contrast or [Auto].**
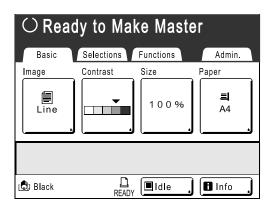
Levels of scanning contrast

1) ☐ : Very Light
2) ☐ : Light
3) ☐ : Standard
4) ☐ : Dark
5) ■ : Very Dark

3 **Touch [OK].**

The following screen appears.
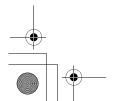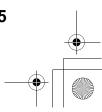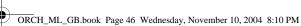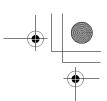
Returns to the Master Making Basic Screen. Contrast is updated.

Functions for Master-Making

Enlarging/Reducing Originals

[Standard Ratio] [Margin+] [Zoom]

The document can be printed enlarged or reduced. The following methods can be used to enlarge/reduce the original.

◆ Standard Ratio

Enlarging or reducing a standard-sized original (A4, B5 etc.) to print in another standard size.

◆ Margin+

Reducing the original slightly. This feature is useful when allowing binding margins, or when text or diagram extends beyond the printing area.
☞p.15
Specify reduction rate of 90%-99% on the Admin. screen.
☞p.100

◆ Zoom

Allows you to specify numerical resize ratio.
Specify the zoom ratio between 50% and 200% in increments of 1%.
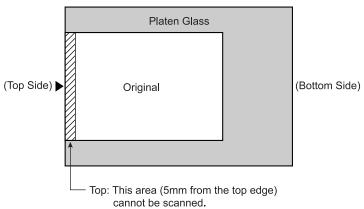
Note:

• To avoid paper jam, flipping or ink smudges on the back side by design the machine does not print too close to the edge. The top edge in particular needs 5mm of margin space.
☞p.15
5mm wide area on the top edge (marked ▲) of the Platen Glass (or the ADF unit) cannot be scanned, regardless of enlargement or reduction settings.
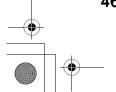
Placement of original document

Top: This area (5mm from the top edge) cannot be scanned.
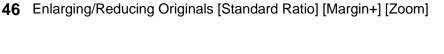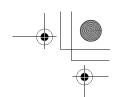
• Do not position the original within 5mm of the top edge, or the top edge of its printed image will be cut off. This 5mm margin will remain even in the "Max. Scan" setting.
☞p.94

• If the original document has no margin on its top edge, the top 5mm of its print will be cut off even when **[Margin+]** is selected. Move the original about 5mm inwards from the top edge of the platen glass and reduce the size.
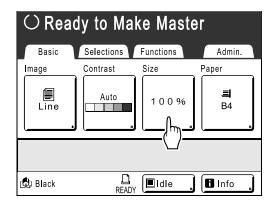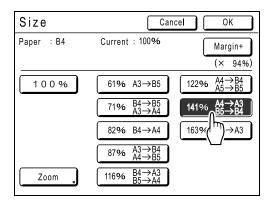
Enlargement and Reduction by Standard Ratio
[Standard Ratio] [Margin+]

1 **Touch [Size] on the Master Making Basic Screen.**

○ **Ready to Make Master**

| Basic | Selections | Functions | Admin. |

| Image | Contrast | Size | Paper |
| Line | Auto | 1 0 0 % | B4 |

Black   READY   ▣ Idle   ℹ Info

2 **Touch the button corresponding to the desired size.**

| Size | | Cancel | OK |

Paper : B4   Current : 100%   Margin+
         (× 94%)

1 0 0 %	61% A3→B5	122% A4→B4 A5→B5
	71% B4→B5 A3→A4	141% A4→A3 B5→B4
	82% B4→A4	163% □→A3
	87% A3→B4 A4→B5	
Zoom	116% B4→A3 B5→A4	
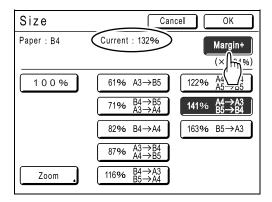
Touch **[100%]** to restore the original size.

Important!:
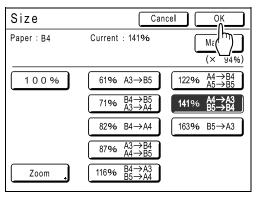
• The "Margin+" setting is not available when **[Zoom]** is selected.

Note:
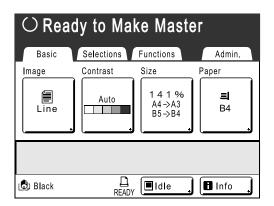
• "Standard Ratio" and "Margin+" can be selected at the same time. The "Current" field will indicate the combined result of "Standard Ratio" × "Margin-Plus Rate" when both are selected.
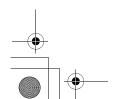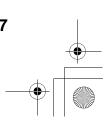
| Size | | Cancel | OK |

Paper : B4   Current : 132%   **Margin+**
         (× 94%)

1 0 0 %	61% A3→B5	122% A4→B4 A5→B5
	71% B4→B5 A3→A4	**141% A4→A3 B5→B4**
	82% B4→A4	163% B5→A3
	87% A3→B4 A4→B5	
Zoom	116% B4→A3 B5→A4	

3 **Touch [OK].**

| Size | | Cancel | OK |

Paper : B4   Current : 141%   Mɛ
         (× 94%)

1 0 0 %	61% A3→B5	122% A4→B4 A5→B5
	71% B4→B5 A3→A4	**141% A4→A3 B5→B4**
	82% B4→A4	163% B5→A3
	87% A3→B4 A4→B5	
Zoom	116% B4→A3 B5→A4	

The following screen appears.

○ **Ready to Make Master**

| Basic | Selections | Functions | Admin. |

| Image | Contrast | Size | Paper |
| Line | Auto | 1 4 1 % A4→A3 B5→B4 | B4 |

Black   READY   ▣ Idle   ℹ Info

Returns to the Master Making Basic Screen. Size is updated.

Functions for Master-Making
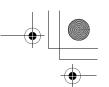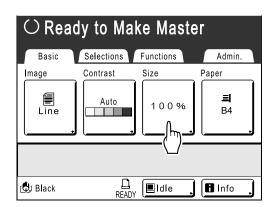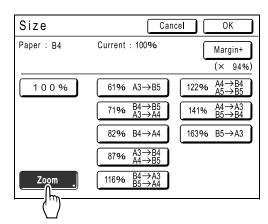
Enlarging and Reducing with the Zoom Function [Zoom]
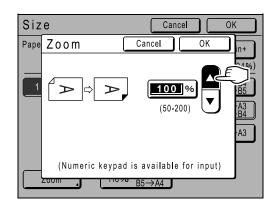
1 **Touch [Size] on the Master Making Basic Screen.**

○ Ready to Make Master

| Basic | Selections | Functions | Admin. |

Image — Line

Contrast — Auto

Size — 1 0 0 %

Paper — B4

Black   READY   Idle   Info

2 **Touch [Zoom].**

Size   Cancel   OK

Paper : B4   Current : 100%   Margin+

(× 94%)

1 0 0 %	61% A3→B5	122% A4→B4 A5→B5
Zoom	71% B4→B5 A3→A4	141% A4→A3 B5→B4
	82% B4→A4	163% B5→A3
	87% A3→B4 A4→B5	
	116% B4→A3 B5→A4	

3 **Touch** ▲ ▼ **to change ratio.**

Size   Cancel   OK

Zoom   Cancel   OK

A ⇒ A   1 0 0 %

(50-200)

(Numeric keypad is available for input)

Zoom   116%   B5→A4
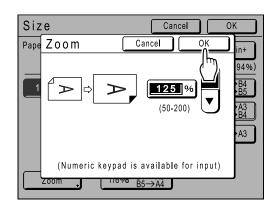
The reproduction size can be increased/decreased in increments of 1%.

Note:
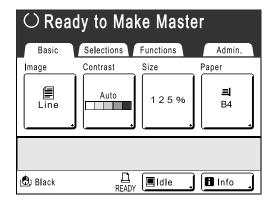
• Print Quantity Keys can also be used to enter numbers.

• Press the ⌒C⌒ key to restore the original size (100%).
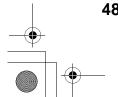
4 **Touch [OK].**

Size   Cancel   OK

Zoom   Cancel   OK   in+

94%)

A ⇒ A   1 2 5 %   B4 B5

(50-200)   A3 B4

A3

(Numeric keypad is available for input)

Zoom   116%   B5→A4

The following screen appears.

○ Ready to Make Master

| Basic | Selections | Functions | Admin. |

Image — Line

Contrast — Auto

Size — 1 2 5 %

Paper — B4

Black   READY   Idle   Info
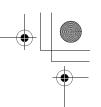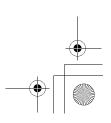
Returns to the Master Making Basic Screen. Size is updated.
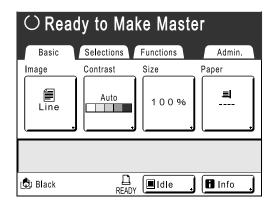
Using Custom-Sized Paper [Paper]

The machine automatically detects standard-sized paper in the Paper Feed Tray to create a correct size master for printing. However, because non-standard paper sizes cannot be detected, they must be manually specified before a master can be made.

Important!:
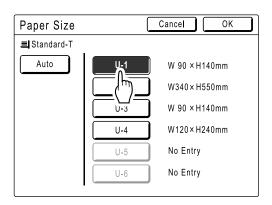
- Custom paper size must be registered on the Admin. screen. Failure to do so may make an incomplete master. ☞p.110

1 **Touch [Paper] on the Master Making Basic Screen.**

○ Ready to Make Master

Basic	Selections	Functions	Admin.

Image	Contrast	Size	Paper
Line	Auto	1 0 0 %	----

Black   READY   Idle   Info

2 **Touch the desired paper size.**

Paper Size   Cancel   OK

⊟ Standard-T

Auto	U-1	W 90 × H140mm
		W340 × H550mm
	U-3	W 90 × H140mm
	U-4	W120 × H240mm
	U-5	No Entry
	U-6	No Entry
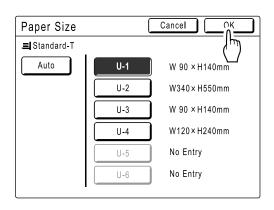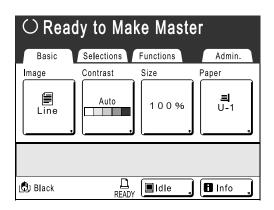
Note:

- Touch **[Auto]** to use standard-size paper.

3 **Touch [OK].**

Paper Size   Cancel   OK

⊟ Standard-T

Auto	U-1	W 90 × H140mm
	U-2	W340 × H550mm
	U-3	W 90 × H140mm
	U-4	W120 × H240mm
	U-5	No Entry
	U-6	No Entry

The following screen appears.

○ Ready to Make Master

Basic	Selections	Functions	Admin.

Image	Contrast	Size	Paper
Line	Auto	1 0 0 %	U-1

Black   READY   Idle   Info
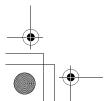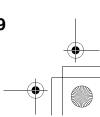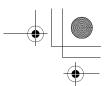
Returns to the Master Making Basic Screen. Paper size is updated.

Automatic Printing [Auto-Process]

Master-making and printing can be performed automatically in sequence.
When "Auto-Process" is selected, simply enter number of copies to print, then press the ⬥ key.

Note:

- When printing is completed, Print Quantity will restore the number originally entered.

- On the Admin. screen, you can make such a setting that "Auto-Process" is always set to ON when you reset or start the machine.
  ☞p.100

Press the ⬚+☰ key.
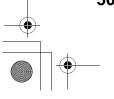
Auto-Process Indicator

Auto-Process Key
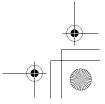
The Auto-Process indicator turns on.

Note:

- To cancel "Auto-Process", press the ⬚+☰ key again. The indicator turns off.
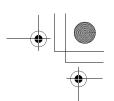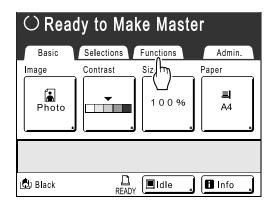
Processing Photos with Dot Screen

[Dot Process]
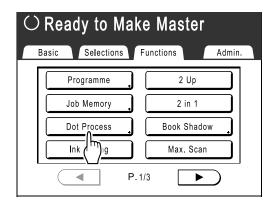
"Dot Process" function processes photo originals with dot screening in order to print more clearly.
Select from two types of dot patterns.

Note:

• "Dot Process" is not available when Image Processing mode has been set to "Line" or "Pencil".
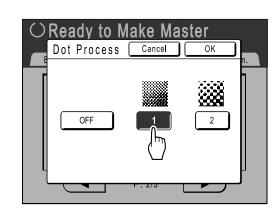
1 **Touch [Functions] on the Master Making Basic Screen.**

2 **Touch [Dot Process].**

3 **Select a dot pattern.**
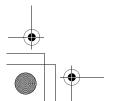
Message		
Number	1	2
Dot Process	Fine	Coarse
Equivalent Lpi	106	53
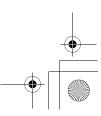
Note:

• Touch **[OFF]** to cancel the **[Dot Process]**.

4 **Touch [OK].**

Functions for Master-Making

The following screen appears.

○ **Ready to Make Master**

Basic	Selections	Functions	Admin.

Programme	2 Up
Job Memory	2 in 1
Dot Process	Book Shadow
Ink Saving	Max. Scan

◀   P. 1/3   ▶
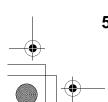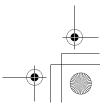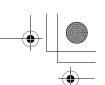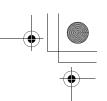
Returns to the Functions Screen. Dot Process setting is updated.

Saving Ink **[Ink Saving]**
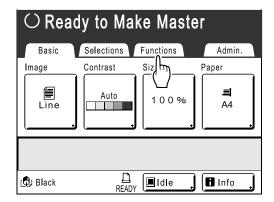
Selecting "Ink Saving" makes a master that requires less ink when printing.
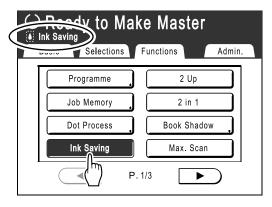
Important!:

- This function is not available when printing the data from a computer.
- The ink conservation process may result in lighter prints than usual.
- "Contrast" and "Print Density Adjustment" functions are not available when **[Ink Saving]** is selected.
  ☞p.45
  ☞p.63

1 Touch [Functions] on the Master Making Basic Screen.

○ Ready to Make Master

| Basic | Selections | Functions | Admin. |
| Image | Contrast | Size | Paper |

Line   Auto   100%   A4

Black   READY   Idle   Info

2 Touch [Ink Saving].

Ready to Make Master
Ink Saving

| Basic | Selections | Functions | Admin. |

Programme	2 Up
Job Memory	2 in 1
Dot Process	Book Shadow
Ink Saving	Max. Scan

P. 1/3   ►

"Ink Saving" is set.

Functions for Master-Making
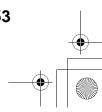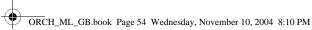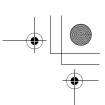
Printing Side-by-Side on One Sheet
[2 Up] [2 in 1]
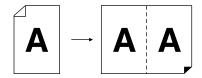
"Multi-Up" function prints multiple originals on one sheet.
The function in which two copies of the same original are printed side-by-side is called "2 Up". The function in which different originals are printed side by side is called "2 in 1".

Important!:
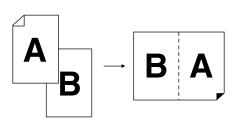
• Use standard-sized paper when using the "Multi-Up" function. With custom size paper placed, you cannot perform "Multi-Up" printing even when the size is stored on the Admin. screen.

◆ 2 Up

Prints two copies of the same original side-by-side on one sheet of paper.
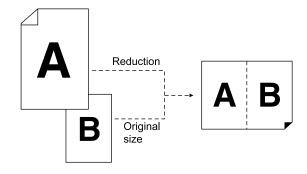
◆ 2 in 1
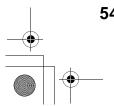
Prints two different originals side-by-side on one sheet of paper.
The printed copies will be free from a shadow line in the middle.
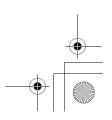
Note:

• Each original document can be scanned separately with its own unique scanning properties such as reduction/enlargement ratio.
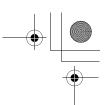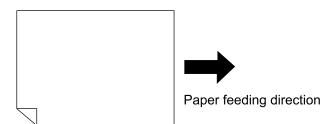
Tips for Multi-Up Printing

Follow these tips when using "Multi-Up (2 Up or 2 in 1)".

◆ Orientation of print paper
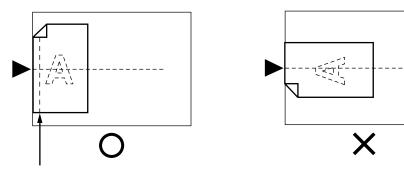
Always place paper in the Paper Feed Tray as shown below.

Paper feeding direction

◆ Orientation of originals

Always place the original on the Platen Glass or into the ADF unit (option) as shown below.

Make sure to allow margin space here

◆ Margin

Leave a margin of at least 5mm on the top edge of the Platen Glass. Allowing a proper margin is critical in well-balanced 2 Up positioning.
☞p.12

Note:
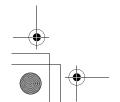
• The margin on the top edge (5mm) will not be enlarged or reduced.
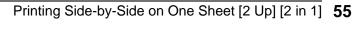
◆ Enlargement/reduction ratio
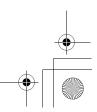
Use the following chart to determine the proper resizing ratio for a Multi-Up (2 Up or 2 in 1) printing.

		Original							
		A4	**B5**	**A5**	**B6**	**A6**	**B7**	**A7**	**B8**
Printing Paper	**A3***	100%	116%	141%	163%	200%	---	---	---
	B4*	87%	100%	122%	141%	173%	200%	---	---
	A4	71%	82%	100%	116%	138%	163%	200%	---
	B5	61%	71%	87%	100%	122%	141%	173%	200%

* Not available in RZ500 model

Functions for Master-Making

Note:

- The "Size" button is in the Master Making Basic Screen. Specify the enlargement/reduction ratio as necessary.
  ☞p.46
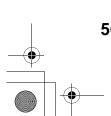
◆ Multi-Up Interval
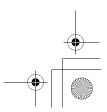
"Multi-Up" performs scanning twice.
The interval between the first scan and the second scan is called "Multi-Up Interval".
Replace originals or change settings for the second scan during the "Multi-Up Interval".

Note:

- Default "Multi-Up Interval" can be set on the Admin. screen. The factory default is 15 seconds.
  ☞p.101
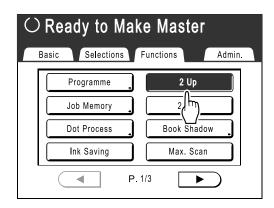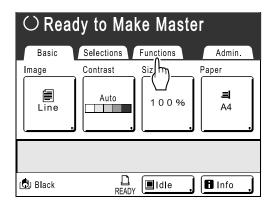
Operational Procedure

1 **Touch [Functions] on the Master Making Basic Screen.**

◯ **Ready to Make Master**

| Basic | Selections | Functions | Admin. |

Image
Contrast
Size
Paper

Line
Auto
100%
A4

Black
READY
Idle
Info

2 **Touch [2 Up] or [2 in 1].**

◯ **Ready to Make Master**

| Basic | Selections | Functions | Admin. |

Programme	2 Up
Job Memory	2
Dot Process	Book Shadow
Ink Saving	Max. Scan

◀   P. 1/3   ▶

◯ **Ready to Make Master**

| Basic | Selections | Functions | Admin. |

Programme	2 Up
Job Memory	2 in 1
Dot Process	Book ...ow
Ink Saving	Max. Scan

◀   P. 1/3   ▶
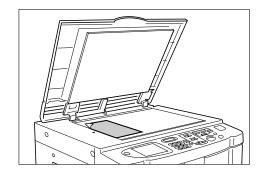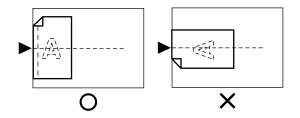
3 **Place an original.**

◆ **When placing on the Platen Glass**
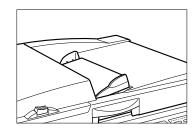
Place the original face down to the left edge of the Platen Glass as shown.

◯   ✕

◆ **When placing in the ADF unit (Option)**

Place the original face-down in the ADF unit. (For 2 in 1, place one on top of the other.) When Image or Size requirements are different for each original, place one at a time.

Important!:
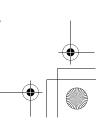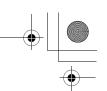
• Use originals larger than 90mm × 140mm in the ADF unit (option).
Smaller originals should be scanned from the Platen Glass.
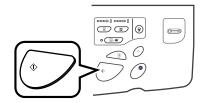
4 **Make necessary settings.**

Make various settings as needed.

Note:

- When printing "2 in 1", the following settings can be made for each original:

  – Image Processing mode (☞p.44)

  – Scanning Contrast (☞p.45)

  – Size (☞p.46)

  – Dot Process (☞p.51)

5 **Press the** ⬦ **key.**

Starts scanning of the original.
A proof copy is printed once the data is processed.

◆ **When placing on the Platen Glass**

- 2 Up
  Press the ⬦ key to start scan.

- 2 in 1
  Press the ⬦ key to start the first scan.
  A beep will indicate the pause for the Multi-Up Interval. Place the second original, make any necessary settings, and press the ⬦ key again.

Important!:

- If you do not press the ⬦ key within the Multi-Up Interval time, the half of the print will be blank.

◆ **When placing in the ADF unit (Option)**

- 2 Up
  Press the ⬦ key to start the first scan.
  Place the original again within the Multi-Up Interval. Scan of the second original starts automatically.

- 2 in 1
  Place two originals stacked in the tray. Press the ⬦ key to scan automatically.
  If second original requires different settings than the first, place the first original in the ADF unit, then press the ⬦ key. Change setting during the Interval, position the second original in the ADF unit.
  Scan starts automatically.

Important!:
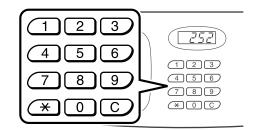
- Either Platen Glass or ADF unit may be used at one time, but not both. If the first scan is made from an original on the Platen Glass, the second one must also be scanned on the Platen Glass, and vice versa.

Note:

- If there exists an original in the ADF unit when "Auto-Process" is "ON", 2 in 1 printing is sequentially performed.
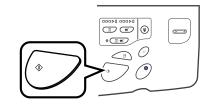
6 **Enter the number of copies using the Print Quantity Keys.**

The specified number is displayed on the Print Quantity Display.

Note:

- To change the number, press the [C] key, then re-enter the correct number.

7 **Press the** ⬦ **key.**
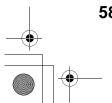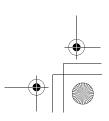
Multi-Up printing will start.
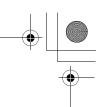
Printing from Bound Documents

[Book Shadow]
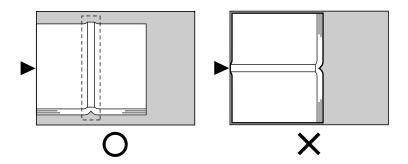
This function erases the binding "spine" shadow in the centre when printing from such bound originals with facing as magazines and books.
Select from 5 different widths to erase (20mm/30mm/40mm/50mm/80mm).
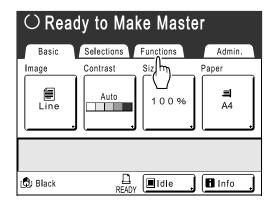
Important!:
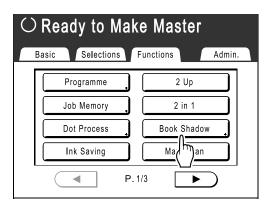
- The original must be placed in the orientation as shown below. The shadow (dotted area) will be erased.

Note:
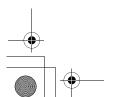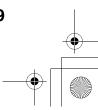
- Once the "Page Size" is specified, anything beyond the area will not be scanned.
- "2 Up" and "2 in 1" settings are not available when [Book Shadow] is selected.

1 **Touch [Functions] on the Master Making Basic Screen.**

2 **Touch [Book Shadow].**

3 **Touch [ON].**

Book Shadow | Cancel | OK

	Page Size	Erasure Width
OFF	B5	20mm
ON	A4	30mm
Page Size	B4	40mm
	A3	50mm
Erasure Width	Foolscap	80mm
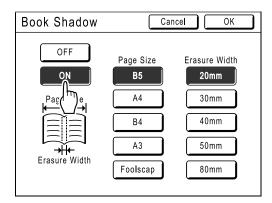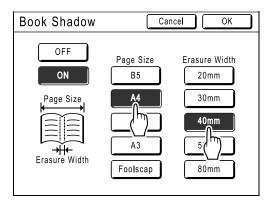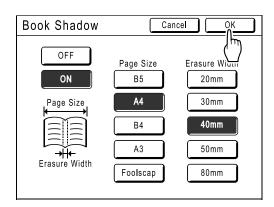
Page Size and Erasure Width can be selected.
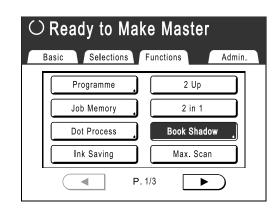
4 **Touch to select the desired [Page Size] and [Erasure Width].**

Book Shadow | Cancel | OK

	Page Size	Erasure Width
OFF	B5	20mm
ON	A4	30mm
Page Size		40mm
	A3	5
Erasure Width	Foolscap	80mm

5 **Touch [OK].**

Book Shadow | Cancel | OK

	Page Size	Erasure Width
OFF	B5	20mm
ON	A4	30mm
Page Size	B4	40mm
	A3	50mm
Erasure Width	Foolscap	80mm

The following screen appears.

○ **Ready to Make Master**

| Basic | Selections | Functions | Admin. |

Programme	2 Up
Job Memory	2 in 1
Dot Process	**Book Shadow**
Ink Saving	Max. Scan

◄ P. 1/3 ►
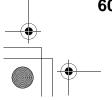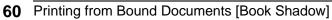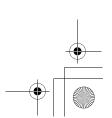
Returns to the Functions Screen. Book Shadow setting is updated.

