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## **Ricoh ProcessDirector Express V1.2 Automated Verification Feature and Deadline Tracker Feature**

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### **Overview**

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Ricoh ProcessDirector Express is easy to use, modular workflow software that lets you start small and grow over time. Ricoh ProcessDirector Express can be a single point of control to help medium size print providers optimize and manage print and mail processes. With core capabilities plus optional add-on features, ProcessDirector Express software enables flexible control of your production processes using Adobe® PDF datastreams.

Two new features of Ricoh ProcessDirector Express allow you to automate document tracking more easily and with less cost, and allow you to track job deadlines by knowing when a job is taking longer than expected and when a delay puts a job at increased risk of missing its deadline.

### **Announce and General Availability Dates**

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**Planned Announce Date: December 17, 2013**

**Planned Availability Dates: December 20, 2013**

### **New Item Numbers**

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<b>Item</b>	<b>Description</b>
5765-H29	Ricoh ProcessDirector Express
5765-H29-0024	Automated Verification optional feature
5765-H29-0025	Deadline Tracker optional feature
5765-H29-S0009	Supply Feature - Automated Verification
5765-H29-S0010	Supply Feature - Deadline Tracker
5639-R19-0054	Automated Verification 1 Year Registration
5639-R19-0055	Deadline Tracker 1 Year Registration

5639-R19-0056	Automated Verification 1 Year Renewal
5639-R19-0057	Deadline Tracker 1 Year Renewal
5639-R22-0057	Automated Verification 3 Year Registration
5639-R22-0058	Deadline Tracker 3 Year Registration
5639-R21-0074	Automated Verification 3 Year Renewal
5639-R21-0075	Deadline Tracker 3 Year Renewal
5765-H29-C0018	Cold Backup - Automated Verification
5765-H29-C0019	Cold Backup - Deadline Tracker

## Description

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### **Ricoh ProcessDirector Express Automated Verification Feature**

With piece-level tracking and reporting, you can take on critical communications projects and any other jobs for which you need to verify completion. Statements, personalized mail, books, direct mail or marketing collateral, and so on. The optional Automated Verification feature automates the verification process, which you can monitor and manage through the RICOH ProcessDirector Express GUI. And because your staff doesn't have to manually find and reprint damaged or missing pieces, labor costs drop. Here's what Automated Verification allows:

- Add a unique barcode to each piece
- Scan each piece that moves through your workflow
- Reconcile completed and non-completed pieces
- Create a reprint file
- Provides an audit trail of how many pieces were reprinted

### **Ricoh ProcessDirector Express Deadline Tracker Feature**

Deadlines drive your business, and if you miss any, you risk unhappy customers and possibly financial penalties. The Deadline Tracker feature makes it easy to stay on top of deadlines, based on criteria you set. Because it works closely with RICOH ProcessDirector Express' workflow builder, Deadline Tracker is able to predict a job's path through a conditional workflow and apply scheduling time only to the steps that will process the job. Based on estimates you provide of how long each step can be expected to take (in units such as pages per minute or jobs per hour), Deadline Tracker can accurately predict two things: when a job is taking longer than expected and when a delay puts the job at risk of missing its deadline.

All status information appears on RICOH ProcessDirector Express' GUI, so you're able to monitor all of your jobs in one place. Even with rush jobs that interrupt your schedule, Deadline Tracker helps keep your shop running at top efficiency.

## **Software Requirements**

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Ricoh ProcessDirector Express primary server can be installed on a server running one of the following:

- Windows Server 2008 R2 or later, 64-bit
- Windows 8 Enterprise Edition, 64-bit
- SUSE Linux Enterprise Server (SLES) 10 SP3 or SP4 or SUSE Linux Enterprise Server 11 for x86 with SP1 or SP2 , 64-bit
- Red Hat Enterprise Linux® 5.6, 5.7, 5.8,5.9, 6.1, 6.2, 6.3, or 6.4 , 64-bit

Ricoh ProcessDirector Express uses a Web browser to access and display the user interface. You can access the interface from the system where the primary server is installed, or from any system running a supported web browser. The supported browser versions for accessing ProcessDirector Express on a client system are as follows:

- Microsoft Internet Explorer 9 and 10
- Mozilla Firefox, Latest Service Level
- Google Chrome, Latest Service Level

Ricoh ProcessDirector Express has a Web-based viewer that displays PDF files to assist you in selecting pages for reprinting. This viewer requires Adobe Reader 9.0 or X on the client system.

