

# ComColor FW Series

5230/5230R/5231/5231R/5000/5000R

Please start by reading this guide.  
It describes basic operations.

## Quick Guide

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 **CAUTION**

After reading this guide, keep it in handy for future reference. The "Safety Precautions" are provided in the supplemental Safety Information. Be sure to read through them prior to use.

# Preface

Thank you for using a ComColor FW Series product.

This ComColor FW Series product is a network-compatible inkjet printer that performs high-speed, color printing. This machine is equipped with a variety of functions designed to meet various customer needs, such as the ability to print the data and monitor printer operations from a computer.

In addition, using the machine with the optional scanner provides additional functions such as the ability to copy originals, and save and use the scanned data.

## About the Guides

The five guides described below are supplied with this machine.



### Quick Guide (this guide)

This guide describes basic machine operations and how to replace consumables. Keep this guide handy, such as near the machine, for easy reference. Start by reading this guide.

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### User's Guide

This guide describes handling precautions and specifications, as well as the operations and settings of each function. Read this guide for a more detailed understanding of the machine.

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### Administrator's Guide

This guide describes the machine settings and optional equipment (IC card reader, scanner, etc.) to be configured by the administrator.

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### Troubleshooting Guide

This guide describes the actions to take when a paper jam or other problem occurs.

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### Safety Information

This guide describes safety precautions and specifications.

## About This Guide

- (1) This guide may not be reproduced in whole or in part without the permission of RISO KAGAKU CORPORATION.
- (2) The contents of this manual may be changed without prior notice due to product improvements.
- (3) RISO KAGAKU CORPORATION shall not be liable for any consequence of using this guide or the machine.

# Symbols, Notations, and Screenshots Used in This Guide

## Symbols Used in This Guide



Indicates cautions that should be noted for safe use of this machine.



Indicates important items that should be noted or are prohibited.

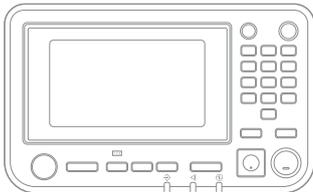


Indicates useful or additional information.

## Names of Keys and Buttons

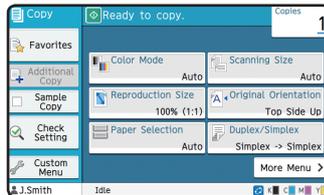
The names of hard keys on the operation panel and buttons on the touch panel screen or computer window are indicated with square brackets [ ].

### • Operation panel



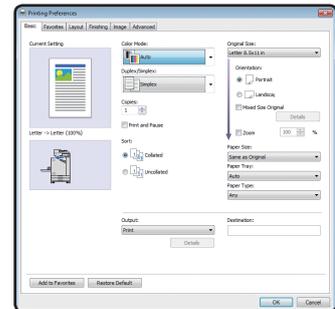
Example: Press the [Stop] key.

### • Touch panel screen



Example: Touch [Color Mode].

### • Computer window



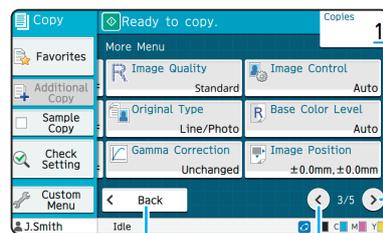
Example: Select the [Mixed Size Original] check box.

## Illustrations and Operating Procedures in This Guide

- The operating procedures, screenshots, and illustrations in this guide are for the ComColor FW5230/FW5230R with the optional scanner connected. This guide also assumes that each function is set to the factory setting, and that [Login Setting] is set to [ON].
- The screenshots and illustrations in this guide may vary depending on the machine model and usage environment, including the connected optional equipment.

# Switching the Touch Panel Screen

Touch [More Menu] to display additional setting buttons that are not displayed on the initial screen.



Return to the initial screen of each mode

Next page

Previous page

# Contents

## Preparation

▶ About This Machine .....	4
▶ Turning On the Power .....	6
▶ Logging In .....	7
▶ Loading Originals .....	8

## Getting Started

▶ Copying .....	9
▶ About the Various Copying Functions .....	10
▶ Scanning.....	12
What is the [Favorites] Function? .....	13
▶ Printing .....	14
▶ About the Various Printing Functions.....	16
▶ Using Storage .....	18
▶ Using a USB Flash Drive .....	20

## Routine Care

▶ When Paper Runs Out.....	22
▶ When Ink Runs Out .....	24
▶ Scanner Care.....	26

### Useful Tips

Loading Orientation of Originals and Paper .....	27
RISO Console.....	28
Storing Consumables .....	28
Originals That May Not Be Copied .....	28

## About This Machine

This section describes the main parts of the machine. For more information on each part name and function, see the "User's Guide".

### This Machine

#### • Scanner

Use the scanner to copy or scan documents that are read from the platen glass or the ADF.

Copying ▶▶ p.9

Scanning ▶▶ p.12

#### • Operation panel

Use to perform operations or configure settings.

The viewing angle can be adjusted for improved visibility.

The USB port is located on the left side.

Operation Panel ▶▶ p.5

Using a USB Flash Drive ▶▶ p.20

#### • Face down tray

Printouts are output face down.

#### • Front cover

Open when paper is jammed or when replacing an ink cartridge.

When Ink Runs Out ▶▶ p.24

#### • Standard tray

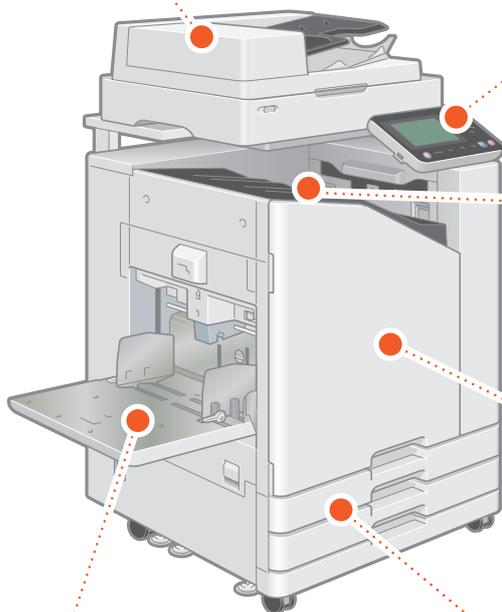
Load special paper (thick paper, envelopes, etc.) here. You can also load plain paper.

When Paper Runs Out ▶▶ p.22

#### • Feed tray 1, Feed tray 2

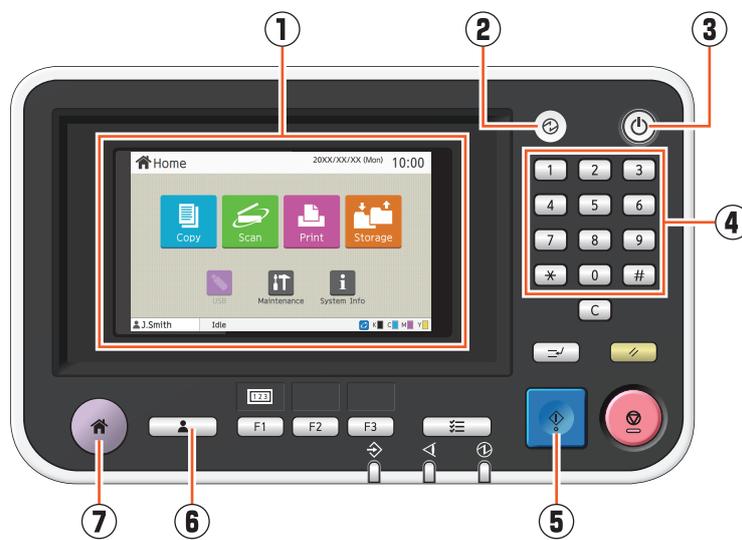
Load the paper to be used for printing here. Special paper such as thick paper cannot be loaded.

