RISO Controller IS300

Utility Guide



Preface

Thank you for purchasing the RISO Controller IS300.

This product is a print controller for using RISO digital duplicators as network compatible PostScript[®]3TM printers. This unit allows various functions such as data output and printer monitoring to be used from Windows and Macintosh computers.

Organization of Instruction Manuals

There are three instruction manuals for this product.

- "RISO Controller IS300 Setup Guide"
 This manual describes how to connect the IS300 and the installation procedures for the software that comes with this product.
- "RISO Controller IS300 Printer Driver Guide"

 This manual describes specific functions of and the setup procedure for the printer driver.
- "RISO Controller IS300 Utility Guide" (This Manual)
 This manual describes Console functions for checking the status of and managing this product through a network, and operation procedures for software that comes with this product.

Read each of the manuals before using this product or when there is something you do not understand while using it.

Content of Instruction Manuals

Notes

- 1) Unauthorized reproduction of all or part of this manual is strictly prohibited.
- 2) Since there may be improvements to the product, the content of this manual may change in the future without notice.
- 3) RISO takes no responsibility for effects resulting from this manual or the operation of this product.

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Icons Used in This Manual

Functions, operations and cautions are described as follows in this manual.

Important!	describes items where care is necessary or where there are prohibitions.
Note	describes items where there is particularly helpful information and ones where there is something that should be known.
	indicates the title and page of an item that should be referred to and thoroughly understood. When the reference is to another manual, the name of the manual will also be noted.
▲ WARNING ⚠ Caution	are safety cautions. "Safety Precautions" are described in a separate manual, "RISO Controller IS300 Setup Guide". Be sure to read them before using this product.

Terminology used in this manual

♦ Job

The original data sent from the computer is not directly sent to the printer but temporarily stored in the print controller. The data in this status is called a "job".

Queue

The jobs stored in the print controller are lined up in a "window" for executing print processing. Various settings on how to process the sent jobs can be registered in this "window" in advance. This "window" is called a "queue".

◆ Login

In order to access networks and specific device, a login ID and password are required. The act of inputting such information in order to access network and device is called "login".

RISO Console

Accessing the RISO Controller IS300 from your web browser enables you, among other things, to utilize the job manager for output data, and to monitor the printer. This software is called "RISO Console".

The software makes available a variety of convenient functions, including the **[Create new queue]** function that reduces the time taken to set printing conditions, and the **[Hold queue]** function that enables quick printing by simply retrieving the data registered in advance.

The basic functions (the functions that guest users / general users can use) and the operation method of the RISO Console are explained here.

For details on the functions for the administrator, see "Administrator Settings". *p.42

For user authority (guest user / general user / administrator), see "Logging in to the Print Controller". "p.8

Displaying the RISO Console Screen

- **Launch your Web browser.**See your computer operating manual or Help.
- 2 Enter the IP address in the address bar of the URL.

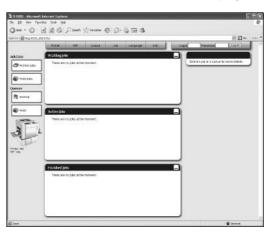
In the address bar, enter http://the IP address of the IS300.

The administrator sets the IP address. Enter the IP address (i.e. 192.168.9.51) confirmed by the administrator.



? Press the [ENTER] key.

The screen of the RISO console is displayed.

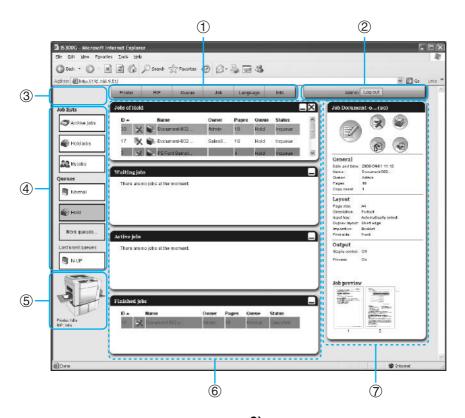


Note:

- We recommend creating a desktop shortcut as an easy way of displaying the RISO Console screen.
- When accessing to the print controller by https (encrypted communication), enter https://(the IP address of the IS300) in the address bar.
 - It is also possible to access the print controller automatically by https (encrypted communication). *p.45
- The RISO Console screen can be also displayed from [WWW] on the RISO Management Tool. *p.75

Overview of the RISO Console Screen

The screen layout of the RISO Console is explained below.



Displays submenu by moving the mouse pointer over each menu button.

Login information input area

Logs in by entering the login ID and the password.

Message display area

Displays confirmation messages and error messages related to the operation on the Console screen.

Job / Queue selection button

Clicking the Queue or Job button switches to the job list of the selected queue or job type.

Note:

- · Clicking the [Archive jobs] button displays the job list of the image scanned in the printer scan mode. For scan mode details, see the printer's "User's manual".
- Clicking the [My jobs] button after logging in displays only your own jobs.

5) Status display area

Displays the current status of the printer and the print controller.

Job list

The jobs in the print controller are listed according to the processing status.

- Jobs in the queue Displays a list of jobs in the selected queue or jobs of the selected job type.
- Waiting jobs Displays a list of jobs waiting in the print controller.
- Active jobs Displays the jobs undergoing print processing while being processed by the print controller.
- Finished jobs Displays a list of finished, canceled, and failed jobs.

Note:

• Clicking on the upper-right corner of each list box minimizes the list box. Clicking when the list box has been minimized returns to the normal size. Clicking on the upper-right corner of the [Jobs of queue] list box closes the list box.

Job / Queue information display

When the queue has been selected, the function icons and the general information of the selected queue are displayed.

When a job has been selected in the job list, the function icons and the general information of the selected job are displayed.

Logging in to the Print Controller

There are the following three ways to log in to the print controller and three kinds of access authority.

- Without logging in (Guest user): The print controller is used without logging in. Only certain functions can be used.
- General user: Login using an "ID" and "Password" registered by the administrator. The administrator settings are not available.
- Administrator: Login using an administrator "ID" and "Password". The administrator can configure the administrator settings, such as print controller settings. *p.42

How to Log In

Enter the "Login (ID)" and "Password" in the input area, and click the [Log in] button.

The "Login (ID)" and "Password" must be registered in the RISO Console by the administrator in advance. *p.46

For details, confirm with your network administrator.



To log out, click the [Log out] button.



Selecting Languages

Selects the language for messages displayed on the RISO Console screen.

Move the mouse pointer over the [Language] menu button, and select the language to display from the list.



Note:

 The languages displayed on the RISO Console are memorized in the cookie of the web browser. Therefore, the language displayed when the RISO Console was last used will be enabled the next time the console is started up.

Functions for Guest Users / General Users

When using the RISO Console without logging in (guest user) or logging in as a general user, the following functions are available on the RISO Console.

- Viewing detailed settings of the print controller @p.43
- Viewing how job processing is distributed over the network by the print controller (load balancing settings) @p.50
- Checking printer status @p.40
- Checking queue settings @p.10

When "Others can see jobs" (\$\sigma\$p.46) has been set, the following functions are available for both guest users and general users.

- Viewing the list of jobs @p.15
- Uploading jobs @p.12
- Viewing job details settings @p.20
- Copying jobs p.16
- Editing job settings, moving jobs (only jobs without an owner's name) @p.17, @p.20
- Canceling waiting jobs (only jobs without an owner's name) *p.18
- Importing archived jobs @p.39
- Feeding back archived jobs @p.35
- Merging archived jobs @p.38
- Creating archived jobs @p.30

When you log in as a general user, the following functions are available for your own jobs.

- Editing job settings @p.20
- Deleting a job @p.17
- Moving a job @p.17
- Canceling a processing job @p.18

Queue

There are two types of queues - Normal and Hold. The two types of queues - "Normal" and "Hold" - are prepared for the print controller in advance. An arbitrary queue can be added by the administrator (Custom Queue).

◆ Normal queue:

This queue is for actually printing or storing jobs as archived jobs. The jobs sent to this queue from the computer are processed in chronological order.

Hold queue:

This queue is for storing jobs. The jobs sent to this queue from the computer are stored in the print controller. To process jobs stored in the Hold queue, give commands such as printing a job, using the RISO Console. Storing original data that are frequently used or shared documents in the Hold queue enables to print them without opening the application and giving the command to print for every job from the RISO Console screen.

Note:

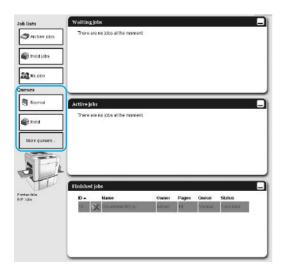
- "Normal" and "Hold" queues are pre-registered at the factory. These queues cannot be deleted. Moreover, the following settings can be changed.
 - Normal: Queue code, priority, direct port, preferred PDL, prechecking setting
 - Hold: Queue code, prechecking setting
- · The administrator can register various settings for processing jobs sent from the computer in the print controller as a Custom Queue. @p.64

By registering frequently used print settings as a Custom Queue and specifying queue settings priority, jobs can be printed in the same processing conditions without changing the settings many times by simply specifying a registered output queue.

Checking Queue Settings

The processing conditions set for each queue can be checked as follows.

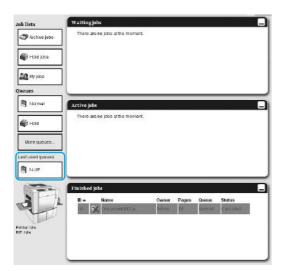
Select a queue to check by clicking the Job / Queue selection button (on the left side of the screen).



 When the target gueue button is not displayed in the screen, click the [More queues...] button. and select a queue from the list of queues.



The button of the selected queue is displayed.



With no job selected, click 🕓 of the job / queue information display (on the right side of the screen).



A details screen of the queue is displayed. Clicking the setting group icons at the top of the screen switches the details screen.



Note:

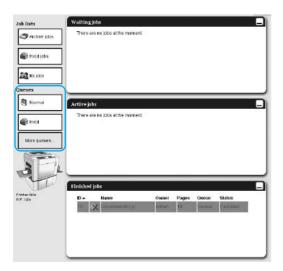
- · A details screen of the queue can be also displayed by moving the mouse pointer over the [Queue] menu button and then clicking [Queue details...] in the displayed submenu.
- · For displayed items, see "Changing Detailed Settings of Queues" @p.66.

After checking, click the [Close] but-

Adding a Job to a Queue

You can directly add jobs to queues for processing on the RISO Console screen.

Click the queue button for adding the job from the Job/Queue selection buttons (on the left side of the screen).

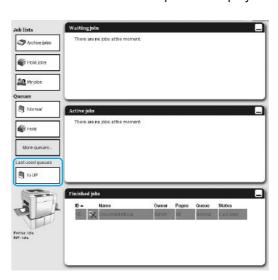


Note:

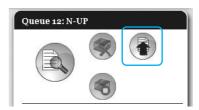
· When the target queue button is not displayed in the screen, click the [More queues...] button, and select a queue from the list of queues.



