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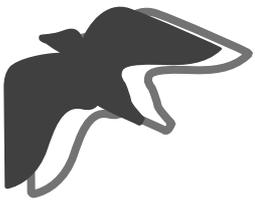
# RISO Utility Software User's Guide

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# Introduction

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The RISO Utility Software of RISO USB PRINT MANAGER and RISO COPY COUNT VIEWER explained in this manual can only be used with Riso printers.

This manual explains how to use the RISO Utility Software.

Before using this product, please read this manual. After reading this manual, keep it in handy for future reference.

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## Operating Environment

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The following computer operating environment is required to run the RISO USB PRINT MANAGER and RISO COPY COUNT VIEWER.

### ■ Windows

<b>Supported OS</b>	Windows® 2000 Windows® XP (32-bit) Windows Vista® (32-bit/64-bit) Windows® 7 (32-bit/64-bit) Windows® 8 (32-bit/64-bit)* Windows® 8.1 (32-bit/64-bit)* Windows® 10 (32-bit/64-bit)* Server OS not supported * Only compatible with desktop app
<b>Supported languages</b>	English
<b>Memory</b>	Windows 2000/Windows XP ..... 128 MB or more Windows Vista ..... 512 MB or more Windows 7/Windows 8/Windows 8.1 ..... 1 GB or more Windows 10 ..... 1 GB or more
<b>Hard disk</b>	10 MB or more free space
<b>Display</b>	800 × 600 or higher resolution, High Color or better

# Contents

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# ■ About RISO Utility Software

The RISO Utility Software CD-ROM contains two types of software.

## **RISO USB PRINT MANAGER**

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This application manages information for original data\* stored in USB Flash Drive on a computer. It makes it possible to view detailed information on original data and previews, move and clear data between folders, change job names and folder names, etc.

\* “Original data stored in USB Flash Drive” refers to the following.

- Data output by the Printer Driver for USB Flash Drive
- Data scanned in the printer’s scan mode and stored on USB Flash Drive
- Data moved from Storage Memory to USB Flash Drive

The data format is RISORINC (extension: prn). A RISORINC-format file is for printing on Riso printers and cannot be manipulated on computers.

For instructions on how to output the data from your PC to USB Flash Drive, refer to the separate manual, “RISO Printer Driver User’s Guide”.

For instructions on how to store scanned-data to USB Flash Drive, or how to move data from Storage Memory to USB Flash Drive, refer to the separate manual, “Printer User’s Guide”.

## **RISO COPY COUNT VIEWER**

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This application manages the counter data output to USB Flash Drive or output by e-mail transmission, on a computer using the ID Counter Report function of the printer. It makes it possible to count usage by group or by user, change display items, output results for usage status to CSV files, etc.

For instructions on how to output the counter data using the ID Counter Report function of the printer, refer to the separate manual, “Printer User’s Guide”.

# ■ Installation

## For Windows 2000/XP

Operations explained in this section are the same for Windows 2000 and Windows XP.

### IMPORTANT!

- To install the RISO Utility Software, it is necessary to log into Windows through an account (Administrator, etc.) authorized to make changes to system settings.

1

Insert the [RISO Utility Software CD-ROM] into the CD-ROM drive.

2

Open the [Windows] folder and double-click the [setup (.exe)] file on the CD-ROM.

The installer starts.

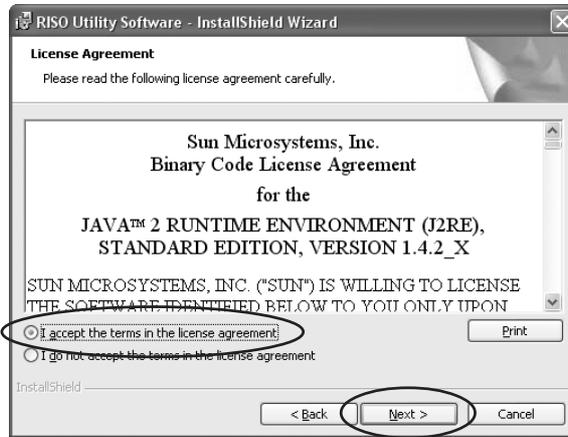
**NOTE** If you logged on through an account unauthorized to make changes to system settings, the installer quits. Log on again, this time as an Administrator, to install the software.

3

Click [Next].



- 4** Read the License Agreement (Binary Code License) and select [I accept the terms in the license agreement], and click [Next].