The PDF Plug-in of the Automated Verification feature can be installed on a client workstation. The workstation must be running one of these operating systems:

- Windows XP Professional with SP3 or above – 32 and 64 bit
- Windows 7 Professional with SP1 or above – 32 and 64 bit

In addition, the following are required for the PDF Plug-in utility:

- Adobe Acrobat X Pro version 10.1.1 or above
- Sun Java Version 7 Update 6 or above
- 1GB RAM dedicated to the application

## **Hardware Requirements**

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A minimum configuration for Ricoh ProcessDirector Express V1.2 is a server with:

- One or more 2.8 GHz, or faster, processors.
- DVD-ROM device.
- Minimum of 4 GB or more RAM (Minimum 12 GB additional RAM required for Automated Verification and PDF Mailroom Integrity features).
- A display with a resolution of 1280x800 is preferred.
- Connectivity to a LAN.

Optional features installed on the same computer as the base product might have their own hardware requirements.

## **Ricoh ProcessDirector Express Ordering Information**

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Ricoh ProcessDirector Express is composed of a base license, printer attachment features, and optional features.

### **Ordering optional features for Ricoh ProcessDirector Express**

To order one or more optional features:

- Open the Configurator model for Ricoh ProcessDirector Express (#5765-H29)
- Choose either the Windows (5765-H29-0001W) or Linux (5765-H29-0002L) option
- Choose optional features – one optional feature is required for each base license (5765-H29) that will install the optional feature. The optional features are listed in the “Item Numbers” section of this document.
- Specify the correct number and type of printer attachment features. A printer attachment feature must be ordered for each attached printer. The print speeds for the printer attachment are:
  - 0-62 impressions-per-minute (workgroup)
  - 63-91 impressions-per-minute (low-speed)
  - 92-116 impressions-per-minute (medium-speed)
  - 117 -1499 impressions-per-minute (high-speed)
  - 1500+ impressions-per-minute (ultra-high-speed)

A printer attachment feature is required for each group of 25 workgroup printers.

A printer attachment feature is required for each low-speed printer.

No attachment feature is required for the first five medium-speed printers. For example, if 10 medium-speed printers are attached, order the medium speed feature with a quantity of 5.

No attachment feature is required for the first two high-speed printers. For example, if 5 high-speed printers are attached, order the high-speed feature with a quantity of 3.

A printer attachment feature is required for each ultra-high-speed printer.

- Specify the desired maintenance item (1 or 3 years)

## **Publications**

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All publications are downloadable from the Ricoh Information Center

<http://www4.infoprintsolutionscompany.com/help/index.jsp>

The ProcessDirector Express for Windows Publications CD, GK4T-20022 contains the following publications:

- ProcessDirector Express for Windows: Planning and Installing, G550-20221
- ProcessDirector Express: Integrating with Other Applications, S550-20222
- ProcessDirector Express: License Information, G550-20219

In addition, the CD contains ProcessDirector Express for Windows Information Center.

The ProcessDirector Express for Linux Publications CD, GK4T-20021 contains the following publications:

- ProcessDirector Express for Linux: Planning and Installing, G550-20220
- ProcessDirector Express: Integrating with Other Applications, G550-20222
- ProcessDirector Express: License Information, G550-20219

In addition, the CD contains ProcessDirector Express for Linux Information Center.

The PDF Mailroom Integrity feature also includes this publication on its CD:

- ProcessDirector Express: Installing, configuring, and Using the PDF Mailroom Integrity Feature, G550-20226

## **Language support**

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Previous versions of Ricoh ProcessDirector Express and features are available and supported in the following languages

- English, French, Italian, German, Spanish, Japanese, Brazilian Portuguese

The Automated Verification and Deadline Tracker features are available in English.

## **Accessibility by people with disabilities**

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Ricoh ProcessDirector Express V1.2 Automated Verification Feature and Deadline Tracker Feature have the following capabilities for vision-impaired users:

- Allows operation using only the keyboard (except for selection of the 'Edit estimated durations' button).
- Communicates all information without using color as the only distinguisher.
- Supports interfaces commonly used by screen magnifiers.
- Supports interfaces commonly used by screen readers (except for parts of tables, visual workflow builder, and job workflow viewer which are read partially).
- Provides documentation in an accessible format

Ricoh ProcessDirector Express has the following capability for users with mobility impairments or limited hand use:

- Can be operated using only the keyboard with exceptions noted above.

