RISO Utility Software User's Guide

RISO

Introduction

RISO USB PRINT MANAGER and RISO COPY COUNT VIEWER explained in this manual are RISO Utility Software that 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 for future reference.

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Operating Environment

The following computer operating environment is required to run Riso USB Print Manager and Riso Copy Count Viewer.

■ Supported OS

See the supported OS of your model name. (Server OS is not supported.)

	Printer models (Series)			
	MH	MF, SF9x9, SF9EII, SF5EII	SF9x5, SF5	ME, SE, EZ
Windows 10*	✓	✓	✓	✓
Windows 8.1*	✓	✓	✓	✓
Windows 8*	N/A	N/A	✓	✓
Windows 7	N/A	✓	✓	✓
Windows Vista	N/A	N/A	✓	✓
Windows XP	N/A	N/A	N/A	✓

* Only compatible with desktop app

■ Supported language

English

■ Memory

Windows 10/Windows 8.1/Windows 8/Windows 7 : 1GB or more

Windows Vista : 512MB or more

Windows XP : 128MB or more

■ Hard disk

10 MB or more free space

■ Display

800 × 600 or higher resolution, High Color or better

Contents

■ About RISO Utility Software

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

RISO USB PRINT MANAGER

This application manages information for original data stored in a USB flash drive* on a computer. It enables you to view thumbnails and detailed information on original data, move and delete data in folders, and change job names and folder names.

* "Original data stored in a USB flash drive" refers to the following.
    • Data output by the Printer Driver for a USB flash drive
    • Data scanned in the printer's scan mode and stored on a USB flash drive
    • Data moved from Storage Memory to a USB flash drive
    The data format is RISORINC (extension: prn). The RISORINC format is used for printing on Riso printers and cannot be used on computers.

For instructions on how to output the data from your computer to a USB flash drive, refer to the separate manual, "RISO Printer Driver User's Guide".
For instructions on how to store scanned data to a USB flash drive, or how to move data from Storage Memory to a USB flash drive, refer to the separate manual, "Printer User's Guide".

RISO COPY COUNT VIEWER

This application manages the counter data output to a USB flash drive or output by e-mail, on a computer by using the ID Counter Report function of the printer. It enables you to count usage by group or by user, change display items, and output counter results to CSV files.

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 XP

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

IMPORTANT!
- **To install the RISO Utility Software, you must log into Windows through an account that is authorized to make changes to system settings (such as an Administrator).**

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.**
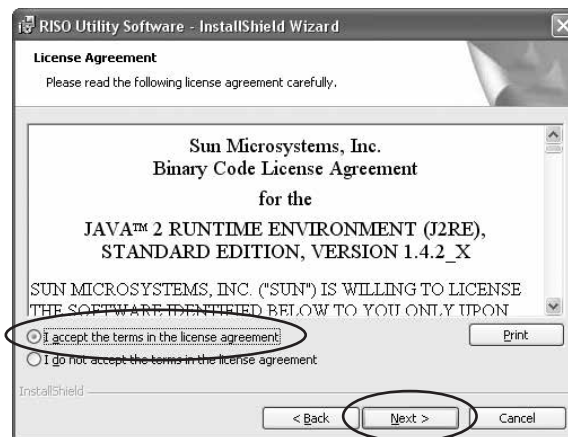
The installer starts.

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

3   **Click [Next].**

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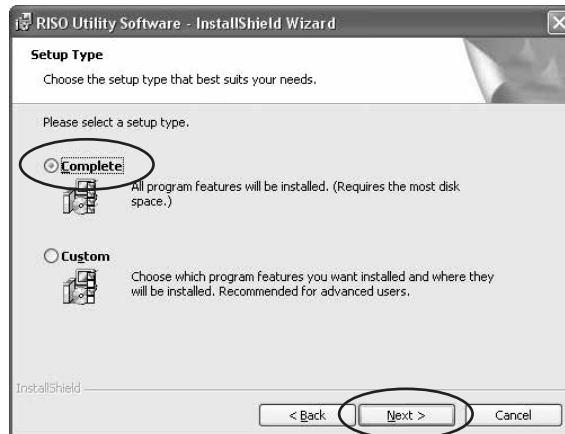

