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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.



Countries of intended use

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

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- The information contained in this document is subject to change without notice.

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Welcome to the RZ9 Series Model

Thank you for your purchase of this printing machine.

This machine is a digital printer-duplicator with the following functions.

- This machine also is equipped with an LCD display and features an easy-to-use Touch Screen operated by touching buttons displayed on the screen.
- With an interactive guidance system, highly-sophisticated printer settings can be made with ease.
- 180ppm ultra high speed printing gets the job done faster than ever before.
- 600dpi resolution High Quality printing will give you clear and crisp documents.

About This User's Guide

This machine comes with the following 3 user's guides.

◆ RISO RZ977/970 User's Guide (this manual)

This user's guide explains basic printer operations, handy tips, and how to set up the high-speed print function. It also contains user cautions, information on storing and changing consumables, and troubleshooting procedures. It also contains an explanation for using "Link Mode" when an optional linked printer is attached.

◆ RISO Editor User's Guide

This user's guide explains the RISO Editor functions.

◆ RISO Printer Driver User's Guide / Installation Guide (included as a PDF file in the attached CD-ROM)

This user's guide explains the procedures for printing from a computer.

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

Functions for Master-Making

Selecting Image Processing Mode [Page]

In order to make a master best suited for the original document, select an appropriate mode depending on what original contains only text (Line), photo, or both of them.

Note:

- Default Image Processing mode can be set on the Admin. screen. p.149

2 Touch [Page] on the Master Making Basic Screen.



3 Select the appropriate Image Processing mode for the original.



52 Selecting Image Processing Mode [Page]

Functions for Master-Making

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 (L-5)	✓	✓	✓	✓
Contrast Adj	—	✓	—	—
Tone Curve	—	✓	✓	✓

✓ available — not available

53 Selecting Image Processing Mode [Page]

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

- The illustrations included in this document depict the RZ977 model in most cases.
- 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.
- The optional Auto Document Feeder AF-VI:II and Auto Document Feeder DX-1 are collectively described as the “ADF unit”.

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.

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

For more details, please read the packaging of the consumables.

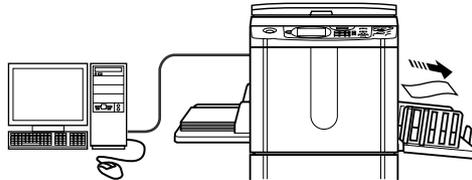
Ink Handling

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.



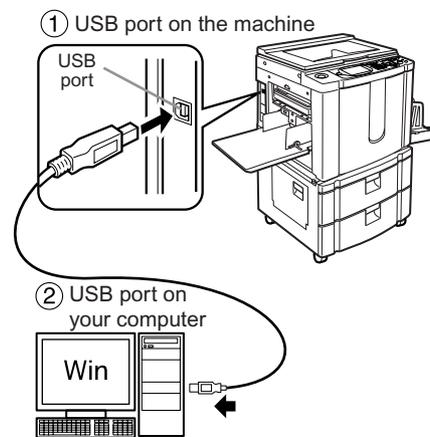
Connection Method

Important!:

- Before making the USB connections, turn on both the machine and computer, and wait until the Initial screen is displayed.
- Before making the Ethernet connections, turn off both the machine and computer.
- The maximum allowable voltage for USB connector input and output is 5 V.

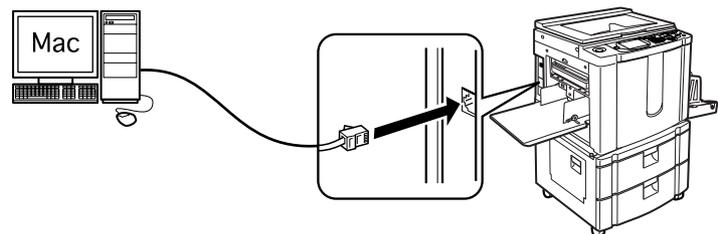
◆ One-to-one connection with a Windows PC

- Cable:
USB cable
3m Hi-Speed USB



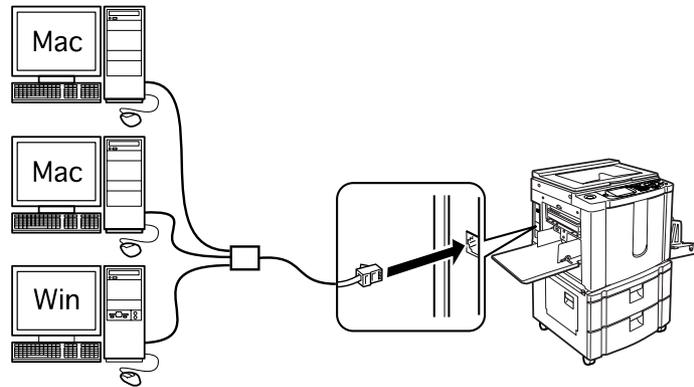
◆ One-to-one connection with a Macintosh (Windows PC also acceptable)

- Cable:
Ethernet cable (cross)
Shielded cable that supports 10BASE-T or 100BASE-TX



◆ **Network connections**

- Cable:
Ethernet cable (straight)
Shielded cable that supports 10BASE-T
or 100BASE-TX



Software Installation

Before printing from a computer connected to the machine via a USB cable, the RISO printer driver must be installed. Before printing from a computer connected to the machine via a network, both the RISO printer driver and RISORINC-NET must be installed. Refer to the Printer Driver User's Guide and RISORINC-NET User's Guide for instructions on installation.

Paper Recommendations

Size and Weight Restrictions

The table shows the specifications of the usable print paper.

Paper Source	Usable Printing Paper	
	Size	Weight
Standard Feed Tray	100 mm × 148 mm to 320 mm × 432 mm	46 g/m ² to 210 g/m ²
Feed Tray 1/2 ^{*1}	182 mm × 257 mm to 297 mm × 432 mm	52 g/m ² to 105 g/m ²

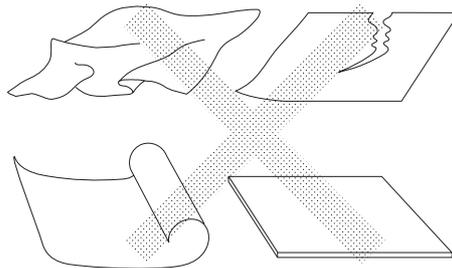
*1 RZ977 only

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
Using the Standard Feed Tray: less than 46 g/m²
Using Feed Tray 1/2: less than 52 g/m²
- Extremely thick or heavy paper
Using the Standard Feed Tray: greater than 210 g/m²
Using Feed Tray 1/2: greater than 105 g/m²
- 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.18

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

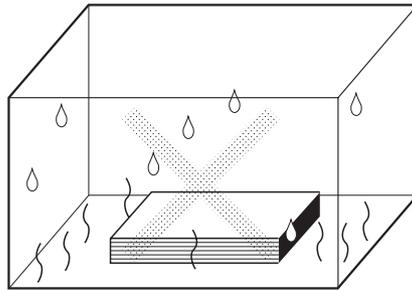
To prevent paper jams and misfeeds, follow the directions below:

- When using standard or light-weight paper, set the Paper Feed Pressure Adjustment Lever to “”. Then open all four Paper Arrangers. [p.35](#), [p.36](#)
- When using thick paper (such as card stock), set the Paper Feed Pressure Adjustment Lever to “”, and open the two inner Paper Arrangers. [p.35](#), [p.36](#)
- When using slippery paper, set the Paper Feed Pressure Adjustment Lever to “”. [p.35](#), [p.36](#)
- Slide the Feed Tray Paper Guides, Receiving Tray Paper Guides, and Paper Stopper to fit the paper size. (For RZ970 only) [p.34](#)
- 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.



Originals

Size and Weight Restrictions

Usable originals are as follows.

Using the Platen Glass		Using the Optional Auto Document Feeder AF-VI:II		Using the Optional Auto Document Feeder DX-1	
Size	Weight	Size	Weight	Size	Weight
50 mm × 90 mm to 297 mm × 432 mm	Max. 10kg	100 mm × 148 mm to 297 mm × 432 mm	50g/m ² to 110g/m ²	105 mm × 128 mm to 297 mm × 432 mm	<Front Side -> Simplex> ^{*1} 40 g/m ² to 128 g/m ² <Back Side -> Simplex or Duplex -> Simplex> ^{*1} 52 g/m ² to 105 g/m ²

*1 The paper weight limit differs depending on which sides of the original are scanned. Scanning sides can be specified using "Scanning Side -ADF". [p.142](#)

- Originals are scanned according to the size of paper placed on the Standard Feed Tray or 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 (64 g/m²) 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
Using the optional Auto Document Feeder AF-VI:II: less than 50 g/m²
Using the optional Auto Document Feeder DX-1:
less than 40 g/m² (Front Side -> Simplex) / less than 52 g/m² (Duplex -> Simplex)
 - Extremely thick originals
Using the optional Auto Document Feeder AF-VI:II: greater than 110 g/m²
Using the optional Auto Document Feeder DX-1:
greater than 128 g/m² (Front Side -> Simplex) / greater than 105 g/m² (Duplex -> Simplex)
 - 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.

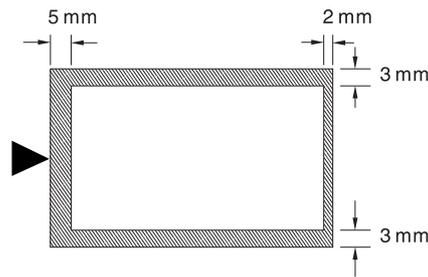
Maximum Printing Areas and Margins

The maximum printing areas are as follows.

Maximum Printing Area	Usable Maximum Print Paper Size
291 mm × 413 mm	Standard Feed Tray: 320 mm × 432 mm Feed Tray 1/2: 297 mm × 432 mm

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.



Tip:

About Printing Areas

- Printing area for the master is determined by the actual paper size detected on the Standard Feed Tray, Feed Tray 1 or Feed Tray 2, regardless of whether the original is being scanned, or sent from a computer.
- As shown in the illustration above, the printing area on the master will be smaller than the paper size (allowing 7 mm total margins for top and bottom, 6 mm for left and right). Peripheral areas in the original document exceeding the printing area for the master will not be printed.
- The maximum printing area can be applied to the scanned image, regardless of the print paper size.

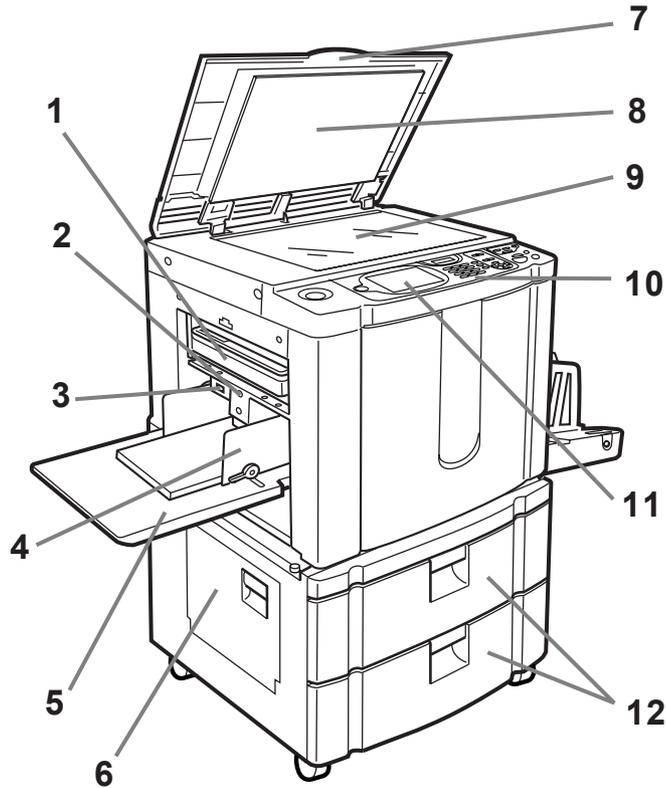
p.139

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.

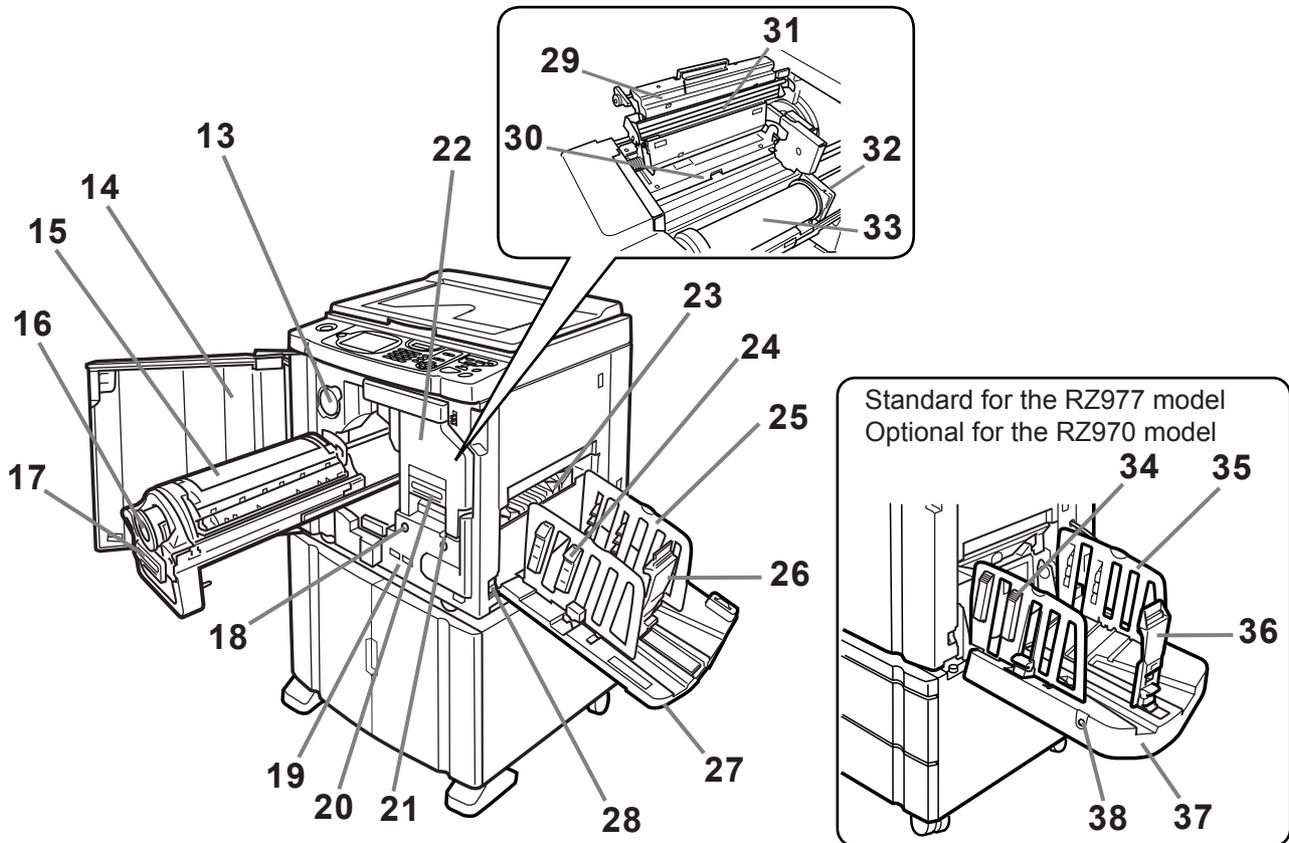
Getting Acquainted

Function and Name of Each Part



The illustration shown above depicts the RZ977 model.

- | | |
|---|---|
| 1) Master Disposal Box (☞p.211)
Holds discarded masters. | 7) Platen Cover
Opened and closed when placing the original. |
| 2) Feed Tray Descent Button (☞p.36)
Lowers the Standard Feed Tray when changing or adding paper. | 8) Platen Cover Pad (☞p.219) |
| 3) Paper Feed Pressure Adjustment Lever (☞p.35)
Adjusts the paper feed pressure according to paper in use. | 9) Platen Glass (☞p.41, ☞p.219)
Place the original face-down. |
| 4) Feed Tray Paper Guide (☞p.34)
Holds and guides paper.
Slide to fit to the sides of paper. | 10) Control Panel (☞p.24, ☞p.25)
Press the keys to perform various print operations. |
| 5) Standard Feed Tray (☞p.34)
Load print paper on this tray. | 11) Display (☞p.26 -p.32)
Displays various screens needed for print operations.
Touch the buttons on the screen to execute various print operations. |
| 6) Multi-Tray Transfer Unit (☞p.232)
(for RZ977 only)
Opened when removing jammed paper from the Multi-Tray Transfer Unit. | 12) Feed Trays
(Upper: Feed Tray 1, Lower: Feed Tray 2)
(☞p.203)
(for RZ977 only)
Each tray can hold approximately 1,000 sheets of paper (64 g/m ²). |



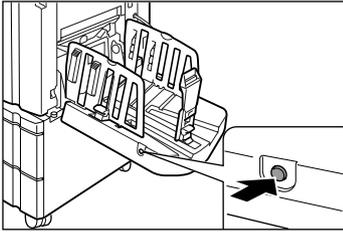
The illustration shown above depicts the RZ970 model.

- 13) Ink Cartridge Cap Holder (☞p.209)**
Secure the Ink Cartridge cap.
- 14) Front Cover**
- 15) Print Drum (☞p.213)**
- 16) Ink Cartridge (☞p.209)**
- 17) Print Drum Handle (☞p.213)**
- 18) Print Drum Release Button (☞p.213)**
Unlocks the Print Drum for removal.
- 19) Counter**
Counts the number of rotations of the print drum (total drum rotation counter) and the number of made masters (master counter).
- 20) Master Making Unit Handle (☞p.206)**
- 21) Master Making Unit Release Button (☞p.206)**
Unlocks the Master Making Unit for removal.
- 22) Master Making Unit (☞p.206)**
- 23) Paper Ejection Wing (☞p.102)**
Automatically adjusts to keep printed paper neatly stacked.
- 24) Paper Arranger (☞p.39)**
Press to open for aligning printed paper.
- 25) Receiving Tray Paper Guides (☞p.39)**
Aligns printed paper neatly.
Slide according to the width of paper to be printed.
- 26) Paper Stopper (☞p.39)**
Slide to adjust to the length of print paper size.
- 27) Paper Receiving Tray (☞p.39)**
Printed copies are output to this tray.
- 28) Power Switch (☞p.34)**
- 29) Master Making Unit Cover (☞p.206)**
Open and close to install Master Roll.
- 30) Master Guide Flap (☞p.206)**
- 31) Thermal Print Head (☞p.219)**
- 32) Master Roll Holder (☞p.206)**
- 33) Master Roll (☞p.206)**
- 34) Paper Arranger (☞p.37)**
Press to open for aligning printed paper.
- 35) Receiving Tray Paper Guides (☞p.37)**
Aligns printed paper neatly.
Automatically adjusted to the width of paper to be printed.
- 36) Paper Stopper (☞p.37)**
Automatically adjusted to the length of print paper size.
- 37) Auto-control Stacking Tray (☞p.37)**
Printed copies are output to this tray.
- 38) Receiving Tray Paper Guides' Opening Button**
For details, refer to the next page.

Tip:

Using the Receiving Tray Paper Guides' Opening Button

The Opening Button for the Receiving Tray Paper Guides on the Auto-control Stacking Tray is used as follows, depending on machine status:

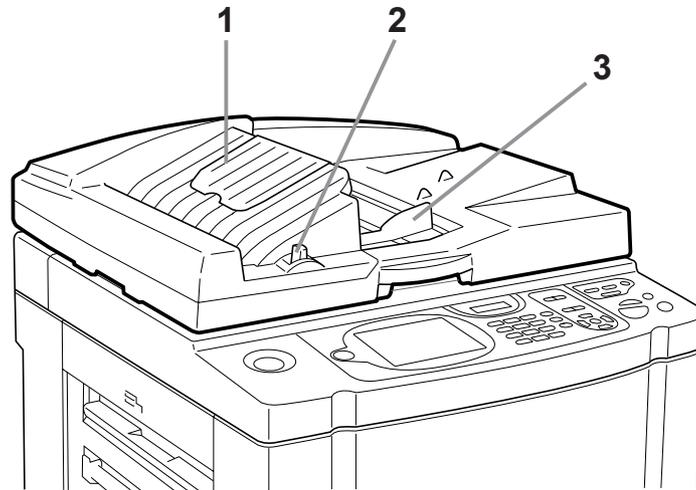


- **During standby:** when paper is discharged onto the Auto-control Stacking Tray
 - Press the Opening Button to open the Receiving Tray Paper Guides/Stopper so that paper can be removed.
- **During standby:** when the Auto-control Stacking Tray is empty
 - Press the Opening Button to move the Receiving Tray Paper Guides/Stopper to the storage position so that the Auto-control Stacking Tray can be closed.
- **During printing**
 - Press the Opening Button to move the Receiving Tray Paper Guides 1 mm outwards each time. The Opening Button can be used in this way to jog paper on the receiving tray, etc.

Optional Devices

Auto Document Feeder AF-VI:II

The Feeder can hold approximately 50 sheets of the original sheets (64 g/m²). Place the original face-down. (☞p.42)



1) ADF Original Receiving Tray

Scanned originals are ejected into this tray.

2) ADF Original Release Lever (☞p.228)

If an original is jammed, pull this lever to the right to eject from the ADF unit.

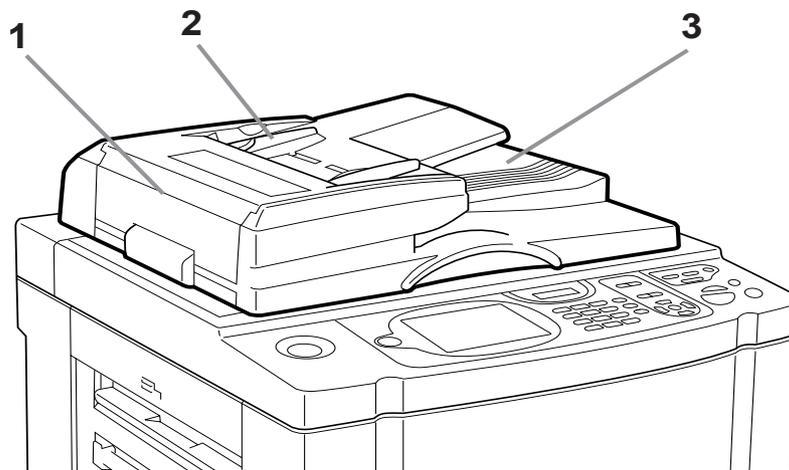
3) ADF Original Guide

Slides and adjusts to the width of the original to hold together.

Auto Document Feeder DX-1

The Feeder can hold approximately 50 sheets of the original sheets (64 g/m²). (☞p.42)

Both sides of the original can be scanned automatically. Select the side (front or reverse) to be scanned. (☞p.144)



1) Auto Document Feeder Cover (☞p.229)

Open to remove jammed or misfed originals from the ADF unit.

2) ADF Original Guide

Slides and adjusts to the width of the original to hold together.

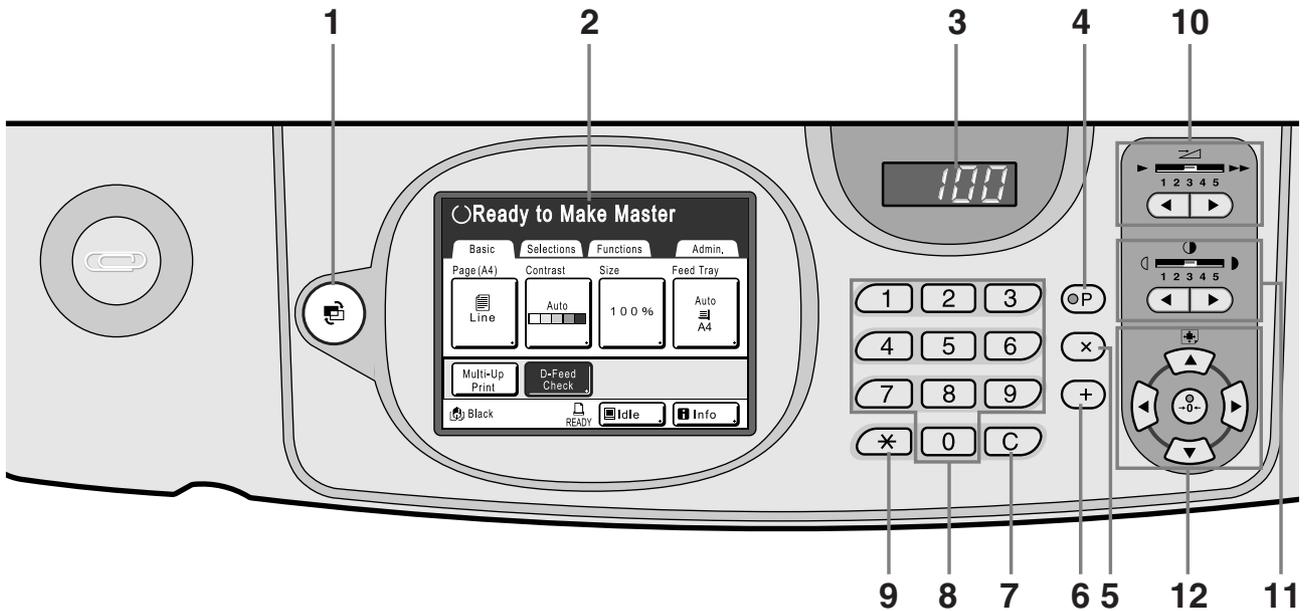
3) ADF Original Receiving Tray

Scanned originals are ejected into this tray.

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.29)

Use to change modes.

2) Display (☞p.26 -p.32)

3) Print Quantity Display

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

4) P Key (☞p.113)

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

5) × Key (☞p.113)

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

6) + Key (☞p.113)

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.113, ☞p.125)

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

10) Print Speed Adjustment Keys/Indicator (☞p.90)

Select the print speed from five levels.

The indicator above the keys shows the current speed level.

11) Print Density Adjustment Keys/Indicator (☞p.93)

Select the print density from five levels.

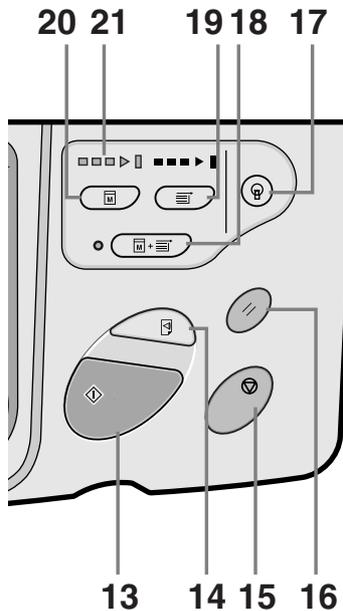
The indicator above the keys shows the current density level.

12) Print Position Adjustment Keys/Indicator (☞p.94)

Adjust the print position in the horizon direction (within ± 15 mm) and in the vertical direction (within ± 10 mm) after making a master.

The indicator above the keys shows the offset amount from the centre.

To clear the offset amount, press .

**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.96)

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.62)

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

19) Print Key

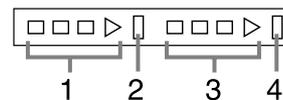
Makes the printer be ready for printing.

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)

Display

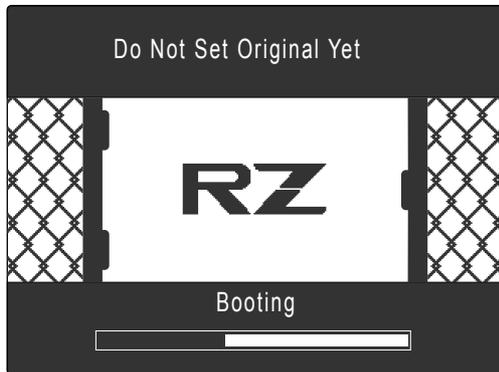
The Screens and their Various Stages

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.)

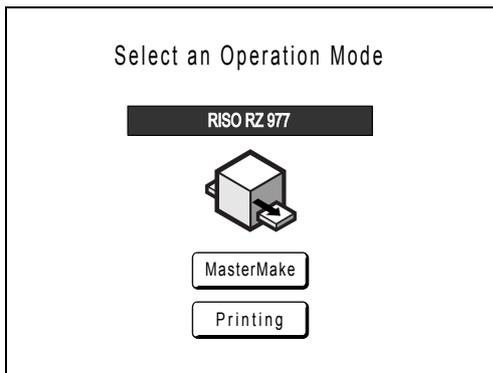


Note:

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



Initial Screen (Ex.)



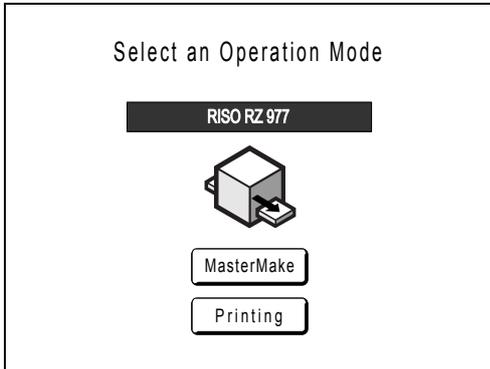
Note:

- Initial screen settings
You can select **[Mode Screen]**, **[RISO Print]**, **[Link Mode]** or **[Scanning]** 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.

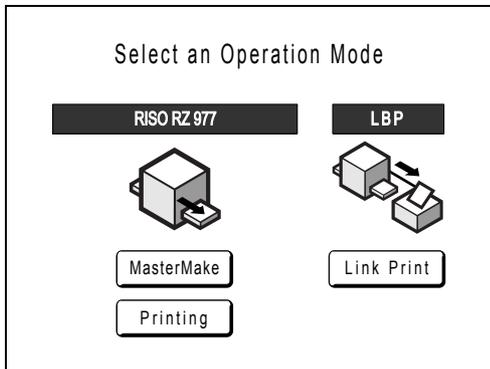
When [Mode Screen] is selected for the Initial Screen

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.

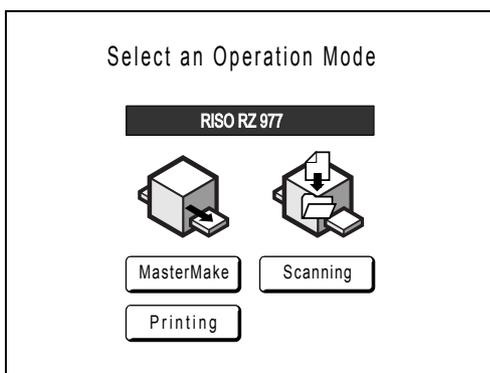
Mode Screen



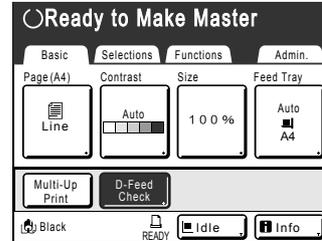
When a Linked Printer (sold separately) is connected



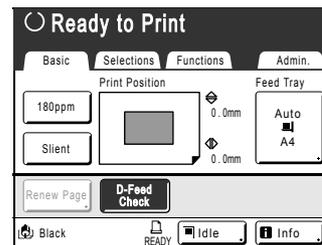
When the optional Document Storage Card DM-128CF or RISO Controller PS7R is attached



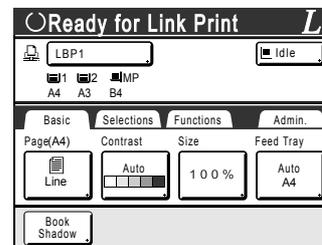
- Touch **[MasterMake]** to display the Master Making Basic Screen.



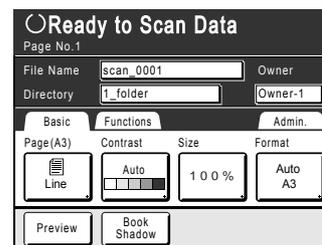
- Touch **[Printing]** to display the Print Basic Screen.



- Touch **[Link Print]** to display the Link Basic Screen.



- Touch **[Scanning]** to display the Scan Basic Screen.



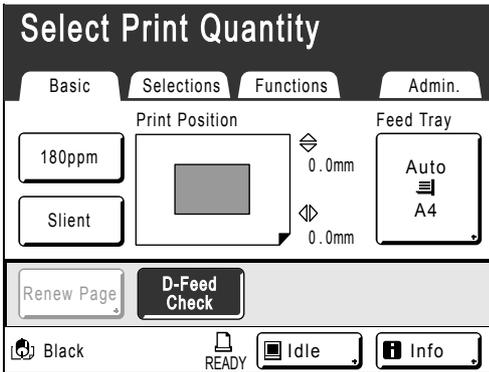
Note:

- Refer to “When using a Linked Printer (sold separately)” (p.182) for information on connecting and using a Linked Printer (sold separately).
- Refer to “Storage and Scan Modes (Option)” (p.168) for information about storage memory and scan mode.

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.

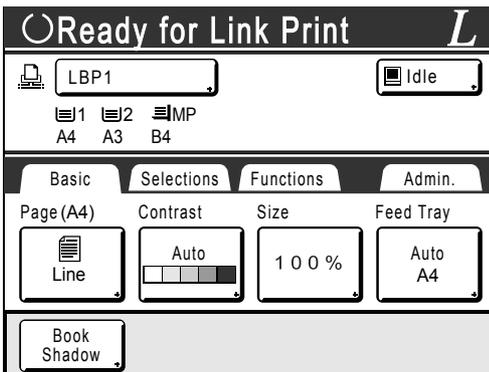
Print Basic Screen



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



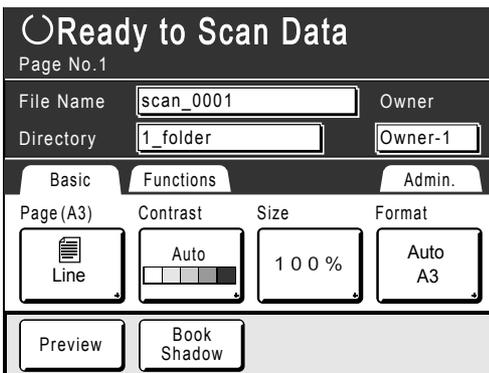
Note:

- Refer to “When using a Linked Printer (sold separately)” (p.182) for information on connecting and using a Linked Printer (sold separately).

When [Scanning] is selected for the Initial Screen

If you frequently scan and save original documents, we recommend that you select [Scanning]. The Scan Basic Screen displays at start-up.

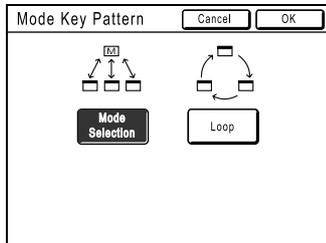
Scan Basic Screen



Note:

-  key

 key can be set to function as “Mode Selection” or “Loop”.
Select “Mode Key Pattern” on the Admin. screen.

**[Mode Selection]****[Loop]**

Pressing the  key will open the Mode Screen no matter which screen you are currently on.

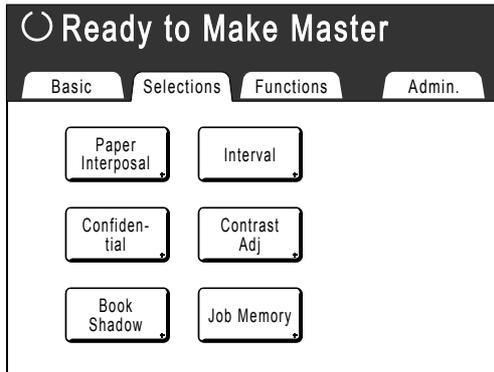
The screen changes as shown below when the  key is pressed.

- Normally: “Master Making Basic Screen” ←→ “Print Basic Screen”
- When a Linked Printer is connected: “Link Basic Screen” ←→ “Master Making/Print Basic Screen”
- When the optional Document Storage Card is installed: “Scan Basic Screen” ←→ “Master Making/Print Basic Screen”

Other screens

◆ Selections Screen

Quickly change settings for a function or open its screen.



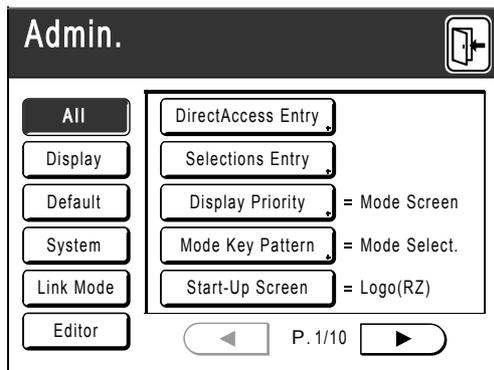
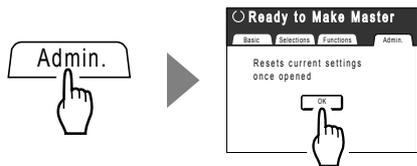
◆ Functions Screen

Access to a variety of functions.



◆ Admin. Screen

Changes the default values of various functions.



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.158

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

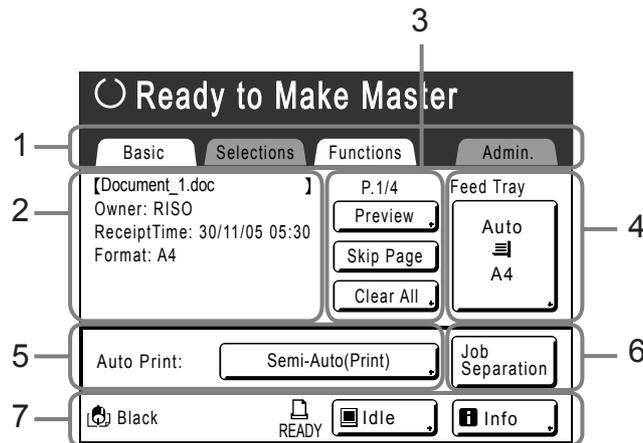
: Status of data sent from a computer. Touch to display the list of data being received.

- **[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.202

Printing from a Computer Data



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

- **[Preview]:** Displays the master making image of the page currently awaiting creation. (Available only in the Master Making Basic Screen.)
- **[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) Feed Tray (Paper) Button

☞ p.59, ☞ p.60

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.

Note:

- When no optional device is attached, “180ppm” button is displayed.

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 a paper Document” screen. (☞ p.31)

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.



Not Selected.



Selected.

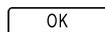


Buttons in grey cannot be selected.

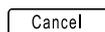


Press a button with a + on the right side to expand options or display Setup screens.

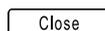
Frequently Used Buttons



Activates/Executes a setting.



Cancels a setting.



Closes a current window.



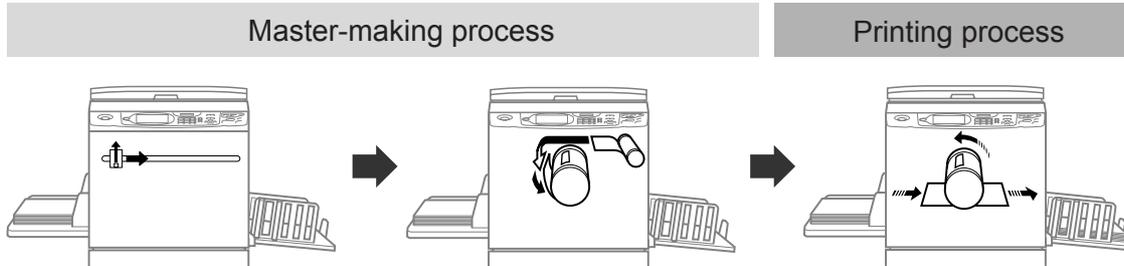
Switch pages.



Increases/decreases selected values (numbers, location, etc.).
 Scrolls through screens.

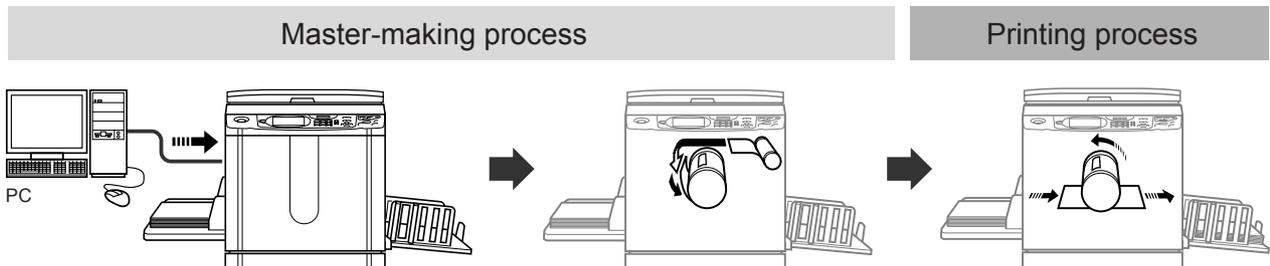
Basic Process

Printing from a Paper Document



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.

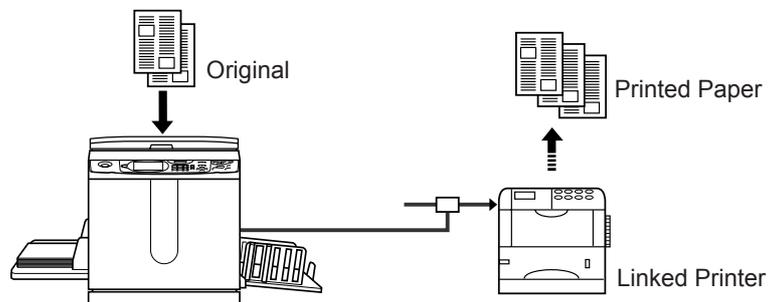
Printing from a Computer Data



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.182](#)



Basic Operations

Preparing to Print

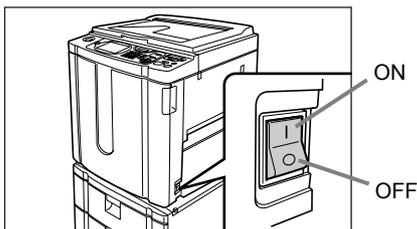
First, set up the Standard Feed Tray and Paper Receiving Tray of the machine.

Important!:

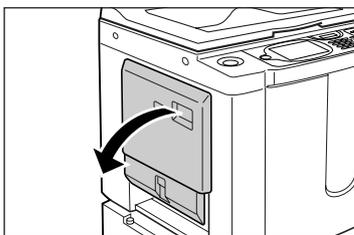
- Do not use unsuitable paper, or mix paper of different sizes. Doing so can cause paper jams and damage the machine. [p.15](#)
- When using Feed Trays (for RZ977 only), you do not need to set up the Standard Feed Tray. See [p.203](#) for details on how to load the paper in the Feed Trays.

Setting up the Standard Feed Tray and Loading Paper (when using the Standard Feed Tray)

1 Turn the power ON.



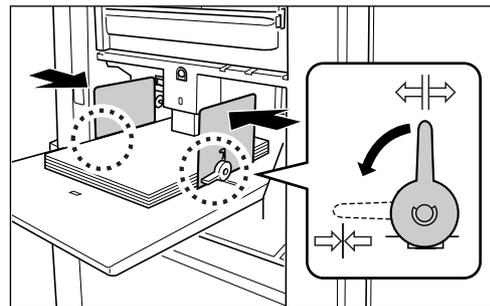
2 Open the Standard Feed Tray.



Pull the Standard 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

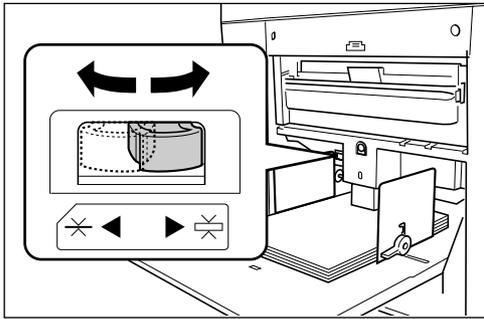
Important!:

- 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.161](#)
Failure to do so may create an incomplete master.

4 Select the paper feed pressure.

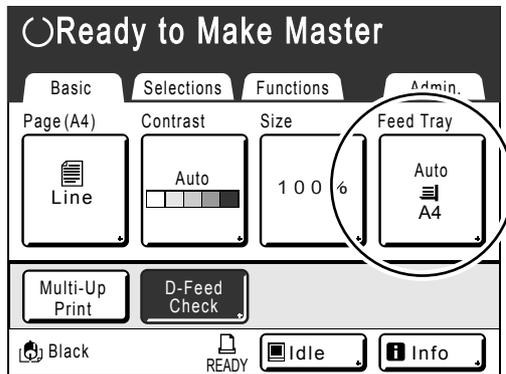


Position the Paper Feed Pressure Adjustment Lever according to the finish of the paper.

✕ : 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", 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 customized paper, touch **[Feed Tray]** or **[Paper]** and select the size.

☞ p.60

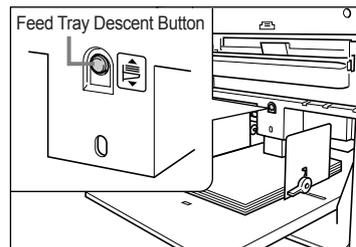
Adding or Replacing Paper

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 Standard Feed Tray.

If you press and hold the button, the Standard Feed Tray will be lowered until you depress the button.

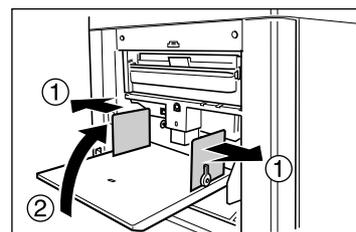
Important!:

- 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.



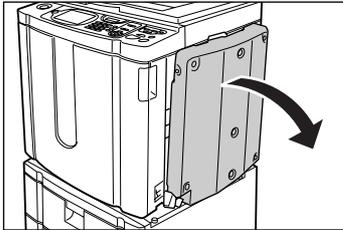
Closing the Standard Feed Tray

Before closing the Standard Feed Tray, remove the paper and widen the Feed Tray Paper Guides to the limits. Then close the Standard Feed Tray.



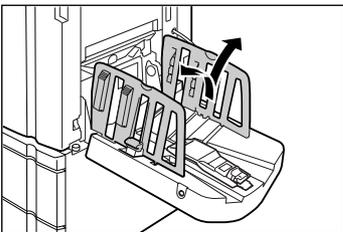
Setting up the Auto-control Stacking Tray (for RZ977)

1 Open the Auto-control Stacking Tray.



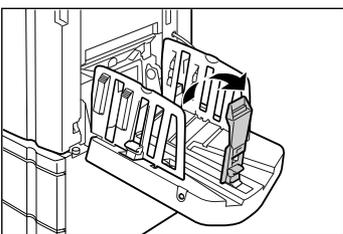
Pull the Auto-control Stacking Tray down until it comes to a rest.

2 Raise the Receiving Tray Paper Guides.



3 Raise the Paper Stopper.

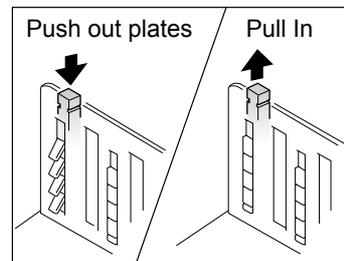
The Receiving Tray Paper Guides/Stopper positions are automatically adjusted for paper size used.



Note:

- The Receiving Tray Paper Guides/Stopper positions can be adjusted on the Touch Panel. [p.103](#)
- Pressing the Receiving Tray Paper Guides' Opening Button during printing moves the Receiving Tray Paper Guides for about 1 mm outward each time.

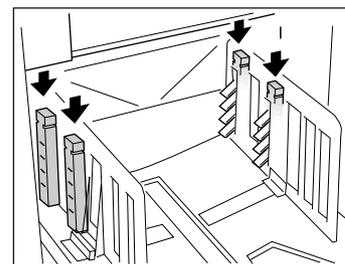
4 Adjust the Paper Arrangers.



Alignment of paper is affected by sizes and strength of paper. Adjust the Paper Arrangers so that printed paper is aligned.

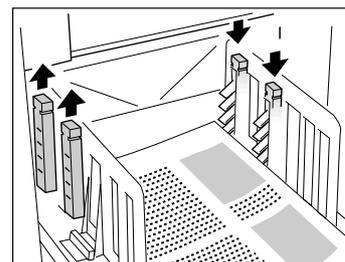
Press the Paper Arranger to push the plates out, pull up to pull them in.

◆ For plain paper



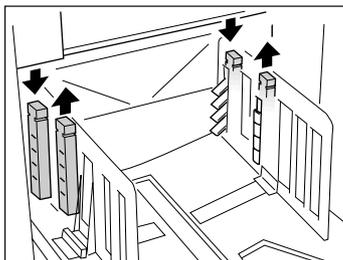
Press to open all of the four Paper Arrangers.

◆ 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.

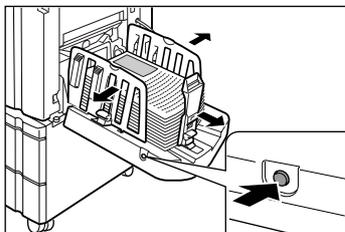
Closing the Auto-control Stacking Tray

Follow the steps below to close the Auto-control Stacking Tray.

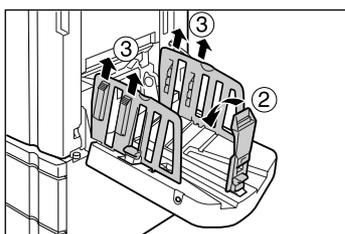
Important!:

- If any printed copies remain on the Auto-control Stacking Tray, press the Receiving Tray Paper Guides' Opening Button to remove them.

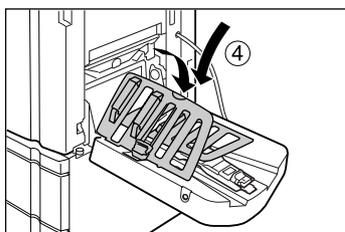
- 1) Make sure there is no paper on the Auto-control Stacking Tray, then press the Receiving Tray Paper Guides' Opening Button.



- 2) Fold in the Paper Stopper.
- 3) Pull up the Paper Arrangers.



- 4) Fold in the Receiving Tray Paper Guides.

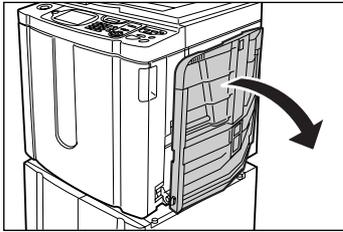


- 5) Close the Auto-control Stacking Tray.

Setting up the Paper Receiving Tray (for RZ970)

For RZ970 models equipped with the optional Auto-control Stacking Tray, refer to “Setting up the Auto-control Stacking Tray (for RZ977)” (p.37).

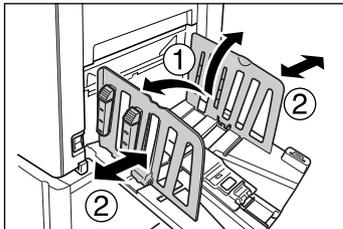
1 Open the Paper Receiving Tray.



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.

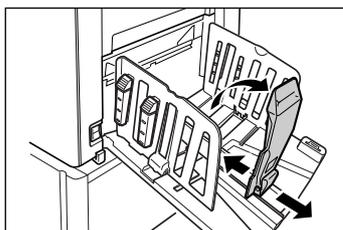


Important!:

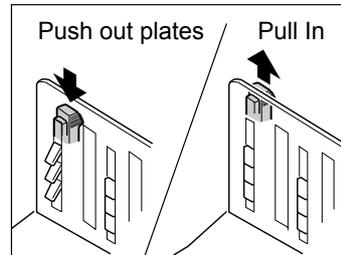
- For thick paper such as drawing paper, position the Receiving Tray Paper Guides a little wider than the actual paper width.

3 Set the Paper Stopper.

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



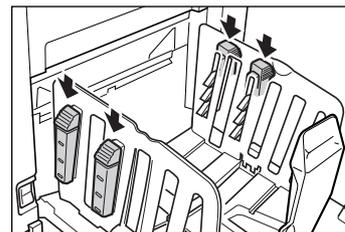
4 Adjust the Paper Arrangers.



Alignment of paper is affected by sizes and strength of paper. Adjust the Paper Arrangers so that printed paper is aligned.

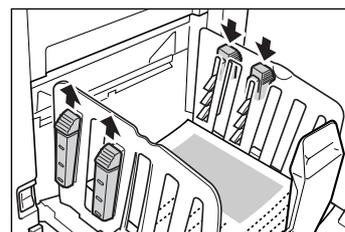
Press the Paper Arranger to push the plates out, pull up to pull them in.

◆ For plain paper



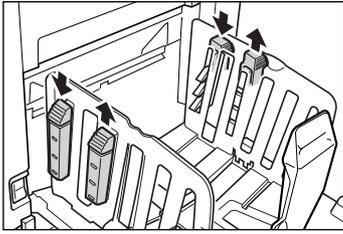
Press to open all of the four Paper Arrangers.

◆ For plain paper with images lopsided on page



Press to open the two Paper Arrangers on the more heavily printed side.

◆ For thick paper

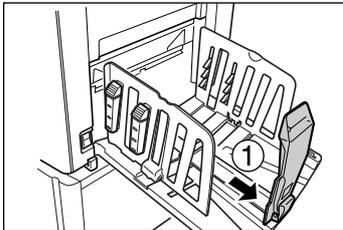


Press to open the two Paper Arrangers (right and left) closer to the machine.

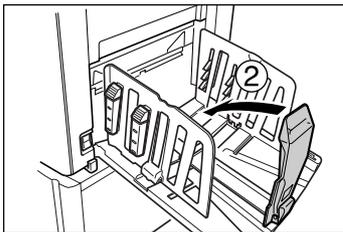
Closing the Paper Receiving Tray

Remove all printed copies and follow the steps below to close the Paper Receiving Tray.

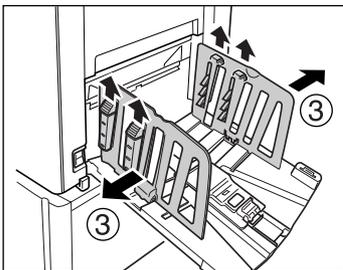
- 1) Slide the Paper Stopper to the edge of the Paper Receiving Tray.



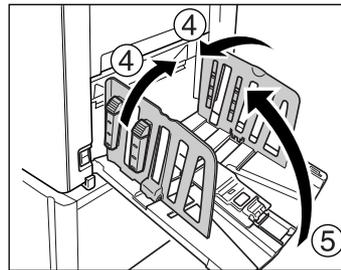
- 2) Fold in.



- 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.

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” (p.43) to print from a Linked Printer (sold separately) with Auto-Link function.

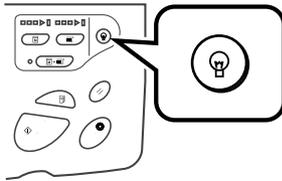
1 Make sure the machine is ON.



Check the Control Panel.

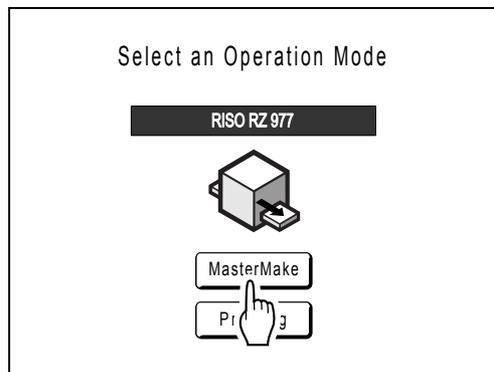
Note:

- 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.

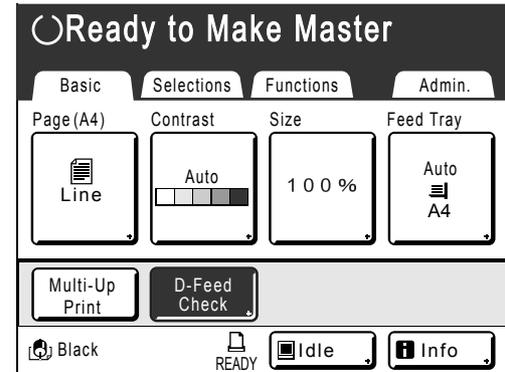


2 Check the Display.

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



The following screen appears.



- Make sure either the Master Making Basic Screen or Print Basic Screen is displayed, and go to step 3.

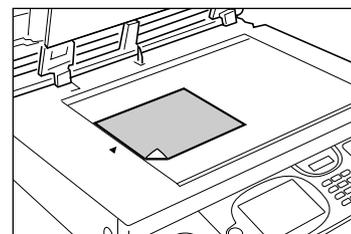
Note:

- For RZ977 models, the Feed Tray can be selected using **[Feed Tray]**.
- 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.

3 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

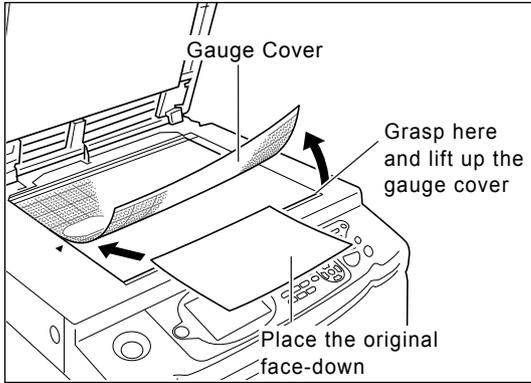


Place the original face down on Platen Glass. Align centre on the top edge, and close Platen Cover.

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

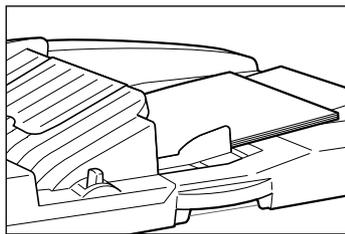
Tip:
Using the Gauge Cover

The Gauge Cover allows you to align original images precisely on the Platen Glass even if they are not squared on the sheet. Shift the original sheet along the grid lines printed on the cover, touching it through the openings on the cover.

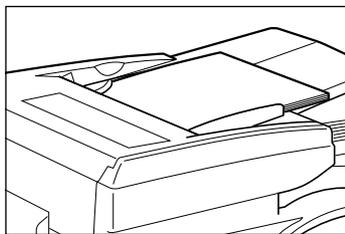


◆ **When placing in the ADF unit (Option)**

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.



When using the Auto Document Feeder AF-VI:II, place the original face down.



When using the optional Auto Document Feeder DX-1, you can specify which side to scan. For detailed settings, see “Selecting Scanning Sides When Using the Auto Document Feeder DX-1” (p.142).

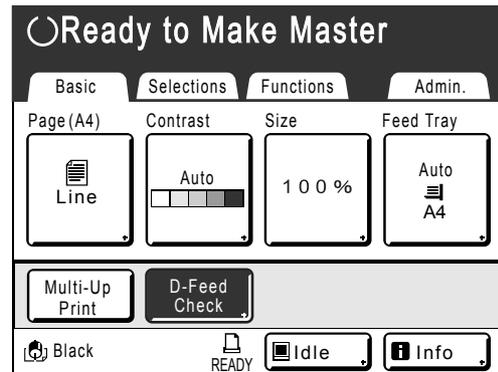
Important!:

- The ADF unit can accommodate originals as shown below. Smaller originals should be placed on the Platen Glass.
 Auto Document Feeder AF-VI:II:
 100 mm × 148 mm and above
 Auto Document Feeder DX-1:
 105 mm × 128 mm and above
- 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.17
- Once the original is placed into the ADF unit, “OP 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.149

Note:

- Up to 50 sheets of 64g/m² paper can be placed in the ADF unit.
- To print a proof copy after each master-making process, select **[ADF Semi-Auto]**.
 ☞ p.140

4 Configure print functions.



In the Master Making Basic Screen, select functions as needed.

Note:

The following selections are available:

- Auto Process (☞ p.62)
- Page (Image Processing mode) (☞ p.52)
- Scanning Contrast (☞ p.54)
- Size (Enlargement/Reduction) (☞ p.55)
- Feed Tray (☞ p.59)
For RZ977 only
- Paper (☞ p.60)
- Programme (☞ p.113)
- Job Memory (☞ p.125)
- Dot Process (☞ p.63)
- Contrast Adj (☞ p.65)
- Tone Curve (☞ p.66)
- Ink Saving (☞ p.68)
- 2 Up/Multi-Up Print (☞ p.69)
- Book Shadow (☞ p.80)
- Top Margin (☞ p.82)
- Side Margin (☞ p.84)
- Preview (☞ p.86)
- D-Feed Check (☞ p.97)
- Interval (☞ p.98)
- Paper Interposal (☞ p.100)
For RZ977 only
- Receive Tray (☞ p.103)
This setting is available with the Auto-control Stacking Tray (optional for RZ970 model).
- Eject Wing Control (☞ p.102)
- Special Paper Ctrl (☞ p.105)
- Max. Scan (☞ p.139)
- ADF Semi-Auto (☞ p.140)
This setting is available when the ADF unit (option) is installed.
- Idling Action (☞ p.135)
- Renew Page (☞ p.136)
- Scanning Side -ADF (☞ p.142)
This setting is available when the Auto Document Feeder DX-1 (option) is installed.
- Overlay (☞ p.180)
This setting is available when the Document Storage Card DM-128CF (option) is attached.
- 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
- Multi-Up Print
- Book Shadow
- Programme
- Ink Saving
- Scanning Side -ADF
(Back Side -> Simplex, Duplex -> Simplex)

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.

