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RICOH ProcessDirector 3.1 Postal Enablement Feature

Overview

RICOH ProcessDirector is an extensible, configurable output process management system that lets you start small and grow over time. With core capabilities plus optional add-on features, RICOH ProcessDirector allows flexible control of your print and mail production processes. It can streamline operations, improve process integrity, enhance operator productivity, reduce errors, and help lower costs.

RICOH ProcessDirector is also the backbone software of RICOH Automated Document Factory solutions: Mailroom Integrity, Postal Optimization and Output Management.

Mail is expensive. The cost of preparation, materials and postage is high and going higher. The vast share of the cost results from inefficiencies, incorrect addresses, wasted postage and inability to qualify for the deepest postal discounts. With manual mail processes for fully composed documents, however, it's difficult if not impossible to shift gears and address costly bottlenecks—especially as mail volumes grow and postal regulations and tools become more complex.

The new RICOH ProcessDirector Postal Enablement Feature allows users to easily identify and extract addresses from AFP and PDF documents and provide these addresses to 3rd Party Postal Optimization software. The cleansed and sorted addresses can then be easily imported and applied to the original documents as part of a workflow.

The address information can be optimized by software provided by Bell and Howell (e.g. Mail Manager) or TEC Mailing Solutions, or other US or non-US based postal software for address cleansing, suppression and sorting.

Once configured, the identification of address information to send to postal software and the processing of cleansed and sorted addresses can be automated for each mail application, reducing your postal costs and errors. Depending on the specific postal software and its method of accepting and returning files, you can also include those steps in a workflow to more fully automate your postal processing

Announce and General Availability Dates

Planned Announce Date: March 26, 2014

Planned Availability Dates: March 28, 2014

New Item Numbers

Item	Description
- 5765-H30	RICOH ProcessDirector
- 5765-H30-OC002	Optional Features
0055	Ricoh ProcessDirector Postal Enablement
- 5765-H30-OC005	Software Maintenance - 1 Year Registration
- 5639-S19-0160	Ricoh ProcessDirector Postal Enablement 1 Year Registration
- 5765-H30-OC006	ProcessDirector Software Maintenance 1 Year Renewal
5639 S19 0159	Ricoh ProcessDirector Postal Enablement 1 Year Renewal
- 5765-H30-OC007	Software Maintenance - 1 Year After License
- 5639-S20-0116	Ricoh ProcessDirector Postal Enablement 1 Year After License
- 5765-H30-OC008	Software Maintenance - 3 Year Registration
- 5639-S22-0159	Ricoh ProcessDirector Postal Enablement Registration
- 5765-H30-OC009	Software Maintenance - 3 Year Renewal
- 5639-S23-0201	Ricoh ProcessDirector Postal Enablement 3 Year Renewal
- 5765-H30-OC010	Software Maintenance - 3 Year After License
- 5639-S24-0243	Ricoh ProcessDirector Postal Enablement License
- 5765-H30-OC011	Restricted Use Optional Features
R0038	- Ricoh ProcessDirector Postal Enablement
- 5765-H30-OC012	Ricoh ProcessDirector Restricted Use Software Maintenance - 1 Year Registration
- 5639-S19-R0312	Restricted Use Ricoh ProcessDirector Postal Enablement 1 Year Registration
- 5765-H30-OC013	Ricoh ProcessDirector Restricted Use Software Maintenance - 1 Year Renewal
- 5639-S19-R0311	Restricted Use Ricoh ProcessDirector Postal Enablement 1 Year Renewal

Item	Description
- 5765-H30-OC014	Ricoh ProcessDirector Restricted Use Software Maintenance - 1 Year After License
- 5639-S20-R0335	Restricted Use Ricoh ProcessDirector Postal Enablement 1 Year After License
- 5765-H30-OC015	Ricoh ProcessDirector Restricted Use Software Maintenance - 3 Year Registration
- 5639-S22-R0366	Restricted Use Ricoh ProcessDirector Postal Enablement 3 Year Registration
- 5765-H30-OC016	Ricoh ProcessDirector Restricted Use Software Maintenance - 3 Year Renewal
- 5639-S23-R0415	Restricted Use Ricoh ProcessDirector Postal Enablement 3 Year Renewal
- 5765-H30-OC017	Ricoh ProcessDirector Restricted Use Software Maintenance - 3 Year After License
U0087	Restricted Use Ricoh ProcessDirector Postal Enablement
- 5765-H30-OC024	Cold Backup Optional Features
C0038	- Ricoh ProcessDirector Postal Enablement

Hardware Requirements for RICOH ProcessDirector V3.1.0

A minimum configuration for RICOH ProcessDirector V3.1 is a server with:

- One or more 2.8 GHz, or faster, processors.
- DVD-ROM device.
- 4 GB or more RAM – some features require additional memory
  - 12 GB RAM or more required for Postal Enablement, Automated Verification, PDF Mailroom Integrity, Inserter or Manufacturing Optimization features.
  - 6-8 GB Ram required for RICOH Transform features
- Display with minimum resolution of 1280x800
- Connectivity to the LAN.

Language support

Previous versions of RICOH ProcessDirector and features are available and supported in the following languages:

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

The Postal Enablement feature is available in English.

Publications

All publications are downloadable from the RICOH Information Center at:

http://info.rpp.ricoh-usa.com/help/index.jsp

The following publications are being updated:
- Using Ricoh ProcessDirector Plug-in for Adobe Acrobat (G550-20229)
- Installing PDF Document Processing Features (G550-20312)

Accessibility by people with disabilities

The RICOH ProcessDirector V3.1 Postal Enablement feature has the following capabilities for vision-impaired users:

☐ Allows operation using only the keyboard.

☐ Communicates all information without using color as the only distinguisher.

☐ Supports interfaces commonly used by screen magnifiers.

☐ Supports interfaces commonly used by screen readers.

☐ Provides documentation in an accessible format.

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

☐ Can be operated using only the keyboard.

SECTION 508 OF THE U.S. REHABILITATION ACT

RICOH ProcessDirector V3.1 Postal Enablement Feature is capable, when used in accordance with RICOH 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 Web site at
http://www.infoprint.com/accessibility

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