

RICOH
ProcessDirector™
v3.7

RICOH
imagine. change.



Efficiency at every touch point.
Accuracy with every delivery.

Manage your production operation centrally

RICOH ProcessDirector™ is a modular, scalable and affordable workflow-driven solution that controls processes in all kinds of environments, from high-volume continuous feed to small/medium commercial print sheet-fed, via an intuitive graphical user interface (GUI). Using a single web-based dashboard, you can capture, transform and manage information in ways that streamline operations, improve process integrity, enhance operator productivity and reduce errors. Intuitive, visually distinctive status readouts allow you to check on the status of your entire operation with a quick glance.

RICOH ProcessDirector software can be installed on popular Linux®, Windows® and AIX systems in numerous configurations, so no matter how you run your shop, RICOH ProcessDirector can help. A vendor-neutral solution, RICOH ProcessDirector can manage any PDF or AFP printers, multivendor inserters, third-party composition software packages as well as Ricoh products and solutions. Further, you can minimize security concerns by managing access to the application using industry-standard LDAP or Active Directory.



Highlights

- Simplify production print operations with single-point control via an intuitive GUI: view, monitor and manage native PDF and AFP jobs at the document level, without requiring transforms.
- Ensure each and every customer receives the right information through the right channel every time. Help your organization and customers stay compliant and satisfy reporting requirements with the ability to track and verify individual documents from receipt through finishing.
- Build workflows to automate manual tasks, track deadlines and balance loads among multivendor print devices. Create processes to eliminate the touchpoints where added costs and sources of error can impact your efficiency and profitability.
- Earn the highest postal discounts and lower costs of printing and inserting by streamlining your mail handling process.
- Deliver personalized, multi-channel communications — via print, email or electronic presentment — and manage recipient preferences.
- Automate data exchange with third-party applications using the robust Web Services Enablement feature.
- Work with experienced professionals to leverage the complete benefits of RICOH ProcessDirector.

Expect a fast, excellent return on investment

RICOH ProcessDirector addresses specific operating challenges with these capabilities:



Enhanced output management:

Improve production throughput and increase utilization of staff and equipment.



Tracking and compliance:

Achieve output integrity and help satisfy compliance and reporting requirements.



Workflow automation:

Eliminate human errors, automate manual tasks and simplify onboarding of new work.



Postal optimization:

Streamline mail handling, reduce undeliverable mail and qualify for postal discounts.



Multi-channel delivery:

Manage recipient preferences and deliver multi-channel communications directly from a unified production print workflow.



Preprinted forms replacement:

Stop paying to produce, inventory and manually load preprinted forms. Instead, print variable data and electronic forms at the same time with a streamlined, intuitive whitepaper workflow.

Improve throughput, increase utilization of staff and equipment

When you use unconnected systems and processes to manage your output environment, you and your staff are constantly juggling tasks and checking deadlines. When the systems can't share information, you have to close gaps manually — by redirecting jobs or consolidating reports.

Instead of driving up labor costs, use the workflow-driven, platform-independent RICOH ProcessDirector to simplify virtually every step of your production process:

- View and control jobs and output devices using a centralized web-based system.
- Streamline operations and maintain high quality with both Advanced Function Presentation™ (AFP™) and Adobe® PDF natively, without requiring transforms.
- Obtain the highest level of integrity in a “touch-and-toss” environment, where you can discard damaged pieces because the software identifies which pieces are missing, resubmits them for printing and reconciles every job.
- Save time by expanding your ability to work with fully composed PDF files — index, edit or manipulate the content using the Adobe Acrobat® Pro plug-in included.
- Automatically process PDF jobs with a mixture of simplex and duplex sheets without incurring click charges for blank sides.

Achieve output integrity and satisfy reporting requirements

Sometimes you have to prove that every piece in a job has been produced accurately. It is time consuming and expensive to assign people to track and inspect jobs and it can be disastrous when these manual processes fail. Instead, use workflow-driven, document-level controls to automate tracking and reporting capabilities.