The button of the selected queue is displayed.



With no job selected, click of the job / queue information display (on the right side of the screen).



Select the file to add.

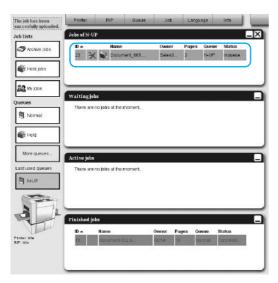
After clicking the [Browse] button, select the file on the file selection dialog box, and then click the [Open] button.



4 Click the [Upload job] button.



The job is added to the queue.



Note:

• The job can also be added to the queue by moving the mouse pointer over the [Queue] menu button and then clicking [Upload job...] in the displayed submenu.

Hotfolder

This function enables you to directly access queues in the RISO Controller IS300 on the network. Queues are displayed as folders. Therefore, the file is printed at the processing conditions set in the desired queue

by simply dragging and dropping it into that queue. The file can be printed or stored in the Hold queue without opening the application.

Note:

- · The file formats that can be printed are as follows. PostScript file, PDF file, TIFF file
- The SMB protocol and FTP protocol are supported for accessing the hotfolder.
- **Open Windows Explorer.**
- Enter \\(the IP address of the IS300)\hotfolder (i.e. \\192.168.9.51\hotfolder) ftp://(the IP address of the IS300)/ queue (i.e. ftp://192.168.9.51/queue) in the address bar.

The hotfolder is displayed.

(For SMB)



(For FTP)



Note:

- · We recommend creating a desktop shortcut as an easy way of displaying the hotfolder.
- Drag and drop the file to print or hold on the desired queue.



The processing set in the queue is performed.

Queue management

The administrator can operate queues as follows.

- Creating new queues @p.64
- Deleting queues \$\mathscr{g}\$ p.65
- Changing detailed settings of queues @p.66
- Stopping / Resuming the queue processing @p.68

Jobs (Job manager)

The original data sent from the computer to the print controller is stored in the queue of the print controller as a job. Various operations can be performed using the RISO Console such as job copying, moving, deleting, queue setup viewing and editing. (The range of operations enabled for the job differs depending on the jobs are owned or not.)

Job ownership

The user who sends a job to the print controller is the owner of that job. The owner of the job can operate the created job (copy, move, delete, edit settings, etc.) in various ways.

Operation by other users than the job owner may be restricted by the administrator.

Note:

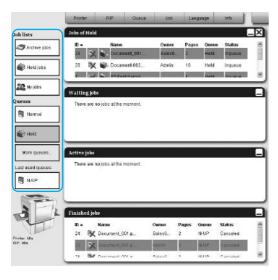
 In the Hold queue of the print controller, two sample pages are stored at the factory -PS Font Sample Page and Settings Page.

Any user can print and change the settings of these sample pages, but they cannot be deleted.

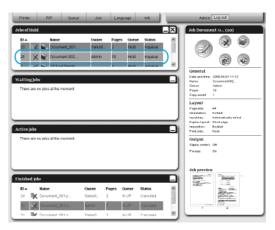
Checking Job Status

Click the queue button in which the job is stored from the Job / Queue selection button (on the left side of the screen).

A list of jobs stored in the queue is displayed.



Click the job to check in the job list.



The information of the job is displayed in the Queue / Job information display (on the right side of the screen).

The following operations are available here.

- · Viewing / Editing job details
- · Printing a job
- · Reprinting a job
- Copying a job (to another queue)
- Moving a job (to another queue)
- · Deleting a job
- · Canceling a processing/waiting job
- Rearranging job display order
- Displaying thumbnails of a job (job preview)

Note:

 Functions that cannot be operated according to job authority or administrator settings are grayed out and cannot be selected.
 For authorized functions, see "Functions for Guest Users / General Users". *p.9

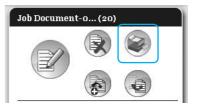
Printing a Job

Select the job to print from the job

- To print a job registered in the Hold queue, select the job from the job list of the Hold queue.
- · To print an archived job, select the job from the job list of Archive jobs.
- To print a job scanned in the printer scan mode, select the job from the job list of Archive jobs.
- · To reprint a failed job, select the job from the job list of Finished jobs.

For details, see "Checking Job Status". @p.15

Click of the Job / Queue information display (on the right side of the screen).



Note:

- Jobs can also be printed by moving the mouse pointer over the [Job] menu button and then clicking [Print] in the displayed submenu.
- Jobs can also be printed by clicking the print icon in the job list.



Copying a Job to Another Queue

Select the job to copy from the job list.

For details, see "Checking Job Status". @p.15

Click (R) of the Job / Queue information display (on the right side of the screen).



Select the destination queue to copy.

When the queue button is clicked, the job is added to the destination queue.

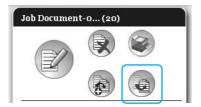


Moving a Job to Another Queue

Select the job to move from the job

For details, see "Checking Job Status". @p.15

Click of the Job / Queue information display (on the right side of the screen).



Select the destination queue to move.



Click the [Yes] button in the confirmation dialog box.

> After clicking the **[Yes]** button in the confirmation box, the job is deleted from the original queue and added to the destination queue.

Note:

• To cancel job moving, click the [No] button in the confirmation dialog box.

Deleting a Job

Select the job to delete from the job

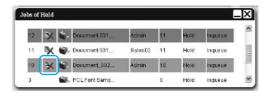
For details, see "Checking Job Status". @p.15

Click of the Job / Queue information display (on the right side of the screen).



Note:

· The job can be also deleted by clicking the deletion icon in the job list.



Click the [Yes] button in the confirmation dialog box.

Note:

• To cancel job deletion, click the [No] button in the confirmation dialog box.

Canceling a Processing / Waiting Job

- 1 Click the job to cancel from the [Active jobs] or [Waiting jobs] list.
- Click of the Job / Queue information display (on the right side of the screen).



Note:

 The job can be also canceled by clicking the cancel icon in the [Active jobs] or [Waiting jobs] list.



3 Click the [Yes] button in the confirmation dialog box.

Note:

 To cancel job cancellation, click the [No] button in the confirmation dialog box.

The information of the canceled jobs is displayed in the **[Finished jobs]** list.



Note:

Canceled jobs can be reprinted or deleted.
 Select the job from the [Finished jobs] list, and print or delete it in the same way as normal jobs.

Rearranging Job Display Order

The job list is normally displayed with the first job to process at the bottom. When you click an item header displayed above the list, the list of jobs is sorted according to that item. (The order of actual processing of jobs does not change.)

When you click the same item header repeatedly, the order alternative switches between ascending order and descending order.

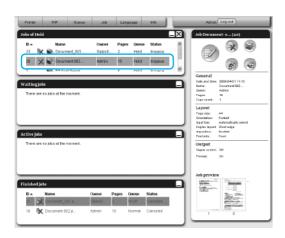
To return the display of the job list to the actual processing order, arrange **[ID]** in descending order (chronological order with the newest job first).



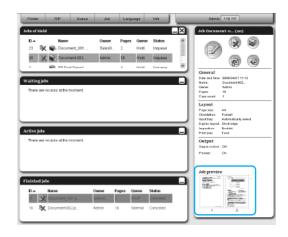
Displaying Thumbnails of a Job (Job Preview)

Select the job from the job list in the queue.

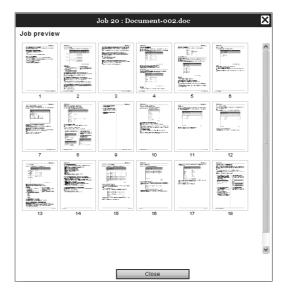
A piece of the job thumbnail is displayed in the Job / Queue information display (on the right side of the screen).



Click the job preview image.



Thumbnails are displayed of all pages.



After checking, click the [Close] button.

Viewing / Editing Job Details

Select the job to view / edit from the job list.

For details, see "Checking Job Status". \$\tilde{F}\$p.15

of the Job / Queue information display (on the right side of the screen).

The Job details settings screen is displayed.



Note:

· When there is no authority on editing and operating the job, (a) is displayed. By clicking this icon, you can view detailed settings of the job. (Settings cannot be changed.)

Job details settings screen (Editing screen)



Change the job processing settings if necessary.

Clicking the icon at the top of the screen switches the details screen.

[OK]: Click to save setting changes and end edit-

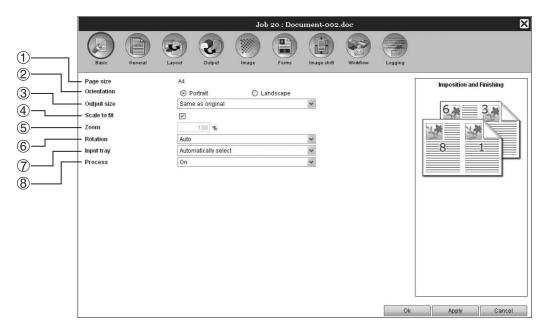
[Apply]: Click to save setting changes and continue editing.

[Cancel]: Click to cancel setting changes and end editing.

For an overview of settings on each screen, see the next page onward.

[Basic] Screen

Configures settings for normal printing such as page size and printing orientation.



Settings

- 1) Page size
 - Displays the size of the original.
- 2) Orientation

Selects the orientation of printing the original.

3) Output size

Selects the paper size for printing.

4) Scale to fit

Places a checkmark in order to print the original data with its size automatically enlarged / reduced to fit the output paper size.

5) Zoom

Specifies the enlargement/reduction ratio for printing.

6) Rotation

Sets the orientation of the original for printing on paper.

- 7) Input tray (Multi tray paper feeder only)
 Selects the tray with the paper for printing.
- 8) Process

Sets the continuous mode for making a master and printing.

Note:

[General] Screen

The outline information and basic settings are displayed for the job.



Information displayed / Settings

1) Name*1

Displays the name of the job.

2) Type

Displays the type of job.

The types of jobs that can be used are as follows: PostScript(PS), PDF, TIFF, Merge (merged jobs), Copy (scanned jobs)

3) Status

Displays the processing state of the job.

Displays information on the job source (the name or IP address of the computer).

5) Owner*1

Displays the owner name of the job.

Source

Displays information on the port through which the job has been received.

7) **Pages**

Displays the number of pages of the job.

Print pages*1

Specifies the pages to print.

Copy count*1

Specifies the number of copies to print.

10) Pages to print

Displays the total number of pages of the job (the number of pages of the original x the number of copies).

11) Prechecking*1*2

Displays the data precheck (data quality check before output) setting.

Clicking the [Restart prechecking...] button performs the data precheck processing. @p.67

· When selecting a job scanned in the printer scan mode from the job list of Archive jobs, the resolution, original image and scan density at scanning will be displayed.