Functions for Printing
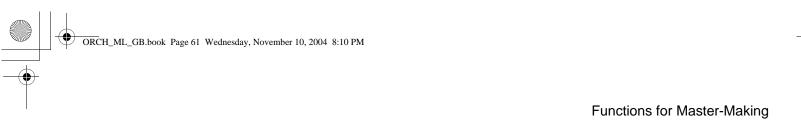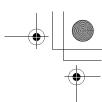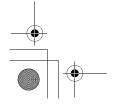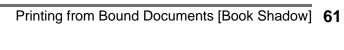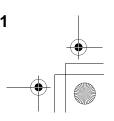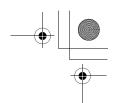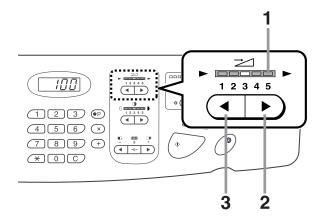
Changing the Print Speed

[Print Speed Adjustment]

You can select the print speed from five levels; from 60 to 130 copies/minute.
The print speed may be adjusted while printing is in progress.

Note:

- Set the default print speed on the Admin. screen.
  The factory default is level 3 (approximately 100 copies/minute).
  ☞p.100

Press the ◄ or ► key to adjust the print speed.

1) Print Speed Indicator
Shows the current print speed.
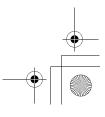
2) ► Key
Increases the print speed incrementally.

3) ◄ Key
Decreases the print speed incrementally.

Indicator level and print speed
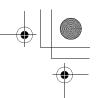
Indicator Level	1	2	3	4	5
Print Speed (copies/minute)	Approx. 60	Approx. 80	Approx. 100	Approx. 120	Approx. 130

Adjusting the Print Density

[Print Density Adjustment]
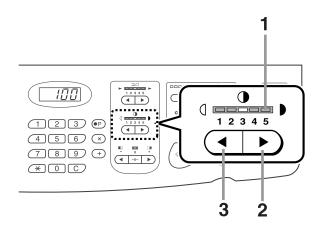
You can select the print density from five levels.
The print density may be adjusted while printing is in progress.

Important!:

• "Print Density" is not available when [Ink Saving] is selected.
  ☞p.53

Note:

• The default print density can be set on the Admin. screen.
  The factory default is set at level 3 (Standard).
  ☞p.100

Press the ◄ or ► key to adjust the print density.

1) **Print Density Indicator**
   Shows the current print density.
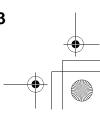
2) **► Key**
   Increases the print density incrementally.
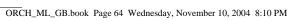
3) **◄ Key**
   Decreases the print density incrementally.
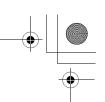
Adjusting the Print Position
[Print Position Adjustment]
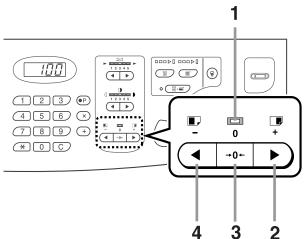
Use the Vertical Print Position Adjustment keys to adjust the print position in the vertical direction; and use the Horizontal Print Position Adjustment Dial (located on Paper Feed Tray) to adjust it in the horizontal direction.
Adjustment range Vertical direction: ±15mm Horizontal direction: ±10mm
The vertical positioning may be adjusted while Printing is in progress.

Important!:

- After adjusting the print position, print a proof copy to check the result.
  ☞p.66

Vertical (Up/Down) Adjustment

Press the ◀ or ▶ key to move up or down.
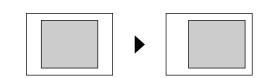
1) **Original Position Indicator**
   Indicates when vertical positioning has not changed.

2) **▶ Key**
   Each press shifts the print position upward in steps of about 0.5mm.
   Bottom◀ ➔Top
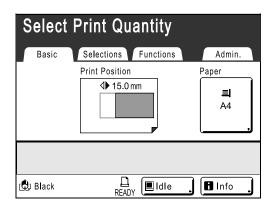
3) **→0← Key**
   Press to return to original position.
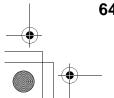
4) **◀ Key**
   Each press shifts the print position downward in steps of about 0.5mm.
   Bottom◀ ➔Top
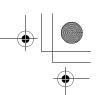
The Print Basic Screen shows current vertical adjustment.
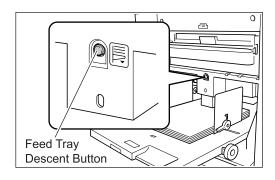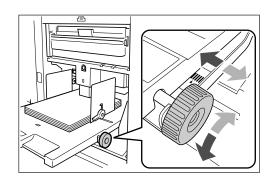
Horizontal (Left/Right) Adjustment

1 Press the Feed Tray Descent Button to lower the Paper Feed Tray.

Feed Tray
Descent Button
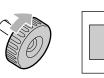
2 Turn the Horizontal Print Position Adjustment Dial to move horizontally (left or right).
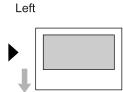
◆ **Turning clockwise**

Paper: moves to right
Print Position: moves to left

Left
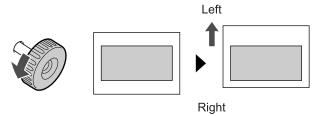
Right

◆ **Turning counter-clockwise**

Paper: moves to left
Print Position: moves to right

Left

Right
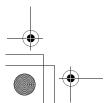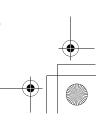
Check the amount of offset from the centre by looking at the gauge beside the Paper Feed Tray. (Horizontal adjustment cannot be checked on the Display.)

▲ indicates centre on the gauge. Press the ⬚ key to verify positioning by proof copy.
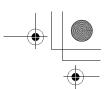
Important!:

• Be sure to adjust the Receiving Tray Paper Guides after moving left or right.
  ☞p.31

• Be sure to re-position the Paper Feed Tray to centre after printing is completed.
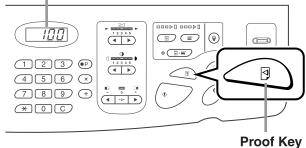
Printing Proof Copies [Proof]

After making adjustments to the print position or density, check the print quality in a proof copy.
Proof copies are not counted towards the number of copies displayed on the Print Quantity Display.

Note:
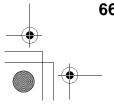
• The machine will continue to print proof copies if the 　　key is held down.

• A proof copy cannot be printed from a Linked Printer (sold separately).

Press the 　　key.

Print Quantity Display

Proof Key
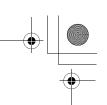
A single proof copy is printed.
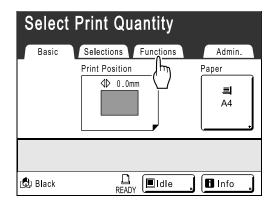
Keeping Printed Copies Dry [Interval]
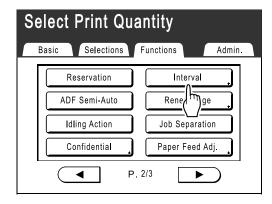
By allowing the drum to skip a rotation during printing and extend the printed paper ejection interval, the ink has time to dry, preventing it from leaving marks on the back of the next sheet.
Skip Rotation can be set from 1-10.
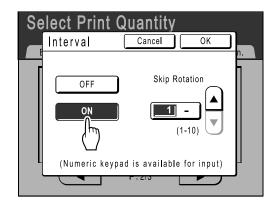
1 **Touch [Functions] on the Print Basic Screen.**

2 **Touch [Interval].**

3 **Touch [ON].**
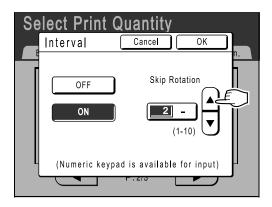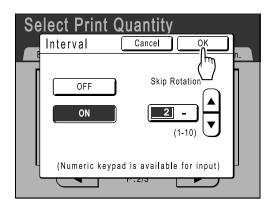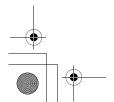
4 **Touch ⏶ or ⏷ to set the number of Skip Rotations for the Print Drum.**
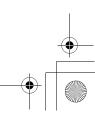
Note:
• Print Quantity Keys can also be used to enter numbers.

5 **Touch [OK].**

Functions for Printing

The following screen appears.

Select Print Quantity

Basic	Selections	Functions	Admin.

Reservation	**Interval**
ADF Semi-Auto	Renew Page
Idling Action	Job Separation
Confidential	Paper Feed Adj.

◄   P. 2/3   ►
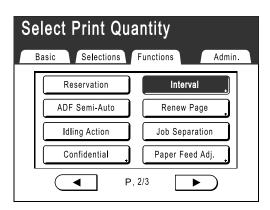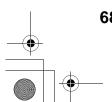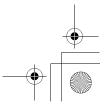
Returns to the Functions Screen. Interval setting is updated.

Ejecting Paper Using Pre Configured Setting

[Eject Wing Control]

The following steps retrieves pre-configured custom settings for the Paper Ejection Wing. Use this feature to eject certain printing paper that is hard to eject with automatically adjusted normal Paper Ejection Wing setting.

Important!:

- "Eject Wing Control" feature is not available unless pre-configured.
- Only one setting can be pre-configured.
- To pre-configure or to change settings, please contact your dealer (or authorised service representative).
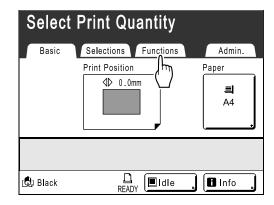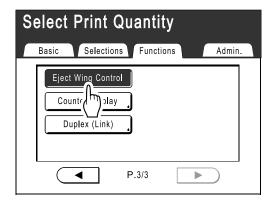
Note:

- The Paper Ejection Wing is a device which helps eject printed paper onto the Paper Receiving Tray.
  It automatically adjusts according to the position of the Paper Feed Pressure Adjustment Lever (standard or thick).

1 **Touch [Functions] on the Print Basic Screen.**
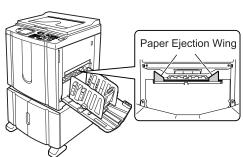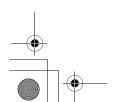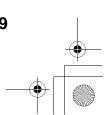
2 **Touch [Eject Wing Control].**
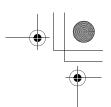
"Eject Wing Control" is selected.

Advanced Features

Automatic Sorting Into Groups [Programme]

"Programme" feature saves you from repeatedly having to enter how many copies to print, by assigning the number of copies per sets in advance. Operation stops after printing each set of copies.
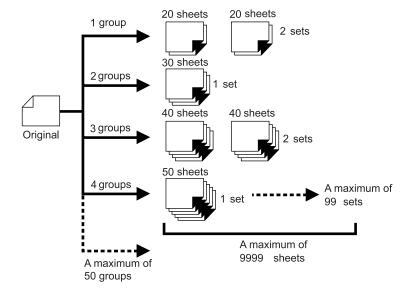
Store a Programme setting for easy retrieval later.

Sample usage for this feature; in a school setting, the number of copies (sheets) per class (set) can be pre-assigned, then the number of grades (groups) in the entire school.

◆ Single Page Mode
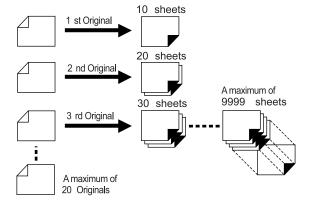
From a single original document, print into multiple groups of sets.
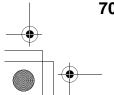
A maximum of 50 groups can be created, each having up to 99 sets. Each set can be up to 9999 copies.

The machine can be configured to specify how many copies (sheets) per set, then how many sets are to be created for each group.
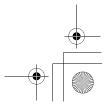
◆ Multi-Page Mode

From a single original, up to 9999 copies can be made.

Each original can reproduce a pre-assigned number of sheets (up to 20 originals).
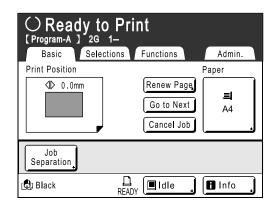
◆ **How to Programme Print**

There are two ways to print in sets using "Programme" printing feature.

• Programme, then print (without saving the settings)
• Retrieve a saved programme, then print (when programme is registered)

Choose from the following actions on the Print Basic Screen.
Touch a button to proceed.

```
○ Ready to Print
〖 Program-A 〗 2G  1–
  Basic   Selections  Functions        Admin.
Print Position                    Paper
 ◁▷  0.0mm      ┌──────────┐      ≡│
                │Renew Page│      A4
                ├──────────┤
                │Go to Next│
                ├──────────┤
                │Cancel Job│
                └──────────┘
 ┌──────┐
 │  Job │
 │Separation│
 └──────┘
 ⒬ Black            ⎕      ▇Idle       ▐ Info
                  READY
```

[Renew Page]: Creates a master from the last Master-Making data.
[Next Page] or **[Go to Next]**: Stops current print job, skips to the next original, set or group.
[Cancel Job]: Cancels execution of the Programme.
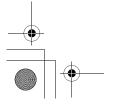
Note:

• The Job Separator (option) is useful for Programmed Printing.
  The Job Separator releases a piece of tape after each set or original document, thereby automatically separating sets or groups. It eliminates the need to manually remove a stack of sheets or insert a marker between sets. Remember to activate "Job Separation" in the Functions Screen when printing with the Job Separator.
  You must remove each stack from the Paper Receiving Tray, or insert a marker during the pause if not using the Job Separator.
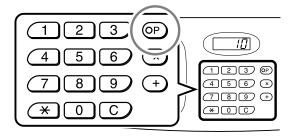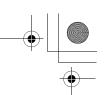
Setting Up for Programmed Printing

The steps below applies to both Single Page Mode Programme (single original) and Multi-Page Mode Programme (multiple originals).
Both the Touch Screen and Print Quantity Keys (and related keys) may be used for this operation.

1 Press the ⓄⓅ key.

Note:
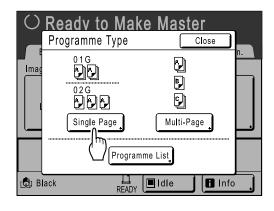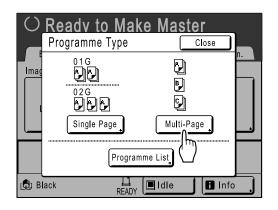
- Press the ⓍⓍ key and skip to step 3 of the "Single Page Mode". Press the ⨁⨁ key and skip to step 3 of the "Multi-Page Mode".
- Alternatively, from the Master Making Basic Screen, touch **[Functions]** then **[Programme]** to display the Programme Type screen.
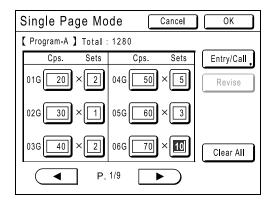
2 Touch [Single Page] or [Multi-Page].
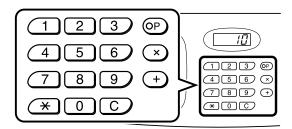
3 Enter the numbers using the Print Quantity Keys.

◆ For Single Page Mode
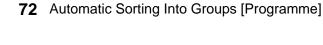
1) Enter the number of copies using the Print Quantity Keys.
2) Press the Ⓧ key or the ✳ key.
3) Enter the number of sets (in the group) using the Print Quantity Keys.
4) Press the ⨁ key or the ✳ key.
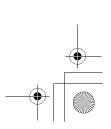
To programme more than one group, repeat steps 1) - 4).

Important!:
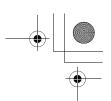
- To save the current Programmed Printing setting, touch **[Entry/Call]**.
  Once **[OK]** is touched, the setting cannot be saved. See "Saving Programmes" (☞p.74) for further information.

◆ **For Multi-Page Mode**

```
Multi-Page Mode      Cancel      OK
【 Program-B 】Total : 21
        Cps.           Cps.       Entry/Call
Page01  [ 1 ]   Page04  [ 4 ]
                                   Revise
Page02  [ 2 ]   Page05  [ 5 ]

Page03  [ 3 ]   Page06  [ 6 ]     Clear All
      ◄      P. 1/4      ►
```

1) Enter the number of copies using the Print Quantity Keys.
2) Press the (+) key or the (✱) key.
3) Repeat steps 1 and 2 above to enter the number of copies for each original.

Note:
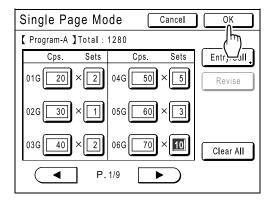
• To cancel or change a number, press the
  (C) key and enter again.
• To clear all (number of copies and number of sets), touch **[Clear All]**.
• The total number of all copies to be printed is shown on the top of the screen.

Important!:
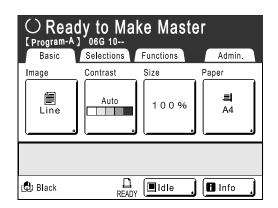
• To save the current Programmed Printing setting, touch **[Entry/Call]**.
  Once **[OK]** is touched, the setting cannot be saved.
  See "Saving Programmes" (☞p.74) for further information.

4 **Touch [OK].**

```
Single Page Mode     Cancel      OK
【 Program-A 】Total : 1280
      Cps.   Sets      Cps.   Sets    Entry/Call
01G  [ 20 ] × [ 2 ]  04G  [ 50 ] × [ 5 ]
                                        Revise
02G  [ 30 ] × [ 1 ]  05G  [ 60 ] × [ 3 ]

03G  [ 40 ] × [ 2 ]  06G  [ 70 ] × [ 10 ]   Clear All
      ◄      P. 1/9      ►
```

The following screen appears.

```
○ Ready to Make Master
【 Program-A 】 06G 10--
  Basic   Selections  Functions      Admin.
Image     Contrast    Size      Paper

 Line      Auto      100%        A4


 Black              Idle       Info
         READY
```
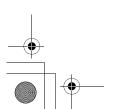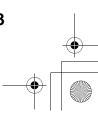
Returns to the original screen. Ready to print in accordance with the programme.

Note:
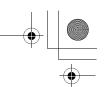
• Alternatively, after entering number of copies or sets, press the (◈) key to start printing without touching **[OK]**.
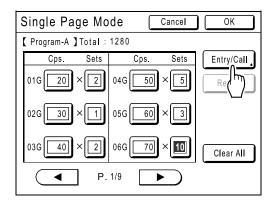
Saving Programmes

Store frequently-used Programme settings for later retrieval and printing.
A total of 12 settings (Single Page or Multi-Page Mode) can be stored.
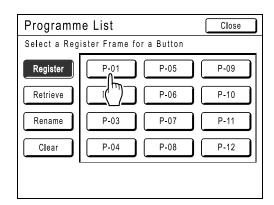
1 Create and enter a Programmed Printing settings.

Follow steps 1-3 in "Setting Up for Programmed Printing" (☞p.72).

2 Touch [Entry/Call] on the Programme Screen.

Single Page Mode	Cancel	OK

【 Program-A 】Total : 1280

	Cps.	Sets		Cps.	Sets	
01G	20	× 2	04G	50	× 5	Entry/Call
02G	30	× 1	05G	60	× 3	
03G	40	× 2	06G	70	× 10	Clear All

◀ P. 1/9 ▶

3 Touch an unused button.

Programme List		Close

Select a Register Frame for a Button

Register	P-01	P-05	P-09
Retrieve		P-06	P-10
Rename	P-03	P-07	P-11
Clear	P-04	P-08	P-12
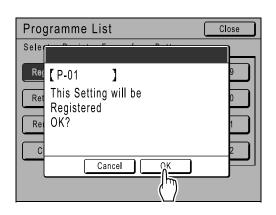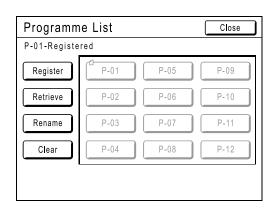
Touch a button displayed with solid lines. Greyed-out buttons are not available (already associated with another programme).

4 Touch [OK].

Programme List	Close

Sele...

【 P-01   】
This Setting will be
Registered
OK?

Cancel	OK

The following screen appears.

Programme List		Close

P-01-Registered

Register	P-01	P-05	P-09
Retrieve	P-02	P-06	P-10
Rename	P-03	P-07	P-11
Clear	P-04	P-08	P-12
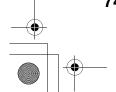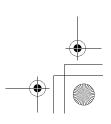
Returns to the Programme List screen. The Programme is stored.
Each Programme can be named for your convenience. See step 3 in "Renaming a Programme" (☞p.76).

Note:

- After saving the Programme, touch **[Close]** on the Programme List screen to return to the Programme screen.
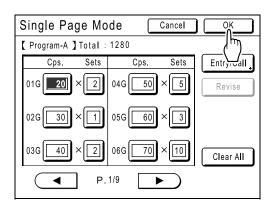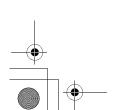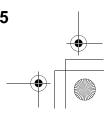
Touch **[OK]** on the Programme screen to print from a saved Programme.

Single Page Mode		Cancel	OK
【 Program-A 】 Total : 1280			

	Cps.	Sets		Cps.	Sets	Entry/call
01G	20	× 2	04G	50	× 5	Revise
02G	30	× 1	05G	60	× 3	
03G	40	× 2	06G	70	× 10	Clear All

◀ P. 1/9 ▶

Advanced Features
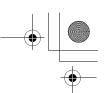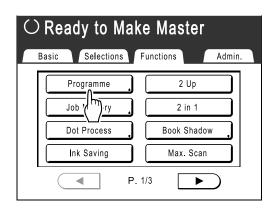
Renaming a Programme

Programme names can be changed to better describe their usage or purpose.

1 **Touch [Programme] on the Functions Screen.**
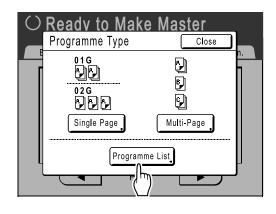
Note:
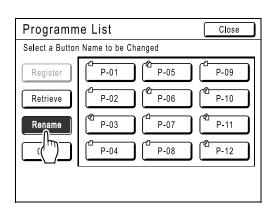
- If **[Programme]** button is already highlighted, touching it will again display the Programme screen, and not the Rename a Programme screen.
  Touch **[Cancel Job]** then **[OK]** to return to Functions screen. Touch **[Programme]** again.

2 **Touch [Programme List].**
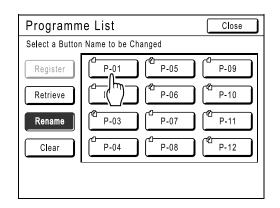
3 **Touch [Rename].**
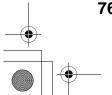
Note:

- Each Programme button has an icon on top left. indicates Single Page Mode Programme, indicates Multi-Page Mode Programme.

4 **Select a programme to rename.**
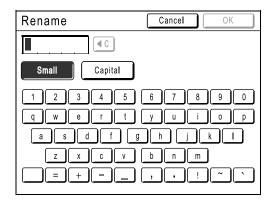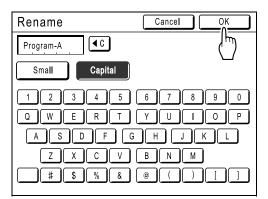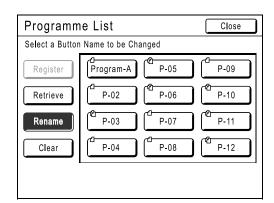
5 **Touch character buttons to enter a new name.**

Rename	Cancel	OK

■ | ◀C
Small | Capital

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
= + − _ , . ! ~ `

Change capitalization by selecting **[Small]** or **[Capital]** button.
☞p.77

6 **When entered, touch [OK].**

Rename	Cancel	OK

Program-A | ◀C
Small | **Capital**

1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
$ % & @ ( ) [ ]

The following screen appears.

Programme List	Close

Select a Button Name to be Changed

Register	Program-A	P-05	P-09
Retrieve	P-02	P-06	P-10
Rename	P-03	P-07	P-11
Clear	P-04	P-08	P-12
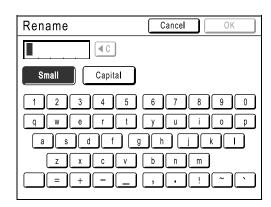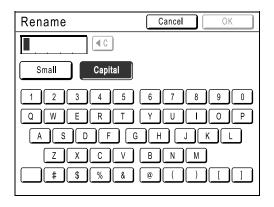
Returns to the Programme List screen. The programme is renamed.

Tip:
Rename screen

◆ **Small**

Rename	Cancel	OK

■ | ◀C
Small | Capital

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
= + − _ , . ! ~ `

◆ **Capital**

Rename	Cancel	OK

■ | ◀C
Small | **Capital**

1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
$ % & @ ( ) [ ]
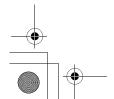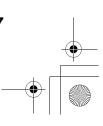
Note:

- You can enter up to 10 characters.
- Print Quantity Keys may also be used for entering numbers.
- ◀C button clears previously saved or current entry. Touch to clear one character at a time.

Advanced Features
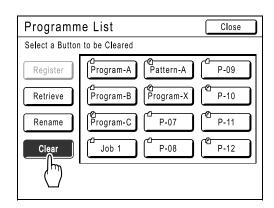
Clearing Programmes
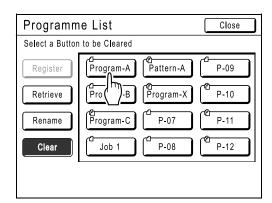
1 **Display the Programme List screen.**

Follow steps 1-2 in "Retrieving a Programme"
(☞p.79).

