

RISO Directions



1. Place paper in tray. Lift lid and center document to be copied.
2. Type four-digit code and press start. Then type number of copies needed and press start.
3. The drum may spin several times if it has not been used in a while. When it stops, the master copy will print.
4. Press “start” and wait for your copies to print
5. If “F-04-906-9” error displays, you have used your monthly allotment. The allotment will be reset on the 1st of each month. So please keep track of your copy numbers.
6. Logout of your account by pressing “Reset” and/or “Wake-up”. The word “PASS” will be displayed.



For additional assistance contact Ms. Lewis, Ms. Palmer-Reid, Ms. Parkmon, or Mrs. Nora.

Tips:

One master per set of copies

Avoid large black images or background colors on the original document

Do not use this copier unless you want 25 or more copies

If you do not logout, other users will use your allotment.

Teachers will not change ink or Riso masters. Allow 24 hours