^{*1} If you have the authority, the settings can be changed.

^{*2} This is displayed when the Hold job is selected.

[Layout] Screen

Configures the imposition method and enlargement / reduction ratio for printing.



Settings

1) Imposition

Selects the type of imposition.

2) Duplex layout

Select the binding position when performing duplex printing.

3) Print side

Specifies the print side when the binding position is selected in [Duplex layout].

4) Imposition direction

Specifies for the arrangement sequence of output pages.

5) N-Up

If **[N-Up]** is selected at **[Imposition]**, set the arrangement of pages and the number of pages per sheet for imposition.

6) Page size*

Displays the size of the original.

7) Orientation*

Selects the orientation of printing the original.

8) Output size*

Selects the paper size for printing.

9) Scale to fit*

Places a checkmark in order to print the original data with its size automatically enlarged / reduced to fit the output paper size.

10) Zoom*

Specifies the enlargement / reduction ratio for printing.

11) Rotation*

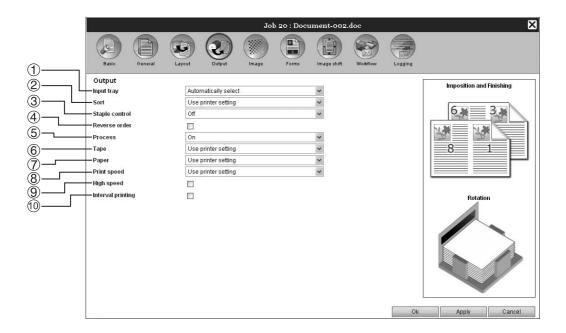
Sets the orientation of the original for printing on paper.

* If you set [Page size], [Orientation], [Output size], [Scale to fit], [Zoom] or [Rotation] on the [Basic] screen, settings are applied here.

Note

[Output] Screen

Configures the sort setting and print speed.



Settings

- 1) Input tray*1
 - Selects the tray with the paper for printing.
- 2) Sort*2

Sets sorter operations.

3) Staple control *3

Sets the stapling position.

4) Reverse order

Prints originals in reverse order.

5) Process*1

Sets the continuous mode for making a master and print-

6) Tape*4

Sets the tape insertion timing with a Job separator.

7) Paper*5

Sets the insertion timing for the interposal paper.

8) Print speed

Sets the printer print speed.

High speed*6

Prints at high speed set in the RISO printer.

10) Interval printing

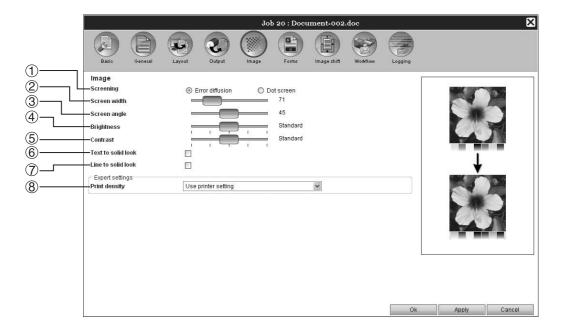
Extends the paper feed interval to prevent ink marks on the next sheet.

- *1 If you set [Input tray] or [Process] on the [Basic] screen, settings are applied here.
- *2 This function is available when a sorter (option) is installed.
- *3 This function is available when a sorter (option) with a stapler is installed.
- *4 This function is available when a Job separator is installed.
- *5 This function can be used when a Multi tray paper feeder is installed.
- *6 This function can be used only when a machine supports the High speed function.

Note:

[Image] Screen

Adjusts the screening, brightness, and contrast.



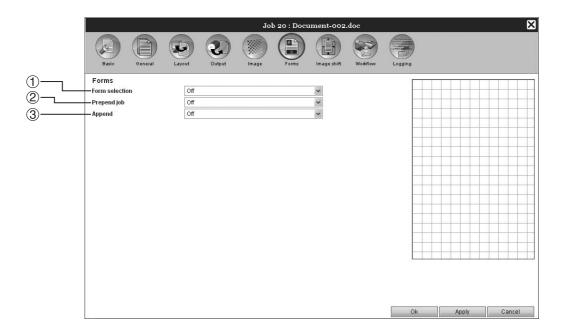
Settings

- 1) Screening Selects the method of half-tone processing.
- 2) Screen width Sets the screen width (line per inch).
- 3) Screen angle Sets the screen angle.
- 4) Brightness Adjusts the density of images.

- 5) Contrast Adjusts the contrast of images.
- 6) Text to solid look Text is given a solid look.
- 7) Line to solid look Illustrations are given a solid look.
- **Print density** Sets the print density.

[Forms] Screen

Selects a form (archived job) registered in the print controller and prints output data overlaid on a form.



Settings

- 1) Form selection
 - Selects the form (archived job) printed in the output data.
- 2) Prepend job

Selects the form (archived job) added before the output data.

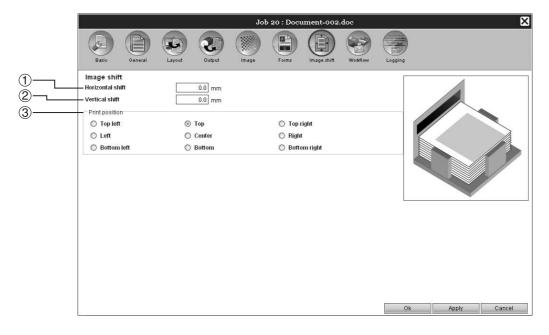
3) Append

Selects the form (archived job) added after the output data.

Note:

[Image shift] Screen

Adjusts the vertical and horizontal margins of the originals images.



Settings

1) Horizontal shift

Adjusts the print position horizontally between -254 mm (-10") and 254 mm (10").

2) Vertical shift

Adjusts the print position vertically between -254 mm (-10") and 254 mm (10").

3) Print position

Selects a standard position allocated to the original image on the paper.

Note:

[Workflow] Screen

Configures the output destination of the original data, output operation and notification method.



Settings

1) Destination

Selects whether data sent from the computer is printed onto sheets, or is stored as an archived job in the RISO Controller IS300.

- 2) Activate confidential mode after job completes
 Activates the confidential mode after printing.
- 3) Output data after initializing printer Resets the printer settings before sending the output data to the printer.

4) Job delegation*1

Distributes jobs to other IS300s that are connected on the network.

5) Job splitting*1

Splits one job into multiple jobs.

6) Send E-mail*1

Sends a job status email message to a specified email address.

7) Comment

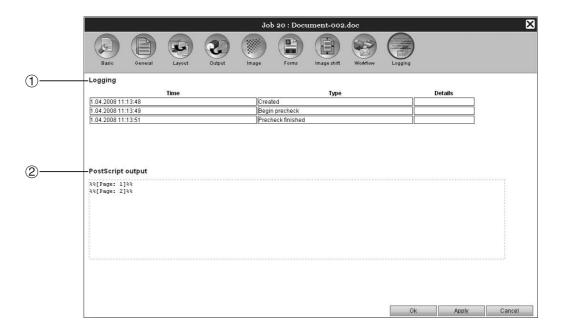
Enter comments displayed in [Job details] on the IS300.

Note:

^{*1} This setting cannot be used for copy jobs.

[Logging] Screen

Displays records of print controller processing for the selected job.



Information displayed

1) Logging

Displays the time when each processing was executed, processing conditions, and detailed information.

2) PostScript output

Displays information such as error codes that occurred during PostScript conversion.

Using RIP Data (Archived jobs)

The print controller makes it possible to create and store the ripped data (archived jobs). The following operations can be performed with that data.

- Printing
 - Stored archived jobs can be repeatedly printed from the RISO Console. Printing jobs from the archive shortens the time required for ripping.
- Feedback Downloads as image data Downloads archived data to a computer
- Merging
- · Use as forms

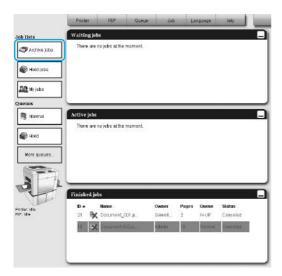
Creating Archived Jobs

In order to create archived jobs, the following methods are available.

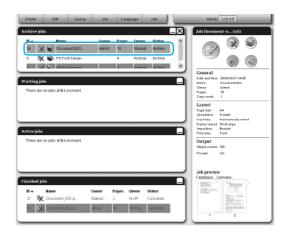
- When printing the original data from the computer, set the [Destination] to [Archive] or [Print & archive] on the [Workflow] screen of the printer driver.
 - For details, refer to the separate manual, "RISO Controller IS300 Printer Driver Guide".
- For jobs sent to the print controller, set the [Destination] to [Archive] or [Print & archive] on the [Workflow] screen of the job details settings screen. Fp.28
- By merging the existing archived jobs, create a different archived job. @p.38

Printing Archived Jobs

Click the [Archive jobs] button from the Job/Queue selection button (on the left side of the screen).



Select the job to print from the list of Archive jobs.



Click of the Job / Queue information display (on the right side of the screen).

Printing will start.



Note:

- · For changing the print settings;
 - 1) Click of the Job / Queue information display (on the right side of the screen).
 - 2) For instruction on changing settings on the Job details settings screen, see "Viewing / Editing Job Details". Fp.20
 - 3) Click of the Job / Queue information display (on the right side of the screen). Printing will start at the new settings.
 - · The job can also be printed by clicking the print icon on the job list.

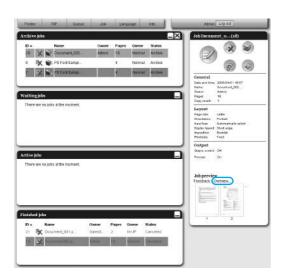


Editing Archived Jobs

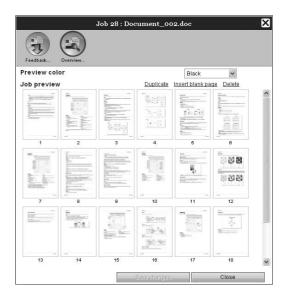
Click the [Archive jobs] button from the Job/Queue selection button (on the left side of the screen), and select the job to edit from the list of Archive jobs.

For details, see steps 1 and 2 in "Printing Archived Jobs". @p.30

Click [Overview] in the Job preview.



Thumbnails are displayed for all pages.



Note:

- The preview screen can be also displayed by moving the mouse pointer over the [Job] menu button and then clicking [Overview...] in the displayed submenu.
- · Double-clicking the page opens an enlarged image of the page in a different screen.

Edit the archived data.

The following operations are available on the preview screen.

- Moving pages \$\tilde{T}\$ p.32
- Copying pages \$\tilde{\t
- Inserting blank pages @p.33
- Deleting pages @p.34
- Selecting a preview color p.34

Note:

· Pages can be copied from multiple archived data and merged. For details, see "Merging Pages from Multiple Archived Jobs". @p.38

Save the edited archived data.