When Paper Runs Out ▶▶ p.22



You can operate the machine by using the touch panel and keys on the operation panel. To use a button on the touch panel, touch it with your finger.

## Operation Panel



### ① Touch panel

Use to perform operations or configure settings.

### ② Wake Up key

This key lights up when this machine is in power saving mode. Pressing this key when it is lit makes the machine ready for operation. Pressing this key when it is not lit puts the machine into sleep state.

### ③ Power key

When pressed, the power turns on and the key lights up. To turn off the power, press and hold the key.

### ④ Numeric keys

Use these keys to enter numbers.

### ⑤ Start key

Press this key to start an operation.

### ⑥ Login / Logout key

Press this key to log in or log out.

### ⑦ Home key

Press this key to return to the [Home] screen (initial screen) from the screen for each function.

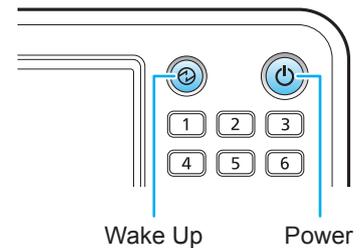
## Turning On the Power

Turn on the power to start the machine.

### 1. Press the [Power] key on the operation panel.

The [Home] screen is displayed after the startup screen.

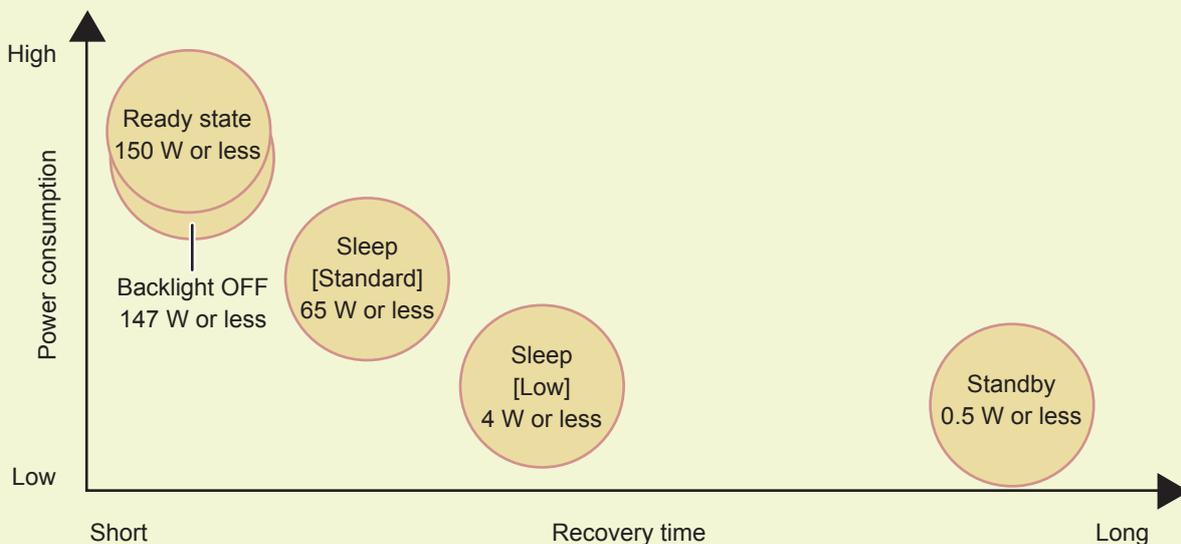
-  The machine automatically enters power saving mode if you leave it unattended for some time. Press the [Wake Up] key to operate the machine.



#### Reducing power consumption

You can reduce the machine's level of power consumption by setting the power saving mode. For the power saving mode, you can select the backlight OFF state and one of two types of sleep states with different levels of power consumption ([Low] or [Standard]). The amount of time that elapses before the machine enters each state, as well as the power consumption value, are set by the administrator.

It takes longer for the machine to resume operations after sleep state than backlight OFF state, but power consumption is lower.



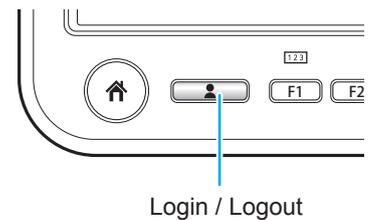
# Logging In

Login is required when using functions indicated with the  (lock icon).

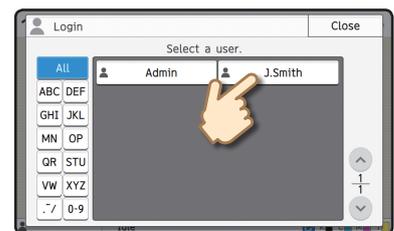
## 1. Press the [Login/Logout] key.

The [Login] screen is displayed.

 The [Login] screen can be displayed regardless of the mode button that is touched.

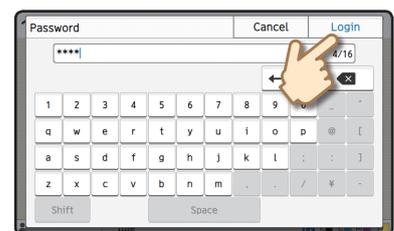


## 2. Select the user name.



## 3. Enter your password and touch [Login].

To log out, press the [Login/Logout] key.



### When Logging In for the First Time

Change the temporary password provided by the administrator to a password of your own choosing.

1. Enter the temporary password on the [Password] screen, and touch [Login].  
The [Change Password] screen is displayed.
2. Enter the new password and touch [Next].
3. Enter the new password again and touch [OK].

## Loading Originals

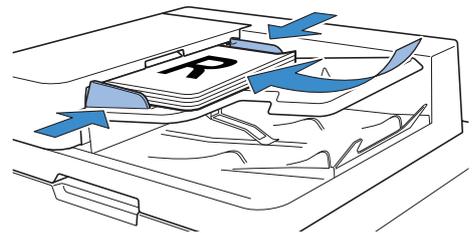
Load the original in the ADF (auto document feeder) or place it on the platen glass.

If you used ink or correction fluid on the original, make sure that it has fully dried before loading it.

### Loading in the ADF

#### 1. Load the original so that the side that you want to scan is facing up.

Slide the ADF original guides to match the width of the original.



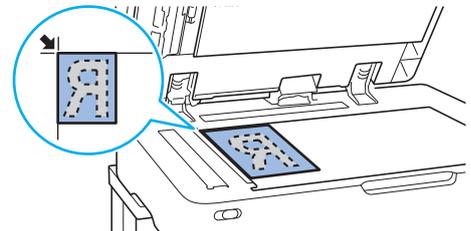
### Loading on the Platen Glass

#### 1. Place the original so that the side that you want to scan is facing down.

Align the corner of the original with the arrow at the top left corner of the glass.