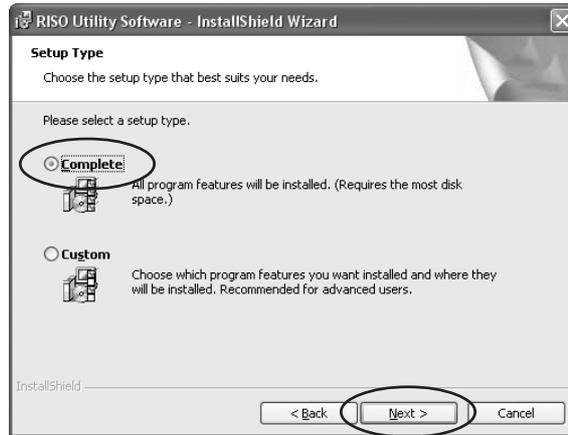


- 5** Read the License Agreement (End User License) and select [I accept the terms in the license agreement], and click [Next].



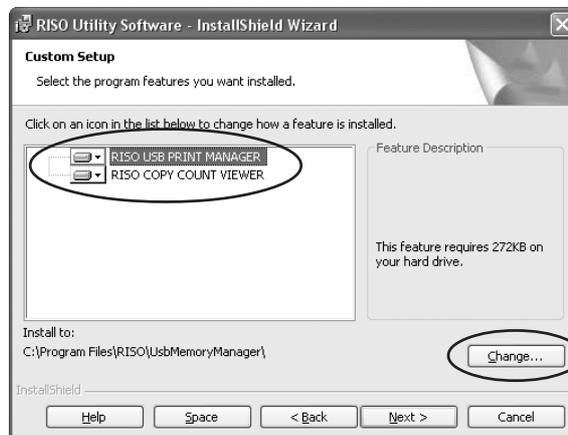
# 6

## Select [Complete] and click [Next].

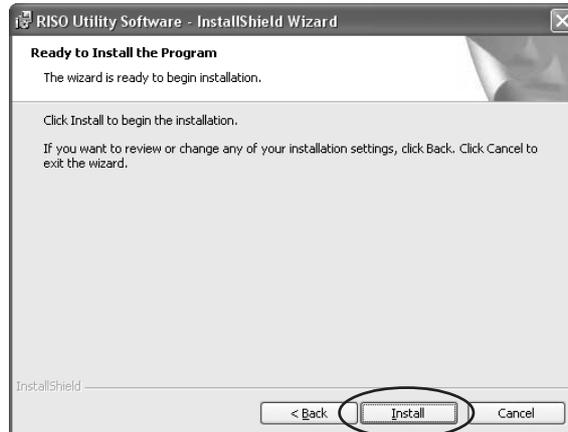


- NOTE**
- By selecting [Complete], both the RISO USB PRINT MANAGER and RISO COPY COUNT VIEWER will be installed.
  - To select specific applications to install or to change the folder where to install the software, select [Custom] and click [Next].

- ① To select specific applications to install, click the application's icon in the list.
- ② To change the folder where to install the software, click [Change...] and search for the folder where to install the software.
- ③ Click [Next].



## 7 Click [Install].



Installation begins.

When installation is complete, the [Readme] window is displayed. This window contains precautions on using the software, therefore read it carefully.

## 8 Click [Finish].



## 9 Remove the [RISO Utility Software CD-ROM] from your computer.

### **IMPORTANT!**

Keep the CD-ROM in a safe handy place.

# For Windows Vista/Windows 7/Windows 8/Windows 8.1/ Windows 10

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## IMPORTANT!

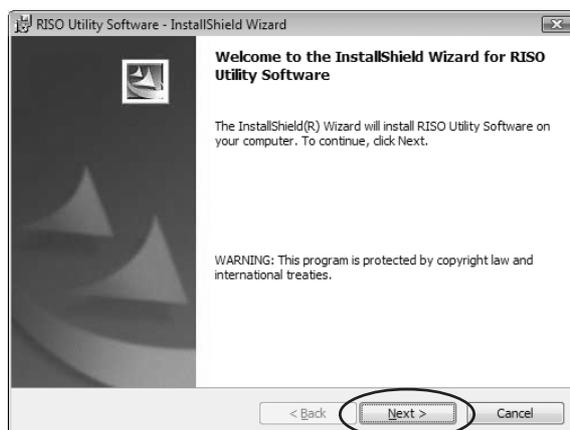
- To install the RISO Utility Software, it is necessary to log into Windows through an account (Administrator, etc.) authorized to make changes to system settings.

- 1** Insert the [RISO Utility Software CD-ROM] into the CD-ROM drive.
- 2** Open the [Windows] folder and double-click the [setup (.exe)] file on the CD-ROM.