5 **Read the License Agreement (End User License), select [I accept the terms in the license agreement], and click [Next].**
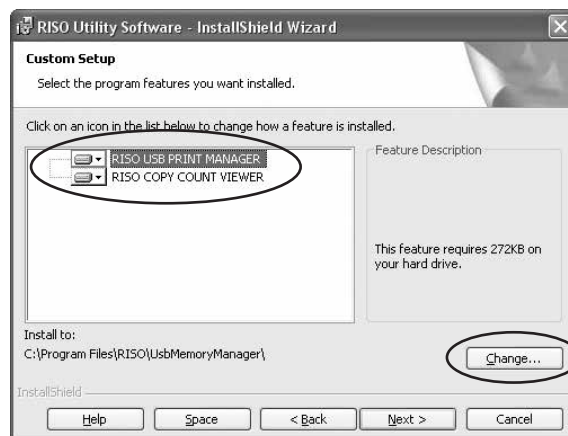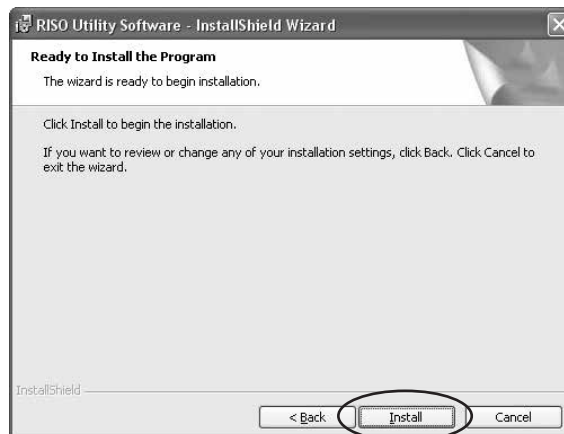
6 **Select [Complete] and click [Next].**

NOTE ▸ • By selecting [Complete], both RISO USB PRINT MANAGER and RISO COPY COUNT VIEWER will be installed.

• To select specific programs to install or to change the location of the installation folder, select [Custom] and click [ext].

① To select specific programs to install, click the program's icon in the list.

② To change the location of the installation folder, click [Change…] and search for the folder where the software will be installed.

③ Click [Next].

7 **Click [Install].**

Installation begins.

When installation is complete, the [Readme] window is displayed. Read this window carefully because it contains precautions about using the software.

8 **Click [Finish].**

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

IMPORTANT!
Keep the CD-ROM in a safe place.

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

IMPORTANT!

• **To install the RISO Utility Software, you must log into Windows through an account that is authorized to make changes to system settings (such as an Administrator).**
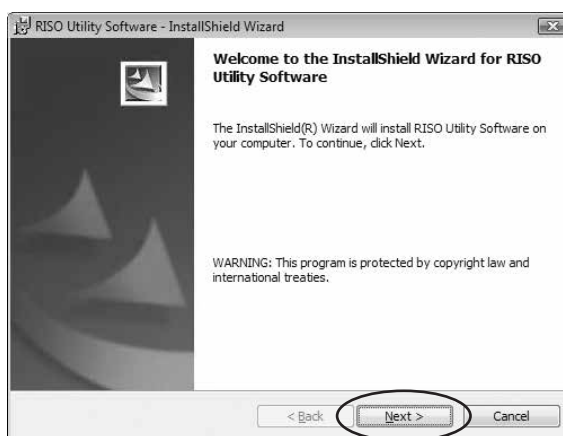
1 **Insert the [RISO Utility Software CD-ROM] into the CD-ROM drive.**

2 **Open the [Windows] folder and double-click the [setup (.exe)] file on the CD-ROM.**
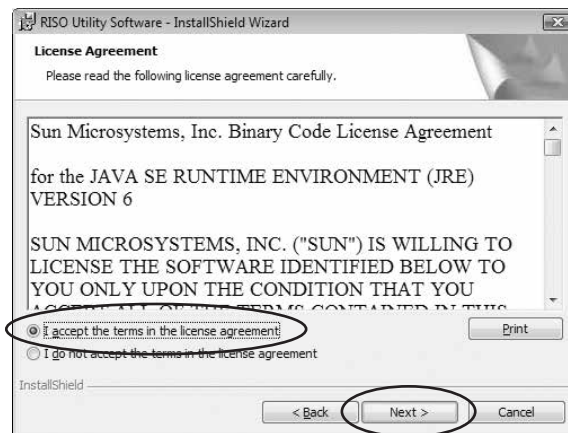
The installer starts.