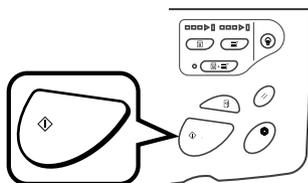
Note:

- The “Link-Free Volume” setting, which affects the automatic selection of the output device, can be modified on the Admin. screen.
☞ p.154

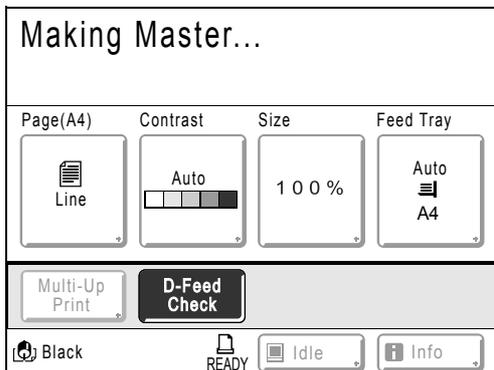
5 Confirm the Paper Receiving Tray.

Skip this step if the machine is equipped with the Auto-control Stacking Tray (standard for RZ977 model, optional for RZ970 model). Adjust the position of the Receiving Tray Paper Guides/Stopper to match the paper size used.

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.



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.152

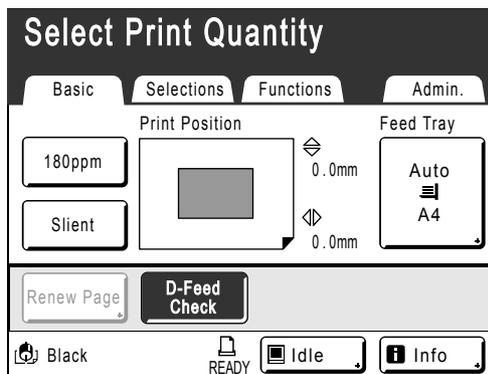
Idling can also be manually initiated when making a master.

☞ p.135

Note:

- When “Auto Process” is selected, the process will be different.
☞ p.62

7 Check the proof copy result.



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.94)
- Print Density (☞ p.93)
- Interval (☞ p.98)
- Eject Wing Control (☞ p.102)

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

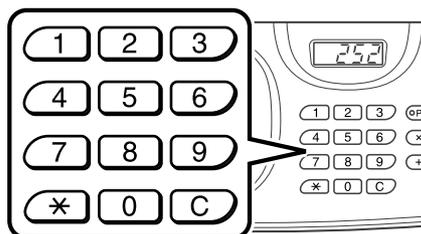
Important!:

- 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, the density, and the speed while print process is in progress.

8 Enter the number of copies using the Print Quantity Keys.

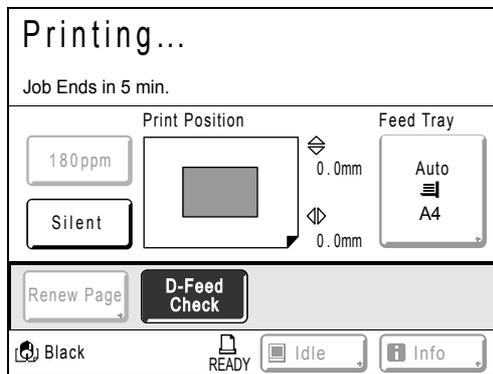
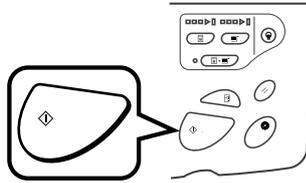


The specified number is displayed on the Print Quantity Display.

Note:

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

9 Press the key.



The specified number of copies will be printed.

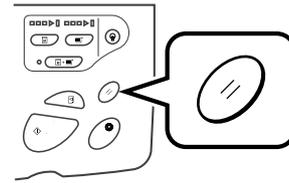
Note:

- Press the  key to interrupt printing operation currently underway.
- If the machine is equipped with the Auto-control Stacking Tray, you can adjust the Receiving Tray Paper Guides even during the printing process, which is particularly useful when paper is not fully discharged onto the receiving tray. Press the Receiving Tray Paper Guides' Opening Button to move the Receiving Tray Paper Guides outward in 1 mm increments.
- 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.134

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.125

10 Press the key when print job is complete.



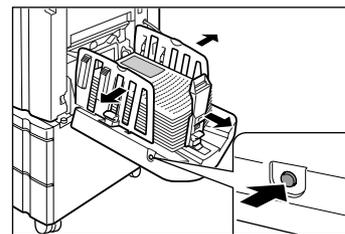
The setting returns to its default value.

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.112

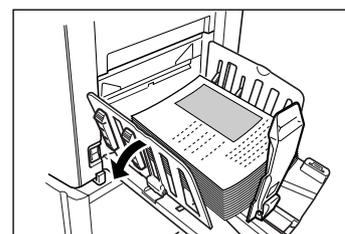
11 Remove the printed paper.

◆ Machine equipped with the Auto-control Stacking Tray



Press the Receiving Tray Paper Guides' Opening Button and remove the paper.

◆ Machine equipped with the Receiving Paper Tray

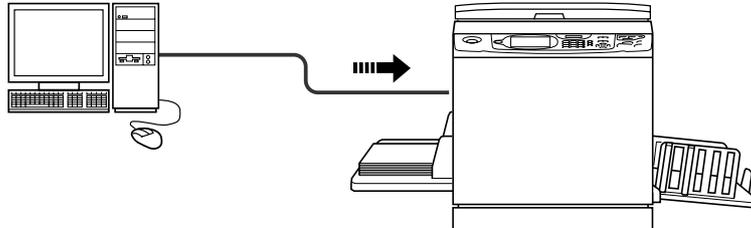


Open the Receiving Tray Paper Guides and remove the paper.

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.

Note:

- Document data created on your PC can be stored in the optional Document Storage Card DM-128CF attached to the machine.

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.50
- 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

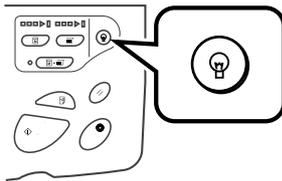
1 Confirm the machine status.

Make sure that the power to the machine is turned ON and that the paper is set properly (especially when using the Standard Feed Tray).

☞ p.41

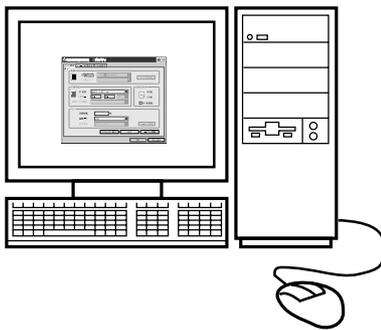
Note:

- When the power is OFF, both the Display and the  key are off. Turn the power ON. ☞ p.34
- 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, you can check the machine status (power ON/OFF, paper settings, etc.) remotely from your computer monitor.

2 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.135) (especially when using Full Auto mode) or press the  key to print proof copies several times.

3 Click [OK] on the print dialog box.

Data is sent from the computer.

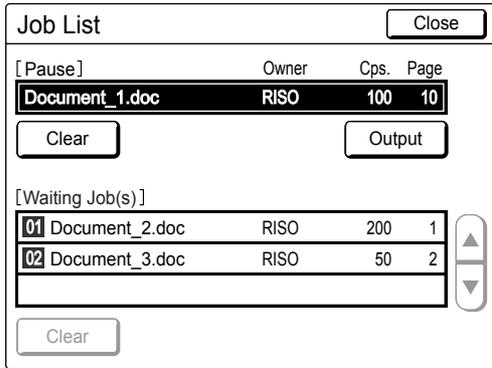
When the machine receives data, a print job automatically starts in accordance with the printer driver settings.

Skip to step 5 if you are printing in Full Auto.

Note:

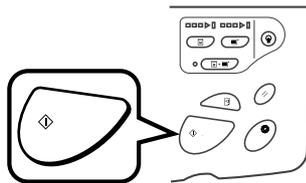
- If the data contains multiple pages, all pages are printed at once.
- To manually stop a job during master-making or printing operation, press the  key. In master-making process, the machine will stop after the master is made. In the printing process, the machine will stop printing. Press the  key 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



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".

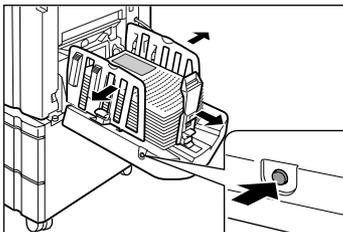
4 Press the  key.



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

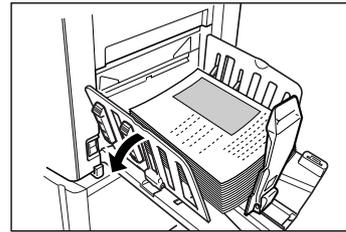
5 Remove the printed paper.

◆ Machine equipped with the Auto-control Stacking Tray



Press the Receiving Tray Paper Guides' Opening Button and remove the paper.

◆ Machine equipped with the Receiving Paper Tray



Open the Receiving Tray Paper Guides and remove the paper.

Note:

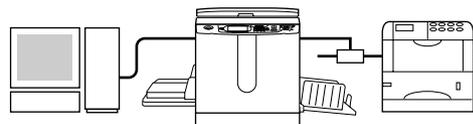
- After printing is completed, the master remains on the Print Drum. To protect confidential documents from unauthorised duplication, use the Confidential feature to discard the master after printing.
☞ p.112

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.154
- ☞ p.182



Changing Output Directions

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

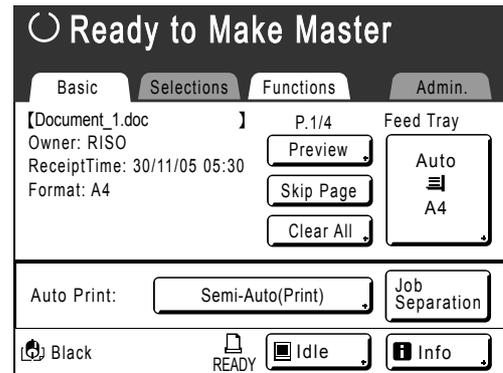
◆ Master Making Basic Screen

- **[Preview]**

You can check the master making image of the page currently awaiting creation.

Note:

- In “Preview”, all received original data is displayed as a master making image. Portions outside the print area do not actually print.
- **[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.



◆ Print Basic Screen

- **[Renew Page]:**

You can recreate another master when the current one is damaged without having to receive original data from the computer.

Note:

- If multiple pages exist, only the last page will be processed.
- “Rotate” can also be specified.
- The confirmation screen for each respective button appears when touched. Touch **[OK]** to implement the instructions.

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.

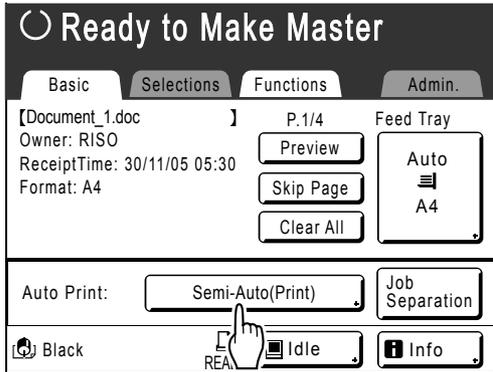
Changing Stop Timing

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:

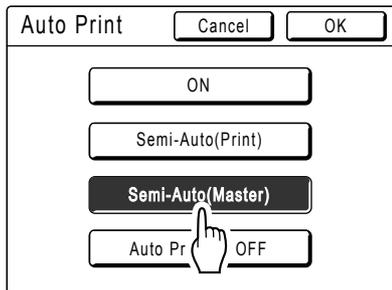
- If “Auto Print” is set to ON on the machine driver, press the  key to stop the operation and to make changes.

1 Touch the “Auto Print” function button.



The Auto Print screen appears.

2 Select the desired function.

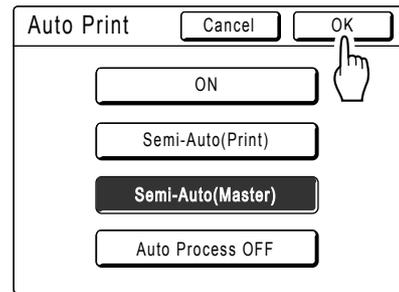


- **[ON]:** Makes a master then automatically prints.
- **[Semi-Auto(Print)]:** After data the is received, the operation stops before making a master.
- **[Semi-Auto(Master)]:** After a master is made and a proof copy is printed, the operation stops.
- **[Auto Process OFF]:** Stops before making a master,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

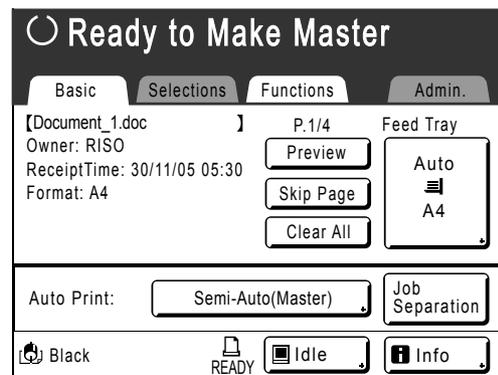
Note:

- See [p.46](#) for details regarding operations after each stop.

3 Touch [OK].



The following screen appears.



Returns to Basic Screen. Auto Print setting is updated.

Functions for Master-Making

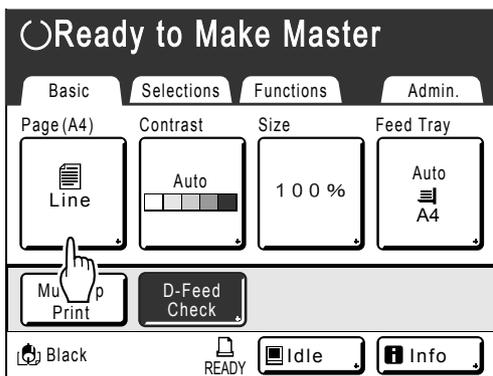
Selecting Image Processing Mode [Page]

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.149

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

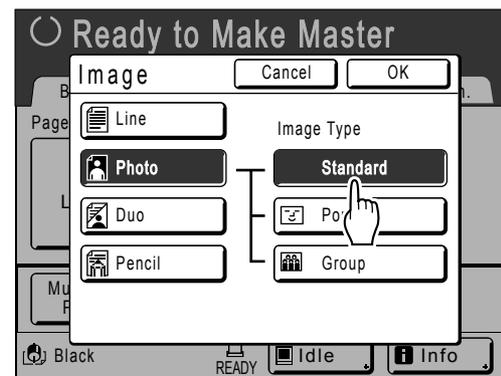


2 Select the appropriate Image Processing mode for the original.



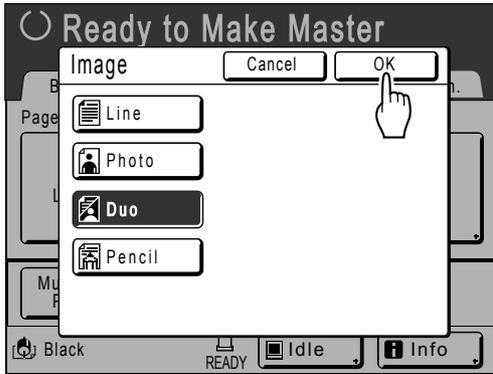
- **[Line]**: Only text contained; e.g., text document, newspaper
- **[Photo]**: Only photos contained
- **[Duo]**: Both text and photos contained
- **[Pencil]**: pencil drawings or lightly printed documents

Touch **[Photo]** to select the type of photo.

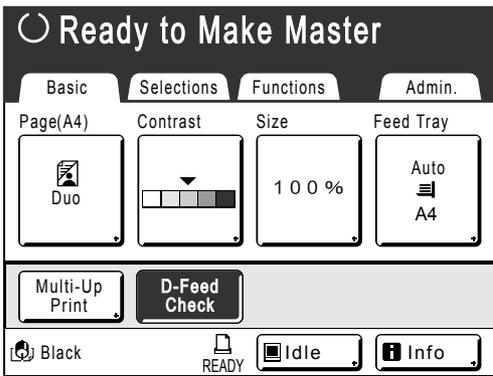


- **[Standard]**: Select for photos other than **[Portrait]** or **[Group]**.
- **[Portrait]**: Use this setting for pictures of one or two individuals from the bust up. This type of image processing is particularly good for printing photos of faces.
- **[Group]**: This setting is for group photos that are over-exposed. This process is effective for restoring facial features that have become washed out by a flash.
The Group setting is not for photos with faces that are overly dark. It may be more effective to select **[Standard]** for such photos.

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)	✓	✓	✓	✓
Contrast Adj	—	✓	—	—
Tone Curve	—	✓	✓	✓

✓ : 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.

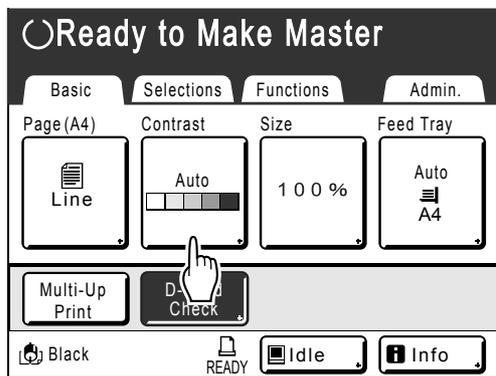
Important!:

- "Auto" is available only when Image Processing mode has been set to "Line".
 ↪ p.52

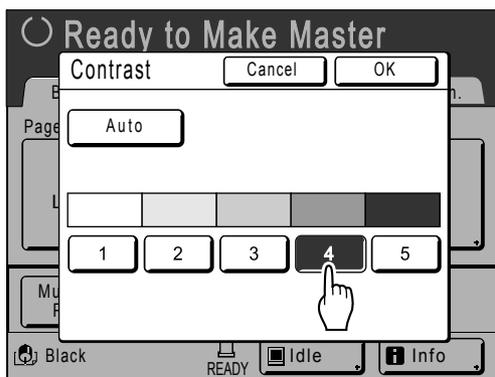
Note:

- Default Scanning Contrast can be set on the Admin. screen.
 ↪ p.149

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



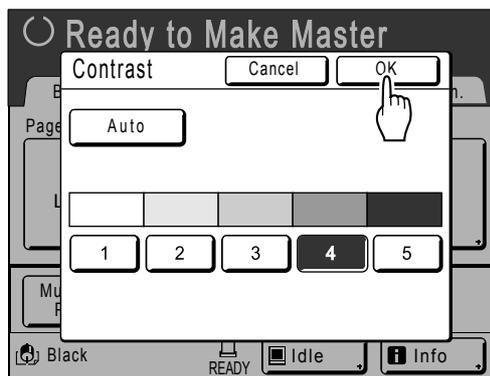
2 Touch the desired contrast or [Auto].



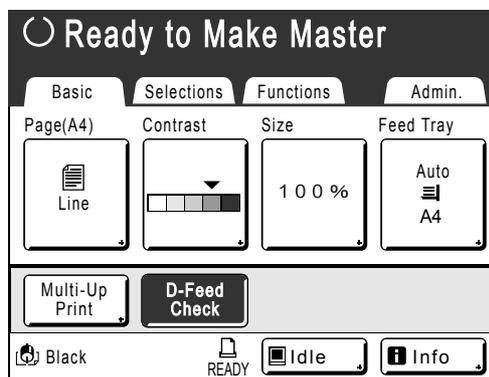
Levels of scanning contrast

- 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.

Enlarging/Reducing Originals

[Standard Ratio] [Margin+] [Free] [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.

◆ Auto

Automatically adjusts zoom ratio to accommodate the paper size in the Feed Tray.

◆ Margin+

Reducing the original slightly. This feature is useful when allowing binding margins, or when text or diagram extends beyond the printing area.

☞ p.18

Specify reduction rate of 90%-99% on the Admin. screen.

☞ p.151

◆ Free

The top/bottom and left/right of the original can be magnified or reduced and printed as desired.

Specify the zoom ratio between 50% and 200% in increments of 1%.

◆ Zoom

Allows you to specify numerical resize ratio.

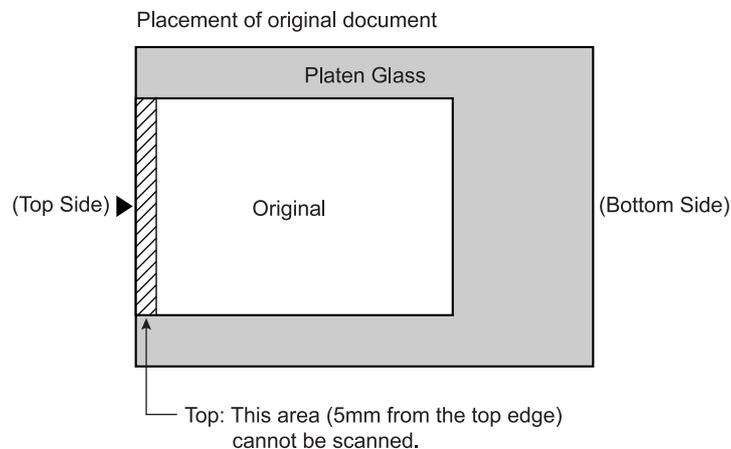
Specify the zoom ratio between 50% and 200% in increments of 1%.

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 5 mm of margin space.

☞ p.18

5 mm wide area on the top edge (marked ▲) of the Platen Glass (or the ADF unit) cannot be scanned, regardless of enlargement or reduction settings.

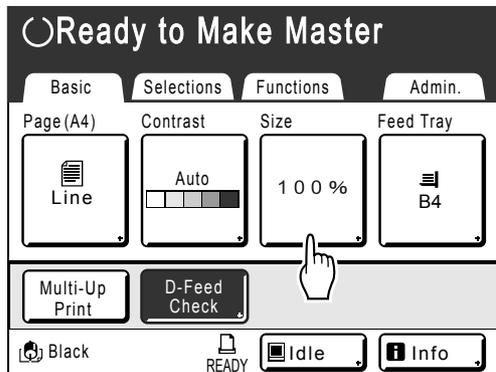


- Do not position the original within 5 mm of the top edge, or the top edge of its printed image will be cut off. This 5 mm margin will remain even in the "Max. Scan" setting.
☞ p.139
- If the original document has no margin on its top edge, the top 5 mm of its print will be cut off even when "Margin+" is selected. Move the original about 5 mm inwards from the top edge of the platen glass and reduce the size.

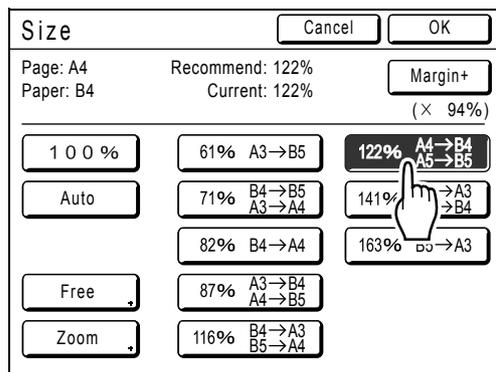
Enlargement and Reduction by Standard Ratio

[Standard Ratio] [Margin+]

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



2 Touch the button corresponding to the desired size.



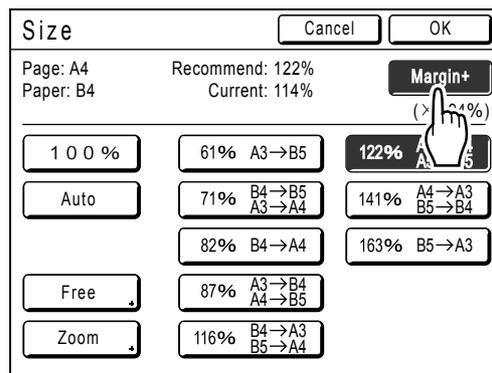
Touch **[100%]** to restore the original size.
For original with no margins, touch **[Margin+]** before printing.

Important!:

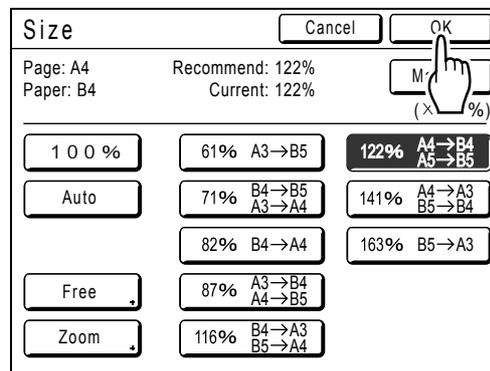
- The "Margin+" setting is not available when "Auto", "Zoom" or "Free" is selected.

Note:

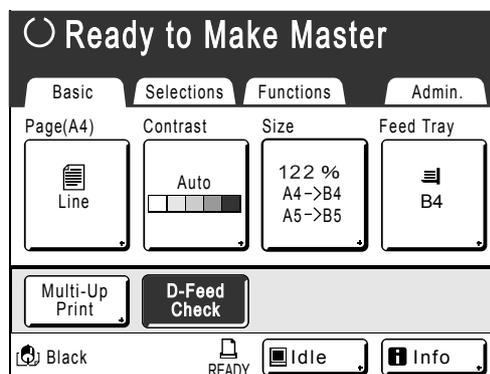
- "Standard Ratio" and "Margin+" can be selected at the same time. The "Current" field will indicate the combined result of "Standard Ratio" × "Margin-Plus Rate" when both are selected.



3 Touch [OK].



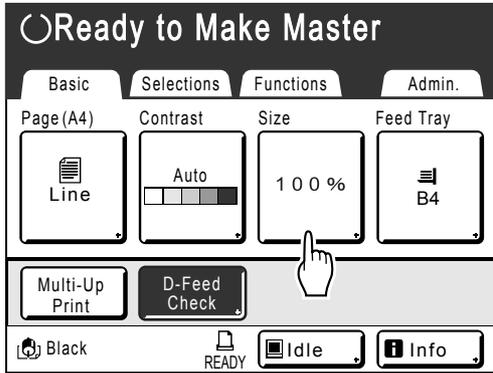
The following screen appears.



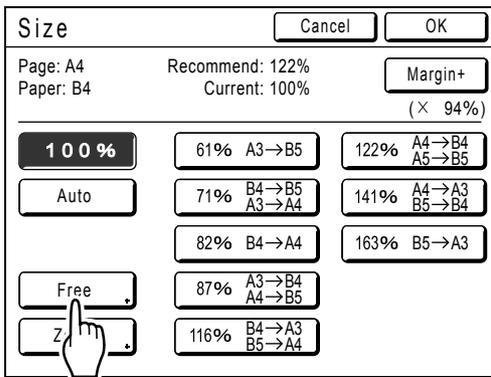
Returns to the Master Making Basic Screen.
"Size" is updated.

Magnification/Reduction of a Changed Aspect Ratio [Free]

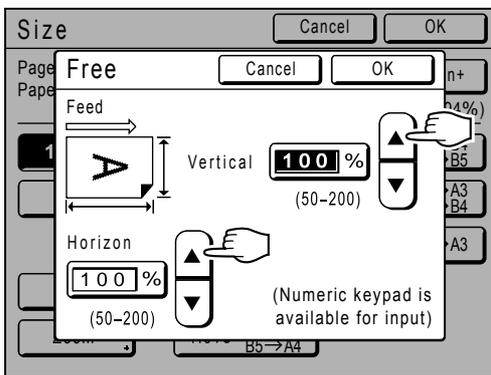
1 Touch [Size] on the Master Making Basic Screen.



2 Touch [Free].



3 Touch ▲ or ▼ to adjust zoom ratio in horizontal or vertical directions.

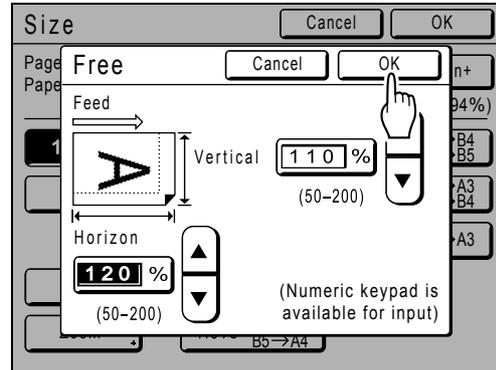


The reproduction size can be increased/decreased in increments of 1%.

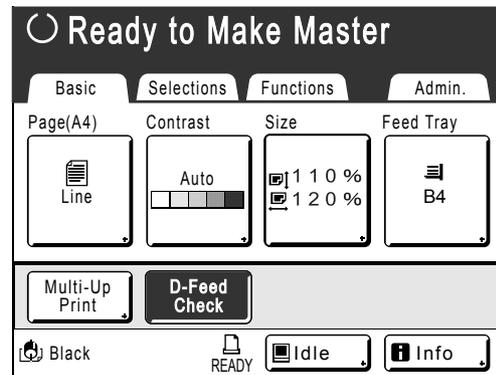
Note:

- Print Quantity Keys can also be used to enter numbers.
- Press the **C** key to restore the original size (100%).

4 Touch [OK].

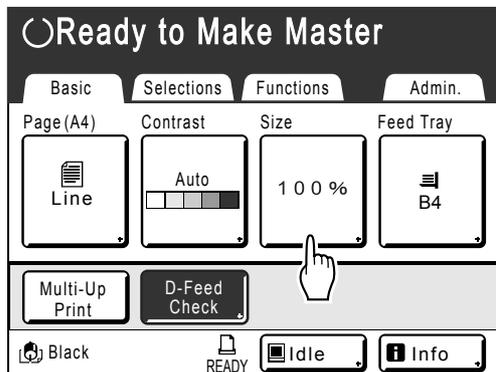


Returns to the Master Making Basic Screen. "Size" is updated.

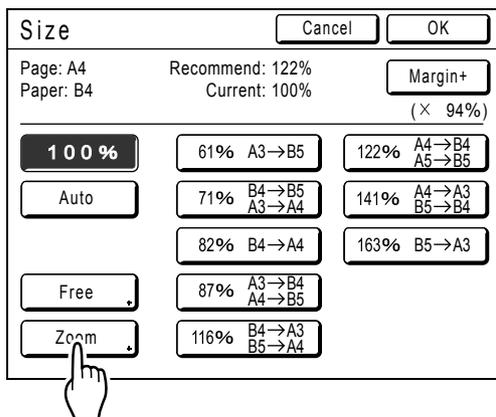


Enlarging and Reducing with the Zoom Function [Zoom]

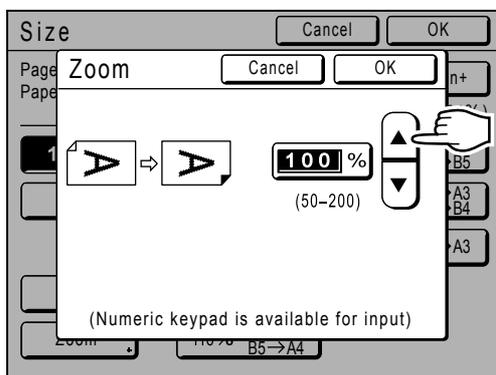
1 Touch [Size] on the Master Making Basic Screen.



2 Touch [Zoom].



3 Touch ▲ or ▼ to change ratio.

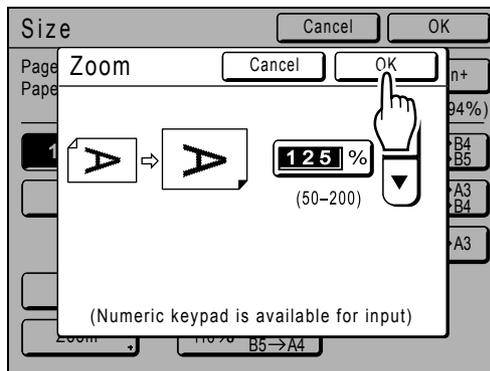


The reproduction size can be increased/ decreased in increments of 1%.

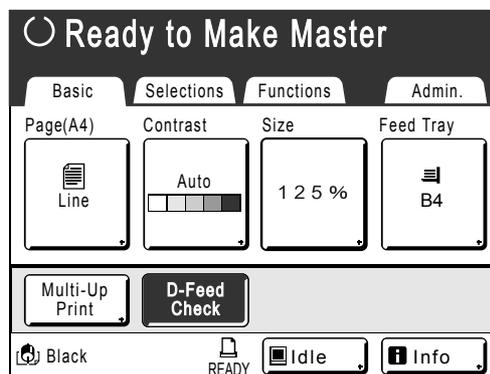
Note:

- Print Quantity Keys can also be used to enter numbers.
- Press the **C** key to restore the original size (100%).

4 Touch [OK].



The following screen appears.



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

Manually Selecting the Feed Tray

(for RZ977 only) [Feed Tray]

Loading different sizes of paper in Standard Feed Tray (Standard-T), Feed Tray1, and Feed Tray2 will enable quick choices for paper size at printing.

Available options are “Auto” and “Feed Trays” (Standard Feed Tray (Standard-T), Feed Tray1, Feed Tray2).

◆ Auto

Automatically detects and selects the Feed Tray in which paper of right size is loaded.

At the Master-making mode, selects the Feed Tray in which paper of the size suitable for the original and reproduction size is loaded.

At the printing mode, selects the Feed Tray for paper in the same size as that of the master set on the drum.

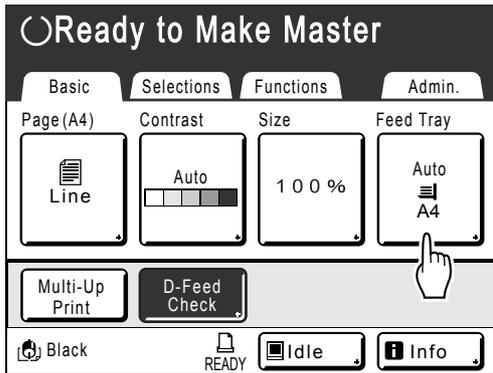
Important!:

- When “Auto” is selected, “Multi-Up Print” and “Auto Reproduction” functions are not available.

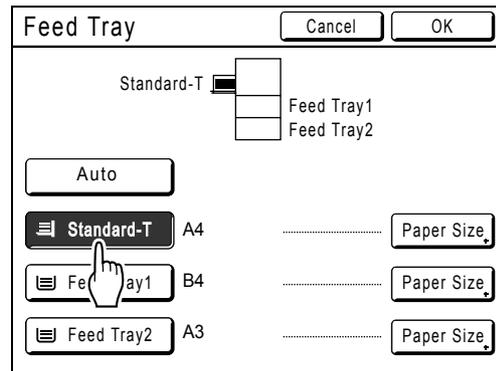
Note:

- If “Triple-Tray Source” is set OFF on the Admin. screen, Auto mode is not be available for the Standard Feed Tray.
- Auto mode is not available for the Feed Tray in which custom-sized paper is loaded.
- If paper in the same size is set in two or more Feed Trays in the same direction, feeding is done in the manner shown below.
Standard Feed Tray (Standard-T)–Feed Tray1–Feed Tray2
- If “Auto 90°Rotation” is set to ON on the Admin. screen, the Feed Tray in which paper of right size is loaded in different direction, if any, is selected, and the scanned image is printed 90-degree rotated. (For RZ977 only)

1 Touch [Feed Tray] on the Master-Making Basic Screen.



2 Touch [Standard-T], [Feed Tray1], or [Feed Tray2].



Note:

- Immediately after start-up or after pressing the  button, “Auto” mode is selected automatically.

Using Custom-Sized Paper [Paper Size][Paper]

The machine automatically detects standard-sized paper in the Standard Feed Tray, Feed Tray1 or Feed Tray2 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.

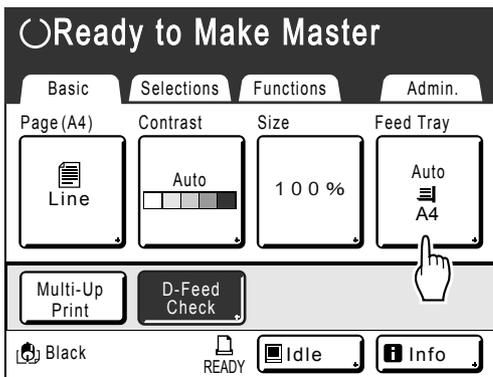
Important!:

- Custom paper size must be registered on the Admin. screen. Failure to do so may make an incomplete master.
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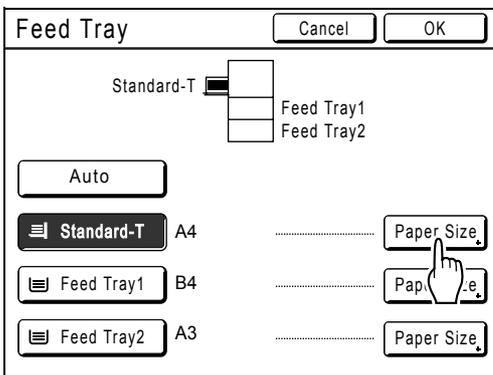
1 Display the Paper Size screen.

◆ For RZ977

- 1) Touch [Feed Tray] on the Master Making Basic Screen.

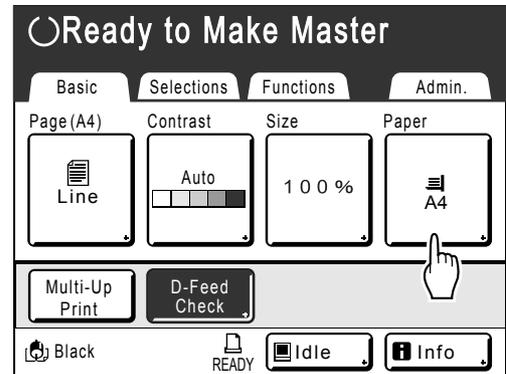


- 2) Touch the button of a Feed Tray you want to select and also touch [Paper Size] on the right.

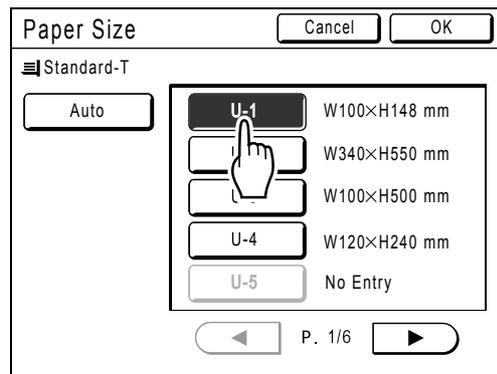


◆ For RZ970

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



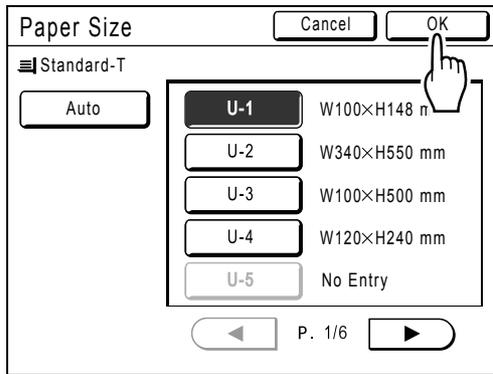
2 Touch the desired paper size.



Note:

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

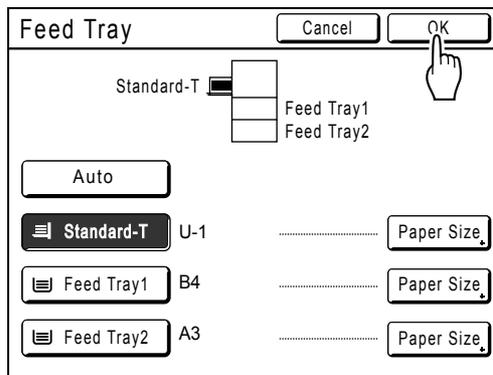
3 Touch [OK].



RZ977: The display returns to the Feed Tray screen.

RZ970: The display returns to the Master Making Basic Screen and "Paper Size" is updated.

4 Touch [OK].



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.

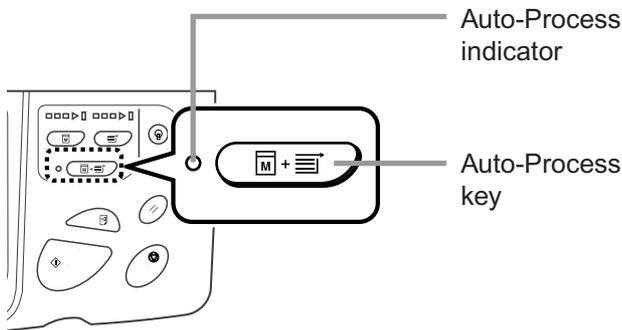
When “Auto-Process” is selected, simply enter number of copies to print, then press the  key.

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.

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Press the  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

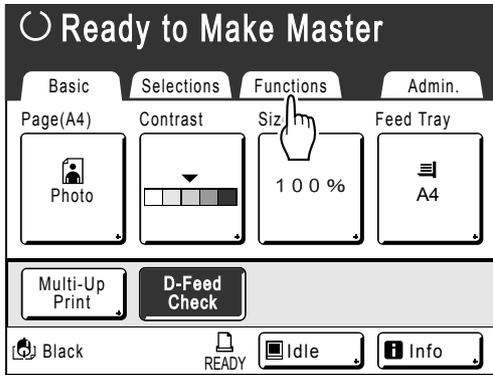
[Dot Process]

“Dot Process” function processes photo originals with dot screening in order to print more clearly. Select from four types of dot patterns.

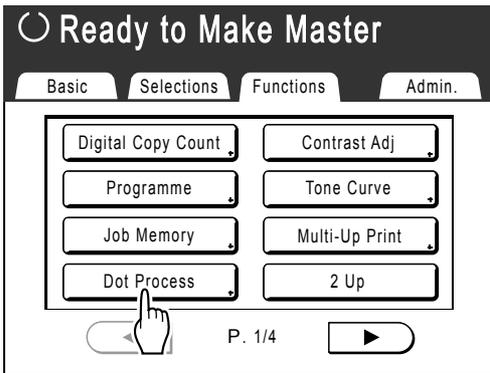
Important!:

- “Dot Process” is not available when Image Processing mode has been set to “Line” or “Pencil”.

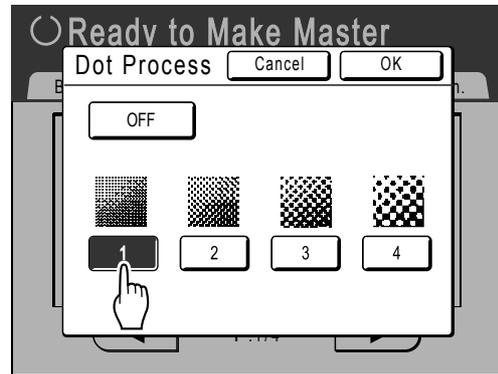
1 Touch [Functions] on the Master Making Basic Screen.



2 Touch [Dot Process].



3 Select a dot pattern.

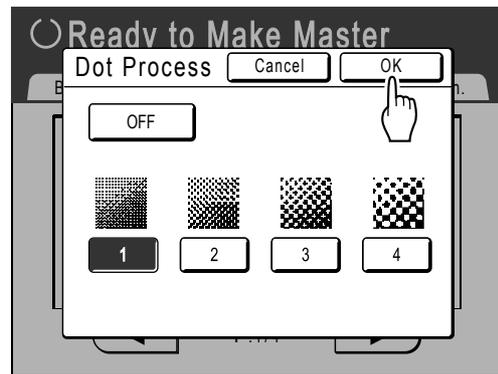


Number	1	2	3	4
Equivalent Lpi	212	106	71	53

Note:

- Touch [OFF] to cancel the “Dot Process”.

4 Touch [OK].



The following screen appears.



Returns to the Functions screen. "Dot Process" setting is updated.

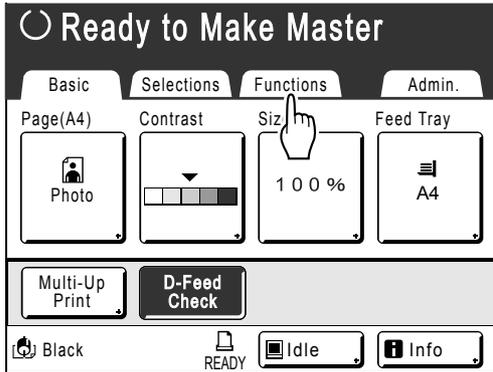
Adjusting Photo Contrast [Contrast Adj]

For originals that have ill-defined photos, adjust the contrast to print more clearly. There are two ways to adjust contrast.

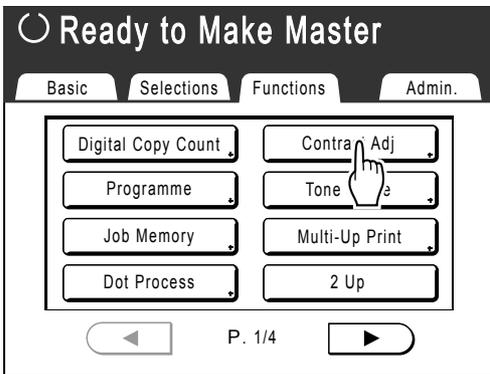
Important!:

- If the “Page” is set to “Line”, “Duo” or “Pencil”, “Contrast Adj” cannot be used.

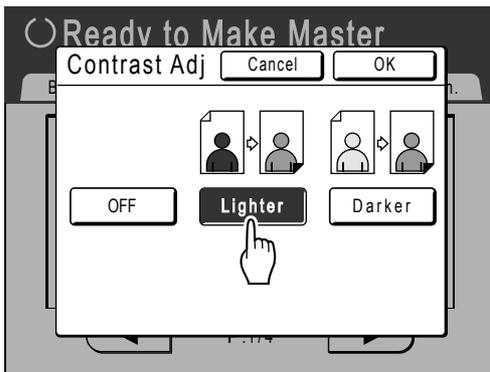
1 Touch [Functions] on the Master Making Basic Screen.



2 Touch [Contrast Adj].



3 Touch the button of the contrast to use.

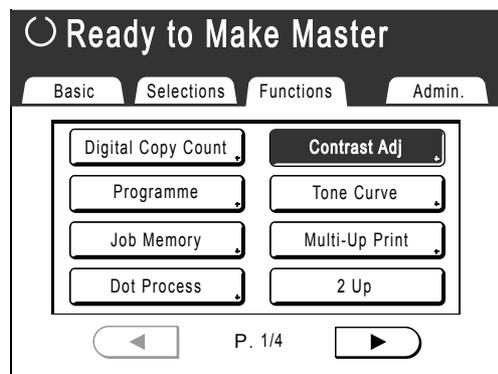


- **[Lighter]:** Lightens dark sections. Use this setting if the entire photo is underexposed and the target subject of the photo is ill-defined.
- **[Darker]:** Clarifies lighter portions. Use this setting if the entire photo is overexposed and the target subject of the photo is ill-defined.

4 Touch [OK].



Returns to the Functions screen. “Contrast Adj” setting is updated.



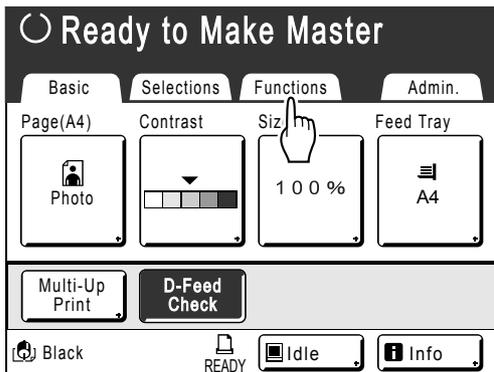
Adjusting Photo Gradation [Tone Curve]

You can adjust the light and shadow portions of a photo by 3 tones respectively.

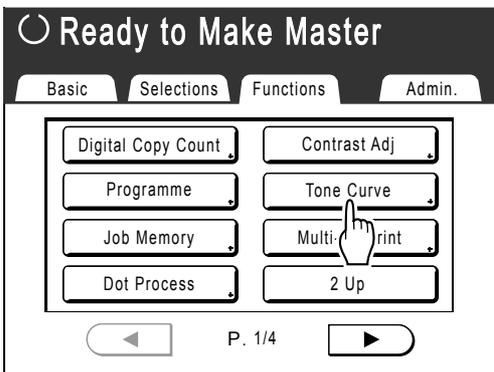
Important!:

- If the “Page” is set to “Line”, “Tone Curve” cannot be used.

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

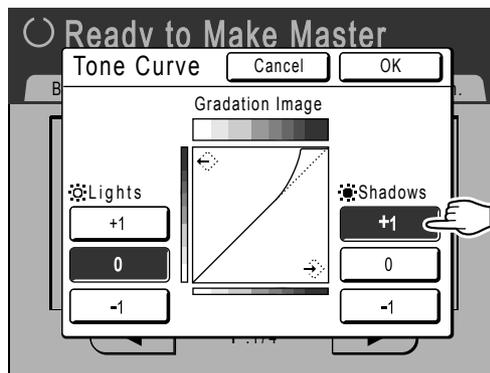


2 Touch [Tone Curve].



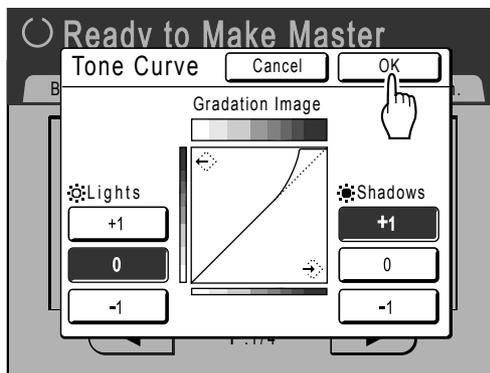
3 Touch the “Lights” and “Shadows” adjustment buttons.

Use [+1] or [-1] to strengthen or weaken each respectively.

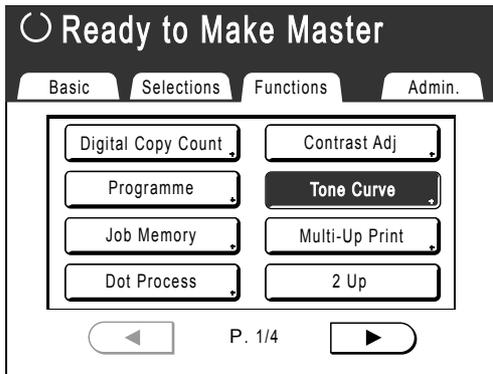


- **Lights:** Adjusts the portion of the picture most exposed to light.
- **Shadows:** Adjusts the portion of the picture least exposed to light.

4 Touch [OK].



Returns to the Functions screen. "Tone Curve" setting is updated.



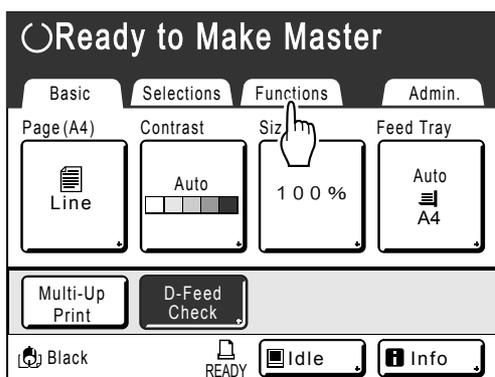
Saving Ink [Ink Saving]

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.54
 - ☞ p.93
- “Ink Saving” must be selected before the master-making process is started.

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



2 Touch [Ink Saving].



“Ink Saving” is set.

☞ “Ink Saving” will appear in the message area.

Printing Multiple Originals on One Sheet

[2 Up] [Multi-Up Print]

“Multi-Up” function prints multiple originals on one sheet.

◆ 2 Up

Prints two copies of the same original side-by-side on one sheet of paper.

◆ Multi-Up Print

One or multiple originals (up to 4) can be printed on a single sheet of paper.

“Multi-Up Print” has the following three types:

- Single-Original: A single original is printed multiple times.
- Multiple-Original: Multiple originals are printed multiple times.
- Multi-Up Tickets: You can print multiple long, thin custom originals such as tickets.

Single-Original and Multiple-Original can print in quantities of 2, 4, 8 and 16 respectively.

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.

Note:

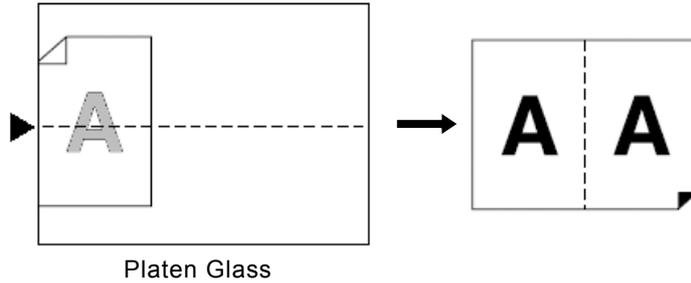
- These functions cannot be used with the following functions.
 - Link-Free Volume
 - Top Margin
 - Book Shadow
 - Side Margin
 - Size (Auto)
 - Format (Auto) (in Scan Mode)
- If you change the “Page” setting between originals in Multiple-Original, you cannot use “Ink Saving”.

Original Orientation and Print Results

The orientation of the original differs depending upon the number of images.
The orientation and print results for each possibility is shown below.

2 Up

Prints two copies of the same original side-by-side on one sheet of paper.

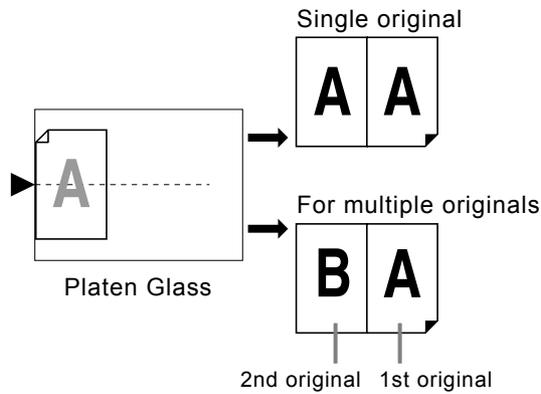


Multi-Up Print

For Single-Original and Multiple-Original:

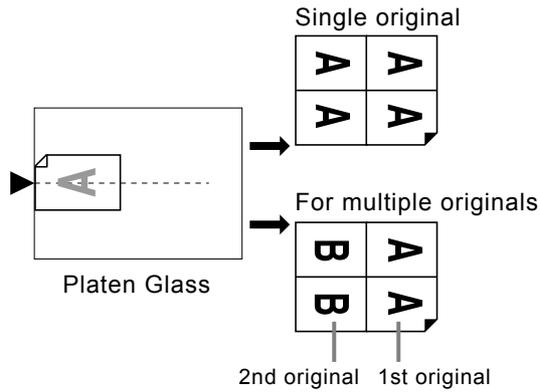
◆ 2 Up (2 on 1)

Prints two images of the original on one sheet of paper.



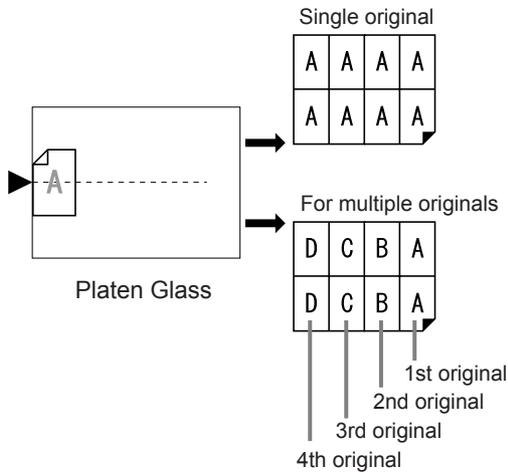
◆ **4 Up (4 on 1)**

Prints four images of the original on one sheet of paper.



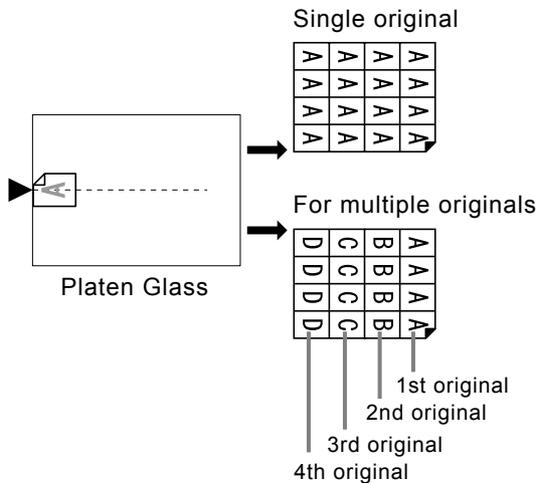
◆ **8 Up (8 on 1)**

Prints eight images of the original on one sheet of paper.

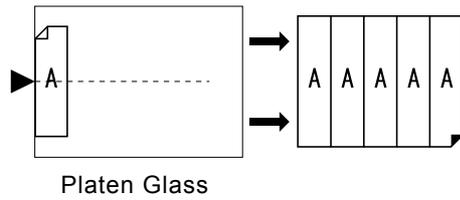


◆ **16 Up (16 on 1)**

Prints 16 images of the original on one sheet of paper.



◆ **For Multi-Up Tickets:**



“Multi-Up Tickets” cannot be used with multiple originals.
The number of images printed is determined by the width of the ticket.

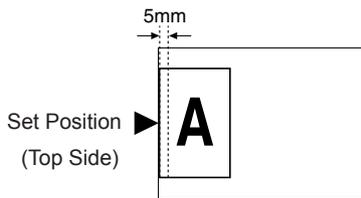
Margin

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

☞ p.17

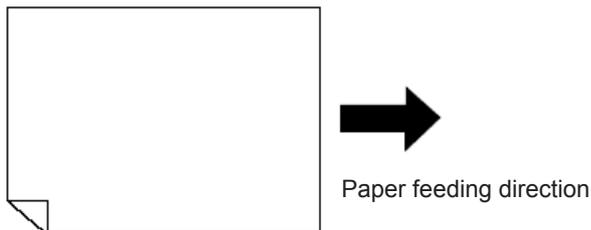
Note:

- A margin on the top edge will remain regardless of enlargement or reduction settings.



Orientation of Print Paper

Always place paper in the Feed Tray as shown below.



Enlargement/Reduction Ratio

For “Multi-Up Print”, the magnification/reduction ratio of the original differs depending upon the original size and the multi-up type, as well as the size of the print paper. The size-dependent change ratios are shown below.

◆ 2 Up

		Original							
		A4	B5	A5	B6	A6	B7	A7	B8
Printing Paper	A3	100%	116%	141%	163%	200%	---	---	---
	B4	87%	100%	123%	142%	173%	200%	---	---
	A4	71%	82%	100%	116%	138%	163%	200%	---
	B5	61%	71%	87%	100%	122%	141%	173%	200%

◆ 4 Up

		Original									
		A3	B4	A4	B5	A5	B6	A6	B7	A7	B8
Printing Paper	A3	50%	58%	71%	82%	100%	116%	141%	163%	200%	---
	B4	---	50%	61%	70%	87%	100%	122%	141%	173%	200%
	A4	---	---	50%	58%	71%	82%	100%	115%	142%	164%
	B5	---	---	---	50%	61%	71%	87%	100%	123%	142%

◆ 8 Up

		Original							
		A4	B5	A5	B6	A6	B7	A7	B8
Printing Paper	A3	50%	58%	71%	82%	100%	116%	141%	163%
	B4	---	50%	61%	71%	87%	100%	123%	142%
	A4	---	---	50%	58%	71%	81%	100%	116%
	B5	---	---	---	50%	61%	70%	87%	100%

◆ 16 Up

		Original					
		A5	B6	A6	B7	A7	B8
Printing Paper	A3	50%	58%	71%	81%	100%	116%
	B4	---	50%	61%	70%	87%	100%
	A4	---	---	50%	57%	70%	81%
	B5	---	---	---	50%	60%	70%

Note:

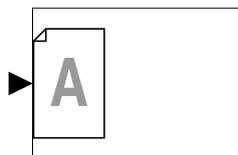
- See [p.78](#) for information about “Multi-Up Tickets”.
- Use the “Size” button on the Master Making Basic Screen to specify the enlargement/reduction ratio as necessary. [p.55](#)

2 Up Operation

1 Place an original.

Important!:

- Pay attention to the orientation of the original. For “2 Up”, make sure to place the original as the diagram demonstrates. The same is true when using the ADF unit.



Note:

- With the optional ADF unit you can print two different originals side by side on a single sheet of paper (2 in 1 printing). Set the two originals one above the other.
- To print two copies of the same original side by side on a single sheet of paper (2 Up printing), set the original on the Platen Glass.

2 Select paper size.

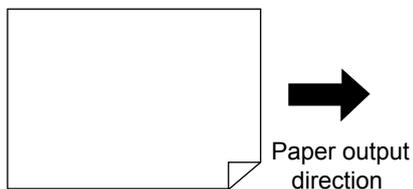
(For RZ977 only)

Touch **[Feed Tray]** to select **[Standard-T]**, **[Feed Tray1]**, or **[Feed Tray2]**.

Selecting one of the three trays will automatically select the reproduction size suitable for the paper size of the Feed Tray selected.

