

RICOH ProcessDirector

Efficiency at every
touch point. Accuracy
with every delivery.



Manage your production operation centrally

RICOH ProcessDirector™ is a modular, scalable workflow-driven solution that controls processes in high-volume, high-speed production environments. Using a single web-based dashboard, you can capture, transform and manage information in ways that streamline operations, improve process integrity, enhance operator productivity, reduce errors and lower costs.

RICOH ProcessDirector software can be installed on popular Linux, AIX and Windows systems in numerous high-reliability configurations that are ideal for mission-critical operations. A vendor-neutral solution, RICOH ProcessDirector can control PDF printers, with optional capabilities centred around Intelligent Printer Data Stream™ (IPDS™), other, non-IPDS printers, multivendor inserters, third-party composition software packages, and other Ricoh products and solutions. Further, you can minimise security concerns with industry-standard password management and support for LDAP/Active Directory.

Expect a fast, excellent return on investment

RICOH ProcessDirector is the core of Ricoh's Critical Communications solution suite. Critical communications are documents that must be produced accurately because they are regulated, require tracking or reporting, or contain customisation or personal information.

RICOH ProcessDirector addresses specific operating challenges with these capabilities:

- **Enhanced output management:** Improve production throughput and increase utilisation of staff and equipment.
- **Tracking and compliance:** Achieve output integrity and satisfy compliance and reporting requirements.

Highlights

- Simplify production print operations with single-point control: view, monitor and manage native PDF and AFP jobs at the document level, without requiring transforms.
- Deliver the right information to the right person, and satisfy reporting requirements, by tracking and verifying individual documents from receipt through finishing.
- Reduce labour costs and eliminate sources of errors by building workflows to automate manual tasks, track deadlines and balance loads among multivendor print devices.
- Earn the highest postal discounts and lower costs of printing and inserting by streamlining your mail handling process.
- Deliver personalised, multi-channel communications – via print, email, or electronic presentment – and manage recipient preferences.

- **Workflow automation:** Eliminate human errors, automate manual tasks and simplify onboarding of new work.
- **Postal optimisation:** Streamline mail handling, reduce undeliverable mail and qualify for postal discounts.
- **Multi-channel delivery:** Manage recipient preferences and personalised multi-channel communications directly from a unified production print workflow.

Improve throughput and increase utilisation 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, for example. Instead of driving up labour 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 centralised web-based system.
- Maintain high quality because you can work with both Advanced Function Presentation™ (AFP™) and Adobe® PDF natively, without requiring transforms to an intermediary format.
- 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 supplied with the PDF document-processing features of RICOH ProcessDirector.

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 optimise production.
- Verify that every piece is produced accurately using inexpensive barcode readers, and automate reprinting of damaged, inaccurate or missing pieces.
- Produce audit-ready reports about jobs, documents and system users that provide proof of completion and compliance.
- 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 personalised or customised, 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 icons.
- Minimise disruptions to your schedule by using business rules to mark up fully composed PDF files.
- Keep finishing and media instructions, or change them at the last moment, when you route jobs to all supported RICOH Pro cutsheet printers or to other multivendor cutsheet devices.
- Comply with last-minute requests to prevent certain documents from being sent without going back to the source application.
- Set up workflows that create a full audit trail when jobs are manually deleted.

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 optimisation software. Pull out address information and put back correct address information automatically as a step in 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 personalised, 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 centralised 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.

- Present PDFs quickly and easily using the web services API, enabling web applications to easily and quickly search the secure archive for AFP and PDF jobs and documents.
- Reduce your reliance on other departments and IT with an integrated multi-channel delivery solution, even for fully composed jobs — no need to change source applications.
- Forego time-consuming manual segmentation of job-specific preference management files and use one preferences file for all of your customers.
- Send high volumes of email with no spam concerns because you can send PDFs directly from RICOH ProcessDirector or through your SMTP email provider.

Engage workflow experts

When you want your team to focus on core business issues, bring in Ricoh's Professional Services experts to help you design, implement and integrate a RICOH ProcessDirector solution utilising a rich array of product features and professional services assets. You can save time and minimise 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 optimisation and multi-channel delivery.

For more information

To learn more, contact your Ricoh production print specialist or visit [our website](#), where you can request free, trial software.

RICOH ProcessDirector at a glance

Minimum hardware requirements:

- AIX—One or more 1.9 GHz or faster RISC processors
- Linux—One or more 2.9 GHz or faster standard Intel® processor-compatible hardware
- Windows®—One or more 2.9 GHz or faster standard Intel processor-compatible hardware

- 4 GB or more RAM; for any document processing features, 12 GB RAM is the minimum requirement
- 200 GB or more disk storage
- Connectivity to the LAN

Software requirements:

- AIX 6.1 TL 07 or AIX Version 7.1 TL 01 SP6 or above (64-bit)
- SLES 11 for x86 with SP2 or above(64-bit)
- SLES 12 for x86 with latest service packs (64-bit)
- Red Hat Enterprise Linux (64-bit) 6.2 through the latest 6.x
- Red Hat Enterprise Linux (64-bit) 7.0 through the latest 7.x
- Windows Server® 2008 R2 Service Pack 1 (64-bit)
- Windows Server 2012 R2 (64-bit)

Submission methods:

- 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)

Available transforms:

- Standard Adobe PDF, AFP, GIF, TIF, SAP, JPEG, PCL®, PostScript® and Metacode (requires InfoPrint® XT) print data

RICOH ProcessDirector Features and Professional Services Assets

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.
Electronic Presentment	Present PDFs using a web services API, enabling web applications to easily and quickly search the secure archive for AFP and PDF jobs.
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.

Preference Management	Enable workflow-driven preference management to determine how each recipient's output is delivered in a multi-channel environment.
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.
Cutsheet 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 centralise print management in one vendor-neutral tool.
InfoPrint Ink Suite	Reduce ink usage, automate ink usage estimates and tune files for colour when you operate an InfoPrint 5000.
PitStop Connect	Integrate preflight operations that use Enfocus PitStop Server into your production workflows for PDF print jobs.
Ultimate Imposstrip Connect	Integrate the powerful imposition functions of Ultimate Imposstrip into your production workflows effortlessly.
Reports	Improve operations immediately and over time with configurable metrics and event data. Use the reports for capacity planning, production optimisation and problem determination.
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 colour coding.
AFP Editor	Insert, modify or delete barcodes without having to go to the host to modify applications.
Inserter	Configure file-based or non-file-based inserters as part of your workflow system so you can automate reprint management and create audit-ready reports.
Transforms	Manage and manipulate data with industry-leading input and output transforms.
Designer	Streamline composition by integrating and automating GMC Inspire document composition into your production workflow.
Whitespace Manager	Add relevant content to whitespaces, using contextual data, without recomposing layouts (AFP only).
Command Centre	Control jobs and printers on multiple RICOH ProcessDirector systems with one user interface. Move jobs from one system to another to manage print deadlines and use print devices effectively.
Security (no-charge feature)	Enable industry-standard password management and LDAP/AD integration.
PDF Document Support (no-charge feature)	Add PDF document-level controls; this feature includes the Acrobat Pro PDF Plug-In.
AFP Support	Add AFP and Intelligent Print Data Stream (IPDS) 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	Join mail pieces into efficient production jobs using database selection capabilities.
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 environment 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 optimised sorting and manifesting.

RICOH
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