NOTE • When the [User Account Control] dialog 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), select [I accept the terms in the license agreement], and click [Next].
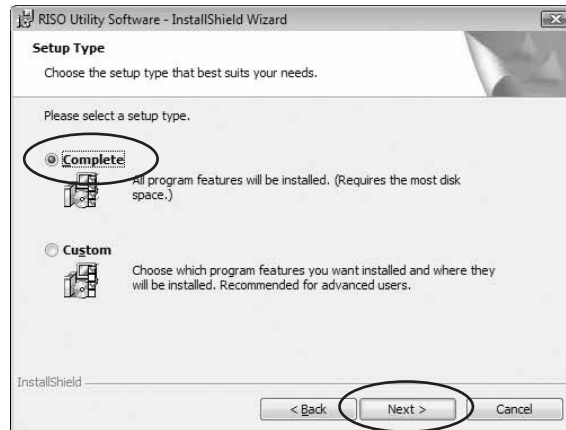

5 Read the License Agreement (End User License), select [I accept the terms in the license agreement], and click [Next].

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

NOTE
• By selecting [Complete], both RISO USB PRINT MANAGER and RISO COPY COUNT VIEWER will be installed.

• To select specific programs to install or to change the location of the installation folder, select [Custom] and click [ext].

① To select specific programs to install, click the program's icon in the list.

② To change the location of the installation folder, click [Change…] and search for the folder where the software will be installed.

③ Click [Next].

7 **Click [Install].**

Installation begins.

When installation is complete, the [Readme] window is displayed. Read this window carefully because it contains precautions about using the software.

8 **Click [Finish].**

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

IMPORTANT!
Keep the CD-ROM in a safe place.

■ RISO USB PRINT MANAGER

This application reads and manages original data that was output to a USB flash drive from the Printer Driver or the printer.

For instructions on how to store original data from a computer to a 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 a 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 recognize it. Therefore, always use RISO USB PRINT MANAGER to operate the folder.**
- **Do not connect or disconnect the USB flash drive while RISO USB PRINT MANAGER is starting. Data may become corrupted.**

Startup (Drive Selection)

1 Connect a USB flash drive that contains original data to the computer.

2 Start RISO USB PRINT MANAGER .

For 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 drives other than the USB flash drive.

NOTE The drive where the USB flash drive is connected is indicated as "Removable Disk".
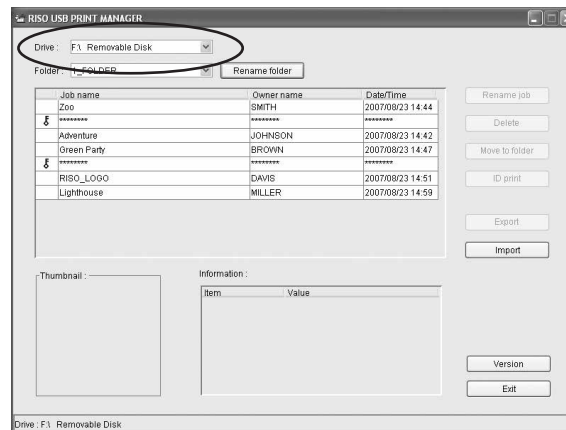
■ **If the selected USB flash drive does not contain the folder with original data**

The [Create USB print folder] dialog is displayed.

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

Operating Window
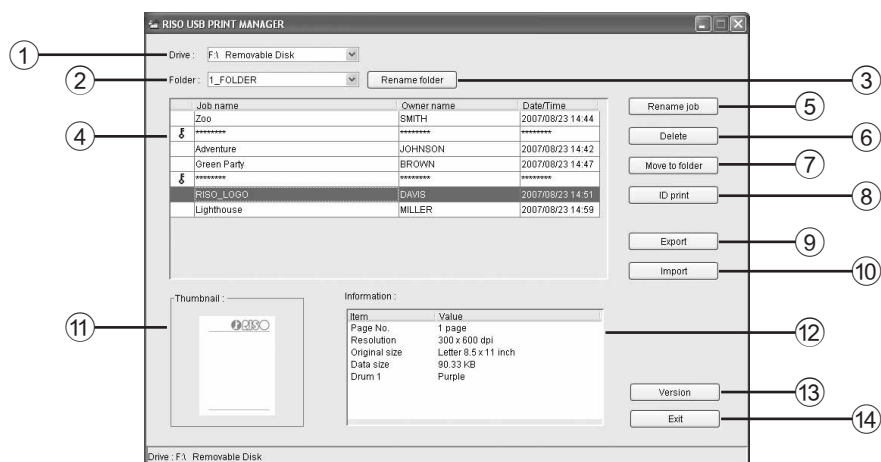
① Drive   ⑧ ID print

② Folder   ⑨ Export

③ Rename folder   ⑩ Import

④ Data list   ⑪ Thumbnail

    Job name   ⑫ Information

    Owner name   Item

    Date/Time   Value

⑤ Rename job   ⑬ Version

⑥ Delete   ⑭ Exit

⑦ Move to folder

Functions

① Drive

Select the drive that contains original data.