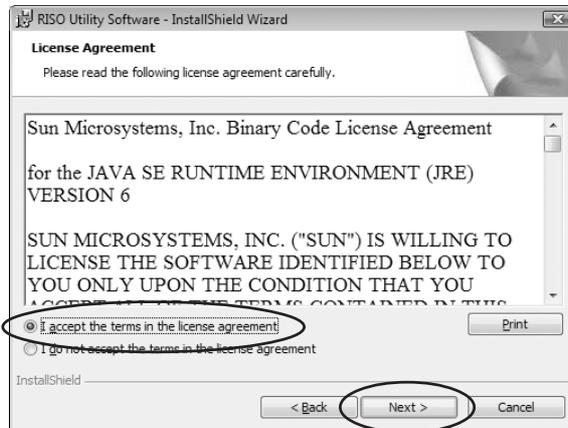
The installer starts.

- NOTE** • When the [User Account Control] dialog box is displayed, click [Yes] or [Allow] (for Windows Vista).
- If you logged on through an account unauthorized to make changes to system settings, enter the password of the Administrator's account and click [Yes] or [OK] (for Windows Vista).

- 3** Click [Next].



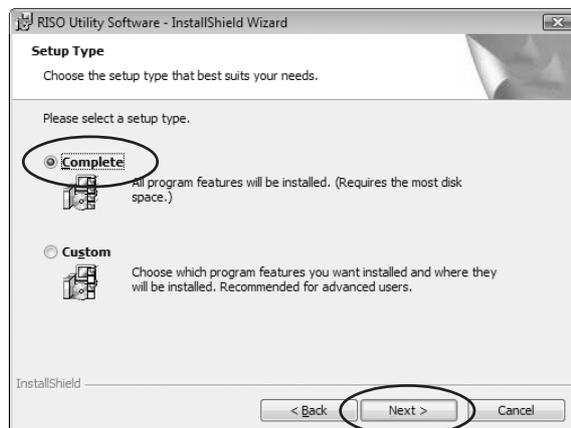
- 4** Read the License Agreement (Binary Code License) and select [I accept the terms in the license agreement], and click [Next].



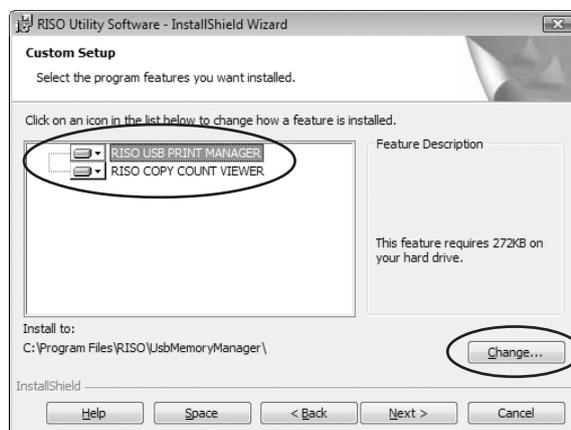
- 5** Read the License Agreement (End User License) and select [I accept the terms in the license agreement], and click [Next].



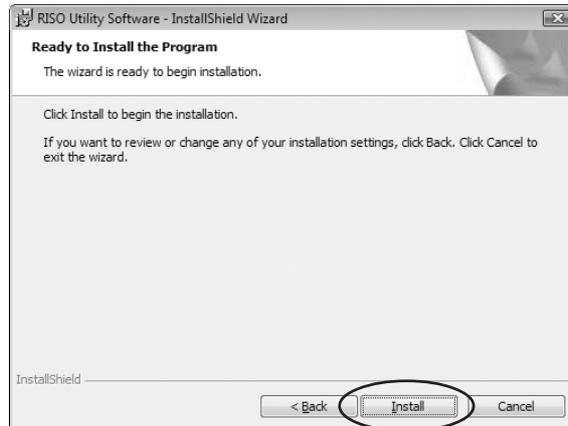
## 6 Select [Complete] and click [Next].



- NOTE**
- By selecting [Complete], both the RISO USB PRINT MANAGER and RISO COPY COUNT VIEWER will be installed.
  - To select specific applications to install or to change the folder where to install the software, select [Custom] and click [Next].
- ① To select specific applications to install, click the application's icon in the list.
  - ② To change the folder where to install the software, click [Change...] and search for the folder where to install the software.
  - ③ Click [Next].