Important!:

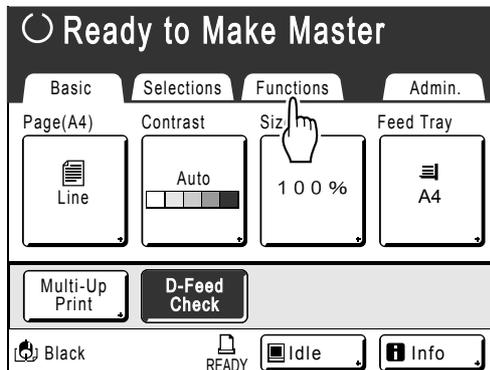
- Make sure to load paper as shown below (Portrait direction).



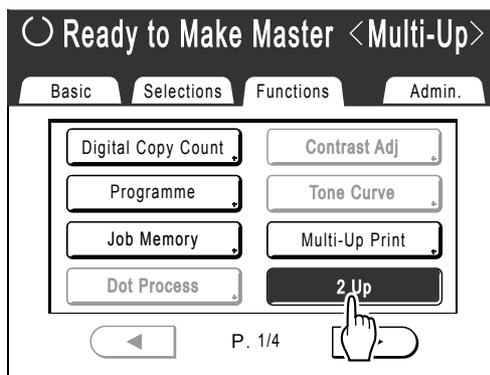
Note:

- Case of RZ970;
If you set the original and print paper prior to setting “Multi-Up Print”, the printer will automatically set the size ratio.

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



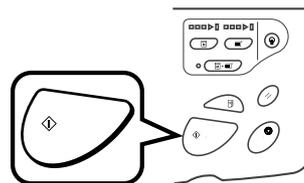
4 Touch [2 Up].



5 Make necessary settings.

Make various settings as needed. After this, please follow the same operations for normally making a master.

6 Press the key.



Starts scanning of the original.

Operation for Multi-Up Printing

1 Place an original.

Note:

- Pay attention to the orientation of the original.
p.70

2 Select paper size.

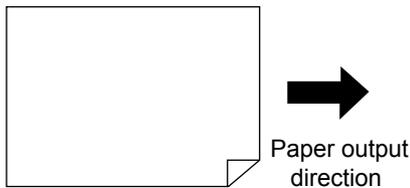
(For RZ977 only)

Touch **[Feed Tray]** to select **[Standard-T]**, **[Feed Tray1]**, or **[Feed Tray2]**.

Selecting one of the three trays will automatically select the reproduction size suitable for the paper size of the Feed Tray selected.

Important!:

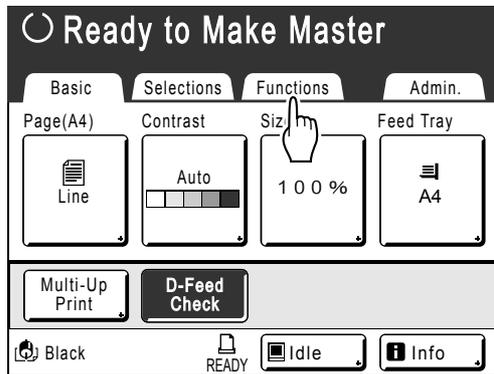
- Make sure to load paper as shown below (Portrait direction).



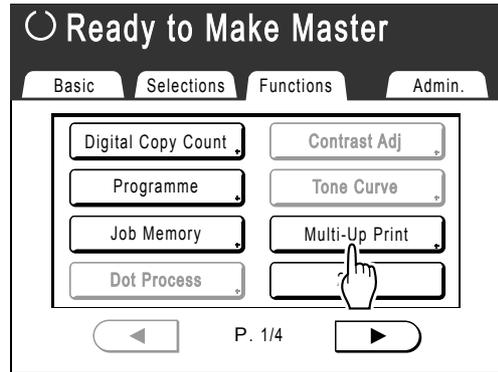
Note:

- Case of RZ970;
If you set the original and print paper prior to setting "Multi-Up Print", the printer will automatically set the size ratio.

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



4 Touch **[Multi-Up Print]**.



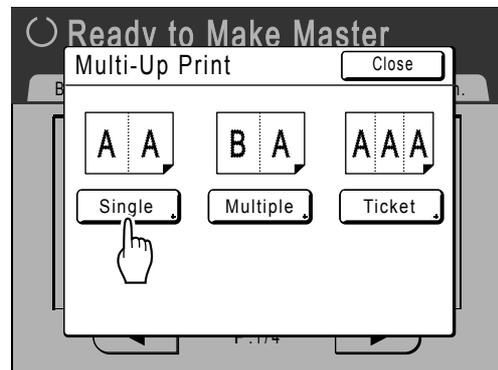
5 Select the Page Size to use.

Touch the Page Size same as the original and touch **[Next]**.



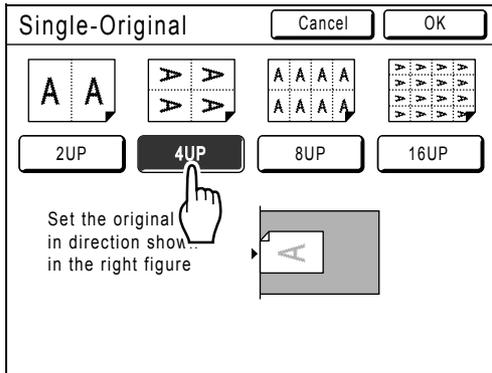
Reproduction Size is set automatically and Multi-Up Print screen is displayed.

6 Touch **[Single]** for Single-Original, touch **[Multiple]** for Multiple-Original.



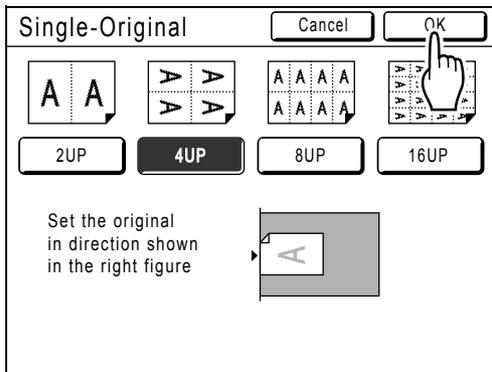
Except for the original placement method, operations for "Single-Original" and "Multiple-Original" are basically the same. This example is for "Single-Original".

7 Touch the button of the number of images to use.

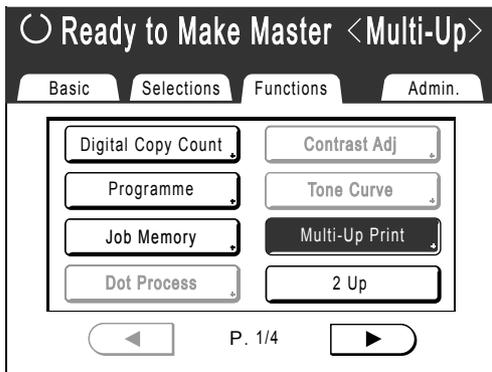


To cancel the "Multi-Up Print" settings, return to the previous screen and touch **[Cancel]**.

8 Touch [OK].



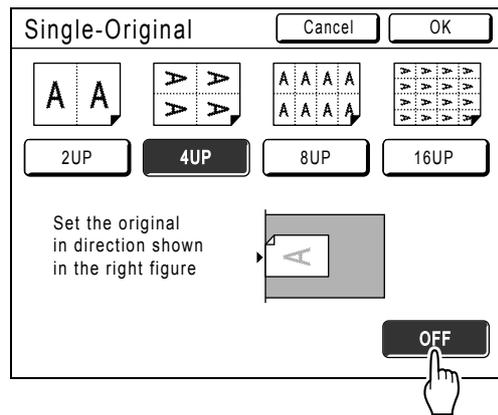
The following screen appears.



Returns to the Functions screen. "Multi-Up Print" setting is updated.

Note:

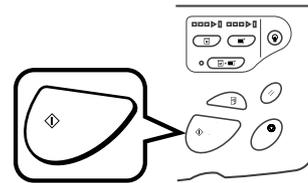
- When using "Multiple-Original" mode, in the case that the actual number of pages in the document is less than the number of pages specified in the mode settings, set an equivalent number of blank pages in the machine to make up the specified number.
 ↪ p.70 "Original Orientation and Print Results"
- When using the "Auto Process" setting, printing will continue automatically when an original is set on the ADF unit.
- When "Ink Saving" is turned ON, the Image Processing Mode cannot be changed between individual originals.
- To cancel a "Multi-Up Print" setting once it has been confirmed, follow steps 3 and 4, touch **[OFF]** and then **[ON]** on the screen.



9 Make necessary settings.

Make various settings as needed.

10 Press the  key.



Scanning of the original starts.
 After scanning has finished, follow the usual steps to print.

Important!:

- After displaying the message, “Place Another Original and Press Start Key To Cancel, Press Stop Key” the machine waits for the next original to be loaded. Set the next original and press . Press  to cancel the “Multi-Up Print” mode.
- The Platen Glass and the optional ADF unit cannot be used at the same time. If using the Platen Glass to scan the first sheet of the original, you must continue to use the Platen Glass to scan the rest of the document.

Operation for Multi-Up Tickets

For “Multi-Up Tickets”, the specification of the short edge size of the original (the width) is used to calculate the number of images that can be printed on one sheet of paper (print paper size divided by short edge size of the original). A ticket width of between 50 mm and 210 mm can be specified.

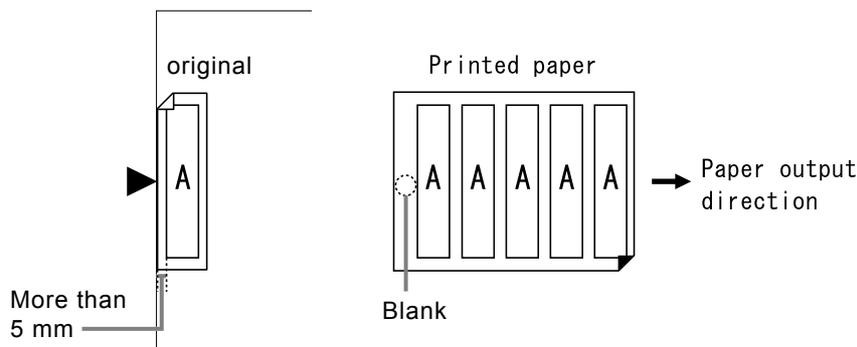
Ex.)

Short edge of the original 50 mm

Long edge of the print paper 297 mm (A4 size)

$297 \div 50 = 5$ with a remainder of 47

In this example, 5 images print on one sheet of paper.



1 Place an original.

Place the original on the Platen Glass.

Important!:

- Pay attention to the orientation of the original.

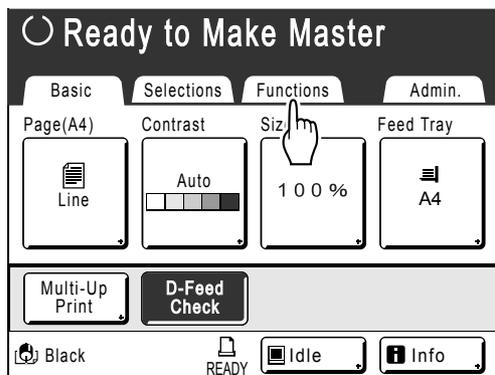
2 Select paper size.

(For RZ977 only)

Touch **[Feed Tray]** to select **[Standard-T]**, **[Feed Tray1]**, or **[Feed Tray2]**.

Selecting one of the three trays will automatically select the reproduction size suitable for the paper size of the Feed Tray selected.

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



4 Touch **[Multi-Up Print]**.



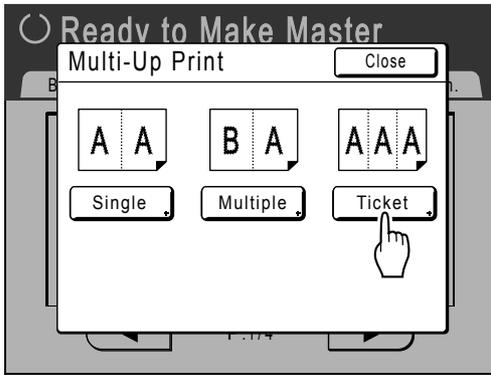
5 Select the Page Size to use.

Touch the Page Size same as the original and touch **[Next]**.

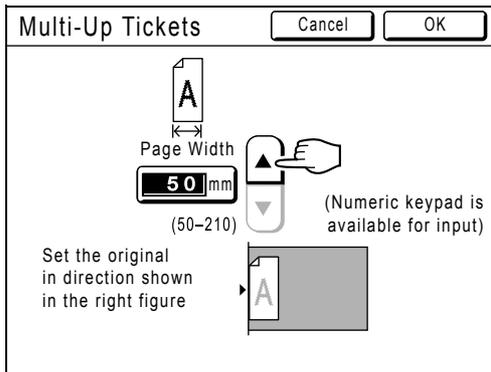


Reproduction Size is set automatically and Multi-Up Print screen is displayed.

6 Touch [Ticket].



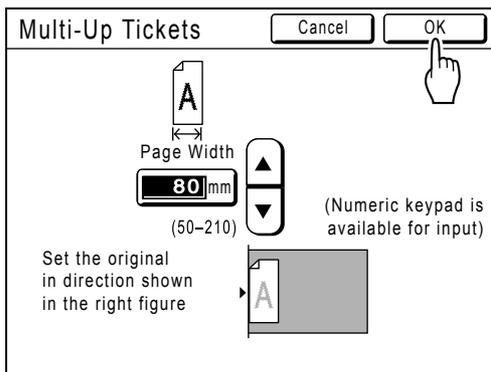
7 Touch or to specify the short edge size of the original (the width).



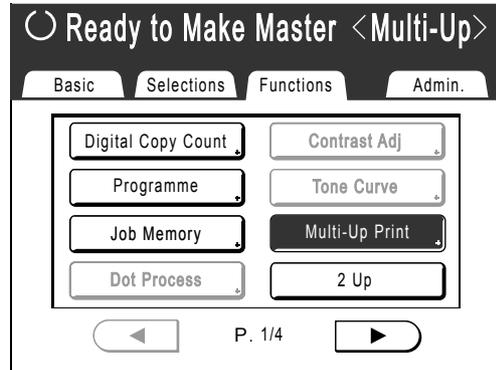
Important!:

- If you have enlarged/reduced size in step 9 (setting print functions), be careful about the following points.
 - Specify the ticket width after enlarging/reducing.
 - If you magnified the size, make sure that the bigger size does not exceed the specified “Page Width” or the short edges of the print paper.
 - When magnifying, make sure to prepare paper that fits the enlarged size.

8 Touch [OK].



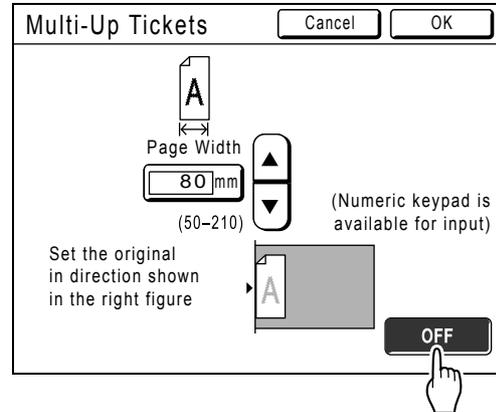
The following screen appears.



Returns to the Functions screen. “Multi-Up Tickets” setting is updated.

Note:

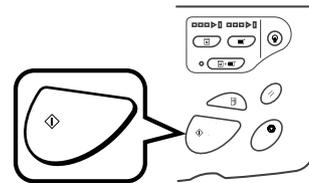
- To cancel a “Multi-Up Print” setting once it has been confirmed, follow steps 3 and 4, touch [OFF] and then [ON] on the screen.



9 Make necessary settings.

Make various settings as needed.

10 Press the key.



Starts scanning of the original.
After this, please follow the same operations for normally printing.

Printing from Bound Documents

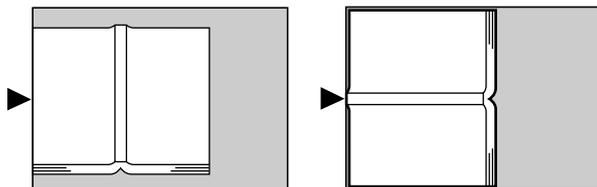
[Book Shadow]

This function erases the binding “spine” shadow in the centre when printing from such bound originals with facing as magazines and books.

The machine automatically detects the area to delete.

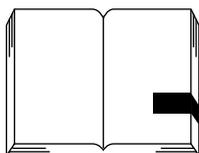
Important!:

- The original must be placed as shown below.

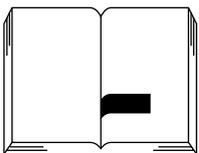


- “Book Shadow” is not available for bound books or magazines with images placed on the edge of the page or on the binding as shown below.

- A continuous black image area (non-white) from the edge of the original

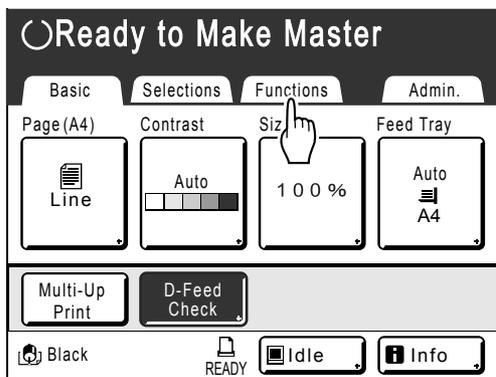


- A continuous black image area from the centre of the original

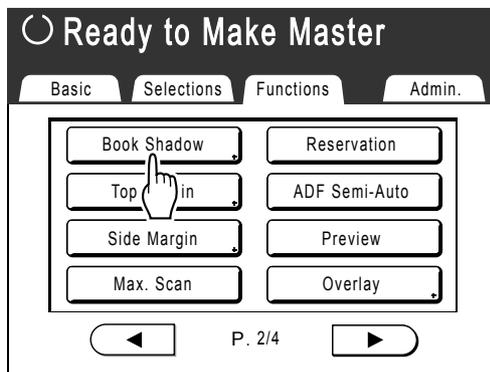


- “Ink Saving”, “Contrast”, “Multi-Up Print” and “2 Up” functions are not available when “Book Shadow” is selected.

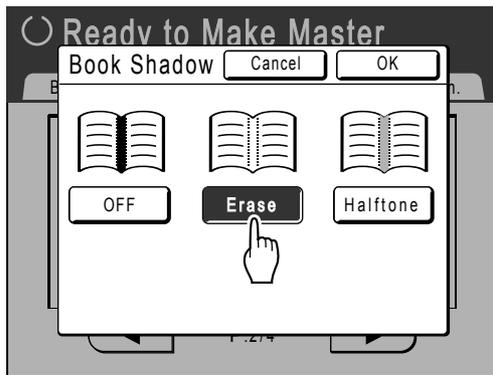
1 Touch [Functions] on the Master Making Basic Screen.



2 Touch [Book Shadow].

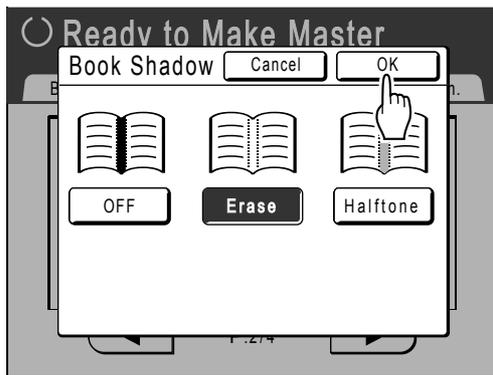


3 Touch the shadow processing method.

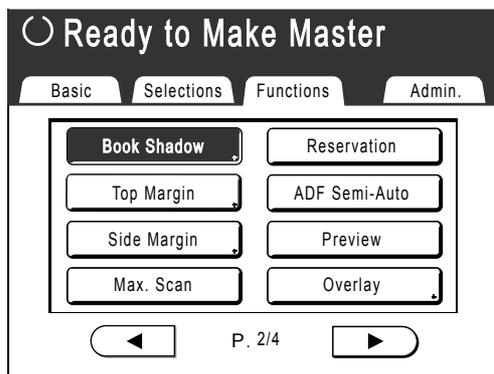


- **[Erase]:** Erases shadows near the centre and around the original.
- **[Halftone]:** Photo processes the centre shadow for a natural feel and deletes shadows that it can around the original.

4 Touch [OK].



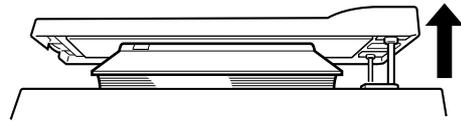
The following screen appears.



Returns to the Functions screen. "Book Shadow" setting is updated.

Note:

- If you are scanning a thick book such as an encyclopedia, raise the hinge of the platen glass cover and press down for best results.



Cutting the Top Margin of the Original and Printing [Top Margin]

You can cut the top portion of the margin to between 0 to 99 mm and make a master. This feature enables you to skip the registration marks* on the original and print on the finish-sized paper without any of these marks.

* About the Registration Mark

In the field of commercial printing, it is normal to print on paper that is larger than the finished size and then cut down to the finished size afterwards. The symbol that indicates the position to cut in this event is known as the registration mark.

Important!:

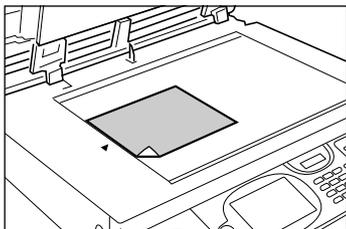
- When you are setting the “Size”, magnify/reduce using the area that skips the set value.
- Do not use “Auto Reproduction Size”.
- This function cannot be used with “Multi-Up Print” and “2 Up”.

1 Place an original.

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

Important!:

- An ADF unit (option) cannot be used with “Top Margin”.

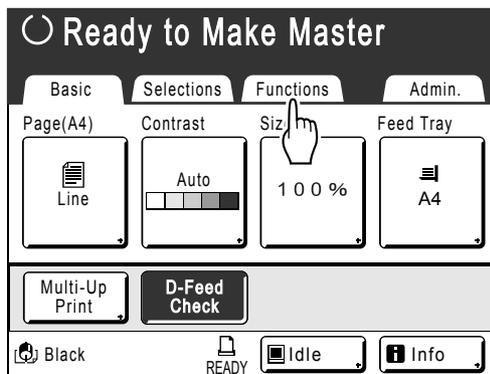


2 Select paper size.

(For RZ977 only)
Touch **[Feed Tray]** to select paper size on the Feed Tray screen.

When using the Standard Feed Tray, load paper of the required size on the Standard Feed Tray.

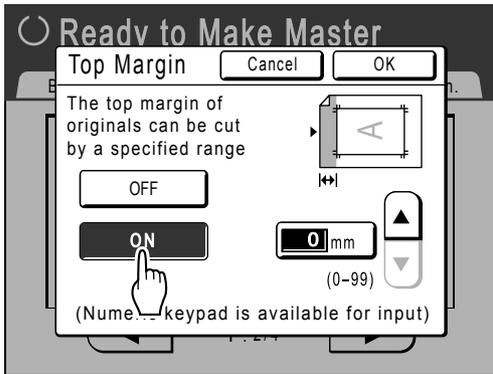
3 Touch [Functions] on the Master Making Basic Screen.



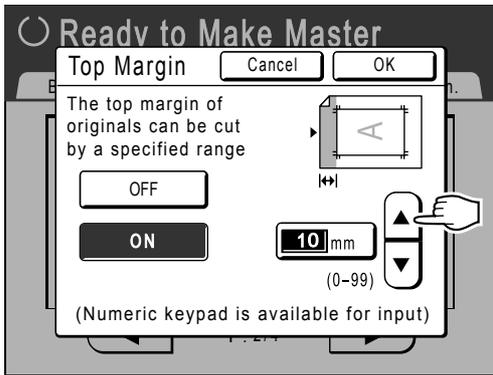
4 Touch [Top Margin].



5 Touch [ON].



6 Touch ▲ or ▼ to specify the cut width.

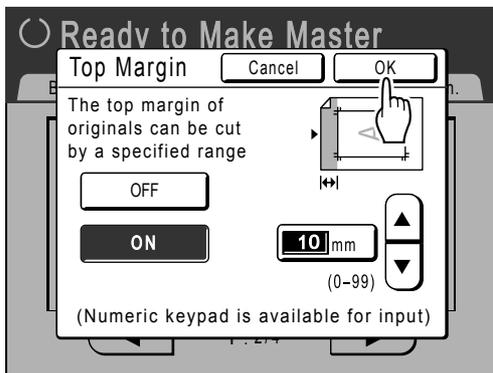


You can set from 0 to 99 mm.

Note:

- Print Quantity Keys can also be used to enter a value.

7 Touch [OK].



Returns to the Functions screen. "Top Margin" setting is updated.



Adjusting the Side Margins of the Master

[Side Margin]

If you are using the ADF unit to print multiple originals and need to move the left and right margins to make a master, use “Side Margin” for one simple operation to offset the margins for all the originals (up to 10 mm left/right).

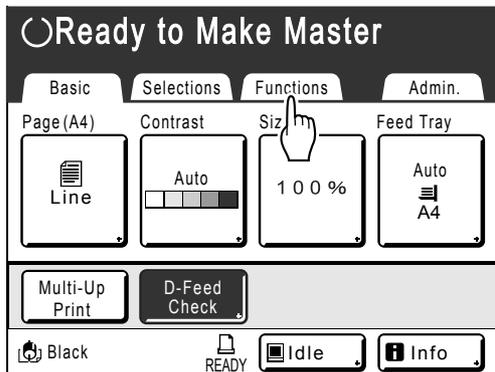
Important!:

- The “Side Margin” function shifts the location of the original to the right or left. It does not reduce the size of the original.
- By using “Side Margin”, the opposite side of the side margin may be pushed out of the print area and not print. Check the margins of the original prior to setting.
- This function cannot be used with the following functions.
 - Multi-Up Print
 - 2 Up

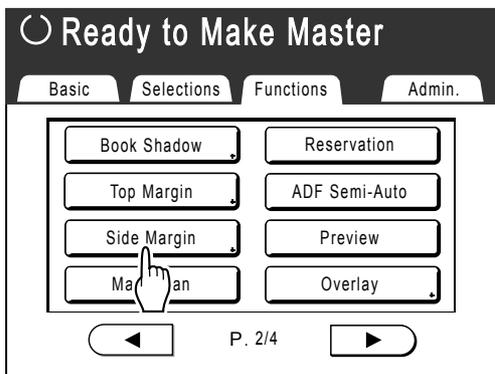
Note:

- If “Side Margin” and the print location controls on the control panels are used together, the final print location of the original can be adjusted up to 20 mm.
- This function can be used to set the side margins even when the original is set on the Platen Glass.

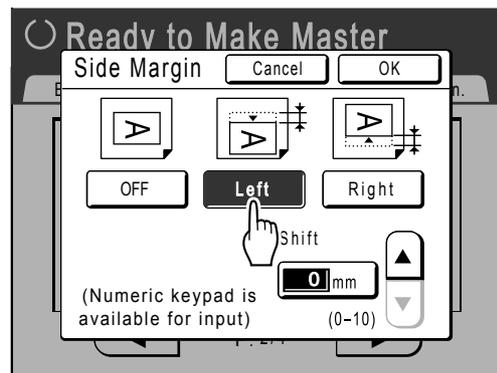
1 Touch [Functions] on the Master Making Basic Screen.



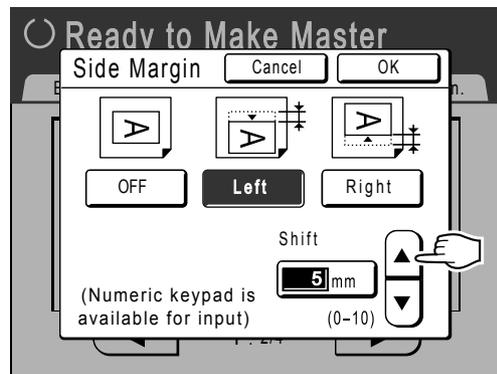
2 Touch [Side Margin].



3 Touch [Left] or [Right] to adjust.



4 Touch ▲ or ▼ to specify the shift distance.

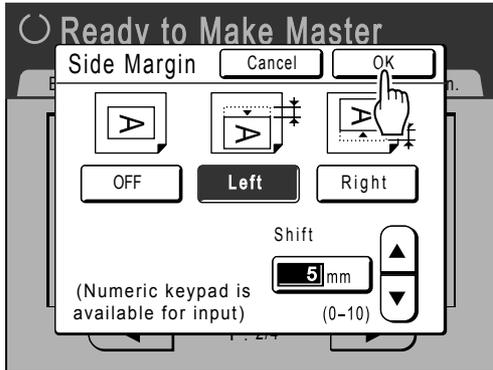


You can set from 0 to 10 mm.

Note:

- Print Quantity Keys can also be used to enter a value.

5 Touch [OK].



Returns to the Functions screen. "Side Margin" setting is updated.



Checking the Print Image Prior to Making Master [Preview]

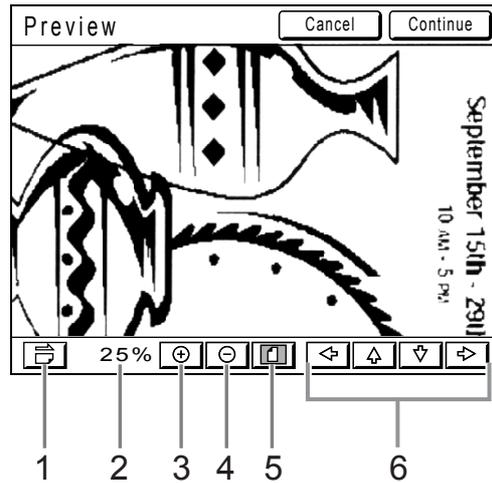
You can check what the actual master will look like by previewing an image of the scanned original or an image of data sent from a computer. This function is handy for checking the layout or final image of a Multi-Up job. The operation and display timing differ depending upon the mode.

Mode name (original type)	When set	When to display	If "Auto Processing" is ON
Printing from the Original Document	When setting functions related to Master Making (settings from Functions)	After Scanning the Original	Scans the original, then temporarily stops to display preview.
Scan Mode	When setting functions (master making functions) related to Scanning (setting from Functions)	After Scanning the Original	When in scan mode, an original is scanned and then saved, so there is no "Auto Process" operation. However, if multiple originals are placed in an ADF unit, you can touch [Continue] after reviewing the preview to start the scan of the next original.
Printing Original Data from a Computer	Stopping the print job prior to making a master (Semi-Auto(Print)/Auto Process OFF), after the machine has received the original data	Displays when touching [Preview]	A preview is not shown if data is sent from the printer driver with "Auto Print" "ON".
Retrieving Stored Data and Printing	When retrieving stored data (set on the Storage Basic Screen)	Displays when touching [Preview]	If you touch [Preview] , it displays immediately. Touch [Continue] to make a master/print with "Auto Process".

Note:

- Preview shows an image oriented towards output after printing.
- It shows the scanned original as-is. A margin is required when actually printing. Check to make sure that the margins are sufficient.
- In "Direct Print" operation, **[Preview]** will be displayed on the Master Making Basic Screen when data is received from the computer.
☞ p.49
- When in Link mode (when a linked printer (sold separately) is connected), the original image after scanning and prior to output from the linked printer is previewed.

Actions Available on the Preview Screen

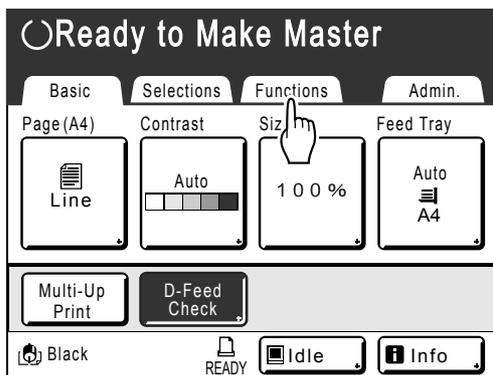


- | | |
|---|--|
| <p>1) Rotate Image Button
Allows you to rotate the displayed image 90 degrees.</p> <p>2) Displays the size of the current display.</p> <p>3) Magnify Button
Magnifies the preview display each time it is touched.</p> | <p>4) Reduce Button
Shrinks the preview display each time it is touched.</p> <p>5) Show All Button
Shows the entire image.</p> <p>6) Scroll Button
The image moves in the direction of the displayed arrow.</p> |
|---|--|

Operation for Preview

The operational procedures for “Printing from the Original Document” are explained below.

- 1 Place an original.**
- 2 Touch [Functions] on the Master Making Basic Screen.**



- 3 Touch [Preview].**

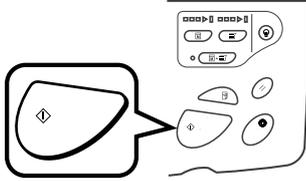


“Preview” setting is updated.

4 Make necessary settings.

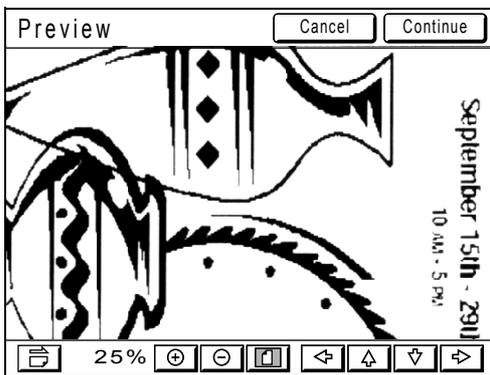
You can configure print functions to apply to the new original as needed.

5 Press the key.



A scan of the original begins, and can be previewed on the Preview screen.

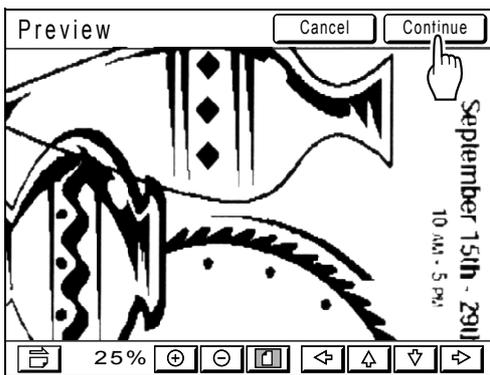
6 Check the preview image.



You can use various controls on this screen to check the image.

[p.87](#)

7 Touch [Continue].



A master is created using the settings configured in step 4.

After this, please follow the same operations for normally making a master.

Note:

- Touching **[Cancel]** will cancel the image, returning to the Master Making Basic Screen. To resume preview operation, repeat from step 4.

Functions for Printing

Changing the Print Speed

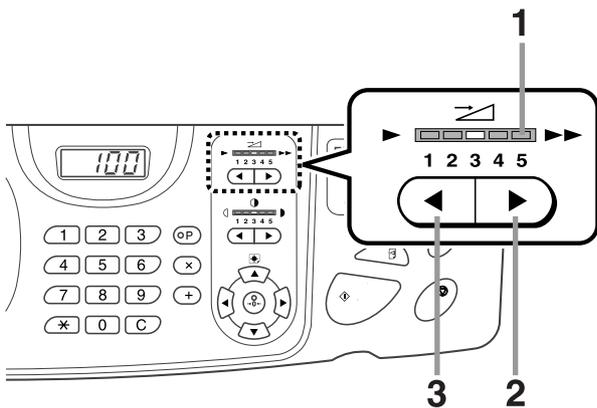
[Print Speed Adjustment]

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:

- In cases where printing noise is excessive, decrease print speed or use “Silent” mode.
☞ p.92
- Set the default print speed on the Admin. screen.
The factory default is level 3 (approximately 100 copies/minute).
☞ p.149

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

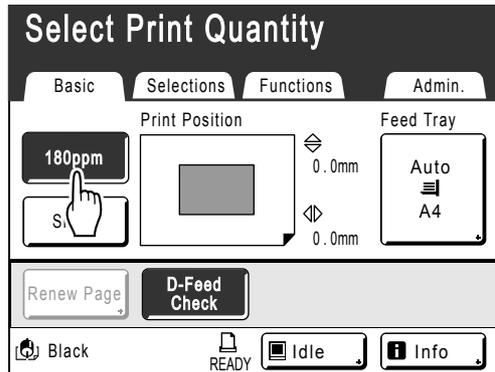
Printing at High Speed [180ppm]

By using “180ppm”, you can print faster than if you were to simply adjust the “Print Speed”.

Important!:

- Use the normal print speed adjustment (1 to 5) until the internal temperature of the machine is higher than 15° C. The time it takes for the internal temperature to rise depends upon the machine environment.

Touch [180ppm] on the Print Basic Screen.



Print speed is set at “180ppm” and the Print Speed indicator on the Control Panel is off.

To cancel the “180ppm” setting during printing, touch **[180ppm]** to return to the previous speed. The Print Speed Adjustment Keys on the Control Panel can also be used to change print speed.

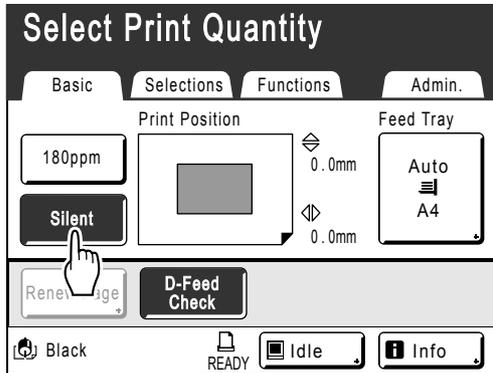
Note:

- When using the Feed Tray 1/2, “180ppm” is not available. (For RZ977 only)

Printing More Quietly [Silent]

In “Silent” mode, print speed is automatically adjusted to reduce noise levels.

Touch [Silent] on the Print Basic Screen.



“Silent” mode is set.

Selecting “Silent” mode reduces the print speed. (Print Speed 1).

To cancel “Silent” mode during printing, touch [Silent] to return to the previous speed.

The Print Speed Adjustment Keys on the Control Panel can also be used to change print speed.

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.

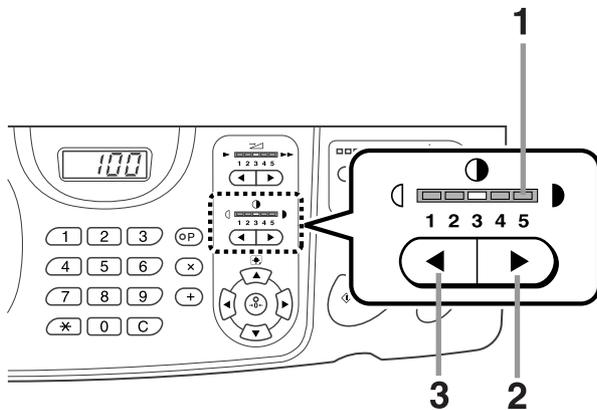
Important!:

- “Print Density” is not available when “Ink Saving” is selected.
☞ p.68

Note:

- The default print density can be set on the Admin. screen.
The factory default is set at level 3 (Standard).
☞ p.149

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]

The print position on the paper can be adjusted.

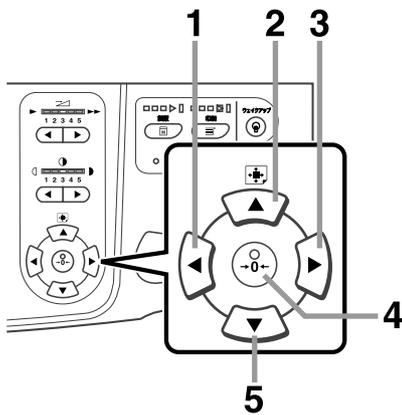
Adjustment range Vertical direction (bottom←top): ±15 mm Horizontal direction (left←right): ±10 mm

The positioning may be adjusted while Printing is in progress.

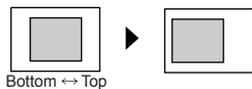
Note:

- After adjusting the print position, print a proof copy to check the result.
p.96
- The numerical value formed by “Print Position Adjustment” is the target. Set the actual position by verifying and adjusting the printed material.

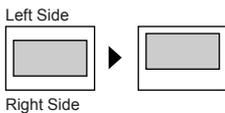
Press the , ,  or  key to move up or down.



- 1)  **Key**
Each press shifts the print position downward in steps of about 0.5 mm.



- 2)  **Key**
Press the key to move the print image about 0.5 mm to the left on the paper.

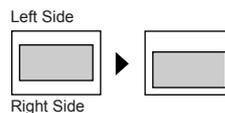


- 3)  **Key**
Each press shifts the print position upward in steps of about 0.5 mm.

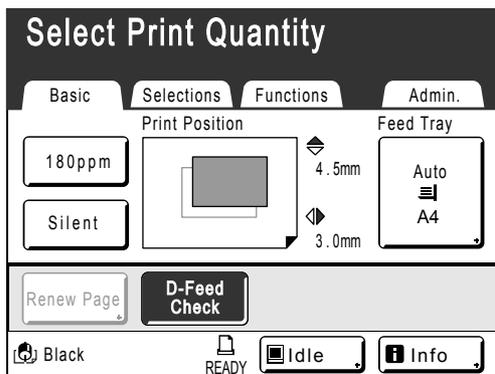


- 4)  **Key/Original Position Indicator**
Press to return to original position.
To restore the original Print Position during printing, hold the button down for more than 1 second. When the original Print Position is restored the indicator will light up.

- 5)  **Key**
Press the key to move the print image about 0.5 mm to the right on the paper.



The Print Basic Screen shows current vertical/horizontal adjustment.



Tip:

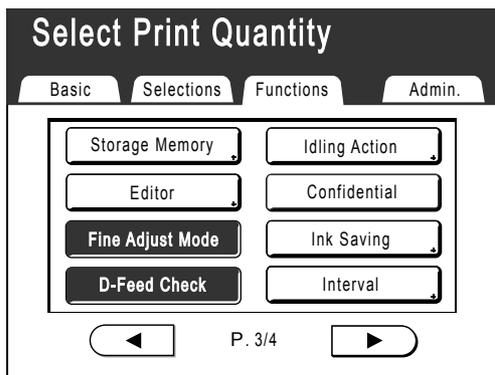
Detailed adjustments to Print Position

If the “Fine Adjust Mode” option is included in the machine settings, you can make detailed adjustments to the Print Position in approximately 0.1 mm increments (ordinary mode is 0.5 mm).

To use “Fine Adjust Mode” settings, please contact your dealer (or authorised service representative).

When “Fine Adjust Mode” is available, the button **[Fine Adjust Mode]** is displayed on the Functions screen.

Touch **[Fine Adjust Mode]** to turn “Fine Adjust Mode” ON (the button is highlighted) and enable adjustment in 0.1 mm increments. When “Fine Adjust Mode” is OFF, adjustments will be in 0.5 mm increments.

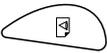


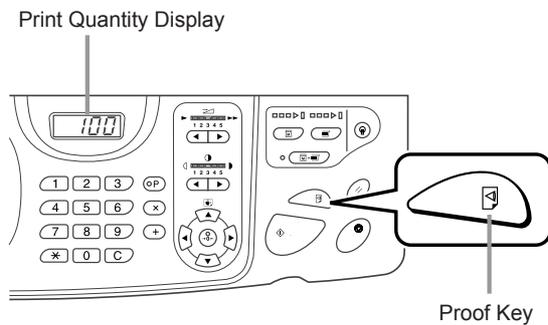
Printing Proof Copies [Proof]

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.



A single proof copy is printed.

Prevent Paper Jams When Using Special Paper [D-Feed Check]

This printer monitors for multiple paper feeds. If a feed of more than one sheet is detected, the print job automatically stops and “D-Feed Check” is executed.

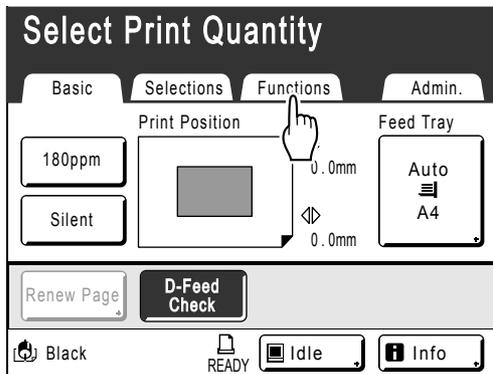
The multiple paper feed detector is calibrated for normal print paper. Paper jams or errors may be displayed depending upon the type of paper used. In the following instances, please set “D-Feed Check” to “OFF”.

- When a multi-feed detection message is occasionally displayed, even though no multi-feed has occurred
- When using dark paper (black, red, dark blue)
- When using paper already printed on the back side

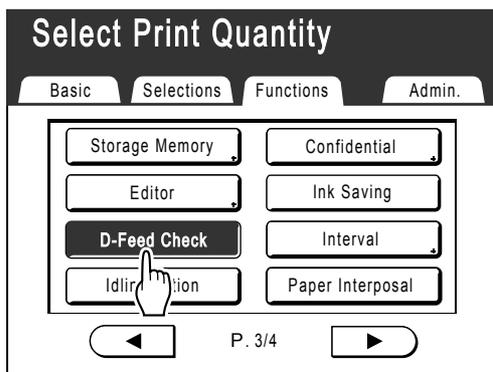
Note:

- In the factory setting, “D-Feed Check” is set to “ON”.
 p.149

1 Touch [Functions] on the Print Basic Screen.



2 Touch [D-Feed Check].

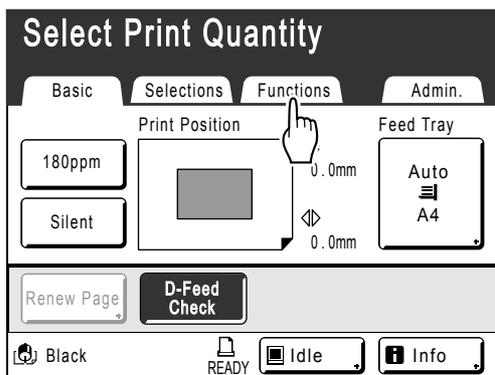


The button changes from being highlighted (b/w) to the normal display, and “D-Feed Check” is set to “OFF”.

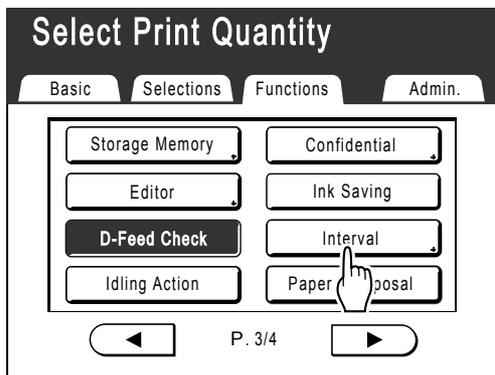
Keeping Printed Copies Dry [Interval]

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.

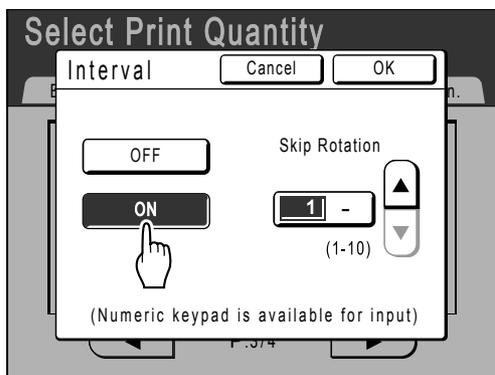
1 Touch [Functions] on the Print Basic Screen.



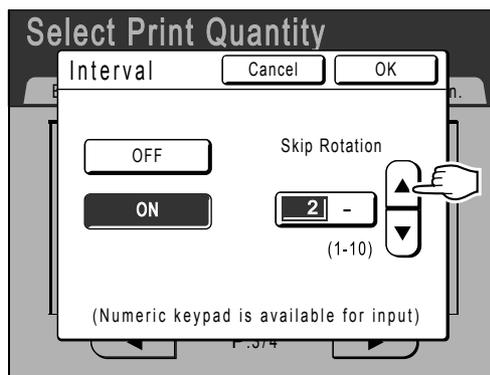
2 Touch [Interval].



3 Touch [ON].



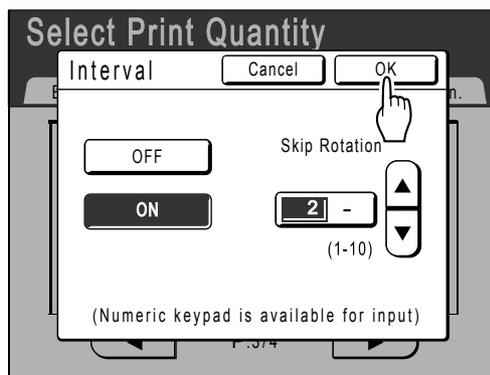
4 Touch [▲] or [▼] to set the number of Skip Rotations for the Print Drum.



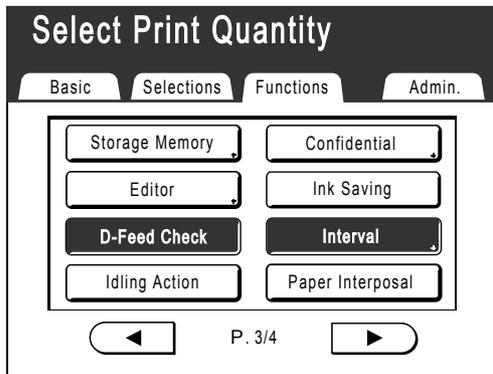
Note:

- Print Quantity Keys can also be used to enter numbers.

5 Touch [OK].



The following screen appears.



Returns to the Functions screen. "Interval" setting is updated.

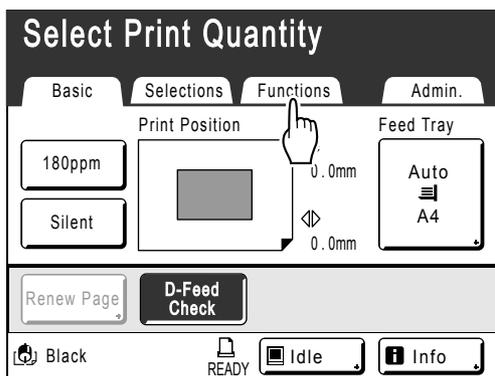
Separating the Print Jobs with Inserting Coloured Paper (for RZ977 only) [Paper Interposal]

When using programmed printing, the “Paper Interposal” function can be used to automatically insert coloured paper or other items between each set or print job, thus avoiding the need to remove copies every time the machine stops.

Important!:

- Before using the “Paper Interposal” function, go to “Admin.” and turn “Paper Interposal” ON, then select the “Interposer Tray” (to load the interposal paper).
☞ p.153
- The interposal paper is inserted after being printed. In order to distinguish the ordinary paper from the interposal paper effectively we recommend using the coloured paper for interposal paper in the same size as ordinary sheets.

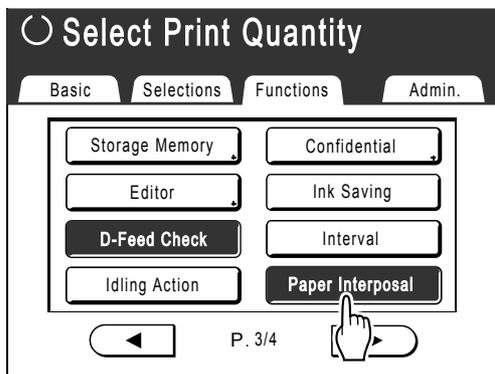
1 Touch [Functions] on the Print Basic Screen.



Note:

- When “Paper Interposal” is set to ON, one of the three feed trays is automatically reserved for the coloured sheets to be inserted. We therefore recommend inserting ordinary paper of a suitable size into one of the remaining two trays.

2 Touch [Paper Interposal].



“Paper Interposal” setting is completed and the machine is ready to print.

Paper Feed/Output Settings for Special Paper and Printing Types

[Eject Wing Control] [Special Paper Ctrl]

Paper feed and output settings can be adjusted when using special paper or uneven print finishes.

◆ Eject Wing Control

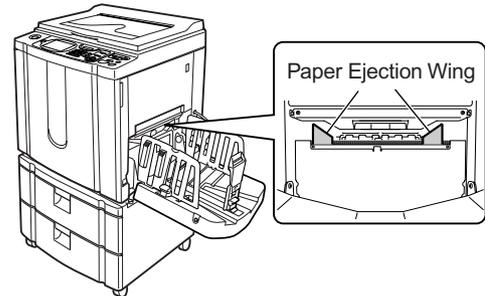
The following steps retrieves pre-configured custom settings for the Paper Ejection Wing. Use this feature to eject certain printing paper that is hard to eject with automatically adjusted normal Paper Ejection Wing setting.

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 Auto-control Stacking Tray or the Paper Receiving Tray. It automatically adjusts according to the position of the Paper Feed Pressure Adjustment Lever (standard or thick).



◆ Special Paper Ctrl

You can save settings for easy retrieval next time. The “Special Paper Ctrl” menu contains the following options:

Paper Feed Adj.

Adjust Standard Feed Tray position and paper-feed amount to suit special paper characteristics. For adjustment methods, please contact your dealer (or authorised service representative).

Paper Eject Adj

Some types of original image/paper may be printed with an uneven or blurred finish due to air blow or separation fan settings. This option can be used to change air blow, separation fan, pre-suction fan and suction fan settings. For adjustment methods, please contact your dealer (or authorised service representative).

Receive Tray (when using the Auto-control Stacking Tray)

The positions of the Receiving Tray Paper Guides/Stopper on the Auto-control Stacking Tray are automatically adjusted according to the paper size. Detailed adjustments to these positions can also be made using the display buttons where appropriate.

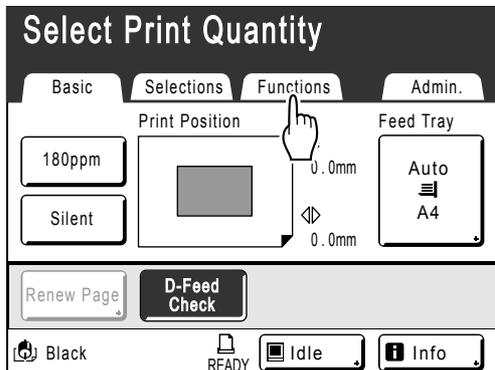
For information on adjusting the Receiving Tray Paper Guides/Stopper, see “Adjusting the Auto-control Stacking Tray” (p.103).

Important!:

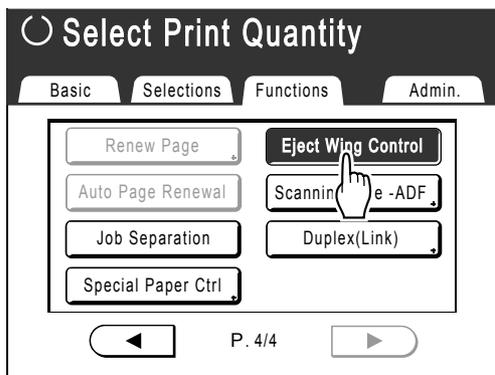
- In cases where the Receiving Tray Paper Guides/Stopper are not raised, adjustments cannot be made to the Auto-control Stacking Tray.

Setting the Eject Wing Control [Eject Wing Control]

- 1 Touch [Functions] on the Print Basic Screen.



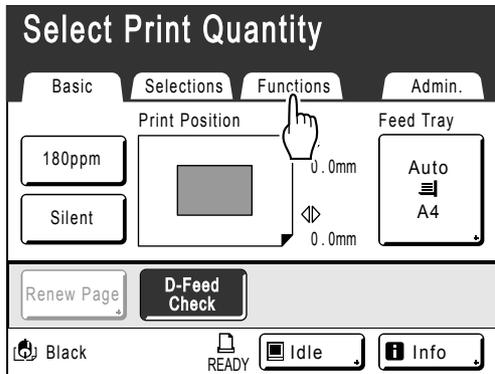
- 2 Touch [Eject Wing Control].



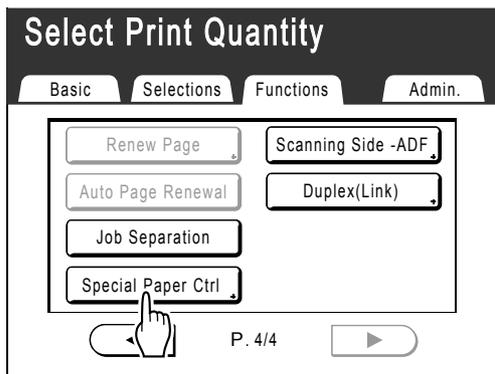
“Eject Wing Control” is selected.

Adjusting the Auto-control Stacking Tray (when using the Auto-control Stacking Tray) [Receive Tray]

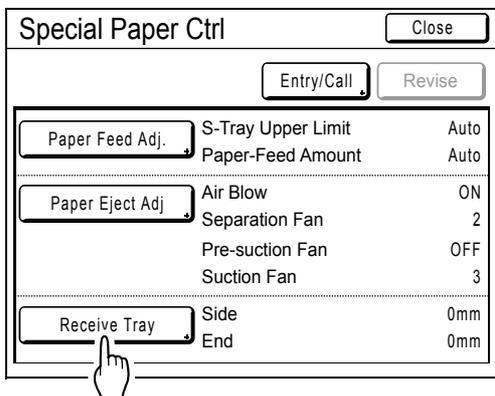
1 Touch [Functions] on the Print Basic Screen.



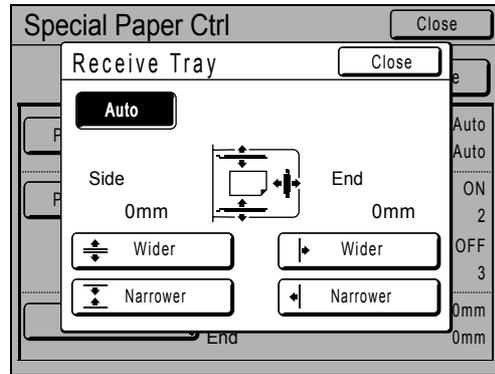
2 Touch [Special Paper Ctrl].



3 Touch [Receive Tray].



4 Touch the relevant adjustment buttons.



◆ **Automatic adjustment of the Receiving Tray Paper Guides/ Stopper**

Touch **[Auto]** to adjust the position of the Receiving Tray Paper Guides/Stopper automatically to the standard positions for the paper size.

◆ **Detailed adjustments of the Receiving Tray Paper Guides/ Stopper**

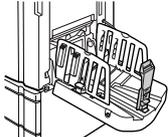
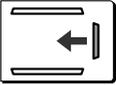
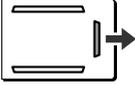
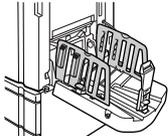
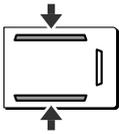
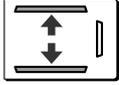
Touch either one of the four “Narrower” or “Wider” buttons to move the Receiving Tray Paper Guides/Stopper in approximately 1 mm increments.

- The adjustment value for the Receiving Tray Paper Guides is displayed under “Side”, while the Stopper adjustment is displayed under “End”.
- Detailed adjustments will be effective after paper size is set.
- Touch **[Auto]** to reset both “Side” and “End” to the default value of 0 mm and reactivate automatic adjustment.

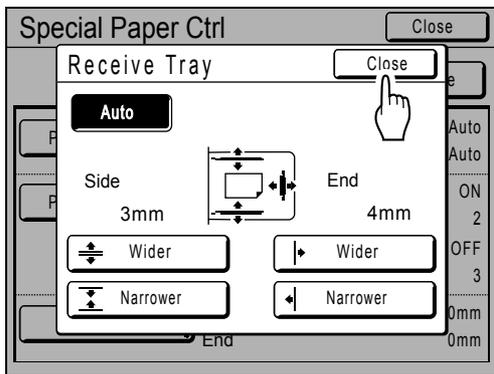
Note:

- The Receiving Tray Paper Guides (side) can be widened by pressing the Receiving Tray Paper Guides’ Opening Button during printing. (p.22)

Buttons, components activated and direction of movement

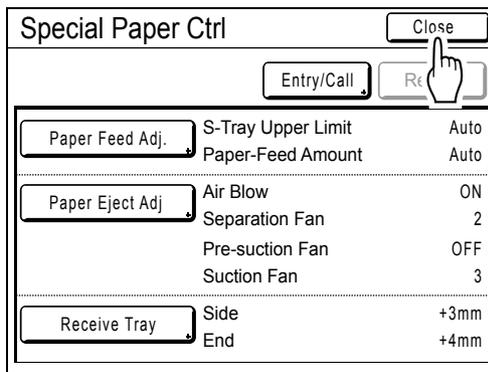
Button	Activated component	Direction
[◀ Narrower]	Stopper 	Towards the machine 
[▶ Wider]		Outwards on the Auto-control Stacking Tray 
[⏴ Narrower]	Receiving Tray Paper Guides 	Inwards on the Auto-control Stacking Tray 
[⏵ Wider]		Outwards on the Auto-control Stacking Tray 

5 Touch [Close].



Returns to the Special Paper Ctrl screen.

6 Touch [Close].



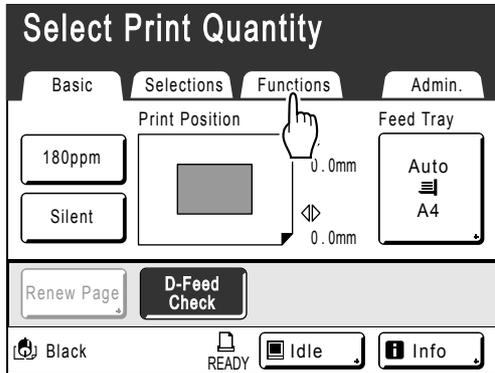
Returns to the Functions screen. You can go back to normal printing processes.

