



RICOH
ProcessDirector™

Efficiency and automation
at every stage in your workflow.

RICOH
imagine. change.



A scalable **workflow automation** solution that meets modern communication challenges.

The vendor-neutral design and open architecture of RICOH ProcessDirector™ unify legacy and disparate systems, automate manual steps and provide transparency at every stage of job production. Capture, transform and manage information in ways that streamline operations, reduce total cost of operations and improve customer confidence. A drag-and-drop interface allows you to onboard new work with ease and the web-based dashboard empowers managers to view entire operations across multiple locations in one view.

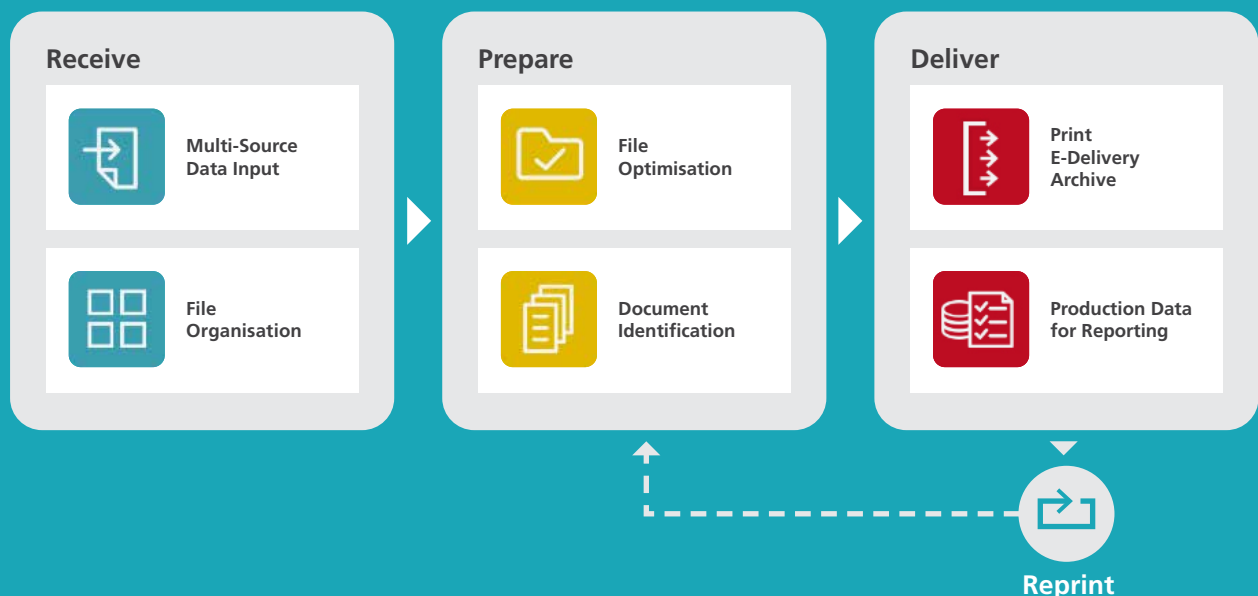
From high-volume continuous feed to sheet-fed operations and electronic channels, RICOH ProcessDirector is depended upon by global print and mail providers, financial and insurance organisations, manufacturers, retailers and government agencies. With the ability to select from either subscription or perpetual pricing options, RICOH ProcessDirector is an accessible and adaptable solution for a wide array of organisations with varying workflow and communication needs.

Do you want your business to have these **competitive advantages?**

- Maximum workflow efficiency due to integration of disparate and legacy systems
- Strong customer relationships from meeting the terms of your SLAs
- Transparency into the status of all jobs at all times, even in multiple locations
- Confidence of achieving 100% integrity, regardless of complexity or insertions
- Lower operation costs providing the ability to reallocate resources
- Minimised mailing costs due to streamlined handling and maximized postal discounts

Consider Ricoh's Automated End-to-End Workflow Management Solution

Meeting the many challenges of modern communications production requires an adaptable solution that enables a business to overcome workflow challenges and provides visibility into every job from receipt to delivery.





Tracking and compliance

RICOH ProcessDirector secures and tracks documents from receipt to delivery, generating on-demand reports for greater transparency to satisfy customer inquiries and meet critical SLAs.

- Easily research production history of individual documents, generating a piece-level audit trail.
- Verify that every piece is produced accurately using either network-capable inserters or barcode scanners, and automate reprints of damaged or missing pieces.
- Collect and store document and job properties along with input and output print files for long-term storage, retrieval, reprinting and online viewing.
- Create reports using commercially available business intelligence tools for capacity planning, production optimisation and problem determination.
- Configure user access rights to control system usage for greater security.



Workflow automation

Easily build complex workflows to compose, transform or optimise your data for delivery, no matter the job size. A drag-and-drop interface minimises manual steps, streamlining job setup for repeatable results.

- Specify finishing, media and duplex instructions, even in the middle of a job. Perform last-minute pull requests.
- Create a full audit trail, including manually deleted jobs. Automatically reprint mail pieces damaged during insertion.
- Integrate with other systems via command execution, hot folder or web services.
- Merge electronic forms with variable data in one printing pass, eliminating storage costs and manual workflows associated with preprinted forms.
- Connect to AIMS-500 inserter controllers with the low-cost Quadient® Inserter Express feature, making it ideal for small-to-midsized operations.