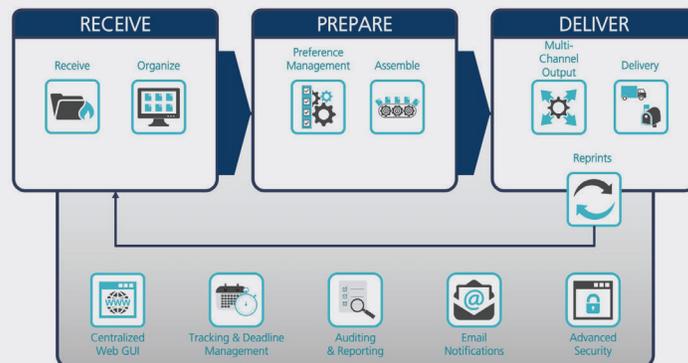
- Increase throughput with nimble information management. Split, sort and group documents in your large jobs to optimize production.
- Verify that every piece is produced accurately using inexpensive barcode readers and automate reprinting of damaged, inaccurate or missing pieces.
- Collect and store job, printer, and document properties throughout the workflow. Create reports using commercially available business intelligence tools for capacity planning, production optimization, and problem determination.
- Save job-handling time by sending files to an integrated archive for purposes of long-term storage, retrieval, reprinting and electronic presentment. Research the production history of individual documents to respond to queries or audit requests.

Eliminate human errors and automate manual tasks

Every day is different and challenging with varying run lengths, jobs that are personalized or customized, jobs with last-minute changes and so on. With manual processes and checkpoints, workflow isn't so much a flow as it is a trickle. Bring RICOH ProcessDirector into your shop to automate workflow processes, manage deadlines and provide visibility into every job from start to finish.

- Build workflows based on business rules in minutes using drag-and-drop.
- Save finishing, media and duplex instructions, or change them at the last moment, when you route jobs to all supported Ricoh sheet-fed printers or to other sheet-fed devices.
- Comply with last-minute requests to pull certain documents from production without going back to the source application.
- Set up workflows that create a full audit trail when jobs are manually deleted.
- Eliminate costly, inefficient preprinted forms, allowing the reduction of storage costs and manual workflows by enabling the merging of electronic forms with variable data in one printing pass — requiring white paper only.

End-to-end
workflow
management
and control



Streamline mail handling to lower costs

Postage is approximately two-thirds of the cost of getting an envelope out the door. When you're working with fully composed documents, RICOH ProcessDirector can help you eliminate human touch points and save a lot of money.

- Qualify for the highest postal discounts by presorting mail electronically before it's printed.
- Simplify mail handling through interfaces with third-party postal optimization software. Pull out address information and correct the address in composed PDF or AFP files automatically as a step in a workflow.
- Save mail production and returned mail costs through address cleansing and suppression.
- Manage file-based or non-file-based inserters, enabling automated reprint processes.



Manage personalized, multi-channel communications

Some of your customers like to receive printed communications; others prefer email or want to view documents online. With RICOH ProcessDirector, you can implement one centralized workflow solution that enables you to distribute individual documents via the channel of choice. You'll lower costs because you can integrate recipients' delivery preferences into your print production workflow.

- Allow your customers access to their PDF or AFP documents by integrating access to the archive from your website.
- Reduce your reliance on other departments and IT with an integrated multi-channel delivery solution, even for fully composed jobs — no need to touch source applications which may be behind client firewalls.
- Be more responsive to customers' channel preferences by applying changes after composition in the workflow.
- Send email through your bulk email provider as a step in your workflow.



Engage workflow experts

When you want your team to focus on core business issues, bring in Ricoh Consulting and Professional Services experts to help you design, implement and integrate a RICOH ProcessDirector solution utilizing a rich array of product features and extended features assembled from the many implementations already in production around the world. You can save time and minimize disruption — even in the most complicated environments — because our experts have "been there, done that" with critical communications, output management, tracking and compliance, workflow automation, postal optimization and multi-channel delivery.



RICOH ProcessDirector features

Electronic presentment (no charge feature)	Use an API to access archived data to present in your own application or company website. Allow customer service reps to find individual customer documents and reprint them.
Preference management (no charge feature)	Enable workflow-driven preference management to determine how each recipient's output is delivered in a multi-channel environment.
Reports (no charge feature)	Improve operations immediately and over time with configurable metrics and event data. Use the data to provide insights into your operation using commercially available business intelligence tools.
PDF document support (no-charge feature)	Add PDF document-level controls; this feature includes the Acrobat Pro® PDF Plug-In which can add barcodes, text and images to composed PDFs.
Preprinted Forms Replacement	Print jobs on plain paper that previously required preprinted forms. This allows users to avoid costs associated with preprinted forms, including management, storage and manual workflows. Instead of holding on to forms that have to be discarded when made obsolete, Preprinted Forms Replacement allows forms to be overlaid and filled during the printing process. This allows for entire batches of forms to be printed much faster and more efficiently than traditional forms processing methods.
Archive	Archive jobs as a step in the workflow and use the search options to find a job, view it, reprint it or take other actions. Store the production history of each document, which simplifies research and audit-ready reporting.
MarcomCentral Connect	Integrate the online storefront and web-to-print functions of MarcomCentral® into your production workflows.
Web services enablement	Lets you call REST and SOAP web services from your production workflows to exchange data with third-party applications.
Avanti Slingshot Connect	Automate the reporting of production information, calculate production costs, manage inventory and more by integrating with the Avanti® Slingshot MIS solution.
Postal enablement	Automate the extraction of address information for third-party software address cleansing, suppressing and sorting, then process the results to update the documents in the job.
Automated verification	Add a unique barcode to each piece that inexpensive barcode readers use for tracking items throughout production. Automatically generate reprints when pieces are damaged or missing.
Sheet-fed support for Xerox® and Kodak® printers	Extend your operational oversight beyond Ricoh printers to Xerox and Kodak printers, using their ticketing formats, so you can centralize print management in one vendor-neutral tool.
PitStop Connect	Integrate preflight operations that use Enfocus PitStop Server into your production workflows for PDF print jobs.

Ultimate Impostrip Connect	Integrate the powerful imposition functions of Ultimate Impostrip into your production workflows effortlessly.
Designer	Streamline composition by integrating and automating Quadient® Inspire document composition into your production workflow.
Whitespace Manager	Add relevant content to whitespaces, using contextual data, without recomposing layouts (AFP only).
AFP support	Add AFP job and document-level controls, as well as the AFP Indexer feature, which identifies document boundaries within an AFP job without having to make changes to the source application that creates the job.
Advanced document pool	Combine documents together from multiple jobs to create efficient production jobs.
Insert plan management	Create and manage a materials library and insert plans for insert jobs.
Multiple input feed inserter support	Combine multiple components of a mail piece while maintaining integrity.
Advanced workflow tools	Build advanced workflows in your RICOH ProcessDirector environment.
Job scan	Advance jobs through the production process while performing barcode scanning.
Online backup	Keep production environments running while performing online backups to prevent lost work.
Householding	Combine documents that have the same attributes into mail pieces, saving time and money.
Mail services	Achieve postage savings through optimized sorting and manifesting.
Deadline tracker	Track jobs based on expected job durations for actual workflow steps, as well as deadlines you set. Visually see when jobs are at risk of missing their SLAs with color coding.
AFP editor	Insert, modify or delete text, images and barcodes without having to modify applications that created the AFP.
Inserter	Configure file-based or non-file-based inserters as part of your workflow system so you can automate reprint management and track each mail piece.
Transforms	Manage and manipulate data with industry-leading transforms.

RICOH ProcessDirector at a glance

Items	Description
Minimum hardware requirements:	<ul style="list-style-type: none"> • AIX — One or more 1.9 GHz or faster RISC processors • Linux — One or more 2.8 GHz or faster standard Intel® processor-compatible hardware • Windows® — One or more 3.1 GHz or faster standard Intel processor-compatible hardware • 4 GB or more RAM; if any document processing function is required, 12 GB RAM is the minimum requirement • 200 GB or more disk storage • Connectivity to the LAN
Software requirements:	<ul style="list-style-type: none"> • AIX Version 7.2 TL2 or above (64-bit) • SLES 12 for x86 with latest service packs (64-bit) • Red Hat Enterprise Linux (64-bit) 6.7 through the latest 6.x • Red Hat Enterprise Linux (64-bit) 7.1 through the latest 7.x • Windows Server® 2012 R2 (64-bit) • Windows Server® 2016 (64-bit)
Submission methods:	<ul style="list-style-type: none"> • LPR • File copy or FTP to hot folders via file copy or FTP • Multipurpose Internet Mail Extensions (MIME) package (PDF/JDF) • z/OS® AFP Download Plus (with optional AFP Support feature) • Download for z/OS (with optional AFP Support feature) • Web Services (SOAP and REST)
Available transforms:	<ul style="list-style-type: none"> • Adobe PDF, AFP, GIF, TIF, SAP, JPEG, PCL®, PostScript® and metacode/LCDS (requires InfoPrint® XT) print data

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Get more information by contacting your Ricoh production print specialist.



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