- 1) Click the [Save changes] button on the preview screen.
- 2) Enter the new job name, and click the [OK] button.

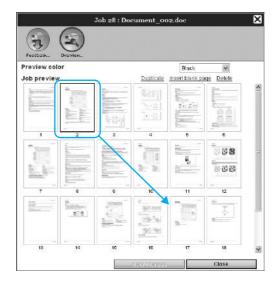
After the job is processed, it is added to the list of Archive jobs.

Note:

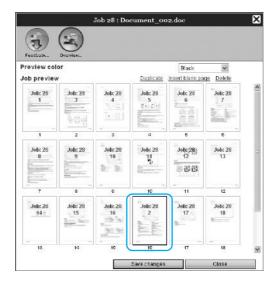
· To not save the edited archived data, click the [Close] button on the preview screen, and click the [Yes] button in the confirmation dialog box.

Moving Pages

Select the page on the preview screen of the archived job, and drag and drop the page in the location you want to move it to.

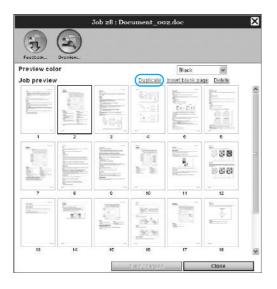


The selected page is moved to the location in front of the specified page.

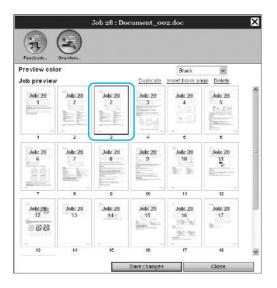


Copying Pages [Duplicate]

- Select the page to copy on the preview screen of the archived job.
- Click [Duplicate].

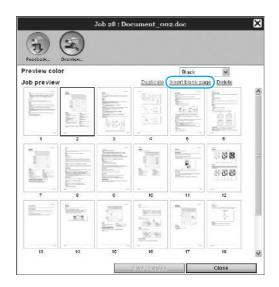


The copied page is added after the original page.

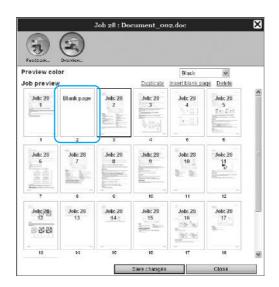


Inserting Blank Pages [Insert blank page]

- Select the location (next page) where to insert the blank page on the preview screen of the archived job.
- Click [Insert blank page].



The blank page is added in front of the selected page.

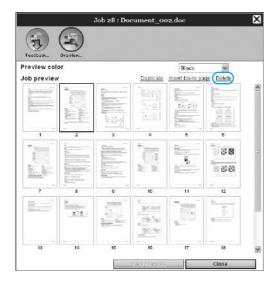


Note:

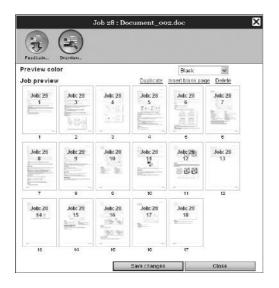
· To add a blank page as the last page, click [Insert blank page] without selecting a page.

Deleting Pages [Delete]

- Select the page to delete on the preview screen of the archived job.
- Click [Delete].

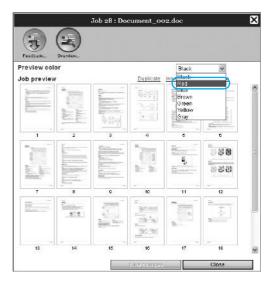


The selected page is deleted.

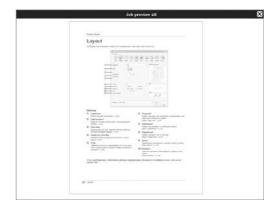


Selecting a preview color [Preview color]

Select a color (colour) from the [Preview color] pull-down menu on the preview screen of the archived job.



Double-clicking the page opens an enlarged image of the page in a different screen, and the selected color (colour) is applied as the display color (colour) of the preview.



Note:

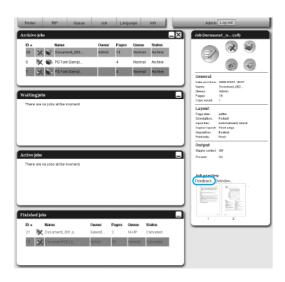
The display color (colour) of the preview can be registered by the administrator. (\$\mathscr{P}\$p.41)

Saving Archived Jobs to the Computer

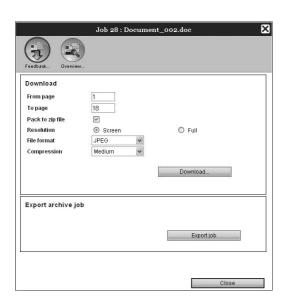
Click the [Archive jobs] button from the Job/Queue selection button (on the left side of the screen), and select the job to download from the list of Archive jobs.

For details, see steps 1 and 2 in "Printing Archived Jobs". @p.30

Click [Feedback] in the Job preview.



The feedback setting screen is displayed.



Download by either image or PDF format

Specify the data format to download, etc. on the feedback setting screen.



- [From page][To page]: Specify the page to download from the archived data.
- [Pack to zip file]: When placing a checkmark, a zip-compressed job (The extension is .zip) is saved. This cannot be set for "PDF" format.
- [Resolution]

[Screen]: Downloads the image with the resolution for screen display (75dpi).

[Full]: Downloads the image with the resolution for printing. This image can be used for checking before actual printing.

- [File format]: Select the file format to download (TIFF, PDF, PNG, or JPEG).
- [Compression]: Select the compression level (Lowest, Low, Medium, High or Highest). This cannot be set for "TIFF" format.

Note:

- · Image data can be also downloaded to the computer by moving the mouse pointer over the [Job] menu button and then clicking [Feedback...] in the displayed submenu.
- When printing data downloaded in the [Full] setting, be sure to use a RISO digital duplicators.

- Click the [Download...] button.
- Click the [Save] button.
- Specify the destination folder and file name, and click the [Save] button.

The data is saved in the specified folder.

Exporting Archived Jobs to the Computer

Click [Export job] in the feedback setting screen.



Note:

- · The archived data can be also downloaded by moving the mouse pointer over the [Job] menu button and then clicking [Export] in the displayed submenu.
- Click the [Save] button.



Specify the destination folder and file name, and click the [Save] but-

The data is saved in the specified folder.

Note:

- · The extension of the archived data is ".shae".
- The archived data exported to the computer can be imported to the print controller. For details, see "Importing a Archived Job from the Computer". @p.39

Merging Multiple Archived Jobs

Multiple archived jobs in the print controller can be selected and merged.

Selects the jobs to merge from the list of Archive jobs.

Click the arbitrary jobs and select while holding down the [Ctrl] key of the computer. (With Macintosh computers, holding down the [Alt] key.) You can also select them by specifying the range of jobs while holding down the [Shift] key.



Note:

- · Archived jobs are merged in the order of selection.
- · To cancel the selection, click the jobs to cancel while holding down the [Ctrl] key. (With Macintosh computers, holding down the [Alt] key.)
- Move the mouse pointer over the [Job] menu button and then click [Merge] in the displayed submenu.
- Enter the new job name, and click the [OK] button.

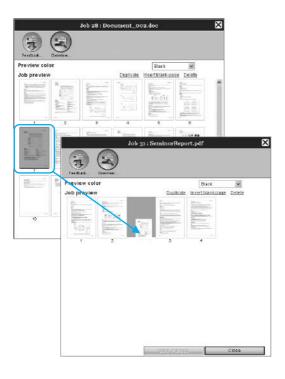
After the job is processed, it is added to the list of Archive jobs.

Merging Pages from Multiple Archived Jobs

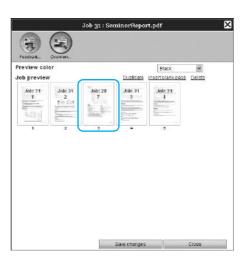
Select the job to edit from the list of Archive jobs, and display the preview screen.

For details, see "Editing Archived Jobs". @p.31

- In the same way, display the preview screen of the archived jobs to merge.
- Select the page to copy, then drag and drop the page at the merging location.



The selected page is added to the merging location (before the specified page).



Save the merged archived data.

- 1) Click the [Save changes] button on the preview screen.
- 2) Enter the new job name, and click the [OK] button.

After the job is processed, it is added to the list of Archive jobs.

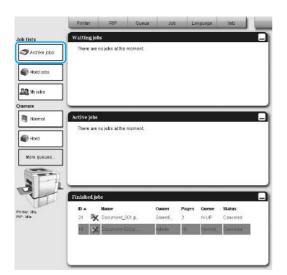
Note:

 To not save the merged archived data, click the [Close] button on the preview screen, and click the [Yes] button in the confirmation dialog box.

Importing a Archived Job from the Computer

Archived jobs saved in the computer (the extension is .shae) can be imported to the print controller. Archived jobs (extension is .shae) can be saved by exporting archived jobs or using the backup function of archived jobs. (@p.36, @p.53)

Click the [Archive jobs] button from the Job/Queue selection button (on the left side of the screen).



Click of the Job / Queue information display (on the right side of the screen).



The Import archive job screen is displayed.



Click the [Browse] button, and select the archived job.

After specifying the archived job on the file selection screen, click the [Open] button.

Click the [Import job] button.

The archived job is imported and added to the list of Archive jobs.

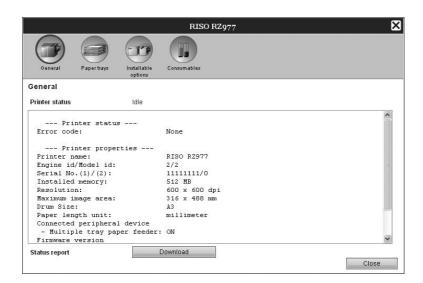
Checking Printer Status

The status screen of the printer can be displayed by moving the mouse pointer over the **[Printer]** menu button and then clicking **[Printer details...]** in the displayed submenu.

After the checking is completed, click the **[Close]** button.

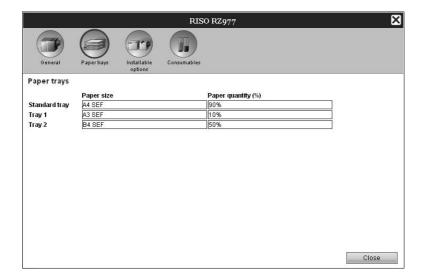
General

Clicking [General] displays information on the printer and printer status.