Note:

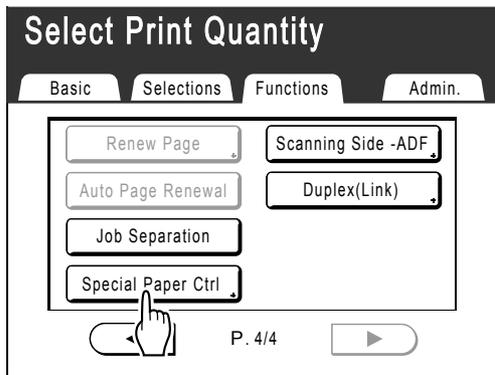
- Settings can be saved in “Special Paper Ctrl”, for easy retrieval next time. [p.107](#)

Retrieving Settings from the Parameter List

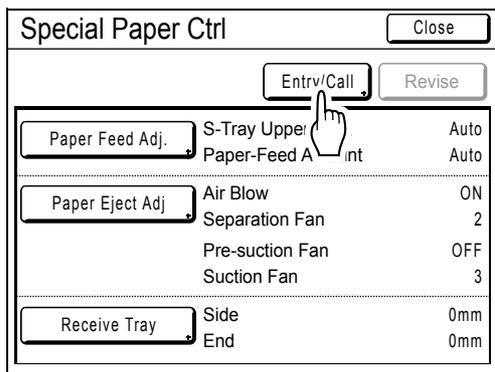
1 Touch [Functions] on the Print Basic Screen.



2 Touch [Special Paper Ctrl].

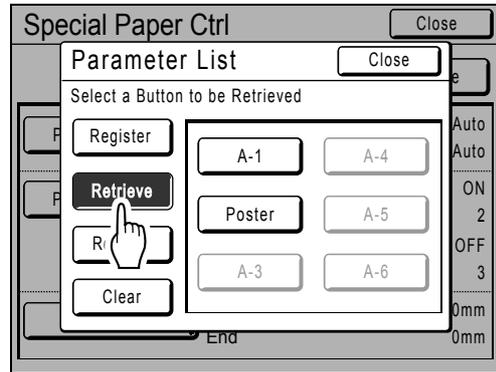


3 Touch [Entry/Call].

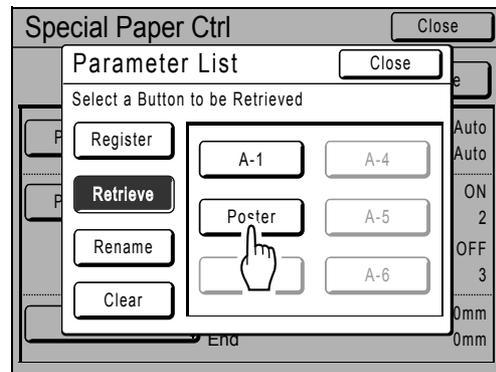


Display the Parameter List screen.

4 Touch [Retrieve].



5 Touch the button to retrieve.

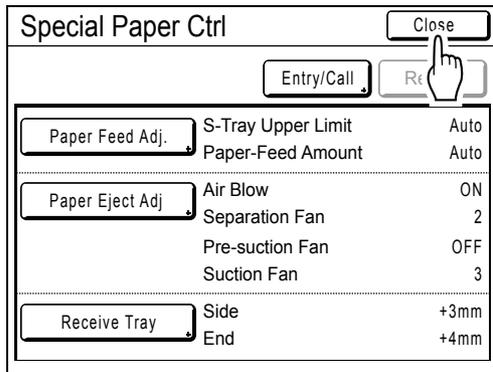


Greyed-out buttons are not available (no setting has been registered yet). Returns to the Special Paper Ctrl screen and the desired setting is retrieved. Confirm the settings made.

Note:

- Repeat steps 3 to 5 to retrieve other settings.

6 Touch [Close].

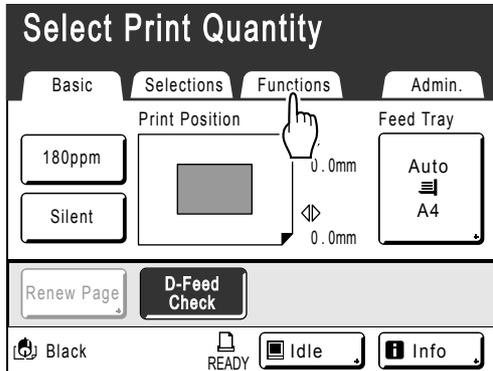


Returns to the Functions screen and the settings are updated.

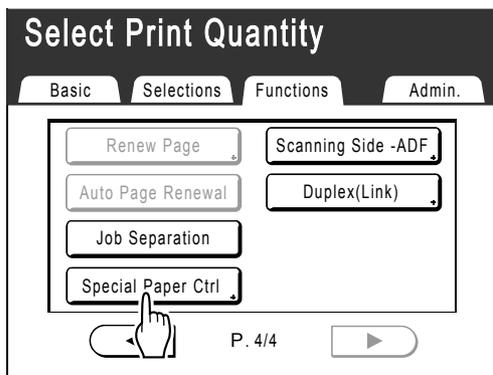
(Retrieve the settings to confirm, and follow the steps beginning with step 2.)

Saving settings in the Parameter List

- 1 Touch [Functions] on the Print Basic Screen.



- 2 Touch [Special Paper Ctrl].

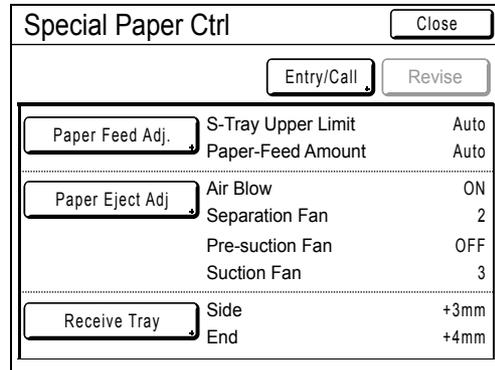


- 3 Adjust [Paper Feed Adj.], [Paper Eject Adj.], and [Receive Tray] (when using the Auto-control Stacking Tray).

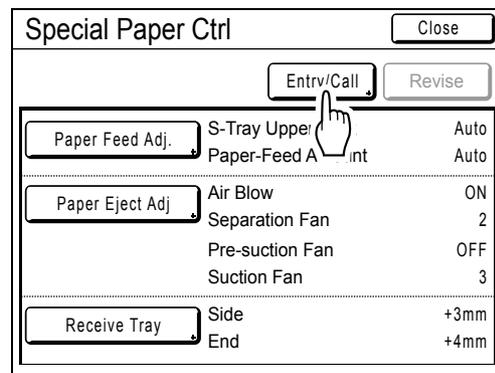
Note:

- For details of adjustments, see p.101.

- 4 Confirm the adjustments on the Special Paper Ctrl screen.

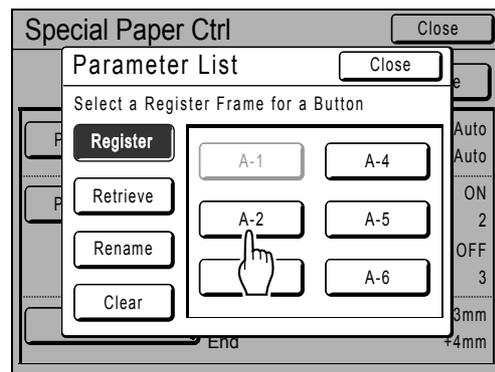


- 5 Touch [Entry/Call].



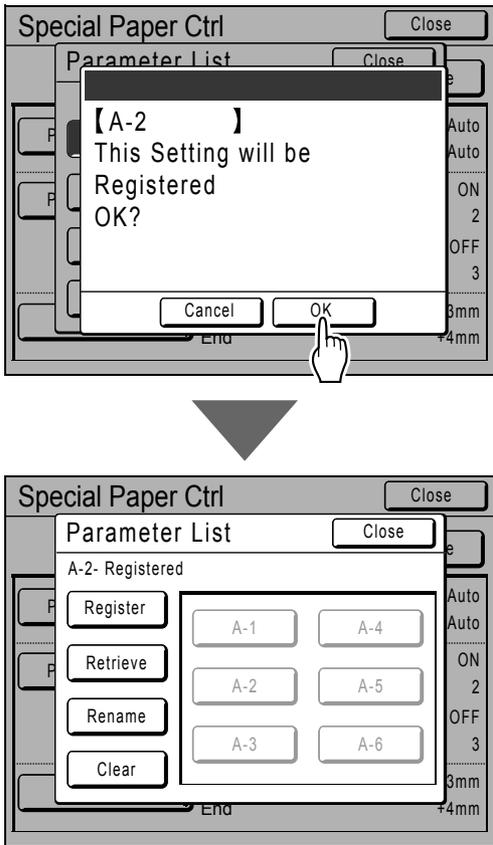
Parameter List screen is displayed.

- 6 Touch an unused button.



Unused buttons are displayed with a solid line. Greyed-out buttons are not available (associated with another setting).

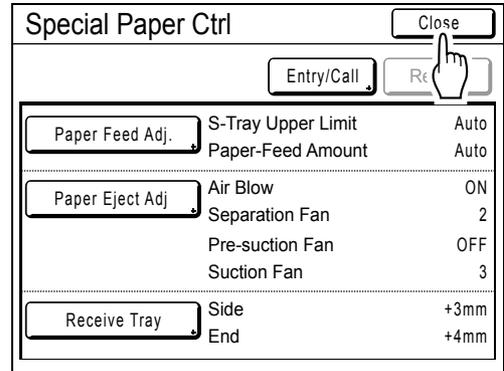
7 Touch [OK].



Returns to the Parameter List after the settings have been saved.
The name of each parameter can be changed for your convenience. To change parameter names, see the step 8.

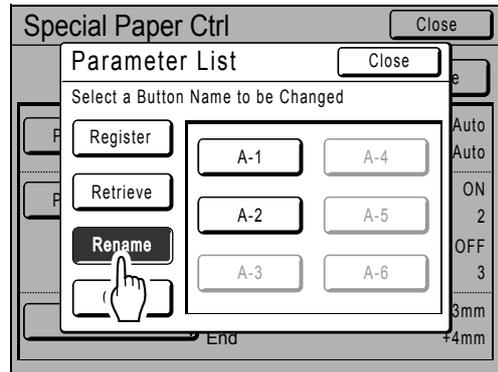
Note:

- After saving the settings, touch **[Close]** on the Parameter List screen to return to the Special Paper Ctrl screen.
- Touch **[Close]** on the Special Paper Ctrl screen to return to the Functions screen. Printing will be done with the saved settings.

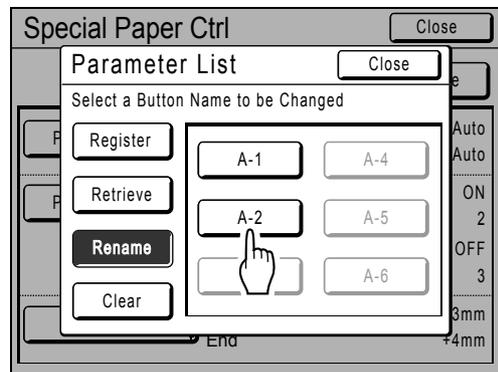


- If you do not wish to print after saving the settings, press  on the control panel.

8 Touch [Rename].

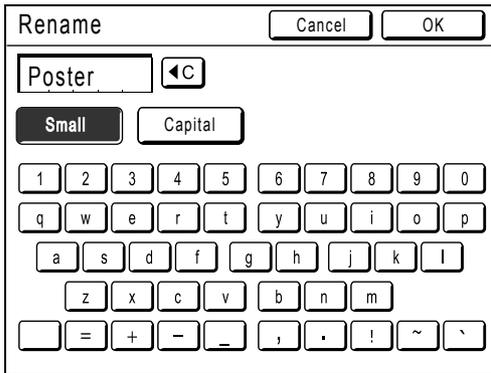


9 Touch the button to rename.



Greyed-out buttons are not available (no setting has been registered yet).

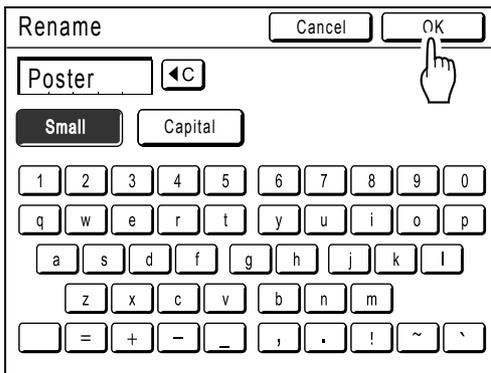
10 Touch character buttons to enter a new name.



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

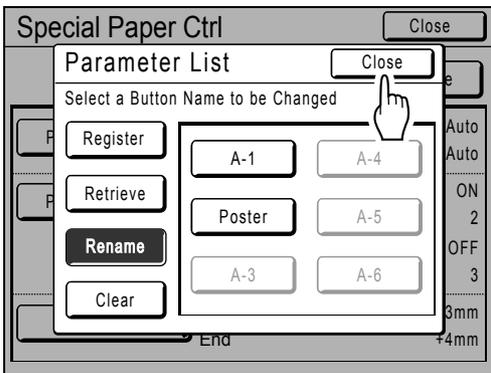
p.122

11 Touch [OK] after entering all the characters.



Returns to the Parameter List screen and the name is updated.

12 Touch [Close].



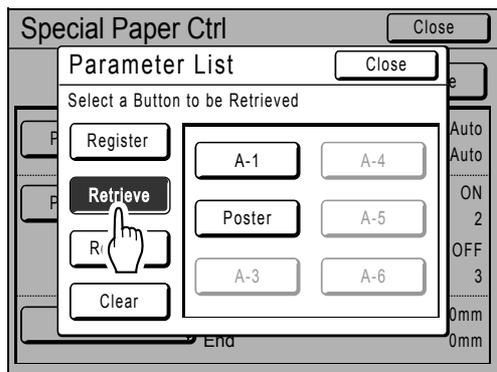
Returns to the Special Paper Ctrl screen.

Making changes to Special Paper Ctrl Setting

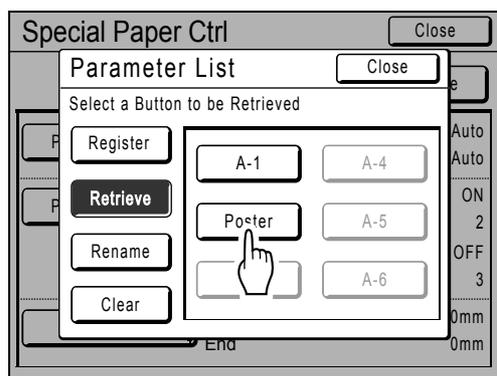
1 Display the Parameter List screen.

Follow steps 1 to 3 (p.105).

2 Touch [Retrieve].



3 Touch the button to change.



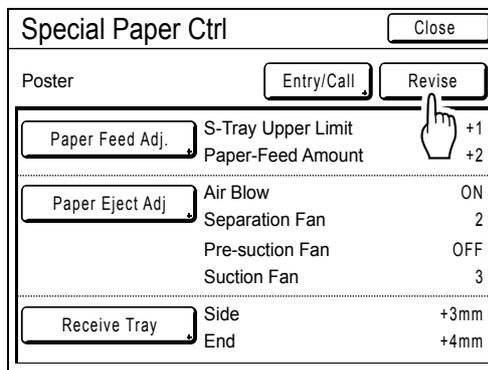
4 Change the setting parameters.

Parameters for the following can be changed: "Paper Feed Adj.", "Paper Eject Adj", and "Receive Tray" (when using the Auto-control Stacking Tray).

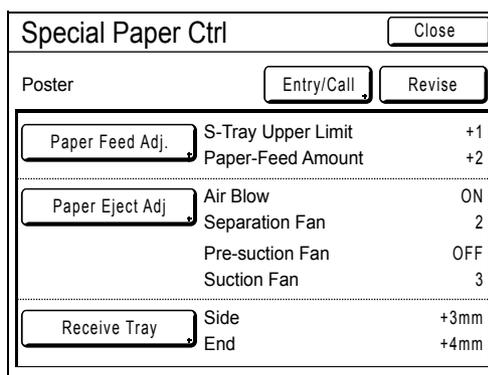
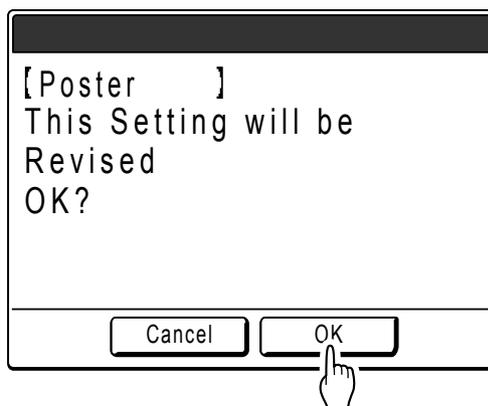
Note:

- For details of changes, see p.101.

5 Touch [Revise] on the Special Paper Ctrl screen.



6 Touch [OK].



Returns to the Special Paper Ctrl screen after parameters have been revised.

Clearing Special Paper Ctrl Settings

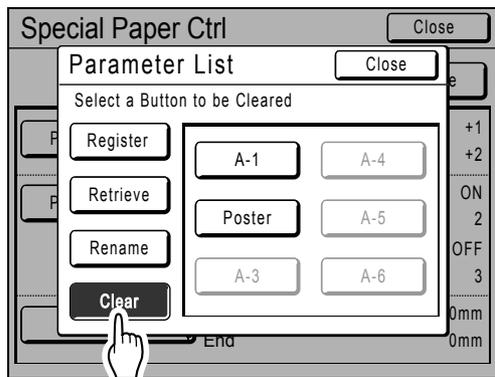
1 Display the Parameter List screen.

Follow steps 1 to 3 (p.105).

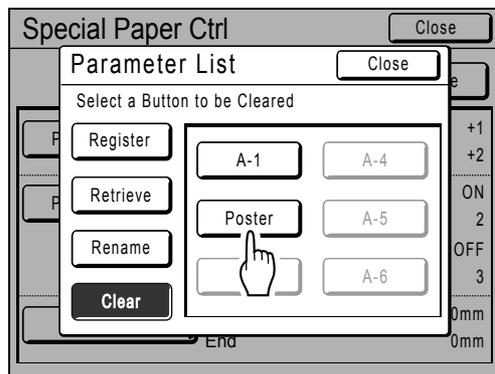
Important!:

- First, check whether the setting can be cleared. (Retrieve the appropriate setting and follow the steps beginning with step 2.)
- Cleared settings cannot be recovered.

2 Touch [Clear].

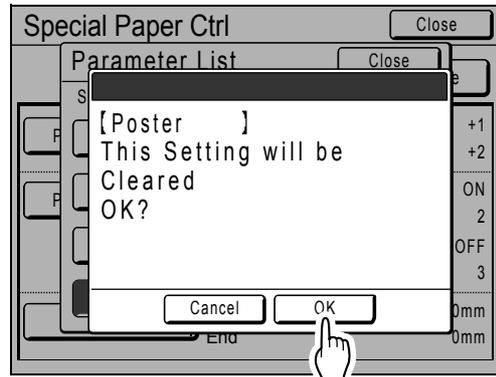


3 Touch the button for the setting you want to clear.



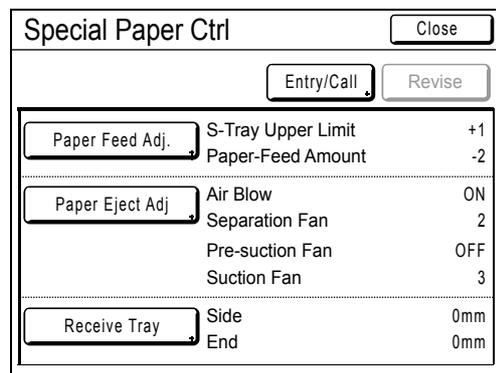
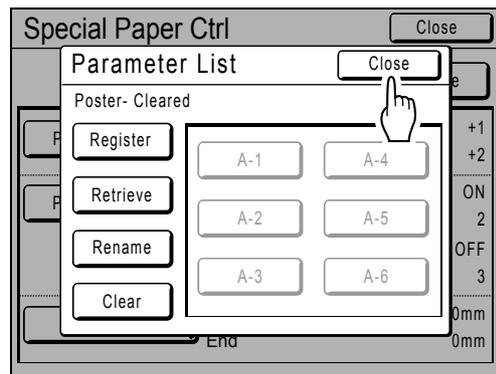
Greyed-out buttons are not available (no setting has been registered yet).

4 Touch [OK].



Returns to the Parameter List screen. The selected setting is cleared.

5 Touch [Close].



Returns to the Special Paper Ctrl screen.

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.

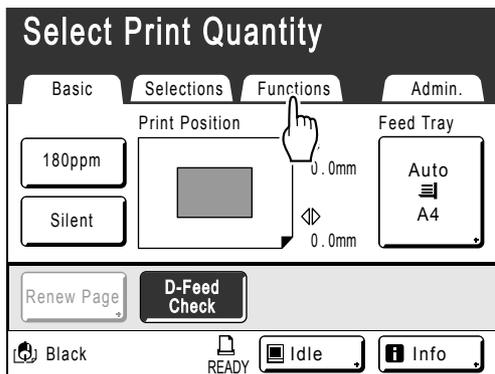
Note:

- You can set the machine to remind users to use the “Confidential” feature every time it is used.
p.165

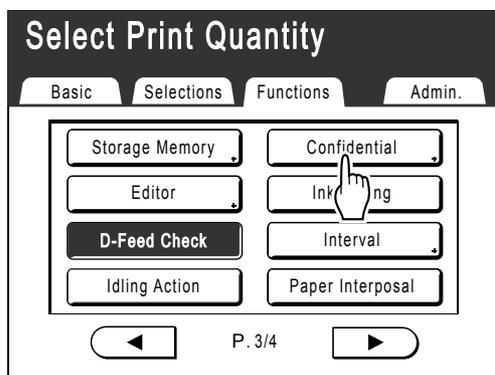
1 Make sure printing is completed.

Confirm that everything is printed.

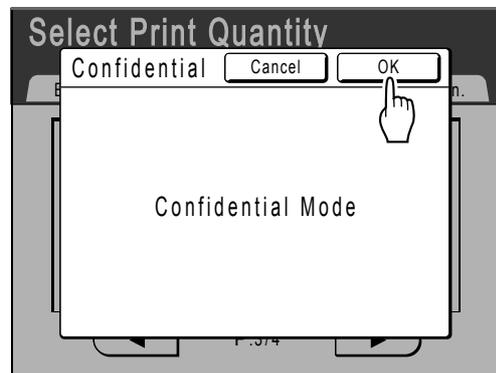
2 Touch [Functions] on the Print Basic Screen.



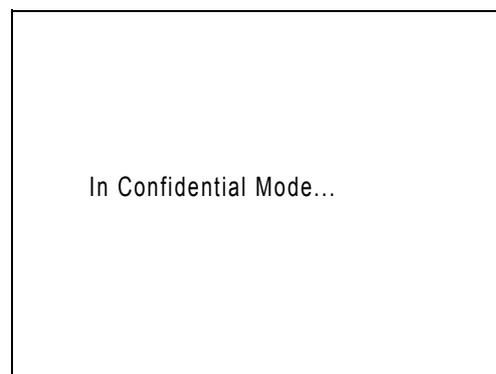
3 Touch [Confidential].



4 Touch [OK].



The following screen appears.



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.

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.

“Programme” consists of two types: “Single” and “Multiple”.

Important!:

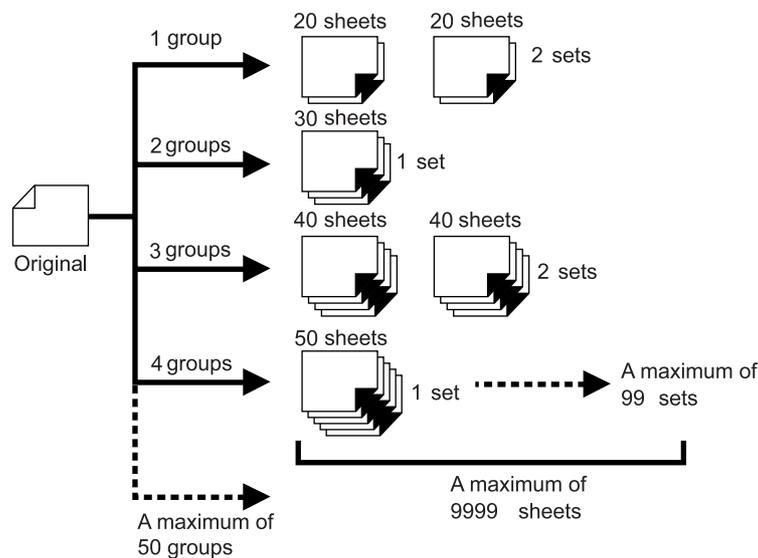
- After printing with “Programme”, press the  key to deactivate “Programme”.
- “Programme” is not available when “Auto Page Renewal” is selected.

◆ 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.

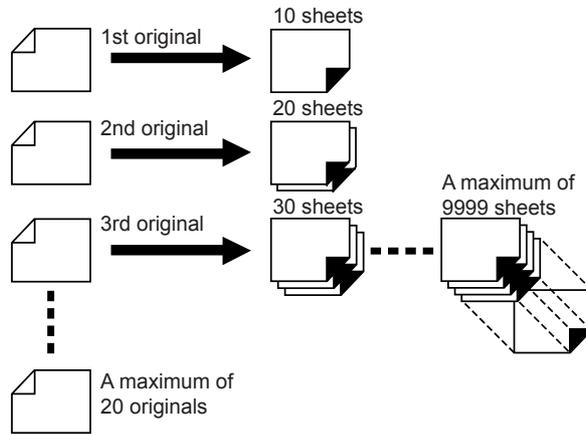


Note:

- If you are printing multiple originals with “Single Page” programme, place multiple originals (up to 50) in the ADF unit (option), and as long as “Auto Process” is “ON”, the set programme can be repeated and all the originals are divided into groups to print the various number of copies specified.

◆ **Multi-Page Mode**

For multiple originals, a different number of copies are printed for each original.
 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).



Note:

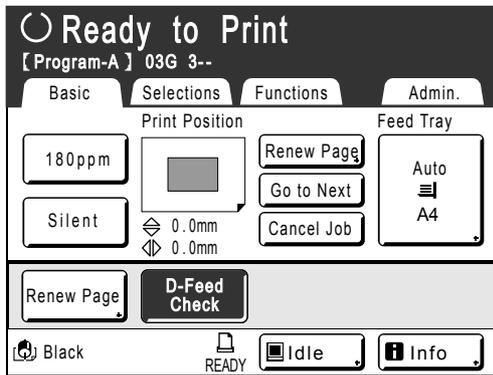
- This function cannot be used for printing from a computer data (direct print).
 ☞ p.46

◆ **How to Programme Print**

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

- Programme, then print (without saving the settings) ☞ p.116
- Retrieve a saved programme, then print (when programme is registered) ☞ p.118

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



- [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:

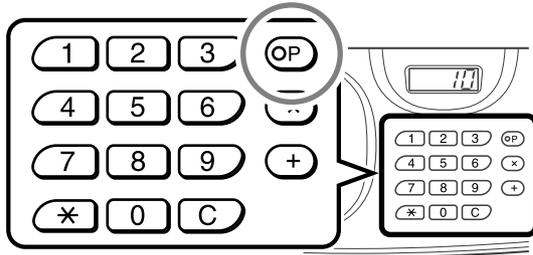
- When using the RZ977 model, the “Programmed Printing” and “Paper Interposal” functions can be combined for ease of use.
☞ p.100
- The Job Separator (option) is useful for Programmed Printing.
The Job Separator releases a piece of tape after each set or original document, thereby automatically separating 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.

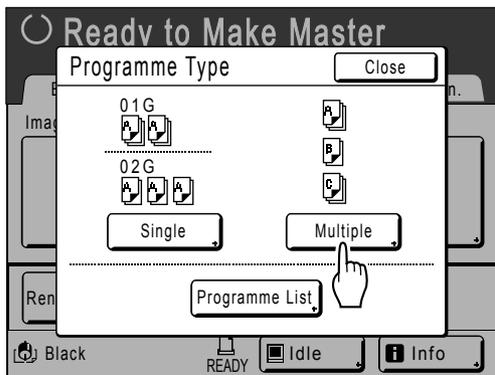
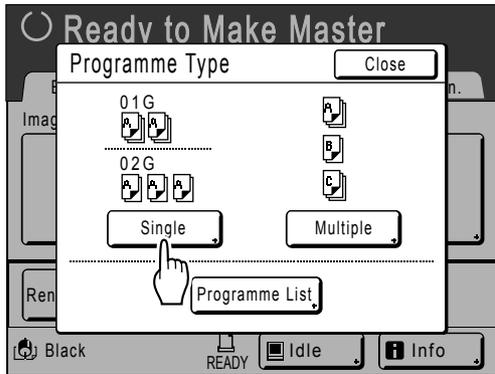
1 Press the **OP** key.



Note:

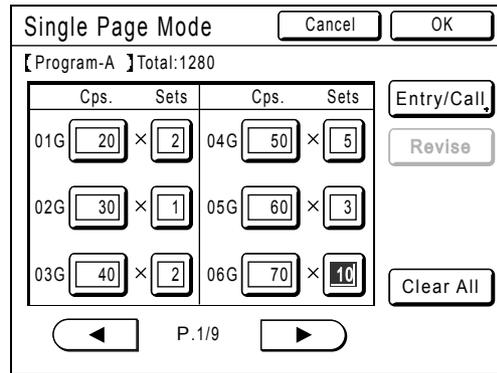
- Press the **(x)** key and skip to step 3 of the “Single Page Mode”. Press the **(+)** key and skip to step 3 of the “Multi-Page Mode”.
- Alternatively, from the Master Making Basic Screen, touch **[Functions]** then **[Programme]** to display the Programme Type screen.

2 Touch **[Single]** or **[Multiple]**.

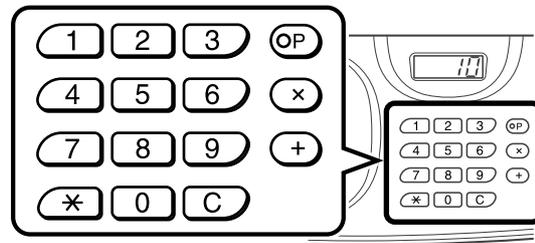


3 Enter the numbers using the Print Quantity Keys.

◆ For Single Page Mode



- 1) Enter the number of copies using the Print Quantity Keys.
- 2) Press the **(x)** 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).

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.119) for further information.

◆ For Multi-Page Mode

- Enter the number of copies using the Print Quantity Keys.
- Press the **[+]** key or the **[*]** key.
- 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.119) for further information.

4 Touch [OK].

The following screen appears.

Returns to the original screen. Ready to print in accordance with the programme.

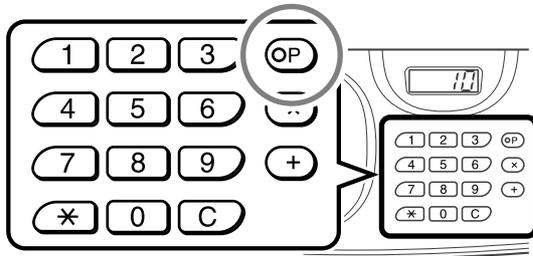
Note:

- Alternatively, after entering number of copies or sets, press the **[P]** key to start printing without touching **[OK]**.

Retrieving a Programme

Retrieve a stored programme and modify its settings.

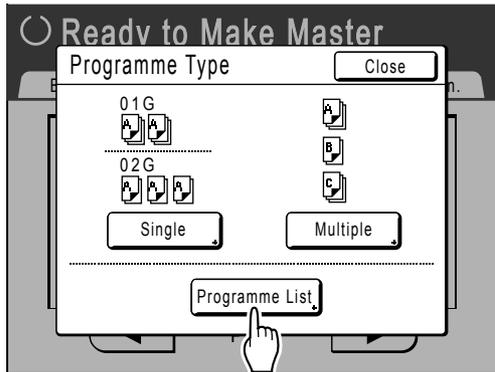
1 Press the  key.



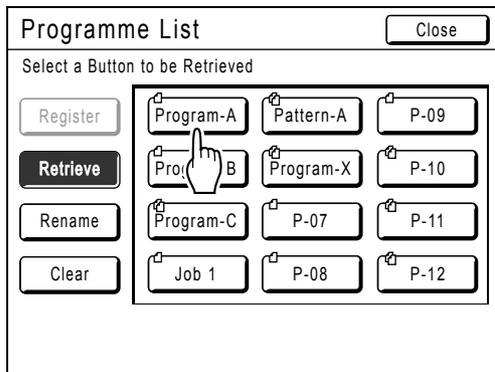
Note:

- Alternatively, from the Master Making Basic Screen, touch **[Functions]** then **[Programme]** to display the Programme Type screen.

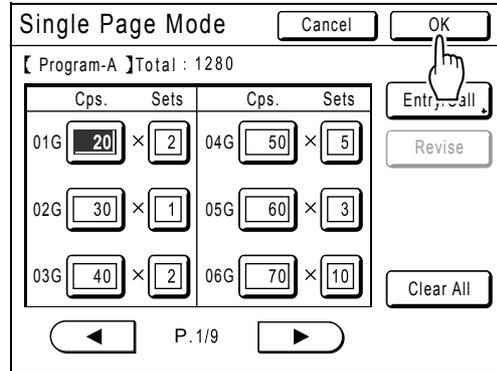
2 Touch [Programme List].



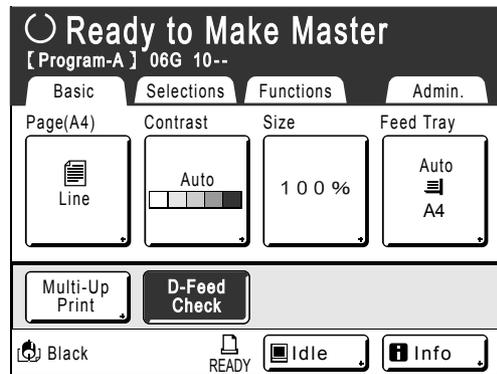
3 Touch a button to select a Programme to retrieve.



4 Touch [OK].



The following screen appears.



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

Note:

- To cancel the program printing, press  (or touch **[Functions]**–**[Programme]**) and then touch **[Cancel Job]** on the next screen displayed. Cancelling program printing by pressing the  button will reset other settings.

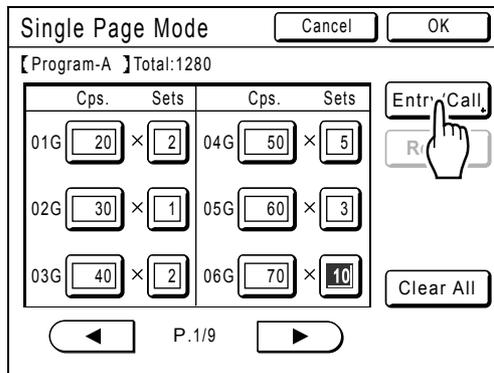
Saving Programmes

Store frequently-used Programme settings for later retrieval and printing.
A total of 12 settings (Single or Multiple Mode) can be stored.

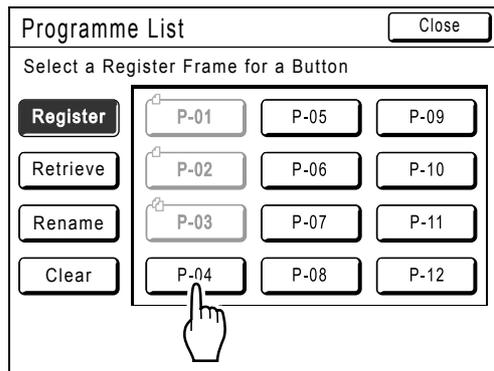
1 Create and enter a Programmed Printing settings.

Follow steps 1-3 in "Setting Up for Programmed Printing" (p.116).

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

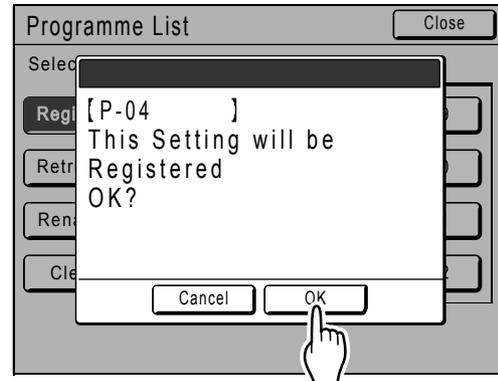


3 Touch an unused button.

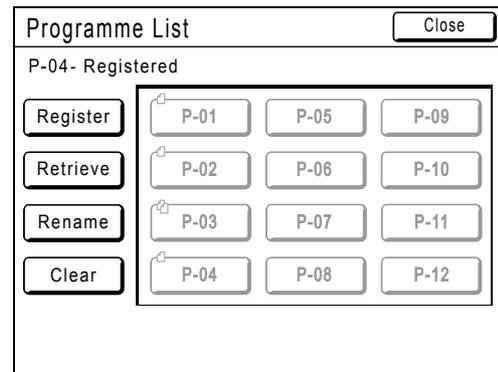


Touch a button displayed with solid lines. Greyed-out buttons are not available (already associated with another programme).

4 Touch [OK].



The following screen appears.

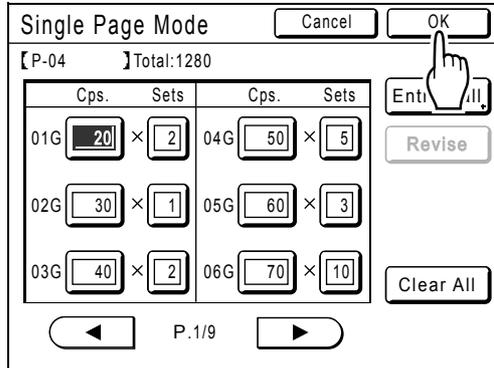


Returns to the Programme List screen. The Programme is stored.

Each Programme can be named for your convenience. See step 3 in "Renaming a Programme" (p.121).

Note:

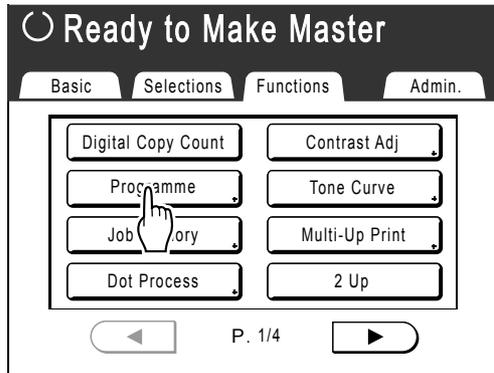
- After saving the Programme, touch **[Close]** on the Programme List screen to return to the Programme screen.
Touch **[OK]** on the Programme screen to print from a saved Programme.



Renaming a Programme

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

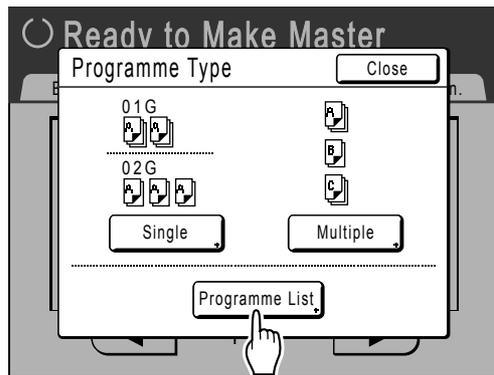
1 Touch [Programme] on the Functions screen.



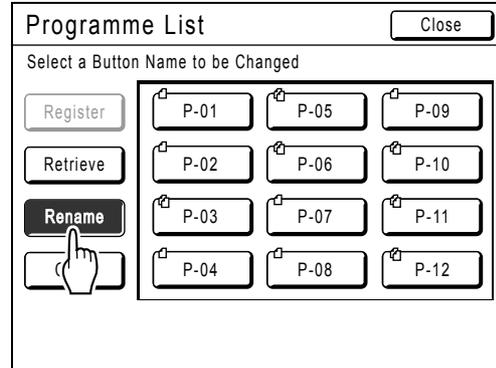
Note:

- 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].



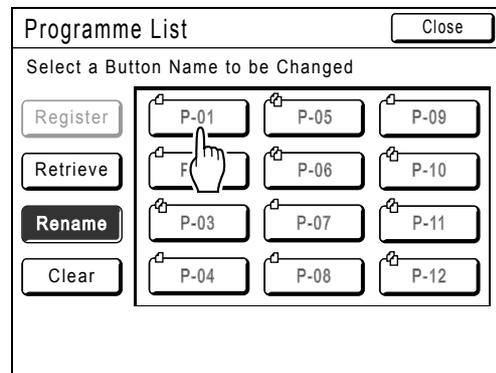
3 Touch [Rename].



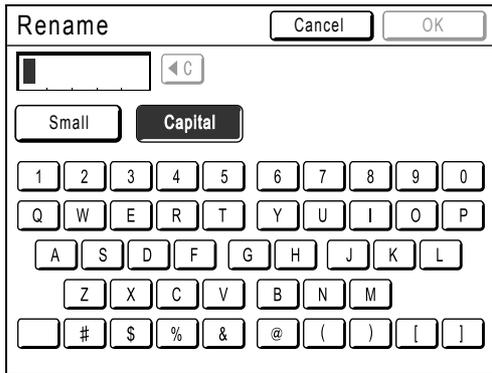
Note:

- 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.



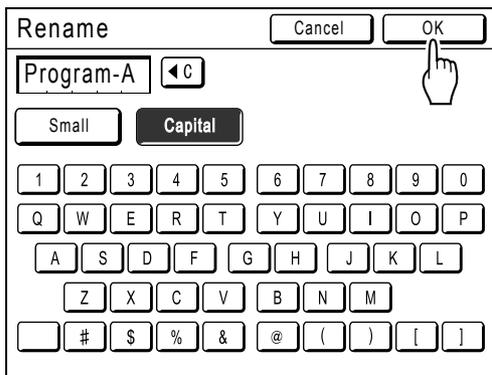
5 Touch character buttons to enter a new name.



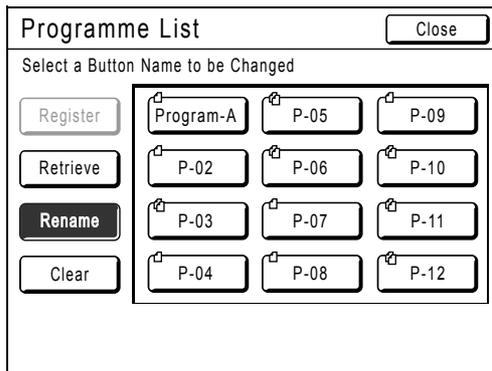
Note:

- To delete the current name, touch **<C** button or press the **(C)** key.

6 When entered, touch [OK].



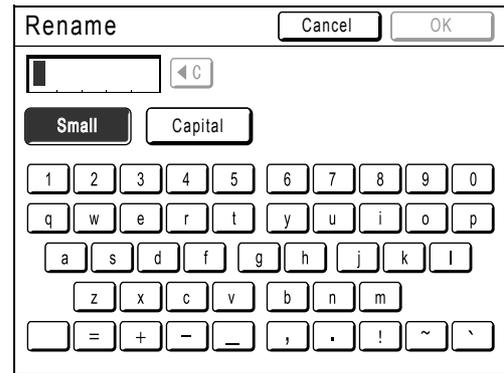
The following screen appears.



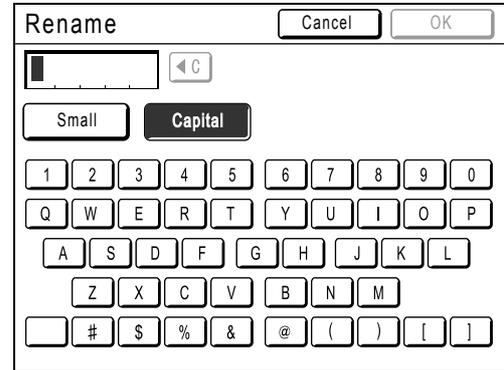
Returns to the Programme List screen. The programme is renamed.

Tip:
Rename screen

◆ **Small**



◆ **Capital**



Note:

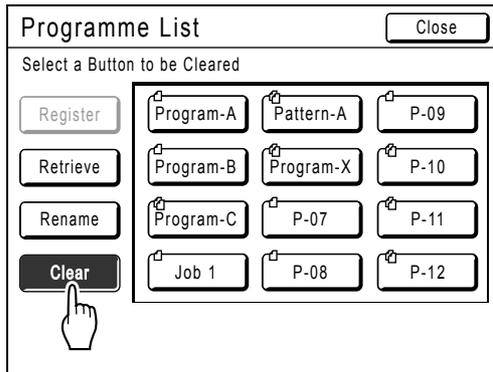
- You can enter up to 10 characters.
- Print Quantity Keys may also be used for entering numbers.
- **<C** button clears previously saved or current entry. Touch to clear one character at a time.

Clearing Programmes

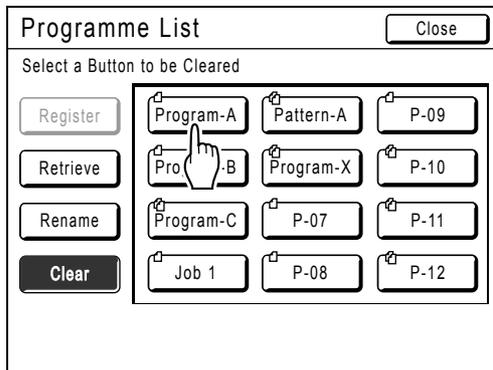
1 Display the Programme List screen.

Follow steps 1-2 in “Retrieving a Programme” (p.118).

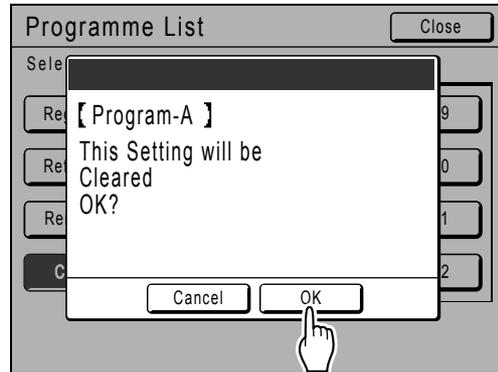
2 Touch [Clear].



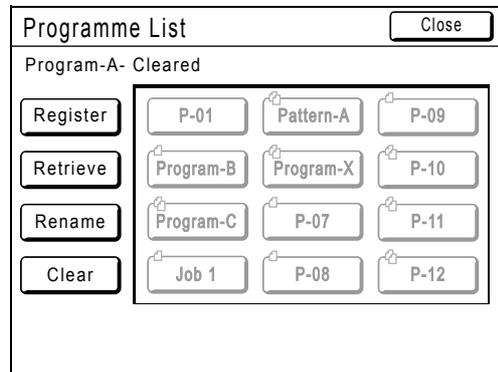
3 Select a programme to delete.



4 Touch [OK].



The following screen appears.



Returns to the Programme List screen. The programme is deleted.

Making changes to Stored Programmes

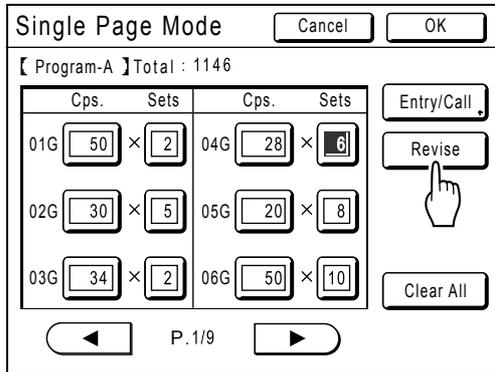
1 Retrieve a programme to modify.
 Follow steps 1 and 3 in “Retrieving a Programme” (p.118).

2 Make changes to the Programme.
 Modify number of copies or sets in the current screen.

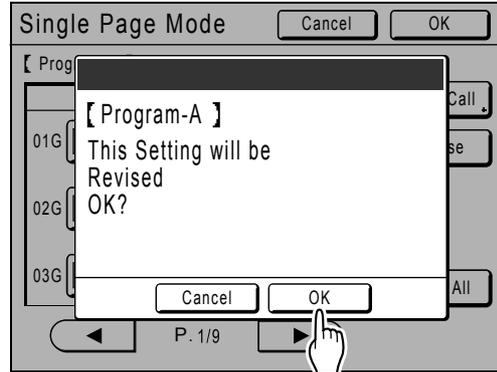
Note:

- See “Setting Up for Programmed Printing” (p.116) for details on how to set up a programme.

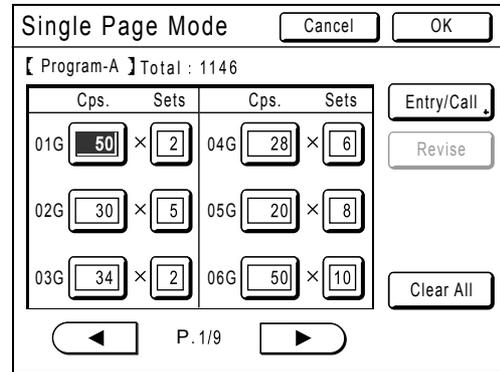
3 Touch [Revise].



4 Touch [OK].



The following screen appears.



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

Using Job Memory Functions [Job Memory]

You can save combinations of settings you use often to “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”.

◆ MasterMaking/Print

Page	Book Shadow	Print Position	Auto Page Renewal
Dot Process	Multi-Up Print	Paper Feed Adj.	Scanning Side -ADF ^{*2}
Contrast	Top Margin	D-Feed Check	Air Blow
Ink Saving	Contrast Adj	Eject Wing Control	Separation Fan
Size	Tone Curve	Auto Process	Pre-suction Fan
Margin+	Side Margin	Interval	Suction Fan
Feed Tray ^{*1}	Print Quantity	Paper Interposals ^{*1}	
Paper Size	Print Speed	ADF Semi-Auto ^{*2}	
Max. Scan	Print Density	Job Separation ^{*2}	

*1 Available for RZ977 only

*2 Available with optional device

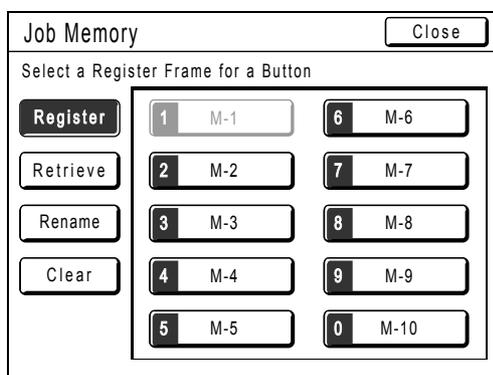
◆ Link Mode (available with Linked Printer)

Page	Feed Tray	Print Quantity	Punch*
Dot Process	Book Shadow	Duplex*	Mailbox*
Contrast	Top Margin	Printer Collate*	Output Reversal*
Size	Contrast Adj	Offset Pages*	
Margin+	Tone Curve	Staple*	

*: Available with optional device

Open the Job Memory screen by either;

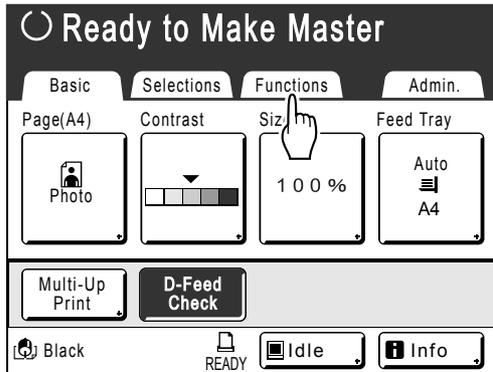
- Touching **[Functions]** then **[Job Memory]** on the Touch Screen.
- Press the  key on the Print Quantity Keys.



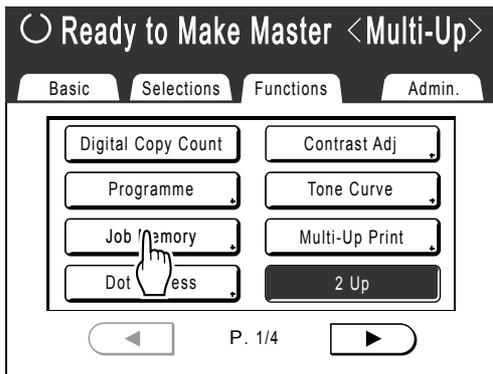
In the following instructions, the method of opening the Job Memory screen with the Touch Screen will be used.

Storing Job Memory

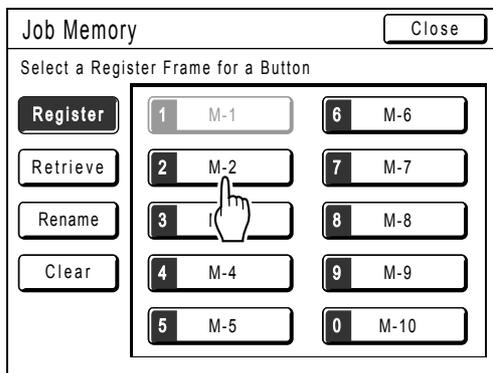
- 1 Set various settings for a print job.
- 2 Touch [Functions] on the Master Making Basic Screen.



- 3 Touch [Job Memory].



- 4 Touch an unused button.

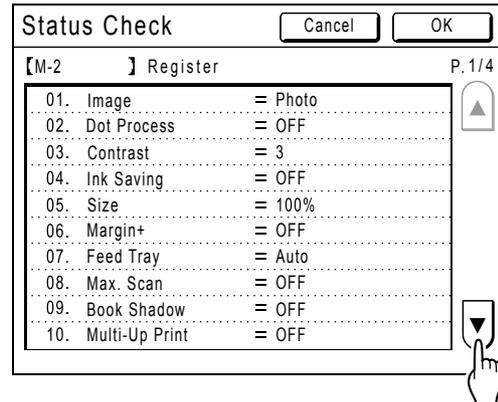


A button in solid lines is available.
Buttons already associated with another job setting are greyed out.

Note:

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

- 5 Confirm settings.

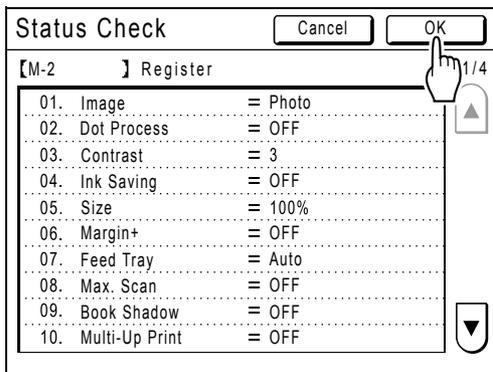


Touch and scroll down to check all items.

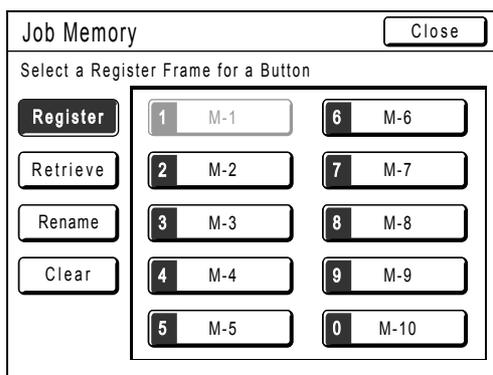
Note:

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

6 Touch [OK].



The following screen appears.

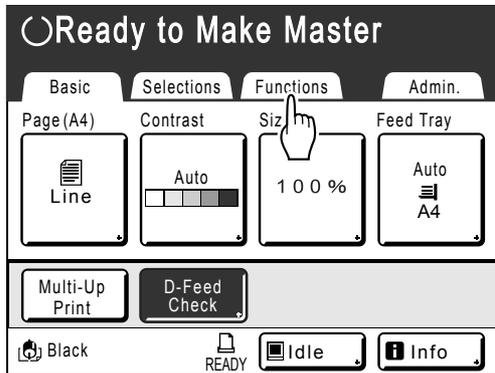


Returns to the Job Memory screen. Settings are updated.

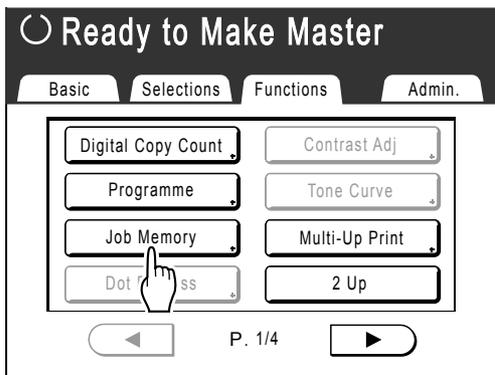
Each job memory can be named for your convenience. See step 3 in “Renaming a Job Memory” (p.128).

Renaming a Job Memory

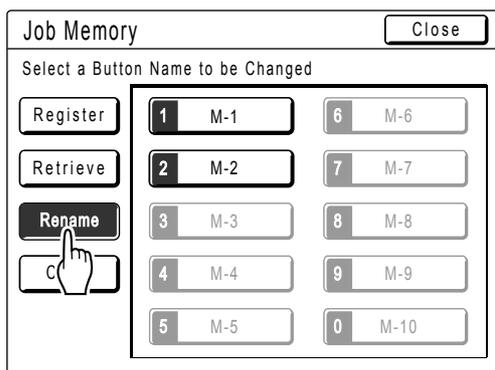
- 1 Touch [Functions] on the Master Making Basic Screen.



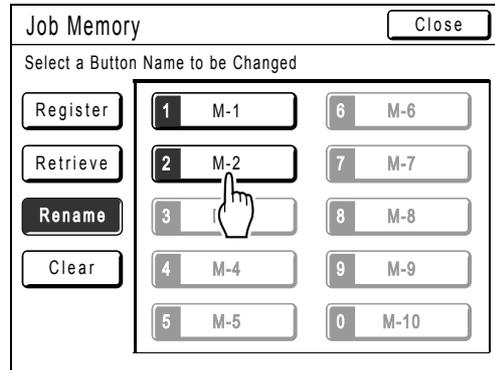
- 2 Touch [Job Memory].



- 3 Touch [Rename].

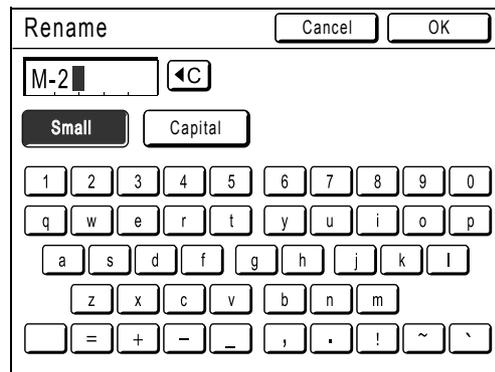


- 4 Select a Job Memory to rename.



Greyed out buttons are not available (no job memory has been registered yet).

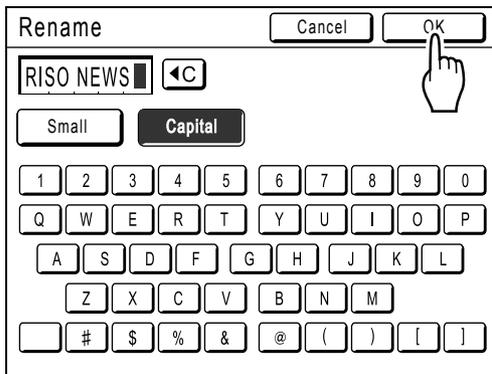
- 5 Touch character buttons to enter a new name.



Change capitalization by selecting [Small] or [Capital] button.

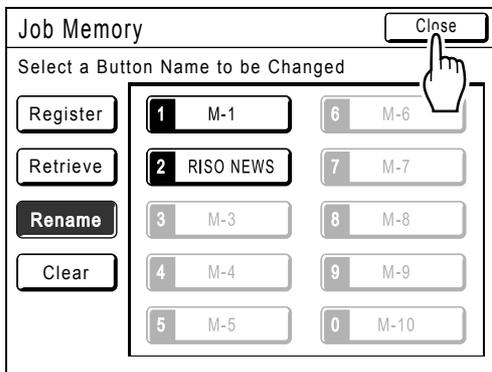
☞ p.122

6 When entered, touch [OK].



Returns to the Job Memory screen. The name is updated.

7 Touch [Close].



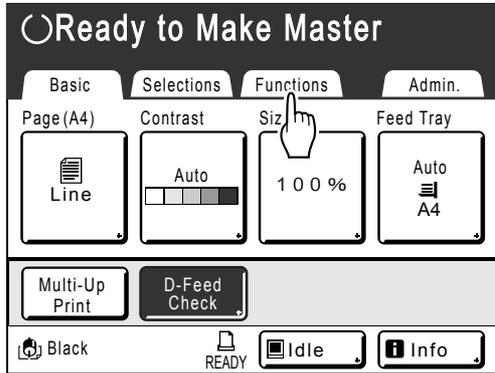
The following screen appears.