- When placing a transparency, set white paper behind it so that the original can be clearly read.
- If the original is extremely thin, the rear surface may be visible in the image. You can prevent this by placing black paper behind the original.



#### 2. Close the original cover.



#### Types of Originals That Cannot Be Loaded in the ADF

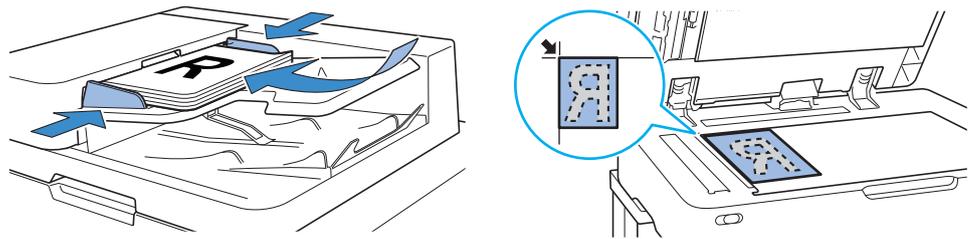
The originals listed below cannot be scanned using the ADF. Set them on the platen glass.

- Originals that have been cut and pasted
- Originals with significant wrinkling or curling
- Bent originals
- Glued originals
- Originals with holes
- Torn originals or originals with jagged edges
- Highly transparent originals such as transparencies or tracing paper
- Originals with a coating on the front or rear, such as art paper or coated paper
- Thermal paper used in facsimiles or word processors
- Originals with significant bumps on the surface

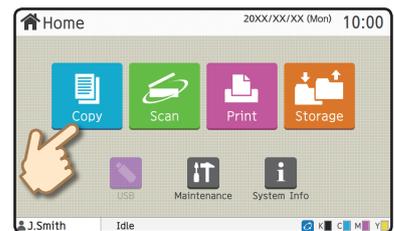
# Copying

This section describes the basic copy procedure.

## 1. Load the original.



## 2. Touch [Copy] on the [Home] screen.

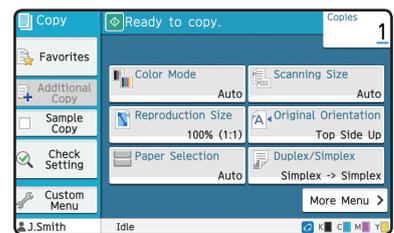


## 3. Change the settings as needed.

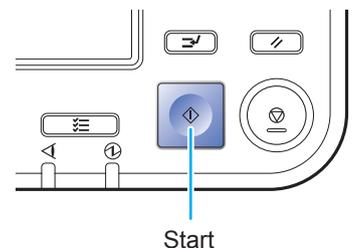
Enter the number of copies using the numeric keys.

Touch [More Menu] to display other settings that are available when copying.

[About the Various Copying Functions ▶▶ p.10](#)



## 4. Press the [Start] key.



## About the Various Copying Functions

This section describes some of the operations that you can perform using the copy functions of this machine. For more information on each function, see the "User's Guide".

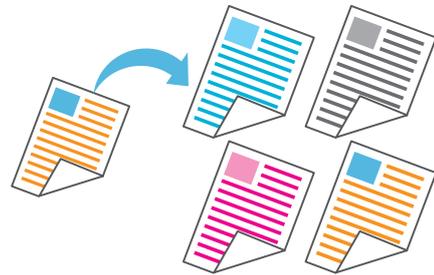
### Sample Copy

Output one sample before making a large number of copies. This enables you to check the results and settings.



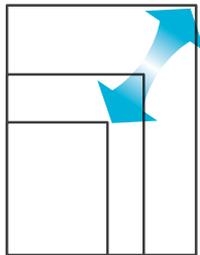
### Color Mode

Select color or monochrome printing.



### Reproduction Size

Reduce or enlarge the copied image. You can specify the reproduction size.



### Duplex/Simplex

Specify how to scan originals and output copies. You can save paper by copying on both sides of the paper.



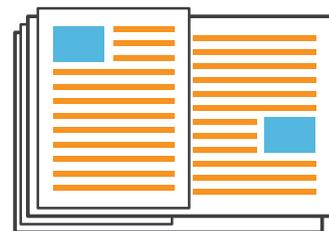
### Sort

When making multiple copies of multi-page originals, you can specify whether to print by the page or by the set.



### Mixed Size Original

Scan originals that consist of pages that vary in size.



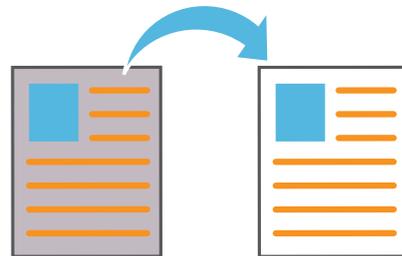
### Page Split

When copying double-spread pages of documents such as booklets, split the pages into two parts (left and right) and copy them separately.



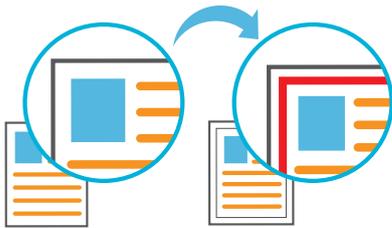
### Base Color Level

Make the background color (base color) lighter when scanning an original with a background color.



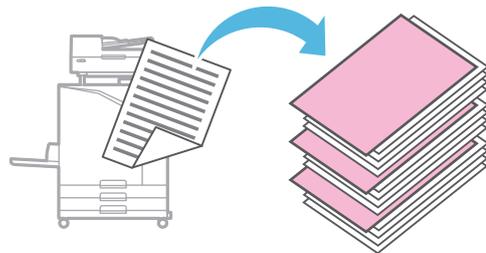
### Page Border

Add a border line in the margins of the paper. This enables you to make posters and signs stand out.



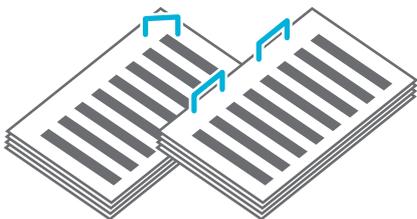
### Slip Sheet

Insert a slip sheet between sets of copies. This enables you to quickly separate a large amount of meeting documents or handouts.



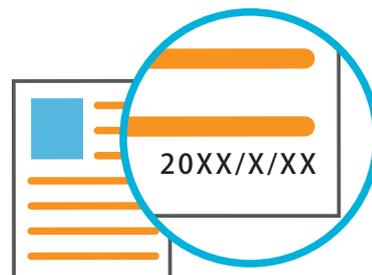
### Staple (optional)

Staple the printed paper. The face down finisher (optional) is required in order to use this function.