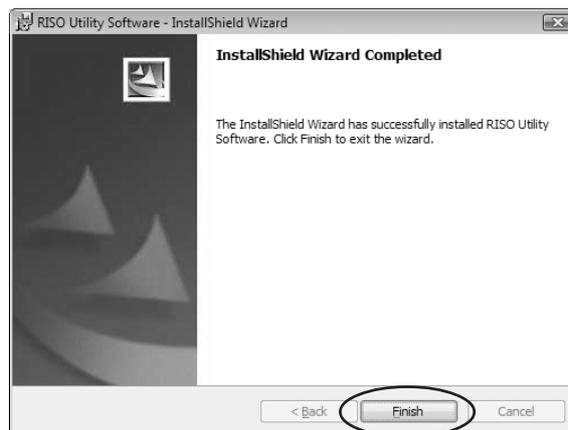
## 7 Click [Install].



Installation begins.

When installation is complete, the [Readme] window is displayed. This window contains precautions on using the software, therefore read it carefully.

## 8 Click [Finish].



## 9 Remove the [RISO Utility Software CD-ROM] from your computer.

### **IMPORTANT!**

Keep the CD-ROM in a safe handy place.

# ■ RISO USB PRINT MANAGER

This application reads and manages original data output to USB Flash Drive from the computer or the printer.

For instructions on how to store original data from a computer to USB Flash Drive, refer to the separate manual, “RISO Printer Driver User’s Guide”. For instructions on how to store original data from a printer to USB Flash Drive, refer to the separate manual, “Printer User’s Guide”.

## IMPORTANT!

- If the [RISO] folder on the USB Flash Drive is directly operated from Explorer, the printer will no longer detect it. Therefore, always use the RISO USB PRINT MANAGER to operate the folder.
- Do not connect or disconnect USB Flash Drive while the RISO USB PRINT MANAGER is starting up. Data can be damaged.

## Startup (Drive Selection)

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**1**

**Connect the USB Flash Drive containing the original data to the computer.**

**2**

**Start up the RISO USB PRINT MANAGER .**

**For Windows 2000/Windows XP/Windows Vista/Windows 7:**

Click [Start] – [All Programs] – [RISO] – [RISO USB PRINT MANAGER].

**For Windows 8/Windows 8.1:**

Open the “Apps” screen and click [RISO USB PRINT MANAGER] in the “RISO” group.

**For Windows 10:**

Click [Start] – [All apps] – [RISO] – [RISO USB PRINT MANAGER].

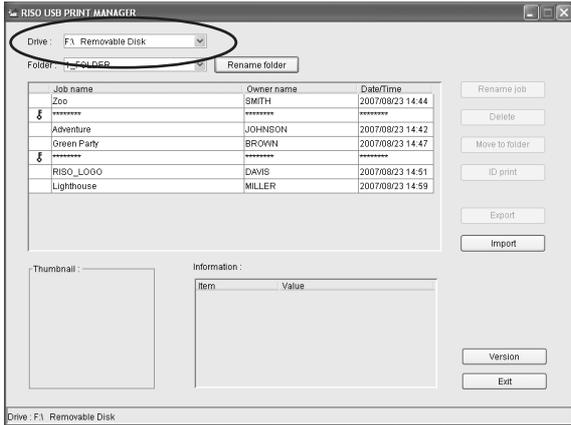
**3** Select the drive where the USB Flash Drive is connected from the [Drive] drop-down list.

If original data is stored in the USB Flash Drive, a list is displayed.

**IMPORTANT!**

Do not select other drives than the one with the USB Flash Drive.

**NOTE** The drive where the USB Flash Drive is connected will be indicated as “Removable Disk”.



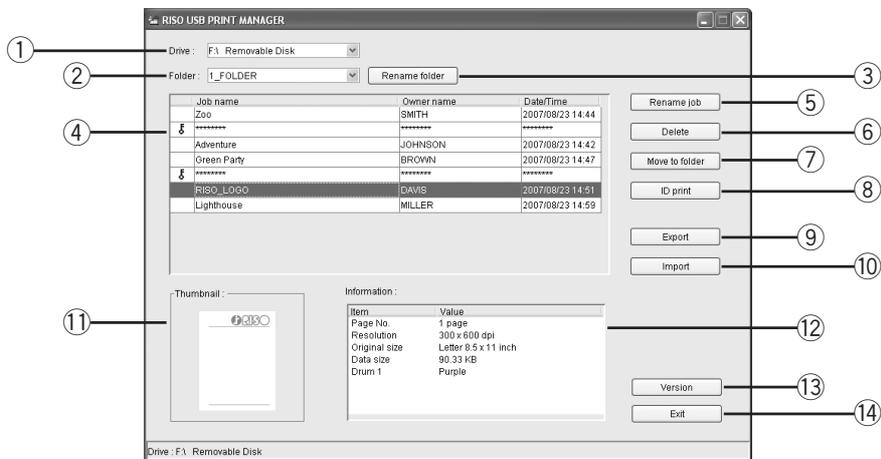
**■ If the selected USB Flash Drive does not contain the folder with original data**

The [Create USB print folder] dialog box is displayed.