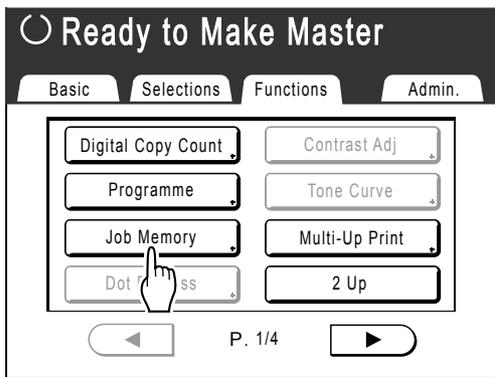
Returns to the Functions screen.

Retrieving a Job Memory and Printing

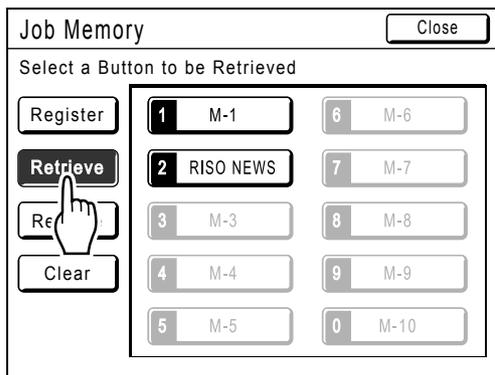
1 Touch [Functions] on the Master Making Basic Screen.



2 Touch [Job Memory].

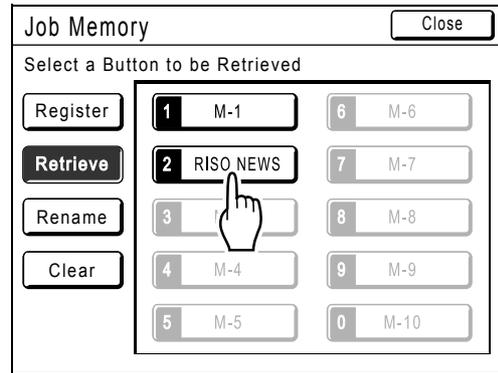


3 Touch [Retrieve].



Greyed out buttons are not available (associated with a job setting).

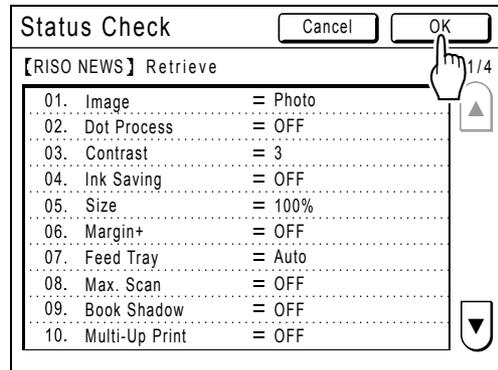
4 Select a Job Memory to retrieve.



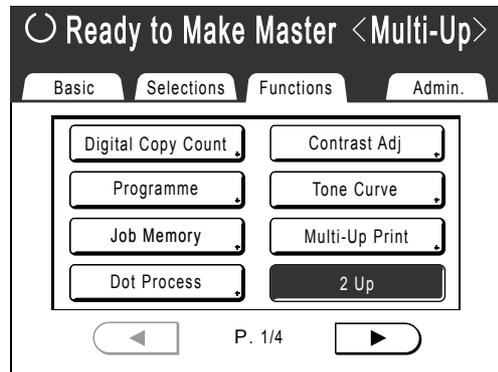
Note:

- 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].



The following screen appears.



Returns to the Functions screen. Ready to print using the retrieved job settings. Continue with the normal printing processes.

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 , ,  key in that order. M-2 is retrieved and starts the master-making process.

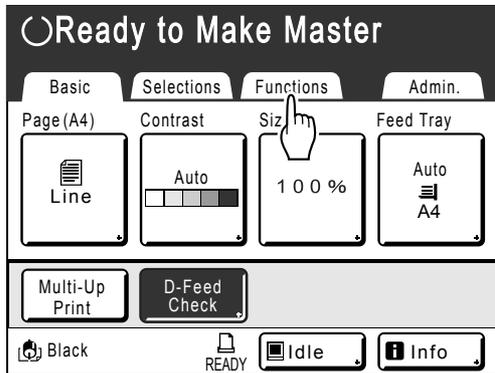
Job Memory Close

Select a Button to be Retrieved

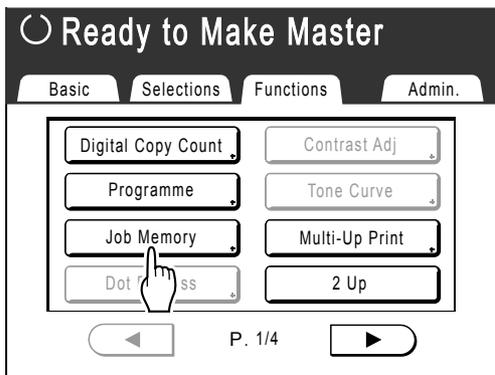
Register	1 M-1	6 M-6
Retrieve	2 RISO NEWS	7 M-7
Rename	3 M-3	8 M-8
Clear	4 M-4	9 M-9
	5 M-5	0 M-10

Clearing Job Memory

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



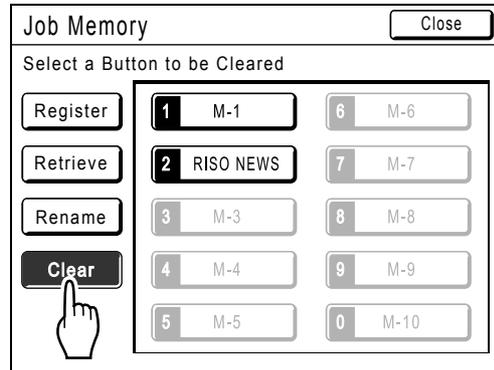
2 Touch [Job Memory].



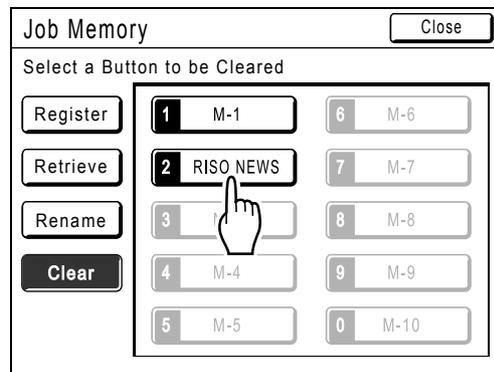
Important!:

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

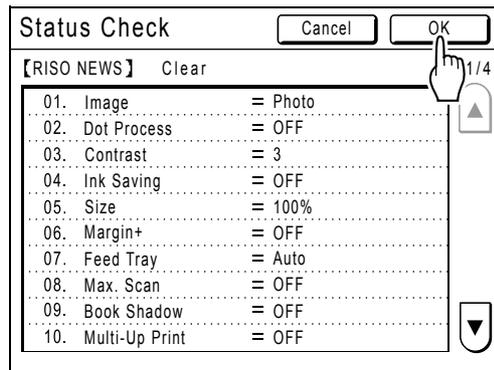
3 Touch [Clear].



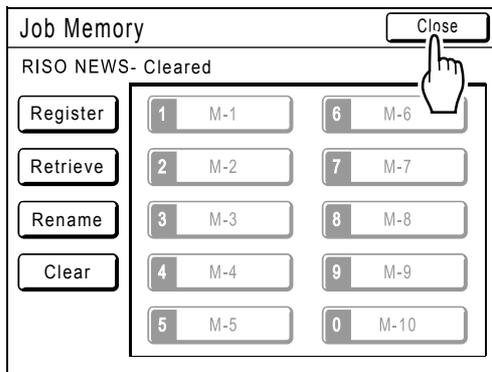
4 Select a Job Memory to delete.



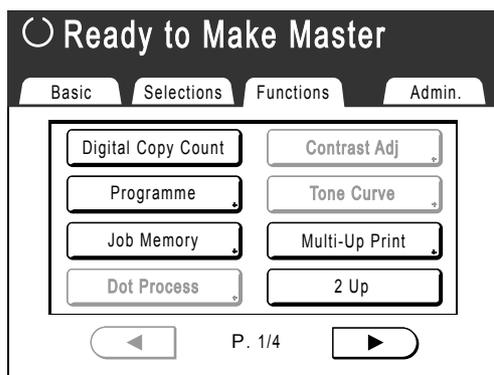
5 Touch [OK].



6 Touch [Close].



The following screen appears.



Returns to the Functions screen.

Extending the Reserve Period [Reservation]

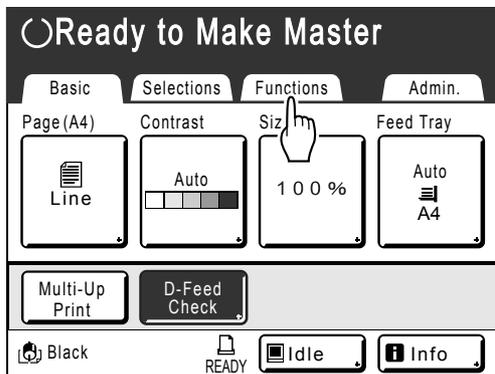
This function is useful when the machine is connected to a computer. When the machine is inactive for a certain period of time, it determines that the current job is completed, even if the actual printing is still under way. If another person accidentally initiates another job from the computer, this 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.

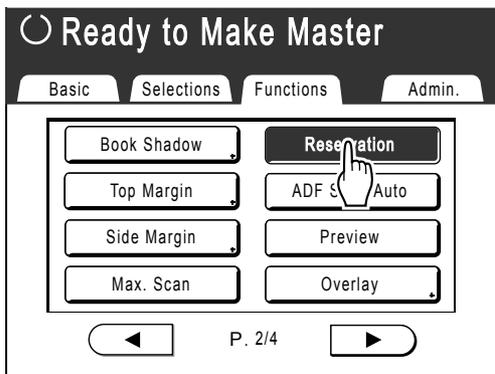
Note:

- Select from 5, 10, or 30 minutes as the “Reserve Period” on the Admin. screen. The factory default is 5 minutes.
☞ p.151
- 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
 - When the setup screen for some function is displayed
- 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.152

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!:

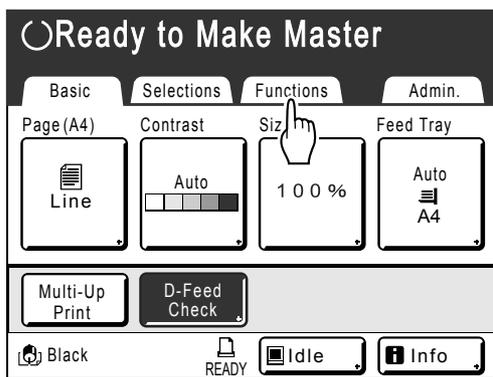
- “Idling Action” is effective only in conjunction with the master-making process. When performing print processes only, “Idling Action” will have no effect.

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.152

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

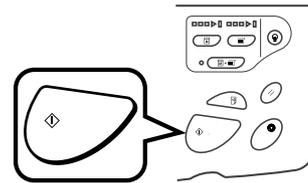


2 Touch [Idling Action].

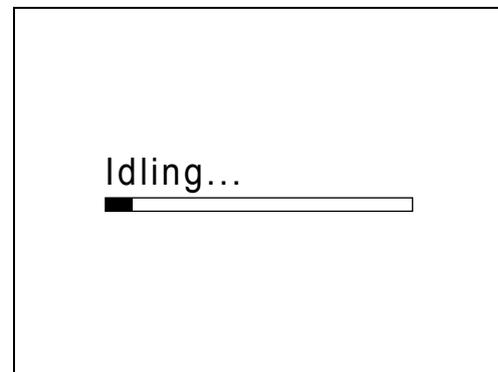


ⓘ appears on screen.

3 Press the key.



The following screen appears.



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

Note:

- Remember to load the originals before pressing  as the master will be made immediately after “Idling Action” finishes.

Reproducing the Master

[Renew Page][Auto Page Renewal]

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.

You can “Rotate” the original and recreate a master.

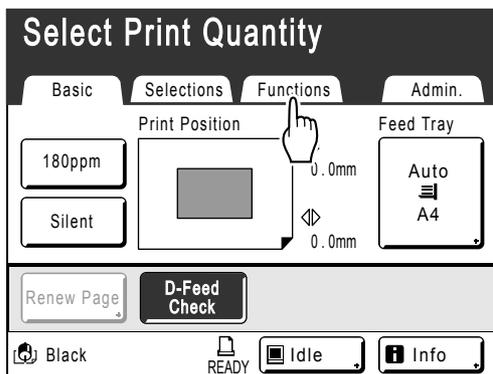
“Auto Page Renewal” is a function that automatically recreates a master when a specified number of pages are printed. If you are printing a large-volume job of thousands or tens of thousands of copies, the master may degrade before the job is completed.

If you set “Auto Page Renewal” to “ON” prior to starting a large-volume print job, a master will be automatically recreated when the specified number of copies is reached (Auto Renewal Point). This allows you to maintain a consistent print quality from start to finish.

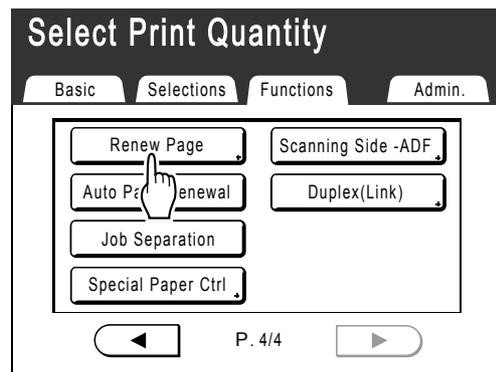
Note:

- “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 Print”
 - after performing “Book Shadow”
 - when an error has occurred during master-making
 - after performing “Link Print”
 - after master-making for Data Output Mode (when the optional Key Card Counter is installed.)
- When “Renew Page” or “Auto Page Renewal” is selected, 2 proof copies will be made. When the print position has been adjusted, the printer will centre the drums to their original position, recreate the master and print a proof copy. Then, the drums will move to the previously adjusted position and print another proof copy.
- The number of pages in the proof copy when using “Auto Page Renewal” can be adjusted using “Admin.”. [p.152](#)
- Once the print position has been adjusted the new position is saved when master-making is resumed, avoiding the need for readjustment.

1 Touch [Functions] on the Print Basic Screen.

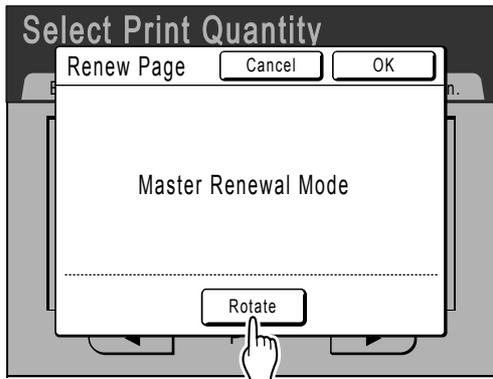
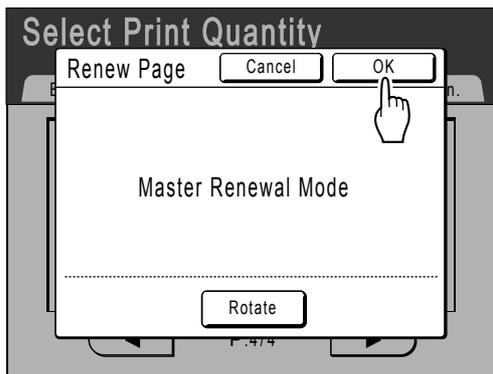


2 Touch [Renew Page].

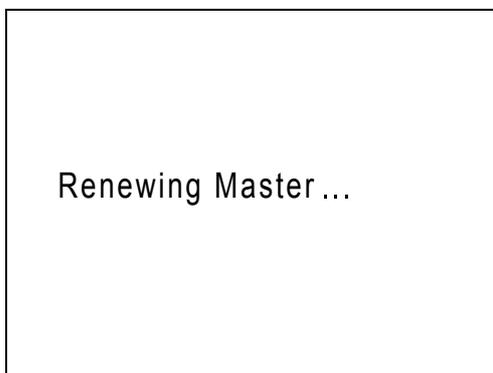


Note:

- If you touch and select **[Rotate]**, you can rotate the original 180 degrees for renewing the master.
- When “Rotate” is set, the machine rotates 180 degrees for renewing the master while executing “Auto Page Renewal”.
- To cancel “Rotate”, touch **[Rotate]** again.

**3 Touch [OK].**

The following screen appears.



“Renew Page” begins reproducing the master.

Using Auto Page Renewal

In order to use “Auto Page Renewal”, you must enable it in “Admin.” prior to use.

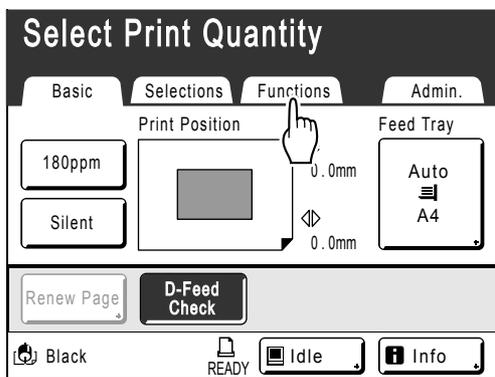
If “Auto Page Renewal” is activated and “Auto Page Renewal” is set to “ON”, “Auto Page Renewal” can be executed during a print job.

Important!:

- If “Auto Page Renewal” is not activated in “Admin.”, “Auto Page Renewal” cannot be set to “ON”.
☞ p.152
- The “Auto Page Renewal” is set to “OFF” in the following instances.
 - When printing with “Programme”
 - When the  is pressed
 - When attempting to process the next job with direct print

Turning ON “Auto Page Renewal”

1 Touch [Functions] on the Print Basic Screen.

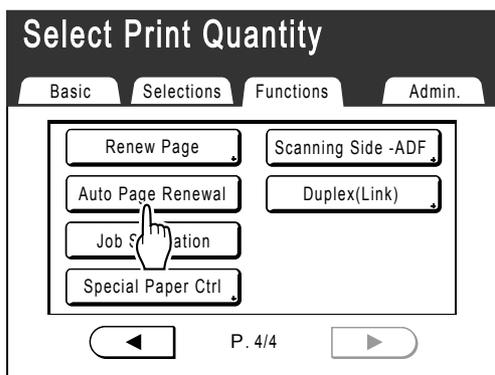


When you print with these settings, “Auto Page Renewal” will be executed after the specified number of copies are printed.

Note:

- If [**Auto Page Renewal**] is greyed-out, go to “Admin.” and turn “Auto Page Renewal” ON.
☞ p.152

2 Touch [Auto Page Renewal].



“Auto Page Renewal” is activated.

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.15

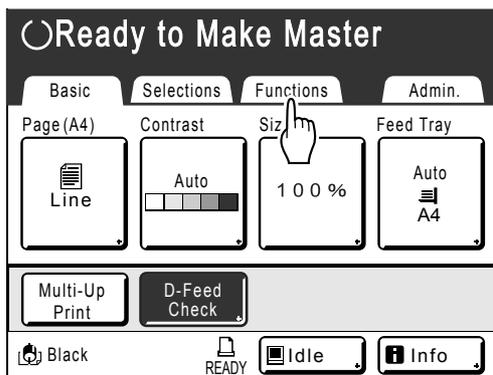
Maximum printing area: 291 mm × 413 mm

Important!:

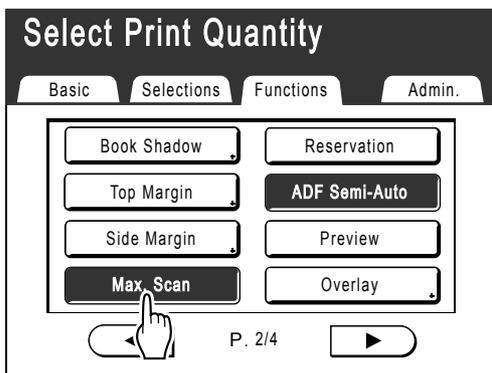
- The 5 mm margin on the top cannot be scanned even in the “Max. Scan” setting.
- Do not use print paper smaller than the area of the image made on the master.
- The entire surface of the Platen Glass must be clean.

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.



2 Touch [Max. Scan].



“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”.

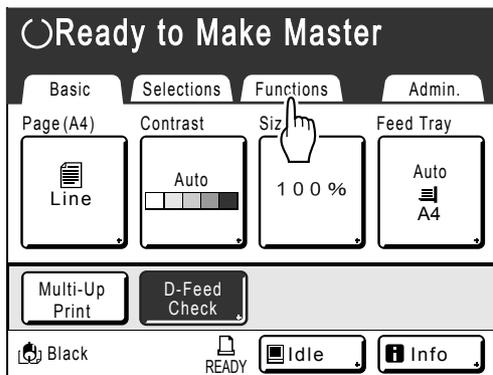
Important!:

- Turn “Auto Process” OFF when using “ADF Semi-Auto”.
☞ p.62

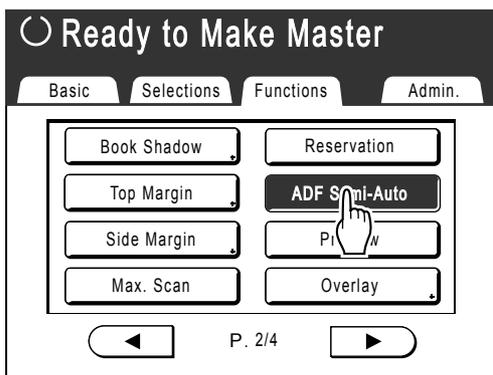
Note:

- The default “ADF Semi-Auto” can be set on the Admin. screen.
☞ p.149

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



2 Touch [ADF Semi-Auto].

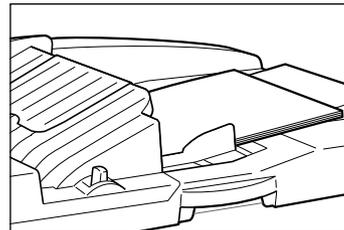
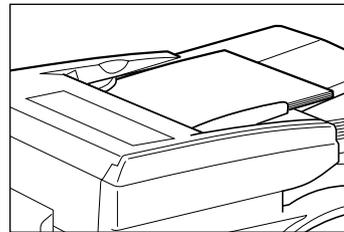


“ADF Semi-Auto” is selected.

Note:

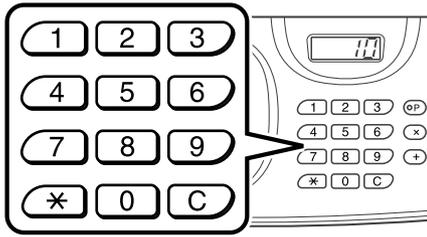
- If [ADF Semi-Auto] is not displayed (or is greyed-out), turn  OFF on the Control Panel.

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.

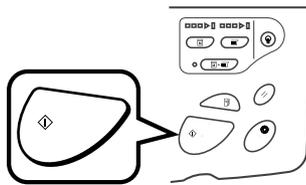


The number is displayed on the Print Quantity Display.

Note:

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

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.

Selecting Scanning Sides When Using the Auto Document Feeder DX-1

[Scanning Side -ADF]

When scanning originals using the optional Auto Document Feeder DX-1, there are three scanning side options: “Front Side”, “Back Side”, or “Duplex”.

Important!:

- If the original is set on Auto Document Feeder DX-1, “Book Shadow” function cannot be used.

Note:

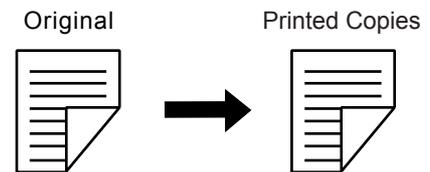
- Go to “Admin.” and select “Scanning Side -ADF” to save a frequently used setting as the default.
☞ p.149

◆ **Front Side -> Simplex**

Scans the front side of the original, and prints on one side.

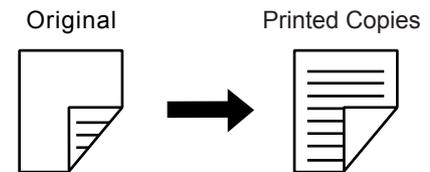
Important!:

- If the “Auto-Link” function is ON or the “Top Margin” function is used, the setting, “Front Side -> Simplex” must be used.



◆ **Back Side -> Simplex**

Scans the back side of the original, and prints on one side.

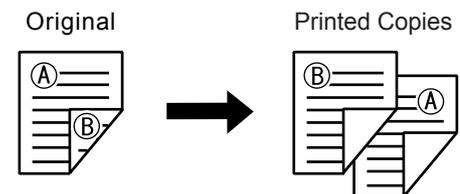


◆ **Duplex -> Simplex**

Scans both sides of the original and prints on one side. The front side is scanned first and then the back side. “Setting Direction” and “Paging Direction” of the original must be specified.

Important!:

- The “Duplex -> Simplex” option is not available in “Programme; Multi-Page Mode” and “Multi-Up Print”. Likewise, if “Duplex -> Simplex” is selected, “Multi-Page Mode” and “Multi-Up Print” are not available.



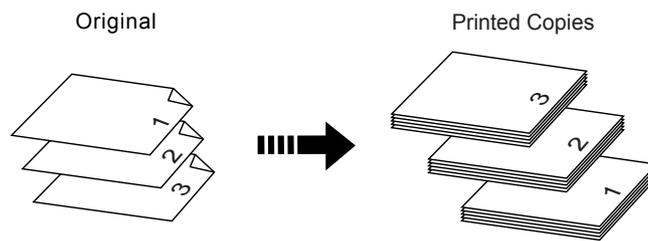
Note:

- If the original includes blank pages, these will also be scanned and included in copies.

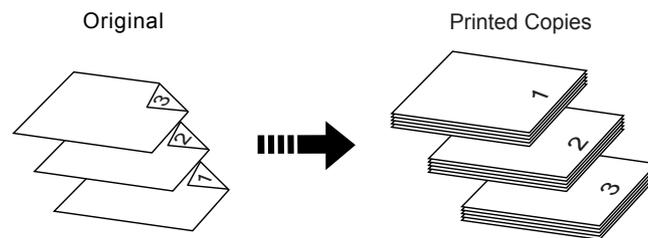
◆ The processing order of the original and output

The original set in Auto Document Feeder DX-1 is scanned and printed from the top.

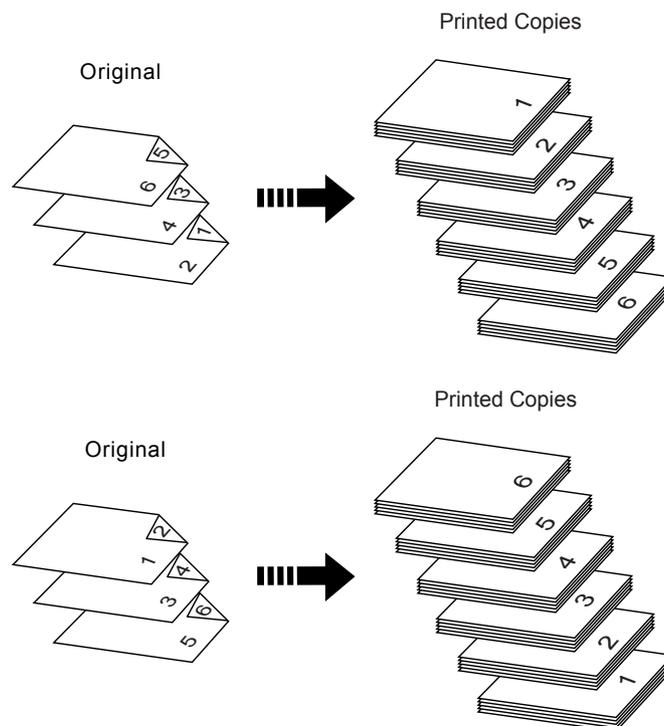
Front Side -> Simplex



Back Side -> Simplex



Duplex -> Simplex

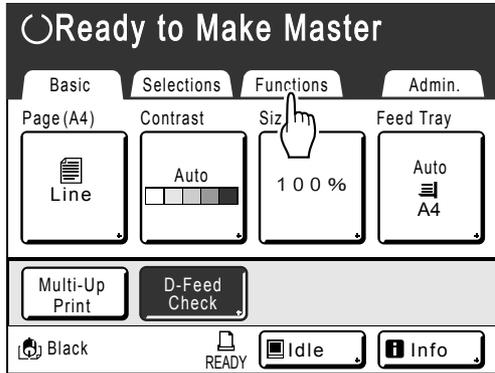


Note:

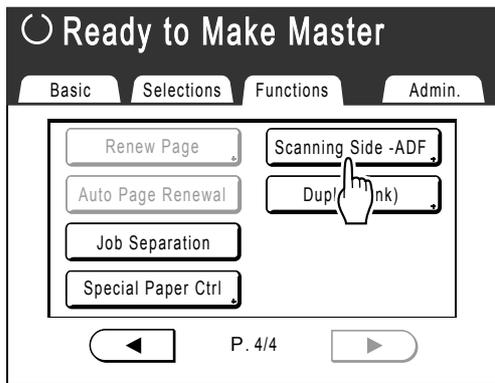
- In "Programme; Multi-Page Mode", the first page of the original scanned is displayed as "Page01" on the Setup screen.
e.g.
With the "Back Side -> Simplex" option, the last page of the original is displayed as "Page01" on the Setup screen because scanning starts from the last (topmost) page.

Specifying the Scanning Side

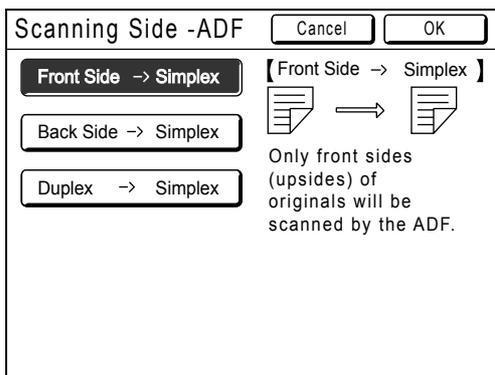
1 Touch [Functions] on the Basic Screen for each mode.



2 Touch [Scanning Side -ADF].



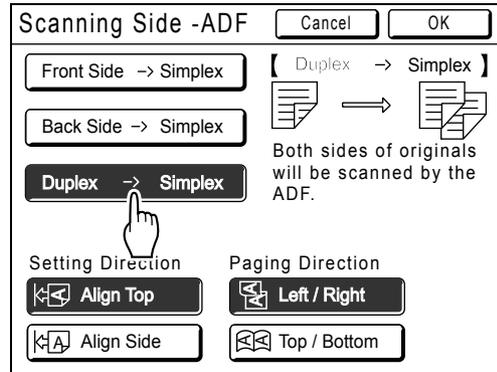
3 Touch a scanning option button.



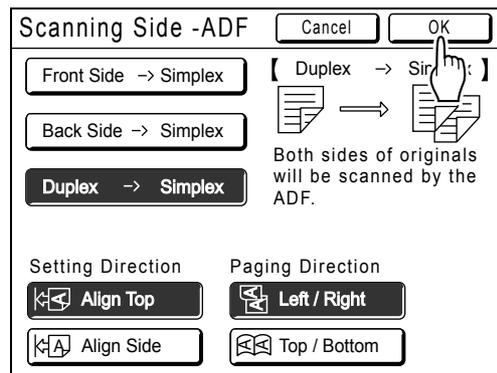
See p.142 for details of scanning options.

◆ When you select [Duplex -> Simplex]

Touch to select [Setting Direction] and [Paging Direction] buttons, shown on the screen.



4 Touch [OK].



Returns to the basic screen after the “Scanning Side -ADF” settings have been saved.

Note:

- To confirm the current “Scanning Side -ADF” settings, open the “Scanning Side -ADF” screen once more. The selected settings buttons are highlighted.

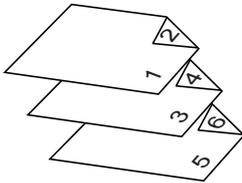
Tip:
Scanning duplex originals for manual duplex printing

With the optional Auto Document Feeder DX-1, the buttons on the “Scanning Side -ADF” screen can be used to scan both sides of an original and print on both sides of paper.

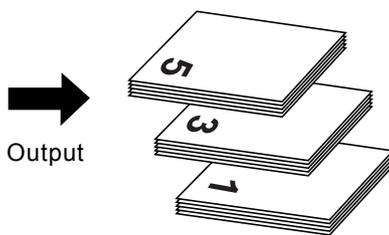
e.g.) Scanning the duplex original for duplex printing.

- 1) Set the original for duplex printing.

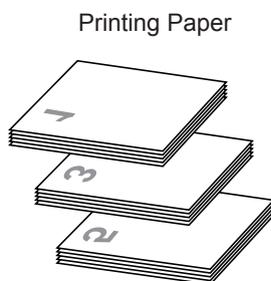
← Original orientation



- 2) Select **[Front Side -> Simplex]** for printing.

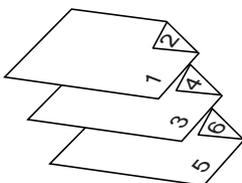


- 3) Place the printing paper face down in the Standard Feed Tray.



- 4) Set in the same orientation as shown in step 1.

← Original orientation



- 5) Select **[Back Side -> Simplex]** for printing.

Showing Usage Status

[Digital Copy Count]

The machine can record and display the following information:

A4 and Under: Total number of copies A4-sized and smaller that have been printed.

Above A4: Total number of copies larger than A4 that have been printed.

Total: The total number of copies printed by the machine.

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.

Feed Tray 1 Count*: Number of sheets printed from Feed Tray 1

Feed Tray 2 Count*: Number of sheets printed from Feed Tray 2

Job Count: Start and stop as needed.

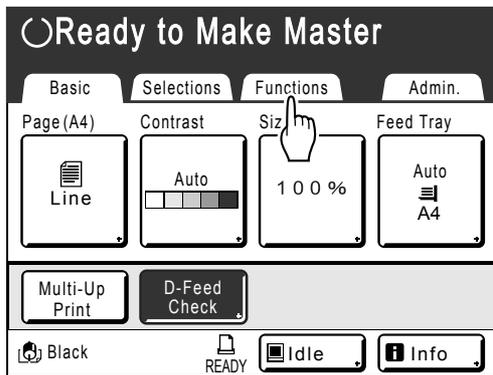
* These items are displayed when using the RZ977 model.

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.

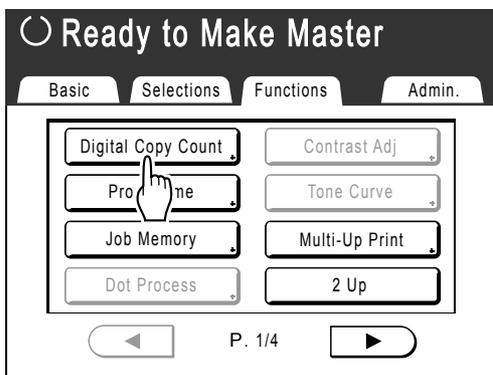
Note:

- When using more than one Print Drum, install the Print Drum for which you need information before displaying the Digital Copy Count screen.

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



2 Touch [Digital Copy Count].



3 Review counts.

Digital Copy Count		Close
A4 and Under	25,000,000	
Above A4	25,000,000	
Total	50,000,000	
Master Count	29,000,000	
Print Drum Meter	5,000,000	
Feed Tray 1 Count	2,999,000	
Feed Tray 2 Count	2,995,000	
Job Count	99,999,999	◀C

Note:

- Using the “Job Count”
 - 1) Touch **◀C** to set the counter to 0.
 - 2) Touch **[Close]** to close the Digital Copy Count screen. Operate the machine as normal.
 - 3) To display and review the Job Count, follow steps 1 and 2.

4 Touch [Close] to close the window. Returns to the Functions screen.

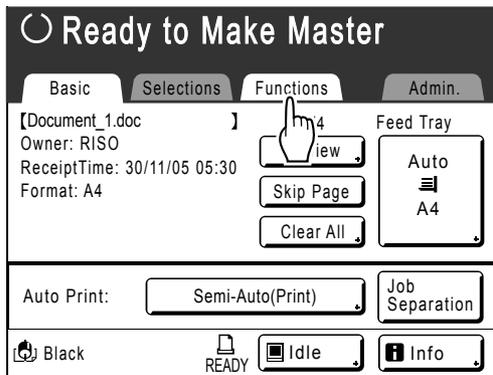
Rotating the Original 180 Degrees to Make a Master [Rotate]

When you are direct printing, you can rotate the original data received from a computer 180 degrees to make a master.

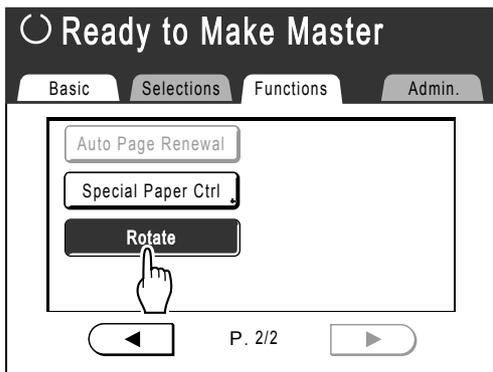
Important!:

- “Rotate” can also be set from the printer driver, but if it is set on both the machine and printer driver, the job will print without rotating.

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



2 Touch [Rotate].



“Rotate” setting is updated.

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, 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.158
	Selections Entry Store frequently-used functions on the Selections screen for each mode.	p.158
	Display Priority Select first screen to display following the Startup. Note: <ul style="list-style-type: none"> • 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] 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. <ul style="list-style-type: none"> • Normally: “Master Making Basic Screen” ←→ “Print Basic Screen” • When a Linked Printer is connected: “Link Basic Screen” ←→ “Master Making/Print Basic Screen” • When the optional Document Storage Card is installed: “Scan Basic Screen” ←→ “Master Making/Print Basic Screen” 	Mode Selection/Loop

Display Access Button	Functions	Description
[Display]	Start-Up Screen Select an animation to display at Start-up.	Logo(RISO)/ <u>Logo(RZ)</u> /Character
	Display Adjustment Change background colour, density and brightness of the Touch Screen.	Background:Blue/ <u>White</u> Display Density -5, -4 ... -1, <u>0</u> , +1 ... +4, +5 Backlight Lightness: -2, -1, <u>0</u> , +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 ...
[Default]	Image Processing Change the default setting for the “image processing mode”.	<u>Line</u> /Photo/Duo (Text and Photo)/Pencil
	Scanning Contrast Change the default setting for the “scanning contrast”.	• Contrast Range: Lighter/ <u>Standard</u> /Darker • Contrast: 1, 2, 3, 4, 5, <u>Auto</u>
	Reproduction Size Change the default setting for the “size”.	<u>100%</u> , Auto
	Print Speed Change the default setting for the “print speed”.	1, 2, <u>3</u> , 4, 5
	Print Density Change the default setting for the “print density”.	1, 2, <u>3</u> , 4, 5
	Scanning Side -ADF If the machine is equipped with the optional Auto Document Feeder DX-1, select the default scanning side for simplex original using “Scanning Side -ADF”. ☞ p.142	<u>Front Side</u> , Back Side
	OP Auto Process Change the default setting for the “Auto Process” when an optional ADF unit or Job Separator is installed.	<u>ON</u> , OFF
	ADF Semi-Auto Change the default setting for the “ADF Semi-Auto” when the ADF unit (option) is installed.	ON, <u>OFF</u>
	Auto Process Mode Change the default setting for the “Auto Process”.	ON, <u>OFF</u>
Double Feed Check Change the default setting for the “D-Feed Check”.	<u>ON</u> , OFF	

Display Access Button	Functions	Description
[Default]	Job Separation Change the default setting for the “Job Separation” when the Job Separator (option) is installed.	ON, <u>OFF</u>
	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, <u>OFF</u>
	Paper Ejection Adj Change the default settings for “Paper Ejection Adj”. ☞ p.150	Air Blow: OFF, <u>ON</u> Separation Fan: OFF, 1, <u>2</u> , 3, 4 Pre-suction Fan: ON, <u>OFF</u> Suction Fan: 1, 2, <u>3</u> , 4
	Default Folder Specifies the folder in which to save the data read in scanner mode and the folder to save the data sent from the computer.	Scan Data Folder: 6 folders PC Job Folder: 6 folders
[System]	Custom Paper Entry Specify paper dimensions before using non-standard sized paper.	☞ p.161
	Irregular Fitter Specifies to scan custom-size originals as standard-sized.	<u>OFF</u> , A3, B4, A4, A4R, B5, B5R
	Folder Renaming Changes the folder name of the folder used to save data.	6 folders
	CI Select Choose between “Internal CI” and “External CI” settings. If the machine is equipped with the optional PS7R, select “External CI”.	<u>Internal CI</u> , External CI

Display Access Button	Functions	Description
[System]	<p>PS7R Information If the machine is equipped with the optional PS7R, set the IP address to connect the machine to the network. IP address settings differ depending on the type of network.</p> <p>Note:</p> <ul style="list-style-type: none"> To change an input source, touch the applicable box, or press the  key to rotate options. If the message “Network Communication is Not Possible” is displayed when touching [PS7R Information], touch [Cancel] and wait for the PS7R to finish starting up, then try again. 	<ul style="list-style-type: none"> When using a DHCP server [Use DHCP] When entering IP address manually [Manual Input]   or the Print Quantity Keys.
	<p>Base IP Address Set the IP address for connecting the machine to a network. IP address settings differ depending on the type of network.</p> <p>Note:</p> <ul style="list-style-type: none"> To change an input source, touch the applicable box, or press the  key to rotate options. If the message “Starting Up RISORINC-NET” is displayed when touching [Base IP Address], touch [Cancel] and wait for the RISORINC-NET (Network Card) to finish starting up (approx. 1 minute), then try again. 	
	<p>Margin-Plus Rate Specify default size-reduction rate for the “Margin+” setting.</p>	90 to 99 % (Factory default is 94%)
	<p>Auto 90°Rotation When setting an original of the same size but with a different orientation from that of the paper loaded in the Feed Trays (Standard Feed Tray, Feed Tray 1 or Feed Tray 2), on the Platen Glass or the optional ADF unit, the 90-degree rotation setting can be used to align original and output documents.</p>	ON , OFF
	<p>Clock/Calendar Set the internal clock of the machine. The time/date displays on the  Info screen.  p.202</p>	Day/Month/Year Hour:Minute
	<p>Reserve Period Select a duration of time (seconds) for the inactive machine to receive data from a computer but restricts processing any output command.</p>	OFF/ 15s /30s/60s
	<p>Ex. Reserve Period When “Reserve Period” is set, extends the Reserve Period (minutes) to prevent data interruption.</p>	5mn /10mn/30mn
	<p>Auto Clear Select whether to reset all settings to default automatically when the machine is inactive for a set period (minutes).</p>	<ul style="list-style-type: none"> Auto Clear OFF/ON Waiting Time 1-60 mn (factory default is 5 mn)

Display Access Button	Functions	Description
[System]	<p>Energy Saving Mode Select to activate Sleep Mode or Shutdown Power when the machine is inactive for a set period of time.</p> <ul style="list-style-type: none"> • 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.) 	<ul style="list-style-type: none"> • Energy Saving Mode OFF/<u>Auto Sleep</u>/Auto Power-OFF • Waiting Time 1-60 mn (factory default is 5 mn)
	<p>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.</p>	<ul style="list-style-type: none"> • Power-OFF Schedule OFF/ON • Shut-Off time Hour: Minute
	<p>Protect Determine the “Protect” setting. ☞ p.165</p>	<p><u>OFF</u>, ON</p>
	<p>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.</p>	<ul style="list-style-type: none"> • Auto Idling OFF/<u>ON</u> • Non-Use Time 1-<u>12 hour</u> • Rotation <u>1-3</u> (times)
	<p>Auto Page Renewal Allows you to set when to recreate a new master. Once the specified number of copies is reached, the master in use is automatically discarded and a new one created. You can also specify the number of proof copies to make after recreating the master.</p>	<ul style="list-style-type: none"> • Auto Page Renewal OFF, ON • Auto Renewal Point 1-9999 copies (Factory default is 1000 copies) • Sample Copy Output 0-99 copies (Factory default is 3 copies)
	<p>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.</p> <p>Important!:</p> <ul style="list-style-type: none"> • This setting can be locked to prevent alteration. Consult your dealer (or authorised service representative) for details. 	<p><u>OFF</u>/ON (2-99 copies)</p>

Display Access Button	Functions	Description
[System]	<p>Feed Tray Relay (For RZ977 only) The “Feed Tray Relay” function allows you select consecutive paper feed from Standard Feed Tray, Feed Tray1, and Feed Tray2. If you put paper of the same size, texture and type is loaded in Feed Trays in the same orientation, consecutive paper feed is available in the order Standard Feed Tray (Standard-T)–Feed Tray2–Feed Tray1.  p.204</p>	<u>ON</u> , OFF
	<p>Triple-Tray Source (For RZ977 only) When “Auto” mode is selected for the Feed Tray, set whether Standard Feed Tray is included or not.</p>	<u>ON</u> , OFF
	<p>Paper Interposal (For RZ977 only) Change the default setting for “Paper Interposal”. When “Paper Interposal” is ON, specify the tray in which interposal sheets are loaded.</p>	<ul style="list-style-type: none"> • Paper Interposal <u>ON</u>, OFF • Interposer Tray Standard-T, Feed Tray1, Feed Tray2
	<p>Stack Guide Ctrl If the machine is equipped with the Auto-control Stacking Tray, specify the guides that are moved outwards when the Receiving Tray Paper Guides’ Opening Button is pressed in order to remove paper from the Auto-control Stacking Tray.</p>	End, <u>Side</u> , Both
	<p>Stock Management In order to check current stock quantity, insert the number of consumables purchased. Note:</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Purchase Qty <u>0</u>-99 Pcs. • Remaining Qty to be notified <u>0</u>-99 Pcs.
	<p>Beep Sound Select whether to activate a beep sound when a key/button is pressed, or when an error occurs.</p> <ul style="list-style-type: none"> • 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/ <u>ON</u>

Display Access Button	Functions	Description
<p>[Link Mode] Only displayed when a Linked Printer is connected.</p>	Link Properties	p.183
	Linked Printer If only one linked printer (sold separately) is attached to the machine (there are no other linked printers or networked computers), it is “One-to-One”.	<u>PC Network</u> , One-to-One
	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: <ul style="list-style-type: none"> 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.	<u>15 seconds</u> /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: <ul style="list-style-type: none"> When “Link-Free Volume” is OFF, this item is greyed out and not available. 	<u>ON/OFF</u>
	Link Info Refresh Set how frequently the machine receives data from a Linked Printer.	10-999 seconds (Factory Default is 15 seconds)
	Link Scanning Mode You can select “Speed-based” or “Image-based” when outputting from a connected machine.	<u>Speed-based</u> , Image-based
<p>[Editor]</p>	Print Colours	See RISO Editor User’s Guide for details.
	Tool Bar Position	
	Sub Tool Bar	
	Page Orientation	

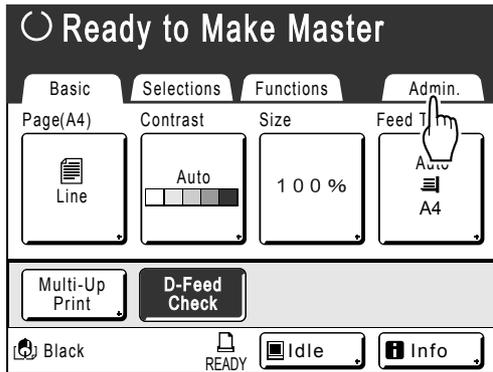
Customizing the Default Settings

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

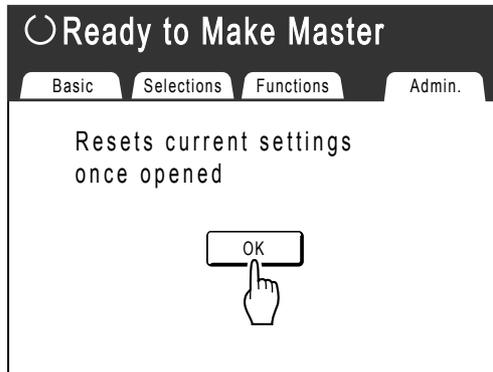
Note:

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

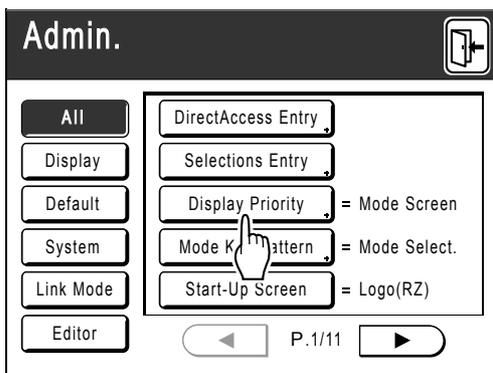
1 Touch [Admin.] on the Basic Screen for each mode.



2 Touch [OK].



3 Select a function to modify.



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

[Editor]: Functions related to Editor

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

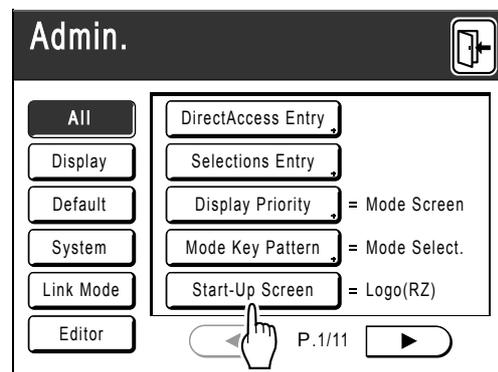
4 Change settings.

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.

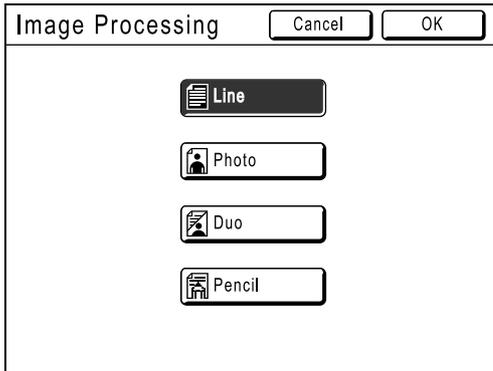


Once the settings have been changed, continue on to step 6.

◆ **Additional Setup Screen Available**

Button Style

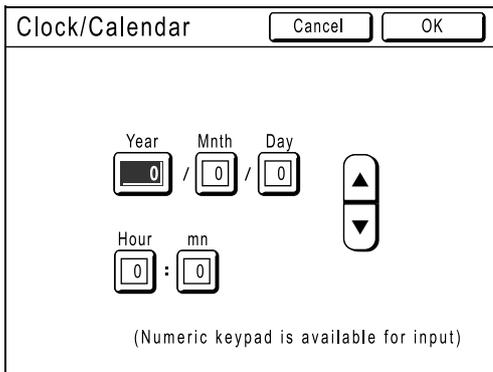
Choosing a button makes it the default.



◆ **Additional Setup Screen Available**

Numeric Value Style

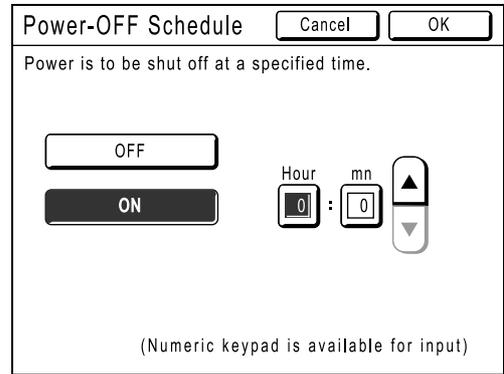
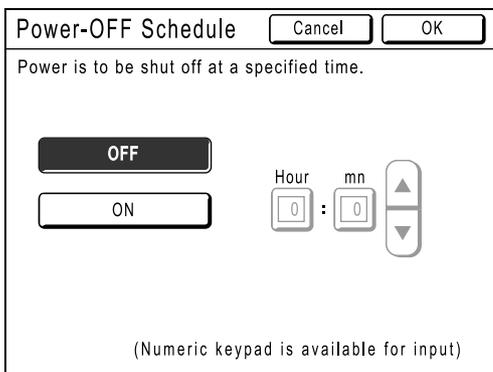
Touch ▲ ▼ to increase/decrease value. Numbers may be entered using the Print Quantity Keys.



◆ **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.



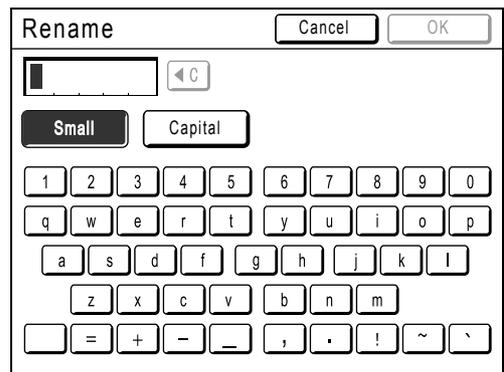
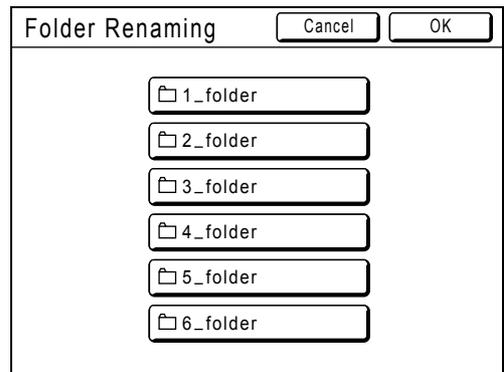
Touch **[ON]** to display more options on the right.

◆ **Additional Setup Screen Available**

Text Input Type

Input the name after touching the button of the name to change.

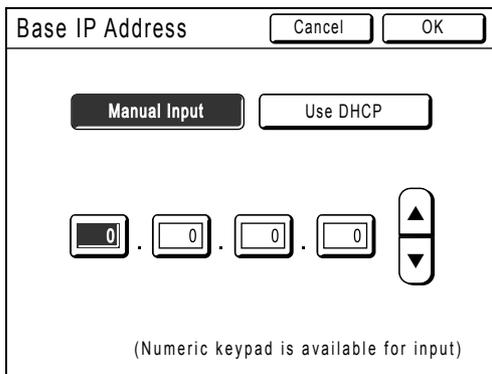
Touch the button and the Rename screen appears.



Touch the character buttons to enter text. Change capitalization by selecting **[Small]** or **[Capital]** button.

☞ p.122

5 Touch [OK].

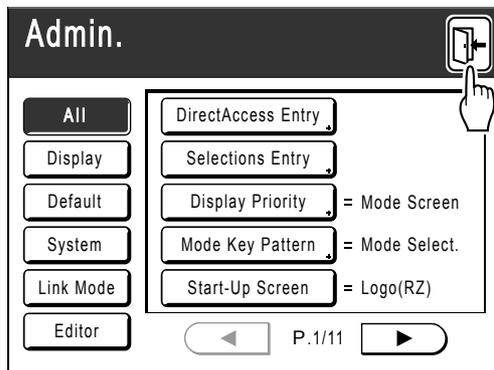


Skip to step 6 if there is no additional setup screen.

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 .



Returns to the original Basic Screen.

Setting Up Direct Access Area and Selections Tab

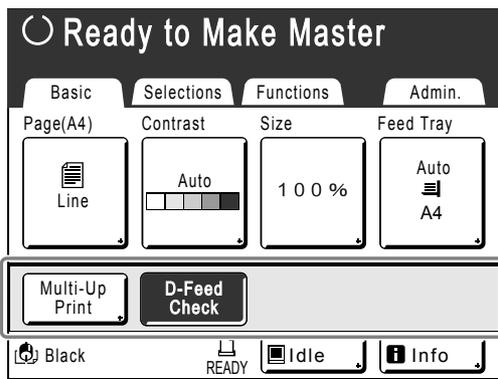
[DirectAccess Entry] [Selections Entry]

Frequently-accessed functions for each mode can be placed on “Direct Access” area in the Basic Screen, or on “Selections” screen.

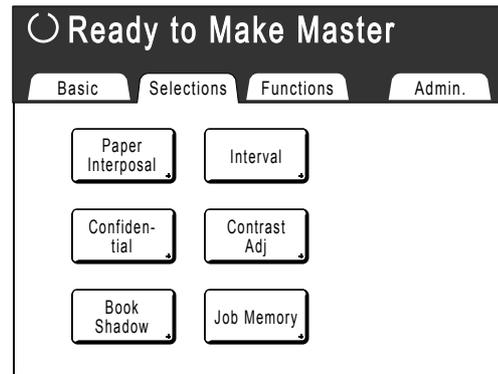
This allows quick changes and direct access to each function's Setup screens, eliminating the need to search from a long list of functions.

Each mode (Master Making/Print/Scanning/Link) is capable of storing its own unique settings.

Basic Screen	Master Make	Print	Scanning	Link
Direct Access	4	4	4	4
Selections	9	9	-	6



Direct Access Area



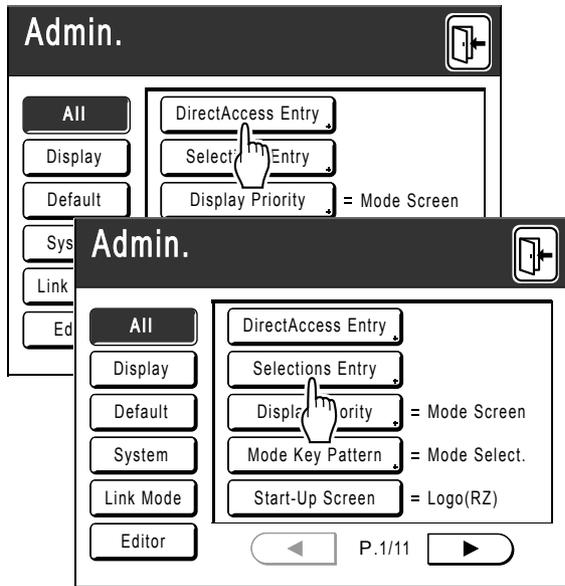
Selections Screen

Note:

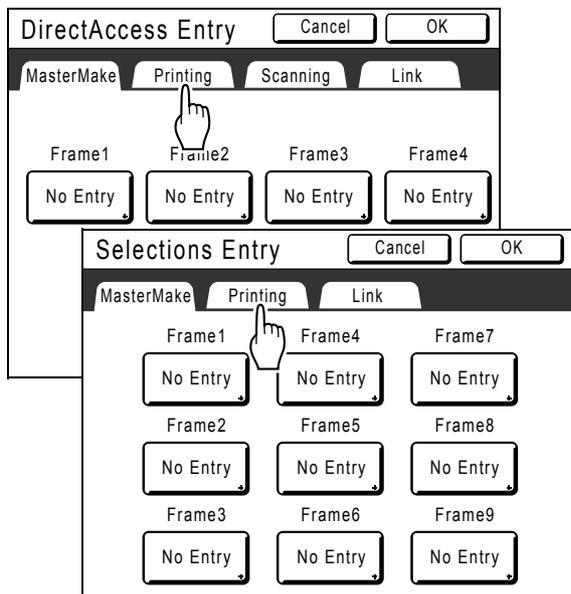
- Choose functions that are relevant to each mode.
- The machine comes with factory default “Direct Access” area and “Selections” screen entries, which can be changed.
- Any functions available in the “Functions” screen can be selected.
- When there are multiple Linked Printers, select a device first, 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.)

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.

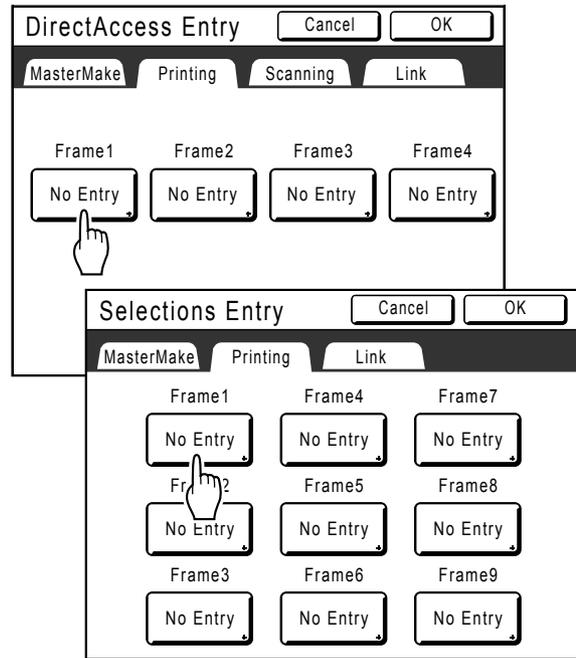
1 Touch [DirectAccess Entry] or [Selections Entry] on the Admin. screen.



2 Select a mode tab to store new buttons.

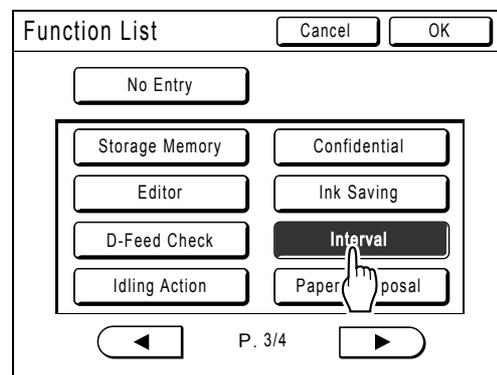


3 Select a button to assign a function.



If the button has a function already assigned, the newly selected function will overwrite.