IMPORTANT!

Do not select drives other than the USB flash drive.

② Folder

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

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

③ Rename folder

Rename a folder for storing original data.

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

Enter a 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 name of the original data.

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

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

NOTE For original data specified as ID print, a key icon is displayed in the first column and the file information is displayed as a series of asterisks.

	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

Change the job name or owner name of original data.

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

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

When a job name or owner name is changed, the data is displayed in a blue cell.

NOTE
- Job names entered in the [Job name] text box can be up to 128 characters long.
- Owner names entered in the [Owner name] text box can be up to 20 characters long.
- You can also change names directly in the cells by double-clicking job names or owner names in the data list.

⑥ Delete

Delete original data from a USB flash drive.

Select original data from the data list, and click [Delete].
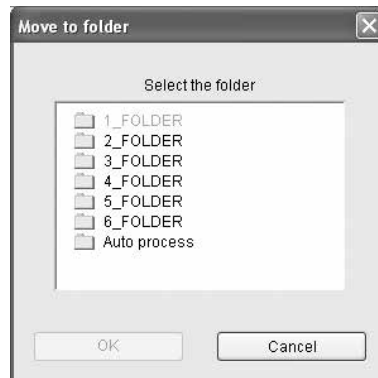
The [Delete] dialog is displayed.
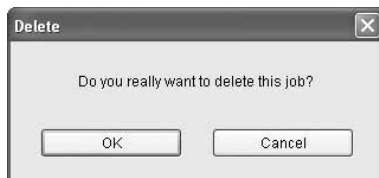
Clicking [OK] deletes the selected original data.

⑦ Move to folder

Move original data to another folder.

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

Set "non-ID Print" original data as ID print data.

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

Enter a registered user ID and click [OK].

The "non-ID Print" original data is specified as ID print data.

IMPORTANT!
- **Once original data is specified as ID print, it cannot be canceled. The ID number also cannot be changed.**
- **For more about ID numbers, contact the printer administrator.**

NOTE • When an original is set as ID print data, the Job name, Owner name, and Data/Time is displayed as a series of asterisks, and a key icon is displayed in the first column.

　　• Thumbnails and detailed information of original data specified as "ID Print" cannot be displayed.

⑨ Export

Export original data from a USB flash drive.

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

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

The [Save As] dialog 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 as a RISORINC-format file (extension: prn).

NOTE You cannot select and export multiple original data at the same time. Select and export original data one at a time.

⑩ Import

Import external original data to a USB flash drive.

Select the import destination from the [Drive] and [Folder] drop-down lists, and click [Import]. The [Open File] dialog is displayed.
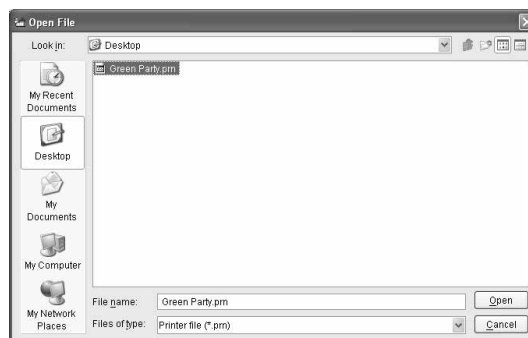
Select a RISORINC-format files (extension: prn) to import and click [Open].

The selected file is imported to the selected location.

NOTE • Multiple RISORINC-format files (extension: prn) can be selected at a time for import.

• The following characters cannot be entered in the [File name] text box. Use other characters.

¥, /, :, *, ?, ", <, >, |

con, aux, com1 - com9, lpt1 - lpt9, prn, nul

• 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 ▶ Thumbnails of original data specified as "ID Print" cannot be displayed.

⑫ **Information**

Displays detailed information of original data.

Item : Displays the number of pages, resolution, page size, data size and ink color (Drum 1 to 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. Check this version number before contacting your service representative due to functional errors.

About...

RISO USB PRINT MANAGER Version 1.10

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OK

⑭ **Exit**

Exits 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 a 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 to an arbitrary folder.**

IMPORTANT!
Store the counter data output by e-mail in the same folder each time. If you store them in different folders, they cannot be counted.