### Stamp

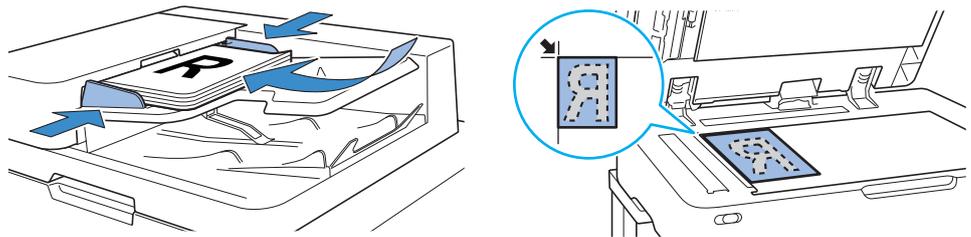
Stamp the page number and date on the header or footer.



# Scanning

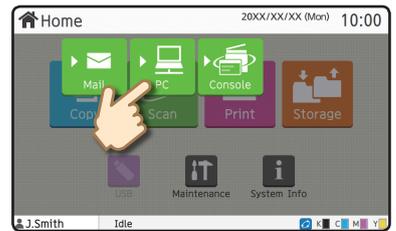
For scanning, you can select either [Mail], [PC], or [Console] as the destination for sending or storing the data. In this section, the procedure for sending the data to a computer is described as an example.

## 1. Load the original.



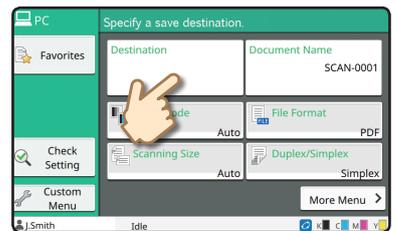
## 2. Touch [Scan] - [PC] on the [Home] screen.

 Select [Mail] to send the scanned data by e-mail, or select [Console] to save the scanned data to the internal hard disk of this machine.



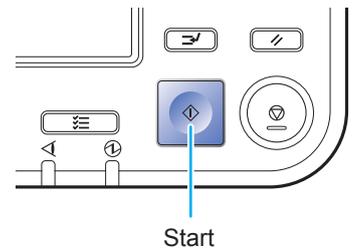
## 3. Touch [Destination], and select the destination.

Change the settings as needed.  
Touch [More Menu] to display other settings that are available when scanning.



## 4. Press the [Start] key.

 For more information on the procedure for sending the scanned data with [Mail] and [Console], see the "User's Guide".





# What is the [Favorites] Function?

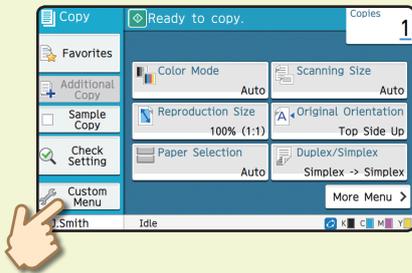
The [Favorites] button is located in the top left area of screens such as the [Copy] screen or [Scan] screen. Once you register your preferred settings in [Favorites], you can retrieve them whenever you like. If you register frequently used settings, you can eliminate the need to configure the same settings each time.

## Registering the current settings for future use

The procedure for registering settings to [Favorites] is described below, using copy settings as an example.

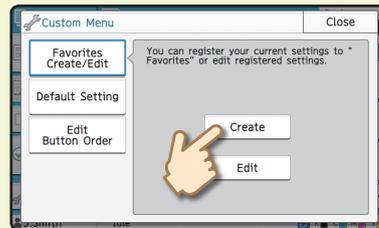
1

Touch [Custom Menu].



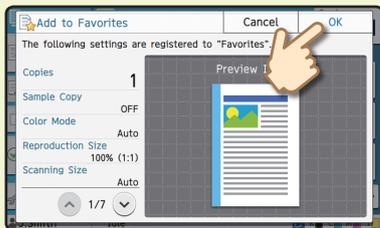
2

Touch [Create].



3

Check the settings, and touch [OK].



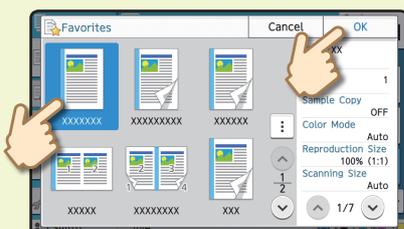
4

Enter the registration name, and touch [OK].

The settings are registered to [Favorites].

## Retrieving [Favorites] settings for easy copying

Touch [Favorites] on the [Copy] screen. Select the desired settings, and touch [OK].



Press the [Start] key.

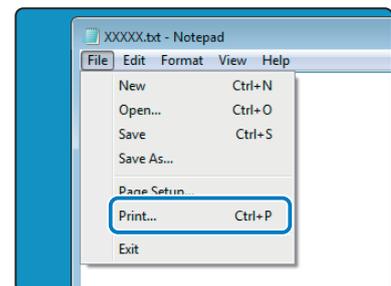
Copies are made using the registered settings.

# Printing

In this section, the procedure for printing from the Microsoft® Windows® 7 Notepad application is described as an example.

## Sending Data to This Machine

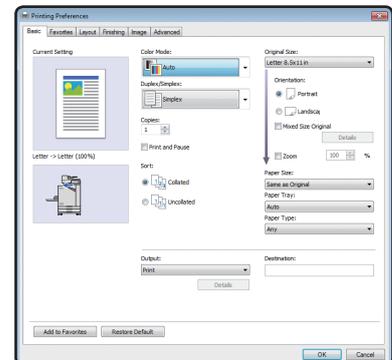
### 1. Click [Print...] in the [File] menu.



### 2. Click [Preferences], and check the settings.

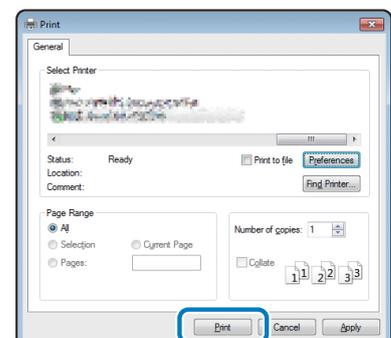
After confirming the settings, click [OK] and close the printer driver screen.

About the Various Printing Functions ▶▶ p.16



### 3. Click [Print].

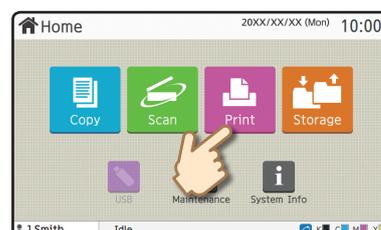
The print data is sent to this machine.



At the factory settings, the machine starts printing automatically when you log in.  
If printing does not start automatically when you log in, perform the procedure below.

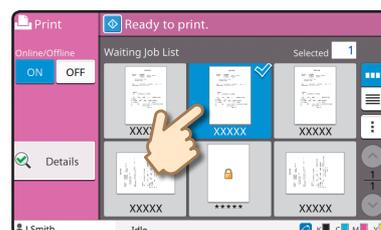
## Printing From This Machine

### 1. Touch [Print] on the [Home] screen.

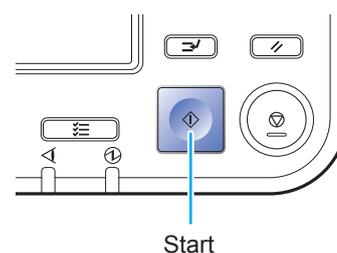


### 2. Select the job.

Touch [Details] to display the details of the job.