U.S. Section 508 Voluntary Product Accessibility Template (VPAT) can be requested from the Web site at

<http://www.infoprint.com/accessibility>

## SECTION 508 OF THE U.S. REHABILITATION ACT

Ricoh ProcessDirector Express V1.2 Automated Verification Feature and Deadline Tracker Feature is capable (with the exceptions noted above), when used in accordance with Ricoh Production Print Solutions' associated documentation, of satisfying the applicable requirements of Section 508 of the Rehabilitation Act, provided that any assistive technology used with the product properly interoperates with it. A U.S. Section 508 Voluntary Product Accessibility Template (VPAT) can be requested using the Ricoh Production Print Solutions' Web site at

<http://www.infoprint.com/accessibility>

## Customer Responsibilities

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The customer is responsible for installing, configuring, maintaining and using the Ricoh ProcessDirector Express™ according to documented procedures, and for using the product in accordance with the Ricoh Production Print Solutions International Product License Agreement (IPLA), which can be found at this Web link: <http://www.infoprint.com/licenses>

Additional customer responsibilities can be found in the Software Support Handbook under your responsibilities at this Web Link:

[http://www.infoprint.com/internet/comnelit.nsf/Files/Software\\_Support\\_Handbook/\\$File/Software\\_Support\\_Handbook.pdf](http://www.infoprint.com/internet/comnelit.nsf/Files/Software_Support_Handbook/$File/Software_Support_Handbook.pdf)

## **Terms and Conditions**

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Ricoh ProcessDirector Express is offered by Ricoh Production Print Solutions LLC in the United States and by one or more of its affiliates in selected countries outside of the United States, collectively (“Ricoh”).

The information provided in this announcement letter is for reference and convenience purposes only. The terms and conditions that govern any transaction with Ricoh are contained in the applicable contract documents, such as, but not limited to, the International Program License Agreement (IPLA) and the International Agreement for Acquisition of Software Maintenance.

## **Licensing:**

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The IPLA governs your use of the program. Your invoice serves as your Proof of Entitlement. These programs have a One-time-charge (OTC) for use of the program, and an annual (or multi-year if available) renewable charge for ongoing support, which includes telephone assistance, as well as access to updates and new releases of the program as long as you have a current software maintenance agreement in effect.

## **Maintenance Service Offerings**

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Ricoh includes one year of software maintenance with the initial license acquisition of each program acquired under the terms of International Agreement for Acquisition of Software Maintenance, which does not require customer signatures.

While covered under the terms of the software maintenance agreement, Ricoh provides you assistance for your routine, short-duration installation, and usage (how to) questions, as well as code defect support and access to PTF updates, releases, and versions of the program.

Ricoh provides assistance via telephone and, if available, electronic access, only to your Information Systems (IS) technical support personnel during normal business hours (published prime shift hours) of your Ricoh support center. This assistance is not available to your end users. Ricoh provides Severity 1 assistance 24 hours a day, every day of the year.

Software maintenance does not include assistance for the design and development of applications, program modifications, print data-streams, your use of programs in other than their specified supported operating environment, or failures caused by products for which Ricoh is not responsible under this agreement.

## **Limited Warranty**

Ricoh warrants that when the program is used in the specified operating environment, it will conform to its specifications. The warranty applies only to the unmodified portion of the program. Ricoh does not warrant uninterrupted or error-free operation of the program or that Ricoh will correct all program defects. You are responsible for the results obtained from the use of the program. Ricoh may provide you with

access to databases containing information on known program defects, defect corrections, restrictions, and bypasses at no additional charge. Consult the Ricoh Software Support Handbook for further information at

[http://www.infoprint.com/internet/comnelit.nsf/Files/Software\\_Support\\_Handbook/\\$File/Software\\_Support\\_Handbook.pdf](http://www.infoprint.com/internet/comnelit.nsf/Files/Software_Support_Handbook/$File/Software_Support_Handbook.pdf)

Ricoh will maintain this information for at least one year after the original licensee acquires the program.

**Money-back Guarantee:** If for any reason you are dissatisfied with the program and you are the original licensee, you may obtain a refund of the amount you paid for it; if within 30 days of your invoice date you return the program and invoice or a copy thereof to the party from whom you obtained it. If you download the program, you may contact the party from whom you acquired it for instructions on how to obtain the refund.

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