2 **Start RISO COPY COUNT VIEWER.**

For 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].**

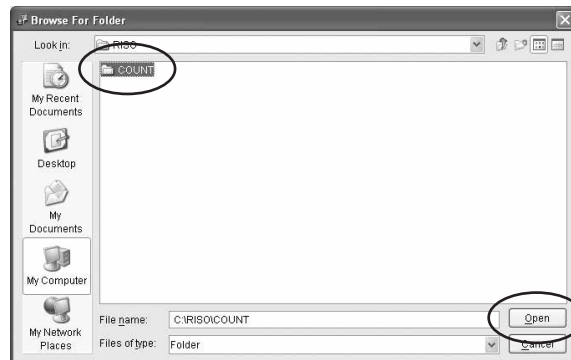The [Browse For Folder] dialog is displayed.

4 **Select a folder to view.**

For a USB flash drive, select the [RISO] folder – [COUNT] folder in the USB flash drive.
For counter data output by e-mail, select the folder where you stored the data.

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

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

Operating Window

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

Functions

① **Model (Serial No.)**

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

NOTE The serial number of the printer appears in ( ) after the model name. If multiple printers of the same model are used, check the serial numbers.

② **Period**

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

IMPORTANT!

You can select a date and time from when counter data was output to a USB flash drive or by e-mail. 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 is displayed 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]

• You can rearrange columns by dragging and dropping item headers.

• You can sort data in ascending or descending order by clicking on the item headers.

④ **View edit**

Displays the [View edit] dialog if clicked.

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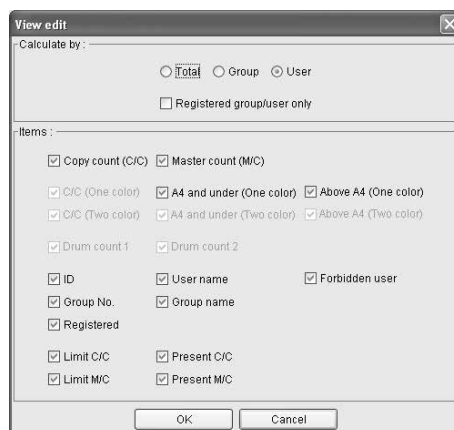
[Calculate by]

Selects the count method.

Total	: Counts the total number of copies printed.
Group	: Counts the number of copies printed by group.
User	: Counts the number of copies printed by user.
Registered group/user only	: Displays only registered groups or users.

[Items]

Select items to display. The available items vary according to printer model and the selected count method.

■ **Displayable items by printer model**

Copy count (C/C) : Displays the total number of copies printed.

Master count (M/C) : Displays the number of masters made.

A4 and under (One color) : Displays the number of copies printed in size A4 or smaller and in a single color.

Above A4 (One color) : Displays the number of copies printed in size B4 or larger and 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 printed in size A4 or smaller and in a two colors.

Above A4 (Two color)* : Displays the number of copies printed in size B4 or larger and in a two colors.

* Not displayed for 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 number.

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 the 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 the user can make.

Forbidden user : Displays a "✓" in the cells of users that are forbidden from using the printer.
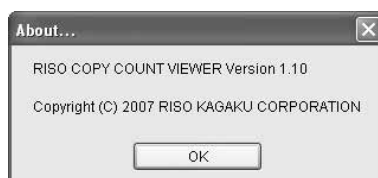
⑤ **Browse**

Select and change the folder that stores counter data for viewing.

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

⑥ **Version**

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

⑦ **Save as CSV**

Output count results as a CSV file (extension: csv).

CSV files can be used with spreadsheet software.

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

The [Save As] dialog 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 • Output CSV files cannot be used with RISO COPY COUNT VIEWER.

• The following characters cannot be entered in the [File name] text box. Use other characters.

¥, /, :, *, ?, ", <, >, |

con, aux, com1 - com9, lpt1 - lpt9, prn, nul

⑧ **Exit**

Exits Riso COPY COUNT VIEWER.

■ Uninstallation

IMPORTANT!

To uninstall the RISO Utility Software, you must log into Windows through an account that is authorized to make changes to system settings (such as an Administrator).

For Windows XP

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

1 **Click [Start] – [Control Panel] – [Add or Remove Programs].**

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

3 **Click [Remove].**

The [Add/Remove Program] dialog is displayed.

4 **Click [Yes].**

Uninstallation begins.

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

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] – [Unistall a program].
For Windows 10:
Right-click on the [Start] icon and click [Control Panel] – [Uninstall a program].

2 ## Click [RISO Utility Software].

3 ## Click [Uninstall].

The [Programs and Features] dialog is displayed.

4 ## Click [Yes].

Uninstallation begins.

> **NOTE** • When the [User Account Control] dialog 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).

RISO