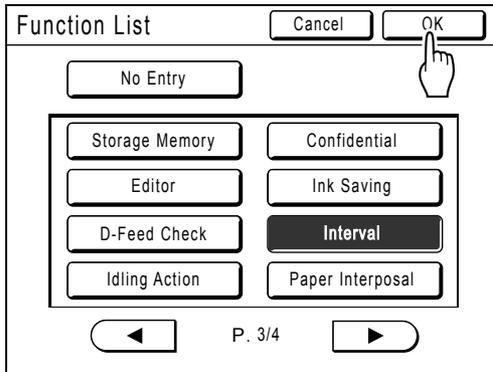
4 Select a function to assign.



Note:

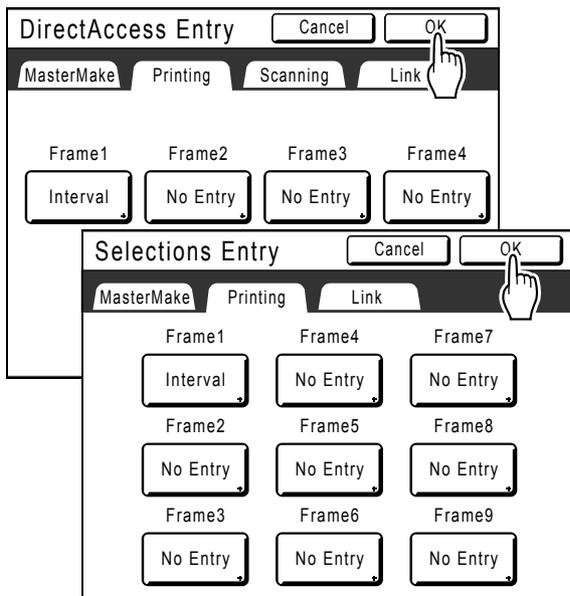
- Touch ◀ or ▶ to display more functions if necessary.
- To remove a function accidentally assigned, touch **[No Entry]**.
- Functions already assigned are greyed out and not available for selection.
- Some functions display only when optional devices are installed.

5 Touch [OK].



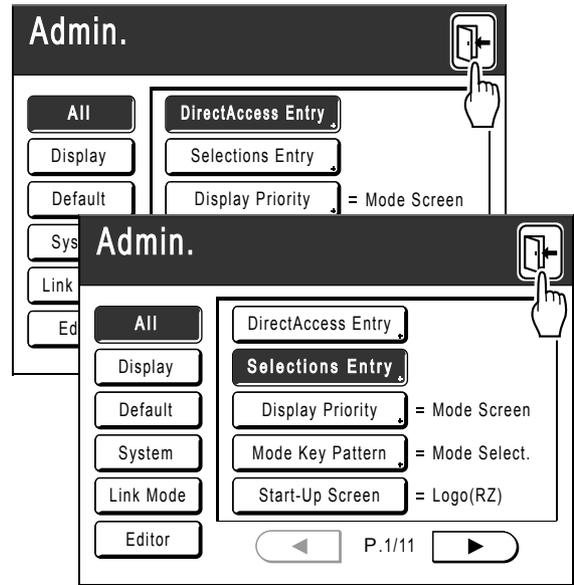
Returns to “Direct Access” area or “Selections” screen. Selected functions are added. To add more functions, or to replace a button with another function, repeat steps 2-5.

6 Touch [OK].



Returns to the Admin. screen. “Direct Access” area or “Selections” screen is updated.

7 Touch [OK].



Returns to the Master Making Basic Screen or Print Basic Screen.

Registering a Custom Paper Size

[Custom Paper Entry]

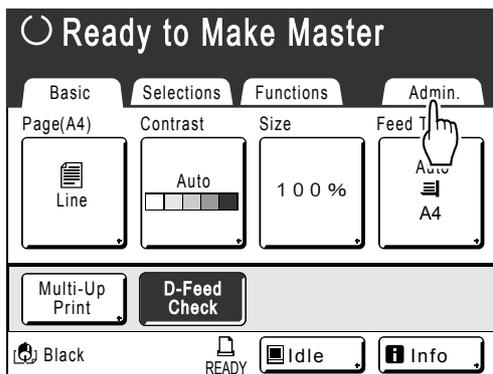
Non-standard paper sizes must be pre-entered into memory. Once a paper size is stored into memory, it can be retrieved with the **[Paper]** button from the Feed Tray screen (RZ977) or the Master Making Basic Screen (RZ970). Up to 30 different sizes may be entered. Previously stored sizes can be modified or deleted.

Important!:

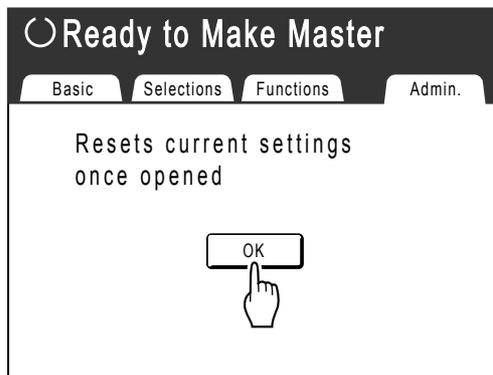
- Custom paper sizes must be entered. Failure to do so may result in incorrect scanning.

Entering sizes and changing names

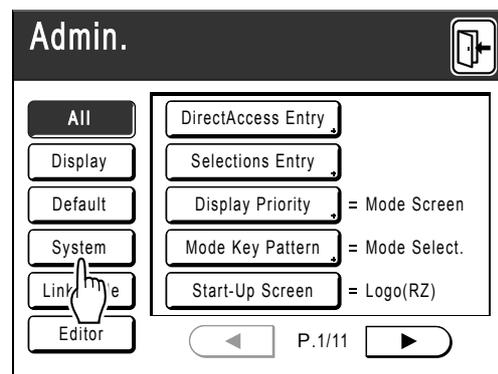
- 1 Touch **[Admin.]** on the Basic Screen for each mode.



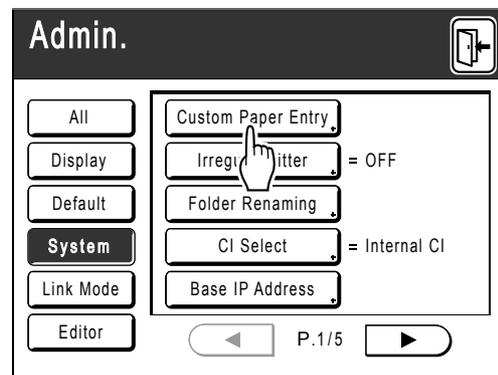
- 2 Touch **[OK]**.



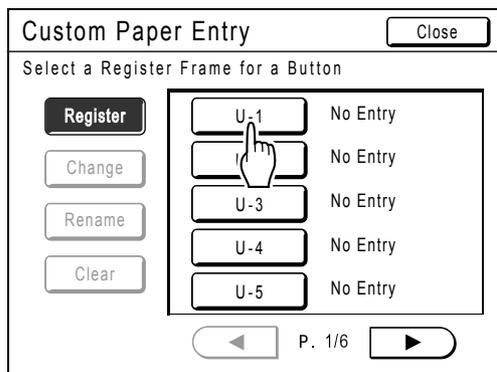
- 3 Touch **[System]** or  to display **[Custom Paper Entry]** on the screen.



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

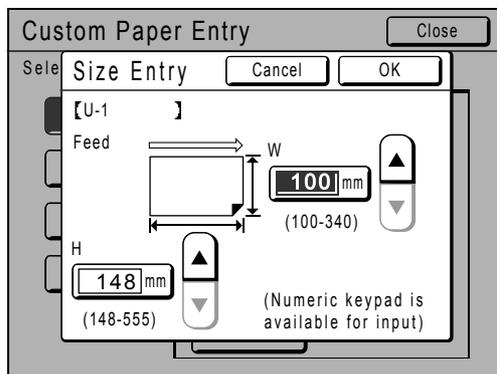


5 Touch an unused button.



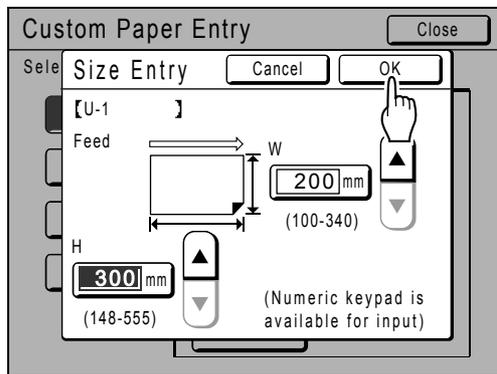
A button already associated with another size is greyed out.

6 Enter the paper size.



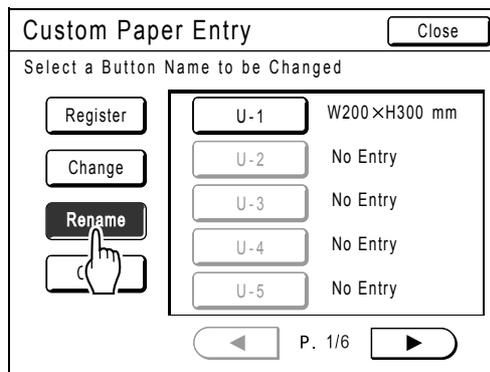
Facing towards the paper feeding direction (into Feed Tray), enter W (width) and H (height). Touch either , or use Print Quantity Keys.

7 Touch [OK].

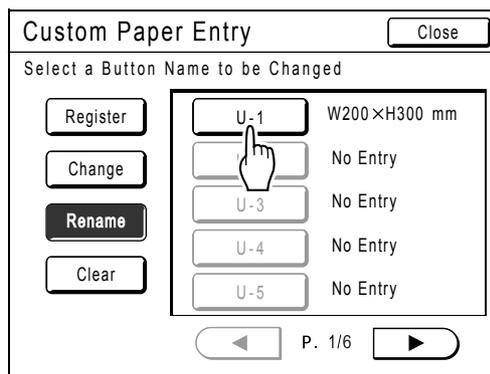


Rename as necessary.
Touch **[Close]** to skip renaming the size.

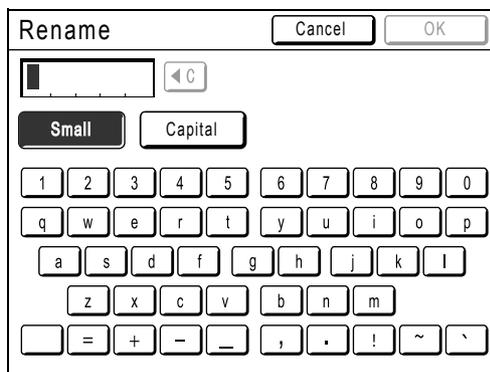
8 Touch [Rename].



9 Select a button to rename.



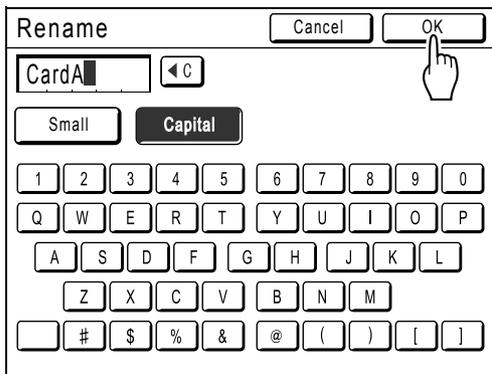
10 Touch character buttons to enter a new name.



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

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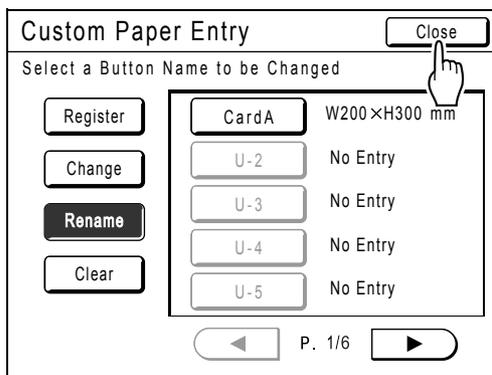
11 Touch [OK] when done.



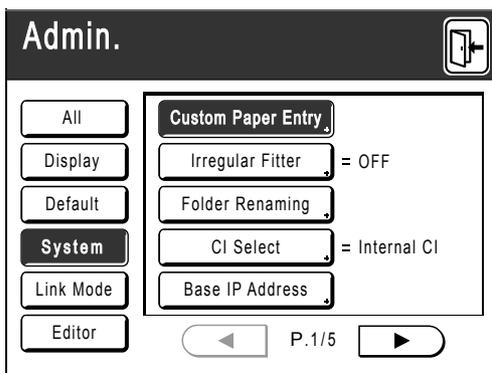
Note:

- To change a name, repeat from step 8.

12 Confirm the name and touch [Close].



The following screen appears.



Returns to the Admin. screen. Feed Tray (Paper) is updated.

Tip:

Printing on Extended Paper

The machine can print on paper 433-555 mm long (top to bottom facing the paper feeding direction) by storing the size as a custom-size.

☞ p.161

When entering a size longer than 433 mm (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 Feed Tray (Paper) screen, the machine switches into “Extended Paper” mode.

Important!:

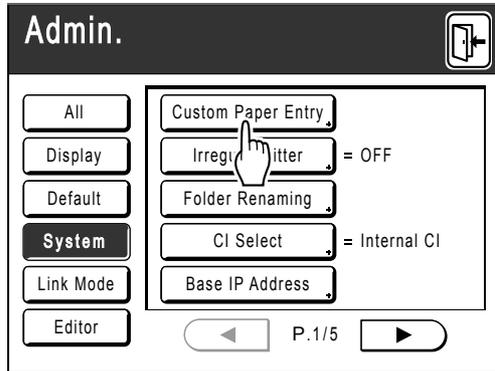
- Some Extended Paper may fail to pass through the machine due to its paper characteristics, or may get smudged with ink due to its image positioning. Consult your dealer (or authorised service representative) for advice.

“Extended Paper” Mode

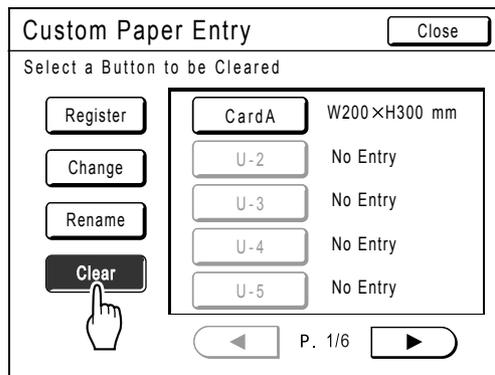
- When the machine is on “Extended Paper” mode, it is indicated in the message area as either “Ready to Make Master <Ext.Paper>” or “Ready to Print <Ext.Paper>”.
- On “Extended Paper” mode, the machine can print papers measuring 433-555 mm length-wise from top to bottom facing the paper feed direction. However, maximum printing area and top/bottom Print Positioning range remains as usual.
 - ☞ p.18
 - ☞ p.94
- 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

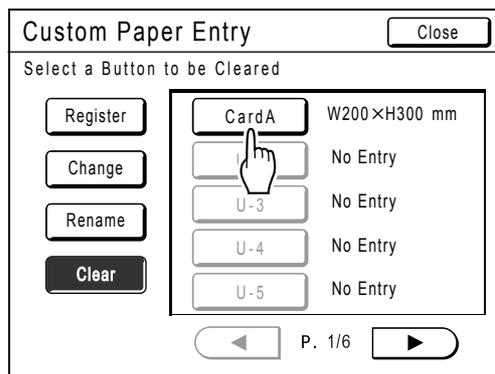
- 1 Touch [Custom Paper Entry] on the Admin. screen.



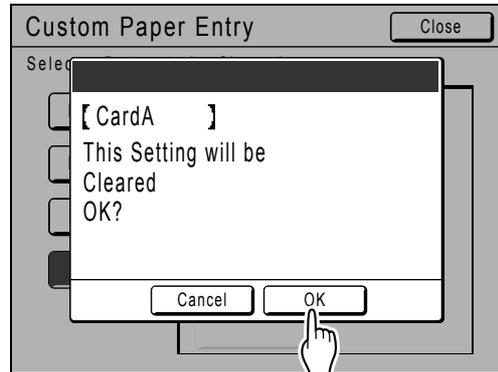
- 2 Touch [Clear].



- 3 Select the paper size to delete.

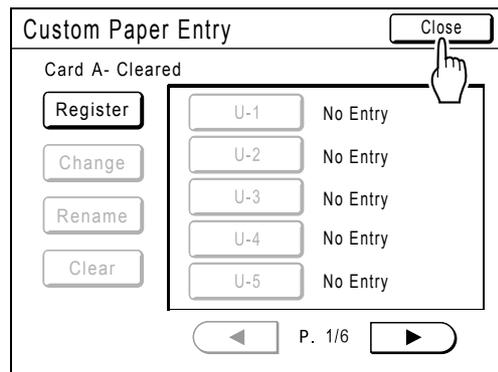


- 4 Touch [OK].

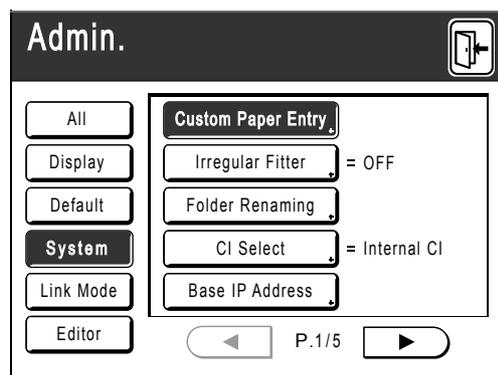


Returns to the Custom Paper Entry screen. The selected paper size is deleted.

- 5 Touch [Close].



The following screen appears.



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

Keeping Masters Secure After Printing

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. (i.e. “Confidential” function) Used masters are held in the Master Disposal Box. The machine is equipped with a protection function to prevent the master from being removed from the Master Disposal Box and leaked by any ill-intended third party.

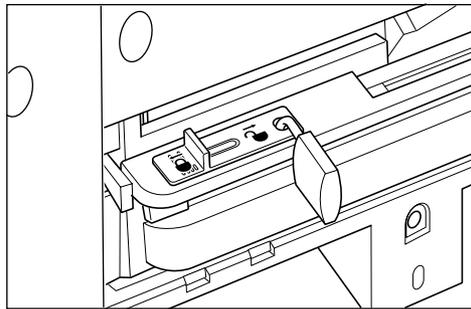
“Protect” Setting

When the “Protect” setting is ON:

- When printing is complete, the “Confidential” function is activated to show the message to discard the master remaining on the Print Drum.
- The Master Disposal Box is locked and cannot be removed while the machine is standby. (However, the Master Disposal Box can be unlocked and removed if the master is jammed in the Disposal Unit or the Master Disposal Box is full.)

Locking the Master Disposal Box

To prevent any leak of master documents after printing, the Master Disposal Box can be locked with a padlock so that no-one apart from the administrator of the machine can remove it. (Purchase an ordinary padlock whose loop will fit through the hole, which is 7 mm wide.)



Status of Protect functions and restrictions

Status of [Protect] functions	Restrictions
Protect: OFF Padlock: No	No restrictions on printer access ^{*1}
Protect: ON Padlock: No	“Confidential” message is displayed Master Disposal Box is locked ^{*2}
Protect: OFF Padlock: Locked	No “Confidential” message is displayed Nobody but the administrator can dispose of the master.
Protect: ON Padlock: Locked	“Confidential” message is displayed Nobody but the administrator can dispose of the master.

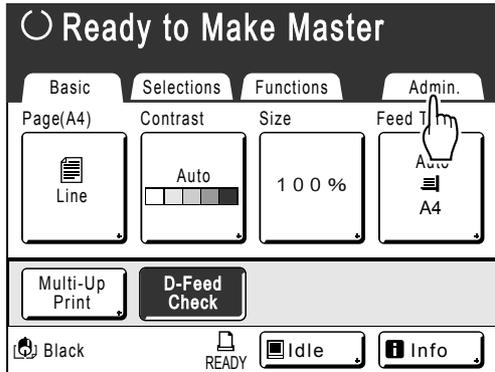
*1 The ordinary “Confidential” function is available.

*2 Disposal Unit errors may cause the lock to be released.

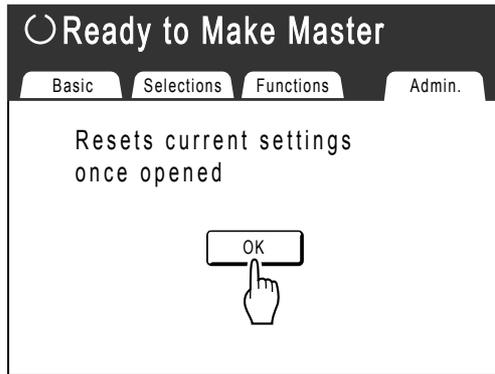
Preventing Leaks of Masters After Creation or Disposal [Protect]

Turning the Protect Setting ON

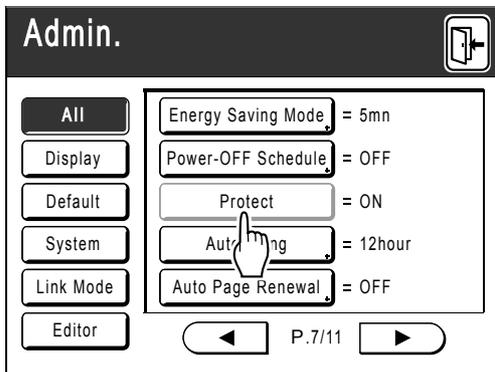
1 Touch [Admin.] on the Basic Screen for each mode.



2 Touch [OK].



3 Touch [Protect].



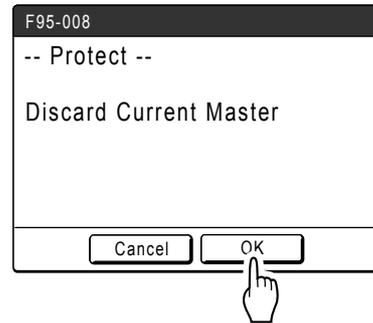
“Protect” is turned ON and the button is greyed-out.

Note:

- If “Protect” is ON, “Energy Saving Mode” (Auto Sleep) is activated automatically.
- If “Protect” is ON, [Renew Page] is greyed-out with no access allowed.

◆ If “Protect” is ON:

The following screen is displayed after printing.



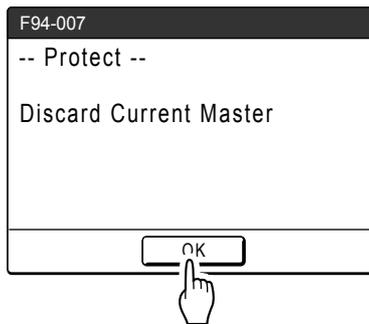
Touch [OK] or [Cancel].

[OK]: Discards the master remaining on the Print Drum.

[Cancel]: Choose this when you do not wish to discard the master or wish to print further copies.

Note:

- The "-- Protect -- Discard Current Master" message is also displayed when printing from computer data on a PC.
- If you select **[Cancel]** while the "Protect" setting is active, the "-- Protect -- Discard Current Master" message is on appears each time you press  key or  key.
- The screen shows the message below when:
 - setting the Print Drum that has been removed without the "Confidential" operation, or
 - the machine goes into the sleep mode after a certain period of time has passed after the confirmation message was displayed, and then the sleep mode is cancelled (or the power is turned ON).



Touch **[OK]** to discard the master remaining on the Print Drum.



Storage and Scan Modes (Option)

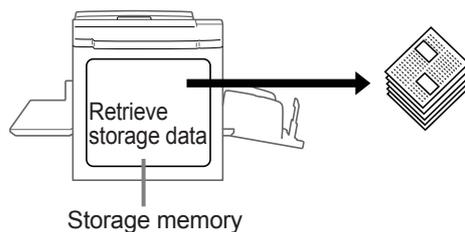
About Storage

Storage is a function that allows you to save original data to memory.
Storage memory is available when Document Storage Card DM-128CF is attached.
You can use the Editor function to edit scanned data and to save it into memory.

Retrieving Storage Data

You can do the following when printing with stored data.

- Repeatedly retrieve and print previously stored data. This saves you the trouble of rescanning documents when printing the same materials.
☞ p.168



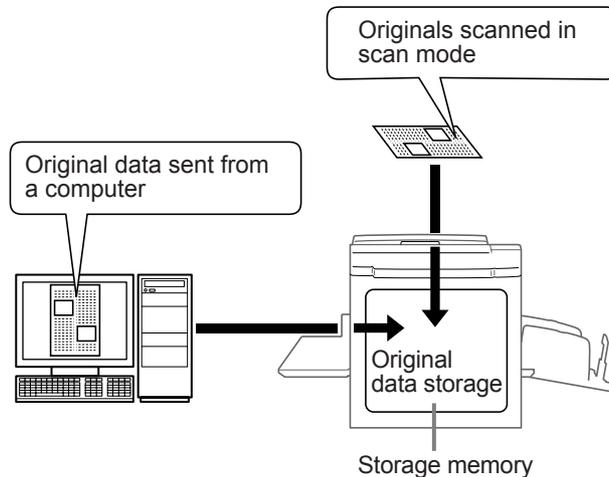
- If the stored data contains multiple pages, you can choose to output all pages, only odd or even pages, or even indicate the specific pages to print using "Output".
- You can also combine and print stored data with a hard-copy original.
☞ p.180
- The storage function is not available in machines equipped with the optional RISO Controller PS7R.

Storable Original Data

Original data created on a computer and sent to the printer, as well as original data scanned in scan mode can be stored.

See the Printer Driver User's Guide for information on storing original data sent from a computer.

See [p.170](#) for information about scan mode.



Stored data is managed as “Storage Data”, and unless expressly deleted, will not be cleared if you press the  key or turn the machine off.

Important!:

- We can not guarantee stored data against loss caused by disasters or unforeseen events. We recommend that you use your computer to back up any important documents.

Note:

- You can easily delete unnecessary storage data when remaining memory is limited. The remaining memory is displayed in the bottom right corner of the Storage Selection screen.
[p.178](#)
- 6 folders exist for storing data. If you plan to use folders in common with others, we suggest that you create folder storage conventions (for example, categorized by department or data type).
Folder names can be changed in Admin..
[p.150](#)
- You can change the order of the storage data.
[p.179](#)

About Scan Mode

Scan mode is a function that allows you to scan a hard-copy original with the machine's scanner to save as storage data.

You can repeatedly retrieve and print previously scanned and stored original data. This saves you the trouble of rescanning documents when repeatedly printing the same materials.

[p.168](#)

This function also prevents documents from getting lost or damaged over time.

Note:

- You can easily delete unnecessary storage data when remaining memory is limited.

The following functions can be used in scan mode: See the explanation of each function for more details.

- Image ([p.52](#))
- Contrast ([p.54](#))
- Size (enlargement/reduction) ([p.55](#))
- Dot Process ([p.63](#))
- Contrast Adj ([p.65](#))
- Tone Curve ([p.66](#))
- Multi-Up Print ([p.69](#))
- Preview ([p.86](#))
- Book Shadow ([p.80](#))
- Scanning Side -ADF ([p.142](#))

The following functions are specific to scan mode.

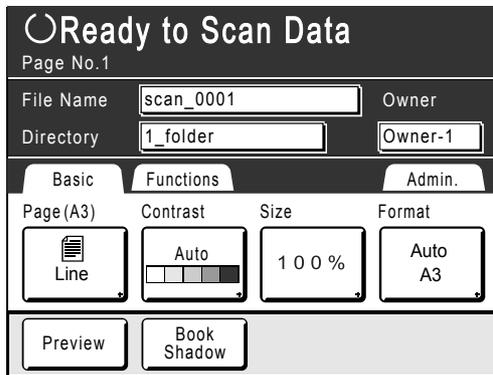
- Format ([p.175](#))

Converting Hard-copy to Stored Data (Scan Mode)

Scanning an Original

1 Select a scan mode.

See [p.26](#) for information about selecting a scan mode.



2 Place the original.

See step 3 of "Printing from a Paper Document or Book" ([p.41](#)).

Go to step 4 if you are not specifying folder, data, or owner name. If no settings are configured, data is stored by default (File Name: scan_001, Directory:1_folder, Owner:Owner-1).

3 Setting data information.

Sets the data name, save location and owner name.

[p.173](#)

4 Setting required functions.

Set the required functions for scanning the original.

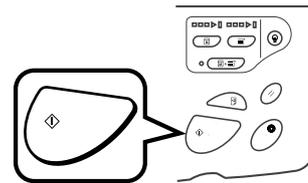
Note:

- You can check scanned data instantly by enabling the "Preview" function. You can also use this function to check data before saving.
- See the previous section for the functions that can be set.

Important!:

- Set "Format" when scanning custom-sized originals. [p.175](#)

5 Press the key.



The scan starts.

Note:

- After scanning the original, a preview shows on the display if "Preview" is set.

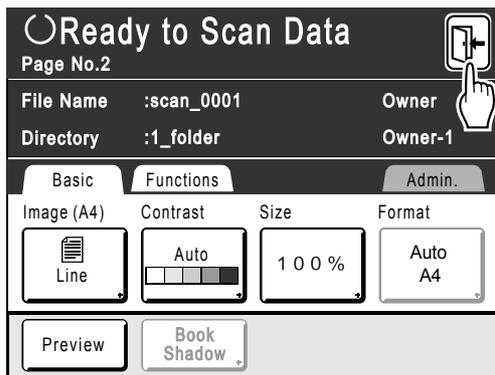
6 Repeat steps 2, 4 and 5 if the original has multiple pages.

Note:

- If multiple originals are combined on the ADF unit (option) and "Auto Process" is set to ON, all originals will be scanned using the same settings. Check the  key indicator to determine if "Auto Process" is ON or OFF (illuminated indicates ON). If "Auto Process" is OFF, press the  key for each original.

7 Touch .

Once the original to be saved as one set of data is scanned, touch .



A confirmation screen appears.

8 Touch [Yes].

The data is saved.

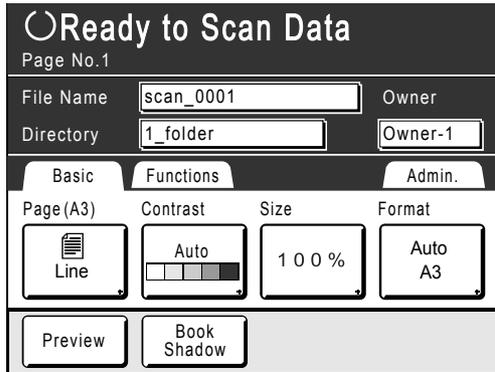
Press the  key to exit scan mode.

Setting Data Information

Settings for the data to be scanned and stored are configured on the Scan Basic Screen.

1 Select a scan mode.

See [p.26](#) for information about selecting a scan mode.



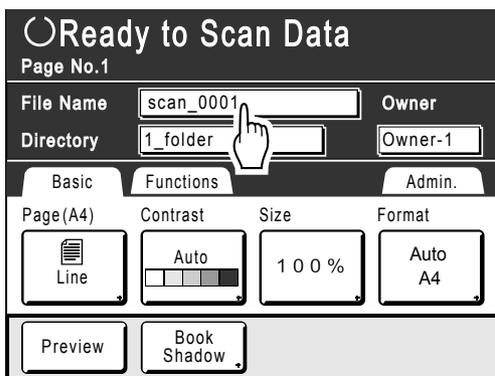
The data name, save location and owner name are automatically allocated when scan mode is started, but you can change this preset information if needed.

Note:

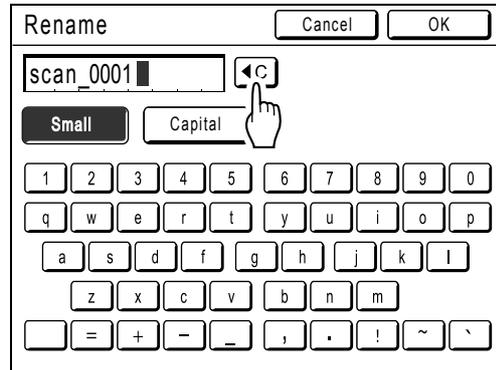
- Default settings for the “Directory” folder can be changed in “Admin.” ([p.150](#))

2 Enter a data name.

- 1) Touch the data name input box.



The Rename screen appears.



- 2) Touch the **C** button to delete the current name.

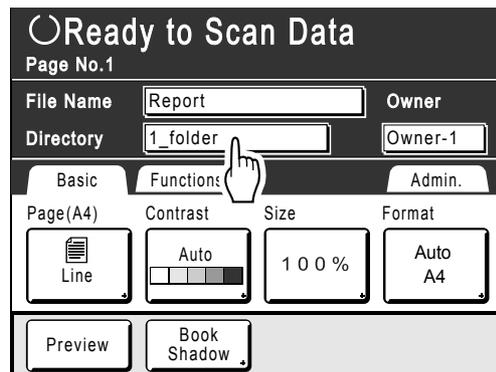
Note:

- You can also press the **C** key to delete.

- 3) Touch the text button and enter the data name one character at a time. Touch the Text Type button to change the display, and look for the text you want to enter. [p.122](#)
- 4) Touch **[OK]**. The data name is confirmed and the screen returns to the Scan Basic Screen.

3 Specifying a Save Location

- 1) Touch the save location input box.

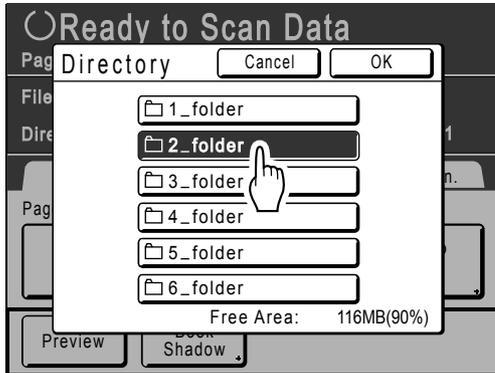


The Directory screen appears.

Note:

- If the machine is equipped with the optional RISO Controller PS7R, you cannot specify where to store the data.

- 2) Touch the button of the folder in which to save data.



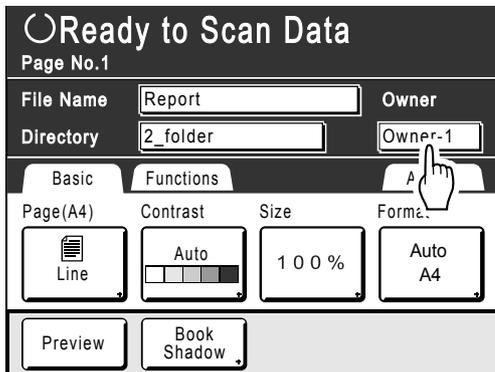
- 3) Touch [OK].
The "Directory" folder is confirmed and the screen returns to the Scan Basic Screen.

Note:

- The folder name of the "Directory" folder can be changed in "Admin."
(p.150)

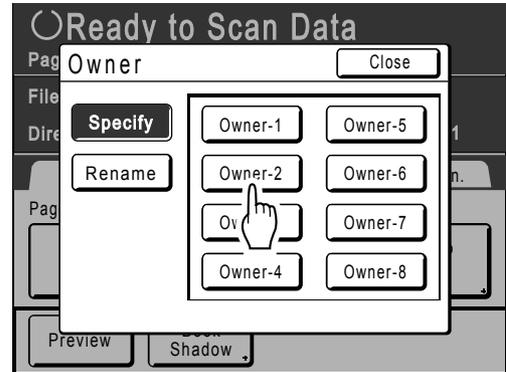
4 Specifying an Owner.

- 1) Touch the owner input box.



The Owner screen appears.

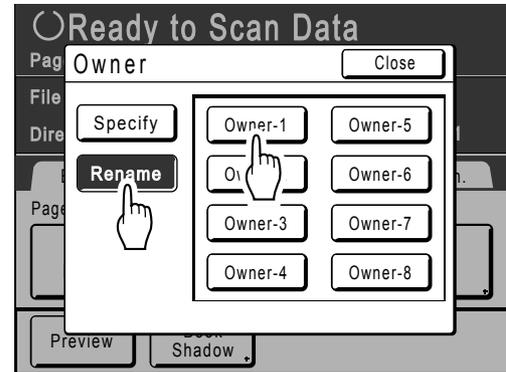
- 2) Touch the button of the owner to set.



The owner name is confirmed and the screen returns to the Scan Basic Screen.

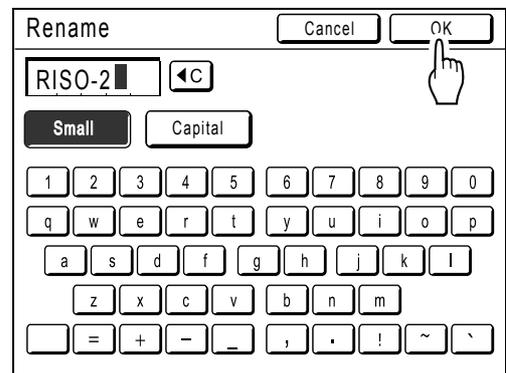
Tip:
Changing the Owner Name

- 1) Touch [Rename] on the Owner screen.



Touch the button of the owner to rename.
The Rename screen appears.

- 2) Touch the [C] button to delete the current name.
- 3) Enter the Owner name.
- 4) Touch [OK].



The owner name is confirmed and the screen returns to the Owner screen.

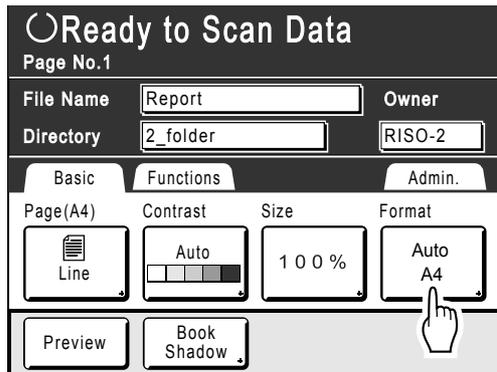
Specifying Paper Size

Specify the size at which to save the scanned original.

If the original is custom-sized, use the Format screen to save at size that differs from the size of the original.

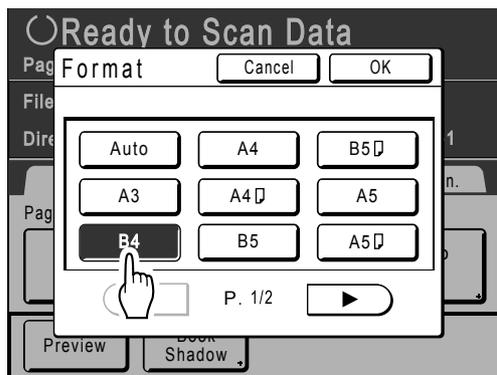
If the original is standard-sized, it will be saved as-is with "Auto".

1 Touch [Format] on the Scan Basic Screen.



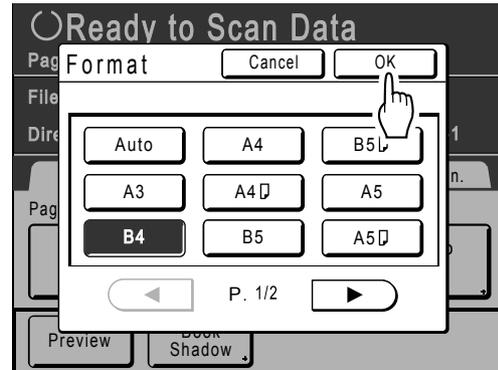
The Format screen appears.

2 Touch the paper size button to be set.

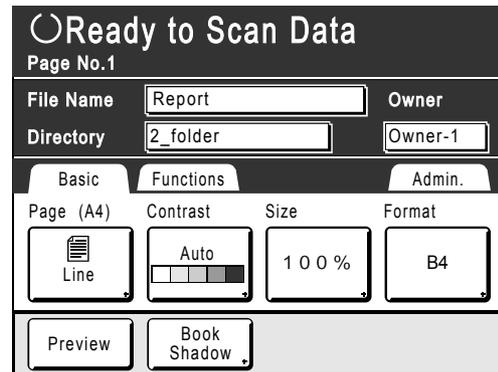


If you select **[Auto]**, the same size as the original will automatically be set.

3 Touch [OK].



The paper size is confirmed and the screen returns to the Scan Basic Screen.

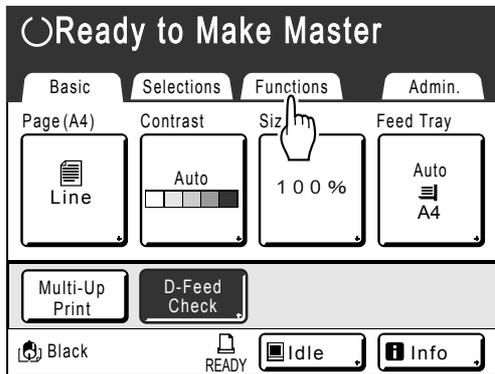


Retrieving Stored Data and Printing

[Storage Memory]

Retrieving Storage Data

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

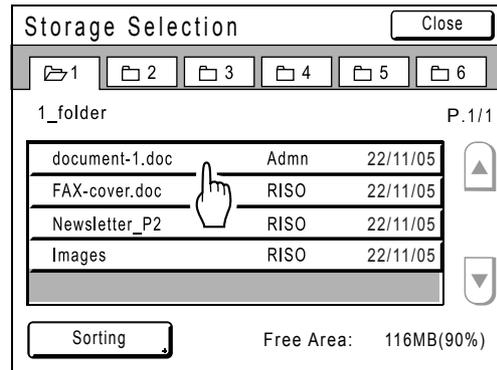


2 Touch [Storage Memory].



The Storage Selection screen appears.

3 Touch the stored data to print.



If you are selecting data stored in a different folder, touch that folder's tab.

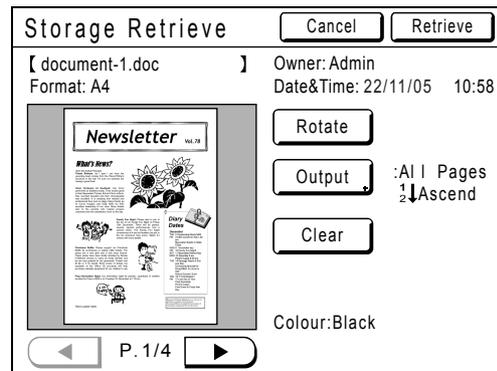
Note:

- If the stored data is not shown on the screen, touch ▲ or ▼ to display.

The Storage Retrieve screen appears.

4 Confirm the retrieved data.

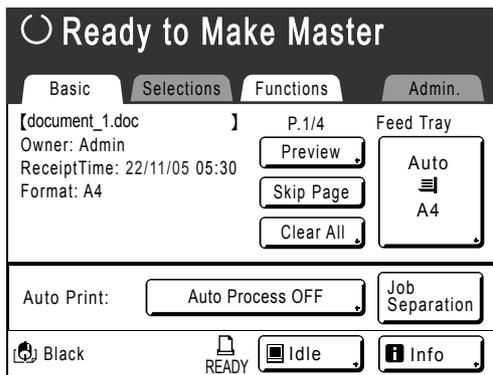
Use the thumbnail to determine whether the retrieved data is the data desired.



From the Storage Retrieve, you can confirm retrieved data and specify output settings. See p.178 for operational details.

5 Touch [Retrieve].

The storage data is retrieved and Storage Mode Basic Screen appears.



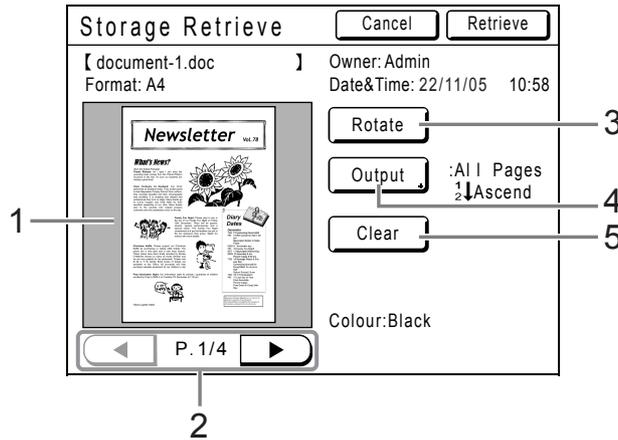
6 Press the key.

A master is made from the data.

After this, please follow the same operations for normally making a master/printing.

Using the Storage Retrieve Screen

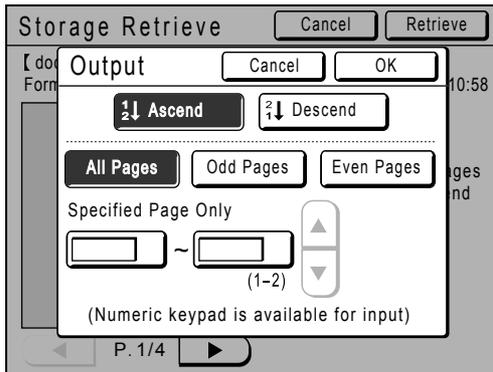
Each section of the Storage Retrieve screen is shown below.



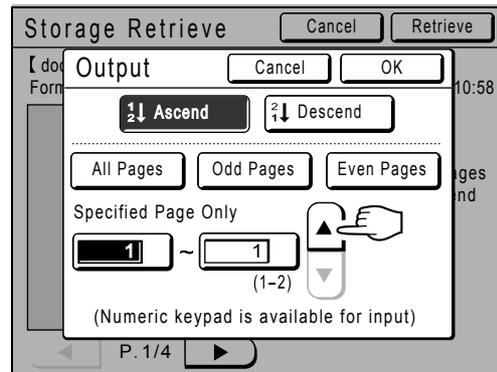
- 1) A thumbnail is displayed for each page.
- 2) If the data contains multiple pages, touch to change page.
- 3) Touch to rotate the storage data 180 degrees and output.
- 4) Output Range

If the storage data consists of multiple pages, you can specify which pages to print. Touch **[Output]** and the Output screen appears.

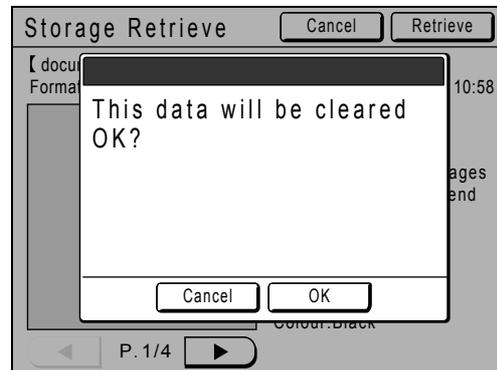
To specify a page range, touch the page input box and touch either or to specify the pages.



Touch the corresponding buttons to print all pages, only odd pages, or only even pages. You can also specify whether to print the selected pages in **[Ascend]** or **[Descend]** order.



- 5) Clear
Touch **[Clear]** and a confirmation screen appears.



Touch **[OK]** to delete the data.

Changing the Data Order

You can change the order of the storage data displayed on the storage data selection screen.

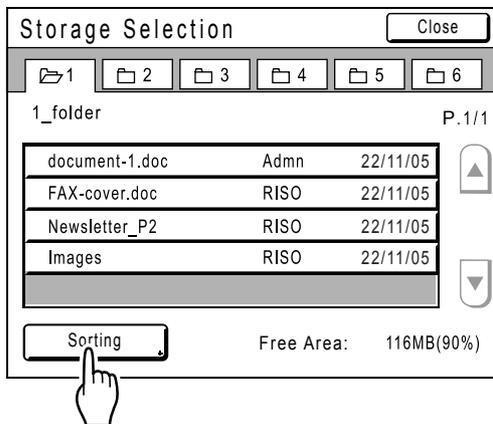
Note:

- The factory setting is “Date Descend”.

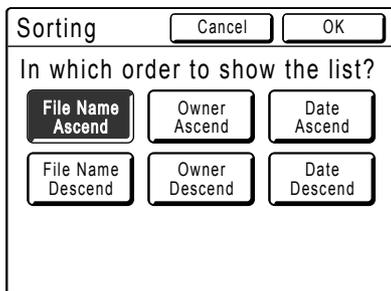
1 Touch [Sorting].

Note:

- **[Sorting]** is inactive if there is no storage data or only one stored item.



2 On the Sorting screen, touch the button of the order you want.



3 Touch [OK].

Returns to the Storage Retrieve screen.

Overlaying Storage Data onto a Print Job

[Overlay]

You can overlay stored data onto a hard-copy original.

For example, this function can be used to overlay a stamp over multiple originals indicating “Sample”.

Important!:

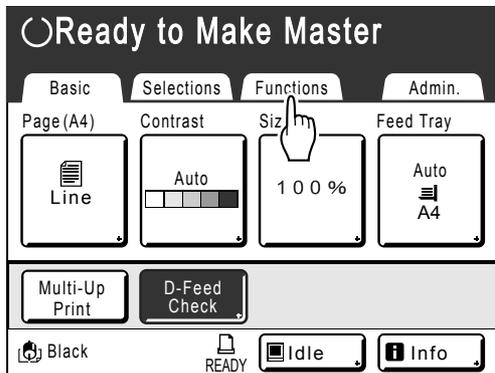
- This function cannot be used with the following functions.
 - Ink Saving
 - Top Margin
 - Side Margin
 - Storage Memory (“Overlay” images cannot be stored.)
 - When sending original data from the computer

1 Place an original.

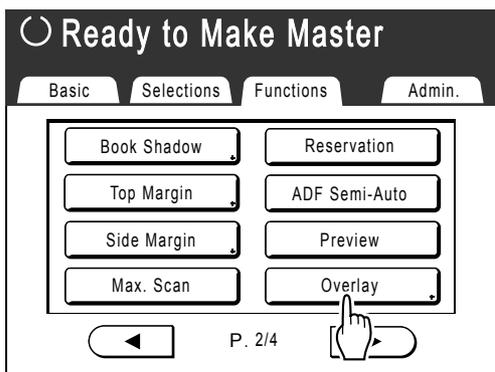
Place the original on Platen Glass or in ADF unit (option).

See the “Basic Operations” chapter for information on placing the original.

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

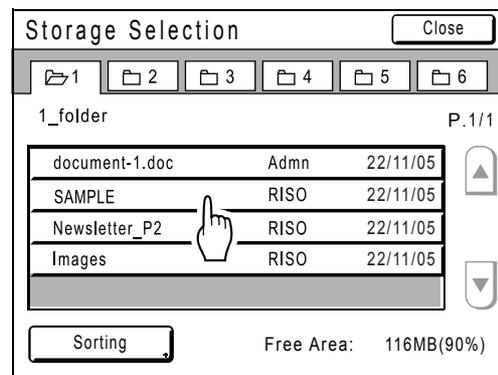


3 Touch [Overlay].



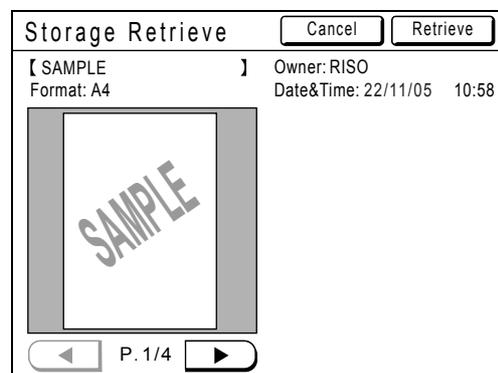
The Storage Selection screen appears.

4 Select the storage data to overlay.



The Storage Retrieve screen appears.

5 Confirm the storage data and touch [Retrieve].



“Overlay” is set and the screen returns to the Functions screen.

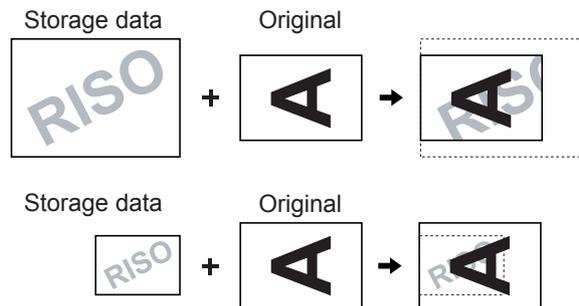


6 Print.

For subsequent operations, see step 4 of “Printing from a Paper Document or Book” (p.41).

Tip: Overlaying Storage Data

The stored data overlays at the size it was saved. You cannot magnify/reduce the size to match the original or paper size.



The storage data is overlaid after being centred at the top of the original. You cannot adjust the overlay position.

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.

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

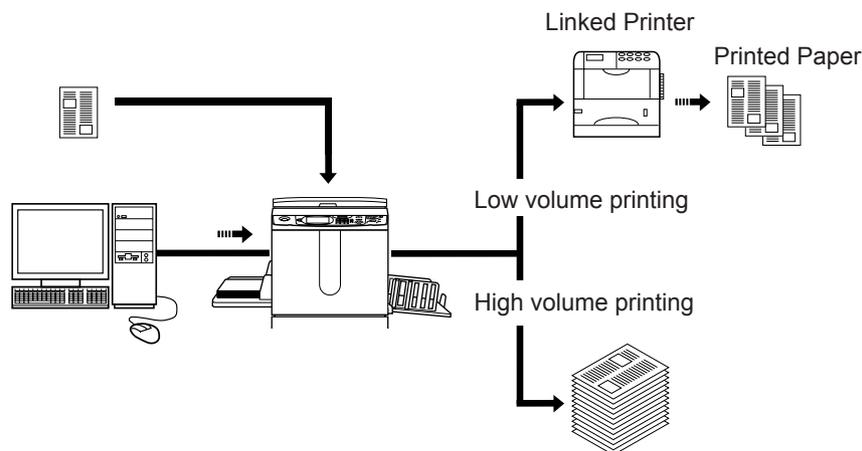
◆ Auto-Link Function

Automatically select an output device, the machine or a Linked Printer, based on a pre-determined number of copies (Link-Free Volume).

☞ p.154

Automatically select an output device based on number of copies when printing from a computer.
(When "Online Auto-Link" is enabled)

☞ p.154



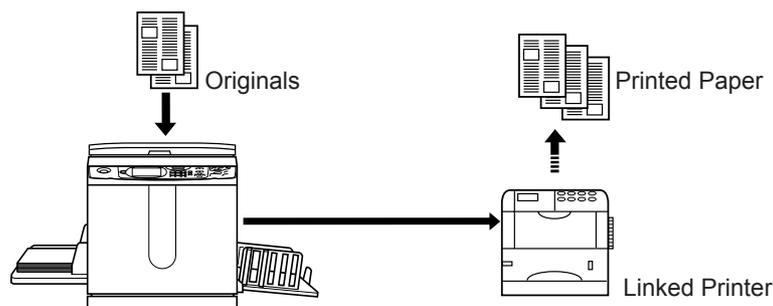
Important!:

- When using a paper original, the number of output copies must be entered before the master is made. If you select "0" and press , the machine will print without any conditions.

◆ Link Mode Function

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

☞ p.187



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!:

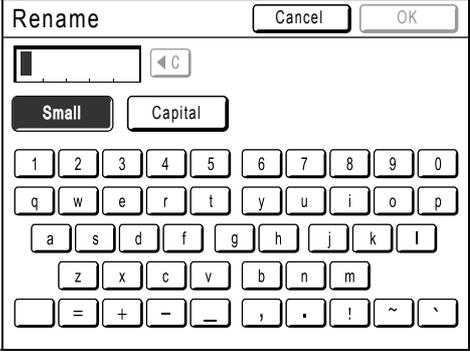
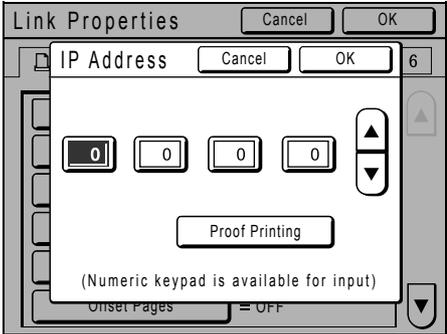
- Make sure that the Linked Printer is physically connected to the machine. A Linked Printer cannot be recognized by the machine unless physically connected.
- Unless the Linked Printer data is entered in the machine, the device will not print, and its optional features will not be available.
- Enter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

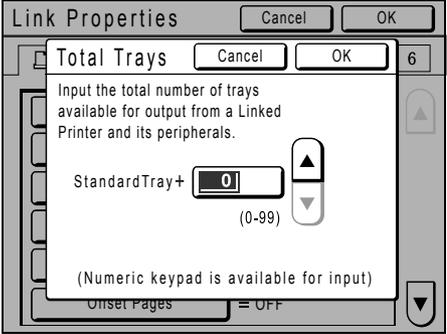
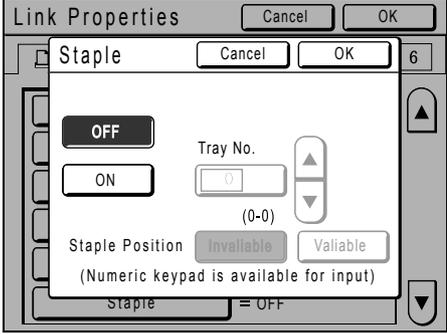
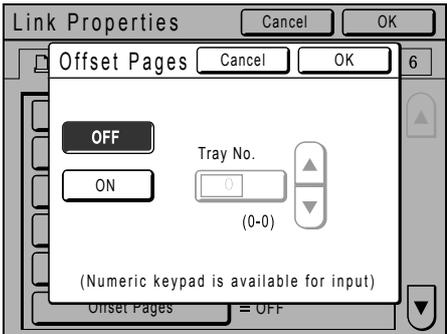
Note:

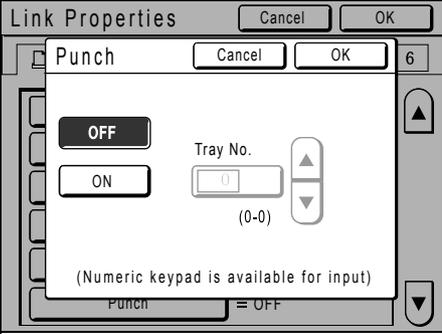
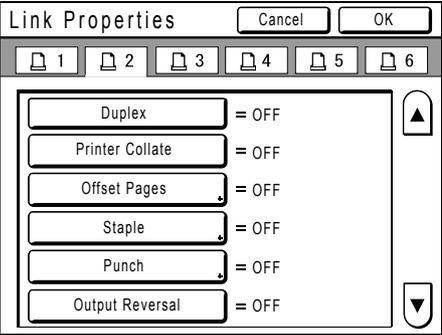
- “Link Properties” are explained below.
See “Link Mode” (p.154) for more information about Link Mode and other Admin. settings.

Linked Printer Setup List

== : Initial setting (factory default)

Functions	Description	How to Enter
<p>Printer Name Enter a name for the Linked Printer.</p> <p>Note:</p> <ul style="list-style-type: none"> • The entered name will be displayed on the Link Mode screen. 		 <p>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.122) for more details.</p>
<p>IP Address Enter the IP address of the Linked Printer to connect to the network.</p> <p>Note:</p> <ul style="list-style-type: none"> • 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.151 		 <ul style="list-style-type: none"> • 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
<p>Total Trays Enter total number of trays other than the Standard Tray.</p> <p>Important!:</p> <ul style="list-style-type: none"> • If the number is less than the number of trays set in other options, other options will be disabled. • Enter the actual number of trays available for the linked printer. Entering incorrect number will cause an error and the linked printer will not print. 	<p>0-99</p>	 <ul style="list-style-type: none"> • When printing from the standard tray of the Linked Printer, enter “0”. • Use ▲▼, or enter using the Print Quantity Keys.
<p>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.</p>	<p>OFF: No Staple capability (disabled) ON: Staple function available Tray number used, Invariable/variable</p>	 <p>Touch to select a button. Use ▲▼, or enter using the Print Quantity Keys for “Tray No.”.</p>
<p>Offset Pages Set “Offset Pages” ON if the device has the capability. Also set the tray number *1 used by the “Offset Pages” function.</p>	<p>OFF: No Offset Pages function (disabled) ON: Offset Pages available Tray number used</p>	 <p>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.</p>

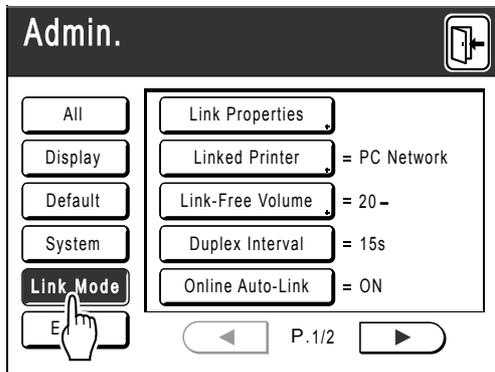
Functions	Description	How to Enter
<p>Punch Set "Punch" ON if the device has the capability. Also set the tray number *1 used by the "Punch" function.</p>	<p>OFF: No Punch capability ON: Punch function available Tray number used</p>	 <p>Touch to select a button. Use ▲ ▼, or enter using the Print Quantity Keys for "Tray No.". "Offset Pages" and "Punch" may be configured using similar steps.</p>
<p>Duplex Set "Duplex" ON if the device has the capability.</p>	<p>ON/OFF</p>	 <p>"Duplex", "Printer Collate" and "Mailbox" may be configured using similar steps. Touch button to switch between OFF/ON.</p>
<p>Printer Collate Set "Printer Collate" ON if the device has the capability.</p>		
<p>Output Reversal *2 Set "Output Reversal" ON if the device has the capability.</p>		
<p>ADF Auto Reversal The "ADF Auto Reversal" function is effective when "Output Reversal" is ON.</p>		
<p>Mailbox Set "Mailbox" ON if the device has the capability.</p>		

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

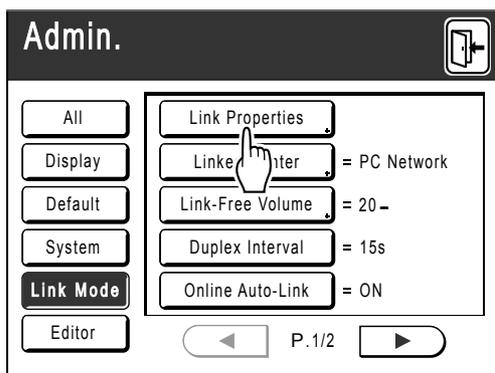
*2 This function is only available only if the machine is equipped with the Auto Document Feeder AF-VI:II. It is not available on Auto Document Feeder DX-1.