2 **Touch [Clear].**

```
┌─────────────────────────────────────────────┐
│ Programme List              [  Close  ]      │
│ Select a Button to be Cleared                │
│ [Register] [Program-A] [Pattern-A] [ P-09 ]  │
│ [Retrieve] [Program-B] [Program-X] [ P-10 ]  │
│ [ Rename ] [Program-C] [  P-07  ]  [ P-11 ]  │
│ [ Clear  ] [  Job 1  ] [  P-08  ]  [ P-12 ]  │
└─────────────────────────────────────────────┘
```
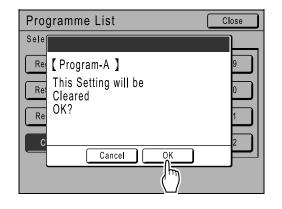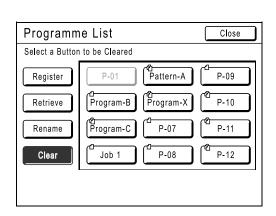
3 **Select a programme to delete.**
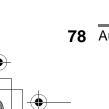
```
┌─────────────────────────────────────────────┐
│ Programme List              [  Close  ]      │
│ Select a Button to be Cleared                │
│ [Register] [Program-A] [Pattern-A] [ P-09 ]  │
│ [Retrieve] [Pro   -B ] [Program-X] [ P-10 ]  │
│ [ Rename ] [Program-C] [  P-07  ]  [ P-11 ]  │
│ [ Clear  ] [  Job 1  ] [  P-08  ]  [ P-12 ]  │
└─────────────────────────────────────────────┘
```

4 **Touch [OK].**

```
┌─────────────────────────────────────────────┐
│ Programme List              [  Close  ]      │
│ Sele                                         │
│ ┌──────────────────────────┐                 │
│ Re│ 【 Program-A 】          │             9 │
│   │ This Setting will be     │               │
│ Re│ Cleared                  │             0 │
│   │ OK?                      │               │
│ Re│                          │             1 │
│   │                          │               │
│ C │  [ Cancel ]   [  OK  ]   │             2 │
│ └──────────────────────────┘                 │
└─────────────────────────────────────────────┘
```

The following screen appears.

```
┌─────────────────────────────────────────────┐
│ Programme List              [  Close  ]      │
│ Select a Button to be Cleared                │
│ [Register] [  P-01  ] [Pattern-A] [ P-09 ]   │
│ [Retrieve] [Program-B] [Program-X] [ P-10 ]  │
│ [ Rename ] [Program-C] [  P-07  ]  [ P-11 ]  │
│ [ Clear  ] [  Job 1  ] [  P-08  ]  [ P-12 ]  │
└─────────────────────────────────────────────┘
```
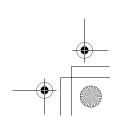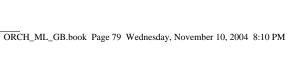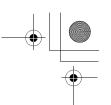
Returns to the Programme List screen. The pro-
gramme is deleted.
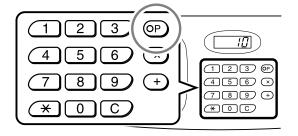
Retrieving a Programme

Retrieve a stored programme and modify its settings.
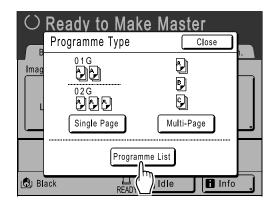
1 Press the (OP) key.
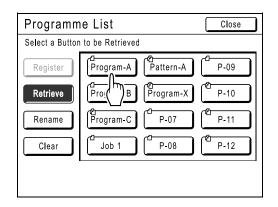
Note:
- Alternatively, from the Master Making Basic Screen, touch **[Functions]** then **[Programme]** to display the Programme Type screen.

2 Touch [Programme List].
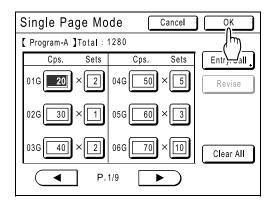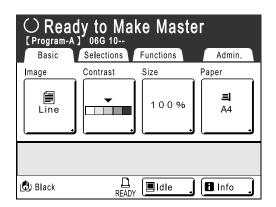
3 Touch a button to select a Programme to retrieve.

4 Touch [OK].
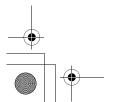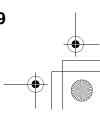
The following screen appears.

Returns to the original screen. Ready to print using the retrieved programme.

Making changes to Stored Programmes

1 **Retrieve a programme to modify.**

Follow steps 1 and 3 in "Retrieving a Programme" (☞p.79).
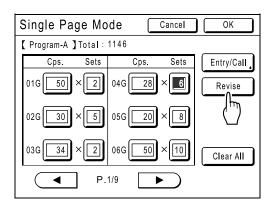
2 **Make changes to the Programme.**

Modify number of copies or sets in the current screen.
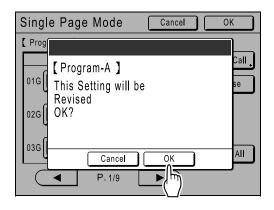
Note:

- See "Setting Up for Programmed Printing" (☞p.72) for details on how to set up a programme.

3 **Touch [Revise].**

4 **Touch [OK].**
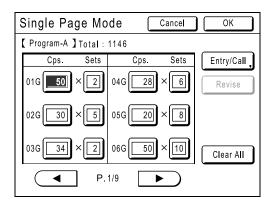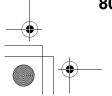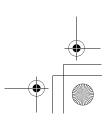
The following screen appears.

Returns to the Programme screen. Programme settings are updated (overwritten).

Using Job Memory Functions [Job Memory]

Save the settings of the last print job into Job Memory. Simply retrieve those Job Memory settings when doing a similar print job. Up to 10 jobs can be saved.
The following attributes can be saved to Job Memory.

Image	Max. Scan	Print Position*1	Printer Collate*3
Dot Process	Book Shadow	Paper Feed Adj.	Duplex*3
Contrast	2 Up	Eject Wing Control	Offset Pages*3
Ink Saving	2 in 1	Auto Process	Mailbox*3
Size	Print Quantity	Interval	Staple*3
Margin+	Print Speed	ADF Semi-Auto*2	Punch*3
Paper Size	Print Density	Job Separation*2	
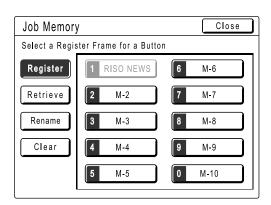
*1 Vertical (Up/Down) only
*2 Available with optional device
*3 Available with Linked Printer and its options

Open the Job Memory screen by either;
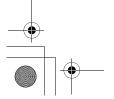
- Touching **[Functions]** then **[Job Memory]** on the Touch Screen.
- Press the ⟨ ✳ ⟩ key on the Print Quantity Keys.

Job Memory	Close

Select a Register Frame for a Button

Register	1 RISO NEWS	6 M-6
Retrieve	2 M-2	7 M-7
Rename	3 M-3	8 M-8
Clear	4 M-4	9 M-9
	5 M-5	0 M-10
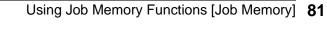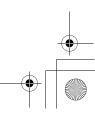
In the following instructions, the method of opening the Job Memory screen with the Touch Screen will be used.
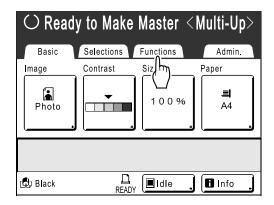
Storing Job Memory
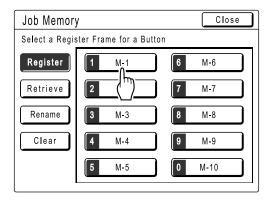
1 **Set various settings for a print job.**

2 **Touch [Functions] on the Master Making Basic Screen.**

○ Ready to Make Master 〈Multi-Up〉

| Basic | Selections | Functions | Admin. |

Image — Photo
Contrast — ▼
Size — 100%
Paper — A4

Black / READY / ■ Idle / ■ Info

3 **Touch [Job Memory].**

○ Ready to Make Master 〈Multi-Up〉

| Basic | Selections | Functions | Admin. |

Programme | 2 Up
Job Memory | 2 in 1
Dot Process | Book Shadow
Ink Saving | Max. Scan

◀ P. 1/3 ▶

4 **Touch an unused button.**

Job Memory | Close

Select a Register Frame for a Button

Register
Retrieve
Rename
Clear

1 M-1	6 M-6
2	7 M-7
3 M-3	8 M-8
4 M-4	9 M-9
5 M-5	0 M-10

A button in solid lines is available.
Buttons already associated with another job setting are greyed out.

Note:
- If you pressed the ✳ key to open the screen, first touch **[Register]** then select an available button.

5 **Confirm settings.**

Status Check | Cancel | OK
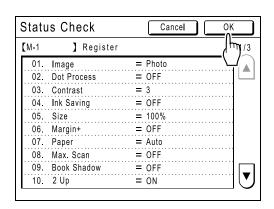
【M-1 】 Register P.1/3

01. Image	= Photo
02. Dot Process	= OFF
03. Contrast	= 3
04. Ink Saving	= OFF
05. Size	= 100%
06. Margin+	= OFF
07. Paper	= Auto
08. Max. Scan	= OFF
09. Book Shadow	= OFF
10. 2 Up	= ON
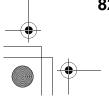
Touch ▼ and scroll down to check all items.

Note:
- To change a setting, touch **[Cancel]** and start over again. (Return to step 1.)

6 **Touch [OK].**

Status Check | Cancel | OK

【M-1 】 Register /3

01. Image	= Photo
02. Dot Process	= OFF
03. Contrast	= 3
04. Ink Saving	= OFF
05. Size	= 100%
06. Margin+	= OFF
07. Paper	= Auto
08. Max. Scan	= OFF
09. Book Shadow	= OFF
10. 2 Up	= ON

The following screen appears.

Job Memory   Close
Select a Register Frame for a Button

Register   1   M-1   6   M-6

Retrieve   2   M-2   7   M-7

Rename   3   M-3   8   M-8

Clear   4   M-4   9   M-9

              5   M-5   0   M-10
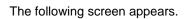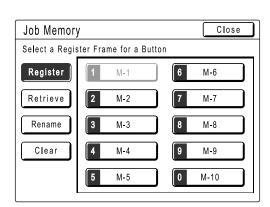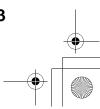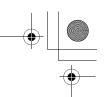
Returns to the Job Memory screen. Settings are
updated.
**Each job memory can be named for your con-
venience. See step 3 in "Renaming a Job Mem-
ory" (☞p.84).**

Renaming a Job Memory

1 **Touch [Functions] on the Master Making Basic Screen.**
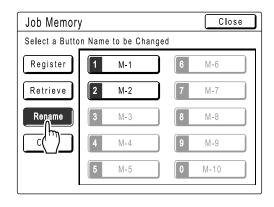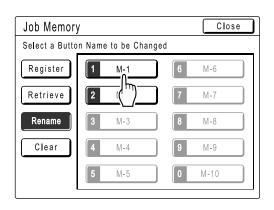
2 **Touch [Job Memory].**

3 **Touch [Rename].**
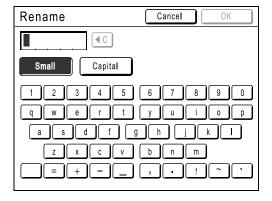
4 **Select a Job Memory to rename.**
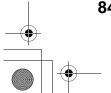
Greyed out buttons are not available (no job memory has been registered yet).
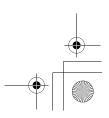
5 **Touch character buttons to enter a new name.**

Change capitalization by selecting **[Small]** or **[Capital]** button.
☞p.77
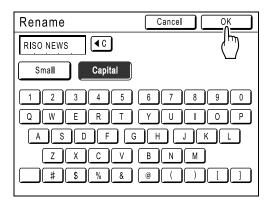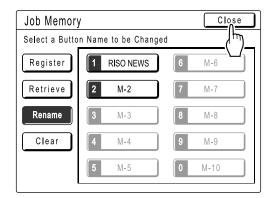
6 **When entered, touch [OK].**

Returns to the Job Memory screen. The name is updated.
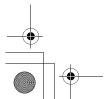
7 **Touch [Close].**

The following screen appears.

Returns to the Functions screen.

Advanced Features
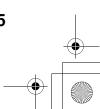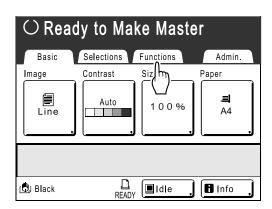
Retrieving a Job Memory and Printing
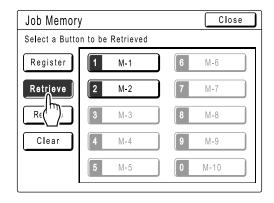
1 **Touch [Functions] on the Master Making Basic Screen.**

◯ **Ready to Make Master**

| Basic | Selections | Functions | Admin. |

| Image | Contrast | Size | Paper |

Line

Auto

100%

A4

Black   READY   ■Idle   ℹ Info

2 **Touch [Job Memory].**

◯ **Ready to Make Master**

| Basic | Selections | Functions | Admin. |

Programme	2 Up
Job Memory	2 in 1
Dot Process	Book Shadow
Ink Saving	Max. Scan

◀   P.1/3   ▶

3 **Touch [Retrieve].**

Job Memory   Close

Select a Button to be Retrieved

Register	1 M-1	6 M-6
Retrieve	2 M-2	7 M-7
Rename	3 M-3	8 M-8
Clear	4 M-4	9 M-9
	5 M-5	0 M-10
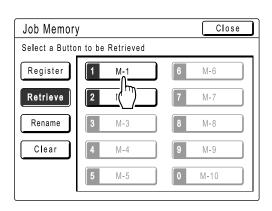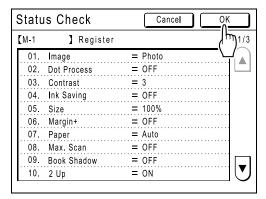
Greyed out buttons are not available (associated with a job setting).

4 **Select a Job Memory to retrieve.**

Job Memory   Close

Select a Button to be Retrieved

Register	1 M-1	6 M-6
Retrieve	2	7 M-7
Rename	3 M-3	8 M-8
Clear	4 M-4	9 M-9
	5 M-5	0 M-10
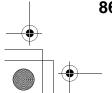
Note:
- A job setting can also be retrieved using the Print Quantity Keys.
  M-1 to 9: 1 to 9
  M-10: 0

5 **Confirm the settings and touch [OK].**

Status Check   Cancel   OK

【M-1   】Register   1/3

01.	Image	= Photo
02.	Dot Process	= OFF
03.	Contrast	= 3
04.	Ink Saving	= OFF
05.	Size	= 100%
06.	Margin+	= OFF
07.	Paper	= Auto
08.	Max. Scan	= OFF
09.	Book Shadow	= OFF
10.	2 Up	= ON

The following screen appears.

◯ **Ready to Make Master** ⟨**Multi-Up**⟩

| Basic | Selections | Functions | Admin. |

Programme	2 Up
Job Memory	2 in 1
Dot Process	Book Shadow
Ink Saving	Max. Scan

◀   P.1/3   ▶
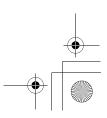
Returns to the Functions screen. Ready to print using the retrieved job settings.
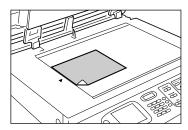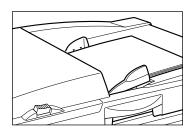
6 **Place the Original.**

◆ **When placing on the Platen Glass**

Place the original face down to the left edge of the Platen Glass as shown below.
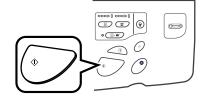
◆ **When placing in the ADF unit (Option)**

Place the original face-down.

7 **Press the ◇ key.**

The master is made and copies printed in accordance with the Job Memory setting.
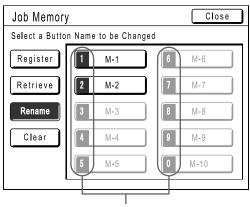
Tip:
Quick Retrieval
A job setting can be retrieved via hardware keys without touching the Touch Screen.
For example, to retrieve and print job M-2, press the (✳), (2), ◇ key in that order. M-2 is retrieved and starts the master-making process.
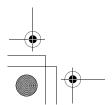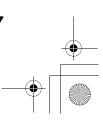
Job Memory			Close
Select a Button Name to be Changed			
Register	1 M-1	6 M-6	
Retrieve	2 M-2	7 M-7	
Rename	3 M-3	8 M-8	
Clear	4 M-4	9 M-9	
	5 M-5	0 M-10	
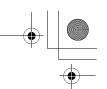
Registered Number
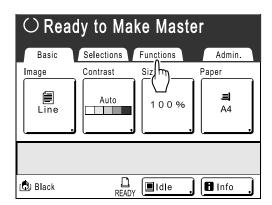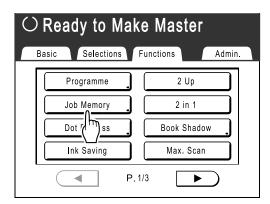
Clearing Job Memory
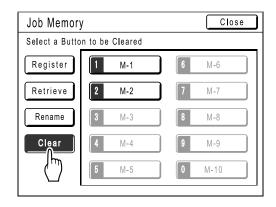
1 **Touch [Functions] on the Master Making Basic Screen.**

◯ **Ready to Make Master**

| Basic | Selections | Functions | Admin. |

Image — Line
Contrast — Auto
Size — 100%
Paper — A4

Black   READY   ▣ Idle   ℹ Info

2 **Touch [Job Memory].**

◯ **Ready to Make Master**

| Basic | Selections | Functions | Admin. |

Programme	2 Up
Job Memory	2 in 1
Dot Process	Book Shadow
Ink Saving	Max. Scan

◄   P.1/3   ►

3 **Touch [Clear].**

Job Memory   Close
Select a Button to be Cleared

Register	**1** M-1	**6** M-6
Retrieve	**2** M-2	**7** M-7
Rename	**3** M-3	**8** M-8
Clear	**4** M-4	**9** M-9
	5 M-5	**0** M-10
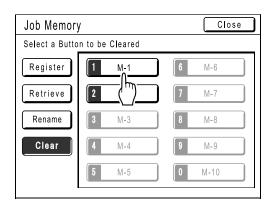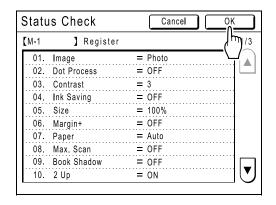
4 **Select a Job Memory to delete.**

Job Memory   Close
Select a Button to be Cleared

Register	**1** M-1	**6** M-6
Retrieve	**2**	**7** M-7
Rename	**3** M-3	**8** M-8
Clear	**4** M-4	**9** M-9
	5 M-5	**0** M-10
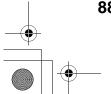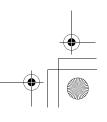
Important!:

- Make sure it is the job setting you want to delete.
- This operation cannot be undone.
- Once deleted, it cannot be restored.

5 **Touch [OK].**
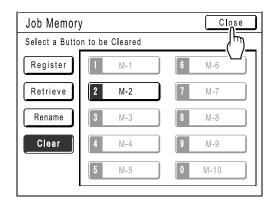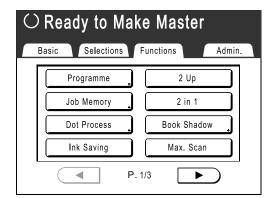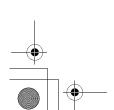
Status Check   Cancel   OK

【M-1 　】Register   /3

01.	Image	= Photo
02.	Dot Process	= OFF
03.	Contrast	= 3
04.	Ink Saving	= OFF
05.	Size	= 100%
06.	Margin+	= OFF
07.	Paper	= Auto
08.	Max. Scan	= OFF
09.	Book Shadow	= OFF
10.	2 Up	= ON

6 **Touch [Close].**

The following screen appears.

Returns to the Functions screen.

Advanced Features
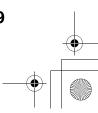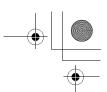
Extending the Reserve Period [Reservation]
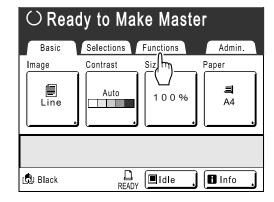
This function is useful when the machine is connected to a computer. When the machine is inactive for a certain period of time, it determines that the current job is completed, even if the actual printing is still under way.
If another person accidentally initiates another job from the computer, this will cause a new master to be made, discarding the current one.
By extending "Reserve Period", such interruption can be prevented. We recommend that you activate the "Reservation" setting when temporarily pausing a job or when printing leaflets etc. to prevent interruption.
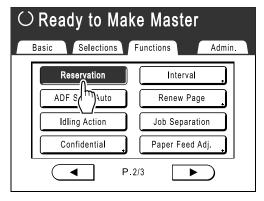
Note:

- Select from 5, 10, or 30 minutes as the "Reservation" period on the Admin. screen. The factory default is 5 minutes.
  ☞p.101

- The following operations do not count towards reservation period.

  – When the machine is operating (making a master, printing, confidential action, idling, etc.)
  – When the Job Separator (option) is operating
  – When Control Panel buttons are being entered

- Auto Sleep and Auto Power-OFF will be disabled during the reservation period.
  Auto Sleep/Auto Power-OFF: timer re-activates after the reservation period is up.
  Power-OFF Schedule: Will not shut off until next day on time.
  ☞p.101
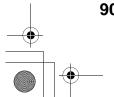
1 **Touch [Functions] on the Master Making Basic Screen.**

2 **Touch [Reservation].**

Reservation period is extended.

Idling Action [Idling Action]

When the machine has not been used for an extended period of time, or when the Print Drum is replaced, the first several copies may be printed too light. By performing "Idling Action" before making a master, high print quality may be instantly achieved and reduce paper waste.
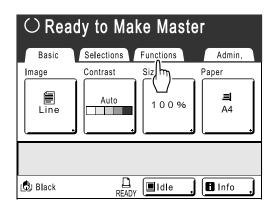
Important!:

• "Idling Action" is effective only in conjunction with the master-making process. When performing print processes only, "Idling Action" will have no effect.
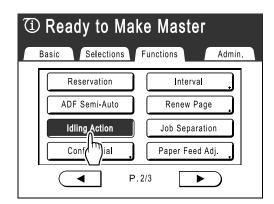
Note:

• To perform "Idling Action" automatically when making a master after a specified period of time since the last print job, set "Auto Idling" on the Admin. screen.
  ☞p.101
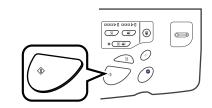
1 **Touch [Functions] on the Master Making Basic Screen.**

○ **Ready to Make Master**

| Basic | Selections | Functions | Admin. |

| Image | Contrast | Size | Paper |
| 📄 Line | Auto | 1 0 0 % | A4 |

| 📖 Black | READY | ■ Idle | ℹ Info |

2 **Touch [Idling Action].**

ⓘ **Ready to Make Master**

| Basic | Selections | Functions | Admin. |

Reservation	Interval
ADF Semi-Auto	Renew Page
Idling Action	Job Separation
Confidential	Paper Feed Adj.

◀   P. 2/3   ▶

ⓘ appears on screen.

3 **Press the ◇ key.**

The following screen appears.

Idling...
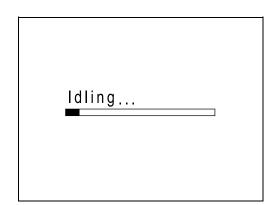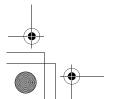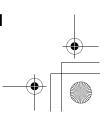
After "Idling Action" has been finished, the master-making process is started.

Advanced Features
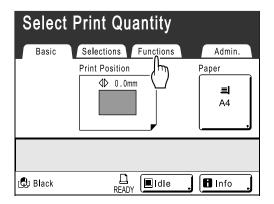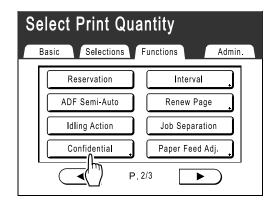
Protecting Confidential Documents
[Confidential]

Master left on the Print Drum is capable of printing even after the print job is completed. By using the "Confidential" feature, the master on the Print Drum is discarded, thus preventing unauthorised reproduction of confidential documents such as academic tests or customer lists.
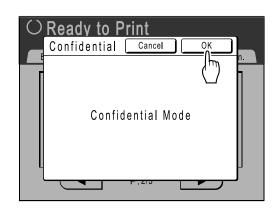
1 Make sure printing is completed.

Confirm that everything is printed.

2 Touch [Functions] on the Print Basic Screen.

Select Print Quantity

Basic	Selections	Functions	Admin.

Print Position
◁▷ 0.0mm

Paper
≡|
A4

🔵 Black   READY   ■ Idle   ℹ Info

3 Touch [Confidential].

Select Print Quantity

Basic	Selections	Functions	Admin.

Reservation	Interval
ADF Semi-Auto	Renew Page
Idling Action	Job Separation
Confidential	Paper Feed Adj.

◀   P. 2/3   ▶

4 Touch [OK].

○ **Ready to Print**

Confidential   [Cancel]   [OK]

Confidential Mode

P.2/3
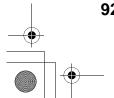
The following screen appears.
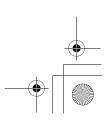
In Confidential Mode...

The current master is discarded, and a new master is set on the Print Drum.

Note:
• When "Confidential" is performed, the discarded master may no longer be reproduced, and "Renew Page" feature is disabled.
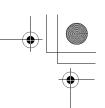
Reproducing the Master [Renew Page]

The data from the last master-making process is temporarily stored on the machine.
Using this data, another master can be reproduced without repeating steps to scan the same original.
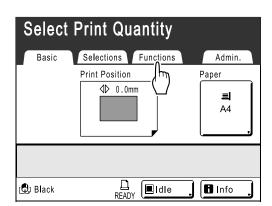
Note:

- "Renew Page" works with data sent from a computer as well. However, if multiple pages exist, only the last page will be processed with "Renew Page".