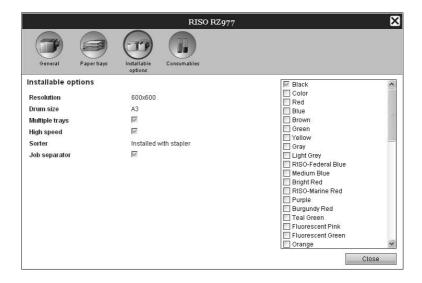
Paper trays

Clicking [Paper trays] displays the paper size and paper quantity set in the paper trays.



Installable options

Clicking [Installable options] displays information about the options connected to the printer. The ink color (colour) of the print drum (cylinder) you have can also be registered.

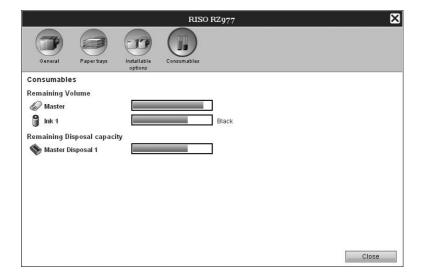


Note:

- · After registering the ink color (colour) of the print drum (cylinder) on the [Installable options] screen, [Preview color] can be selected from the preview screen of the archived job. @p.34
- The ink color (colour) of the print drum (cylinder) can be registered after logging in as the administrator.

Consumables

Clicking [Consumables] displays the remaining amount of the master and ink, and master disposal capacity of the printer.



Administrator Settings

This section describes the administrator settings of the RISO Console (the available functions for administrator).

Administrator

The administrator is a user that has the authority to change the settings of the print controller, add queues, and register general users, etc. by logging in as an administrator.

Note:

For categories of use authority (guest user / general user / administrator), see "Logging in to the Print Controller"
 p.8.

How to Log In

For login procedures for the print controller, see "Logging in to the Print Controller (General user / Administrator)" \$\mathcal{P}\$p.8.

Important!:

• In the default settings, the login ID for the administrator is set to "Admin" without a password. Be sure to set a password after the logging in as the administrator. *p.46

Available functions for administrator

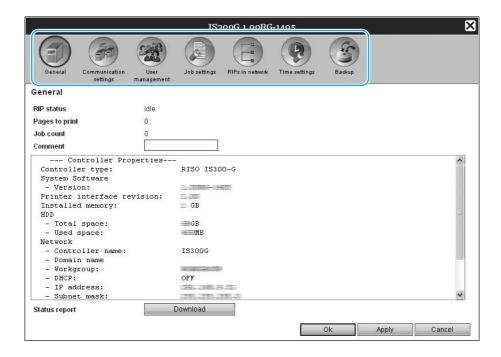
After logging in as the administrator, in addition to the available functions for general users, the following operations are enabled.

- Changing the detailed settings of the print controller p.43
 Configuring the network settings, user management, job management, date/time, etc.
- Setting how job processing is distributed over the network by the print controller p.50
- Operation of queues (Create, Edit, Delete, Stop / Resume) @p.64
- Viewing and saving the accounting (history) data @p.62
- Viewing and saving system event information @p.61
- Changing the settings of, copying, moving and viewing jobs owned by other users. @p.16, @p.17, @p.20
- Rebooting / Shutting down the print controller @p.69

Detailed Settings of the Print Controller

This section describes how to make network settings, time settings, change the login password to the administrator setting, etc for the print controller.

The detailed setting screen for the print controller can be displayed by moving the mouse pointer over the [RIP] menu button and then clicking [RIP details...] in the displayed submenu.



Clicking the icon at the top of the screen switches to the corresponding setting screen.

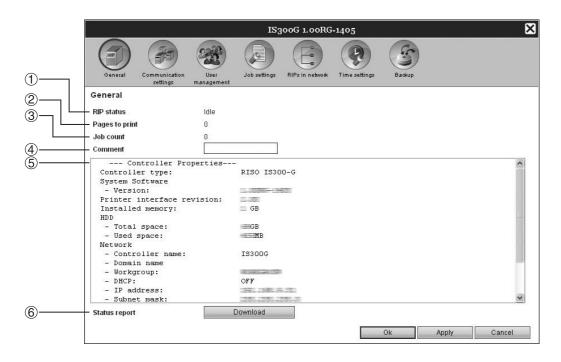
[OK]: Click to save setting changes and end editing.

[Apply]: Click to save setting changes and continue editing.

[Cancel]: Click to cancel setting changes and end editing.

General

Displays the status and detailed information of the print controller.



Displayed information

1) RIP status

Displays the current status of the print controller.

2) Pages to print

Displays the total number of pages of jobs in the Normal queue (the number of pages of each job x the number of copies).

Note:

Jobs in the Hold queue and jobs in stopped processing status are not included.

3) Job count

Displays the number of jobs in the Normal queue.

Note:

Jobs in the Hold queue and jobs in stopped processing status are not included.

entered.

Comment

The comment concerning the print controller can be entered.

5) Detailed information

Displays an outline and network settings of the print controller.

6) Status report

The detailed information of the print controller can be downloaded in text format.

Actions

· Inputting comments

When you click the input area, a comment can be entered. Up to 511 characters can be entered. Comments should be written in one line.

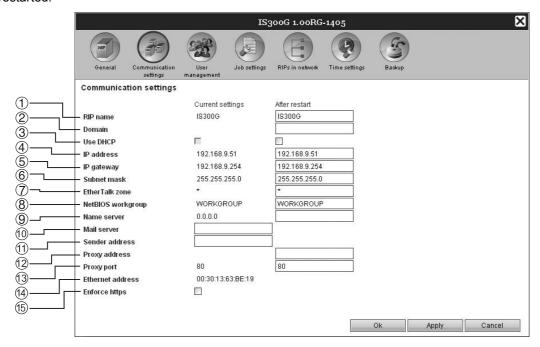
· Downloading status report

When you click the **[Download]** button and specify the destination folder and file name, the detailed information of the print controller is saved in text format.

Network settings

The current network settings of the print controller are displayed under [Current settings].

To change a setting, enter the new setting under [After restart]. The changed settings are applied after the print controller is restarted.



Settings

RIP name

Enter the print controller name using only alphanumeric characters and hyphens within 15 characters. The entered name is displayed as the printer name on the network.

Note:

- Enter an alphabetic character as the first digit in the name.
- Enter an alphabetic character or numeric character as the last digit in the name.

2) Domain

Enter the domain name of the network to which the printer is connected.

Use DHCP

Place a checkmark to use the DHCP Server to acquire IP addresses.

4) IP address

Enter the IP address being assigned to the print control-

IP gateway

Enter the gateway address of the network to which the print controller is connected.

Subnet mask

Enter the subnet mask of the network to which the print controller is connected.

Ether Talk zone

When using the printer via AppleTalk, enter the Apple-Talk zone name of the network to which the print controller is connected.

"*" indicates that the print controller is enabled for all zones.

NetBIOS workgroup

When the communications are conducted using Net-BIOS, enter the NetBIOS workgroup name.

If you are using a DNS server to connect to the network, enter the IP address of the DNS server.

10) Mail server

To use e-mail notification, enter the IP address of the mail server.

11) Sender address

To use e-mail notification, enter the e-mail address of the source

12) Proxy address

Enter the IP address of the proxy server.

13) Proxy port

Enter the port of the proxy server.

14) Ethernet address

Displays the Ethernet address of the print controller.

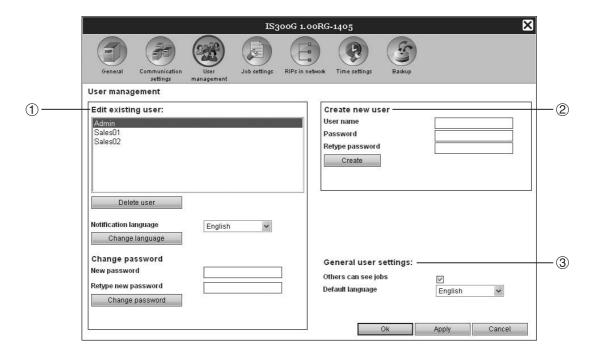
15) Enforce https

Place a checkmark to connect the print controller by https (encrypted communication) when using the RISO Console. When a checkmark is placed, the screen automatically jumps to https:// (IP address of the IS300) even if you connect to the print controller by http:// (IP address of the IS300).

When displaying the screen, a dialog box concerning security warning (authentication verification) is displayed. Click the [Yes] button to continue.

User management

Configures the settings for managing the users of the print controller.



Settings

1) Edit existing user

Registered user names are displayed in the list box. You can delete users, and change the language and passwords.

2) Create new user

Register the user by entering the user name and the password.

3) General user settings

[Others can see jobs]: Enables/Disables access to jobs of different owner.

[**Default language**]: Sets the language to be used when an unregistered user uses the notification function.

Deleting Registered Users

- 1) Select the user name to delete from the list of registered user names.
- 2) Click the [Delete user] button. The user is deleted.

Changing the Language of Notifications

- 1) Select the user name from the list of registered user names.
- 2) Select a language from the [Notification language] combo box.
- 3) Click the [Change language] button.
 Set the language to be used for the e-mail notification function sent to selected users.

Changing Passwords

- 1) Select the user name to which the password will be changed from the list of registered user names.
- 2) Enter the new password in the [New password] input area. Enter a password in 0 to 31 characters using alphanumeric characters and symbols (!"#\$%&'()*+,-./:;<=>?@[^_`{|}~).
- 3) Re-enter the new password in the [Retype new password] input area.
- Click the [Change password] button. The password is changed.

Note:

• When the entry for [New password] does not match [Retype new password], an error message is displayed. Enter the same password again.

Registering New Users

- 1) Enter the new user name in the [User name] input area. As the user name, enter the name used when logging into the network. (Refer to the names displayed as owner names in the job list)
- 2) Enter the password in the [Password] input area. Enter the password in 0 to 31 characters using alphanumeric characters and symbols (!"#\$%&'()*+,-./:;<=>?@[^ `{|}~).
- 3) Re-enter the password in the [Retype password] input area.
- 4) Click the [Create] button. The user is registered, and the user name is added to the list of registered user names on the left side of the screen.

Changing General User Settings

- When a checkmark is placed in the [Others can see jobs], access to jobs of different owners is enabled.
- From the [Default language] combo box, select the language to be used when an unregistered user uses the notification function.

Job settings

This screen is for making settings concerning job processing by the print controller.



Settings

1) Default page size

Sets the page size applied to the jobs for which a page size has not been set.

2) Generate Job Info Events

Sets whether or not to generate the detailed job information events in the Details column in [Logging] of [Job details].

3) Job auto delete

Sets the deletion method and timing for print jobs stored in the print controller.

Setting Default Page Size [Default page size]

From the [Default page size] combo box, select the page size applied to jobs for which a page size has not been set.

Note:

• Jobs for which a page size has not been set are, for example, sample pages stored in the print controller and print jobs created by printer drivers except the printer driver of this print controller.