Setting up a Linked Printer

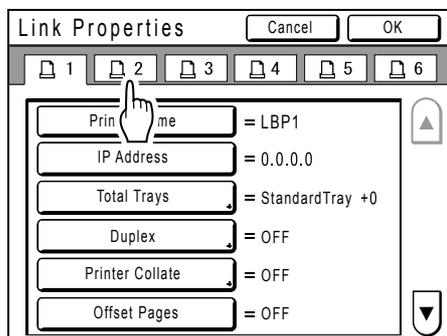
- 1 Touch [Link Mode] on the Admin. screen.



- 2 Touch [Link Properties].



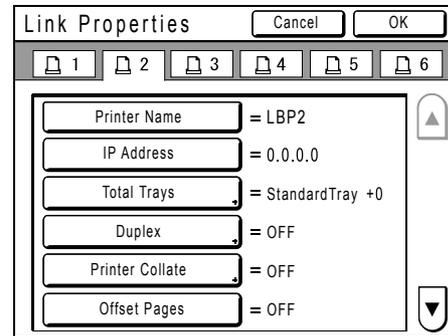
- 3 Select a tab for the Linked Printer.



Note:

- Up to 6 Linked Printers may be entered.

- 4 Select the button to enter information.



Note:

- To display other functions that are not visible on the screen, touch  or .

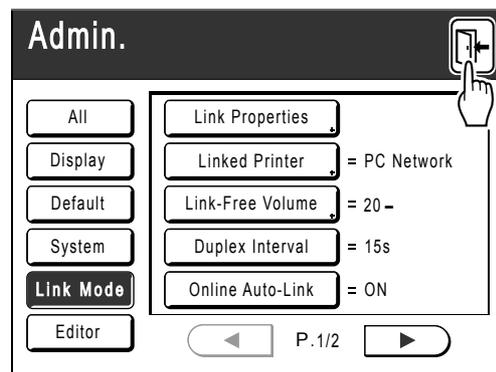
- 5 Change settings.

See "Linked Printer Setup List" (p.183) 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 .



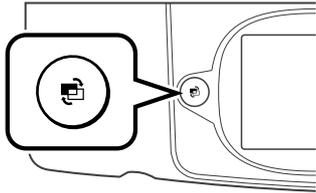
Returns to the Basic Screen. "Admin." settings are updated.

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.

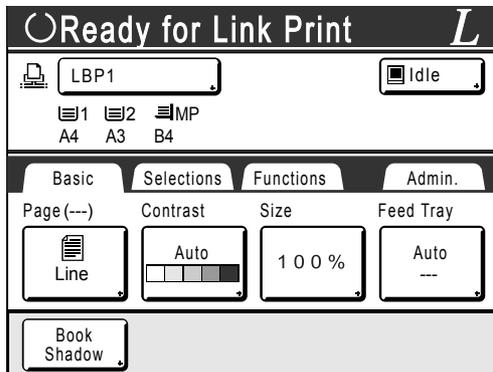


Press the  key on the machine to switch to Link Mode.

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.26



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.41).

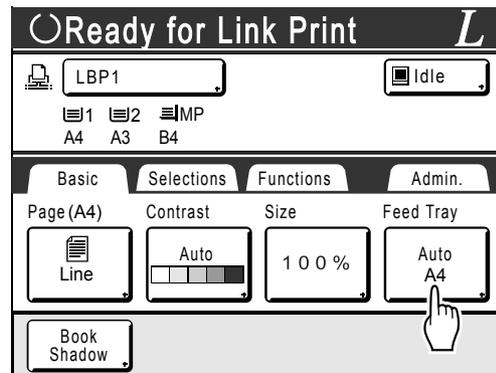
Note:

- To scan both sides of the original and print on one side, touch **[Duplex]** on the Functions screen and then touch **[Duplex -> Simplex]**. ☞ p.200
- When using the Auto Document Feeder DX-1, place the original face up.

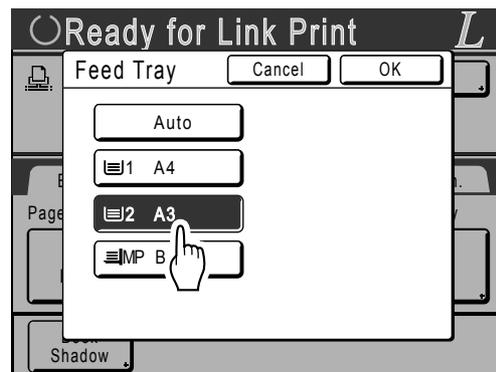
3 Select printing paper.

If the Linked Printer has multiple feed trays, touch **[Paper]** to specify the tray (paper size).

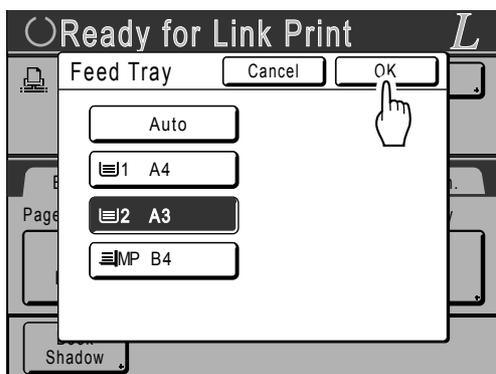
1) Touch **[Paper]** in the Link Basic Screen.



2) Select the desired paper size.



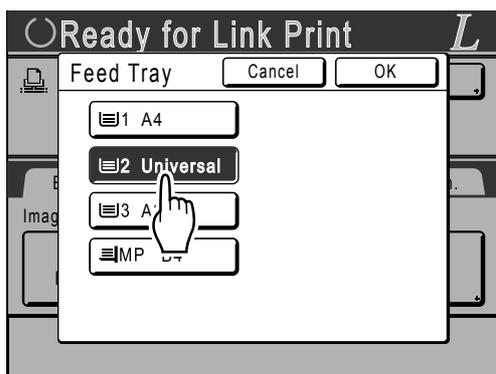
3) Touch [OK].



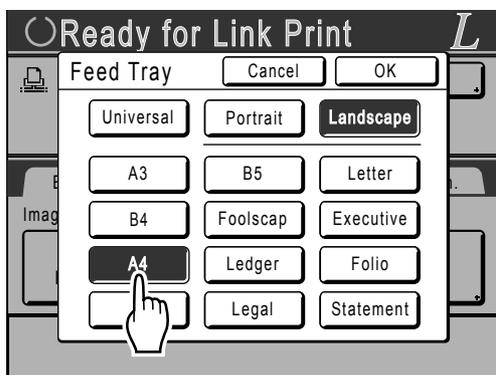
Tip:

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 Feed Tray screen. Follow the steps below to specify the paper size loaded in the Linked Printer's Universal Tray.

1) Touch [Universal] on the Feed Tray screen.



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



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 Feed Tray screen. Paper size is updated.

4 Select the print functions as needed.

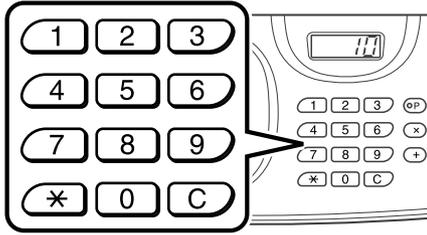
The following functions are available:

- Image Processing mode (p.52)
- Scanning Contrast (p.54)
- Size (p.55)
- Dot Process (p.63)
- Memory (p.125)
- Contrast Adj (p.65)
- Tone Curve (p.66)
- Book Shadow (p.80)
- Top Margin (p.82)
- Preview (p.86)
- Overlay (p.180)

Note:

- If the Linked Printer has optional devices such as a duplex unit, the optional functions are also available.
p.190
- Print Speed, Contrast, or Positioning cannot be adjusted.
- When a computer sends an output signal to the machine while it is in operation, such interrupting 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 output jobs from Linked Printers. Data received from the computer within specified time frame will not be processed.
p.134

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

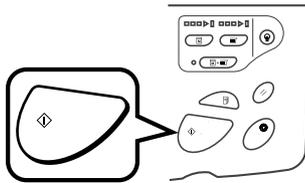


The number is displayed on the Print Quantity Display.

Note:

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

6 Press the key.

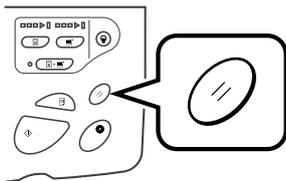


The scan of the original begins.
The scanned original data is sent to the Linked Printer, and the specified number of copies is printed from the Linked Printer.

Note:

- The current settings can be stored in Job Memory for future retrieval of the same settings. [p.125](#)

7 Press the key when the print job is complete.



The setting returns to its default value.

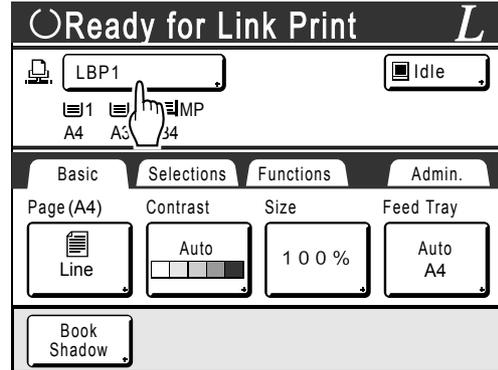
Tip:

When multiple Linked Printers are connected to the network

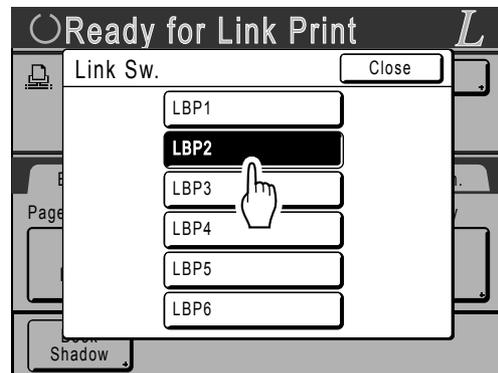
When multiple Linked Printers are connected to the network, output device can be selected as needed.

To output to another Linked Printer, follow the steps below:

- 1) Touch the "Printer Name" button in the Link Basic Screen.



- 2) Select the Linked Printer to print from.



Note:

- If a Linked Printer is experiencing an error, that device is not available to be selected.
- 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).

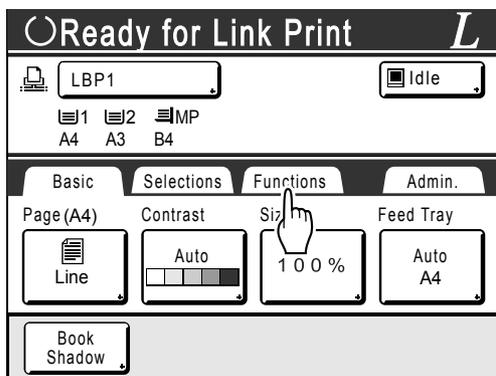
Using Optional Functions on a Linked Printer

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.

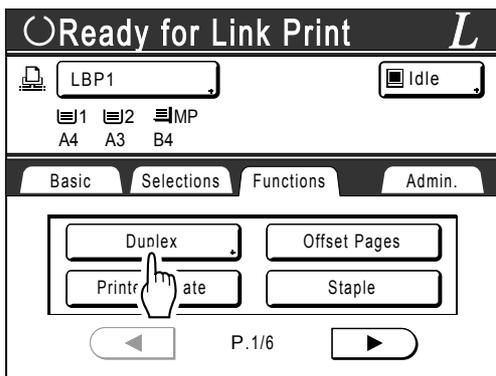
Note:

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

1 Touch [Functions] in the Link Basic Screen.



2 Select a function to modify.

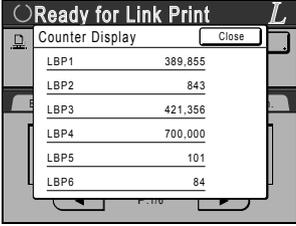
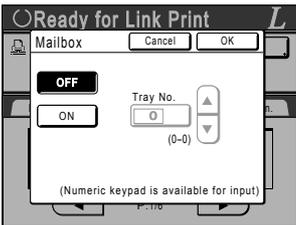
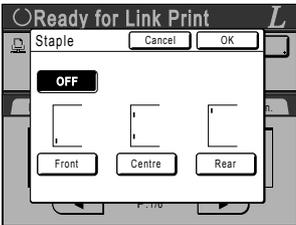


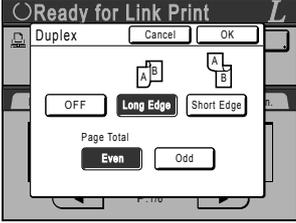
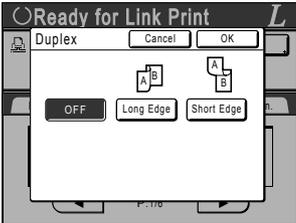
3 Make changes as needed.

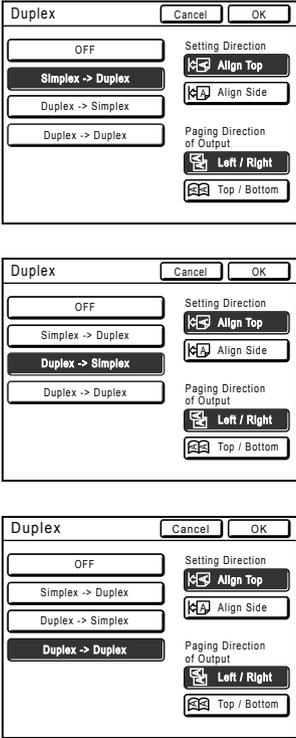
See "Configurable Functions" (p.191) to select correct settings.

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.	---		---
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.)	 <p>Touch   or enter using the Print Quantity Keys.</p>	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.
Staple Specify the positioning of staples on printed copies.	Differs depending on how the "Staple Position" is set on the Admin. screen. <ul style="list-style-type: none"> When set to "Invariable": ON/OFF When set to "Variable": OFF /Front/Centre/Rear 	 <p>Touch to select a button.</p>	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.
Output Reversal This enables reverse output of originals scanned with the optional ADF unit.	ON/OFF	---	Output Reversal: Available only when "Output Reversal" option is ON.

Functions	Description	Screens and Steps	Related Admin. Settings
<p>Printer Collate Select to retain original page order of the multi-page prints while ejecting into a single tray.</p>	<p>ON/OFF</p>	<p>---</p>	<p>Printer Collate: Available only when “Printer Collate” option is ON.</p>
<p>Duplex Print on both sides of the paper. Different screens and steps apply depending on whether or not the machine is equipped with the optional Auto Document Feeder AF-VI:II unit or Auto Document Feeder DX-1 unit.</p> <p>Note:</p> <ul style="list-style-type: none"> For instructions on how to print double-sided, See “Duplex Printing” (p.194). 	<ul style="list-style-type: none"> When the Auto Document Feeder AF-VI:II is installed OFF/<u>Long Edge</u>/Short Edge Page Total: Odd/<u>Even</u> When the Auto Document Feeder AF-VI:II is not installed <u>OFF</u>/Long Edge/Short Edge 	<ul style="list-style-type: none"> When the Auto Document Feeder AF-VI:II is installed  <p>Touch to select a button.</p> <ul style="list-style-type: none"> When the Auto Document Feeder AF-VI:II is not installed 	<p>---</p>

Functions	Description	Screens and Steps	Related Admin. Settings
<p>(Duplex)</p>	<ul style="list-style-type: none"> When Auto Document Feeder DX-1 is installed <p>OFF/ Simplex -> Duplex/ Duplex -> Simplex/ Duplex -> Duplex</p> <p>Setting Direction: <u>Align Top</u>, Align Side</p> <p>Paging Direction: <u>Left / Right</u>, Top / Bottom</p>	<ul style="list-style-type: none"> When the Auto Document Feeder DX-1 unit is installed  <p>Touch to select a button.</p>	<p>---</p>

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. If the machine is not equipped with the Auto Document Feeder or the machine is equipped with the Auto Document Feeder AF-VI:II, see “Using the Platen Glass or Auto Document Feeder AF-VI:II” below.

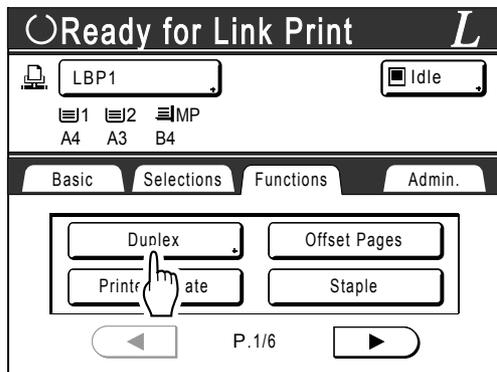
Note:

- 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.

Using the Platen Glass or Auto Document Feeder AF-VI:II

This setting is available when a connected Linked Printer is equipped with the optional duplex printing unit.

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

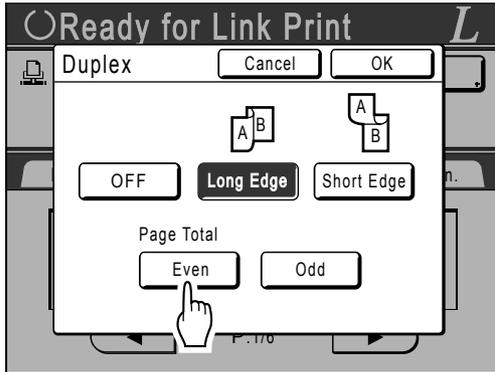
Original Orientation	Vertical (Portrait)	Horizontal (Landscape)
Binding Direction		
Long Edge		
Short Edge		

3 Select the number of originals.

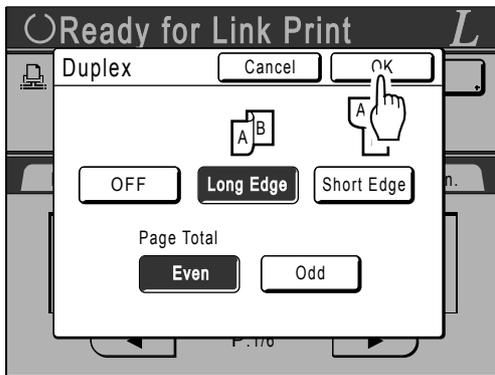
When scanning an original from the ADF unit (option), select either [Even] or [Odd] numbers to match the number of original sheets.

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:

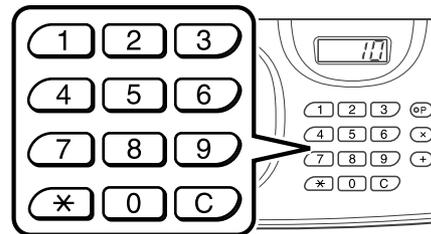
- For information about placing the original, see step 4, "Printing from a Paper Document or Book". (p.41)
- To scan a single sheet of an original, place it on the Platen Glass.
- When Duplex Printing from odd number of originals scanned in the ADF unit, the reverse side of the last page will be blank.

6 Select Print functions as needed.

The following functions are available:

- Image Processing mode (p.52)
- Scanning Contrast (p.54)
- Size (p.55)
- Feed Tray (p.59)
- Dot Process (p.63)
- Memory (p.125)
- Contrast Adj (p.65)
- Tone Curve (p.66)
- Book Shadow (p.80)
- Top Margin (p.82)
- Preview (p.86)
- Overlay (p.180)
- Storage Memory (p.176)

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

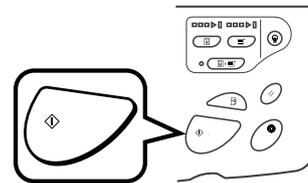


The number is displayed on the Print Quantity Display.

Note:

- To change the number, press the [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.

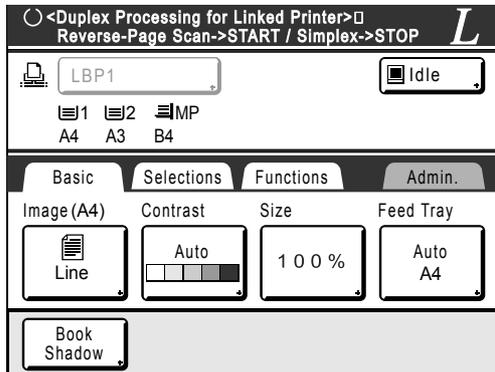
Perform one of the following steps:

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 5-8 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.154). 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.52)
 - Scanning Contrast (p.54)
 - Size (p.55)
 - Dot Process (p.63)
 - Contrast Adj (p.65)
 - Tone Curve (p.66)

◆ Using the ADF unit

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

When Equipped with the Auto Document Feeder DX-1

Duplex originals can be scanned when the machine is equipped with the optional Auto Document Feeder DX-1.

Setting/Paging Direction of the Original and Resulting Output

Setting Direction: Direction of the original when set as seen from the front of the machine.

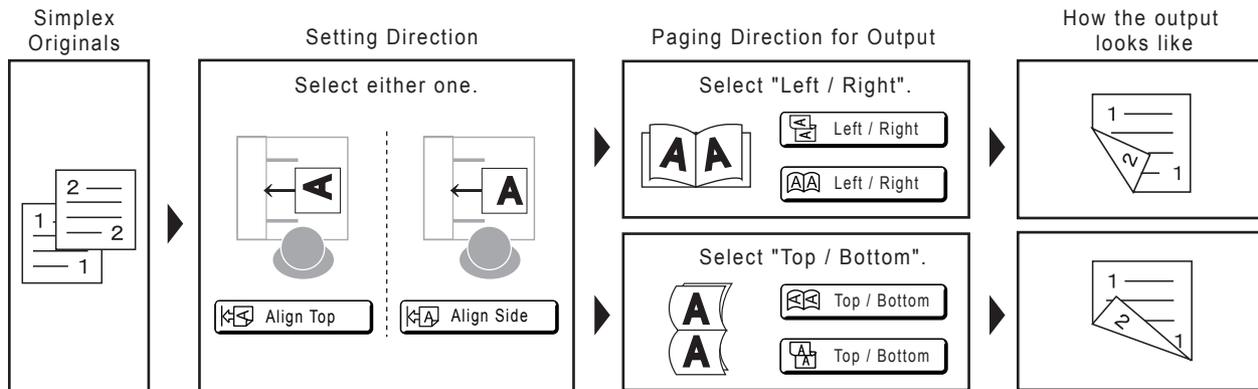
Paging Direction: Binding direction of the original (or output)

Button icons on the screen indicate the direction in which the original is set.

◆ Simplex -> Duplex (when a connected Linked Printer is equipped with the optional duplex printing unit)

Select this setting to print simplex originals on both sides of output paper.

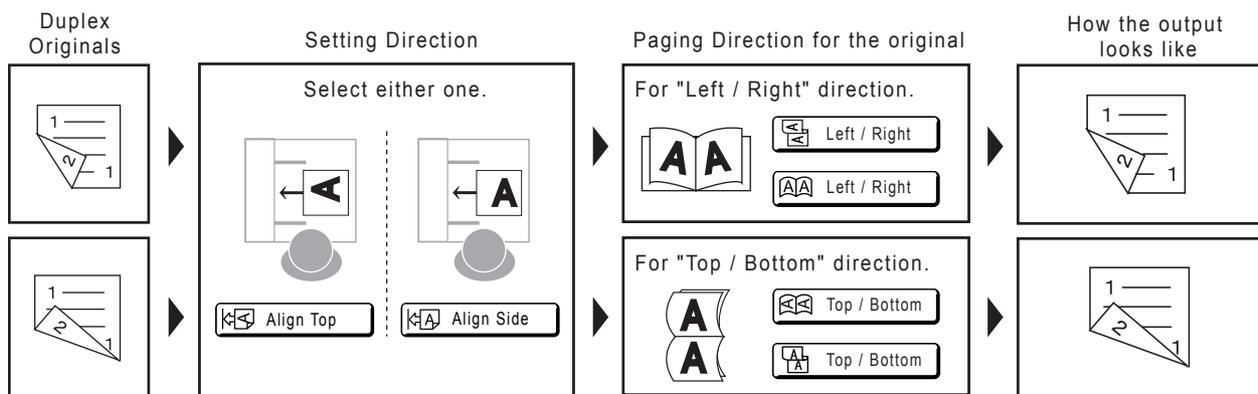
Place the original face-up in the Auto Document Feeder DX-1.



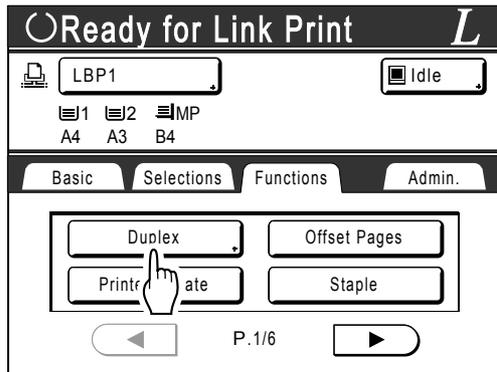
◆ Duplex -> Duplex (when a connected Linked Printer is equipped with the optional duplex printing unit)

Select this setting to print duplex originals on both sides of output paper.

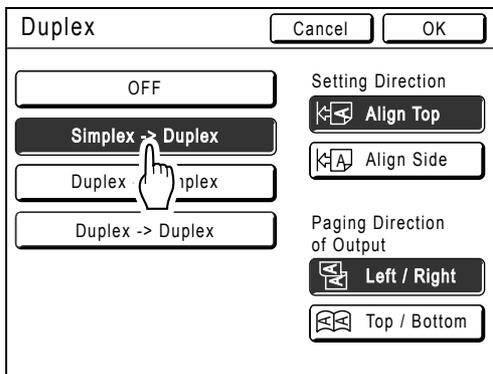
If the machine is equipped with the optional Auto Document Feeder DX-1, originals are scanned in the following order: front of original 1 → reverse of original 1 → front of original 2 → reverse of original 2, etc.



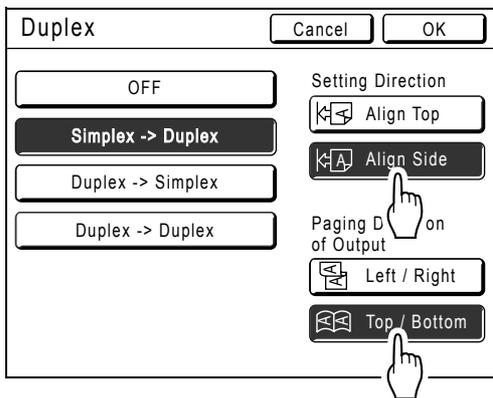
1 Touch [Duplex] on the Functions screen.



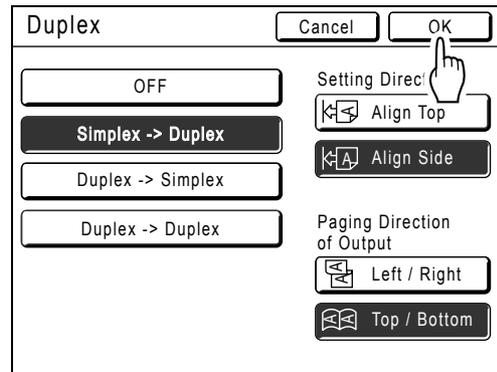
2 Touch [Simplex -> Duplex], [Duplex -> Simplex] or [Duplex -> Duplex].



3 Set "Setting Direction" and "Paging Direction".



4 Touch [OK].



Note:

- If you do not require duplex printing, touch [OFF] and then [OK].

5 Place the original.

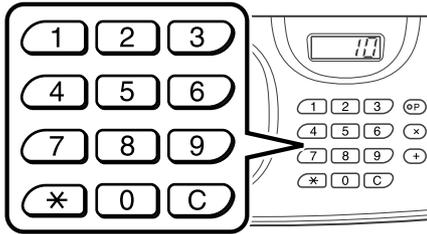
Place the original on Platen Glass or in the Auto Document Feeder DX-1. For information about placing the original, see step 4 in "Printing from a Paper Document or Book" (p.41).

6 Select Print functions as needed.

The following functions are available:

- Image Processing mode (p.52)
- Scanning Contrast (p.54)
- Size (p.55)
- Feed Tray (p.59)
- Dot Process (p.63)
- Memory (p.125)
- Contrast Adj (p.65)
- Tone Curve (p.66)
- Book Shadow (p.80)
- Preview (p.86)
- Overlay (p.180)

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

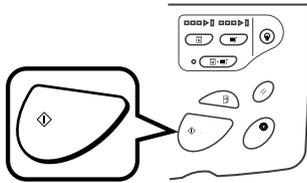


The number is displayed on the Print Quantity Display.

Note:

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

8 Press the key.



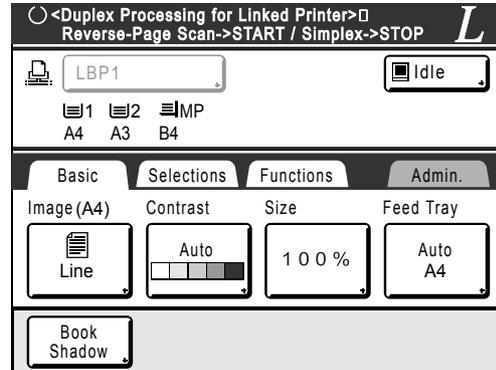
Subsequent procedures will be different depending on whether you place the original on the Platen Glass or in the Auto Document Feeder DX-1. Follow the processes below suitable for each case.

Important!:

- You cannot use both the Platen Glass and the Auto Document Feeder DX-1 at the same time to scan the original.

◆ Setting the original on 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 5-8 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.154). Failure to do so will result in the Linked Printer printing one side only.

Note:

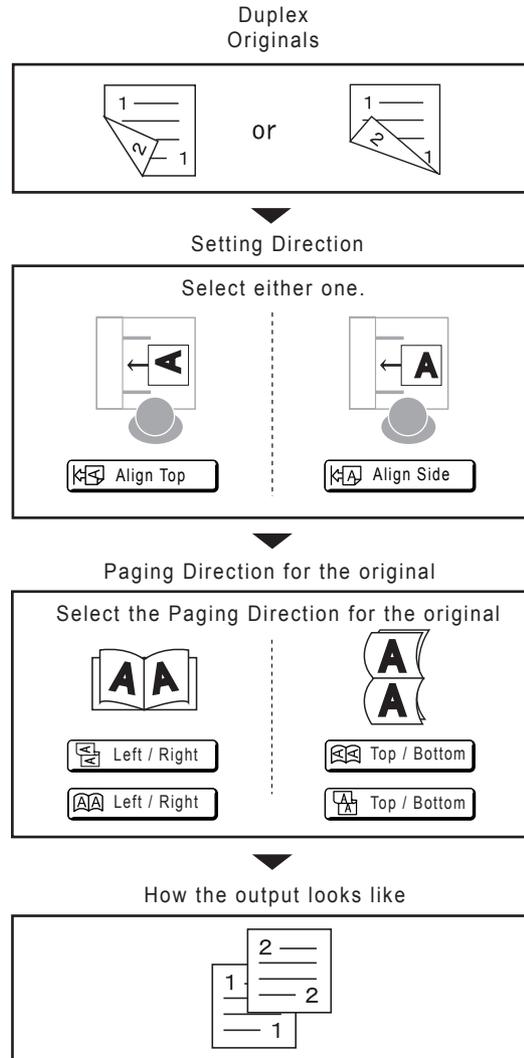
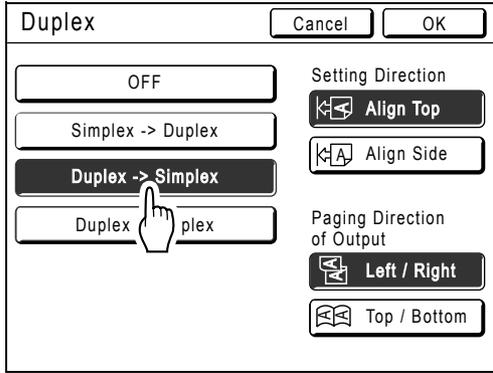
- Pressing the  key without placing the second original will also result in the Linked Printer printing one side only.
- Setting adjustment can be made on the following functions after placing the second original and before its scan starts:
 - Image Processing mode (p.52)
 - Scanning Density (p.54)
 - Size (p.55)
 - Dot Process (p.63)
 - Contrast Adj (p.65)
 - Tone Curve (p.66)

◆ Using the Auto Document Feeder DX-1

The top sheet is scanned first.

As each original page is scanned, the Linked Printer prints specified number of copies.

Tip:
Printing duplex originals on one side of paper
If the machine is equipped with the optional Auto Document Feeder DX-1, both sides of an original duplex document can be printed on one side of the output paper.
Set **[Duplex -> Simplex]** on the Duplex screen for printing.



Replacing Consumables

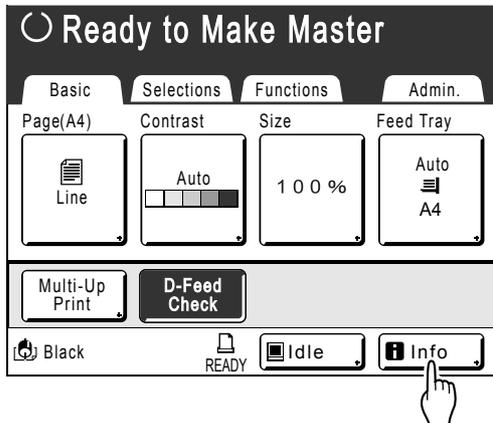
Check for Remaining Amount of Consumables

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

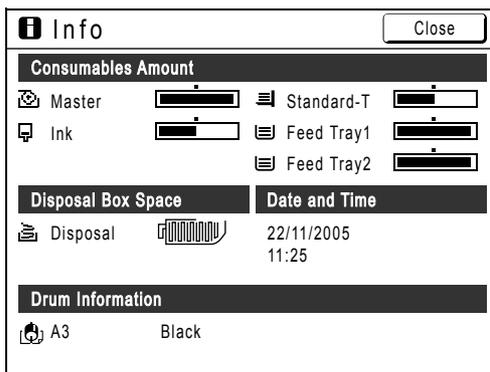
Note:

- The report may not be displayed if detection fails.
- The reported amount is for reference only and may not be perfectly accurate.
- If the ink or master is depleted or the Master Disposal Box is full, a warning message is displayed and the machine stops.

1 Touch [i Info] on the Basic Screen.



2 Check for remaining amount of consumables.



When running low, be sure to restock supply.

- Master (p.206)
- Ink (p.209)
- Master Disposal (used master) (p.211)

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:

Information Button

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

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

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

When the 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.241

Replenishing Paper

Setting Paper in Feed Trays (for RZ977 only)

Both Feed Tray 1 and Feed Tray 2 should be filled as follows:

◆ Requirements for paper that can be set in Feed Trays

Size: B5-A3 (297 mm × 432 mm) (including custom-size)

Weight (thickness): 52-105 g/m²

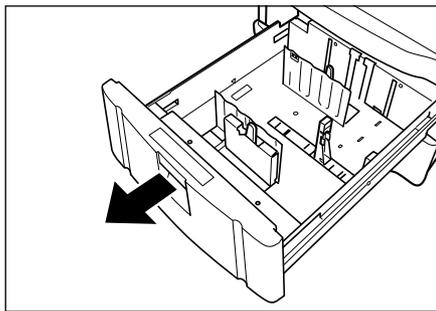
Important!:

Set paper in the Standard Feed Tray in the following cases (not in the feed trays).

- Printing on extended paper and special kinds of paper (e.g. thicker ones)
- Printing on the back side of the output (for duplex printing)
- Multi-colour printing (overprinting)

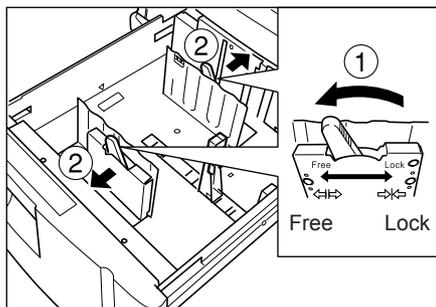
1 Pull out the Feed Trays.

Pull out the tray where paper is set.



2 Release the Paper Guide Lock to widen the Paper Guide.

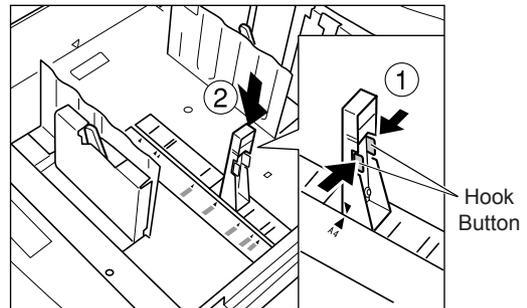
- 1) Move the Paper Guide Lock Levers on either side to the “free” position.
- 2) Widen the Paper Guides as much as possible.



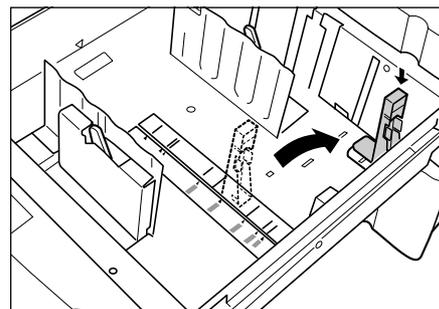
3 Set the Paper Stopper.

Adjust the Stopper for size and orientation of paper in the tray.

- 1) Lift the Stopper straight up while pressing the hook button, and remove the Stopper.
- 2) Keep pressing the hook button, and push the Stopper straight down, aligning the ▼ mark on the Stopper with the paper size scale.

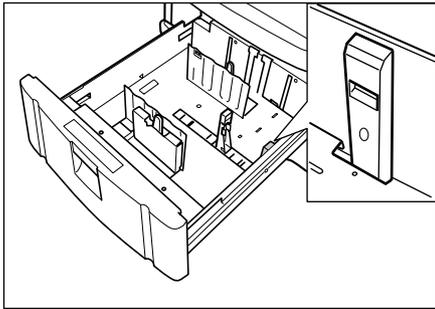


Remove the Stopper when using A3-sized paper. Insert the removed Stopper in the holder inside the tray.



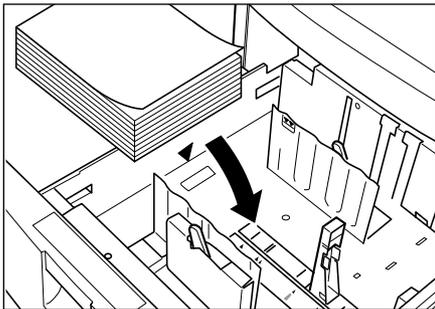
Note:

- When inserting Ledger size sheets (279 mm × 432 mm), remove (unscrew) the A3 Stopper.



4 Load paper in the tray.

Load the paper, aligning the centre of the paper with the arrow (▼) indicating the centre position. When loading paper with two different surfaces, put the front side face down.

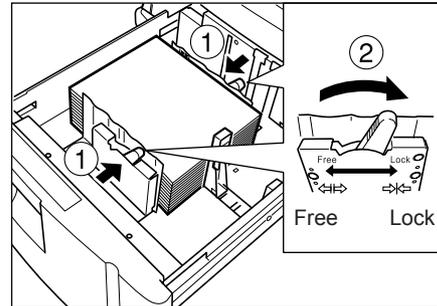


Note:

- Loading paper higher than the maximum load mark (▼▼) may cause feed failure.
- Up to 1,000 sheets of paper (64 g/m²) can be loaded at a time.

5 Lock the Paper Guides.

- 1) Adjust the Paper Guides for paper width (length).
- 2) Move the Paper Guide Lock Levers on either side to the “lock” position to lock the Paper Guides.



Important!:

- Be sure to adjust the Paper Guides so that they align the edges of the paper. Inadequate alignment may cause feed failure.
- Using incompatible paper or paper of varying sizes may cause a paper jam or malfunction. *p.232*

Tip: Feed Tray Relay

The “Feed Tray Relay” function enables consecutive paper feed by automatically switching to another tray when the paper in the original tray is used up. This function is useful for large-volume printing.

To enable the “Feed Tray Relay” mode, set both “Feed Tray Relay” and “Triple-Tray Source” to ON in “Admin.” *p.153*

◆ Loading paper when using Feed Tray Relay

Load paper of the same size, texture and type in Feed Trays with the same orientation (vertical or horizontal).

Consecutive paper feed will take place in the following order: Standard Feed Tray (Standard-T) → Feed Tray 2 → Feed Tray 1.

◆ Replenishing paper when using Feed Tray Relay

When using “Feed Tray Relay”, load paper trays in the following order:

- When the paper in the Standard Feed Tray runs out, paper feed is switched to Feed Tray 2, during which time the Standard Feed Tray can be refilled.
- When the paper in Feed Tray 2 runs out, paper feed is switched to Feed Tray 1, and then switched back to the Standard Feed Tray. While the Standard Feed Tray is in use, Feed Tray 1 and Feed Tray 2 can be refilled.

Important!:

- Feed Trays 1 and 2 cannot be refilled while either Feed Tray 1 or Feed Tray 2 is in use.

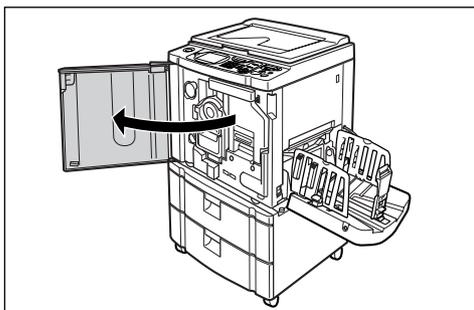
Replacing the Master Roll

When the Master Roll is depleted, a message is displayed and the machine stops. Replace with a new Master Roll.

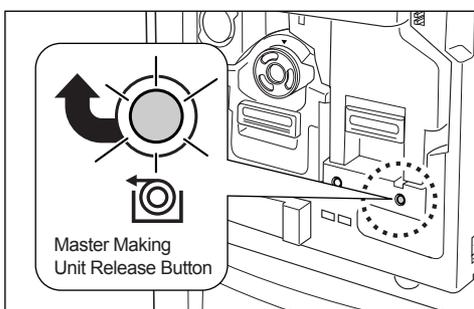
Important!:

- 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.

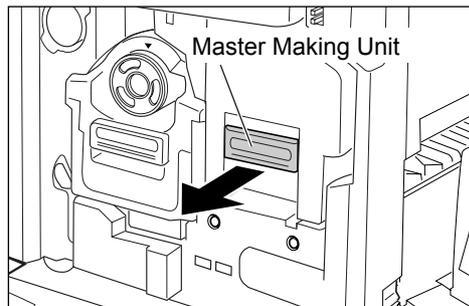


If the indicator is off, press the Master Making Unit Release Button to turn it on.

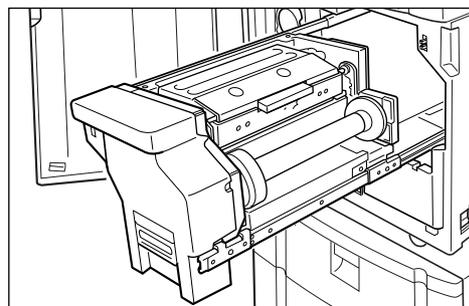
Important!:

- 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.213

3 Pull out the Master Making Unit.

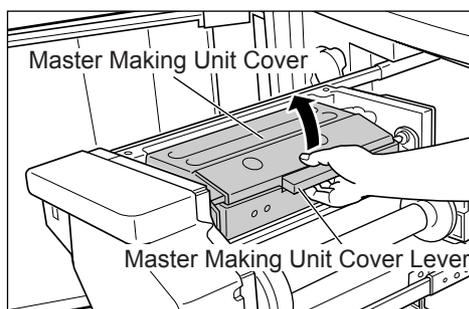


Grasp the Master Making Unit Handle and pull forward.



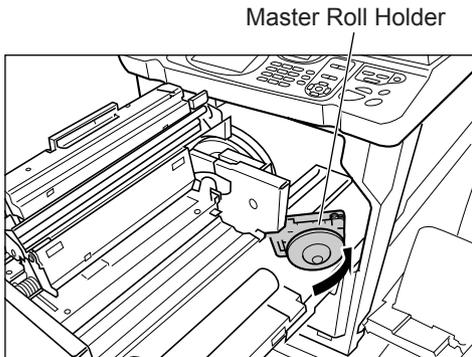
Pull out slowly until it stops.

4 Open the Master Making Unit Cover.

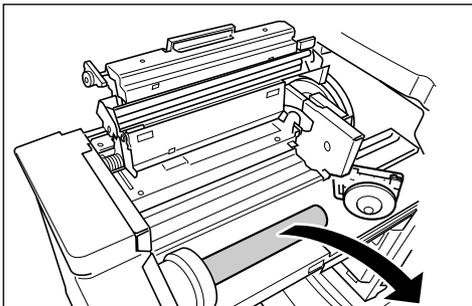


Grasp the Master Making Unit Cover Lever and open the Master Making Unit Cover.

5 Open the Master Roll Holder.



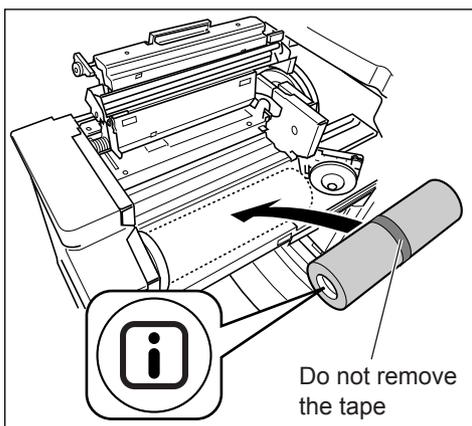
6 Remove the depleted Master core.



Note:

- Dispose the depleted master core according to the disposal rule of your local community. p.216

7 Install a new Master Roll.

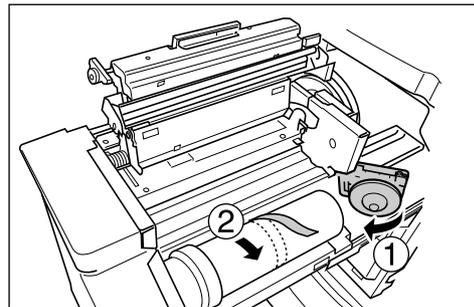


Remove the plastic shrink wrap from the new Master Roll, and place in with the  mark to the left.

Important!:

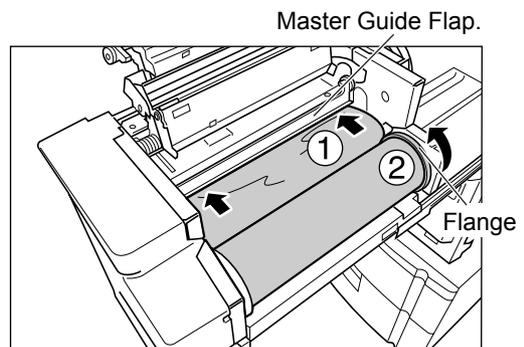
- Take care not to damage the  section when removing the shrink wrap. If the  section is bent or the perforation cut, the master will become unusable.
- Do not remove the tape yet.

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.



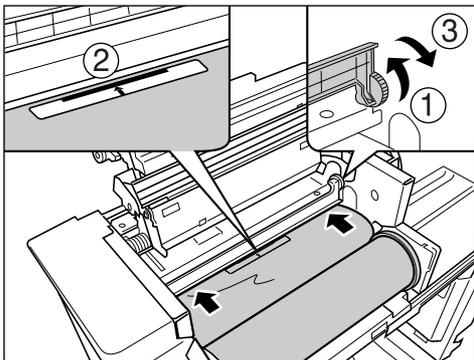
Insert the leading edge of the master into its entrance under the Master Guide Flap and advance it as far in as it will go (). If the Master is loose, turn the flange at the right towards the rear and rewind ().

Tip:

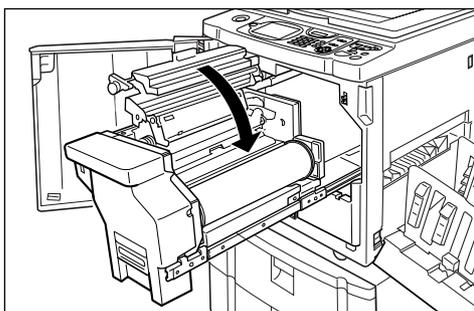
If You Cannot Insert the Master

Insert the leading edge of the Master using the following steps.

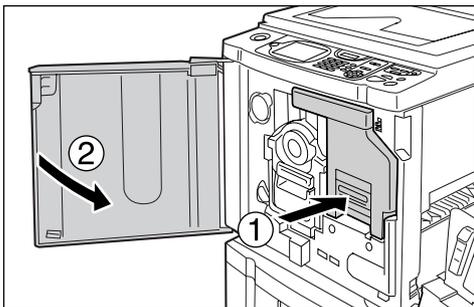
- 1) Raise the Master Guide Flap
Turn the dial on the edge of the Master Guide Flap towards the rear and raise the Master Guide Flap.
- 2) Pull out the master to the line indicated by the arrow.
- 3) Lower the Master Guide Flap.



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:

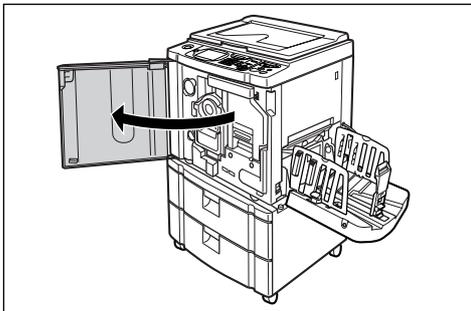
- Ink may be left on the area around the Print Drum, so take care not to smudge your hands or clothes.
- Wash immediately with soap if you should get ink on your hands, etc.

Important!:

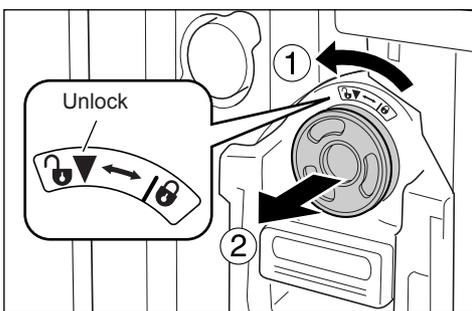
- For the Ink Cartridge, it is recommended to use the products specified by RISO.
- Keep the power ON while replacing the Ink Cartridge.
- Replace with an Ink Cartridge of the same ink colour. If you want to change the ink colour, replace the Print Drum itself.

☞ p.213

1 Open the Front Cover.



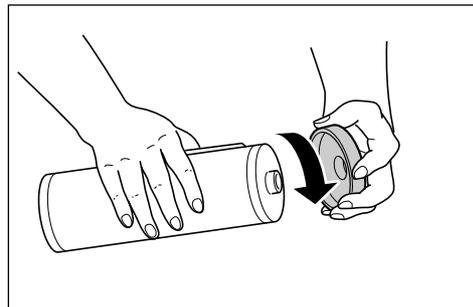
2 Pull the empty Ink Cartridge out of the holder.



Turn the Ink Cartridge to the counter clockwise (🔓) and then pull it out.

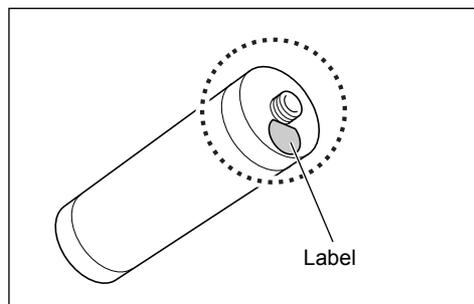
3 Remove the cap on the new Ink Cartridge.

Turn the Ink Cartridge cap to remove.



Important!:

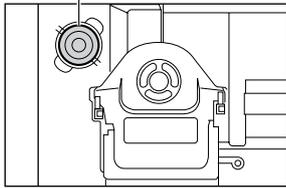
- Do not touch or give impact to the outlet surface of the new Ink Cartridge. Do not peel off the label beside the Ink Cartridge opening.



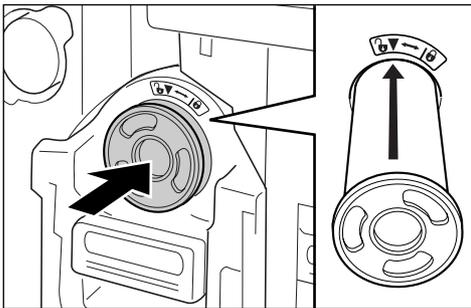
Note:

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

Ink Cartridge Cap Holder

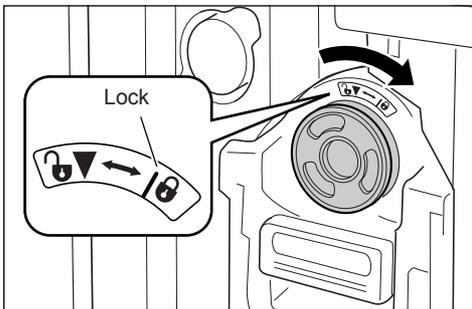


4 Insert the new Ink Cartridge.



Align the arrow on the Ink Cartridge to the ▼ mark on the drum unit, and insert until it stops.

5 Lock the Ink Cartridge.

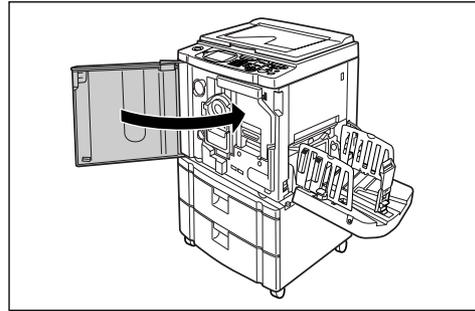


Turn the Ink Cartridge clockwise (🔒) and lock in position.

Note:

- Dispose the empty Ink Cartridge according to the disposal rule of your local community.
☞ p.216

6 Close the Front Cover.



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:

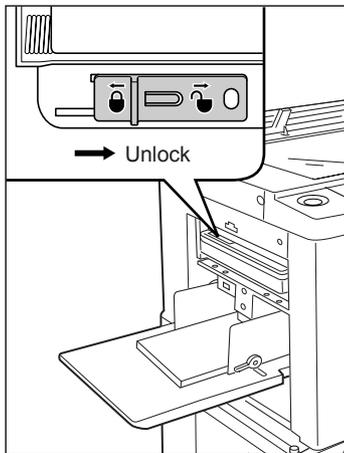
- Wash immediately with soap if you should get ink on your hands, etc.

Important!:

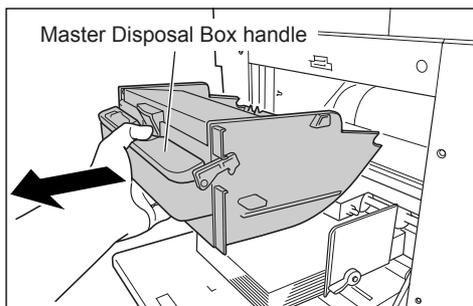
- The Master Disposal Box can be padlocked to prevent the information contained in the discarded master from being leaked. If the Master Disposal Box is safely protected by the padlock, be sure to contact the administrator before discarding the master.
- When “Protect” is ON, you can remove the Master Disposal Box only when the messages such as “Master Disposal Box is Full” or “Master Jammed in Disposal Unit” are displayed. [p.165](#)

1 Remove the Master Disposal Box.

If the Master Disposal Box lever is locked, slide the lever to the right to unlock.



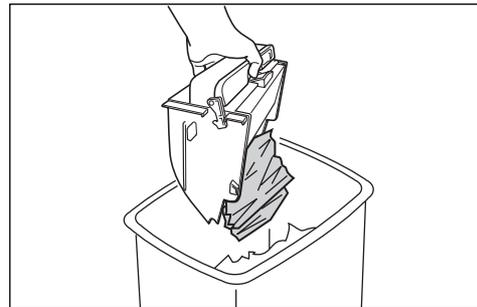
Grasp the Master Disposal Box handle and pull the box forward.



Important!:

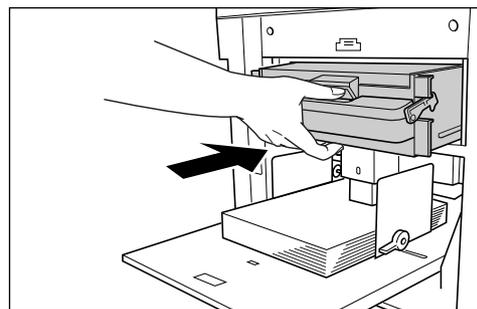
- If the Master Disposal Box is padlocked, contact the administrator to undo the padlock.

2 Discard the ejected masters.



Tilt the Master Disposal Box down and discard the used masters.

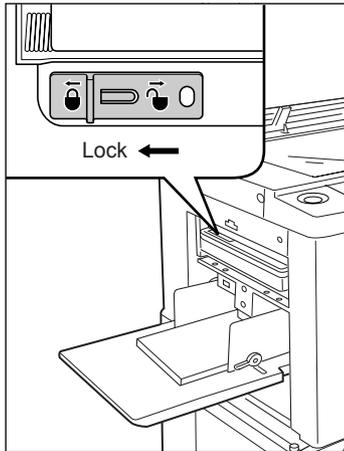
3 Place the Master Disposal Box into position.



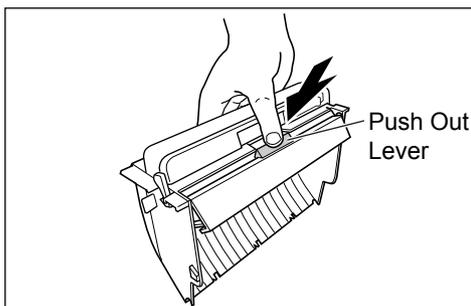
Insert the Master Disposal Box until it stops.

Note:

- If necessary, slide the lever to the left to lock the Master Disposal Box and add a padlock for extra security.
☞ p.165



- Dispose the ejected masters according to the disposal rule of your local community.
☞ p.216
- If used masters get stuck, hold the Master Disposal Box tilted downward and squeeze the push-out lever to release any remaining masters.



Replacing the Print Drum (Colour Change)

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:

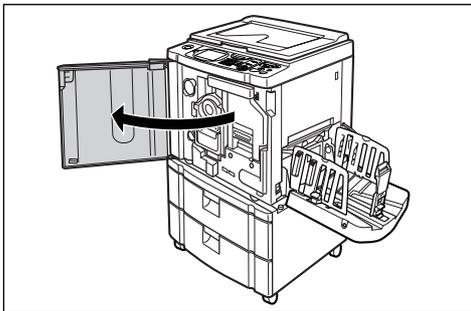
- Do not stand the Print Drum upright. Doing so may stain the floor, etc.

Important!:

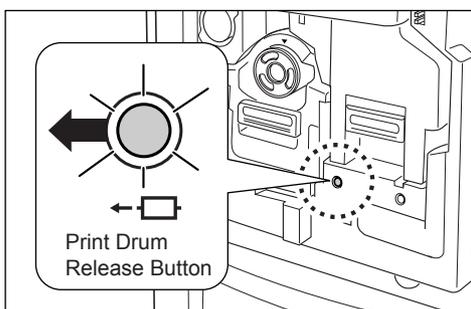
- Use only Print Drums specifically designed and approved for use with this machine.
- Keep the power ON while removing or replacing the Print Drum.
- Make sure to place the changed Print Drum into the drum case and store horizontally.

Removing the Print Drum

1 Open the Front Cover.



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



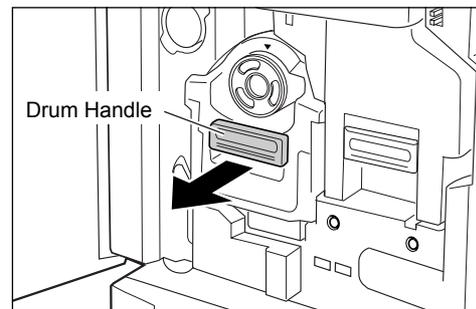
If the indicator is off, press the Print Drum Release Button to turn it on.