- "Renew Page" function is not available:

  – immediately after startup
  – after pressing the ✐ key
  – after performing "Confidential"
  – after performing "Multi-Up"
  – after master-making for Data Output Mode (when the optional Key Card Counter is installed.)
  – after performing "Book Shadow"
  – when an error has occurred during master-making
  – after performing "Link Print"
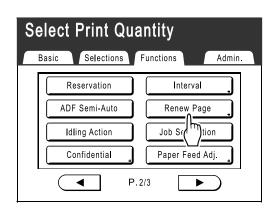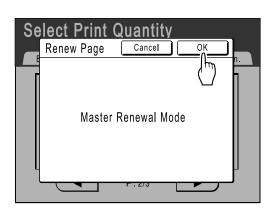
1 **Touch [Functions] on the Print Basic Screen.**

2 **Touch [Renew Page].**

3 **Touch [OK].**
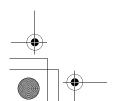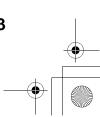
The following screen appears.
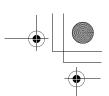
"Renew Page" begins reproducing the master.

Advanced Features

Making a Master that Utilizes the Maximum Printing Area [Max. Scan]

When a master is made, automatic paper size detection and image size adjustment applies to allow appropriate print margins. This is to prevent paper jams, and to keep internal roller free of ink stains.
By selecting "Max. Scan", maximum printing area will apply to the scanned image, regardless of the print paper size or original document size.
Be sure to check the sizes of the original document and the printing paper first.
☞p.12
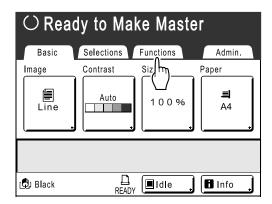
Important!:

- The 5mm margin on the top cannot be scanned even in the "Max. Scan" setting.

- Do not use print paper smaller than the area of the image made on the master.

- The entire surface of the Platen Glass must be clean.
  By scanning the maximum size, dirt found outside the original document area will also be included in the master. This may cause the internal roller to be stained with ink.
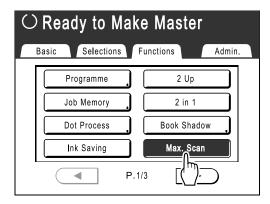
1 **Touch [Functions] on the Master Making Basic Screen.**

○ Ready to Make Master

| Basic | Selections | Functions | Admin. |

| Image | Contrast | Size | Paper |
| Line | Auto | 100% | A4 |

🖒 Black   READY   ▣ Idle   ❶ Info

2 **Touch [Max. Scan].**

○ Ready to Make Master

| Basic | Selections | Functions | Admin. |

Programme	2 Up
Job Memory	2 in 1
Dot Process	Book Shadow
Ink Saving	Max. Scan

◄   P.1/3
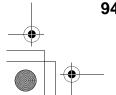
"Max. Scan" is selected.

Proof and Print

(with the Optional ADF unit installed)

[ADF Semi-Auto]
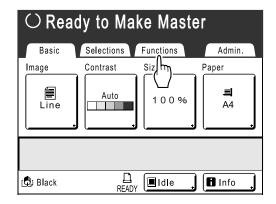
Selecting "Auto Process" with the optional ADF unit installed automatically performs the complete printing job, but you cannot make proof copies, or any necessary adjustments of each master. To pause for check after printing a proof copy of each master, select "ADF Semi-Auto".

Important!:
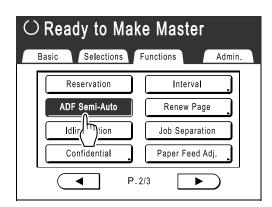
• Turn "Auto Process" OFF when using **[ADF Semi-Auto]**.
  ☞p.50

Note:

• The default "ADF Semi-Auto" can be set on the Admin. screen.
  ☞p.100

1 **Touch [Functions] on the Master Making Basic Screen.**

○ Ready to Make Master

| Basic | Selections | Functions | Admin. |

| Image | Contrast | Size | Paper |
| 📄 Line | Auto | 100% | ▤ A4 |

| 🅑 Black | READY | ▣ Idle | ▣ Info |

2 **Touch [ADF Semi-Auto].**

○ Ready to Make Master

| Basic | Selections | Functions | Admin. |

Reservation	Interval
ADF Semi-Auto	Renew Page
Idling Action	Job Separation
Confidential	Paper Feed Adj.

◄   P. 2/3   ►
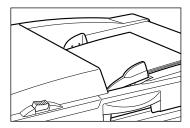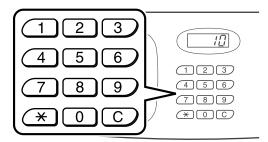
"ADF Semi-Auto" is selected.

3 **Place original(s) in the ADF unit.**

The ADF unit detects the document, and automatically opens the Master Making Basic Screen
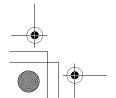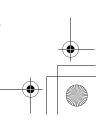
4 **Enter the number of copies using the Print Quantity Keys.**

| 1 | 2 | 3 |
| 4 | 5 | 6 | 10
| 7 | 8 | 9 | 123 / 456 / 789 / ＊0C
| ＊ | 0 | C |

The number is displayed on the Print Quantity Display.

Note:

• To change the number, press the Ⓒ key, then re-enter the correct number.

Advanced Features
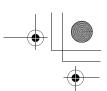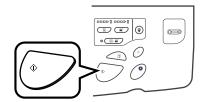
5 **Press the** **key.**

After a master is made, a proof copy is printed and the job stops.

6 **Check the proof copy.**

Make adjustments if needed.
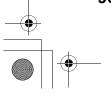
7 **Press the** **key.**
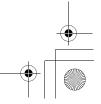
The machine prints specified number of copies. Master for the next original is made, its proof copy is printed, then the machine stops again.

Repeat steps 6 and 7.
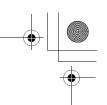
Showing Usage Status
[Counter Display] [Digital Copy Count]

The machine can record and display the following information:

- Copy Count: The total number of copies printed by the machine
- Master Count: The total number of masters made by the machine
- Print Drum: The number of copies printed using the currently installed Print Drum
- Job Count: Start and stop as needed.
  For example, to keep track of the number of prints made in a day, set "Job Count" to 0 in the morning, and check the counter at the end of the work day to get the count.

Note:

- When using more than one Print Drum, install the Print Drum for which you need information before displaying the Counter Display screen.
- There are two kinds of counter display screen; **[Counter Display]** and **[Digital Copy Count]**. Only one of these displays will be shown. The factory-set default screen on the RZ570 is **[Digital Copy Count]**, and on the RZ500 is **[Counter Display]**.
  The **[Digital Copy Count]** screen can be seen in the diagram below. Usage is the same as **[Counter Display]**.
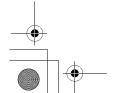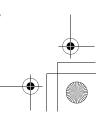
A4 and Under: Total number of copies A4-sized and smaller that have been printed.
Above A4: Total number of copies of sheets larger than A4 size that have been printed.
Master Count: The total number of masters made by the machine.
Print Drum Meter: Total number of copies that have been printed with the current drum.
Job Count: Start and stop as needed.
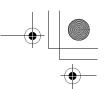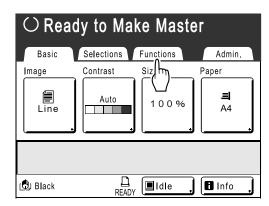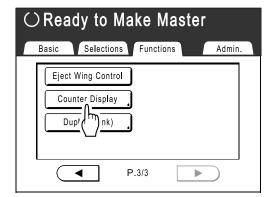
1 **Touch [Functions] on the Master Making Basic Screen.**

○ Ready to Make Master

| Basic | Selections | Functions | Admin. |

Image — Line
Contrast — Auto
Size — 100%
Paper — A4

Black   READY   Idle   Info

2 **Touch [Counter Display].**

○ Ready to Make Master

| Basic | Selections | Functions | Admin. |

Eject Wing Control
Counter Display
Dup(nk)

◀   P.3/3   ▶
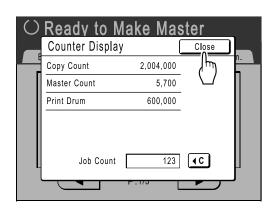
Note:
- When using an RZ570, touch **[Digital Copy Count]**.

3 **Review counts.**

○ Ready to Make Master

Counter Display   Close

Copy Count	2,004,000
Master Count	5,700
Print Drum	600,000

Job Count   123   ◀C
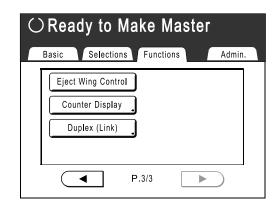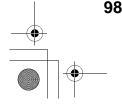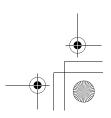
Note:
- Using the "Job Count"
  1) Touch ◀C to set the counter to 0.
  2) Touch **[Close]** to close the Counter Display screen. Operate the machine as normal.
  3) To display and review the Job Count, follow steps 1 and 2.

Touch **[Close]** to close the window.
The following screen appears.

○ Ready to Make Master

| Basic | Selections | Functions | Admin. |

Eject Wing Control
Counter Display
Duplex (Link)

◀   P.3/3   ▶
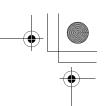
Returns to the Functions screen.

Changing Default Settings [Admin.]

The default settings can be modified to best suit your needs.
They may be edited as needed.

Important!:

- Depending upon the usage environment, some of the "Admin." features may not be available (the "Admin." tab may not be displayed).
  Consult your dealer (or authorised service representative) for details.

Note:
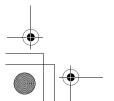
- The default settings are the values restored when the machine is turned ON or when the ⊘ key is pressed.
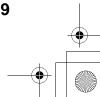
Configurable Functions
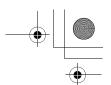
___ :Initial setting (factory default)

Display Access Button	Functions	Description
[Display]	DirectAccess Entry Store frequently-used functions on the Basic Screen for each mode.	☞p.107
	Selections Entry Store frequently-used functions on the Selections Screen for each mode.	☞p.107
	Display Priority Select first screen to display following the Startup. **Note:** • The Mode Screen is available only when "Mode Key Pattern" is set to "Mode Selection".	Mode Screen/RISO Print/Link Mode
	Mode Key Pattern Select screens to display when the 🖳 key is pressed.	Mode Selection/Loop
	Start-Up Screen Select an animation to display at Start-up.	Logo(RISO)/**Logo(RZ)**/Character
	Display Adjustment Change background colour, density and brightness of the Touch Screen.	Background:Blue/**White** Display Density -5, -4 ... -1, **0**, +1 ... +4, +5 Backlight Lightness: -2, -1, **0**, +1, +2
	Displayed Language Select the language displayed on the screen. **Important!:** • Contact your dealer (or authorised service representative) to change the settings.	#01, #02, #03 ...

Advanced Features
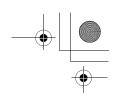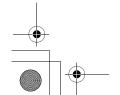
Display Access Button	Functions	Description
[Default]	Image Processing Change the default setting for the "image processing mode".	**Line**/Photo/Duo (Text and Photo)/Pencil
	Scanning Contrast Change the default setting for the "scanning contrast".	1, 2, 3, 4, 5, **Auto**
	Print Speed Change the default setting for the "print speed".	1, 2, **3** ,4 ,5
	Print Density Change the default setting for the "print density".	1, 2, **3** ,4 ,5
	OP Auto Process Change the default setting for the "Auto Process" when an optional ADF unit or Job Separator is installed.	**ON**, OFF
	ADF Semi-Auto Change the default setting for the "ADF Semi-Auto" when the ADF unit (option) is installed.	ON, **OFF**
	Auto Process Mode Change the default setting for the "Auto Process".	ON, **OFF**
	Job Separation Change the default setting for the "Job Separation" when the Job Separator (option) is installed.	ON, **OFF**
	Eject Wing Control Change the default positioning of the Paper Ejection Wing. **Important!:** • This option is available only when the special paper setting is pre-configured. Contact your dealer (or authorised service representative) to pre-configure this setting.	ON, **OFF**
[System]	Custom Paper Entry Specify paper dimensions before using non-standard sized paper.	☞p.110
	Base IP Address Set the IP address for connecting the machine to a network. IP address settings differ depending on the type of network. **Note:** • To change an input source, touch the applicable box, or press the ⟨✳⟩ key to rotate options.	• When using a DHCP server **[Use DHCP]** • When entering IP address manually **[Manual Input]** ▲ ▼ or the Print Quantity Keys.
	Margin-Plus Rate Specify default size-reduction rate for the "Margin+" setting.	90 to 99 % (Factory default is 94%)
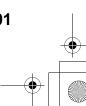
Display Access Button	Functions	Description
[System]	Clock/Calendar Set the internal clock of the machine. The time/date displays on the ⬛ Info screen. ☞p.128	Day/Month/Year Hour:Minute
	Multi-Up Interval Select the interval time (seconds) between first and second scans when using Multi-Up Printing.	**15s**/30s
	Reserve Period Select a duration of time (seconds) for the inactive machine to receive data from a computer but restricts processing any output command.	OFF/**15s**/30s/60s
	Ex. Reserve Period When "Reserve Period" is set, extends the Reserve Period (minutes) to prevent data interruption.	**5mn**/10mn/30mn
	Auto Clear Select whether to reset all settings to default automatically when the machine is inactive for a set period (minutes).	• Auto Clear OFF/**ON** • Waiting Time 1-60 mn (factory default is 5 mn)
	Energy Saving Mode Select to activate Sleep Mode or Shutdown Power when the machine is inactive for a set period of time. • OFF "Energy Saving Mode" is not activated. Power is turned ON/OFF using the power switch. • Auto Sleep The machine is standing by to receive data from the computer, but the rest of its functions are powered off. • Auto Power-OFF Automatically shuts the power off. (Data cannot be received.)	• Energy Saving Mode OFF/**Auto Sleep**/Auto Power-OFF • Waiting Time 1-60 mn (factory default is 5 mn)
	Power-OFF Schedule Set a time of the day to automatically shut power to the machine off. If the machine (or its Linked Printers) are in use, or receiving data, power will not shut off.	• Power-OFF Schedule **OFF**/ON • Shut-Off time Hour: Minute
	Auto Idling Select whether to perform "Auto Idling" when making a master after a set period of non-use. Also selects a period of non-use before initiating "Auto Idling", as well as the number of idle rotations.	• Auto Idling OFF/**ON** • Non-Use Time 1-**12 hour** • Rotation **1**-3 (times)

Advanced Features
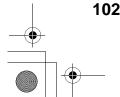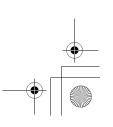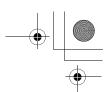
Display Access Button	Functions	Description
[System]	Minimum Print Q'ty Set minimum number of copies to print. This prevents master from being made when a smaller quantity is entered for printing. **Important!:** • This setting can be locked to prevent alteration. Consult your dealer (or authorised service representative) for details.	**OFF**/ON (2-99 copies)

	Stock Management
	In order to check current stock quantity, insert the number of consumables purchased.
	
	Note:
	• When stock quantity falls below the "Remaining Qty to be notified", a message will appear on the display.
	• This setting is disabled by factory default. Consult your dealer (or authorised service representative) for details.
		• Purchase Qty
		  0-99 Pcs.
		• Remaining Qty to be notified
		  0-99 Pcs.

	Beep Sound
	Select whether to activate a beep sound when a key/button is pressed, or when an error occurs.
	
	• ON
	  Beeps when any key/button is pressed. Beeps when an event is caused/completed.
	• Limited
	  Does not beep when keys/buttons are pressed. Does not beep when restarting the machine.
	• OFF
	  Does not beep.
		OFF/Limited/**ON**
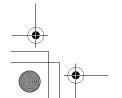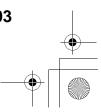
Display Access Button	Functions	Description
[Link Mode] Only displayed when a Linked Printer is connected.	Link Properties	☞p.116
	Link-Free Volume Set a number of copies by which the output device is determined. When print quantity does not reach the set value, the job is to be output from a Linked Printer. When printing more copies than Link-Free Volume, the machine will perform printing. **Note:** • The default value is 20 copies. • "Minimum Print Q'ty" cannot be set when "Link-Free Volume" is ON.	ON [Link-Free Volume] 2-99 copies/OFF (Factory default is 20 copies)
	Duplex Interval Select the interval time (seconds) between first and second scans when using Double-sided Printing.	**15 seconds**/30 seconds
	Online Auto-Link Select whether to automatically output a job from the Linked Printer when print quantity is less than Link-Free Volume. **Note:** • When "Link-Free Volume" is OFF, this item is greyed out and not available.	**ON**/OFF
	Link Info Refresh Set how frequently the machine receives data from a Linked Printer.	1-999 seconds (Factory Default is 15 seconds)

Advanced Features
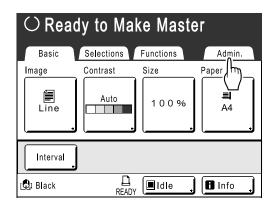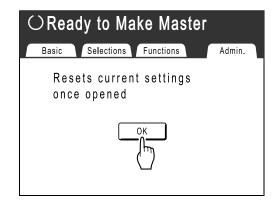
Customizing the Default Settings

The default settings can be changed when the machine is not in operation.
Make sure there is no pending or current Print Job operation.

Note:
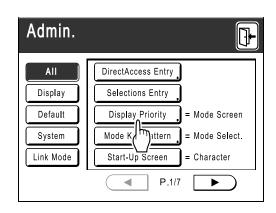
- On the Admin. screen, the current setting is displayed on the right side of each button.

1 **Touch [Admin.] on the Basic Screen for each mode.**

○ **Ready to Make Master**

| Basic | Selections | Functions | Admin. |

Image — Line
Contrast — Auto
Size — 100%
Paper — A4

Interval

Black   READY   Idle   Info

2 **Touch [OK].**

○ **Ready to Make Master**

| Basic | Selections | Functions | Admin. |

Resets current settings
once opened

OK

3 **Select a function to modify.**

Admin.

All
Display
Default
System
Link Mode

DirectAccess Entry
Selections Entry
Display Priority   = Mode Screen
Mode Key Pattern   = Mode Select.
Start-Up Screen   = Character

◄   P.1/7   ►

Display Access Buttons
Display Access Buttons allow for quick selection of desired functions by displaying only relevant groups of function buttons.
[All]: All Functions
[Display]: Functions related to Screen Display
[Default]: Basic Operational Functions
[System]: Functions affecting the entire System
[Link Mode]: Functions related to Linked Printer

- **[Link Mode]** is only displayed when a Linked Printer (sold separately) is connected.
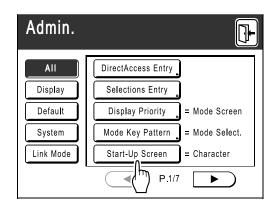
4 **Change settings.**

Some functions have their own Setup Screens, some don't. There are several styles for setting values. Following samples demonstrate different value setting styles.
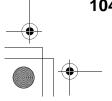
◆ **No additional Setup Screen**

(2 or more options to choose from)
Touch the function name button to change the value displayed to the right.

Admin.

All
Display
Default
System
Link Mode

DirectAccess Entry
Selections Entry
Display Priority   = Mode Screen
Mode Key Pattern   = Mode Select.
Start-Up Screen   = Character

◄   P.1/7   ►
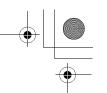
Once the settings have been changed, continue on to step 6.

104 Changing Default Settings [Admin.]
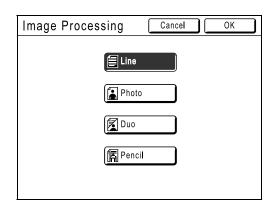
◆ **Additional Setup Screen Available**

Button Style
Choosing a button makes it the default.
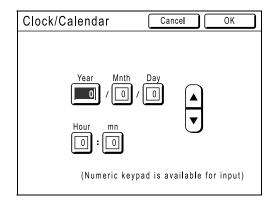
Image Processing Cancel OK

Line

Photo

Duo

Pencil
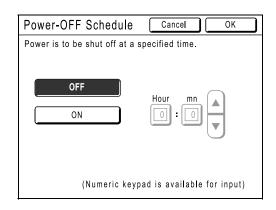
◆ **Additional Setup Screen Available**

Numeric Value Style
Touch ▲ ▼ to increase/decrease value.
Numbers may be entered using the Print
Quantity Keys.
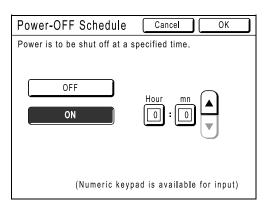
Clock/Calendar Cancel OK

Year Mnth Day
0 / 0 / 0

Hour mn
0 : 0

(Numeric keypad is available for input)

◆ **Additional Setup Screen Available**

Multi Level Entry Style
Select a button, then set its values either by
touching more buttons or entering a value
numerically.
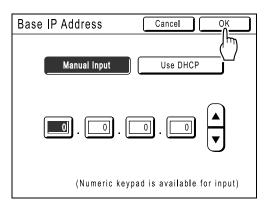
Power-OFF Schedule Cancel OK

Power is to be shut off at a specified time.

OFF

ON

Hour mn
0 : 0

(Numeric keypad is available for input)

Power-OFF Schedule Cancel OK

Power is to be shut off at a specified time.

OFF

ON

Hour mn
0 : 0

(Numeric keypad is available for input)

Touch **[ON]** to display more options on the
right.

5 **Touch [OK].**

Base IP Address Cancel OK

Manual Input Use DHCP

0 . 0 . 0 . 0

(Numeric keypad is available for input)
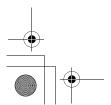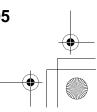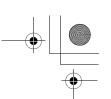
Skip to step 6 if there is no additional setup
screen.

Note:

• Touch **[Cancel]** to cancel the changes and
return to the Admin. screen.

• The selected value is displayed to the right of
the button (for most functions).

6 **Touch** ⬛.

Admin.	⬛
All	DirectAccess Entry
Display	Selections Entry
Default	Display Priority = Mode Screen
System	Mode Key Pattern = Mode Select.
Link Mode	Start-Up Screen = Character

◄   P. 1/7   ►
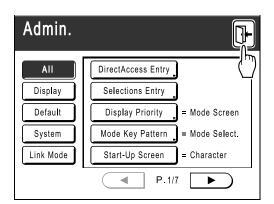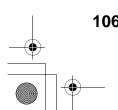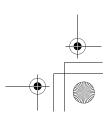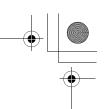
Returns to the original Basic Screen.
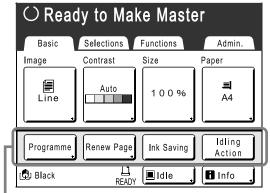
Setting Up Direct Access Area and Selections Tab

[DirectAccess Entry] [Selections Entry]
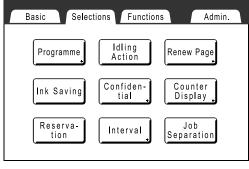
Frequently-accessed functions for each mode can be placed on "Direct Access" area in the Basic Screen, or on "Selections" screen.
This allows quick changes and direct access to each function's Setup Screens, eliminating the need to search from a long list of functions.
Each mode (Master Making/Print/Link) is capable of storing its own unique settings. "Direct Access" area can store up to 4 items, "Selections" screen can store up to 9 items (6 in the Link Mode).
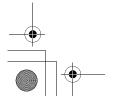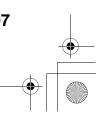
Direct Access Area

Selections Screen
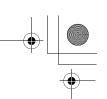
Note:

- Choose functions that are relevant to each mode.
- The machine comes with factory default "Direct Access" area and "Selections" screen entries, which can be changed.
- Any functions available in the "Functions" screen can be selected.
- When there are multiple Linked Printers, select a device first, then make changes in the "Admin." tab to select/modify "Direct Access" area and "Selections" screen.
- Optional attachment is automatically added to the "Direct Access" area and "Selections" tab if a space is available for another button.
  (Optional devices to a Linked Printer must be entered on the Admin. screen.)

Advanced Features
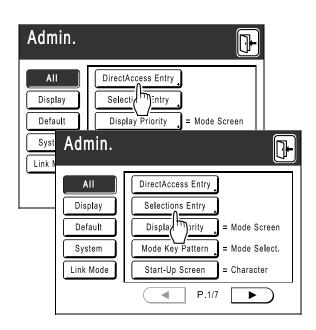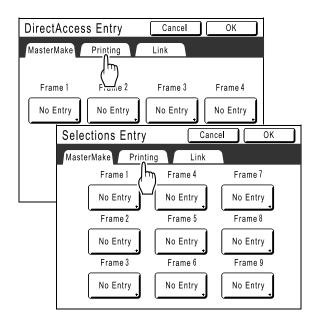
In the following steps, the "Direct Access" area configuration screen is shown in the upper-left, and the "Selections" configuration screen is shown in the bottom-right. When both screens are the same, only one image will be shown.
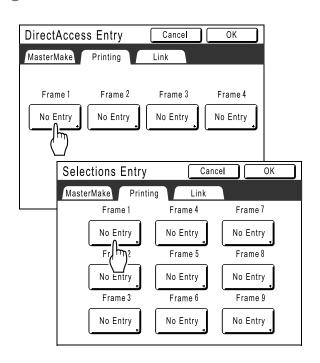
1 **Touch [DirectAccess Entry] or [Selections Entry] on the Admin. screen.**

Admin.

All	DirectAccess Entry
Display	Selection Entry
Default	Display Priority	= Mode Screen
Syst	
Link M	

Admin.

All	DirectAccess Entry
Display	Selections Entry
Default	Display Priority	= Mode Screen
System	Mode Key Pattern	= Mode Select.
Link Mode	Start-Up Screen	= Character

◄ P.1/7 ►

2 **Select a mode tab to store new buttons.**

DirectAccess Entry   Cancel   OK

MasterMake Printing Link

| Frame 1 | Frame 2 | Frame 3 | Frame 4 |
| No Entry | No Entry | No Entry | No Entry |

Selections Entry   Cancel   OK

MasterMake Printing Link

Frame 1	Frame 4	Frame 7
No Entry	No Entry	No Entry
Frame 2	Frame 5	Frame 8
No Entry	No Entry	No Entry
Frame 3	Frame 6	Frame 9
No Entry	No Entry	No Entry
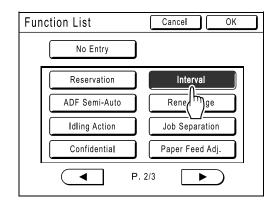
3 **Select a button to assign a function.**

DirectAccess Entry   Cancel   OK

MasterMake Printing Link

| Frame 1 | Frame 2 | Frame 3 | Frame 4 |
| No Entry | No Entry | No Entry | No Entry |

Selections Entry   Cancel   OK

MasterMake Printing Link

Frame 1	Frame 4	Frame 7
No Entry	No Entry	No Entry
Frame 2	Frame 5	Frame 8
No Entry	No Entry	No Entry
Frame 3	Frame 6	Frame 9
No Entry	No Entry	No Entry
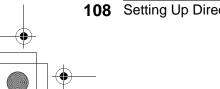
If the button has a function already assigned, the newly selected function will overwrite.