### 3. Press the [Start] key.

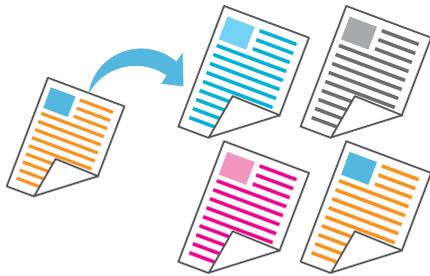


## About the Various Printing Functions

This section describes some of the functions that are available when using the printer driver of this machine. For more information on each function, see the "User's Guide".

### Color Mode

Select color or monochrome printing.



### Duplex/Simplex

Specify simplex or duplex printing.  
You can save paper by using duplex printing.



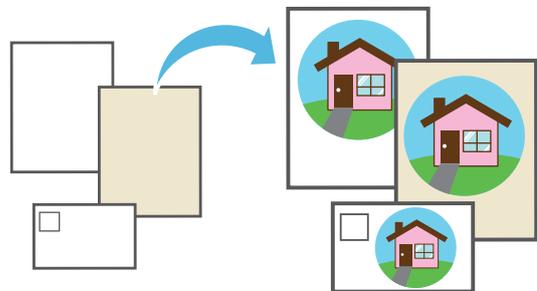
### Print and Pause

Print one sample before printing a large number of pages.  
This enables you to check the results and settings.



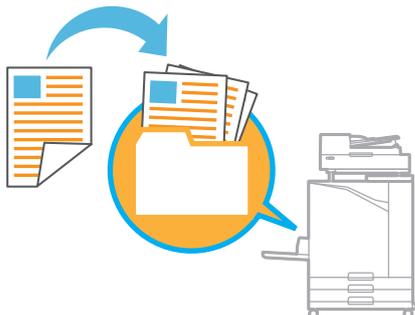
### Paper Type

Print using the optimal colors for the type of paper that is selected.



### Storage

Save documents in a folder on the machine.  
You can print the data when needed.



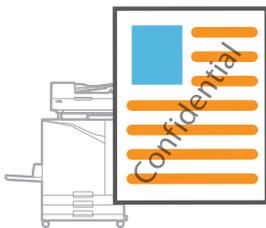
### Combine

Print continuous pages together on one sheet. You can use this setting to save paper.



### Watermark

Add a watermark to printouts.



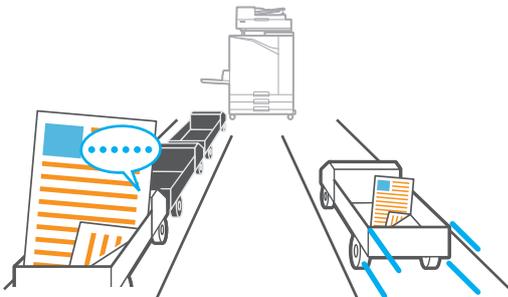
### Blank Page Detection

Specify this to prevent blank pages of the original from being printed.



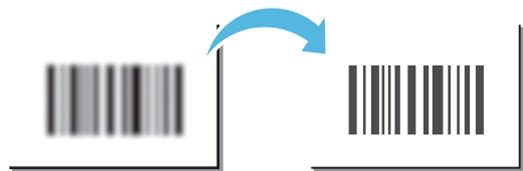
### Data Compression

Reduce the data file size and prioritize network communication speed over image quality when you print.



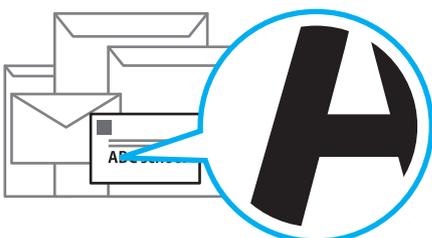
### Barcode Area Definition

Output a highly readable barcode by scanning a file created using the Barcode Area Definition Software.



### Envelope Imaging

Minimize blurring and smudging when printing on envelopes.



### PIN Code

Assign a PIN code to a job to prevent others from viewing it.

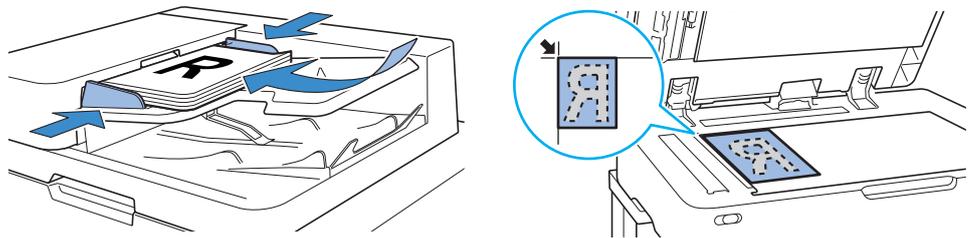


# Using Storage

You can save the scanned data to the internal hard disk of this machine. The settings are saved for each job, making it easy to print later with the same settings.

## Saving Scanned Data to Storage

### 1. Load the original.



### 2. Touch [Storage] - [Save] on the [Home] screen.

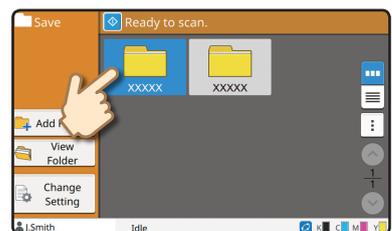


### 3. Select the destination folder.

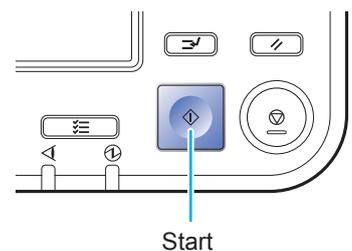
You can touch [Add Folder] to create a new folder to use as the destination.

Touch [View Folder] to display a list of documents in a folder. This enables you to ensure that the selected folder is the appropriate destination for the data.

You can touch [Change Setting] to change the settings.

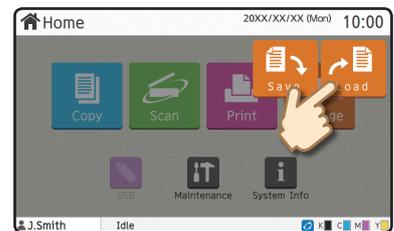


### 4. Press the [Start] key.



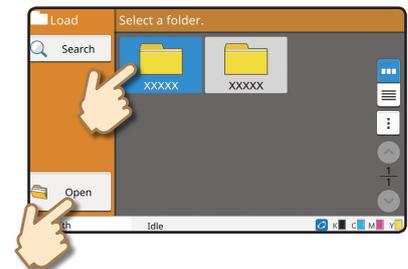
## Printing Data Saved to Storage

1. Touch [Storage] - [Load] on the [Home] screen.



2. Select the folder that you want to load, and touch [Open].

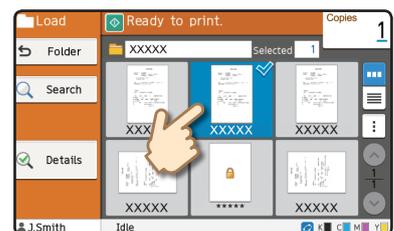
 You can touch [Search] to search the documents in a folder. For more information, see the "User's Guide".