To create a folder on the selected USB Flash Drive for storing original data, click [Yes].



# Operating Window



- ① Drive
- ② Folder
- ③ Rename folder
- ④ Data list
  - Job name
  - Owner name
  - Date/Time
- ⑤ Rename job
- ⑥ Delete
- ⑦ Move to folder
- ⑧ ID print
- ⑨ Export
- ⑩ Import
- ⑪ Thumbnail
- ⑫ Information
  - Item
  - Value
- ⑬ Version
- ⑭ Exit

# Functions

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## ① Drive

Select the drive that contains the original data to view.

### IMPORTANT!

Do not select other drives than the one with the USB Flash Drive.

## ② Folder

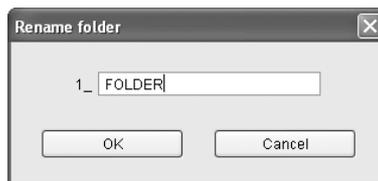
Select the folder that contains the original data to display as a list.

There are 7 folders to select from: [1\_FOLDER] ~ [6\_FOLDER] (default) and [Auto process].

## ③ Rename folder

Rename the folder for storing original data.

Select a folder to rename from the [Folder] drop-down list and click [Rename folder]. The [Rename folder] dialog box is displayed.



Enter the new folder name into the text box and click [OK].

- NOTE**
- Folder names can be up to 16 characters long.
  - The [Auto process] folder cannot be renamed.

## ④ Data list

Displays file information for original data.

**Job name** : Displays the original data name.

**Owner name** : Displays the owner name of the original data.

**Date/Time** : Displays the date and time that the original data was created.

- NOTE** A key icon appears on the left side of the cells and file information appears as a series of asterisks if the original data is specified as the ID print.

Job name	Owner name	Date/Time
Zoo	SMITH	2007/08/23 14:44
*****	*****	*****
Adventure	JOHNSON	2007/08/23 14:42
Green Party	BROWN	2007/08/23 14:47
*****	*****	*****
RISO_LOGO	DAVIS	2007/08/23 14:51
Lighthouse	MILLER	2007/08/23 14:59

## ⑤ Rename job

Use to change the job name or owner name of original data.

Select the job name or owner name to change from the data list and click [Rename job]. The [Rename job/owner] dialog box is displayed.



Enter the new name in [Job name] or [Owner name], and click [OK].

When the job name or owner name is changed, the new names appear in a blue cell.

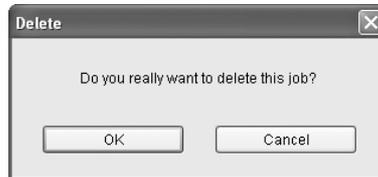
- NOTE**
- Job names input in the [Job name] text box can be up to 128 characters long.
  - Owner names input in the [Owner name] text box can be up to 20 characters long.
  - Double-clicking on job names or owner names in the data list enables names to be changed directly in the cells.

## ⑥ Delete

Use to delete original data from USB Flash Drive.

Select the original data to delete from the data list, and click [Delete].

The [Delete] dialog box is displayed.



Clicking [OK] deletes the selected original data.

## ⑦ Move to folder

Use to move original data to another folder.

Select the original data to move from the data list, and click [Move to folder]. The [Move to folder] dialog box is displayed.



Select the destination folder and click [OK]. The original data is moved to the selected folder.

**NOTE** If original data set with “ID Print job” is selected, the [Auto process] folder is not displayed. (Data set with “ID Print job” cannot be stored in the [Auto process] folder.)

## ⑧ ID print

Use to set the original data set with “Non-ID Print” as the ID print data.

Select the original data to set as the ID print from the data list, and click [ID print]. The [ID print] dialog box is displayed.



Input the user ID registered and click [OK].

The original data set with “Non-ID Print” is specified as the ID print data.

### **IMPORTANT!**

- Once the original data is specified as the ID print, it cannot be canceled. The ID No. cannot be changed, either.
- For ID No., contact the printer administrator.

**NOTE**

- When the original is set as the ID print data, the Job name, Owner name and Data/Time appear as a series of asterisks and a key icon appears on the left side of the cells.
- Thumbnails and detailed information of original data specified with “ID Print” cannot be displayed.