Generate the detailed job information events [Generate Job Info Events]

When placing a checkmark, the detailed job information events can be generated in the Details column in **[Logging]** of **[Job details]**.

Note:

• When placing a checkmark, the processing speed will slowdown.

Setting the deletion method of print jobs [Job auto delete]

Set whether to delete the print jobs stored in the print controller automatically or manually.

- 1) Select [Automatically] or [Manual] in [How] of [Job auto delete]. When [Automatically] is selected, proceed to step 2. When [Manual] is selected, other settings are not required.
- 2) Select the unit of deletion timing in [When].
 - [By hours]: When the set time elapses, jobs are automatically deleted.
 - [By days]: When the set number of days elapses, jobs are automatically deleted.
 - [By amount]: When the number of stored jobs exceeds the set number, jobs are automatically deleted in chronological order with the oldest job deleted first.
- 3) Enter the reference number in the [Value] input area. The timing of automatic deletion is decided in conjunction with the unit selected in step 2.

RIPs in network

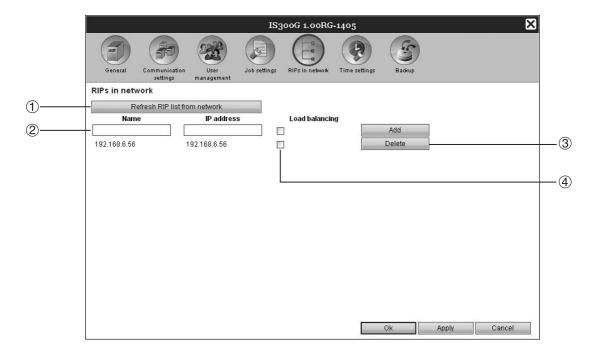
To use the job delegation, the print controllers are set for load balancing.

Job delegation

Job delegation is the load distribution function for print processing. When several print controllers of the same type are installed in the network, jobs are delegated to these print controllers for processing.

Note:

- Only the IS300 can be specified as the print controller for load balancing. Load balancing with other models or non-RISO print controllers is not possible.
- The system for load balancing can consist of one master controller and one to four client controllers. The load balancing settings are made by the master controller. No settings are required on the client controller side.



Actions

- Refresh RIP list from network
 Searches for IS300 connected to the network.
- 2) Direct input and addition of Name / IP address Adds the name and IP address of the print controller to the list by direct input.
- 3) Deletion from the controller list Deletes the print controllers from the list.
- 4) Job delegation setting (Load balancing)
 Sets whether or not the print controller in the list is used for distributed processing (for load balancing).

Searching for Print Controllers on the network [Refresh RIP list from network]

When clicking the **[Refresh RIP list from network]** button, the IS300 connected to the network is searched and the list with the latest information is updated.

Direct input and addition of Name / IP address [Name][IP address][Add]

Adds the name and IP address of the print controller to the list by direct input.

[Name]: Enter the RIP name. If DNS is not configured, enter the IP address.

[IP address]: Enter the IP address of the print controller.

[Add]: The name and IP address are added to the list.

Job delegation setting [Load balancing]

When placing a checkmark in the checkbox on the right side of Name / IP address of the print controller, the print controller can be used for load balancing (load distribution processing).

Deleting from the controller list [Delete]

When clicking the [Delete] button on the right side of Name / IP address of the print controller, the print controller is deleted from the list. Click [OK] or [Apply] to confirm the settings.

Time settings

Synchronizes the print controllers' time settings with the computer's time settings.



Displayed information

1) PC time

RIP time

Displays time settings of the computer.

Displays time settings of the print controller.

Actions

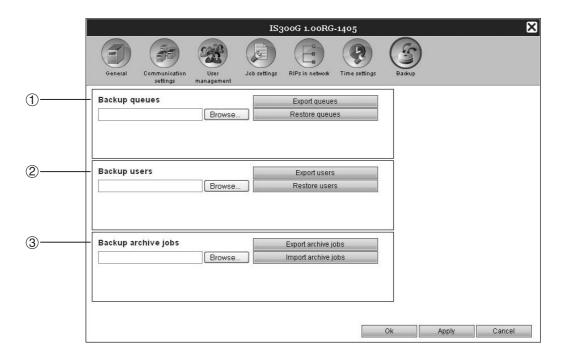
• [Synchronize]

When clicking the button, the print controller's time settings will be synchronized with the computer's time settings.

• Time zone settings are also synchronized with the settings of the computer.

Backup

This screen is for exporting various settings of the print controller to the computer and importing settings from the computer.



Settings

1) Backup queues

Settings of the queues can be exported to or imported from the computer.

2) Backup users

The login setting of users set in [User management] can be exported to or imported from the computer.

Backup of multiple archived jobs

All archived jobs saved in the print controller can be exported to or imported from the computer.

Exporting queue settings to the computer [Export queues]

Click the [Export queues] button, and enter the destination folder and file name, and then execute the save. All the queue settings currently registered in the print controller are saved. The file is saved in text format.

Importing queue settings from the computer [Restore queues]

Click the [Browse] button, and specify the queue setting file to import (in text format). Click the [Restore queues] button to import to the print controller.

Note:

- The imported queue is added to the existing queues in the print controller.
- · When the same queue name as the imported queue exists in the print controller, the existing queue will be overwritten with the information of the imported queue.

Exporting user login settings to the computer [Export users]

Click the [Export users] button, and enter the destination folder and file name, and then execute the save. All the user login settings currently registered in the print controller are saved (excluding the settings of the administrator).

The file is saved in text format.

Note:

· Passwords are saved after being encrypted.

Importing user login settings from the computer [Restore users]

Click the [Browse] button, and specify the login setting file to import (in text format). Click the [Restore users] button to import to the print controller.

Note:

· When the settings of the same user exists in the print controller, the existing settings will be overwritten with the settings imported.

Exporting multiple archived jobs to the computer [Export archive jobs]

Click the [Export archive jobs] button, and enter the destination folder and file name, and then execute the save. All archived jobs currently saved in the print controller are saved in one file. The file is saved with a .shae extension.

Note:

- · Archived jobs can be also individually saved. "Exporting Archived Jobs to the Computer" \$\tilde{F}\$p.36
- · Files can be saved up to 2 GB in size.

Importing multiple archived jobs from the computer [Import archive jobs]

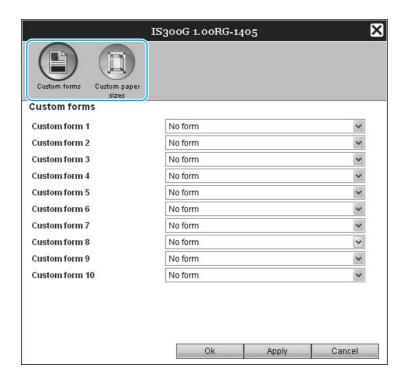
Click the [Browse] button, and specify the archived jobs file to import. (The extension is .shae.) Click the [Import archive jobs] button to import to the print controller.

Note:

• The imported archived jobs are added to the list of Archive jobs.

Customization Settings

Frequently used form data and user defined paper size can be registered in the print controller in advance. The customization setting screen can be displayed by moving the mouse pointer over the **[RIP]** menu button and then clicking **[Custom preferences...]** in the displayed submenu.



Clicking the icon at the top of the screen switches to the corresponding setting screen.

[OK]: Click to save setting changes and end editing.

[Apply]: Click to save setting changes and continue editing.

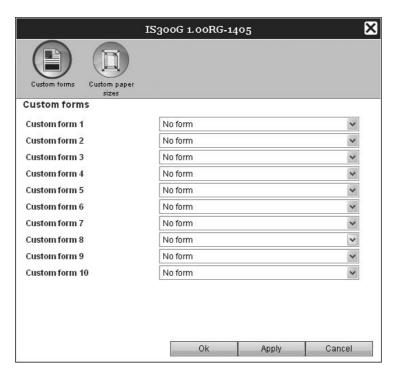
[Cancel]: Click to cancel setting changes and end editing.

Custom forms

Register the frequently used form data.

The custom forms registered here are displayed by the combo boxes - [Form selection], [Prepend job] and [Append] - on the [Forms] screen of the [Job details] menu.

"[Forms] screen" @p.26

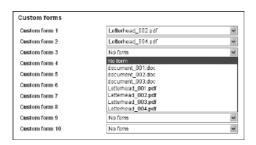


Settings

• Custom form 1 to 10 Archived jobs saved in the print controller are allocated to custom forms.

Setting up custom forms

In the combo box of the custom form you want to set, select the name of the archived job to allocate.



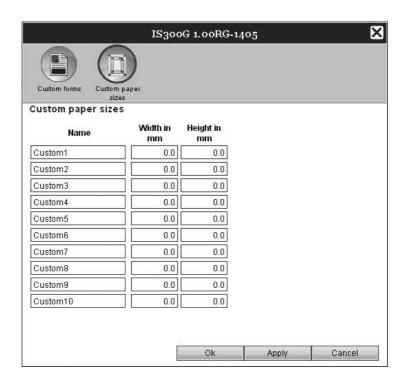
Custom paper sizes

Registers irregular paper sizes.

The paper sizes registered here are displayed in the [Output size] combo box on the [Basic] screen and [Layout] screen of the [Job details] menu.

"[Basic] screen" @p.21 "[Layout] screen" @p.23

The paper sizes are also applied to the paper settings on the printer driver side. For details, refer to the separate manual, "RISO Controller IS300 Printer Driver Guide."



Settings

Custom 1 - 10
 Registers the [Width in mm] or [Width in inch] and [Height in mm] or [Height in inch] to the paper names.

Setting custom paper sizes (user defined sizes)

Enter a numeric value (mm or inch) in the **[Width in mm]** or **[Width in inch]** box and the **[Height in mm]** or **[Height in inch]** box on the right side of the paper name.

Note:

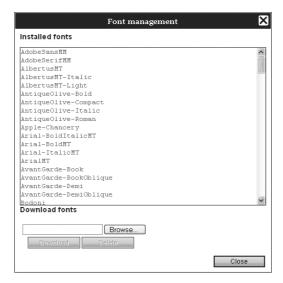
• Set the custom paper sizes within the range of paper sizes that can be used by the printer. For details, see the printer's "User's manual".

Font management

The list of fonts installed in the print controller is displayed.

Also additional fonts can be installed or deleted.

The Font management screen can be displayed by moving the mouse pointer over the [RIP] menu and then clicking [Font management...] in the displayed submenu.



Downloading fonts [Download]

Click the [Browse] button, and select fonts to download.

Click the [Download] button, and execute the download to the print controller.

- The names of downloaded fonts are added to the list of installed fonts. After the installing is completed, click the [Close] button to close the screen.
- To download multiple fonts, select multiple fonts image file compressed as zip format, and click the [Download] button.

Deleting a font [Delete]

Select the font to delete from the list of installed fonts, and click the **[Delete]** button.