4 **Select a function to assign.**

Function List   Cancel   OK

No Entry	
Reservation	**Interval**
ADF Semi-Auto	Renew age
Idling Action	Job Separation
Confidential	Paper Feed Adj.

◄ P. 2/3 ►

Note:
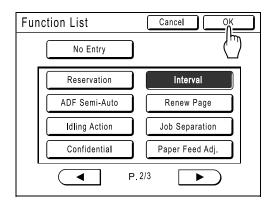
- Touch ◄ or ► to display more functions if necessary.
- To remove a function accidentally assigned, touch **[No Entry]**.
- Functions already assigned are greyed out and not available for selection.
- Some functions display only when optional devices are installed.

5 Touch [OK].

```
Function List        Cancel      OK
                                 👆
         No Entry

      Reservation      Interval
     ADF Semi-Auto    Renew Page
     Idling Action    Job Separation
      Confidential    Paper Feed Adj.

        ◄      P. 2/3      ►
```
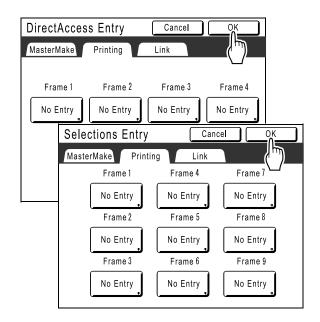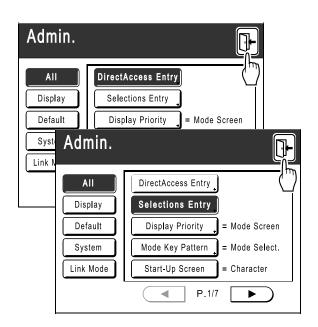
Returns to "Direct Access" area or "Selections" screen. Selected functions are added.
To add more functions, or to replace a button with another function, repeat steps 2-5.

6 Touch [OK].

```
DirectAccess Entry    Cancel      OK
                                  👆
 MasterMake  Printing    Link

   Frame 1    Frame 2    Frame 3    Frame 4
  No Entry   No Entry   No Entry   No Entry
```

```
Selections Entry      Cancel      OK
                                  👆
 MasterMake  Printing    Link
     Frame 1      Frame 4      Frame 7
    No Entry     No Entry     No Entry
     Frame 2      Frame 5      Frame 8
    No Entry     No Entry     No Entry
     Frame 3      Frame 6      Frame 9
    No Entry     No Entry     No Entry
```
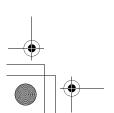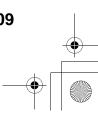
Returns to the Admin. screen. "Direct Access" area or "Selections" screen is updated.

7 Touch ⊡.

```
Admin.                          ⊡
                                👆
  All      DirectAccess Entry
 Display     Selections Entry
 Default     Display Priority   = Mode Screen
 Syst
 Link N
```

```
Admin.                          ⊡
                                👆
  All        DirectAccess Entry
 Display     Selections Entry
 Default     Display Priority   = Mode Screen
 System      Mode Key Pattern   = Mode Select.
 Link Mode   Start-Up Screen    = Character

        ◄      P.1/7      ►
```
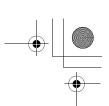
Returns to the Master Making Basic Screen or Print Basic Screen.

Advanced Features

Registering a Custom Paper Size
[Custom Paper Entry]

Non-standard paper sizes must be pre-entered into memory. Once a paper size is stored into memory, it can be retrieved with the **[Paper]** button from the Master Making Basic Screen.
Up to 6 different sizes may be entered. Previously stored sizes can be modified or deleted.
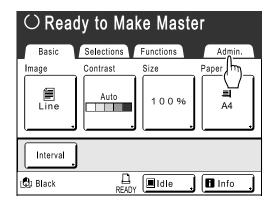
Important!:
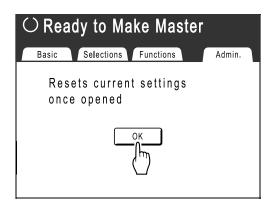
- Custom paper sizes must be entered. Failure to do so may result in incorrect scanning.

Entering sizes and changing names
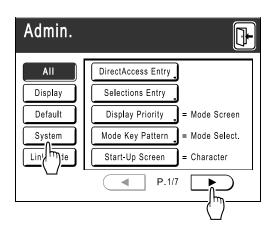
1 **Touch [Admin.] on the Basic Screen for each mode.**

2 **Touch [OK].**
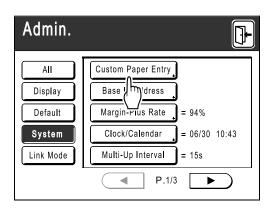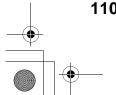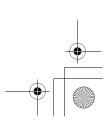
3 **Touch [System] or ▶ to display [Custom Paper Entry] on the screen.**

4 **Touch [Custom Paper Entry].**

5 Touch an unused button.

```
Custom Paper Entry              [ Close ]
Select a Register Frame for a Button
   [ Register ]   [ U-1 ]   No Entry
   [ Change ]     [     ]   No Entry
                  [ U-3 ]   No Entry
   [ Rename ]     [ U-4 ]   No Entry
   [ Clear ]      [ U-5 ]   No Entry
                  [ U-6 ]   No Entry
```
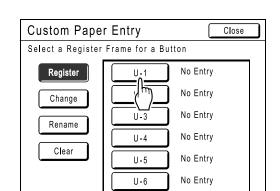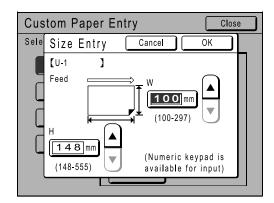
A button already associated with another size is greyed out.

6 Enter the paper size.
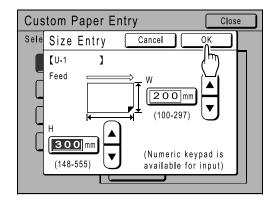
```
Custom Paper Entry              [ Close ]
Sele  Size Entry    [ Cancel ]  [ OK ]
      【U-1      】
      Feed
              ┌──────┐ W   [ 1 0 0 ]mm  ▲
              │      │                  ▼
              └──────┘     (100-297)
      H
      [ 1 4 8 ]mm          (Numeric keypad is
      (148-555)            available for input)
```
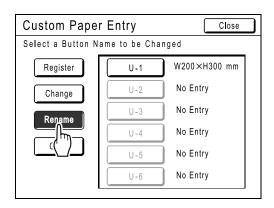
Facing towards the paper feeding direction (into Paper Feed Tray), enter W (width) and H (height). Touch either ▲ ▼ , or use Print Quantity Keys.
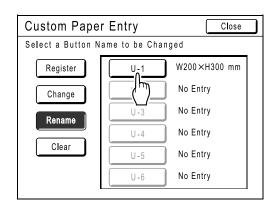
7 Touch [OK].

```
Custom Paper Entry              [ Close ]
Sele  Size Entry    [ Cancel ]  [ OK ]
      【U-1      】
      Feed
              ┌──────┐ W   [ 2 0 0 ]mm  ▲
              │      │                  ▼
              └──────┘     (100-297)
      H
      [ 3 0 0 ]mm          (Numeric keypad is
      (148-555)            available for input)
```

Rename as necessary.
Touch **[Close]** to skip renaming the size.

8 Touch [Rename].

```
Custom Paper Entry              [ Close ]
Select a Button Name to be Changed
   [ Register ]   [ U-1 ]   W200×H300 mm
   [ Change ]     [ U-2 ]   No Entry
                  [ U-3 ]   No Entry
   [ Rename ]     [ U-4 ]   No Entry
   [ C     ]      [ U-5 ]   No Entry
                  [ U-6 ]   No Entry
```
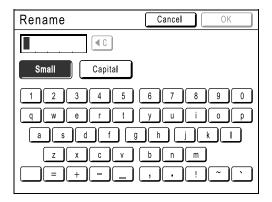
9 Select a button to rename.
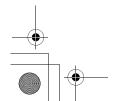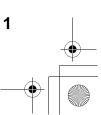
```
Custom Paper Entry              [ Close ]
Select a Button Name to be Changed
   [ Register ]   [ U-1 ]   W200×H300 mm
   [ Change ]     [     ]   No Entry
                  [ U-3 ]   No Entry
   [ Rename ]     [ U-4 ]   No Entry
   [ Clear ]      [ U-5 ]   No Entry
                  [ U-6 ]   No Entry
```

10 Touch character buttons to enter a new name.

```
Rename                [ Cancel ]  [ OK ]
[▮         ]  [◀C]
[ Small ]  [ Capital ]
[1][2][3][4][5][6][7][8][9][0]
[q][w][e][r][t][y][u][i][o][p]
[a][s][d][f][g][h][j][k][l]
[z][x][c][v][b][n][m]
[=][+][−][_][,][.][!][~][`]
```

Change capitalization by selecting **[Small]** or **[Capital]** button.
☞p.77

11 Touch [OK] when done.

```
Rename              Cancel    OK
CardA     ◀ C
Small    Capital
1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
# $ % & @ ( ) [ ]
```
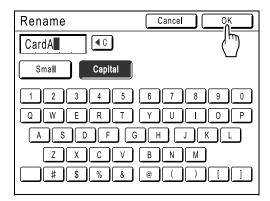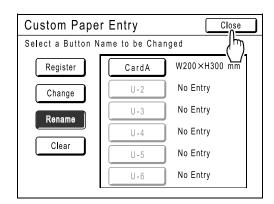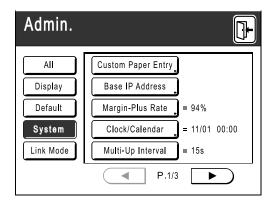
Note:
• To change a name, repeat from step 8.

12 Confirm the name and touch [Close].

```
Custom Paper Entry          Close
Select a Button Name to be Changed

Register    CardA   W200×H300 mm
Change      U-2     No Entry
Rename      U-3     No Entry
Clear       U-4     No Entry
            U-5     No Entry
            U-6     No Entry
```

The following screen appears.

```
Admin.                        ⎁

All        Custom Paper Entry
Display    Base IP Address
Default    Margin-Plus Rate  = 94%
System     Clock/Calendar    = 11/01 00:00
Link Mode  Multi-Up Interval = 15s

           ◀   P.1/3   ▶
```

Returns to the Admin. screen. Paper size is updated.

Tip:
Printing on Extended Paper
The machine can print on paper 421-555mm long (top to bottom facing the paper feeding direction) by storing the size as a custom-size.
☞p.110
When entering a size longer than 421mm (top to bottom facing the paper feed direction) on the Custom Paper Entry screen, the paper will be treated as "Extended Paper".
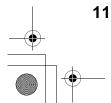When "Extended Paper" is selected on the Custom Paper Entry screen, the machine switches into "Extended Paper" mode.
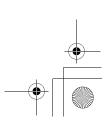
Important!:
• Some Extended Paper may fail to pass through the machine due to its paper characteristics, or may get smudged with ink due to its image positioning. Consult your dealer (or authorised service representative) for advice.
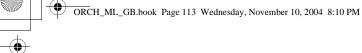
"Extended Paper" Mode
• When the machine is on "Extended Paper" mode, it is indicated in the message area as either "Ready to Make Master <Ext.Paper>" or "Ready to Print <Ext.Paper>".
• On "Extended Paper" mode, the machine can print papers measuring 421-555mm lengthwise from top to bottom facing the paper feed direction. However, maximum printing area and top/bottom Print Positioning range remains as usual.
☞p.15
☞p.64
• Print timing and speed is different on "Extended Paper" mode in comparison to normal printing. This is to be expected, so do not be alarmed.
• Contact your dealer (or authorised service representative) for suggestions about placing paper on the Paper Receiving Trays when on "Extended Paper" mode.
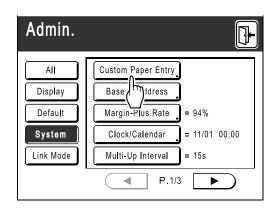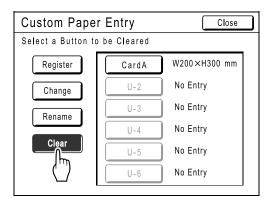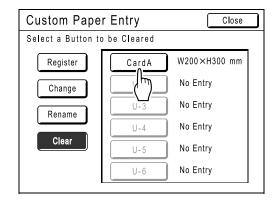
Deleting a Custom Paper Size
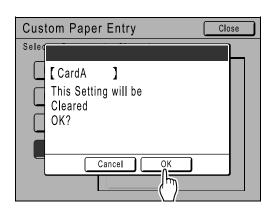
1 **Touch [Custom Paper Entry] on the Admin. screen.**

2 **Touch [Clear].**

3 **Select the paper size to delete.**

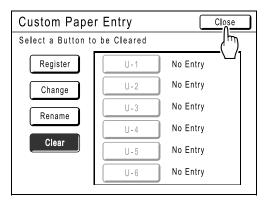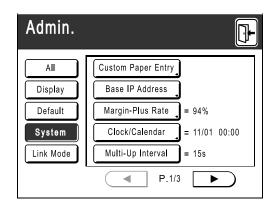**4** **Touch [OK].**

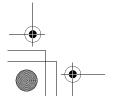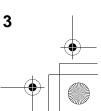Returns to the Custom Paper Entry screen. The selected paper size is deleted.
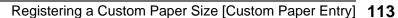
5 **Touch [Close].**
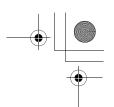
The following screen appears.

Returns to the Admin. screen. Paper size is updated.

When using a Linked Printer (sold separately)

Print Functions for Using Linked Printers

The machine may be connected with Linked Printers for more economical printing operations.

Important!:
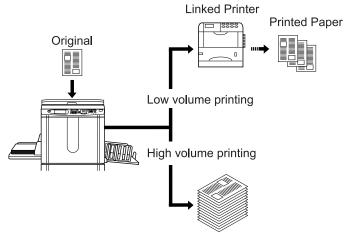
- The optional RISORINC-NET is required in order to connect the machine and Linked Printers.

2 special printing functions Auto-Link Function and Link Mode are available;

◆ Auto-Link Function
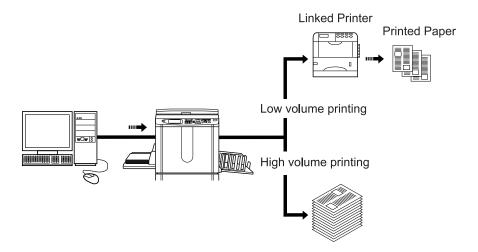
Automatically select an output device, the machine or a Linked Printer, based on a pre-determined number of copies (Link-Free Volume).
☞p.103
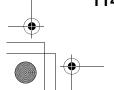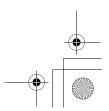
Automatically select an output device based on number of copies when printing from a computer.
(When Online Auto-Link is enabled)
☞p.103

◆ **Link Mode Function**

The original is scanned on the machine and printed from the Linked Printer.
☞p.120

Special Linked Printer functions such as double-sided printing can be achieved.

Setting up a Linked Printer [Link Properties]

Linked Printer data must be entered in the machine in order to operate.

Important!:

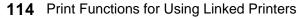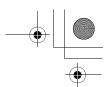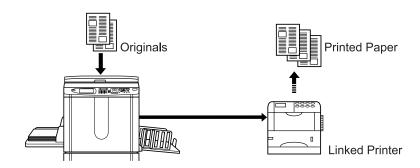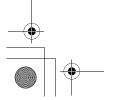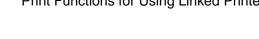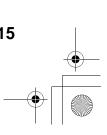- Make sure that the Linked Printer is physically connected to the machine. A Linked Printer cannot be recognized by the machine unless physically connected.
- Unless the Linked Printer data is entered in the machine, the device will not print, and its optional features will not be available.
- Enter information for each attached Linked Printer one device at a time.
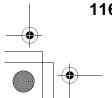
Note:

- "Link Properties" are explained below.
  See "Link Mode" (☞p.103) for more information about Link Mode and other Admin. settings.

Linked Printer Setup List

__ : Initial setting (factory default)
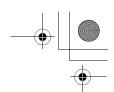
Functions	Description	How to Enter
Printer Name Enter a name for the Linked Printer. **Note:** - The entered name will be displayed on the Link Mode screen.		 Touch character button to enter a new name. Once the name is entered, touch **[OK]** to store it as the Printer Name. See "Rename screen" (☞p.77) for more details.
IP Address Enter the IP address of the Linked Printer to connect to the network. **Note:** - Touch **[Proof Printing]** to execute a data transmission test to the Linked Printer. When successful, the test results will print from the Linked Printer. If the test fails, a Pop-Up Message displays. Touch **[Cancel]** and re-enter correct settings. - **[Proof Printing]** is disabled until "Base IP Address" is correctly entered on the Admin. screen. ☞p.100		 - Use ▲ ▼, or enter using the Print Quantity Keys. - To move to another field, touch the field, or press the ⟨ ✳ ⟩ key to move.
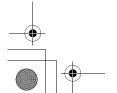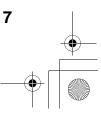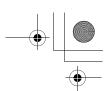
Functions	Description	How to Enter
Total Trays Enter total number of trays other than the Standard Tray. **Important!:** • If the number is less than the number of trays set in other options, other options will be disabled.	0-99	 • When printing from the standard tray of the Linked Printer, enter [0]. • Use ▲ ▼, or enter using the Print Quantity Keys.
Staple Set "Staple" ON if the device has the capability. Also set the tray number [*1] used by the "Staple" function and whether it is fixed/variable.	**OFF**: No Staple capability (disabled) ON: Staple function available Tray number used, Invariable/variable	 Touch to select a button. Use ▲ ▼, or enter using the Print Quantity Keys for "Tray No.".
Offset Pages Set "Offset Pages" ON if the device has the capability. Also set the tray number [*1] used by the "Offset Pages" function.	**OFF**: No Offset Pages function (disabled) ON: Offset Pages available Tray number used	 Touch to select a button. Use ▲ ▼, or enter using the Print Quantity Keys for "Tray No.". "Offset Pages" and "Punch" may be configured using similar steps.

When using a Linked Printer (sold separately)
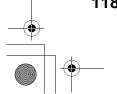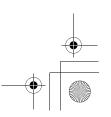
Functions	Description	How to Enter
Punch Set "Punch" ON if the device has the capability. Also set the tray number [*1] used by the "Punch" function.	**OFF**: No Punch capability ON: Punch function available Tray number used	 Touch to select a button. Use ▲ ▼, or enter using the Print Quantity Keys for "Tray No.". "Offset Pages" and "Punch" may be configured using similar steps.
Duplex Set "Duplex" ON if the device has the capability. **Printer Collate** Set "Printer Collate" ON if the device has the capability. **Mailbox** Set "Mailbox" ON if the device has the capability.	ON/**OFF**	 "Duplex", "Printer Collate" and "Mailbox" may be configured using similar steps. Touch button to switch between OFF/ON.

*1 The tray number may differ depending upon the model of the Linked Printer.

Setting up a Linked Printer
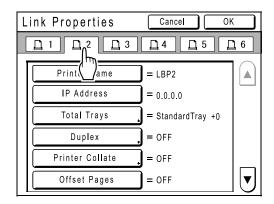
1 Touch [Link Mode] on the Admin. screen.

Admin.

All	Link Properties
Display	Link-Free Volume = 20
Default	Duplex Interval = 15s
System	Online Auto-Link = OFF
Link Mode	Link Info Refresh = 15s

P.1/1 ◀ ▶

2 Touch [Link Properties].

Admin.

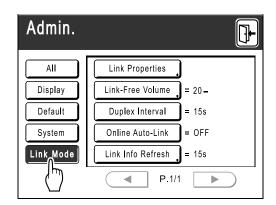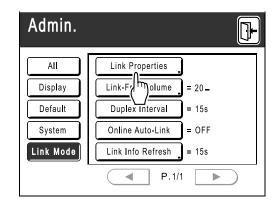|	
All	Link Properties
Display	Link-Free Volume = 20
Default	Duplex Interval = 15s
System	Online Auto-Link = OFF
Link Mode	Link Info Refresh = 15s

P.1/1 ◀ ▶
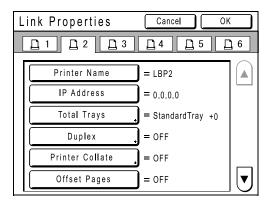
3 Select a tab for the Linked Printer.

Link Properties Cancel OK

🖨 1 🖨 2 🖨 3 🖨 4 🖨 5 🖨 6

Printer Name	= LBP2
IP Address	= 0.0.0.0
Total Trays	= StandardTray +0
Duplex	= OFF
Printer Collate	= OFF
Offset Pages	= OFF

Note:
• Up to 6 Linked Printers may be entered.

4 Select the button to enter information.

Link Properties Cancel OK

🖨 1 🖨 2 🖨 3 🖨 4 🖨 5 🖨 6

Printer Name	= LBP2
IP Address	= 0.0.0.0
Total Trays	= StandardTray +0
Duplex	= OFF
Printer Collate	= OFF
Offset Pages	= OFF

Note:
• To display other functions that are not visible on the screen, touch ▲ or ▼.
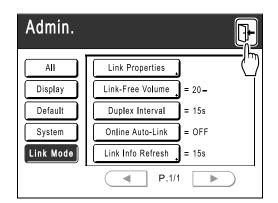
5 Change settings.

See "Linked Printer Setup List" (☞p.116) to change settings.
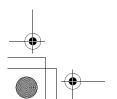
Note:
• If the function has additional Setup Screens, enter necessary settings then touch **[OK]**. Returns to the "Link Properties" screen. The changes are updated. Touch **[Cancel]** to cancel the changes and return to the "Link Properties" screen.
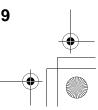
6 Touch 🖅.

Admin.

All	Link Properties
Display	Link-Free Volume = 20
Default	Duplex Interval = 15s
System	Online Auto-Link = OFF
Link Mode	Link Info Refresh = 15s

P.1/1 ◀ ▶

Returns to the Basic Screen. "Admin." settings are updated.

When using a Linked Printer (sold separately)

Printing Scanned Original from a Linked Printer

[Link Mode]

The mode in which an original is scanned into the machine and printed from a Linked Printer is called "Link Mode". In Link Mode, the original is printed from the Linked Printer, regardless of the number of copies to print.
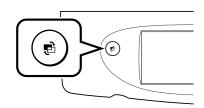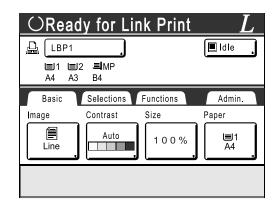
1 Switch to Link Mode.

Press the 🖉 key on the machine to switch to Link Mode.
From Mode Screen, touch **[Link Print]** to switch to the Link Basic Screen.
When "Mode Key Pattern" is set to "Loop", press the 🖉 key until the Link Basic Screen is displayed.
☞p.20

Note:

- While the message "Starting Up RISORINC-NET / Acquiring Linked Printer Configuration Data Please Wait a Moment" is displayed on the machine, the Linked Printer information is being retrieved via the network. Wait until the message disappears.

2 Place the original.
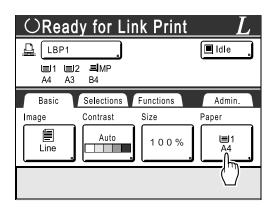
Place the original on Platen Glass or in the ADF unit (option).
For information about placing the original, see step 4 in "Printing from a Paper Document or Book" (☞p.34).
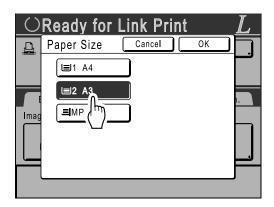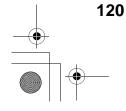
3 Select printing paper.

If the Linked Printer has multiple feed trays, touch **[Paper]** to specify the tray (paper size).
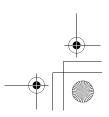
1) Touch **[Paper]** in the Link Basic Screen.

2) Select the desired paper size.

3) Touch **[OK]**.

```
⊙Ready for Link Print        L
🖶  Paper Size    Cancel    OK
   ▤1  A4
   ▤2  A3
   ▤MP  B4
```
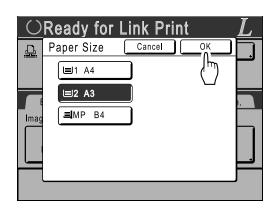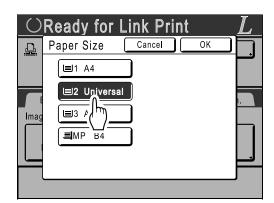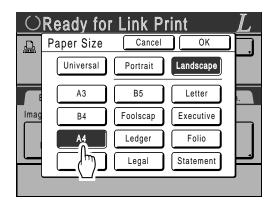
Tip:
Using a Linked Printer's Universal Tray
If the Linked Printer's paper feed tray is set to
"Universal", the "Universal" button is displayed on
the machine's Paper Size screen. Follow the
steps below to specify the paper size loaded in the
Linked Printer's Universal Tray.

1) Touch **[Universal]** on the Paper Size screen.

```
⊙Ready for Link Print        L
🖶  Paper Size    Cancel    OK
   ▤1  A4
   ▤2  Universal
   ▤3  A
   ▤MP  B4
```

2) Touch the button corresponding to the size of
the paper loaded in the "Universal" tray.

```
⊙Ready for Link Print        L
🖶  Paper Size    Cancel    OK
   Universal   Portrait   Landscape
   A3          B5         Letter
   B4          Foolscap   Executive
   A4          Ledger     Folio
               Legal      Statement
```

3) Touch **[Portrait]** or **[Landscape]**.