## ⑨ Export

Use to export original data from USB Flash Drive.

Data in USB Flash Drive can be stored on hard disk and other media as a backup.

Select the original data to export from the data list and click [Export].

The [Save As] dialog box is displayed.



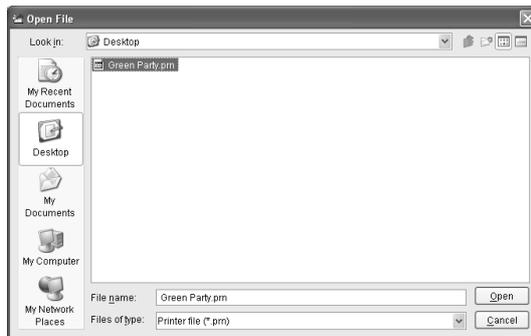
Select the export destination for the original data, enter the file name in the [File name] text box and click [Save]. The data is exported to the selected location. The exported data is saved in the RISORINC-format file (extension: prn).

**NOTE** It is not possible to select and export multiple original data at the same time. Select and export original data one at a time.

## ⑩ Import

Use to import external original data to USB Flash Drive.

Select the import destination from the [Drive] and [Folder] drop-down lists, and click [Import]. The [Open File] dialog box is displayed.



Select a RISORINC-format file (extension: prn) to import and click [Open].

The selected file is imported to the selected location.

**NOTE**

- Multiple RISORINC-format file (extension: prn) can be selected for import at a time.
- The following characters cannot be entered to the [File name] text box. Use other characters.  
¥, /, :, \*, ?, ", <, >, |  
con, aux, com1\_com9, lpt1\_lpt9, prn, nul
- The original data specified as "ID Print" cannot be imported to the [Auto process] folder.

### ⑪ Thumbnail

Displays thumbnails of original data.

If original data contains multiple pages, only the first page is displayed.

**NOTE** ▶ Thumbnail of original data specified as “ID Print” cannot be displayed.

### ⑫ Information

Displays detailed information of original data.

**Item** : Displays the page No., resolution, page size, data size and ink color (Drum 1 ~ Drum 4).

**Value** : Displays the values of the aforementioned items.

**NOTE** ▶

- Detailed information of original data specified as “ID Print” cannot be displayed.
- Ink colors are displayed only for the first page.

### ⑬ Version

Displays software version information. In case you contact your service representative due to function errors, check this version number beforehand.



### ⑭ Exit

Exits the RISO USB PRINT MANAGER.

# ■ RISO COPY COUNT VIEWER

This application enables you to manage the counter data on your computer, which is calculated by the ID Counter Report function of the printer.

The counter data should be stored in the USB Flash Drive or transmitted by e-mail.

For instructions on how to output the counter data using the ID Counter Report function of the printer, refer to the separate manual, “Printer User’s Guide”.

## Startup (Selecting Source)

---

- 1** Connect the USB Flash Drive that contains counter data to your computer or store the counter data output by e-mail transmission to an arbitrary folder.

### **IMPORTANT!**

Store the counter data output by e-mail transmission in the same folder each time. If you store them in different folders each time, you cannot count them.

- 2** Start up the RISO COPY COUNT VIEWER.

**For Windows 2000/Windows XP/Windows Vista/Windows 7:**

Click [Start] – [All Programs] – [RISO] – [RISO COPY COUNT VIEWER].

**For Windows 8/Windows 8.1:**

Open the “Apps” screen and click [RISO COPY COUNT VIEWER] in the “RISO” group.

**For Windows 10:**

Click [Start] – [All apps] – [RISO] – [RISO COPY COUNT VIEWER].

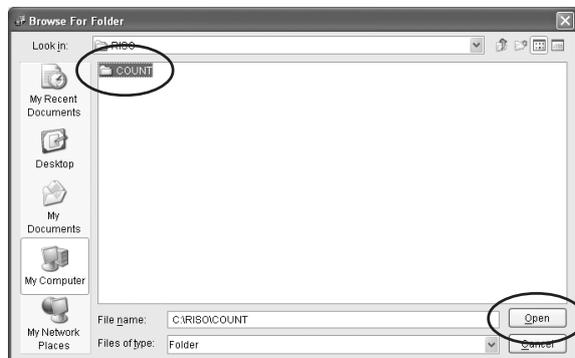
- 3** Click [Browse].

The [Browse For Folder] dialog box is displayed.

## 4 Select a folder to view.

For the USB Flash Drive, select the [RISO] folder – [COUNT] folder in the USB Flash Drive.  
 For the counter data output by e-mail transmission, select the folder where you stored that data.