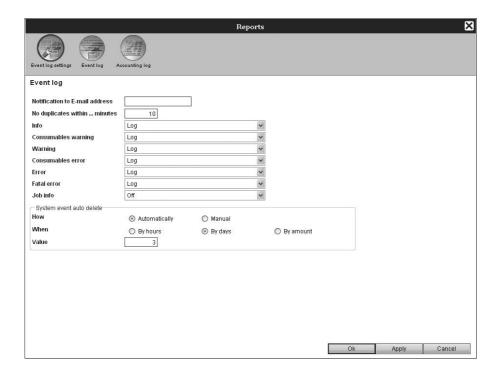
Note:

• Newly installed font names are displayed in black. Fonts displayed in gray are the fonts installed at the factory. These fonts cannot be deleted.

Reports

Print controller processing (event) information and information on the job processing are displayed. Also event settings can be set.

The report screen can be displayed by moving the mouse pointer over the [RIP] menu and then clicking [Reports...] in the displayed submenu.



Clicking the icon at the top of the screen switches to the corresponding setting screen.

[OK]: Click to save setting changes and end editing.

[Apply]: Click to save setting changes and continue editing. [Cancel]: Click to cancel setting changes and end editing.

Event log

This screen is for making settings for events that occur with the print controller.



Settings

1) Notification to E-mail address

Enter the e-mail address to notify event information of the print controller.

2) No duplicates within...minutes

Sets not to notify the same event that occurs within the set amount of time.

3) Event information notification method

(The method can be set according to the type of event.)

- Info
- Consumables warning
- Warning
- Consumables error
- Error
- Fatal error
- · Job info

4) System event auto delete

Sets the deletion method and timing for event information stored in the print controller.

Setting the Destination of E-mail Notification [Notification to E-mail address]

In the **[Notification to E-mail address]** input area, enter the e-mail address to notify event information to. When e-mail is not used for notification, entry into the input area is not required.

Preventing duplicated notification of the same event [No duplicates within...minutes]

Enter the number (minute) in the **[No duplicates within...minutes]** input area. The same event that occurs within the set amount of time is set to be not notified.

If the same event occurs repeatedly in a short period of time, such as the case that the cover of the printer is frequently opened and closed to clear paper jams, this setting prevents repeated recording of events of the same content and e-mail notification.

• The time can be entered in a range from 0 to 1,440 minutes (the default value is 10 minutes).

Setting the Notification Method of Event Information

Set the notification method according to the type of event. Select the notification method in the combo box of each item.

Type of event

[Info]: Information concerning the boot of the print controller, and the start and end of processing

[Consumables warning]: When there is little paper or ink remaining

[Warning]: When there is little space on the hard disk [Consumables error]: When there is no paper or ink left [Error]: When there is no space left on the hard disk

[Fatal error]: When a serious system failure has occurred

[Job info]: Information concerning the processing of job

· Notification method

[Off]: Does not record the event.

[Log]: Records the event.

[Log and mail]: Records the event and sends e-mail notification to the set destination e-mail address.

[Mail]: Sends e-mail notification to the set destination e-mail address.

Setting the Deletion Method of Event Log [System event auto delete]

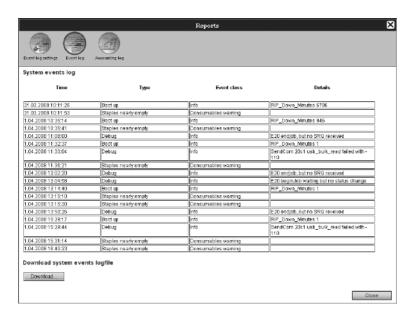
Set whether to delete event information stored in the print controller automatically or manually. When [Automatically] is selected, set the deletion timing.

- 1) Select [Automatically] or [Manual] in [How] of [System event auto delete]. When [Automatically] is selected, proceed to step 2. When [Manual] is selected, other settings are not required.
- 2) Select the unit of deletion timing in [When].
 - [By hours]: When the set time elapses, jobs are automatically deleted.
 - [By days]: When the set number of days elapses, jobs are automatically deleted.
 - [By amount]: When the number of stored event information exceeds the set number, jobs are automatically deleted in chronological order with the oldest job deleted first.
- 3) Enter the reference number in the [Value] input area.

The timing of automatic deletion is decided in conjunction with the unit selected in step 2.

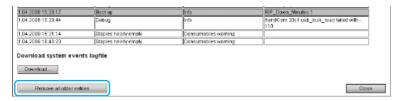
Checking the System Events Log

A history of events (various kinds of processing) that occurred in the print controller can be checked.



A list of events up until this time is displayed.

- · Displayed items: Time, Type, Event class, Details
- To save the event log, click the **[Download]** button, and specify the destination folder and file name to save. The data is saved in CSV file format.
- When you click an event in the list, the [Remove all older entries] button is displayed.

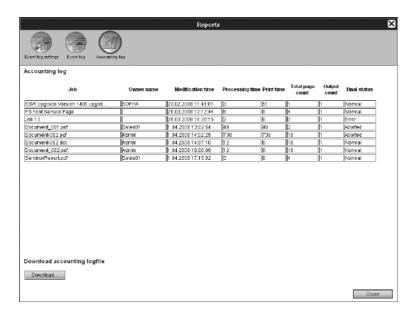


• To delete all old entries at once, click the [Remove all older entries] button to delete the event.

After the checking is completed, click the [Close] button to close the screen.

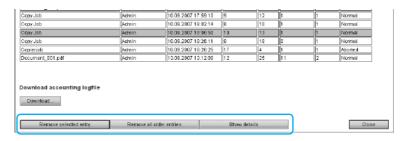
Checking Account Information

A history of job processing performed by the print controller can be checked.



A list of job processing up until this time is displayed.

- · Displayed items: Job, Owner name, Modification time, Processing time, Print time, Total page count, Output count, Final status
- When you click an entry in the list, the [Remove selected entry] button, the [Remove all older entries] button, and the [Show details] button are displayed.



[Remove selected entry]: When clicked, the selected entry is removed.

[Remove all older entries]: When clicked, all information prior to the selected entry is removed.

[Show details]: When clicked, the screen switches to the details screen of the selected job. Click the [Back to overview] button to return to the list screen.



• To save the account information, click the [Download] button, and specify the destination folder and file name to save. The data is saved in CSV file format.

After the checking is completed, click the [Close] button to close the screen.

Managing Custom Queue

The administrator can register various settings in the print controller in advance to process jobs sent from the computer as a custom queue. With the registration of frequently used print settings as a custom queue, you can print jobs with the same processing conditions without changing the settings many times, by simply specifying the registered output queue.

Note:

- The processing items that can be set for gueues are based on the setting items of the printer driver.
- · For instructions on how to specify the output queue, refer to the separate manual, "RISO Controller IS300 Printer Driver Guide".

Creating New Queues [New queue]

Move the mouse pointer over the [Queue] menu button and then click [New queue] in the displayed submenu.

The Create new queue screen is displayed.



Enter the name of the new queue in the [Queue name] input area.

> Enter a name up to 12 characters long using alphanumeric characters and symbols (-.^).

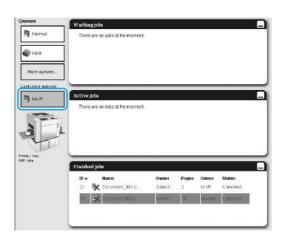
Select [Queue type].

[Print]: The job sent to this queue is printed by the printer.

[Hold]: The job sent to this queue is stored in the print controller and will not be printed until a print command is given.

Click the [Create] button.

The button of the queue name entered in step 2 is added to the Job / Queue selection buttons (on the left side of the screen).

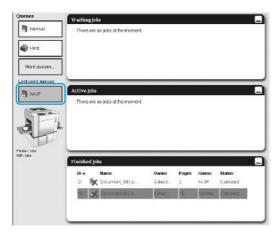


Set the processing conditions of the queue.

For processing conditions and setting method, see "Changing Detailed Settings of Queues". ₹p.66

Deleting Custom Queues [Delete queue]

Click the queue button to delete from the Job / Queue selection buttons (on the left side of the screen).



Move the mouse pointer over the [Queue] menu button and then click [Delete queue] in the displayed submenu.

Note:

- After selecting the queue button, the queue can be also deleted by clicking (of the Job / Queue information display (on the right side of the screen) in the state that the job is unselected.
- 3 Click the [Yes] button in the confirmation dialog box.

The selected custom queue is deleted.

Note:

· [Normal] and [Hold] queues cannot be deleted.

Changing Detailed Settings of Queues [Queue details...]

This section describes processing settings of newly created queues and how to change the settings of existing queues.

Note:

- · The following settings of [Normal] and [Hold] queues can be changed.
 - Normal queues: Queue code, priority, direct port, preferred PDL, prechecking setting
 - Hold queues: Queue code, prechecking setting

After selecting a queue button, click of the Job / Queue information display (on the right side of the screen) in the state that the job is unselected.

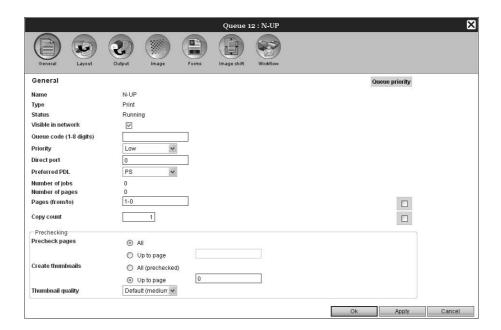
The queue details screen is displayed.

Clicking the setting group icon at the top of the screen switches the screen.

Note:

• The queue details screen can be also displayed by moving the mouse pointer over the [Queue] menu button and then clicking [Queue details...] in the displayed submenu.

Queue details screen (Edit screen)



Changing queue processing settings.

Clicking the icon at the top of the screen switches the screen.

[Queue priority]: When placing a checkmark, the settings of queue are prioritized over the settings for the printer driver.

[OK]: Click to save setting changes and end editing.

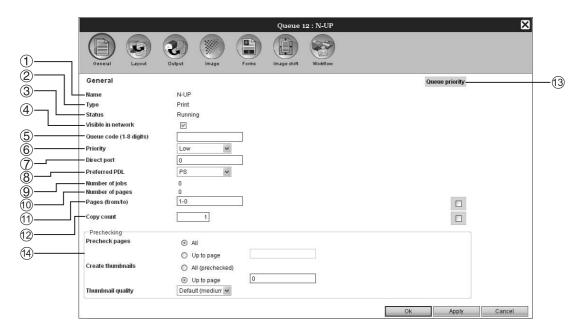
[Apply]: Click to save setting changes and continue editing. [Cancel]: Click to cancel setting changes and end editing.

The processing items that can be set for queues are the same as the setting items for jobs except **[General]**. For the settings of the **[General]** screen, see the next page onward.