Note:
• When "Universal", "A3", "B4", "Ledger",
"Foolscap", "Legal" or "Folio" is selected in
step 2, "Portrait"/"Landscape" options are
not displayed.
• If the paper size specified in "Universal" is
different to the size of the paper actually
set, correct printing will not be possible.

4) Touch **[OK]**.
Returns to the Paper Size screen. Paper size
is updated.

4   Select the print functions as needed.
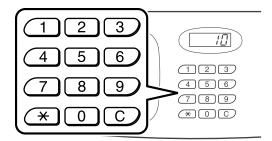
The following functions are available:

• Image Processing mode (☞p.44)
• Scanning Contrast (☞p.45)
• Size (☞p.46)
• Dot Process (☞p.51)
• Memory (☞p.81)

Note:
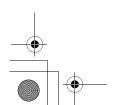• If the Linked Printer has optional devices such
as a duplex unit, the optional functions are also
available.
☞p.123
• Print Speed, Contrast, or Positioning cannot be
adjusted.
• When a computer sends an output signal to the
machine while it is in operation, such interrupt-
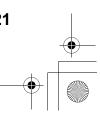ing data may take priority, initiating a new print
job over current one.
We recommend that you set "Reservation" on
the Admin. screen to set higher priority on out-
put jobs from Linked Printers. Data received
from the computer within specified time frame
will not be processed.
☞p.90

**5   Enter the number of copies using the
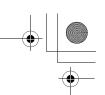Print Quantity Keys.**

```
⎛ 1 ⎞⎛ 2 ⎞⎛ 3 ⎞       ⎛    10 ⎞
⎝ 4 ⎠⎝ 5 ⎠⎝ 6 ⎠        1 2 3
⎛ 7 ⎞⎛ 8 ⎞⎛ 9 ⎞        4 5 6
⎝ ✱ ⎠⎝ 0 ⎠⎝ C ⎠        7 8 9
                       ✱ 0 C
```

The number is displayed on the Print Quantity Dis-
play.

Note:
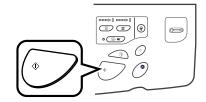
- To change the number, press the $\boxed{C}$ key, then re-enter the correct number.

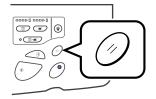**6** **Press the** $\diamondsuit$ **key.**

The scan of the original begins.
The scanned original data is sent to the Linked Printer, and the specified number of copies is printed from the Linked Printer.

Note:

- The current settings can be stored in Job Memory for future retrieval of the same settings. ☞p.81

7 **Press the** $\oslash$ **key when the print job is complete.**
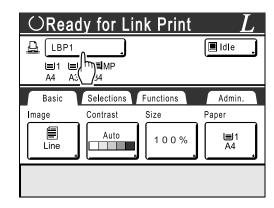
The setting returns to its default value.

Tip:
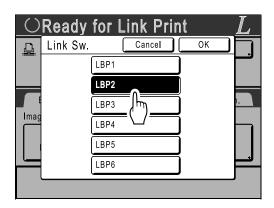**When multiple Linked Printers are connected to the network**

When multiple Linked Printers are connected to the network, output device can be selected as needed.
To output to another Linked Printer, follow the steps below:

1) Touch **[Printer Name]** in the Link Basic Screen.

○**Ready for Link Print** *L*

| 🖵 | LBP1 | | ■ Idle |

目1 目 目MP
A4 A3 B4

| Basic | Selections | Functions | Admin. |

| Image | Contrast | Size | Paper |
| 目 Line | Auto | 1 0 0 % | 目1 A4 |

2) Select the Linked Printer to print from.

○**Ready for Link Print** *L*

Link Sw. Cancel OK

LBP1
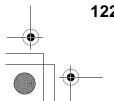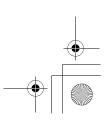**LBP2**
LBP3
LBP4
LBP5
LBP6

Note:

- If a Linked Printer is experiencing an error, that device is not available to be selected.
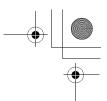
3) Touch **[OK]**.

Note:

- If an error occurs on the selected Linked Printer while in Link Mode, the Link Sw. screen opens. Reselect another Linked Printer currently available for printing. For information on purchasing additional Linked Printers, contact your dealer (or authorised service representative).
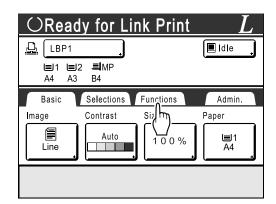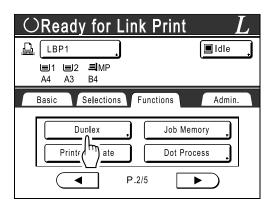
Using Optional Functions on a Linked Printer

Steps for setting up optional functions are shown below. These are available when the Linked Printer has an optional device such as a sorter or a duplex unit installed.

Note:

• See Linked Printer User's Guide for further details on each function.

1 **Touch [Functions] in the Link Basic Screen.**

○Ready for Link Print *L*

LBP1   Idle

1 2 MP
A4   A3   B4

Basic   Selections   Functions   Admin.

Image   Contrast   Size   Paper

Line   Auto   1 0 0 %   1   A4

2 **Select a function to modify.**

○Ready for Link Print *L*

LBP1   Idle

1 2 MP
A4   A3   B4

Basic   Selections   Functions   Admin.

Duplex   Job Memory

Printer ate   Dot Process

◄   P.2/5   ►
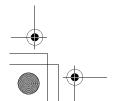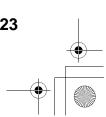
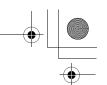**3** **Make changes as needed.**

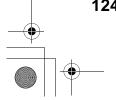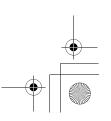See "Configurable Functions" (☞p.124) to select correct settings.
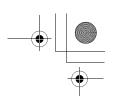
Configurable Functions

___ : Initial setting (factory default)

| Functions	Description	Screens and Steps	Related Admin. Settings
Counter Display Displays the number of printed copies for each Linked Printer recognized by the machine.	---		---
Link Sw. Select a printer from the list of Linked Printers recognized by the machine. **Note:** • A Linked Printer currently experiencing an error is not available to be selected. See Linked Printer User's Guide for troubleshooting.	---		---
Mailbox Select a paper receiving tray as an Output Tray.	Tray No. 0 to n (n is the total number of trays set on [Total Trays] on the Admin. screen.)	 Touch ▲ ▼ or enter using the Print Quantity Keys.	Total Trays: The total number of trays. Set at 1 or more.
Offset Pages Enable a feature to alternately eject multiple-page print copies.	ON/OFF	---	Offset Pages: Available only when "Offset Pages" option is ON.
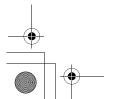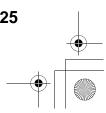
Functions	Description	Screens and Steps	Related Admin. Settings
Staple Specify the positioning of staples on printed copies.	Differs depending on how the [Staple Position] is set on the Admin. screen. • When set to [Invariable]: ON/OFF • When set to [Variable]: OFF /Front/Centre/Rear	◯Ready for Link Print *L* Staple [Cancel] [OK] OFF [Front] [Centre] [Rear] Touch to select a button.	Staple: Available only when "Staple" option is ON.
Punch Select whether to punch holes on the printed copies.	ON/OFF	---	Punch: Available only when "Punch" option is ON.
Printer Collate Select to retain original page order of the multi-page prints while ejecting into a single tray.	ON/OFF	---	Printer Collate: Available only when "Printer Collate" option is ON.
Duplex Print on both sides of the paper. Different screens and steps apply depending on whether or not the ADF unit (option) is installed. **Note:** • For instructions on how to print double-sided, See "Duplex Printing" (☞p.126).	• When the ADF unit is installed OFF/**Long Edge**/Short Edge Page Total: Odd/**Even** • When the ADF unit is not installed **OFF**/Long Edge/Short Edge	• When the ADF unit is installed ◯Ready for Link Print *L* Duplex [Cancel] [OK] [OFF] [Long Edge] [Short Edge] Page Total [Even] [Odd] Touch to select a button. • When the ADF unit is not installed ◯Ready for Link Print *L* Duplex [Cancel] [OK] [OFF] [Long Edge] [Short Edge] Touch to select a button.	---

Important!:

• Some optional functions may not be enabled concurrently, depending on the model and option configuration of the Linked Printer.
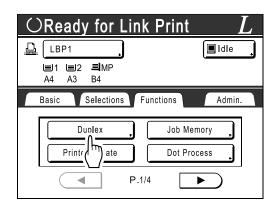
Duplex Printing

[Duplex]

Double-sided printing is possible when a Duplex Unit (Option) is installed to a Linked Printer.

Note:

- The "Duplex" settings can be made from either Master Making or Print Functions screens.
  Linked Printer will print following the specifics set via either of these screens.

1 Touch [Duplex] on the Functions Screen.

2 Set duplex binding direction.

Set the binding direction as shown below. The combination of scanning orientation and binding direction will result in different styles.

Scanning orientations and duplex binding directions
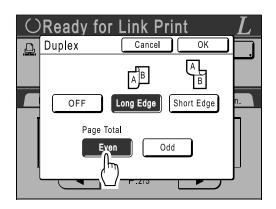
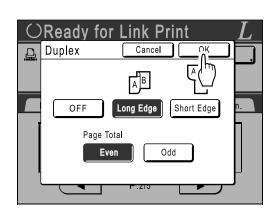| Original Orientation Binding Direction	Vertical (Portrait)	Horizontal (Landscape)
Long Edge		
Short Edge		

3 Select the number of originals.

When scanning an original from the ADF unit (option), select either **[Even]** or **[Odd]** numbers to match the number of original sheets.

Important!:

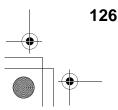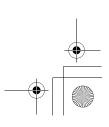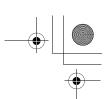- This step is not necessary unless using the ADF unit. Continue on to step 4.

4 Touch [OK].

Note:

- To cancel Duplex Printing, touch **[OFF]** then **[OK]**.
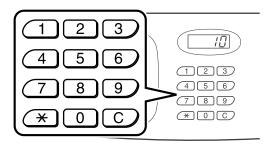
5 Place the original.

Note:

• For information about placing the original, see step 4, "Printing from a Paper Document or Book".(☞p.34)

• To scan a single sheet of an original, place it on the Platen Glass.

• When Duplex Printing from odd number of originals scanned in the ADF unit, the reverse side of the last page will be blank.

6 Select Print functions as needed.

The following functions are available:

• Image Processing mode (☞p.44)

• Scanning Contrast (☞p.45)

• Size (☞p.46)

• Paper Size (☞p.49)

• Dot Process (☞p.51)

• Memory (☞p.81)

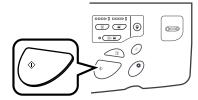## 7 Enter the number of copies using the Print Quantity Keys.

The number is displayed on the Print Quantity Display.

Note:

• To change the number, press the $\boxed{C}$ key, then re-enter the correct number.

8 Press the ◇ key.

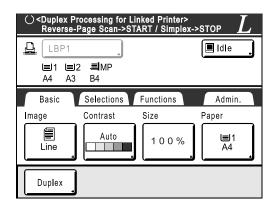The next steps are different, depending on whether the original is scanned from Platen Glass, or from the ADF unit.
Perform one of the following steps:

Important!:

• Either Platen Glass or ADF unit may be used, but not both at a time.

◆ Using the Platen Glass

Place the first original document on the Platen Glass, wait for the message "Duplex Processing for Linked Printer" to disappear, then place the second original and press the ◇ key.

Once data for both sides of the paper is transmitted, the Linked Printer will print the specified number of copies.
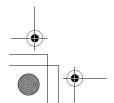To print multiple Duplex Print copies, repeat steps 5-7 of Duplex Printing.

Important!:

• Once the first original is scanned, the next original must be placed within pre-determined Duplex Interval period on the Admin. screen (☞p.103). Failure to do so will result in the Linked Printer printing one side only.
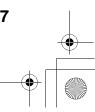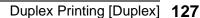
Note:

• Pressing the ◯ key without placing the second original will also result in the Linked Printer printing one side only.

• Setting adjustment can be made on the following functions after placing the second original and before its scan starts:

  – Image Processing mode (☞p.44)

  – Scanning Density (☞p.45)

  – Size (☞p.46)

◆ Using the ADF unit
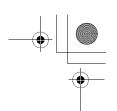
The top sheet is scanned first.
As each original page is scanned, the Linked Printer prints specified number of copies.

Duplex Printing [Duplex] **127**
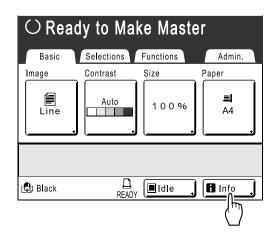
Replacing Consumables

Check for Remaining Amount of Consumables

The machine checks and reports on remaining amount of ink, master, as well as the space left in the disposal box.
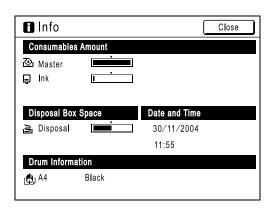
Note:

- The report may not be displayed if detection fails.
- The reported amount is for reference only and may not be perfectly accurate.

1 Touch [i Info] on the Basic Screen.

○ **Ready to Make Master**

Basic	Selections	Functions	Admin.

Image — Line

Contrast — Auto

Size — 100%

Paper — A4

Black   READY   Idle   Info

2 Check for remaining amount of consumables.

i Info — Close

Consumables Amount
- Master
- Ink

Disposal Box Space	Date and Time
Disposal	30/11/2004
	11:55

Drum Information
- A4   Black

When running low, be sure to restock supply.

- Master (☞p.129)
- Ink (☞p.132)
- Master Disposal (used master) (☞p.134)

i Display Details

Indicator/Message	Description
	The black bar indicates the remaining amount. Ex: approximately 10% left
(Unknown), ---, no display	Indicates that consumable data is not available, is not set, etc.

Tip:

i Information Button

i icon on the i Information Button displays current status of the consumables as detected by the machine.

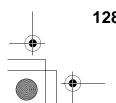The i icon will change depending on the matching information detected from the consumable.

- When matching information was correctly retrieved from the consumable i (normal display)
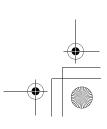- When matching information is not available i (grey display)

When the i icon is greyed, the remaining amount of master/ink cannot be displayed.

When the master material or ink runs low, (master) or (ink) icon blinks on the right of the button to let you know that the item should soon be replaced.
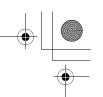
Note:

- If the machine is unable to retrieve matching data from the consumable, you must enter the correct setting value.
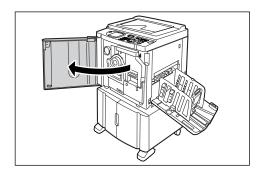 ☞p.156

Replacing the Master Roll

When the Master Roll is depleted, a message is displayed and the machine stops. Replace with a new Master Roll.
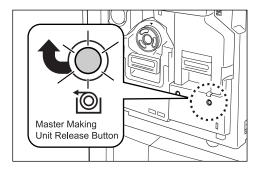
Important!:
- For the Master Roll, it is recommended to use the products specified by RISO.
- Keep the power ON while replacing the master.

1 **Open the Front Cover.**

2 **Check the indicator of the Master Making Unit Release Button is ON.**
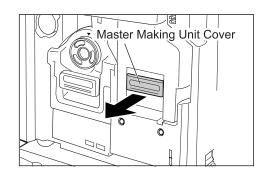
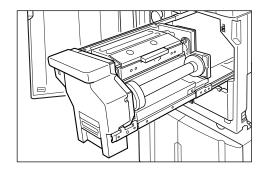If the indicator is off, press the Master Making Unit Release Button to turn it on.

Important!:
- When the Print Drum is out, Master Making Unit cannot be pulled out. Return the Print Drum into position and press the Master Making Unit Release Button.
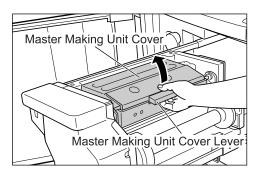 ☞p.135

3 **Pull out the Master Making Unit.**

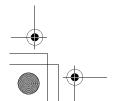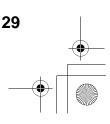Grasp the Master Making Unit Handle and pull forward.

Pull out slowly until it stops.
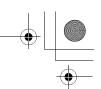
4 **Open the Master Making Unit Cover.**

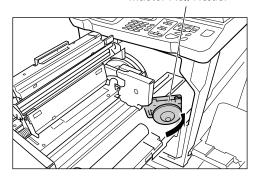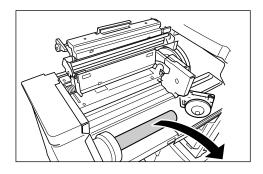Grasp the Master Making Unit Cover Lever and open the Master Making Unit Cover.

Replacing Consumables

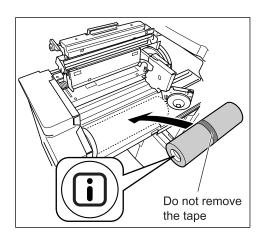## 5 Open the Master Roll Holder.

Master Roll Holder

6 Remove the depleted Master core.

Note:
• Dispose the depleted master core according to the disposal rule of your local community.
☞p.138

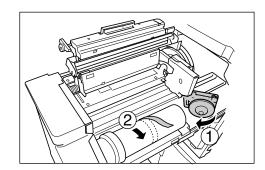## 7 Install a new Master Roll.

Do not remove the tape

Remove the plastic shrink wrap from the new Master Roll, and place in with the Ⓘ mark to the left.

Important!:
• Take care not to damage the Ⓘ section when removing the shrink wrap.
If the Ⓘ section is bent or the perforation cut, the master will become unusable.
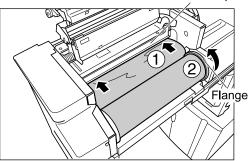• Do not remove the tape yet.

8 Close the Master Roll Holder.

Remove the tape once the Master Roll Holder has been closed.

9 Insert the leading edge of the master under the Master Guide Flap.
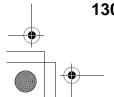
Mater Guide Flap

Flange

Insert the leading edge of the master into its entrance under the Master Guide Flap and advance it as far in as it will go (①). If the Master is loose, turn the flange at the right towards the rear and rewind (②).
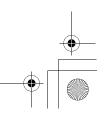
Tip:
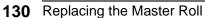**If You Cannot Insert the Master**
Insert the leading edge of the Master using the following steps.

1) Raise the Master Guide Flap
Turn the dial on the edge of the Master Guide Flap towards the rear and raise the Master Guide Flap.
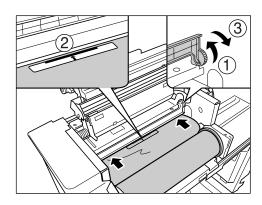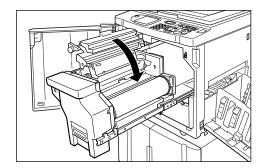
2) Pull out the master to the line indicated by the arrow.
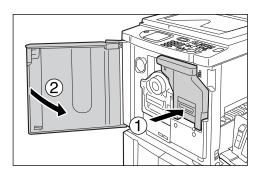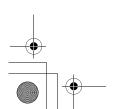
3) Lower the Master Guide Flap.

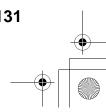**10** **Return each part to its original position.**
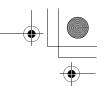

Close the Master Making Unit Cover.

Return the Master Making Unit to its original position and close the Front Cover.

Replacing the Ink Cartridge

When the ink is depleted, a message is displayed and the machine stops.
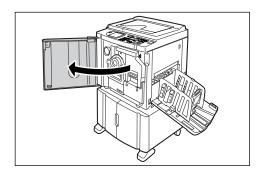Replace with a new Ink Cartridge.

⚠ Caution:

- Ink may be left on the area around the Print Drum, so take care not to smudge your hands or clothes.
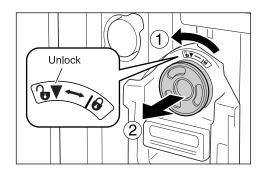- Wash immediately with soap if you should get ink on your hands, etc.

Important!:

- For the Ink Cartridge, it is recommended to use the products specified by RISO.
- Keep the power ON while replacing the Ink Cartridge.
- Replace with an Ink Cartridge of the same ink colour. If you want to change the ink colour, replace the Print Drum itself.

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1 Open the Front Cover.

2 Pull the empty Ink Cartridge out of the holder.
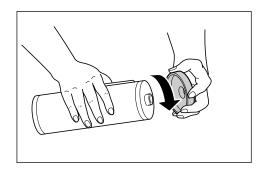
Turn the Ink Cartridge to the counter clockwise (🔓) and then pull it out.

Note:

- Dispose the empty Ink Cartridge according to the disposal rule of your local community.
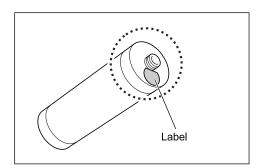
3 Remove the cap on the new Ink Cartridge.
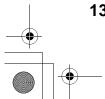
Turn the Ink Cartridge cap to remove.

Important!:

- Do not touch or give impact to the outlet surface of the new Ink Cartridge.
  Do not peel off the label beside the Ink Cartridge opening.

Label
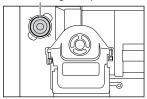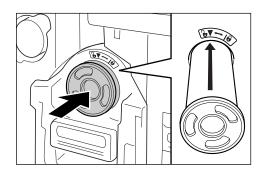
Note:

• You can store the Ink Cartridge cap on the upper left of the Print Drum.

Ink Cartridge Cap Holder
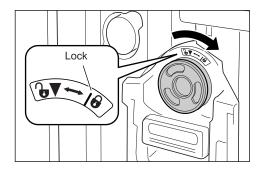
4 **Insert the new Ink Cartridge.**
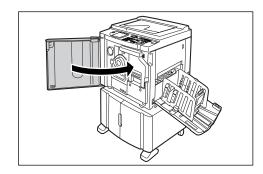
Align the arrow on the Ink Cartridge to the ▼ mark on the drum unit, and insert until it stops.

5 **Lock the Ink Cartridge.**
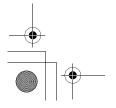
Turn the Ink Cartridge clockwise (🔒) and lock in position.

6 **Close the Front Cover.**

Replacing Consumables
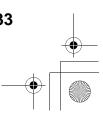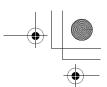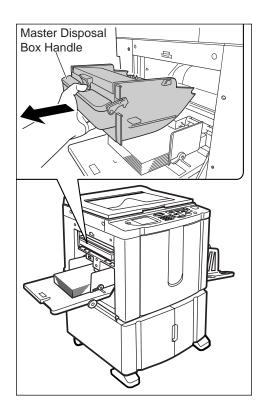
Emptying the Master Disposal Box

Used masters are held in the Master Disposal Box. When the Master Disposal Box is full, a message displays and the machine stops. Discard the used masters.

⚠ Caution:
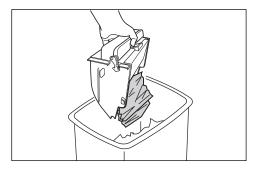
- Wash immediately with soap if you should get ink on your hands, etc.

1 Remove the Master Disposal Box.

Master Disposal
Box Handle
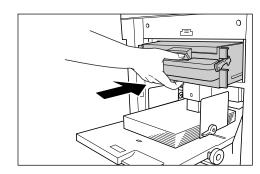
Grasp the Master Disposal Box handle and pull the box forward.

2 Discard the ejected masters.

Tilt the Master Disposal Box down and discard the used masters.
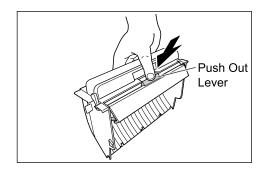
3 Place the Master Disposal Box into position.
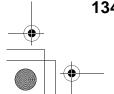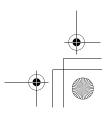
Insert the Master Disposal Box until it stops.

Note:

- Dispose the ejected masters according to the disposal rule of your local community.
 ☞p.138
- If used masters get stuck, hold the Master Disposal Box tilted downward and squeeze the push-out lever to release any remaining masters.

Push Out
Lever

Replacing the Print Drum

When replacing with a Colour Drum to change colours, or when removing jammed paper, follow the steps to remove Print Drum. Be sure to use a Colour Drum specifically designed and approved for use with this machine.

⚠Caution:

• Do not stand the Print Drum upright. Doing so may stain the floor, etc.
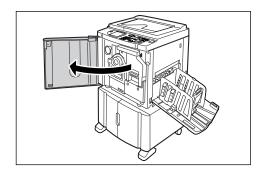
Important!:

• Use only Print Drums specifically designed and approved for use with this machine.

• Keep the power ON while removing or replacing the Print Drum.

• Make sure to place the changed Print Drum into the drum case and store horizontally.
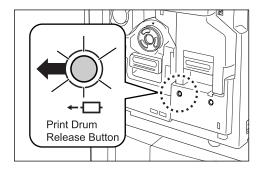
Removing the Print Drum

1 Open the Front Cover.

2 Check that the indicator of the Print Drum Release Button is ON.

Print Drum Release Button
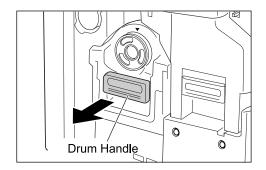
If the indicator is off, press the Print Drum Release Button to turn it on.

Important!:

• When the Master Making Unit is out, the Print Drum cannot be pulled out. Return the Master Making Unit into position and press the Print Drum Release button.
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3 Pull out the Print Drum.

Drum Handle
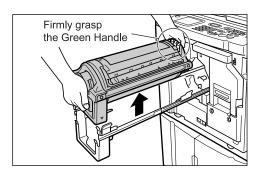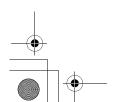
Grasp the Print Drum Handle and slowly pull until the Print Drum is completely extended.