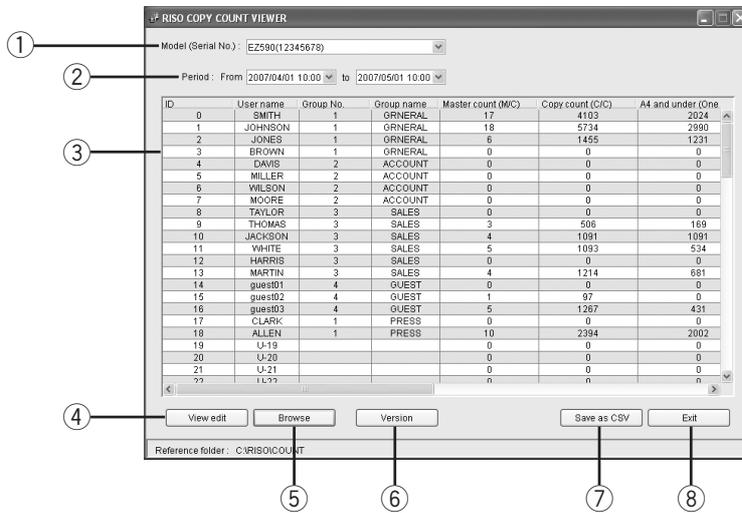
Select the folder to view from the [Look in] drop-down list and click [Open].



The counter data stored in the selected folder is read and displayed as a list.

ID	User name	Group No.	Group name	Master count (MIC)	Copy count (CIC)	At and under (One)
0	SMITH	1	GRNERAL	17	4103	2024
1	JOHNSON	1	GRNERAL	19	5734	2350
2	JONES	1	GRNERAL	6	1455	1231
3	BROWN	1	GRNERAL	0	0	0
4	DAVIS	2	ACCOUNT	0	0	0
5	MILLER	2	ACCOUNT	0	0	0
6	WILSON	2	ACCOUNT	0	0	0
7	MOORE	2	ACCOUNT	0	0	0
8	TAYLOR	3	SALES	0	0	0
9	THOMAS	3	SALES	3	506	169
10	JACKSON	3	SALES	4	1091	1091
11	WHITE	3	SALES	5	1093	534
12	HARRIS	3	SALES	0	0	0
13	MARTIN	3	SALES	4	1214	681
14	gues01	4	GUEST	0	0	0
15	gues02	4	GUEST	1	97	0
16	gues03	4	GUEST	5	1287	431
17	CLARK	1	PRESS	0	0	0
18	ALLEN	1	PRESS	10	2394	2002
19	U-19			0	0	0
20	U-20			0	0	0
21	U-21			0	0	0
??	U-??			0	0	0

# Operating Window



- ① Model (Serial No.)
- ② Period
- ③ Count results display area
- ④ View edit
- ⑤ Browse
- ⑥ Version
- ⑦ Save as CSV
- ⑧ Exit

Calculate by  
Items

# Functions

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## ① Model (Serial No.)

Select the printer model for which to count results from the drop-down list.

**NOTE** The serial No. of the printer appears in ( ) after the model name. If some printers of the same model are used, check the serial numbers.

## ② Period

Select the starting and ending dates and times for which to count results from the drop-down list.

### IMPORTANT!

You can select the date and time from those for when the counter data was output to the USB memory or by e-mail transmission. If there is only one counter data, you cannot specify the period.

## ③ Count results display area

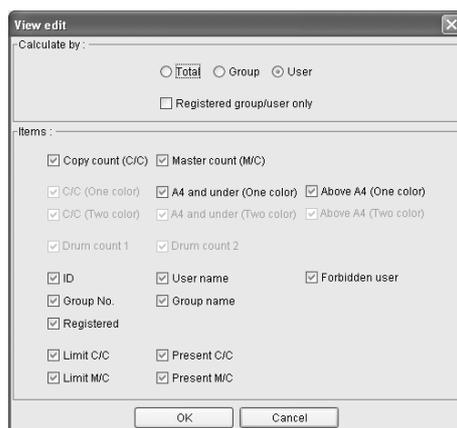
Displays the counter data of the folder currently selected for viewing.

- NOTE**
- If any of the following displayed items are changed in the count period, the data appears in pink cells.  
[ID] [User name] [Group No. ] [Group name] [Present C/C] [Limit C/C] [Present M/C] [Limit M/C] [Forbidden user] [Registered]
  - Rows can be rearranged by dragging and dropping item headers.
  - Data can be switched between ascending and descending order by clicking on the item headers.

## ④ View edit

Displays the [View edit] dialog box after clicking.