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.

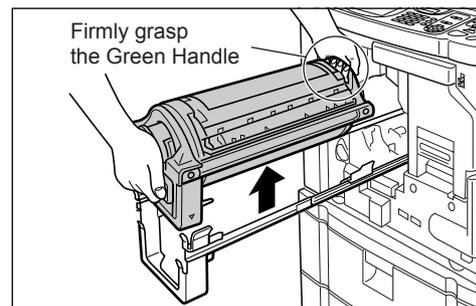
☞ p.206

3 Pull out the Print Drum.



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

4 Remove the Print Drum.

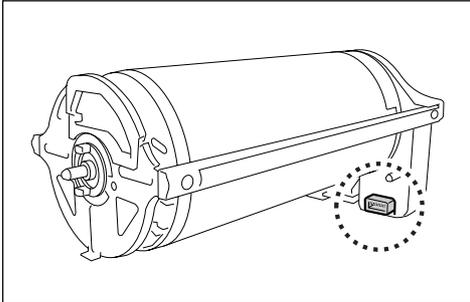


Use both hands to lift the Print Drum straight up to remove from the rail.

Proceed with replacing the drum, removing the paper jam, etc..

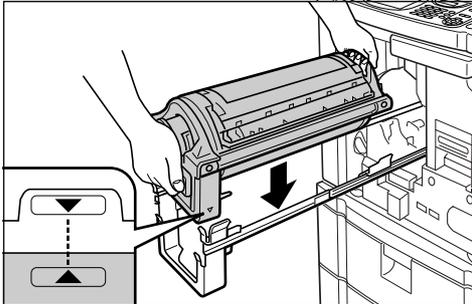
⚠ Caution:

- 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

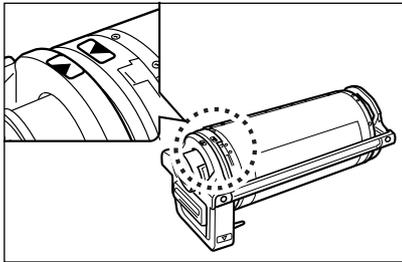
1 Place the Print Drum on the Rail.



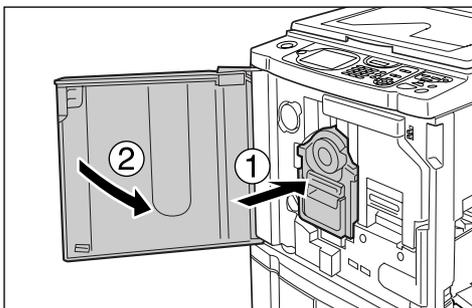
Align the ▼ mark on the Print Drum with the ▲ mark on the guide, and place the Print Drum horizontally onto the guide.

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

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

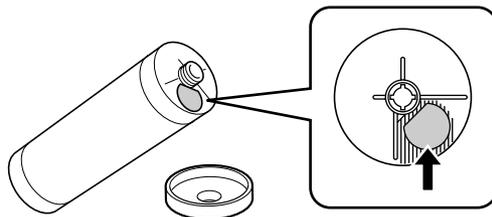
Dispose of depleted Ink Cartridges, Master cores, ejected masters according to the regulations in your local community.

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.

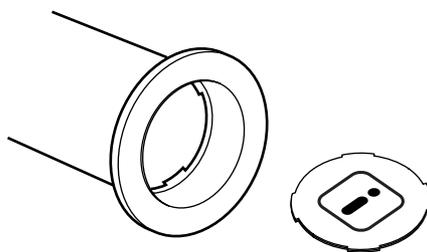


Parts	Materials
Ink Cartridge material	plastic (polypropylene/polyethylene)
Label material	plastic (metal included)
Ink	Soy oil, petroleum hydrocarbons, water, pigments

◆ 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.

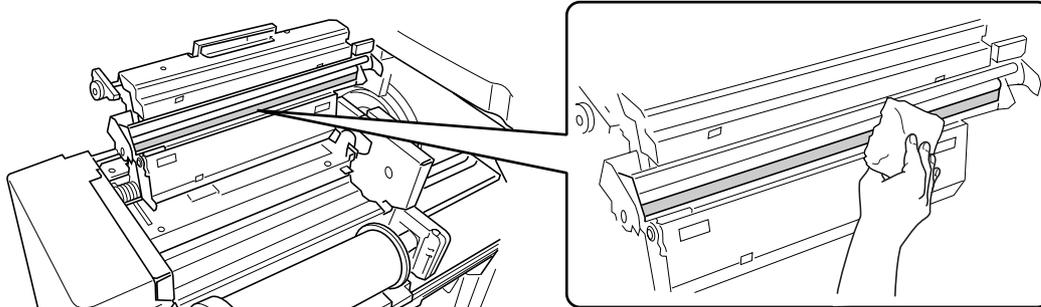
▲Caution:

- 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-authorized 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.

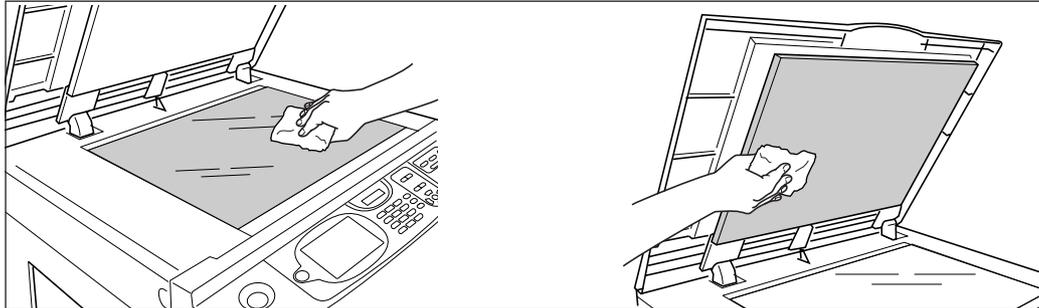


⚠ Caution:

- 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.

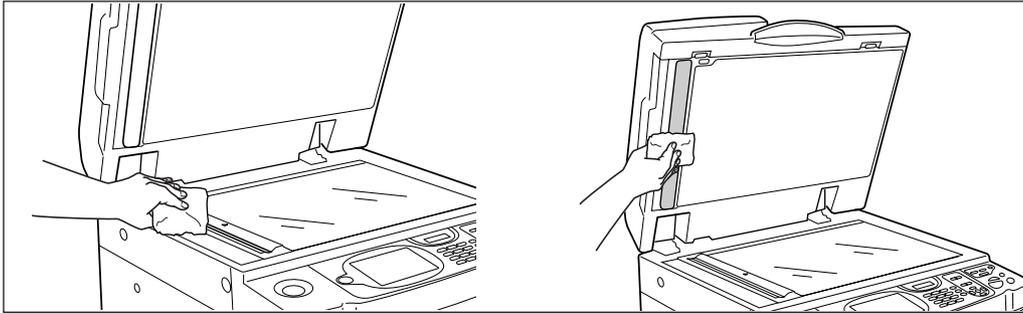


⚠ Caution:

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

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.



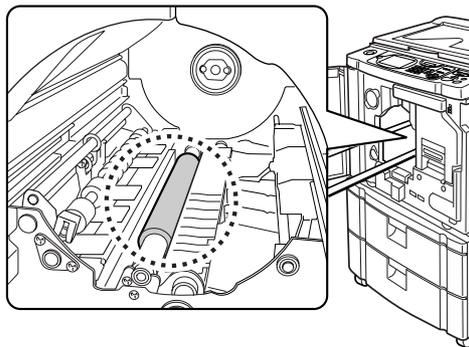
⚠ Caution:

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

Pressure Roller

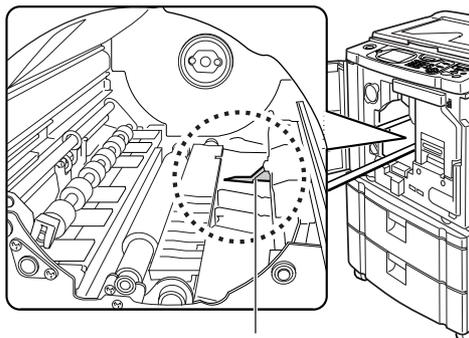
If the Pressure Roller, which presses print paper against the Print Drum, is stained, smudged strips may appear on the back of copies.

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.

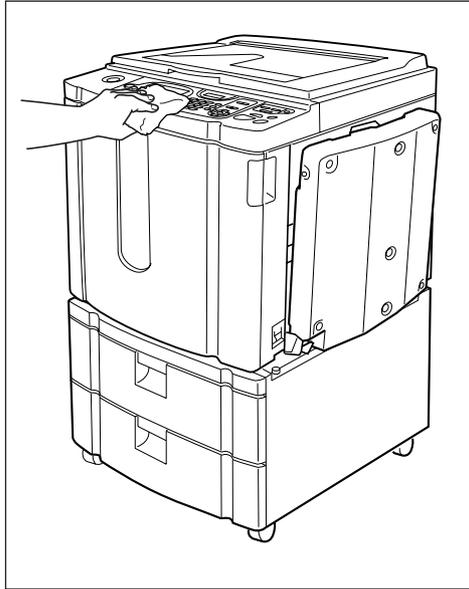


Separation Hook

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.



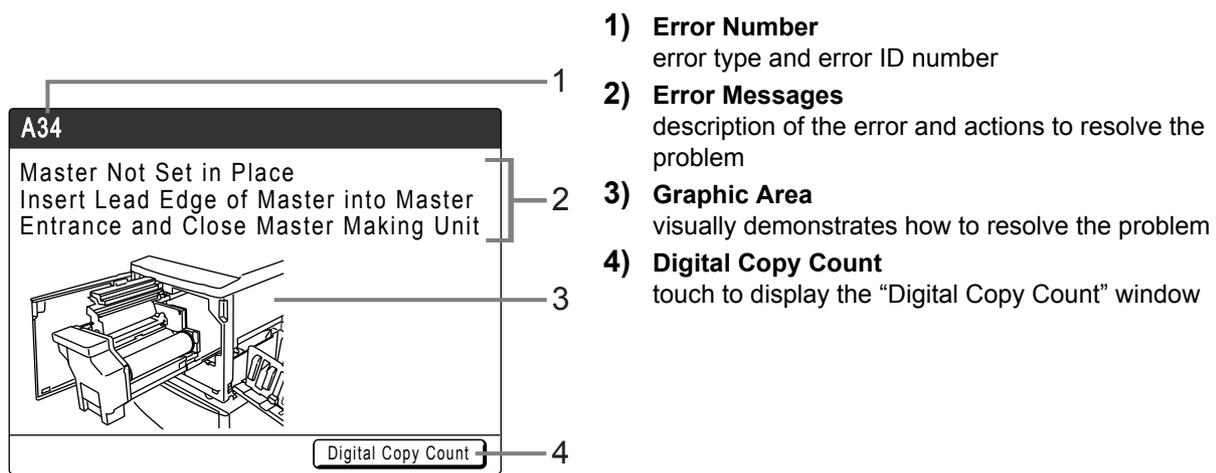
Troubleshooting

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.



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.223
A00-000	Jam Error	Displays when the master is jammed, etc..	☞ p.223
B00-000	Optional Device Error	Displays when an error occurs on the optional device or Linked Printer.	☞ p.224
C00-000	Consumable Error	Displays when a consumable such as ink or master roll is depleted.	☞ p.225
D00-000	Installation Error	Displays when a part or unit is not properly installed.	☞ p.226
J00-000	Paper Jam Error	Displays when an original document or printing paper is jammed.	☞ p.228

T00-000:Service Call Error (in alphabetical order)

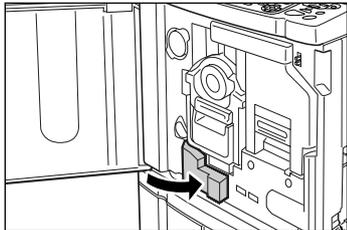
Message	Possible Cause	Action
!!Battery Replacement!! Call Service	The battery is low or depleted.	Contact your dealer (or authorised service representative) and have the battery replaced. Press the  key or the  key to clear the error message display.
!!System Error!! Press Reset Key If Recovery has 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:Master 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.	<ol style="list-style-type: none"> 1) Pull out the Print Drum and remove the master from the drum.  p.213 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.211 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.	<ol style="list-style-type: none"> 1) Pull out the Print Drum and remove the master from the drum.  p.213 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.206
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.206 Important!: <ul style="list-style-type: none"> • 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.213 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 Standard Feed Tray has been activated.	Check underneath the Standard 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.206 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
Close Feed Joint Passage Cover	Feed Joint Passage Cover is open or incorrectly set.	Open the front cover, firmly close the lever of the Feed Joint Passage Cover, and then close the front cover. 
Close Multi-Tray Transfer Unit	The Multi-Tray Transfer Unit of the Feed Tray is open or incorrectly set.	Check the Multi-Tray Transfer Unit and close it firmly. ☞ p.20
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.151
!! 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.

Message	Possible Cause	Action
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.
Set Feed Tray 1 in Place	Feed Tray 1 is open or incorrectly set.	Check Feed Tray 1 and close it again correctly.
Set Feed Tray 2 in Place	Feed Tray 2 is open or incorrectly set.	Check Feed Tray 2 and close it again correctly.

C00-000:Consumable Errors (in alphabetical order)

Message	Possible Cause	Action
Load Interposal Paper in Interposer Tray	The machine has run out of interposal paper.	Load interposal paper in the tray specified as the Feed Tray. ☞p.100
Load Paper in Feed Tray 1	Feed Tray 1 has run out of paper.	Load paper in Feed Tray 1.
Load Paper in Feed Tray 2	Feed Tray 2 has run out of paper.	Load paper in Feed Tray 2.
Load Paper in Standard Feed Tray	No printing paper in the Standard Feed Tray.	Load paper into the Standard Feed Tray. ☞p.34
Master Disposal Box is Full Empty Master Disposal Box	The Master Disposal Box is full.	Empty the Master Disposal Box. ☞p.211
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.209 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.206

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.
Close the ADF Cover	Optional Auto Document Feeder DX-1 cover is open or incorrectly set.	Check the ADF Cover and close it firmly.
Install Ink Cartridge	The Ink Cartridge is improperly installed or is missing.	Properly install the Ink Cartridge. ☞ p.209
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.211
Set Master in Place	No master is installed.	Install a Master Roll. ☞ p.206
Set Master Making Unit in Place	The Master Making Unit is missing or is improperly installed.	Properly install the Master Making Unit. ☞ p.206
Set Print Drum in Place	The Print Drum is improperly set or is missing.	Properly install the Print Drum. ☞ p.213

Message	Possible Cause	Action
<p>Wrong-type Ink Cartridge Installed or Cannot Read Ink Info Replace Ink Cartridge or Contact dealer/Riso office</p>	<p>Inappropriate Ink Cartridge is installed.</p>	<p>Properly install a correct Ink Cartridge. ☞ p.209</p> <p>Important!:</p> <ul style="list-style-type: none"> • 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.
	<p>The label on the Ink Cartridge outlet surface has come off or surface is with dirt.</p>	<p>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.</p>
	<p>The Print Drum (black) for a model other than RZ977/970 is set.</p>	<p>Set the Print Drum (black) designed for RZ977/970.</p>
<p>Wrong-type Master Installed or Cannot Read Master Info Replace Master Roll or Contact dealer/Riso office</p>	<p>Incorrect master is installed.</p>	<p>Set a correct Master Roll. ☞ p.206</p> <p>Important!:</p> <ul style="list-style-type: none"> • 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.
	<p>The ⓘ section on the master core is missing, or it has worn off, or it has been tilted.</p>	<p>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.</p>
<p>Wrong-Type Print Drum Installed Replace with Correct Type</p>	<p>Incorrect Print Drum is installed.</p>	<p>Install a correct Print Drum. ☞ p.213</p> <p>Important!:</p> <ul style="list-style-type: none"> • 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.

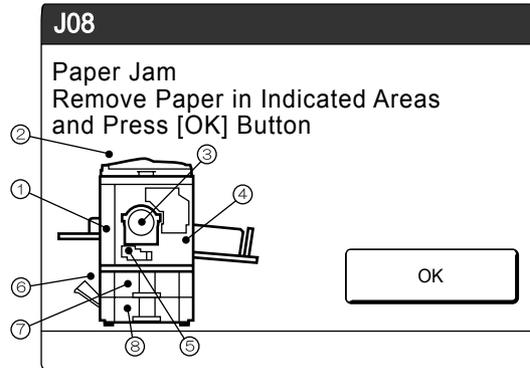
J00-000:Paper Jam Error

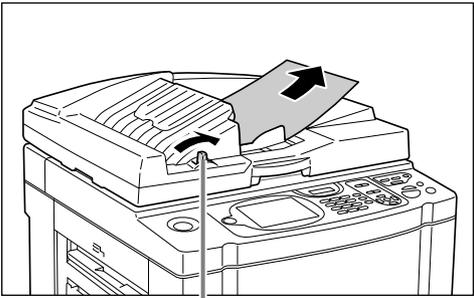
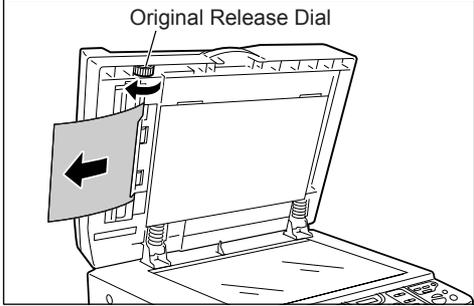
Displays when the original document or printing paper is jammed inside the machine or the ADF unit (option).

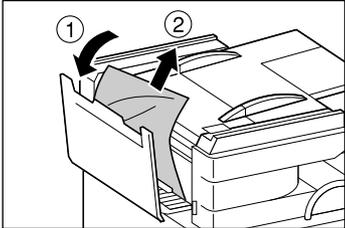
The location of the paper jam is indicated by the flashing icon (① - ⑧) in the illustration. Refer to the table below (① - ⑧) and resolve the issue as indicated.

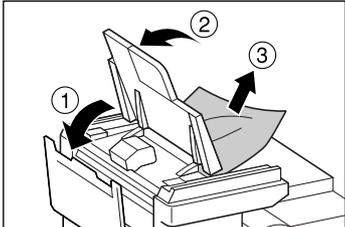
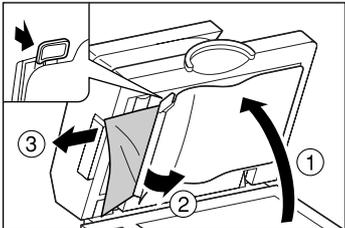
Note:

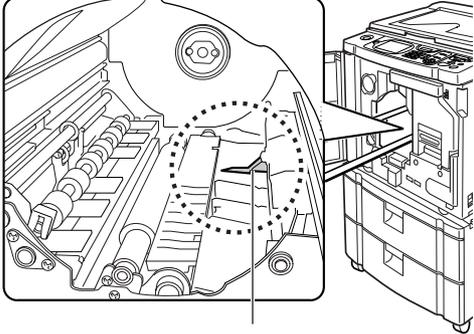
- Use appropriate printing paper to prevent paper jams. Also select appropriate original document suitable for the ADF unit.
 - ☞ p.15
 - ☞ p.17

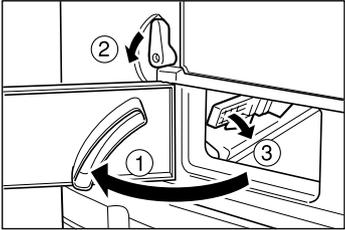
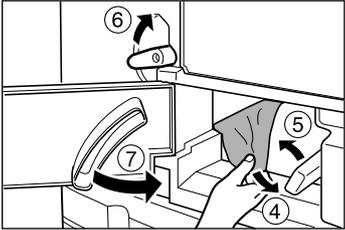
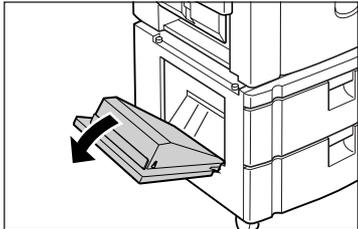


Area Indicated/ Blinking	Possible Cause	Action
①	Paper is jammed in the Paper Feed area.	<ol style="list-style-type: none"> 1) Check the paper feed side and remove the jammed paper. 2) Reload printing paper. 3) Press the  key if error display does not clear. When using special paper, adjust the Paper Feed Pressure Adjustment Lever according to the paper characteristics. ☞ p.34
②	The original is jammed in the ADF unit (option).	<p>◆ For Auto Document Feeder AF-VI:II</p> <p>Removing in the document insertion direction Pull the ADF Original Release Lever to the right, and pull out the original.</p>  <p style="text-align: center;">ADF Original Release Lever</p> <p>Removing in the document ejection direction Raise Platen Cover, turn the ADF Original Release Dial and remove the original.</p>  <p style="text-align: center;">Original Release Dial</p>

Area Indicated/ Blinking	Possible Cause	Action
<p>②</p>	<p>The original is jammed in the ADF unit (option).</p>	<p>◆ For Auto Document Feeder DX-1</p> <p>Important!:</p> <ul style="list-style-type: none"> • Take care not to touch the roller inside the unit. It may cause smudges on the original or a paper jam. <p>Removing originals jammed in the document feeder Open the ADF Cover (①), and pull out the original (②).</p>  <p>Removing originals jammed in the document carrier Open the ADF Cover (①), and raise the feed roller as shown (②). Open the inside cover (③), and pull out the original (④).</p> 

Area Indicated/ Blinking	Possible Cause	Action
<p style="text-align: center;">②</p>	<p>The original is jammed in the ADF unit (option).</p>	<p>◆ For Auto Document Feeder DX-1</p> <p>Removing originals jammed in the duplex document carrier Open the ADF Cover (①), and raise the document tray as shown (②). Pull out the original (③).</p>  <p>Removing originals jammed in the original receiving unit Lift the Platen Cover Pad up (①), pull the release lever toward you (②), and pull out the original (③).</p> 

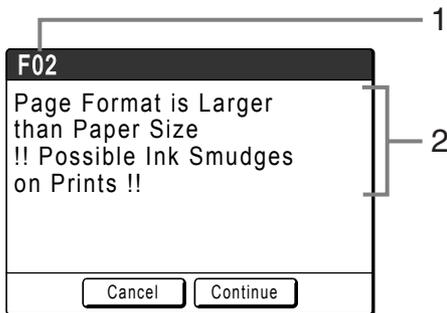
Area Indicated/ Blinking	Possible Cause	Action
③	Paper is jammed in the Print Drum area.	<p>1) Pull out the Print Drum. ☞ p.213</p> <p>2) Remove the jammed paper.</p> <p>⚠ Caution:</p> <ul style="list-style-type: none"> • Be careful not to touch the separation hook when putting your hands inside to remove paper. The edge of the separation hook is sharp and can cause injury.  <p style="text-align: center;">Separation Hook</p>
④	Paper did not eject correctly.	<p>Check for any jammed paper on the paper exit area.</p> <p>When using special paper, adjust the Paper Arranger on the Receiving Tray Paper Guides according to the paper characteristics.</p> <p>☞ p.37</p>

Area Indicated/ Blinking	Possible Cause	Action
<p>⑤</p>	<p>Paper jam in the Feed Tray carrier.</p>	<ol style="list-style-type: none"> 1) Open the Front Cover and then the Feed Joint Passage Cover. 2) Release the carrier lock lever. 3) Open the carrier cover.  <ol style="list-style-type: none"> 4) Remove paper. 5) Replace the carrier cover. 6) Lock the carrier lock lever. 7) Close the Feed Joint Passage Cover and then the Front Cover. 
<p>⑥</p>	<p>Paper jam in the Multi-Tray Transfer Unit.</p>	<p>Open the Multi-Tray Transfer Unit and remove paper.</p> 
<p>⑦</p>	<p>Paper jam in Feed Tray 1.</p>	<p>Pull out Feed Tray 1 and remove paper.</p>
<p>⑧</p>	<p>Paper jam in Feed Tray 2.</p>	<p>Pull out Feed Tray 2 and remove paper.</p>

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.



- 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.233
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.234

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	<p>(Symptom) The machine system is retrieving Linked Printer information. Link Mode printing is disabled while the retrieval is underway.</p> <p>(Action) Start the print job once the information is retrieved from the Linked Printer. Alternatively, print from the machine.</p>	<p>Touch [Close] to clear the Pop-Up Message and return to the previous screen.</p> <ul style="list-style-type: none"> • 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	<p>(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.</p> <p>(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.154</p>	<ul style="list-style-type: none"> • When returning to the Basic 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.189
Auto Page Size Selection is Not Available for Irregular-Size Original Select Format Size to Store and then Restart	<p>(Cause 1) Attempting to scan an irregular-size original using "Auto" in scanning mode.</p> <p>(Action) Select the original size manually.</p> <p>(Cause 2) A normal-size original has been set in the wrong position.</p> <p>(Action) Lift the Platen Cover Pad up and set the original correctly.</p>	<ul style="list-style-type: none"> • To specify the format for saving Touch [Saving Format]. • To cancel scanning Touch [Cancel]. (Alternatively, press the  key or the  key to clear.)

Message	Symptom/Action	How to Clear a Pop-Up Message
Auto Paper Size Selection is Not Available for Irregular-Size Original Select Paper Size Manually and then Press START Key	<p>(Cause 1) Attempting to copy an irregular-size original using "Auto".</p> <p>(Action) Select a Feed Tray with the correct size paper.</p> <p>(Cause 2) A normal-size original has been set in the wrong position.</p> <p>(Action) Lift the Platen Cover Pad up and set the original correctly.</p>	<ul style="list-style-type: none"> • To select the Feed Tray Touch the button of the Feed Tray you wish to use. • To stop the print job; Touch [Cancel]. (Alternatively, press the  key or the  key to clear.)
!! Book Shadow Editor is Not Available with ADF !! Place Original on Platen Glass	<p>(Symptom) Auto Document Feeder is disabled while Book Shadow function is active.</p> <p>(Action) Place the original on the Platen Glass.  p.80</p>	<p>Touch [Close]. (Alternatively, press the  key or the  key to clear.)</p>
Check Paper Receiving Tray	<p>(Symptom) Receiving Tray Paper Guides of the Auto-control Stacking Tray are incorrectly set.</p> <p>(Action) Check the Receiving Tray Paper Guides of the Auto-control Stacking Tray.</p>	<ul style="list-style-type: none"> • 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.)
Check Stock of Required Ink and Please Order If Needed	<p>(Symptom) The remaining quantity of Ink Cartridge or Master Roll has become less than specified on "Stock Management".  p.153</p>	<p>Touch [Close]. (Alternatively, press the  key or the  key to clear.)</p>
Check Stock of Required Master and Please Order If Needed	<p>(Action) Order Ink Cartridges or Master Rolls if necessary.</p>	<p>Touch [Close]. (Alternatively, press the  key or the  key to clear.)</p>
Check the Original Size The Original Size is larger than Max. Printing Area	<p>(Symptom) As the original size is larger than the maximum printing area, extra areas may not be printed.</p> <p>(Action) Modify the reproduction size.</p>	<ul style="list-style-type: none"> • To change the "Size" setting; Touch [Size Setting]. • 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.)

Message	Symptom/Action	How to Clear a Pop-Up Message
<p>Check the Settings The Selected Reproduction Ratio will not fit the Max. Printing Area</p>	<p>(Symptom) Reproduction size is too large for the detected original size and exceeds the maximum printing area.</p> <p>(Action) Modify the reproduction size.</p>	<ul style="list-style-type: none"> • When changing the “Size” setting; Touch [Size Setting]. • 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.)
<p>Close Stage Cover If original moves you may not get desired result</p>	<p>(Symptom) The Platen Cover was opened during the editing process of the RISO Editor function.</p> <p>(Action) Close the Platen Cover gently.</p>	<p>Touch [Close]. (You can also solve the problem by closing the Platen Cover.)</p>
<p>Enter Print Quantity Over [nn], Programmed Minimum Value</p>	<p>(Symptom) You are trying to print fewer copies than previously specified on “Minimum Print Quantity”.</p> <p>(Action) Enter a larger number to print, or change “Minimum Print Quantity” on the Admin. screen.  p.152</p>	<p>Touch [Close], and specify the number of copies higher than the number displayed on the message.</p>
<p>!! Images may not fit in Frame of Paper with This Reproduction Size !! Check Current Selection</p>	<p>(Symptom) Reproduction size for the detected original size is larger than paper size.</p> <p>(Action) Modify the reproduction size.  p.55</p>	<ul style="list-style-type: none"> • 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.)
<p>Invalid Print Drum has been Selected Change Drum, or Reselect Drum Size</p>	<p>(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.</p> <p>(Action) Select the type of Print Drum currently installed. Alternatively, you can change the Print Drum.  p.213</p>	<ul style="list-style-type: none"> • 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. <p>When the Print Drum is re-installed, the Warning Message will clear.</p>

Message	Symptom/Action	How to Clear a Pop-Up Message
Load Paper in Standard Feed Tray (Feed Tray 1/ Feed Tray 2)	<p>(Symptom) The Feed Tray indicated has run out of paper.</p> <p>(Action) Load paper in the Feed Tray. ☞ p.203</p>	<p>Touch [Close]. (Alternatively, press the  key or the  key to clear.)</p>
!! Multi-Up is Not Available with This Paper Size !! Replace with Proper Paper of Standard Size	<p>(Symptom) Multi-up functions cannot be used when custom-sized paper is in the Feed Tray.</p> <p>(Action) Load standard size paper in the Feed Tray.</p>	<p>Touch [Close]. (Alternatively, press the  key or the  key to clear.)</p>
!! No Auto Paper Size Selection with Irregular Size Original !! Select Paper Size and then Restart	<p>(Cause 1) Attempting to set an irregular-size original in a connected Linked Printer using "Auto".</p> <p>(Action) Select a Feed Tray for the connected Linked Printer with the correct size paper.</p> <p>(Cause 2) A normal-size original has been set in the wrong position.</p> <p>(Action) Lift the Platen Cover Pad up and set the original correctly.</p>	<ul style="list-style-type: none"> • For selecting the Feed Tray Touch [Paper Select]. • When stopping the print job; Touch [Cancel]. (Alternatively, press the  key or the  key to clear.)
!! No Auto Reproduction Size Selection with This Combination of Original and Printing Paper !! Select Size Manually	<p>(Symptom) Auto Reproduction Size is less than 50% or more than 200%.</p> <p>(Action) Modify the reproduction size.</p>	<ul style="list-style-type: none"> • When changing the "Size" setting; Touch [Size Setting]. • When stopping the print job; Touch [Cancel]. (Alternatively, press the  key or the  key to clear.)
!! No Auto Reproduction with This Original and Printing Paper !! Select Size Manually	<p>(Symptom) Auto reproduction is not available because the size of the original could not be detected.</p> <p>(Action) Set the reproduction size manually.</p>	<ul style="list-style-type: none"> • When changing the "Size" setting; Touch [Size Setting]. • When stopping the print job; Touch [Cancel]. (Alternatively, press the  key or the  key to clear.)

Message	Symptom/Action	How to Clear a Pop-Up Message
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! <ul style="list-style-type: none"> 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.154	<ul style="list-style-type: none"> 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.)
Original Size Exceeds Limitation of Multi-Up Specify Original Size	(Symptom) “Multi-Up” is not available for the original size. (Action) Specify the original size. ☞ p.69	<ul style="list-style-type: none"> When changing the “Original Size” setting; Touch [Original Size]. 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.)
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. <ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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.)

Message	Symptom/Action	How to Clear a Pop-Up Message
Paper Size cannot be Defined by Specified Reproduction Size Select Paper Size Manually	(Symptom) No Feed Tray of a size appropriate for the original is available in the connected Linked Printer. (Action) Select a Feed Tray in the connected Linked Printer manually.	<ul style="list-style-type: none"> • For printing from the manual Feed Tray Touch [Manual Feed]. (output in A3 size) • For printing by selecting paper size Touch [Paper Select]. • When stopping the print job; Touch [Cancel]. (Alternatively, press the  key or the  key to clear.)
!! Possible Multiple Paper Feed !! Check Printed Copies	Check printed copies.	Touch [Cancel] . (Alternatively, press the  key or the  key to clear.) <ul style="list-style-type: none"> • For canceling "D-Feed Check" Touch [D-Check OFF].
Processing Print Data from PC This Function is Not Available while Processing Current Data	The machine is receiving the document data from the computer. While the data is being transmitted, Link Mode printing and Scan mode are disabled.	Touch [Close] . Initiate the Print job after the transmission is complete, or print from the machine.
Receiving Tray Paper Guides can Not Move Remove Paper from Receiving Tray	(Symptom) Paper remaining in the Auto-control Stacking Tray is larger than the size specified for printing, and the Paper Guides cannot function properly. (Action) Check the Auto-control Stacking Tray and remove paper.	<ul style="list-style-type: none"> • 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.)
! Scanning is Not Possible ! External CI is not Connected or Processing Connection Check Cable Connection	(Symptom) The scanning function is unavailable due to a lost connection with an external controller or because connection processing has not finished. (Action) Check the connection with the external controller.	Touch [Close] . (Alternatively, press the  key or the  key to clear.)
Select Paper Tray and Press Start Key	(Symptom) The paper size is not suitable for "2 Up". (Action) Load paper of appropriate size or select the proper Feed Tray.	<ul style="list-style-type: none"> • For selecting the Feed Tray Touch the button of the Feed Tray you want to use. • When stopping the print job; Touch [Cancel]. (Alternatively, press the  key or the  key to clear.)
Set Original and Press Start Key Re-scanning will be Started to Add Image Processing	(Symptom) No original is set on the machine to rescan for image processing by the RISO Editor. (Action) Set the original and scan again.	Touch [Close] . (Alternatively, press the  key or the  key to clear.)

Message	Symptom/Action	How to Clear a Pop-Up Message
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.)
!! The Data Storage Area has Become Full !! Clear Old Storage Data	(Symptom) Insufficient data storage capacity. (Action) Check the stored data and delete unnecessary jobs.	Touch [Cancel] . (Alternatively, press the  key or the  key to clear.) • For checking the storage memory Touch [Storage Memory] .
!!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.213	• 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.
!! Unmatched Paper Size !! Interposal Paper is Smaller than Printing Paper Check Interposal Paper Size	(Symptom) Interposal Papers are smaller than paper size. (Action) Load Interposal Papers of appropriate size in the tray.	Touch [Close] . (Alternatively, press the  key or the  key to clear.)
!! 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.)

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.

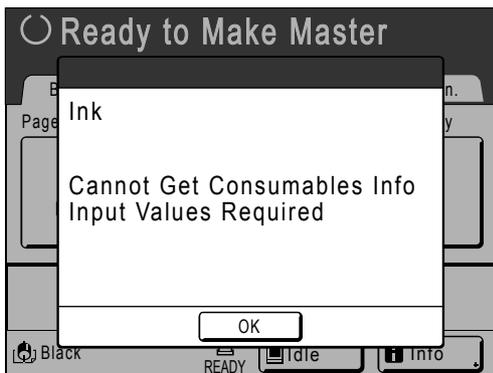
 p.202

Note:

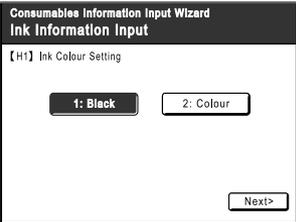
- Entering an inappropriate value does not affect usual operations but may result in bad print quality.
- When you perform the following operations, the values set on the “Consumables Information Input Wizard” screen disappears and thus you need to enter the values again.
 - After the power switch is 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.

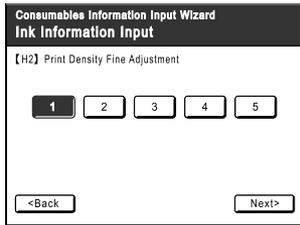
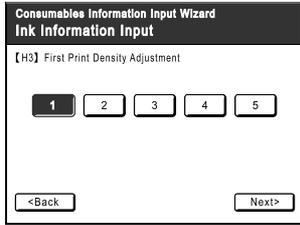
Ink Information Input Screen

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

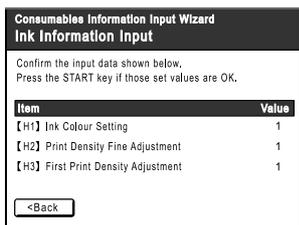


Touch **[OK]** and enter values as shown below.

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

Screen Display	Description	Values
	<p>[H2] Print Density Fine Adjustment Select a Print Density level to match the ink to fine-tune print result.</p>	1 (Light) - 5 (Dark)
	<p>[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.</p>	1 (Light) - 5 (Dark)

A confirmation screen displays when done.



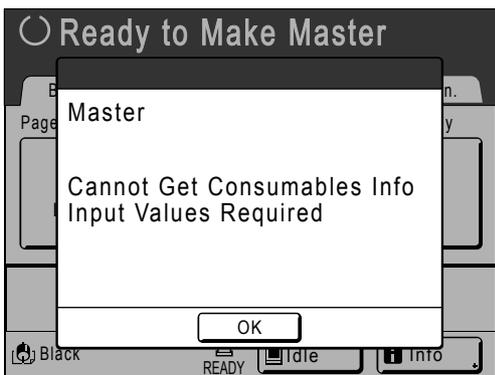
Press the  key to approve selection.
Returns to the Basic Screen.

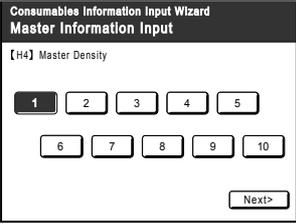
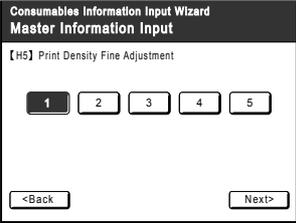
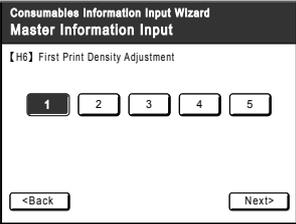
Note:

- Master Information Input screen may also display. If so, enter Master Information as well.
 p.242

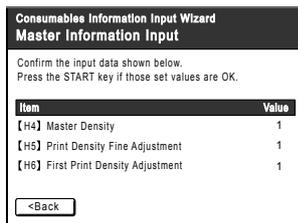
Master Information Input Screen

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



Screen Display	Description	Values
	<p>[H4] Master Density Select the standard density to be applied during creation of the master.</p>	<p>1 (Light) - 10 (Dark)</p>
	<p>[H5] Print Density Fine Adjustment Select a Print Density level to match the master to fine-tune print result.</p>	<p>1 (Light) - 5 (Dark)</p>
	<p>[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.</p>	<p>1 (Light) - 5 (Dark)</p>

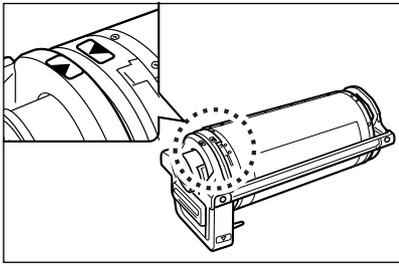
A confirmation screen displays when done.



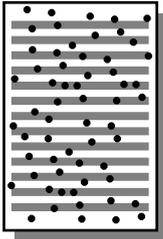
Press the  key to approve selection.
Returns to the Basic Screen.

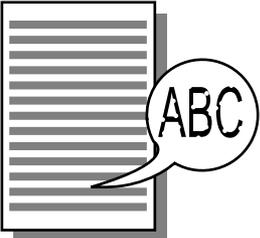
Troubleshooting

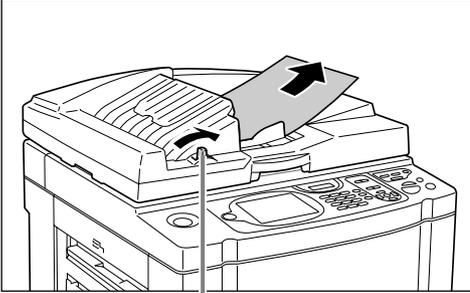
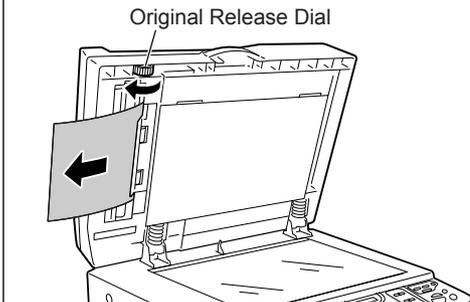
If you run into a problem, consult the following chart first to find answers before calling for a repair.

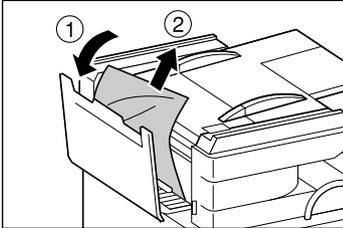
Problem	Possible Cause	Action
The machine does not start up when the power switch is pressed.	You may have pressed the power switch while the machine was in the Sleep Mode.	Try pressing the power switch again. Before pressing the power switch, you may want to find out whether the machine is indeed in 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.	<ul style="list-style-type: none"> • 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 Standard Feed Tray cannot be closed.	The Feed Paper Tray Guides have not been widened up to the limit.	Turn the power on and lower the Standard 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 Standard Feed Tray.
	The power was turned off before the Standard 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.215

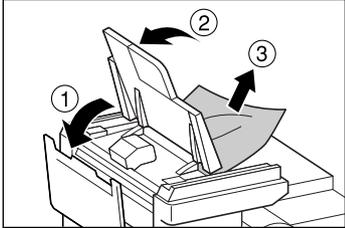
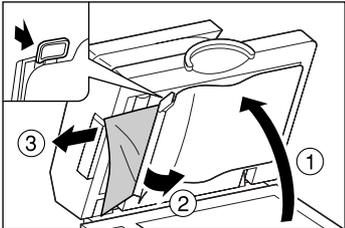
Problem	Possible Cause	Action
<p>An error indication does not disappear even though consumables (ink, master roll) are set.</p>	<p>The consumables (ink, master roll) have not been correctly set.</p>	<p>After inserting the Ink Cartridge, turn it clockwise (🔒) to lock. Or set the Ink Cartridge again. ☞ p.209</p> <p>Set a master roll so that the 📄 mark comes to the left, and set the Master Making Unit. ☞ p.206</p>
	<p>The Ink Cartridge does not contain ink information.</p>	<p>Do not remove the label attached on the Ink Cartridge outlet section. If you did so, set a new Ink Cartridge. ☞ p.209</p>
	<p>The master roll does not contain master information.</p>	<p>Do not remove the 📄 section from the master core. If you did so, set a new master roll. ☞ p.206</p>
<p>The Master Disposal Box cannot be removed.</p>	<p>The “Protect” setting is ON.</p>	<p>If the “Protect” setting is ON, the Master Disposal Box cannot usually be removed. ☞ p.165</p>
	<p>The Master Disposal Box lever is locked.</p>	<p>Slide the Master Disposal Box lever to the right to unlock. If the Master Disposal Box is padlocked, contact the administrator to undo the padlock. ☞ p.211</p>
<p>There is no image on copies.</p>	<p>The original is placed face up.</p>	<p>Place the original face down. (This is also true for the ADF unit)</p>
	<p>The master is installed with the incorrect side out.</p>	<p>Reinstall the Master Roll with correctly. ☞ p.206</p>
<p>Some areas are missing in the printed copy.</p> 	<p>The Platen Glass (and/or the ADF Scanner Glass) is not clean.</p>	<p>Clean the Platen Glass (and/or the ADF Scanner Glass). ☞ p.219</p>
	<p>A foreign object may exist on the master.</p>	<p>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.</p>
	<ul style="list-style-type: none"> • The paper size placed on the 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. 	<p>A master is made according to the size of paper placed on the 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.</p>

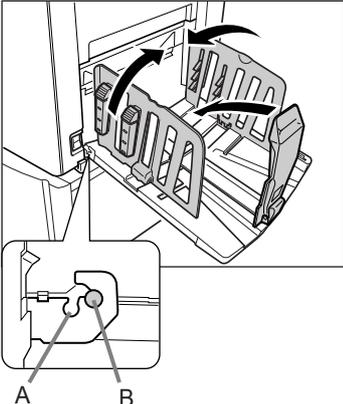
Problem	Possible Cause	Action
<p>Vertical blank lines are found on printed copies.</p> 	<p>The Thermal Print Head of the Master Making Unit or the Scanner Glass of Auto Document Feeder has been stained with dirt, white-out, etc.</p>	<p>Gently wipe the Thermal Print Head or Scanner Glass with a soft cloth. ☞ p.219</p>
<p>The unwanted background of an original is picked up on copies.</p> 	<p>If newspaper or coloured paper is used as an original, the background is picked up on copies.</p>	<p>Lighten the “Contrast” and create a new master. ☞ p.54</p>
<p>Dirt is found on printed copies.</p>	<p>The Platen Glass (and/or the ADF Scanner Glass) is not clean.</p>	<p>Clean the Platen Glass (and/or the ADF Scanner Glass). ☞ p.219</p>
<p>The edges of printed copies are smudged with ink.</p>	<p>Larger size of paper than the original was placed on the Feed Tray at the time of the master-making process.</p> <p>Did you use [Max. Scan] setting when making the master?</p> <p>When printing thick paper such as cards, corners of the paper contacted and damaged the master.</p>	<p>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.</p> <p>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 be properly sent to the Master Disposal Box.</p>

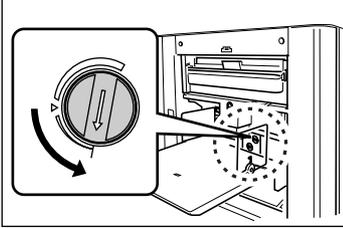
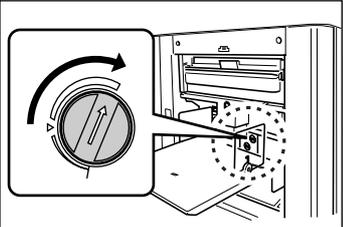
Problem	Possible Cause	Action
<p>The back of the printed paper is smudged with ink</p> 	<p>The Pressure Roller has been stained with ink.</p>	<p>Remove the Print Drum and clean the Pressure Roller. ☞ p.220 If the print position is outside the print paper, this may cause the Pressure Roller to be stained with ink. Be careful when changing the size of print paper or shifting the print position.</p>
	<p>The Feed Tray Paper Guides were not fit to the width of paper at the time of the master-making process.</p>	<p>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.34</p>
	<p>Are you using a paper that does not efficiently absorb ink?</p>	<p>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.68 ☞ p.98</p>
<p>Printed images are faint. Printed texts are blurred.</p> 	<p>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.</p>	<p>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.135</p>
	<p>Faint originals result in faint images.</p>	<p>Increase the scanning level and perform the master-making operation again. ☞ p.54 For originals written with a pencil, select the Pencil mode. ☞ p.52</p>
	<p>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.</p>	<p>Use the machine after keeping it at room temperature for a while. ☞ p.10</p>
	<p>The Ink Saving mode has been set.</p>	<p>With the “Ink Saving” mode selected, the ink on printed copies is fainter than usual. ☞ p.68</p>
<p>The position of printed text is shifted to the left or right.</p>	<p>The left/right position control was not set to “Centre” when the document was printed.</p>	<p>First lower the Standard Feed Tray, then adjust the position and print a proof copy to check the new position. ☞ p.94</p>

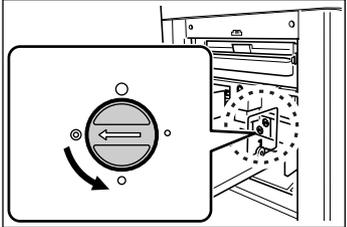
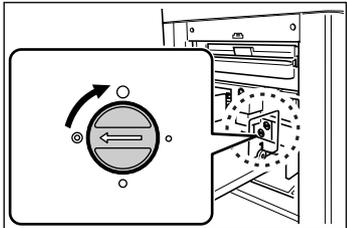
Problem	Possible Cause	Action
<p>Paper sticks to the surface of the Print Drum.</p>	<p>The margin at the top of the original or print is too small.</p>	<p>The margin of the original (top of the print in the paper output direction) must be 5 mm at least. Lower the vertical print position. If this adjustment is impossible, reproduce an original with enough margin and perform the master-making operation again. ☞ p.55</p>
	<p>The print paper is inappropriate.</p>	<p>Use the recommended paper. ☞ p.15</p>
	<p>The original has a solid black portion at its top.</p>	<p>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.</p>
<p>Printed and curled copies are output.</p>	<p>The print paper is loaded at a horizontal grain direction.</p>	<p>Load print paper with a vertical grain direction.</p>
<p>Paper gets jammed in the Auto Document Feeder AF-VI:II (option).</p>	<p>There is any paper caught in the Auto Document Feeder AF-VI:II.</p>	<p>Pull the ADF Original Release Lever to the right or turn the Release Original Dial and remove the jammed paper.</p>  <p style="text-align: center;">ADF Original Release Lever</p>  <p style="text-align: center;">Original Release Dial</p>

Problem	Possible Cause	Action
<p>Paper gets jammed in the Auto Document Feeder DX-1 (option).</p>	<p>Paper is caught in the Auto Document Feeder DX-1.</p>	<p>Follow the steps below to remove the jammed paper.</p> <p>Important!:</p> <ul style="list-style-type: none"> • Take care not to touch the roller inside the unit. It may cause smudges on the original or a paper jam. <p>Removing originals jammed in the document carrier Open the auto document feeder cover (①), and raise the feed roller as shown in (②).</p>  <p>Removing originals jammed in the document carrier Open the auto document feeder cover (①), and raise the feed roller as shown in (②). Open the inside cover (③), and pull out the original (④).</p> 

Problem	Possible Cause	Action
<p>Paper gets jammed in the Auto Document Feeder DX-1 (option).</p>	<p>There is any paper caught in the Auto Document Feeder DX-1.</p>	<p>Removing originals jammed in the original reversal unit Open the auto document feeder cover (①), and raise the document tray as shown in (②). Pull out the original (③).</p>  <p>Removing originals jammed in the original receiving unit Lift the Platen Cover Pad up (①), and pull the release lever toward you (②), and pull out the original (③).</p> 
<p>Printed copies are not neatly aligned in the Paper Receiving Tray.</p>	<p>The positions of the Receiving Tray Paper Guides and the Paper Stopper are inappropriate. (For RZ970)</p>	<p>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 Standard Feed Tray, shift the Receiving Tray Paper Guides in the same direction. ☞ p.37</p>
	<p>The Paper Arrangers are not properly set.</p>	<p>Set the Paper Arrangers properly. ☞ p.37</p>
	<p>The Paper Feed Pressure Adjustment Lever is positioned incorrectly.</p>	<p>If the Paper Feed Pressure Adjustment Lever is set to "Thick Paper", printed copies may not be correctly aligned when using standard paper. Set the Paper Feed Pressure Adjustment Lever to "Standard". ☞ p.34</p>

Problem	Possible Cause	Action
Paper goes over the receiving tray stopper.	---	<p>Follow the steps to level the receiving tray as follows:</p> <ol style="list-style-type: none"> 1) Fold the Receiving Tray Paper Guides/Stopper. 2) Lift up the sides of the receiving tray with both hands, and move the receiving tray shaft to position B. Position A is recommended in most cases.  <p>A: Ordinary position B: Move to this position when paper goes over the tray.</p>
Paper is not smoothly fed from the Standard Feed Tray. (skipped paper, or multiple-sheet feeding)	The print paper is inappropriate.	Use paper that falls within the recommended range. ☞ p.15
	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.34

Problem	Possible Cause	Action
<p>Paper is not fed smoothly from the Standard Feed Tray. (Skipped paper, or multiple-sheet feeding)</p>	<p>The angle of the Stripper Plate is inappropriate.</p>	<p>Turn the Stripper Plate Angle Adjustment dial as follows;</p> <ul style="list-style-type: none"> • When the feeding skips Turn the dial to the left.  <ul style="list-style-type: none"> • When multiple sheets are fed Turn the dial to the right.  <p>Important!:</p> <ul style="list-style-type: none"> • Before making the adjustment, be sure to remove all paper from the Standard Feed Tray and confirm that the tray has lowered to the bottom.

Problem	Possible Cause	Action
<p>Paper is not smoothly fed from the Standard Feed Tray. (Skipped paper, or multiple-sheet feeding)</p>	<p>Paper handling pressure is not correctly adjusted.</p>	<ul style="list-style-type: none"> • For paper that easily creates paper powder, skips, or for the back side of postcards that is turn up: Turn the dial to the left.  <ul style="list-style-type: none"> ⊙ : Normal ○ : Strong ◌ : Medium ◌ : Weak <ul style="list-style-type: none"> • If paper is being multi-fed: Turn the dial to the right.  <p>Important!:</p> <ul style="list-style-type: none"> • Before making the adjustment, be sure to remove all paper from the Standard Feed Tray and confirm that the tray has lowered to the bottom.
	<p>The Paper Feed Adjustment on the Functions screen is not properly set.</p>	<p>Adjust the “Paper Feed Adj.”. Contact your dealer (or authorised service representative) for details on making the adjustment.</p>
<p>Frequent multiple-sheet feeding</p>	<p>“D-Feed Check” is OFF.</p>	<p>In most cases, this problem can be solved by turning “D-Feed Check” ON. ☞ p.97</p>
<p>The back of the printed card is peeling, or the leading edge gets wrinkled.</p>	<p>The angle of the Stripper Plate is in appropriate</p>	<p>Turn the Stripper Plate Angle Adjustment Dial to adjust the angle.</p>
<p>An error message displays even though there is no paper jam.</p>	<p>Is the lifted paper getting ejected at the second rotation of the Print Drum?</p>	<p>Check the printed copy, and if the top margin is less than 5 mm, slightly lower Print Position.</p>
	<p>Is sunlight directly hitting the machine?</p>	<p>The sensor is affected by direct sunlight. Install shades or curtains, or move the machine out of direct sunlight.</p>

Problem	Possible Cause	Action
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.46, step 3.  p.49
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 AF-VI:II**

Feed up to 50 sheets of originals automatically.

◆ **Auto Document Feeder DX-1**

Feed up to 50 sheets of originals automatically. Both sides of original can be scanned automatically.

◆ **Colour Drum**

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

◆ **A4 Drum W**

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

◆ **Auto-control Stacking Tray II (for RZ970)**

The Receiving Tray Paper Guides/Stopper are automatically adjusted according to paper and reproduction size.

◆ **Wide Stacking Tray**

This unit can take paper up to 340 mm × 555 mm in size.

◆ **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.

◆ **Document Storage Card DM-128CF**

◆ **Special Paper Feed Kit (for RZ970)**

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.

◆ **RISO Controller PS7R**

A custom controller enabling the machine to be used as a network-connected PostScript 3 printer.

◆ **STAND**

Specifications

RISO RZ977

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 : 50 mm × 90 mm - 297 mm × 432 mm When using Auto Document Feeder AF-VI:II (option) : 100 mm × 148 mm - 297 mm × 432 mm When using Auto Document Feeder DX-1(option) : 105 mm × 128 mm - 297 mm × 432 mm
Original Paper Weight	When using the Platen Glass : 10 kg or less When using the Auto Document Feeder AF-VI:II (option) : 50g/m ² - 128g/m ² When using Auto Document Feeder DX-1 (option) : 40g/m ² - 128g/m ² (When "Scanning Side -ADF" is set to "Back Side → Simplex" or "Duplex → Simplex" : 52g/m ² - 105g/m ²)
Print Paper Size (max./min.)	When using Standard Feed Tray : 100 mm × 148 mm - 320 mm × 432 mm When using Multi Tray Paper Feeder : 182 mm × 257 mm - 297 mm × 432 mm
Paper Supply Capacity	1000 sheets (64 g/m ²)
Print Paper Weight	When using Standard Feed Tray : 46g/m ² - 210g/m ² When using Multi Tray Paper Feeder : 52g/m ² - 105g/m ²
Image Processing mode	Line, Photo, Duo, Pencil
Master-making Time	Approx. 20 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 - 180 sheets per minute (six 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-VI:II, Auto Document Feeder DX-1, Colour Drum, A4 Drum W, Wide Stacking Tray, Key Card Counter, Job Separator, Document Storage Card DM-128CF, Ink/Master Holder, RISO Controller PS7R, STAND
Power Source	RZ977E : 220V-240V AC, 50/60Hz <2.6A>
Dimensions	When in use : 1405 mm(W) × 700 mm(D) × 1080 mm(H) When in storage : 775 mm(W) × 700 mm(D) × 1080 mm(H)
Weight	Approx. 184 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.

RISO RZ970

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 : 50 mm × 90 mm - 297 mm × 432 mm When using the Auto Document Feeder AF-VI:II (option) : 100 mm × 148 mm - 297 mm × 432 mm When using Auto Document Feeder DX-1 (option) : 105 mm × 128 mm - 297 mm × 432 mm
Original Paper Weight	When using the Platen Glass : 10 kg or less When using the Auto Document Feeder AF-VI:II (option) : 50g/m ² - 128g/m ² When using Auto Document Feeder DX-1 (option) : 40g/m ² - 128g/m ² (When "Scanning Side -ADF" is set to "Back Side →Simplex" or "Duplex → Simplex" : 52g/m ² - 105g/m ²)
Print Paper Size (max./min.)	100 mm × 148 mm - 320 mm × 432 mm
Paper Supply Capacity	1000 sheets (64g/m ²)
Print Paper Weight	46g/m ² - 210g/m ²
Image Processing mode	Line, Photo, Duo, Pencil
Master-making Time	Approx. 20 seconds (for A4/portrait/100% reproduction ratio)
Printing Area (max.)	291 mm × 413 mm
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 - 180 sheets per minute (six 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-VI:II, Auto Document Feeder DX-1, Colour Drum, A4 Drum W, Auto-control Stacking Tray II, Wide Stacking Tray, Key Card Counter, Job Separator, Document Storage Card DM-128CF, Special Paper Feed Kit, Ink/Master Holder, RISO Controller PS7R, STAND
Power Source	RZ970E : 220V-240V AC, 50/60Hz <2.6A>
Dimensions	When in use : 1405 mm(W) × 700 mm(D) × 1050 mm*(H) When in storage : 775 mm(W) × 700 mm(D) × 1050 mm*(H) *: The optional Stand Included
Weight	Approx. 115 kg

Note:

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To Administrator

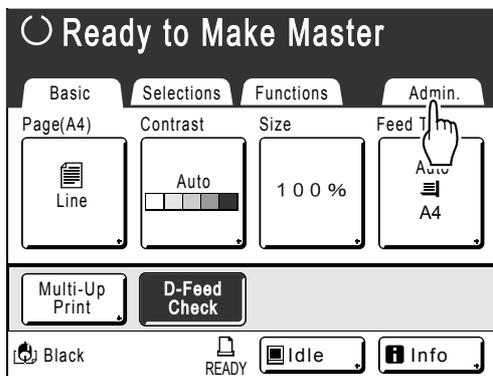
Canceling the Protect Setting

Cancellation of the “Protect” setting should be always done by the administrator.

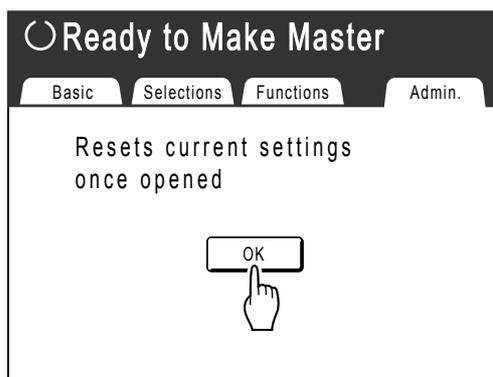
Important!:

- To attach more importance to security, cut out this page, which should be stored by the administrator.

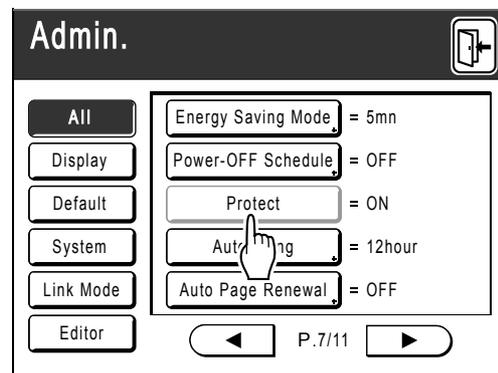
1 Touch [Admin.] on the Basic Screen for each mode.



2 Touch [OK].



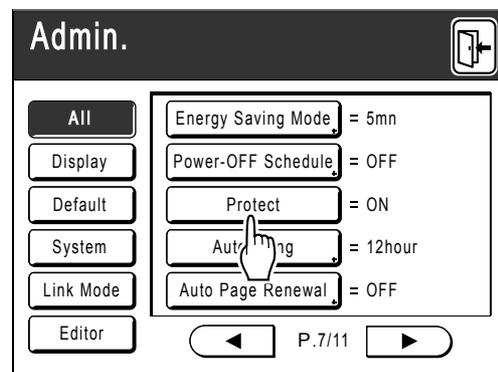
3 Touch greyed-out [Protect].



4 Remove the Master Disposal Box. p.211

5 Touch [Protect] again after removing the Master Disposal Box.

The “Protect” setting is cancelled.



After confirming that the display indicates “OFF”, set the Master Disposal Box to the original position.