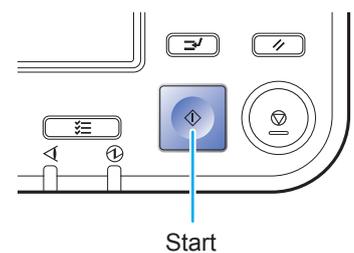
3. Select the document.

Touch [Details] to display the details of the document.

Enter the number of copies using the numeric keys.



4. Press the [Start] key.



## Using a USB Flash Drive

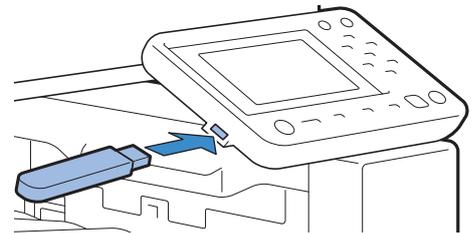
You can save the scanned data to a USB flash drive.

You can also print PRN files saved to a USB flash drive from the printer driver.

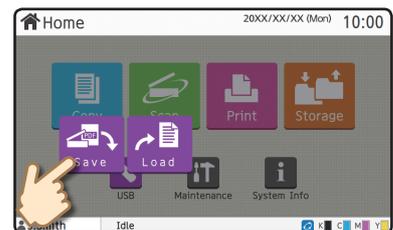
### Saving Scanned Data to a USB Flash Drive

#### 1. Load the original and connect a USB flash drive to the machine.

 You can use a USB flash drive compatible with Mass Storage Class and USB 2.0 or 3.0 specifications.

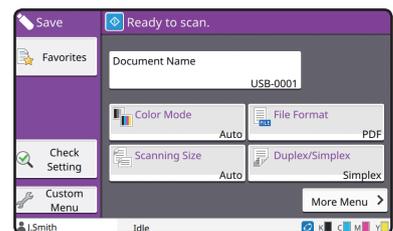


#### 2. Touch [USB] - [Save] on the [Home] screen.



#### 3. Change the settings as needed.

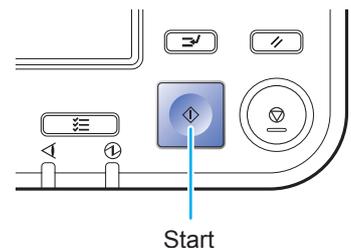
Touch [More Menu] to display additional settings that can be used with [Save] for the USB mode.



#### 4. Press the [Start] key.

The data is saved to the USB flash drive.

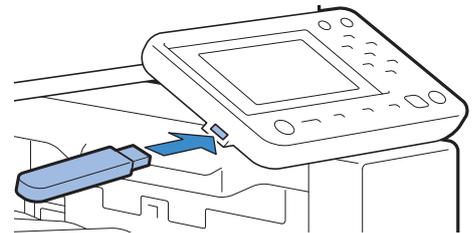
 Do not remove the USB flash drive until saving is finished.



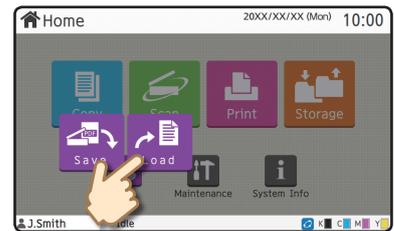
## Printing Data from a USB Flash Drive

### 1. Connect a USB flash drive to the machine.

-  PRN files saved to the USB flash drive from the printer driver can be printed.

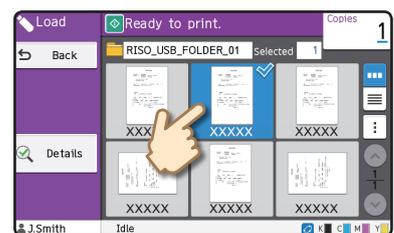


### 2. Touch [USB] - [Load] on the [Home] screen.

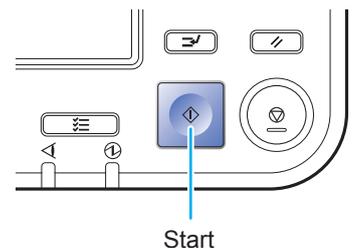


### 3. Select the document to print.

- Select the folder, and touch [Open].
- Touch [Details] to display the details of the document.
- Enter the number of copies using the numeric keys.



### 4. Press the [Start] key.



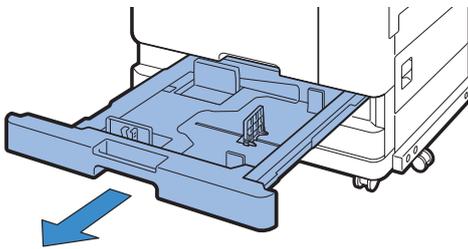
## When Paper Runs Out

Load paper in the feed trays or standard tray.

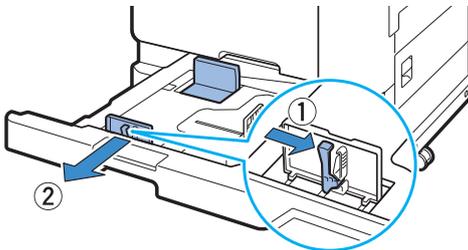
We recommend loading the feed trays with the types of paper you use most often.

### Loading Paper in the Feed Tray

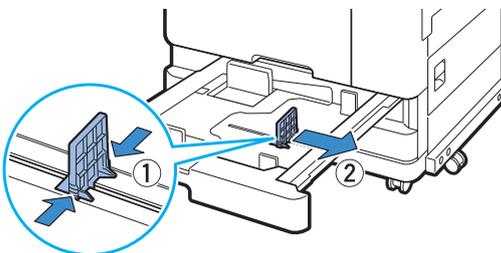
1



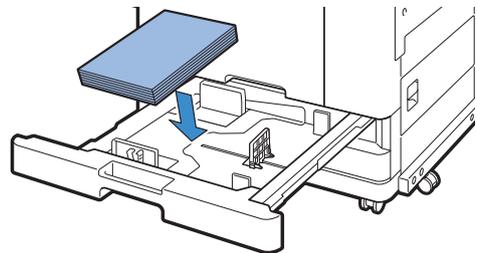
2



3

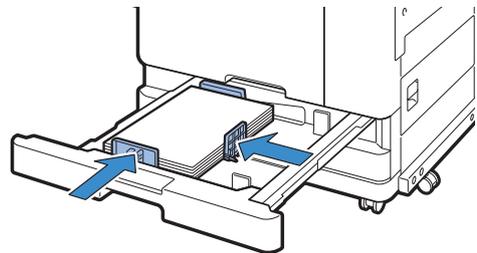


4



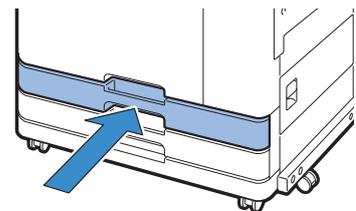
When using A4

5



The machine detects the size of the paper based on the stopper position. Make sure to position the stopper against the edge of the paper.