For other screens, see "Viewing / Editing Job Details". *p.20

[General] screen

The outline information and basic settings of queues are displayed.



Information displayed / Settings

1) Name

Displays the name of the queue.

2) Type

Displays the type of queue (Print or Hold).

Displays the current status of the queue (whether or not it has been stopped).

Visible in network

When placing a checkmark, the queue is displayed in the

To hide the queue display on the network, remove the checkmark.

5) Queue code (1-8 digits)

Set the password of queue if necessary.

When the password is set, the job sent to the queue from the computer can be added to the queue only when the correct password has been input in [Workflow] of the printer driver. When the password is incorrect, the job is stored in the [Hold] queue.

For the print settings from the computer, refer to the separate manual, "RISO Controller IS300 Printer Driver Guide."

6) Priority*

Sets the priority (low, normal, high) of the queue.

7) Direct port*

Sets the port number (9100-9999) of the RAW port.

Preferred PDL*

Sets the page description language (PDL) to be received by the RAW port (PS).

When a job received by a port other than the RAW port, PDL is automatically detected.

*: Displayed only when the type of queue is "Print".

Number of jobs

Displays the number of jobs in the queue.

10) Number of pages

Displays the total number of pages of the jobs in the queue (the number of pages of each job x the number of copies).

11) Pages (from/to)

Specify the range of pages to be processed "From page" - "To page".

Note:

· To specify all pages, enter "1-0."

12) Copy count

Specifies the number of copies.

13) Queue priority

When placing a checkmark, the settings of queue are prioritized over the settings for the printer driver.

14) Prechecking

Sets the pre-flight (the data check before output and the creation of thumbnails).

[Precheck pages]: Specify the pages to check. Select [All] or enter the last page in [Up to page].

[Create thumbnails]: Set the thumbnails to create. Select [All (prechecked)] or enter the last page in [Up

to page] [Thumbnail quality]: Select the image quality of thumbnails from the following five levels.

Very low (fast) / Low / Default (medium) / High / Very high (slow)

Stopping Queue Processing [Stop]

Queue processing can be stopped.

Move the mouse pointer over the [Queue] menu button and then click [Stop] in the displayed submenu.

Note:

• After selecting the queue button, processing can be also stopped by clicking 🔊 of the Job / Queue information display (on the right side of the screen) in the state that the job is unselected.

Resuming Queue Processing [Start]

Processing of a queue that has been stopped can be resumed.

Move the mouse pointer over the [Queue] menu button and then click [Start] in the displayed submenu.

Note:

• After selecting the queue button, processing can be also resumed by clicking (of the Job / Queue information display (on the right side of the screen) in the state that the job is unselected.

Rebooting the Print Controller

You can reboot the print controller from the RISO Console.

- Move the mouse pointer over the [RIP] menu button and then click [RIP reboot] in the displayed submenu.
- Click the [Yes] button in the confirmation dialog box.

The print controller will reboot.

Shutting Down the Print Controller

You can shut down the print controller and turn the power off from the RISO Console.

- Move the mouse pointer over the [RIP] of menu button and then click [RIP shutdown] in the displayed submenu.
- Click the [Yes] button in the confirmation dialog box.

The print controller will shut down.

- If [Active jobs] are undergoing processing when the print controller is rebooted or shut down, the jobs are canceled and moved to the [Finished jobs] list.
 - If [Waiting jobs] are undergoing processing, job processing will be resumed the next time the print controller is stared up.
 - "Overview of the RISO Console Screen" @p.7

Using the Included Utility Software

When you execute the setup from the CD-ROM that comes with this product, the following utility software is installed.

Utility Software

♦ RISO Printer Installer

Installer for the IS300 printer driver

◆ RISO Management Tool

Utility for setting the IP address of the IS300 on the network and starting the print controller by remote control

♦ SMAP (Windows only)

Direct print utility that allows printing by the dragging and dropping files

This chapter describes the functions and how to operate the RISO Management Tool and SMAP.

Note:

- For software installation, refer to the separate manual, "RISO Controller IS300 Setup Guide".
- For information on the RISO Printer Installer, refer to the separate manual, "RISO Controller IS300 Printer Driver Guide".

Using the RISO Management Tool

The RISO Management Tool allows the user to easily search the print controller on the network, set IP addresses, and start the print controller from the computer. The RISO Console can also be easily started from the RISO Management Tool.

Note:

• When the IS300 is newly connected to a network, the network settings of the print controller can be made from the RISO Management Tool. For details, refer to the separate manual, "RISO Controller IS300 Setup Guide".

Starting the RISO Management Tool

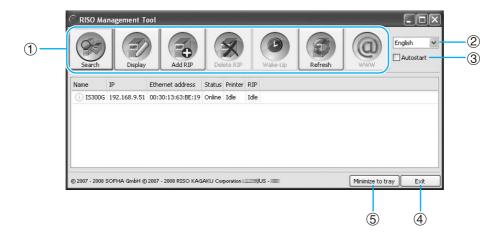
For Windows:

From the **[Start]** menu of the Windows computer, select **[All Programs]** (Windows XP / Vista / Windows 2003 Server) or **[Programs]** (Windows 2000) -> **[RISO]** -> **[RISO IS300]** -> **[RISO Management Tool]**.

For Macintosh:

Select [Applications] folder -> [RISO IS300] -> [RISO Management Tool].

Basic screen



1) Menu

When clicking, the corresponding function is executed. For details, see the next page onward.

2) Language selection

From the language selection box on the right side of the screen, select the language for messages displayed on the RISO Management Tool.

3) Autostart

When placing a checkmark, the RISO Management Tool is set to automatically start when the computer starts.

4) Exit

Exit the RISO Management Tool.

5) Minimize to tray

When clicking, the screen of the RISO Management Tool is minimized and stored in the task tray.

When clicking the RISO Management Tool icon, the basic screen is displayed.

The RISO Management Tool icon is displayed in the task tray.



When the mouse is moved over the RISO Management Tool icon, the status of all the print controllers added to the RISO Management Tool can be viewed as a popup.

Searching for Print Controllers on the Network

Click [Search] on the basic screen of the **RISO Management Tool.**



The IS300 connected to the network are displayed on the screen.



Note:

· If the computer and the print controllers are not connected to the same network segment, the print controllers will not be found. Add the printer controller to the list as explained in "Adding Print Controllers to the List". @p.73

Displaying Print Controller Settings

On the basic screen of the RISO Management Tool, select the name of a connected controller from the list.



Click [Display].

The communication settings screen of the print controller is displayed.



Adding Print Controllers to the List

When the print controller connected to the network cannot be automatically detected, the print controller can be manually added to the list.

Click [Add RIP] on the basic screen of the RISO Management Tool.

The communication settings screen is displayed.



Enter the "RIP Name" or "IP address" of the print controller to add to the list, and click the [OK] button.



Note:

· For the "RIP Name" and "IP address", confirm with your network administrator.

When the relevant print controller is detected, it is displayed in the list.



Deleting Print Controllers from the List

On the basic screen of the RISO Management Tool, select the RIP name to delete from the list.



Click [Delete RIP].

The selected RIP name is deleted from the list.

Starting Up Print Controllers

When the print controller displayed in the list of the RISO Management Tool is sleeping (the power of the connected printer has been turned off), the print controller can be started up from the computer.

On the basic screen of the RISO Management Tool, select the RIP name of the sleeping print controller from the list.

Click [Wake-Up].



The printer starts up, and the status is displayed in the list.



Displaying Latest Status

Click [Refresh] on the basic screen of the RISO Management Tool.



The latest status of the print controllers displayed in the list is displayed.

Starting Up the RISO Console

From the RISO Management Tool, the status of the printer controller can be checked and the RISO Console that manages jobs and queues can be started.

On the basic screen of the RISO Management Tool, select the target RIP name from the list and click [WWW].



The Web browser starts, and the RISO Console screen for the selected print controller is displayed.



For available functions and operation procedures of the RISO Console screen, see "RISO Console" & p.6 and "Administrator Settings". "Pp.42"

Using SMAP (Windows only)

SMAP allows the user to quickly print files by simply adding the file to SMAP without opening the application software used to create the file. The file is printed at the processing settings registered in the queue of the specified print controller.

Note:

• This software cannot be used with Macintosh computers.

Starting SMAP

From the [Start] menu of the Windows computer, select [All Programs] (Windows XP / Vista / Windows 2003 Server) or [Programs] (Windows 2000) -> [RISO] -> [RISO IS300] -> [SMAP].

The basic screen is displayed.



When quitting SMAP, click the [Quit] button.

Direct Printing by SMAP

On the basic screen of SMAP, select the print controller (printer drivers) to send the original data.



On the printer list, the printer drivers installed in your computer are displayed. When installed in the standard way, the printer driver for the IS300 is displayed in the form of "RIP name" - "Queue." (Example) IS300G-Normal

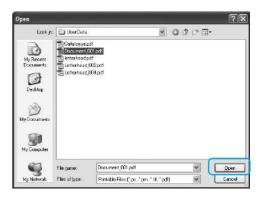
Click the [Add Files] button.



Note:

· Files can also be added by dragging and dropping them on the SMAP screen.

Select the file to print, and click the [Open] button.



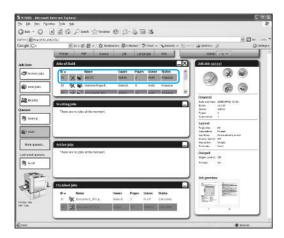
Note:

- · The file formats that can be printed are as fol-
 - PostScript, PDF file, TIFF file
- To add multiple files, repeat steps 2 and 3.
- To remove the added file, select the file to remove from the file list on the basic screen of SMAP, and click the [Remove] button.

Click the [Download] button.



The original data is sent to the specified queue of the print controller, and processing starts.



Dragging and Dropping Files on the SMAP Icon on the Desktop

With the creation of a SMAP shortcut icon on the desktop, direct printing can be executed by simply dragging and dropping files on the shortcut icon.

Drag and drop the file to print onto the SMAP icon.



The list of print controllers (printer drivers) is displayed as a popup.

Select the print controller (including the queue) to send the original data.



The original data is sent to the specified queue of the print controller, and processing starts.



This section describes displayed information and solutions for troubles while operating the print controller and the RISO Console.

Trouble	Cause and solution
The RISO Console does not start.	The "RIP Name" or "IP address" has not been correctly entered into the URL input area.
The print results are different from the settings in the printer driver.	In the queue of the print controller through which original data has been sent, the "Queue priority" is set to "on". When you want to prioritize the settings of the printer driver, either change the processing settings of the queue (administrator setting) or select a different queue before executing the print operation.
The job you have sent cannot be canceled, deleted, or edited in the RISO Console.	The job manager has been used without logging in or was logged into with an ID that is different from the owner of the job. Log in with the correct ID.

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