Enhanced output management

Put all your systems and equipment to their best use by helping disparate and legacy systems talk to each other, simplifying every step of the production output process.

- Integrate disparate systems, reducing the amount of manual effort for every job.
- Obtain 100% integrity in a “touch-and-toss” environment. RICOH ProcessDirector identifies missing pieces, resubmits them for printing and reconciles every job.
- Exercise document-level control for jobs with AFP and Adobe® PDF natively, without transforms. Process PDF jobs with a mix of simplex and duplex sheets, eliminating click charges for blank sides.
- Save time by working with fully composed PDF files using rules-based processing such as choosing different images or paper for select clients.



Postal optimisation

Streamline mail handling to reduce human touchpoints and achieve lower postal costs.

- Perform postal cleansing to update document addresses in Adobe PDF and AFP files to minimise return mail costs.
- Presort mail electronically before printing.
- Combine documents for the same recipient into a single mail piece.
- Pool documents with like properties to commingle and achieve optimal postage rates.
- Use business rules to keep mail pieces within a cheaper weight class.



Multi-channel delivery

Manage personalised, multi-channel communications to deliver individual documents via a customer's preferred channel by integrating their delivery preferences into production workflows.

- Read preference changes from a file that can be updated from your company's website.
- Interface with other web applications to fulfill a customer's digital delivery preference, even applying changes after composition.
- Send email through your email provider as a step in the workflow.

“RICOH ProcessDirector is a world-class, high-fidelity workflow management tool based on a modern and future-proof architecture. The product enables multi-channel communications production at high speed and high integrity, and comes with an easy-to-use, browser-based interface.”

— Kaspar Roos, Founder & CEO, Aspire

RICOH ProcessDirector **add-on features**

Production efficiency

Advanced Document Processing

Combine documents that have the same attributes into an efficient production job or a single mail piece.

AFP Support

Add AFP job and document-level controls, as well as the AFP Indexer feature, without having to make changes to the source application that creates the job. AFP Editor is also available.

Archive

Archive jobs as a step in the workflow and use the search options to find a job or document, view it, reprint it or take other actions. Store the production history of each document, which simplifies research and audit-ready reporting.

Automated Verification

Scan unique barcodes on individual mail pieces to track items throughout production and automatically generate reprints for damaged or missing pieces.

Deadline Tracker

Track jobs based on expected durations. See when jobs are at risk of missing their SLAs.

Inserters Management

Configure small and large inserters as part of a workflow system to automate reprint management, track individual mail pieces, create and manage a materials library, and combine multiple components into a single mail piece.

Online Backup

Keep production environments running while performing online backups to prevent lost work.

Postal Automation

Achieve postage savings through extraction of address information for third-party software address-cleansing, optimised sorting and manifesting.

Preprinted Forms Replacement

Print jobs on plain paper using electronic forms to avoid costs associated with preprinted forms.

Transforms

Manage and manipulate data with industry-leading transforms.

Integrations and connections

- **Web Services Enablement**
- **Avanti Slingshot® Connect**
- **MarcomCentral® Connect**
- **Ultimate Impostrip® Connect**
- **Enfocus PitStop Connect**

Expect a strong return on investment

RICOH ProcessDirector addresses specific operating challenges to help teams gain more efficiency, productivity and profitability during every stage of document production.



RICOH ProcessDirector **specifications at a glance**

RICOH ProcessDirector is compatible with most standard operating systems and hardware. Check with your sales representative to determine compatibility with your specific hardware and software environment.

System Requirements:	<ul style="list-style-type: none">• 8 GB RAM or more; if any document processing function is required, 12 GB RAM is the minimum requirement• 200 GB or more disk storage• SLES 12 for x86 with latest service packs (64-bit)• Red Hat Enterprise Linux (64 bit) 7.6 through the latest 7.x• Red Hat Enterprise Linux (64 bit) 8.0 through the latest 8.x• Windows Server® 2016 (64-bit)• Windows Server® 2019 (64-bit)• Google Chrome, Mozilla Firefox or Chromium Edge Internet browser• AIX Version 7.2 TL2 or above (64-bit)
Submission Methods:	<ul style="list-style-type: none">• LPR• File copy to hot folder• Poll directories on secure FTP site• z/OS® AFP Download Plus (with optional AFP Support feature)• Download for z/OS (with optional AFP Support feature)• REST and SOAP web services (Web Services Enablement feature included with subscription price offering)
Purchasing Options:	<ul style="list-style-type: none">• Flexible subscription options• Perpetual license

“The newly redesigned RICOH ProcessDirector assists both print service providers and enterprise production teams in getting to the production information that matters to ensure the business can operate at peak performance.”

— Ryan McAbee, Director, Production Software & Services Keypoint Intelligence, InfoTrends



Next Steps

Speak with your Ricoh sales representative to request a demonstration to personally experience the impact RICOH ProcessDirector can make in your organisation, or **visit www.ricohsoftware.com to request a free software trial.**

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www.ricoh-europe.com

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