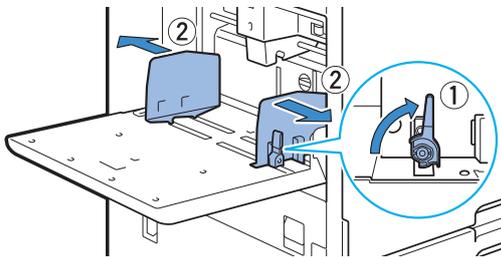
6



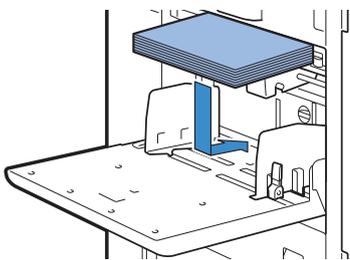
Load the standard tray with special paper such as thick paper, postcards, or envelopes.

## Loading Paper in the Standard Tray

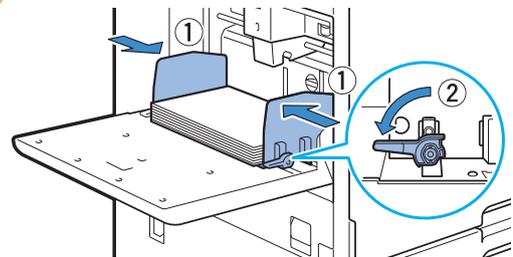
1



2



3



The machine detects the paper size based on the guide position. Make sure to position the guides against the edges of the paper.



### Do Not Use These Paper Types

Using these paper types may cause problems such as paper jams.

- Paper that does not comply with the conditions in the basic specifications\*
- Paper with a processed surface, such as thermal paper or carbon paper
- Curled paper (3 mm (1/8") or more)
- Paper with wrinkles
- Bent paper
- Torn paper
- Paper with ripples
- Coated paper such as art paper
- Paper with jagged edges
- Glued paper
- Paper with holes
- Gloss paper for photographs
- Transparencies
- Synthesized paper (Yupo)

\* For more information on basic specifications, see the "User's Guide".

## When Ink Runs Out

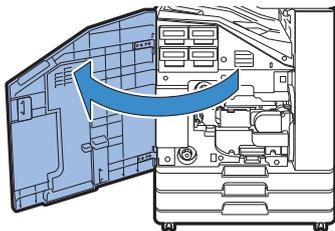
When ink runs out, the ink replacement message is displayed and printing stops. Replace the cartridge of the color shown.

### Replacing the Ink Cartridge

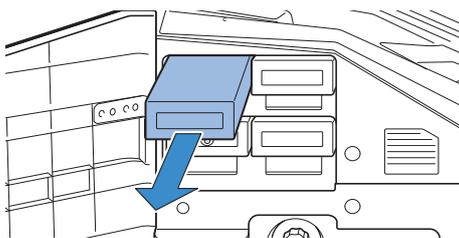
1



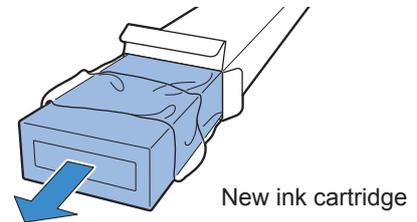
2



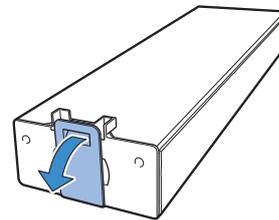
3



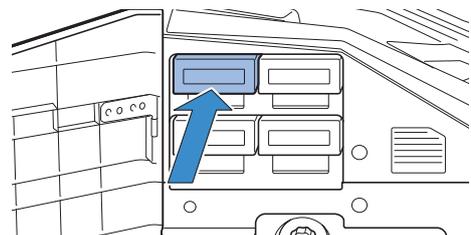
4



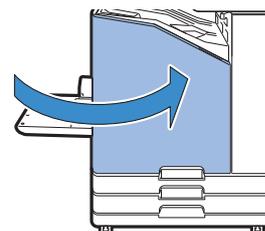
5



6



7



## Handling the Ink Cartridge

Pay attention to the following when handling the ink cartridge.

### CAUTION

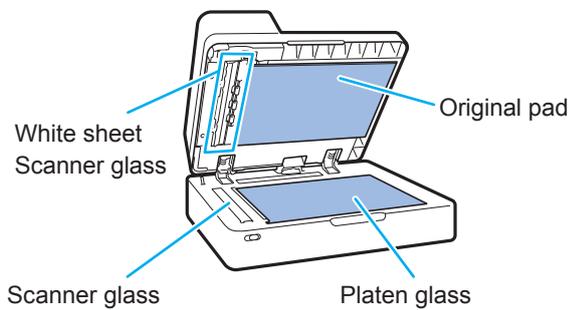
- Avoid getting ink on your skin or in your eyes.
  - Ensure adequate ventilation during printing.
  - If you start to feel ill when using the machine, consult a physician immediately.
- 
-  We recommend using genuine RISO ink.
  - Using ink other than RISO ink may prevent optimal printer performance. Malfunctions and reduced performance resulting from the use of non-RISO ink are not covered by the product warranty or service contract.
  - Do not remove the ink cartridge until the ink replacement message is displayed.
  - Do not shake the ink cartridge. Shaking will create air bubbles, which may prevent the ink from discharging properly and result in blurred printing.
  - The ink cartridge is made from paper and plastic. Do not drop or damage it.
  - Remove the ink cartridge from its plastic bag immediately before inserting it into the machine.
  - Do not remove the ink cartridge cap until immediately before using the cartridge.
  - After removing the ink cartridge cap, keep the ink supply outlet facing up. If the outlet faces down, ink may leak out.
  - There may be ink on the area where you removed the protective cap. Do not touch it. Ink coming in contact with clothes will result in permanent stains.
  - Do not attempt to refill the ink cartridge.
  - Use the ink cartridge within 24 months from the date of manufacture (when preserved under room temperature). To maintain good printing quality, check the manufacture date and use soon after purchase. You can find the date of manufacture on the ink cartridge.

For additional precautions related to the ink cartridges, also see the "User's Guide".

## Scanner Care

Periodically clean the scanner to ensure optimal image quality for copies and scans.

Foreign matter such as dust, dirt, ink, glue or correction fluid on the platen glass or white sheet of the ADF may reduce the quality of copies or scans. Gently wipe the areas indicated below several times with a soft cloth.



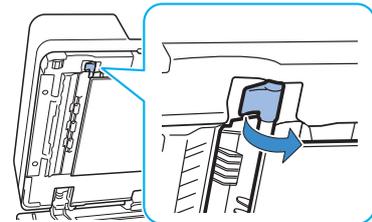
- ❗ Do not perform operations other than those described in this guide. To adjust or repair this machine, make sure to contact your dealer or authorized service representative.
- The platen glass is fragile. Never touch it with hard objects or expose it to impact.

### Scanner Glass

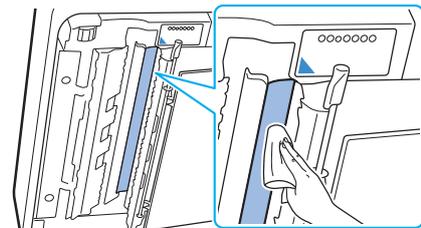
If the scanner glass is dirty, black streaks may appear on copies and scans.

Wipe the scanner glass with a soft cloth. Follow the procedure below when wiping the scanner glass on the top part of the scanner.