4 Remove the Print Drum.

Firmly grasp the Green Handle
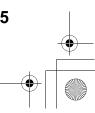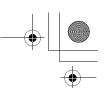
Use both hands to lift the Print Drum straight up to remove from the rail.
Proceed with replacing the drum, removing the paper jam, etc..
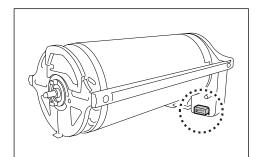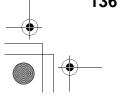
⚠**Caution:**
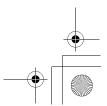
- Do not touch the connector on the Print Drum. Neglecting this may result in malfunction of the Print Drum because of static electricity or other factors.
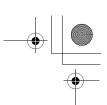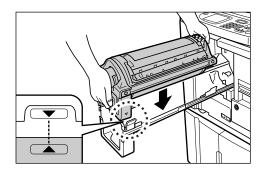
Installing the Print Drum
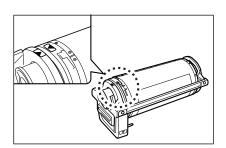
1 Place the Print Drum on the Rail.
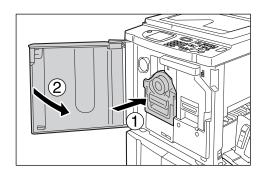
Align the ▼ mark on the Print Drum with the ▲ mark on the guide, and place the Print Drum horizontally onto the guide.

Note:

• If the Print Drum was manually rotated, be sure to turn it back so that ▶ and ◀ marks align, after it is placed on the guide.

2 Return the Print Drum to its original position.
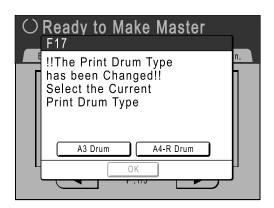
Push the Print Drum in as far as it will go, and then close the Front Cover.

Important!:

• Do not grasp the Print Drum Handle when pushing in the Print Drum.

Tip:
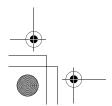
Changing the Drum Type (RZ570 only)
When you install a different type of Print Drum, the Confirm Drum Type screen appears.
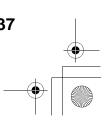
1) Select the type corresponding to the installed Print Drum.

2) Touch **[OK]**.
The Print Drum type is confirmed and printing is enabled.
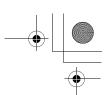
Important!:

• You will not be able to print until the Print Drum type is confirmed.

• If you install a non-approved Colour Drum, the message "Wrong-Type Print Drum Installed. Replace with Correct Type." is displayed. Install a Colour Drum specifically approved for use with this machine.

Disposal of Depleted Consumables
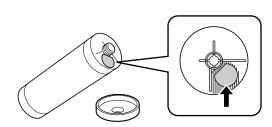
Dispose of depleted Ink Cartridges, Master cores, ejected masters according to the regulations in your local community.
If required, separate the specific components using the following procedures to dispose them properly.

◆ Ink Cartridge

Remove the label (metal included) at the arrow from the outlet surface of the Ink Cartridge, and then dispose them separately.
Because ink may have adhered to the outlet surface of the Ink Cartridge, be careful not to smudge your clothes.
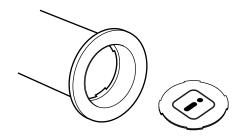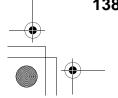
Parts	Materials
Ink Cartridge material	plastic (polypropylene/polyethylene)
Label material	plastic (metal included)
Ink	Soy oil, petroleum hydrocarbons, water, pigments
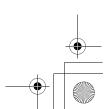
◆ Master core

A metallic component has been attached to the bottom of the end section having the 🛈 mark stamped.
Because the component section has been perforated for cutout convenience, tear along the perforation for proper disposal.
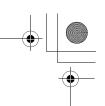
Parts	Materials
Core material	Paper
Master material	plastic, Japanese paper
Material of the cutout component	plastic (metal included) and paper

◆ Ejected Master
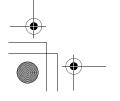
Parts	Materials
Master material	plastic, Japanese paper
Ink material	Soy oil, petroleum hydrocarbons, water, pigments
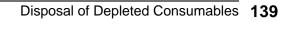
Note:
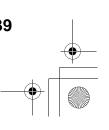
• It is made of carbon and hydrogen compounds. If fully combusted, it will turn into water and carbon dioxide.

Maintenance
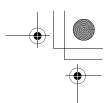
Cleaning

The print quality may suffer if parts such as Thermal Print Head of the Master Making Unit, Scanner Glass of the ADF unit (option), White Roller, etc. are contaminated with dust, dirt, ink, white-out, etc..
Follow the steps below for periodic cleaning.
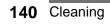
⚠WARNING:

- Before cleaning any part of the machine, turn off the power.
- Do not remove any fixed covers.
- Contact your service representative immediately if you suspect any dangerous situations or have questions or problems with the machine.
- Contact your service representative before moving the machine.
- Do not allow unauthorised persons to make adjustments or repairs.

⚠Caution:

- The machine has precision moving parts inside. Do not handle the machine in any other way than described in this manual.
- Be careful of the edge of metal parts, otherwise it may cause an injury.
- Do not make any modifications to the machine or remove any parts.
- Neither RISO nor its dealer is responsible for maintenance service performed by non-RISO-authorised personnel.

Thermal Print Head
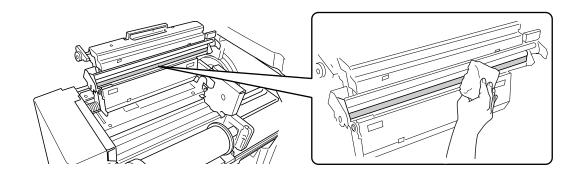
Clean the Thermal Print Head each time you replace the Master Roll.
Open the Master Making Unit Cover, and gently wipe the Thermal Print Head in the back of the unit several times with a soft cloth or tissue.
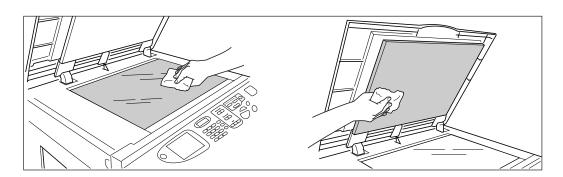
⚠ Caution:

- Since the Thermal Print Head is very delicate, avoid shocks or scratches with a hard object.
- Since Thermal Print Head is susceptible to (damage by) static electricity, please be sure to remove the static electricity charged in the body before cleaning.
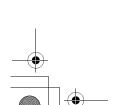
Platen Glass and Platen Cover Pad
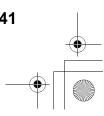
If the Platen Glass and/or Platen Cover Pad is stained, gently wipe them with a soft cloth or tissue.
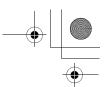
⚠ Caution:

- Since the Platen Glass is very delicate, avoid shocks or scratches with a hard object.
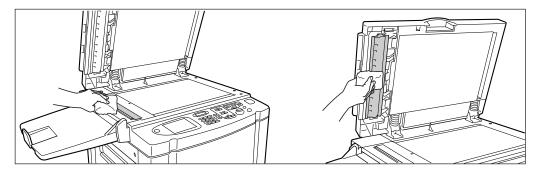
Maintenance

Scanner Glass and White Sheet of ADF unit (Option)

Gently wipe the Scanner Glass, and the White Sheet several times with a soft cloth or tissue.
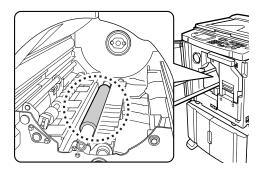
⚠ **Caution:**

• Since the Platen Glass is very delicate, avoid shocks or scratches with a hard object.

Pressure Roller
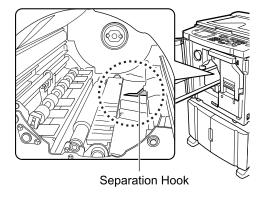
If the Pressure Roller, which presses print paper against the Print Drum, is stained, smudged strips may appear on the back of copies.
If this happens, gently wipe the Pressure Roller with a soft cloth dampened with alcohol.
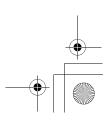
⚠ **Caution:**

• Be sure to turn OFF power to the machine when cleaning the Pressure Roller.
• When putting your hand into the unit, do not touch the paper separation hook. The sharp tip of the hook can hurt your hand.
• Ink may be left on the area near the Print Drum, so take care not to smudge your hands or clothes. Wash immediately with soap if you should get ink on your hands, etc.

Separation Hook

The Exterior
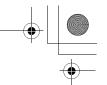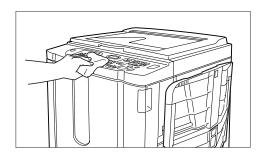
Use a soft cloth to gently wipe down the entire printer on a regular basis in order to prevent the exterior from getting dirty.
If using a cleaning agent, use one recommended by your authorised service representative.
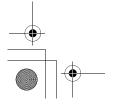
⚠**Caution:**

• Because the machine exterior is plastic, never use alcohol or solvent when cleaning.

• The Display may be cleaned by gently wiping with a dry cloth. Dampen a cloth with a small amount of cleaner and gently wipe to remove any ink.
Do not spray or pour cleaner solution directly onto the display. Doing so can cause damage.
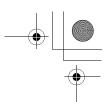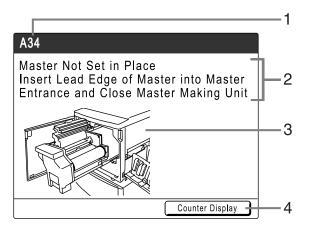
Troubleshooting

When a Message Displays

Refer to the following information to determine the cause and take appropriate actions when the machine stops operating and a message is displayed.

Error Message Layout

A message and a troubleshooting illustration will be displayed in accordance with the message type to show how to resolve the problem.
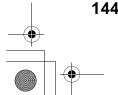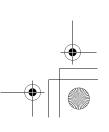
1) **Error Number**
   error type and error ID number
2) **Error Messages**
   description of the error and actions to resolve the problem
3) **Graphic Area**
   visually demonstrates how to resolve the problem
4) **Counter Display**
   Touch to display the "Counter Display" window
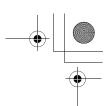
Error Number	Error Types	Description	Reference page
T00-000	Service Call Error	Errors that require repair or inspection by a authorised service representative. To resolve a Service Call Error, contact your dealer (or authorised service representative) with the error number.	☞p.145
A00-000	Jam Error	Displays when the master is jammed, etc..	☞p.145
B00-000	Optional Device Error	Displays when an error occurs on the optional device or Linked Printer.	☞p.146
C00-000	Consumable Error	Displays when a consumable such as ink or master roll is depleted.	☞p.147
D00-000	Installation Error	Displays when a part or unit is not properly installed.	☞p.147
J00-000	Paper Jam Error	Displays when an original document or printing paper is jammed.	☞p.149
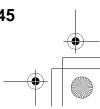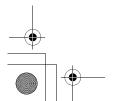
T00-000:Service Call Error (in alphabetical order)

Message	Possible Cause	Action
!!Battery Replacement!! Call Service	The battery is low or depleted.	Contact your dealer (or authorised service representative) and have the battery replaced. Press the ⊙ key or the ⊘ key to clear the error message display.
!!System Error!! Press Reset Key If Recovery has Failed, Call Service	A system error has occurred.	Press the ⊘ key. If the problem persists, contact your dealer (or authorised service representative).
!!System Error!! Turn Main Power SW OFF Then ON If Recovery has Failed, Call Service		Shut off power, then restart. If the problem persists, contact your dealer (or authorised service representative).
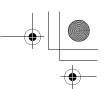
A00-000:Paper Jam Errors (in alphabetical order)

Message	Possible Cause	Action
Master Disposal Error Pull Out Print Drum and Discard Master	The master was not properly discarded.	1) Pull out the Print Drum and remove the master from the drum. ☞p.135 2) Return the Print Drum in place. 3) Press the ⊙ key.
Master Jammed in Disposal Unit Pull Out Master Disposal Box and Remove Jammed Master	The master is jammed in the Master Disposal Unit.	Pull out the Master Disposal Box and remove the jammed master. ☞p.134 If the error persists, contact your dealer (or authorised service representative).
Master Loading Error Pull Out Print Drum and Discard Master	The master did not properly attach to the Print Drum.	1) Pull out the Print Drum and remove the master from the drum. ☞p.135 2) Return the Print Drum in place. 3) Press the ⊙ key.
Master Mis-Feed Pull Out Master Making Unit and Rewind Master Roll, then Reset Master in Place	The master is improperly installed.	Pull out the Master Making Unit, rewind the master and reinstall. ☞p.129
Master Not Set in Place Insert Lead Edge of Master into Master Entrance and Close Master Making Unit	The master is improperly installed or is missing.	Pull out the Master Making Unit and reinstall the master. ☞p.129 **Important!:** • If the leading edge of the master is wrinkled or torn, cut the edge straight and reinstall.
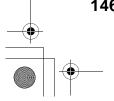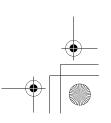
Message	Possible Cause	Action
Master Remains on Print Drum Pull Out Print Drum and Remove Master	An unnecessary master remains on the Print Drum.	**1)** Pull out the Print Drum and remove the master from the drum. ☞p.135 **2)** Return the Print Drum in place.
Safety SW on Standard Feed Tray is Activated Reset paper on Standard Feed Tray	The safety switch for the Paper Feed Tray has been activated.	Check underneath the Paper Feed Tray and on top of the printing paper for any obstructions. Remove if any exist.
System Error in Master Making Unit Take Out Master and then Close Master Making Unit Cover	The cutter mechanism for the master malfunctioned.	Pull out the Master Making Unit and remove the master. ☞p.129 Closing the Master Making Unit Cover will reset the error. Setup the master again.
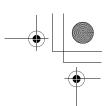
B00-000:Optional Device Error (in alphabetical order)

Message	Possible Cause	Action
Data Transfer Error for Linked Printer Check Network and Linked Printer Then Transfer Data Again	Cannot transmit data to Linked Printer.	Check connections from Linked Printer and the machine to the hub. If they are properly connected, check the server and network communication status and consult with the network administrator.
Insert Card in Key/Card Counter	No card in the Key Card Counter (option).	Insert Card in the Key Card Counter.
!! Job Separator is OFF !! Turn On Power Switch of it	The Job Separator (option) is turned OFF.	Turn on the Job Separator.
Linked Printer in Error	A Service Call Error has occurred on the Linked Printer.	Check the Linked Printer and resolve the error.
No IP Address Assigned to This Printer Contact Your Network Administrator	IP address for the machine is not properly set.	Contact your system administrator and set the machine IP address correctly. ☞p.100
!! No Linked Printer Detected !! Check Cable Connection and Power Supply for Linked Printer	Linked Printer may not be turned ON; cable may not be properly connected; connection may be interrupted.	Check that the Linked Printer has been switched on. Check to make sure all cables are properly connected. If properly connected, check for damaged cable.
No Paper Tape in Job Separator Replace Tape Roll	No tape in the Job Separator (option).	Load new tape into the Job Separator.
No Toner in Linked Printer	No toner in the Linked Printer.	Replace toner in the Linked Printer.
Paper Tape Jam in Job Separator Remove Paper Tape	Tape jam occurred in the Job Separator (option).	Check the Job Separator and remove jammed tape.
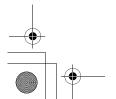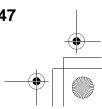
C00-000:Consumable Errors (in alphabetical order)
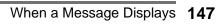
Message	Possible Cause	Action
Load Paper in Standard Feed Tray	No printing paper in the Paper Feed Tray.	Load paper into the Paper Feed Tray. ☞p.28
Master Disposal Box is Full Empty Master Disposal Box	The Master Disposal Box is full.	Empty the Master Disposal Box. ☞p.134
No Ink Replace Ink Cartridge	The ink is depleted.	Replace and install a new Ink Cartridge. Use the Ink Cartridge specifically designed and approved for use with this machine ☞p.132 **Important!:** • If the error persists after replacing the Ink Cartridge, check for proper installation of the Ink Cartridge.
No Master Replace Master Roll	The Master Roll is depleted.	Install a new Master Roll. Use Master Roll specifically designed and approved for use with this machine ☞p.129

D00-000:Installation Error (in alphabetical order)
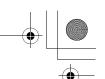
| Message	Possible Cause	Action
Close Front Cover	The Front Cover is open or improperly closed.	Check for the magnet underneath the Front Cover and firmly close.
Close Master Making Unit Cover	The Master Making Unit Cover is open or is improperly installed.	Pull out the Master Making Unit, check and firmly close its cover.
Install Ink Cartridge	The Ink Cartridge is improperly installed or is missing.	Properly install the Ink Cartridge. ☞p.132
Master Making Unit has been Unlocked	The Master Making Unit is ready to be pulled out.	Pull out the Master Making Unit.
Print Drum has been Unlocked	The Print Drum is ready to be pulled out.	Pull out the Print Drum.
Print Drum Not Set in Place Press Drum Release Button and Pull Out Print Drum after the Button Lights	The Print Drum is locked but not pushed in properly.	Press the Print Drum Release Button . Remove the Print Drum after the button is lit and reinstall.
Rear Cover of Main Body is Off Call Service	The machine rear cover is removed.	Contact your dealer (or authorised service representative).
Set Master Disposal Box in Place	The Master Disposal Box is improperly set or is missing.	Properly set the Master Disposal Box. ☞p.134

Troubleshooting

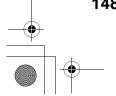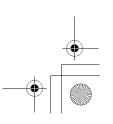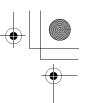| Message	Possible Cause	Action
Set Master in Place	No master is installed.	Install a Master Roll. ☞p.129
Set Master Making Unit in Place	The Master Making Unit is missing or is improperly installed.	Properly install the Master Making Unit. ☞p.129
Set Print Drum in Place	The Print Drum is improperly set or is missing.	Properly install the Print Drum. ☞p.135
Wrong-type Ink Cartridge Installed or Cannot Read Ink Info Replace Ink Cartridge or Contact dealer/Riso office	Inappropriate Ink Cartridge is installed.	Properly install a correct Ink Cartridge. ☞p.132 **Important!:** • Use the Ink Cartridge specifically designed and approved for use with this machine. Failure to do so may cause problems or damage to the machine.
	The label on the Ink Cartridge outlet surface has come off or surface is with dirt.	The label on the Ink Cartridge outlet surface contains information needed for printing. If the machine cannot read the information, it does not operate. Set an Ink Cartridge that is specific to the machine and that is with label attachment and free from dirt.
Wrong-type Master Installed or Cannot Read Master Info Replace Master Roll or Contact dealer/Riso office	Incorrect master is installed.	Set a correct Master Roll. ☞p.129 **Important!:** • Use a Master Roll specifically designed and approved for use with this machine. Failure to do so may cause problems or damage to the machine.
	The 🛈 section on the master core is missing, or it has worn off, or it has been tilted.	The 🛈 section on the master core contains information needed for making masters. If the machine cannot read the information, it does not operate. Set a dedicated Master Roll that has the 🛈 mark and is free from wear and tilt.
Wrong-type Print Drum Installed Replace with Correct Type	Incorrect Print Drum is installed.	Install a correct Print Drum. ☞p.135 **Important!:** • Use a Print Drum specifically designed and approved for use with this machine. Failure to do so may cause problems or damage to the machine.

J00-000:Paper Jam Error

Displays when the original document or printing paper is jammed inside the machine or the ADF unit (option).
The location of the paper jam is indicated by the flashing icon (① - ④) in the illustration. Refer to the table below (① - ④) and resolve the issue as indicated.
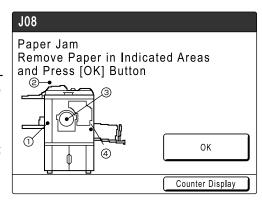
Note:

• Use appropriate printing paper to prevent paper jams. Also select appropriate original document suitable for the ADF unit.
  ☞p.12
  ☞p.14
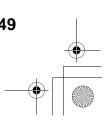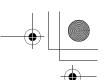
Area Indicated/ Blinking	Possible Cause	Action
①	Paper is jammed in the Paper Feed area.	**1)** Check the paper feed side and remove the jammed paper. **2)** Reload printing paper. **3)** Press the ⊘ key if error display does not clear. When using special paper, adjust the Paper Feed Pressure Adjustment Lever according to the paper characteristics. ☞p.28
②	The original is jammed in the ADF unit (option).	**When removing in the document insertion direction** With the ADF Original Release Button pressed, pull out the original. **When removing in the document ejection direction** Raise Platen Cover, turn the ADF Original Release Dial and remove the original.
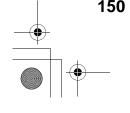
Area Indicated/ Blinking	Possible Cause	Action
③	Paper is jammed in the Print Drum area.	**1)** Pull out the Print Drum. ☞p.135 **2)** Remove the jammed paper. ⚠**Caution:** • Be careful not to touch the separation hook when putting your hands inside to remove paper. The edge of the separation hook is sharp and can cause injury.
④	Paper did not eject correctly.	Check for any jammed paper on the paper exit area. When using special paper, adjust the Paper Arranger on the Receiving Tray Paper Guides according to the paper characteristics. ☞p.31
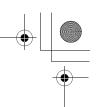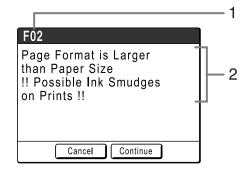
Pop-Up Message Layout

Pop-Up Messages communicates various operational statuses.
You can continue operation over some of them, but depending upon the context, others will require your action before operations can be resumed.

F02
Page Format is Larger than Paper Size !! Possible Ink Smudges on Prints !!
Cancel   Continue

1

2

1) Error Number
A reference letter (E/F) and an ID number.

2) Pop-Up Messages
Content of the message.

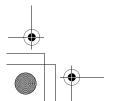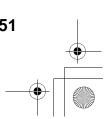| Error Number	Error Types	Description	Reference page
E00-000	Maintenance Call	Pops up when battery replacement or a routine inspection by a service personnel is required.	☞p.151
F00-000	Warning Messages	Pops up when printing job cannot proceed due to a conflict between a Control Panel setting and the status of the machine or the Linked Printer.	☞p.152
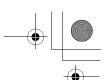
E00-000:Maintenance Call (in alphabetical order)

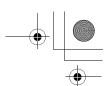| Message	Symptom/Action	How to Clear a Pop-Up Message
!!Low Battery!! Call Service	(Symptom) Low battery. (Action) Contact your dealer (or authorised service representative) and have the battery replaced.	Touch **[Close]**. (Alternatively, press the ⊘ key or the ⊘ key to clear.)
!!Maintenance!! Call Service	(Symptom) Notifies user of need for a periodic maintenance. (Action) Consult your dealer (or authorised service representative).	Touch **[Close]**. (Alternatively, press the ⊘ key or the ⊘ key to clear.)
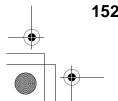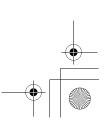
F00-000:Warning Messages (in alphabetical order)

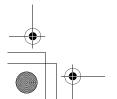| Message	Symptom/Action	How to Clear a Pop-Up Message
Acquiring Linked Printer Configuration Data Please Wait a Moment	(Symptom) The machine system is retrieving Linked Printer information. Link Mode printing is disabled while the retrieval is underway. (Action) Start the print job once the information is retrieved from the Linked Printer. Alternatively, print from the machine.	Touch **[Close]** to clear the Pop-Up Message and return to the previous screen. • **When printing from the machine;** Press the ⬛ key or the ▤ key. • **When printing from a Linked Printer;** Wait until the information has been retrieved. (This may take several minutes.)
!!Auto-Link Operation is Not Available!! Specified Linked Printer may be in Error or Turned OFF	(Symptom) Linked Printer is sending an error signal. Link Mode has been activated due to low print volume since "Link-Free Volume" is currently set to ON. (Action) Resolve the error on the Linked Printer first, then print. Alternatively, you can switch to another Linked Printer or print from the machine. ☞p.103	• **When returning to the Master Screen;.** Touch **[Cancel]**. (Alternatively, press the ◯ key or the ◯ key to clear.) • **When changing to another available Linked Printer;** Touch **[Link Switch]** and select another Linked Printer on the Link Sw. screen. (**[Link Switch]** will not display if no other Linked Printer is available.) ☞p.122
!! Book Shadow Editor is Not Available with ADF !! Place Original on Platen Glass	(Symptom) Auto Document Feeder is disabled while Book Shadow function is active. (Action) Place the original on the Platen Glass. ☞p.59	Touch **[Close]**. (Alternatively, press the ◯ key or the ◯ key to clear.)
Check Stock of Required Ink and Please Order If Needed	(Symptom) The remaining quantity of Ink Cartridge or Master Roll has become less than specified on "Stock Management". ☞p.102 (Action) Order Ink Cartridges or Master Rolls if necessary.	Touch **[Close]**. (Alternatively, press the ◯ key or the ◯ key to clear.)
Check Stock of Required Master and Please Order If Needed		Touch **[Close]**. (Alternatively, press the ◯ key or the ◯ key to clear.)
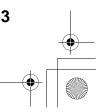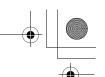
| Message	Symptom/Action	How to Clear a Pop-Up Message
Enter Print Quantity Over [nn], Programmed Minimum Value	(Symptom) You are trying to print fewer copies than previously specified on "Minimum Print Quantity". (Action) Enter a larger number to print, or change "Minimum Print Quantity" on the Admin. screen. ☞p.102	Touch **[Close]**, and specify the number of copies higher than the number displayed on the message.

Invalid Print Drum has been Selected Change Drum, or Reselect Drum Size	(Symptom)
	You have selected a different Print Drum than the one currently in place, as confirmed in the Confirm Drum Type screen when it was installed.
	
	(Action)
	Select the type of Print Drum currently installed. Alternatively, you can change the Print Drum.
	☞p.135
		• **When changing a setting;**
		  In the Confirm Drum Type screen, select the type of Print Drum currently installed and touch **[OK]**.
		• **When installing a different Print Drum;**
		  Pull out the Print Drum and replace with the correct one.
		
		When the Print Drum is re-installed, the Warning Message will clear.

!! Multi-Up is Not Available with This Paper Size !! Replace with Proper Paper of Standard Size	(Symptom) Multi-up functions cannot be used when custom-sized paper is in the Paper Feed Tray. (Action) Load standard size paper in the Paper Feed Tray.	Touch **[Close]**. (Alternatively, press the ⦿ key or the ⊘ key to clear.)
No Master on Print Drum Make a New Master	(Symptom) You are attempting to print, but there is no master on the Print Drum. (Action) Set the original and create a master.	Touch **[Close]**. **Important!:** • Do not leave the Print Drum without a master. This dries out the drum and causes damage. You must either create a master or perform a "Confidential" operation to wrap a master around the Print Drum.

!! Number of Copies is set to "0"!! Printing Operation will Start on this Printer	(Symptom)
	Number of print copies is set to "0", yet "Link-Free Volume" is set to ON when Linked Printer is connected.
	
	(Action)
	Enter print quantity.
	☞p.103
		• **When printing from the machine;**
		  Touch **[Continue]**.
		  (Alternatively, press the ⬦ key to print.)
		• **When stopping the print job;**
		  Touch **[Cancel]**.
		  (Alternatively, press the ⦿ key or the ⊘ key to clear.)

Troubleshooting
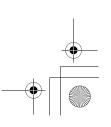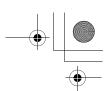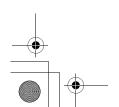
| Message	Symptom/Action	How to Clear a Pop-Up Message
Original Undetected Reset Original	(Symptom) The machine failed to detect the original document. The original document may not be placed. (Action) Re-position the original.	Re-position the original to clear the Pop-Up Message. • **When resuming the print job;** Touch **[Continue]**. (Alternatively, press the ⬭ key to print.) • **When stopping the print job;** Touch **[Cancel]**. (Alternatively, press the ⬭ key or the ⬭ key to clear.)
Page Format is Larger than Paper Size !! Possible Ink Smudges on Prints !!	(Symptom) The printing paper is smaller than the Master. (Action) Use a correct size printer paper.	• **When printing from the machine;** Touch **[Continue]**. (You can also print by pressing the ⬭ key or the ⬭ key.) • **When stopping the print job;** Touch **[Cancel]**. (You can also stop by pressing the ⬭ key or the ⬭ key.)
Page Format is Larger than Paper Size !! Possible Ink Smudges on Prints !! (Continue->PROOF Key)	(Symptom) The printing paper is smaller than the Master. (Action) Use a correct size printer paper.	• **When printing from the machine;** Press the ⬭ key. • **When stopping the print job;** Touch **[Cancel]**. (You can also stop by pressing the ⬭ key or the ⬭ key.)
Processing Print Data from PC Linked Printers are Not Available while Process-ing Current Data	(Symptom) The machine is receiving the document data from the computer. While the data is being transmitted, Link Mode printing is disabled. (Action) Initiate the Print job after the transmission is complete, or print from the machine.	• **When printing from the machine;** Touch **[Close]**, then either create a master or perform printing. • **When you need to print in the Link Mode;** Retry after the job has completed.
!!The Print Drum Type has been Changed!! Select the Current Print Drum Type	(Symptom) A different type of Print Drum has been installed. (Action) Select the type of Print Drum currently installed. Alternatively, change back to the same type of Print Drum as before. ☞p.135	• **When changing a setting;** In the Confirm Drum Type screen, select the type of Print Drum currently installed and touch **[OK]**. • **When installing a different Print Drum;** Pull out the Print Drum and replace with the same one as before. When the Print Drum is re-installed, the Warning Message will clear.
Starting Up RISORINC-NET Please Wait a Moment	(Symptom) RISORINC-NET is starting up. (Action) Please wait a moment. Alternatively, print from the machine.	Touch **[Close]**. (Alternatively, press the ⬭ key or the ⬭ key to clear.)
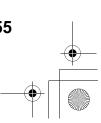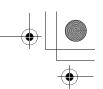
Message	Symptom/Action	How to Clear a Pop-Up Message
!! Unmatched Size-- Current Page and Printing Paper !! Check Paper Size	(Symptom) The original data sent from the computer does not match the print paper size. (Action) Check the print paper size and change paper or size as needed.	• **When resuming the print job;** Touch **[Continue]**. (Alternatively, press the ⬡ key to print.) • **When stopping the print job;** Touch **[Cancel]**. (Alternatively, press the ⬡ key or the ⬡ key to clear.)

Troubleshooting

Consumable Information Screen

In order to assure optimum printing, the machine acquires information from the consumables.
If acquired matching information is not proper, the Consumable Information Screen is shown.
Enter appropriate values.
The ☐ icon on the Info Button will be greyed out when this occurs.
☞p.128

Note:

• Entering an inappropriate value does not affect usual operations but may result in bad print quality.

• When you perform the following operations, the values set on the "Consumables Information Input Wizard" screen disappears and thus you need to enter the values again.

– After the power switch is set to ◯ (OFF), the switch is set to ❘ (ON) again

– After the machine is placed into the Sleep status, the ⓦ key is pressed

• If you are not sure the best setting for the consumables used in the machine, we may suggest that you use "1" (default setting) except for "H1" setting and adjust from there if necessary based on the result of the printed copies. Riso takes no responsibility, and cannot advise as to the best setting, for particular consumables not manufactured and sold by Riso.

Ink Information Input Screen
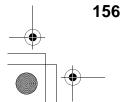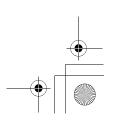
This screen pops up when data could not be obtained from the Ink Cartridge.
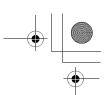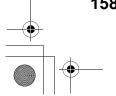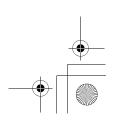

Touch **[OK]** and enter values as shown below.

Screen Display	Description	Values
	[H1] Ink Colour Setting Select the same colour as the Print Drum currently in use.	1: Black 2: Colour

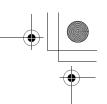| Screen Display	Description	Values
Consumables Information Input Wizard **Ink Information Input** 【H2】Print Density Fine Adjustment 1 2 3 4 5 <Back Next>	[H2] Print Density Fine Adjustment Select a Print Density level to match the ink to fine-tune print result.	1 (Light) - 5 (Dark)
Consumables Information Input Wizard **Ink Information Input** 【H3】First Print Density Adjustment 1 2 3 4 5 <Back Next>	[H3] First Print Density Adjustment Select a Print Density level of the first print to match the ink. This can be selected independent of [H2] Print Density Fine Adjustment setting.	1 (Light) - 5 (Dark)

A confirmation screen displays when done.

Consumables Information Input Wizard
Ink Information Input
Confirm the input data shown below.
Press the START key if those set values are OK.

Item	Value
【H1】Ink Colour Setting	1
【H2】Print Density Fine Adjustment	1
【H3】First Print Density Adjustment	1

<Back
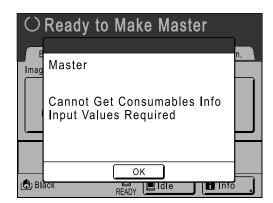
Press the ⬭ key to approve selection.
Returns to the Basic Screen.
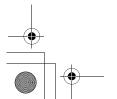
Note:
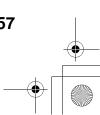
• Master Information Input screen may also display. If so, enter Master Information as well.

Master Information Input Screen
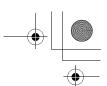
This screen pops up when data could not be obtained from the Master Roll.
Touch **[OK]** and enter values as shown below.

○ Ready to Make Master

Master

Cannot Get Consumables Info
Input Values Required

OK

Black   READY   Idle   Info

Screen Display	**Description**	**Values**
Consumables Information Input Wizard **Master Information Input** 【H4】Master Density ■1■ 2 3 4 5 6 7 8 9 10 Next>	[H4] Master Density Select the standard density to be applied during creation of the master.	1 (Light) - 10 (Dark)
Consumables Information Input Wizard **Master Information Input** 【H5】Print Density Fine Adjustment ■1■ 2 3 4 5 <Back　　Next>	[H5] Print Density Fine Adjustment Select a Print Density level to match the master to fine-tune print result.	1 (Light) - 5 (Dark)
Consumables Information Input Wizard **Master Information Input** 【H6】First Print Density Adjustment ■1■ 2 3 4 5 <Back　　Next>	[H6] First Print Density Adjustment Select a Print Density level of the first print to match the master. This can be selected independent of [H5] Print Density Fine Adjustment.	1 (Light) - 5 (Dark)

A confirmation screen displays when done.

Consumables Information Input Wizard
Master Information Input
Confirm the input data shown below.
Press the START key if those set values are OK.

Item	Value
【H4】Master Density	1
【H5】Print Density Fine Adjustment	1
【H6】First Print Density Adjustment	1

<Back

Press the ◎ key to approve selection.
Returns to the Basic Screen.

Troubleshooting
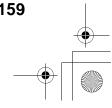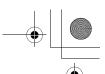
If you run into a problem, consult the following chart first to find answers before calling for a repair.

Problem	Possible Cause	Action
The machine does not start up when the power switch is pressed.	You may have pressed the power switch while the machine was in the Sleep Mode.	Try pressing the power switch again. Before pressing the power switch, you may want to find out whether the machine is indeed in the Sleep Mode, by checking the ⊚ indicator on the Control Panel. If the ⊚ key is lit, the machine is in sleep mode. Press the ⊚ key to end sleep mode and to activate the machine.
	Power has been disconnected.	• Check the power cord for proper connection to both the machine and the power outlet. • Check the power breaker.
The front cover is closed, but the error message still does not clear.	The Front Cover has not been firmly closed.	Completely close the Front Cover. The magnetic latch should properly engage.
The Paper Feed Tray cannot be closed.	The Feed Paper Tray Guides have not been widen up to the limit.	Turn the power on and lower the Paper Feed Tray to the bottom. Set the Feed Tray Paper Guide Lock Lever to ⇦‖⇨ , widen the Feed Tray Paper Guides up to the limit, and close the Paper Feed Tray.
	The power was turned off before the Paper Feed Tray was lowered to the bottom.	
The Print Drum cannot be placed into position.	The Print Drum was stopped at an inappropriate position after rotation.	After manually rotating the drum, make sure that the ▶ mark and the ◀ mark meet as shown.
	The Print Drum has not been correctly set to the guide.	Set the drum to the guide correctly. ☞p.137

Troubleshooting
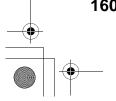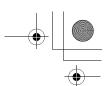
Problem	Possible Cause	Action
An error indication does not disappear even though consumables (ink, master roll) are set.	The consumables (ink, master roll) have not been correctly set.	After inserting the Ink Cartridge, turn it clockwise (🔒) to lock. Or set the Ink Cartridge again. ☞p.132
		Set a master roll so that the ⓘ mark comes to the left, and set the Master Making Unit. ☞p.129
	The Ink Cartridge does not contain ink information.	Do not remove the label attached on the Ink Cartridge outlet section. If you did so, set a new Ink Cartridge. ☞p.129
	The master roll does not contain master information.	Do not remove the ⓘ section from the master core. If you did so, set a new master roll. ☞p.129
There is no image on copies.	The original is placed face up.	Place the original face down. (This is also true for the ADF unit)
	The master is installed with the incorrect side out.	Reinstall the Master Roll with correctly. ☞p.129
Some areas are missing in the printed copy.	The Platen Glass (and/or the ADF Scanner Glass) is not clean.	Clean the Platen Glass (and/or the ADF Scanner Glass). ☞p.140
	A foreign object may exist on the master.	Pull out the Print Drum and check if any object exists on the master. If a foreign object exists between the master and the drum, remove the master. Then set the drum and perform the master-making operation again.
	• The paper size placed on the Paper Feed Tray was not the same as the size of the original at the time of the master-making process. • The Feed Tray Paper Guides were not fit to the width of paper at the time of the master-making process.	A master is made according to the size of paper placed on the Paper Feed Tray; namely the width of the Feed Tray Paper Guides and the length of paper. If the size of paper placed on the tray is smaller than the size of the original, a master is not made for the entire original. Set the same size of paper on the tray as the original and perform the master-making operation.
Vertical blank lines are found on printed copies.	The Thermal Print Head of the Master Making Unit or the Scanner Glass of Auto Document Feeder has been stained with dirt, white-out, etc.	Gently wipe the Thermal Print Head or Scanner Glass with a soft cloth. ☞p.140
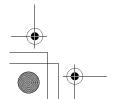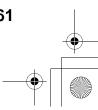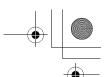
Problem	Possible Cause	Action
The unwanted background of an original is picked up on copies.	If newspaper or coloured paper is used as an original, the background is picked up on copies.	Lighten the "Contrast" and create a new master. ☞p.45
Dirt is found on printed copies.	The Platen Glass (and/or the ADF Scanner Glass) is not clean.	Clean the Platen Glass (and/or the ADF Scanner Glass). ☞p.140
The edges of printed copies are smudged with ink.	Larger size of paper than the original was placed on the Paper Feed Tray at the time of the master-making process.	Because a master was made according to a larger size than the original, the edges of the original were processed as shadows. Set the same size of paper as the original and perform the master-making operation again. Or attach tape as described below to solve the problem.
	Did you use [Max. Scan] setting when making the master?	
	When printing thick paper such as cards, corners of the paper contacted and damaged the master.	Make another master and print with the new master. Or pull out the Print Drum and attach cellophane tape to the damaged section on the master. However, if attached with cellophane tape, a master may not been properly sent to the Master Disposal Box.
The back of the printed paper is smudged with ink	The Pressure Roller has been stained with ink.	Remove the Print Drum and clean the Pressure Roller. ☞p.140 If the print position is outside the print paper, this may cause the Pressure Roller to be stained with ink. Be careful when changing the size of print paper or shifting the print position.
	The Feed Tray Paper Guides were not fit to the width of paper at the time of the master-making process.	Adjust the Feed Tray Paper Guides to the width of the paper. If the Feed Tray Paper Guides are set wider than the width of the paper, a master will become wider than necessary. ☞p.28
	Are you using a paper that does not efficiently absorb ink?	The ink did not dry fast enough, marking onto the reverse side of the next paper. Either change the paper or try "Ink Saving" or "Interval" features. ☞p.53 ☞p.67
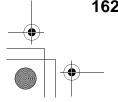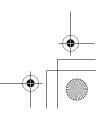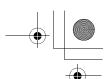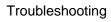
Problem	Possible Cause	Action
Printed images are faint. Printed texts are blurred.	If the machine is not used for an extended period of time, ink on the surface of the Print Drum may dry. This results in faint or blurred printing just after printing is started.	The ink on the Print Drum will dry when the machine is not in use for an extended period. Printing with dried ink will produce light or faded copies. Press the key and make several copies before making copies to be actually used. Or use the "Idling Action". ☞p.91
	Faint originals result in faint images.	Increase the scanning level and perform the master-making operation again. ☞p.45 For originals written with a pencil, select the Pencil mode. ☞p.44
	If the temperature is low (below 15°C) in a place where the machine is installed or Ink Cartridges are stored, ink does not flow smoothly.	Use the machine after keeping it at room temperature for a while. ☞p.8
	The Ink Saving mode has been set.	With the "Ink Saving" mode selected, the ink on printed copies is fainter than usual. ☞p.53
Multi-up did not function. There is nothing printed on one side.	Did you place the second original in time after the beep, while the message "Place Another Original and Press Start Key" was showing?	When you print using "Multi-Up", the machine will beep during the Multi-Up Interval. Place the second original during that interval. If the machine starts scanning for the second time without a beep, even when you are scanning from the Platen Glass, you will need to adjust "Multiple-Original Interval" settings on the Admin. screen. ☞p.101
	Did you accidentally press the key while the original was being scanned?	The print operation will stop if the key is pressed while scanning is in progress. Do not press the key until all originals have been scanned.
In the Book shadow editing, the position for shadow erasure is shifted.	Custom-size paper has been placed on the Paper Feed Tray.	The Book shadow editing does not allow custom-size paper to be used. Set standard-size paper.
	Custom-size book or magazine was placed as an original.	Place a book or magazine on the Platen Glass so that its binding section comes to the centre of the paper size placed on the Paper Feed Tray (or the size specified for the Size of originals for Book shadow editing using the Custom Setting mode).
	The size of the original differs from the Size of originals for Book shadow editing specified using the Custom Setting mode.	In the Book Shadow screen, select a Page Size to be the same the original. ☞p.59
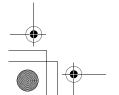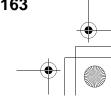
Problem	Possible Cause	Action
The left and right print positions have been shifted.	The left and right print positions have not been adjusted for the centre.	The Paper Feed Tray is equipped with the Horizontal Print Position Adjustment Dial. Lower the tray, adjust the position, and then perform proof copy to check the position. ☞p.64
Paper sticks to the surface of the Print Drum.	The margin at the top of the original or print is too small.	The margin of the original (top of the print in the paper output direction) must be 5 mm at least. Lower the vertical print position. If this adjustment is impossible, reproduce an original with enough margin and perform the master-making operation again. ☞p.46
	The print paper is inappropriate.	Use the recommended paper. ☞p.12
	The original has a solid black portion at its top.	If an original has a solid black portion at the top, printed copies may not properly output. Replace the original in the reverse direction and restart the master-making process.
Printed and curled copies are output.	The print paper is loaded at a horizontal grain direction.	Load print paper with a vertical grain direction.
Paper gets jammed in the ADF unit (option).	There is any paper caught in the ADF unit.	Press the ADF Original Release Button or turn the Release Original Dial and remove the jammed paper. Original Release Button Release Original Dial
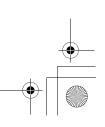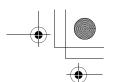
Problem	Possible Cause	Action
Printed copies are not neatly aligned in the Paper Receiving Tray.	The positions of the Receiving Tray Paper Guides and the Paper Stopper are inappropriate.	Adjust the Receiving Tray Paper Guides and the Paper Stopper to the size of paper. For thick paper, slightly widen them as necessary. If you have adjusted the horizontal position on the Paper Feed Tray, shift the Receiving Tray Paper Guides in the same direction. ☞p.31
	The Paper Arrangers are not properly set.	Set the Paper Arrangers properly. ☞p.31
Paper is not smoothly fed from the Paper Feed Tray. (skipped paper, or multiple-sheet feeding)	The print paper is inappropriate.	Use paper that falls within the recommended range. ☞p.12
	The position of the Paper Feed Pressure Adjustment Lever was inappropriate.	When using thick or slippery paper, set the Paper Feed Pressure Adjustment Lever to "Thick Paper". ☞p.28
	The angle of the Stripper Plate is inappropriate.	Turn the Stripper Plate Angle Adjustment dial as follows; • **When the feeding skips** Turn the dial to the left. • **When multiple sheets are fed** Turn the dial to the right. **Important!:** • Before making the adjustment, be sure to remove all paper from the Paper Feed Tray and confirm that the tray has lowered to the bottom.
	The Paper Feed Adjustment on the Functions screen is not properly set.	Adjust the "Paper Feed Adj.". Contact your dealer (or authorised service representative) for details on making the adjustment.
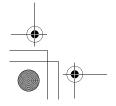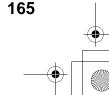
Problem	Possible Cause	Action
The back of the printed card is peeling, or the leading edge gets wrinkled.	The angle of the Stripper Plate is in appropriate	Turn the Stripper Plate Angle Adjustment Dial to adjust the angle.
An error message displays even though there is no paper jam.	Is the lifted paper getting ejected at the second rotation of the Print Drum?	Check the printed copy, and if the top margin is less than 5mm, slightly lower Print Position.
	Is sunlight directly hitting the machine?	The sensor is affected by direct sunlight. Install shades or curtains, or move the machine out of direct sunlight.
When printing a multiple page computer file, the machine repeats the master-making process one page at a time.	Is "Print in Units" option selected in the Printer Driver?	Delete the current print job. Deselect "Print in Units", and resend the data to the machine. See ☞p.38, step 3. ☞p.41
The computer sent the file, but it was not received by the machine.	Is the Admin. screen currently showing on the display?	Touch [▯┤] and switch to the Basic Screen from the Admin. screen.
The ⊙⃠ key is blinking.	Received data is waiting for output?	Press the ⊙⃠ key and proceed to print.

Appendix
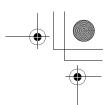
Optional Accessories

A variety of optional accessories are available to enhance the capabilities of the machine.
For details about the optional accessories, see your dealer (or authorised service representative).

◆ Auto Document Feeder

Feed up to 50 sheets of originals automatically.

◆ Colour Drum

Simply change the Drum to print in multiple colours. (Case included)

◆ A4 Drum W (RZ570 only)

A special drum for A4 size landscape paper. (Case included)

◆ Key Card Counter

With a single button press, shows the numbers of printed copies and consumed masters within a given period of time. This can help you manage costs.

◆ Job Separator

With the Programmed Printing function, allows the machine to print and sort into groups separated by tape.

◆ Stand

◆ RISO PRINTER Network Interface Card RISORINC-NET

Use to directly connect the machine to the network.
This comes with the RISO-MONITOR software that allows you to check the status of the machine from computers.
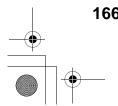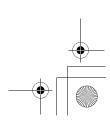
◆ Special Paper Feed Kit

This unit allows you to feed thicker paper such as cards and envelopes
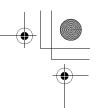
◆ Ink/Master Holder

A rack kit for storing supply such as ink and masters.

Specifications

RISO RZ570

Master-making/printing methods	High-speed digital master-making/full automatic stencil printing
Original Type	Book (10 kg or less), sheet
Original Size (max./min.)	When using the Platen Glass : 50mm × 90mm - 297mm × 432mm When using the ADF unit (option) : 90mm × 140mm - 297mm × 432mm
Original Paper Weight	When using the Platen Glass : 10 kg or less When using the ADF unit (option) : 50g/m² - 110g/m²
Print Paper Size (max./min.)	100mm × 148mm - 297mm × 432mm
Paper Supply Capacity	1000 sheets (64 g/m²)
Print Paper Weight	46g/m² - 210g/m²
Image Processing mode	Line, Photo, Duo, Pencil
Resolution	D600dpi
Master-making Time	Approx. 16 seconds (for A4/landscape/100% reproduction ratio)
Printing Area (max.)	291mm × 413mm
Print Reproduction Ratio	Zoom : 50 - 200% Standard reproduction ratio (enlargement) : 163%, 141%, 122%, 116% Standard reproduction ratio (reduction) : 87%, 82%, 71%, 61% Margin+ : 90 - 99 %
Print Speed	Approx. 60 - 130 sheets per minute (five steps variable)
Print Position Adjustment	Vertical : ±15mm Horizontal : ±10mm
Ink Supply	Full automatic (1000 ml per cartridge)
Master Supply/Disposal	Full automatic (approx. 220 sheets per roll)
Master Disposal Capacity	100 sheets
User Interface	LCD Touch Panel with Progress Arrow indicators, front-side operation
Optional Accessories	Auto Document Feeder AF-V, Job Separator, Key Card Counter, Colour Drum, Network Interface Card RISORINC-NET, Special Paper Feed Kit, Stand, A4 Drum W
Power Source	RZ570EP : 220V-240V AC, 50/60Hz <1.6A>
Dimensions	When in use : 1380mm(W) × 645mm(D) × 660mm(H) When in storage : 775mm(W) × 645mm(D) × 660mm(H)
Weight	Approx. 103 kg
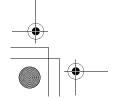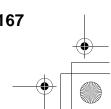
Note:
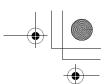
- Please note that due to improvements and changes to the machine, some images and explanations in this manual may not correspond to your machine.
- The specifications are subject to change without prior notice.

Appendix

RISO RZ500

Master-making/printing methods	High-speed digital master-making/full automatic stencil printing
Original Type	Book (10 kg or less), sheet
Original Size (max./min.)	When using the Platen Glass : 50mm $\times$ 90mm - 297mm $\times$ 432mm When using the ADF unit (option) : 90mm $\times$ 140mm - 297mm $\times$ 432mm
Original Paper Weight	When using the Platen Glass : 10 kg or less When using the ADF unit (option) : 50g/m^2 - 110g/m^2
Print Paper Size (max./min.)	100mm $\times$ 148mm - 297mm $\times$ 432mm
Paper Supply Capacity	1000 sheets (64g/m^2)
Print Paper Weight	46g/m^2 - 210g/m^2
Image Processing mode	Line, Photo, Duo, Pencil
Resolution	D600dpi
Master-making Time	Approx. 22 seconds (for A4/portrait/100% reproduction ratio)
Printing Area (max.)	210mm $\times$ 290mm
Print Reproduction Ratio	Zoom : 50 - 200% Standard reproduction ratio (enlargement) : 163%, 141%, 122%, 116% Standard reproduction ratio (reduction) : 87%, 82%, 71%, 61% Margin+ : 90 - 99 %
Print Speed	Approx. 60 - 130 sheets per minute (five steps variable)
Print Position Adjustment	Vertical : ±15mm Horizontal : ±10mm
Ink Supply	Full automatic (1000 ml per cartridge)
Master Supply/Disposal	Full automatic (approx. 295 sheets per roll)
Master Disposal Capacity	100 sheets
User Interface	LCD Touch Panel with Progress Arrow indicators, front-side operation
Optional Accessories	Auto Document Feeder AF-V, Job Separator, Key Card Counter, Colour Drum, Network Interface Card RISORINC-NET, Special Paper Feed Kit, Stand
Power Source	RZ500EP : 220V-240V AC, 50/60Hz <1.6A>
Dimensions	When in use : 1380mm(W) $\times$ 645mm(D) $\times$ 660mm(H) When in storage : 775mm(W) $\times$ 645mm(D) $\times$ 660mm(H)
Weight	Approx. 103 kg

Note:

• Please note that due to improvements and changes to the machine, some images and explanations in this manual may not correspond to your machine.

• The specifications are subject to change without prior notice.

Appendix

Index