[Calculate by] and [Items] can be selected.



### [Calculate by]

Selects the count method.

**Total** : Counts the total number of copies printed.

**Groups** : Counts the number of copies printed by group.

**User** : Counts the number of copies printed by user.

**Registered group/user only** : Displays only the groups/users registered in specified period.

## [Items]

Place a checkmark next to the items to display. The available items will differ according to printer model and the selected count method.

### ■ Displayable items by printer model

- Copy count (C/C)** : Displays the total the number of copies printed.
- Master count (M/C)** : Displays the number of masters made.
- A4 and under (One color)** : Displays the number of copies in A4 and smaller sizes printed a single color.
- Above A4 (One color)** : Displays the number of copies in B4 and larger sizes printed in a single color.
- C/C (One color)\*** : Displays the number of copies printed in a single color.
- C/C (Two color)\*** : Displays the number of copies printed in two colors.
- A4 and under (Two color)\*** : Displays the number of copies in A4 and smaller sizes printed in two colors.
- Above A4 (Two color)\*** : Displays the number of copies in B4 and larger sizes printed in two colors.

\* Not displayed for the mono-color printers.

### ■ Displayable items by count method

#### ● Total

Only displayable items for the printer model can be selected.

#### ● Common information for counts by group and user

- Group No.** : Displays the group No.
- Group name** : Displays the group name.
- Registered** : Displays a “✓” in the cells of registered groups and users.

#### ● Only for counts by user

- ID** : Displays the registered ID.
- User name** : Displays the user name.
- Present C/C** : Displays the current number of copies printed.
- Limit C/C** : Displays the limit set on the number of copies that user can print.
- Present M/C** : Displays the current number of masters made.
- Limit M/C** : Displays the limit set on the number of masters that user can make.
- Forbidden user** : A “✓” appears in the cells of users that are forbidden from using the printer.

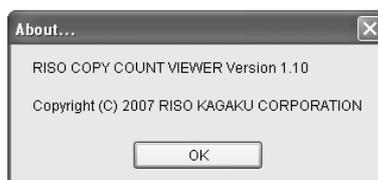
## ⑤ Browse

Use to select and change the folder that stores counter data for viewing.

When clicked, the [Browse For Folder] dialog box is displayed.

## ⑥ Version

Displays software version information. Check the software version before contacting a support center.



## ⑦ Save as CSV

Use to output count results to a CSV file (extension: csv).

CSV files can be used with spreadsheet software, etc.

Displays the count results to output and click [Save as CSV].

The [Save As] dialog box is displayed.



Select the destination for the count results, enter the file name in the [File name] text box and click [Save].

The data is output to the selected location. The count results are saved as a CSV file.

- NOTE**
- The outputted CSV files cannot be used with the RISO COPY COUNT VIEWER.
  - The following characters cannot be entered to the [File name] text box. Use other characters.  
¥, /, :, \*, ?, ", <, >, |  
con, aux, com1\_com9, lpt1\_lpt9, prn, nul

## ⑧ Exit

Exits the RISO COPY COUNT VIEWER.

# ■ Uninstallation

## IMPORTANT!

To uninstall the RISO Utility Software, it is necessary to log into Windows through an account (Administrator, etc.) authorized to make changes to system settings.

## For Windows 2000/XP

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Operations explained in this section are the same for Windows 2000 and Windows XP.

- 1** Click [Start] – [Control Panel] – [Add or Remove Programs].
- 2** Click [RISO Utility Software].
- 3** Click [Remove].  
The [Add/Remove Program] dialog box is displayed.
- 4** Click [Yes].  
Uninstallation begins.

## For Windows Vista/Windows 7/Windows 8/Windows 8.1/ Windows 10

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### **1** Open [Uninstall a program].

#### **For Windows Vista/Windows 7**

Click [Start] – [Control Panel] – [Uninstall a program].

#### **For Windows 8/Windows 8.1:**

Open the “Apps” screen and click [Control Panel] – [Uninstall a program].

#### **For Windows 10:**

Right-click on the [Start] icon and click [Control Panel] – [Control Panel] – [Uninstall a program].

### **2** Click [RISO Utility Software].

### **3** Click [Uninstall].

The [Programs and Features] dialog box is displayed.

### **4** Click [Yes].

Uninstallation begins.

- NOTE** ▶
- When the [User Account Control] dialog box is displayed, click [Yes] or [Allow] (for Windows Vista).
  - If you logged on through an account unauthorized to make changes to system settings, enter the password of the Administrator’s account and click [Yes] or [OK] (for Windows Vista).