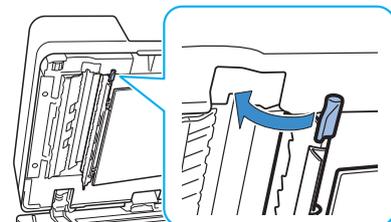
1



2



3





## Useful Tips

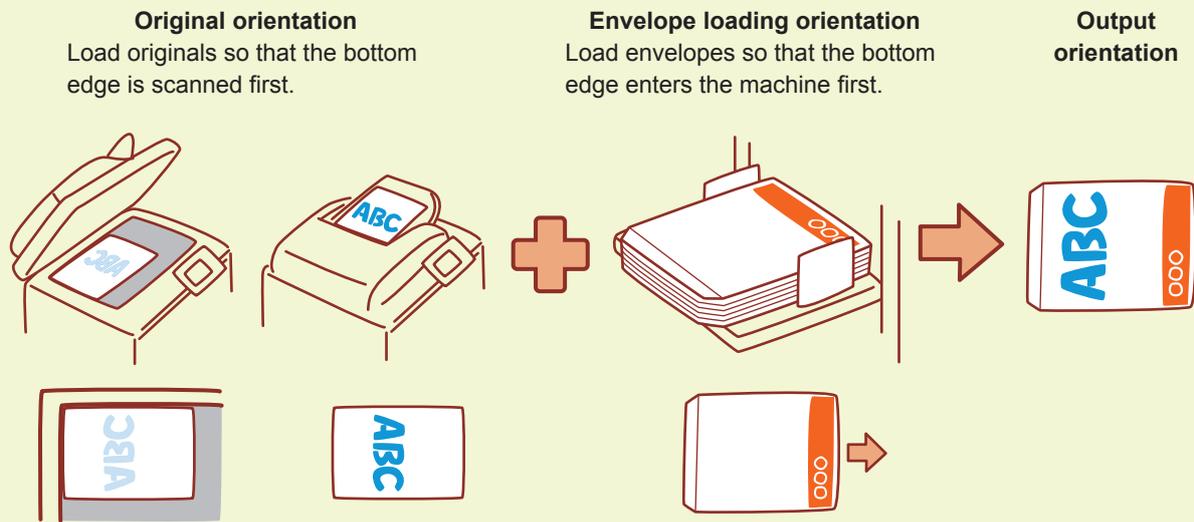
### Loading Orientation of Originals and Paper

When you are copying on letterhead paper, envelopes, or other paper with a pre-printed logo, the orientation of the original and paper is important.

The orientation of the original and paper is described below, using an example of copying a single-sided original.

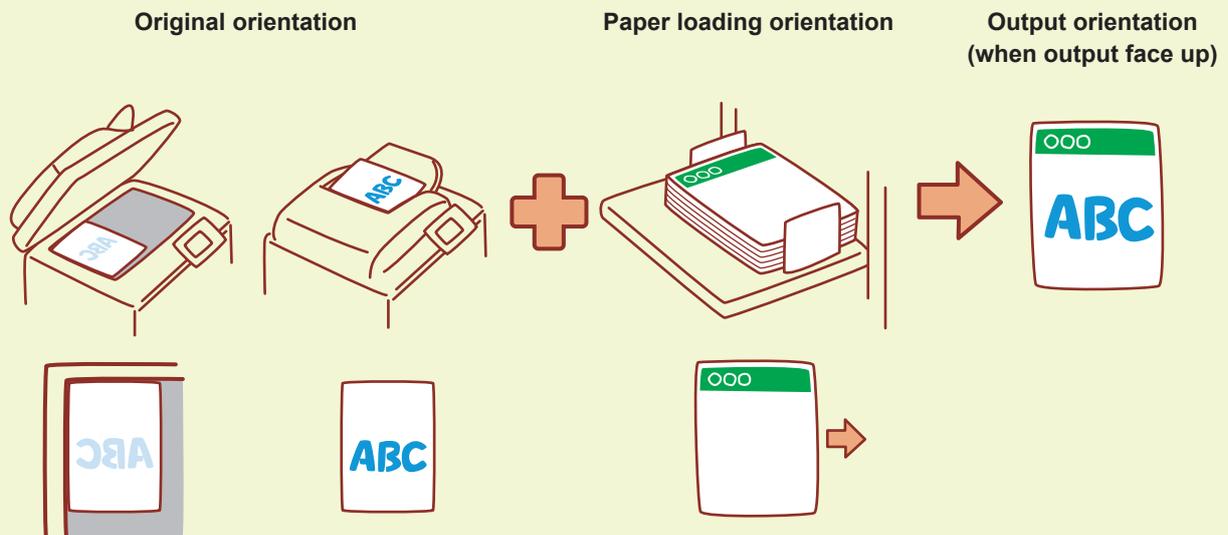
#### • Example of Loading Envelopes

On the touch panel, set [Original Orientation] to [Top Side Left].



#### • Example of Loading Letterhead Paper

On the touch panel, set [Original Orientation] to [Top Side Up].





## RISO Console

The RISO Console provides remote access to the machine via your computer's web browser, enabling you to check the machine's status and settings, as well as handle data, from a different location.

To use the RISO Console, make sure the machine has been connected to the network.



## Storing Consumables

### • Paper Storage and Handling

- Always use paper from a sealed package.
- After you finish printing, remove the unused paper from the standard tray, place it back in the original package, and store it until you need it again. If you leave the paper in the standard tray, the paper may curl, causing a paper jam.
- If the paper is not cut very well or if the paper has a textured surface (such as drawing paper), fan the paper before use.
- Store the paper flat in a location that is not hot, humid, or exposed to direct sunlight.

### • Storing Ink Cartridges

Because the ink cartridges are partially made of paper, they may become deformed and unusable if stored incorrectly or in an unsuitable environment. Store the ink cartridges correctly following the guidelines below.

- Store the ink cartridges in their original package, and make sure to keep them level with the "this side up" mark oriented properly.
- Avoid freezing and direct sunlight. Store in a location with a temperature between 5°C and 35°C (41°F and 95°F). Do not store in a location subject to extreme changes in temperature.
- When storing ink after removing it from the plastic bag, keep it in the orientation indicated on the cartridge and load it in the machine promptly.



## Originals That May Not Be Copied

- **Do not use the equipment in any manner that violates the law or infringes on established copyrights, even when making copies for personal use. Consult your dealer or authorized service representative for further details. In general, use discretion and common sense.**
- **Do not use the machine to make copies of the following items.**
- Copies of business-related documents, such as publicly issued stock certificates, drafts, and checks, other than copies required for business use
- Copies of government-issued passports; motor vehicle licenses, permits, and personal identification documents issued by public or private organizations; and pass tickets, food tickets, and other tickets
- Copies of copyrighted items, such as publications, music, works of art, prints, drawings, and photographs, other than for personal or household use



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## Acquisition of Color Universal Design Certification

The ComColor FW5230/FW5230R/FW5231/FW5231R/FW5000/FW5000R (machine and option\*) are recognized by the incorporated non-profit organization Color Universal Design Organization (CUDO) in achieving Color Universal Design.

\* Certified optional equipment  
Scanner/Face down finisher



Please contact the following for supplies and service: