



Operating Instructions Setup Guide

Version 4.3.7

Before Setting Up

1

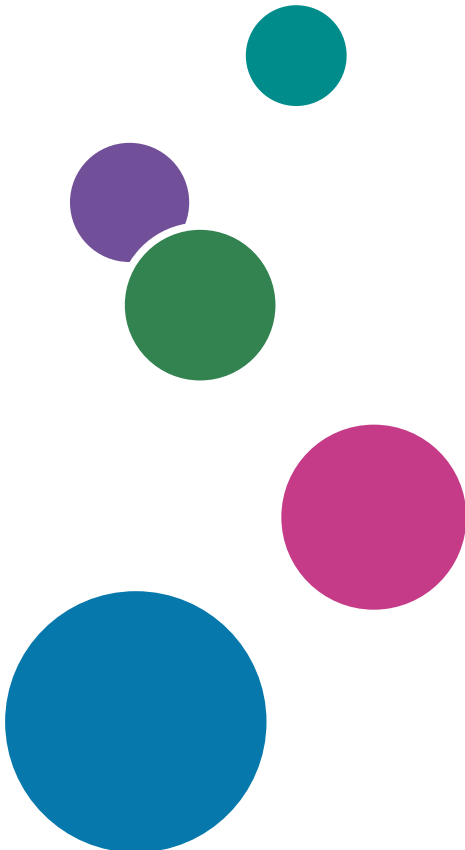
Installation

2

Start-up/Shutdown

3

For information not in this manual, refer to the Help System in your product.



Introduction

Important

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this product, losses of documents or data, or the use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of important documents or data. Documents or data might be erased due to your operational errors or malfunctions of the machine. Also, you are responsible for taking protective measures against computer viruses, worms, and other harmful software.

In no event will the manufacturer be responsible for any documents created by you using this product or any results from the data executed by you.

Do not remove or insert any disk while operating this application.

Cautions Regarding This Guide

- Some illustrations or explanations in this guide may differ from your application due to improvement or change in the application.
- The contents of this document are subject to change without notice.
- No part of this document may be duplicated, replicated, reproduced in any form, modified or quoted without prior consent of the manufacturer.
- In the instruction manuals, the procedures use Windows 10, as an example. There might be minor differences in other versions of Windows.

Guides for This Application

The following guides are available for this application.

Instruction Manuals

These instruction manuals are included:

- RICOH TotalFlow Prep: *Setup Guide* (This guide, Printed/PDF)
This guide explains the setup and startup procedures, and the settings required before you can use this application.
- RICOH TotalFlow Prep: *User's Guide* (HTML/PDF)
This guide explains the functions and basic operations of this application.

To help you better understand the basic operations of this application, this guide also includes practice lessons using sample files.

Help

Field help is available on many screens to provide information for specific tasks and settings. In this guide, this type of help is referred to as "on-screen field help".

In addition, the **[Help]** menu provides access to the HTML version of the *User's Guide* directly from the user interface.

↓ Note

A web browser must be installed to view the HTML documentation. The recommended browser is the most recent version of Mozilla Firefox. A PDF reader, such as Adobe Reader, must be installed to view the PDF documentation.

How to Read the Documentation

Before Using This Application

This manual contains detailed instructions and notes on the operation and use of this application. To ensure correct operation, read this manual carefully and completely before using this application. Keep this manual in a handy place for quick reference.

How to Use the Manuals and Help

Use the instruction manuals and field help according to your needs.

To learn how to install and start this application

See the *Setup Guide*.

To learn about the functions and basic operations of this application

See the *User's Guide*.

To learn about configuring on-screen settings

See the on-screen field help.

Displaying the Instruction Manuals (*Setup Guide* and *User's Guide*)

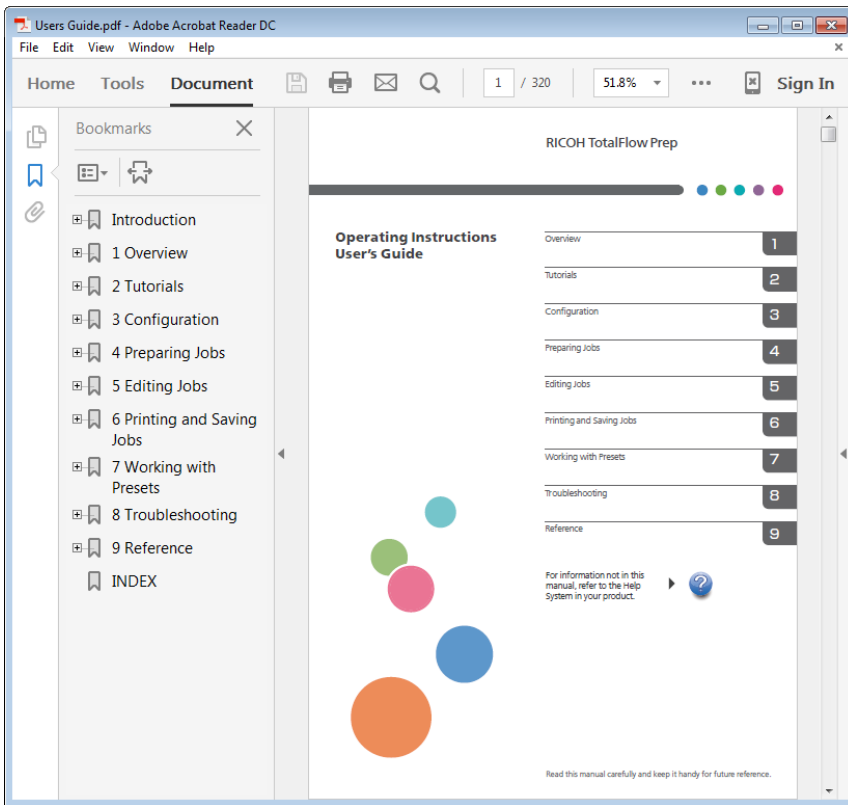
Use this procedure to view the instruction manuals.

Displaying the *Setup Guide* and *User's Guide* in PDF Format

↓ Note

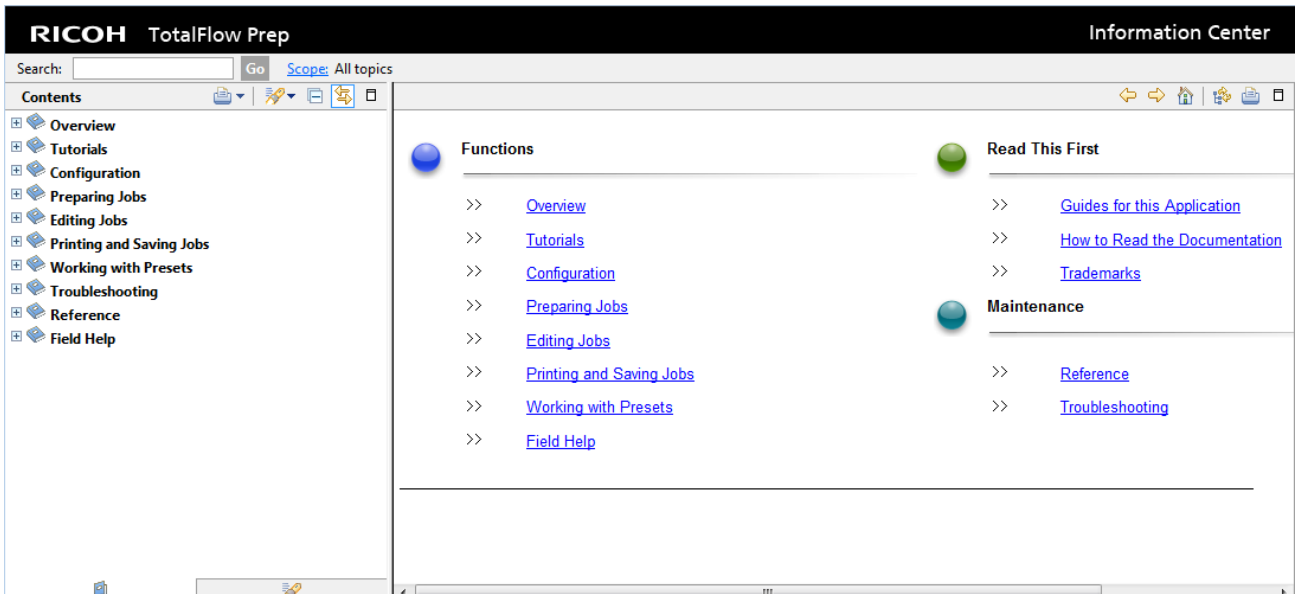
This procedure uses Windows 10, as an example. There might be minor differences in other versions of Windows.

- Click **Start** → **All apps** → **RICOH TotalFlow Prep**, and then click either **[Setup Guide]** or **[User's Guide]**.



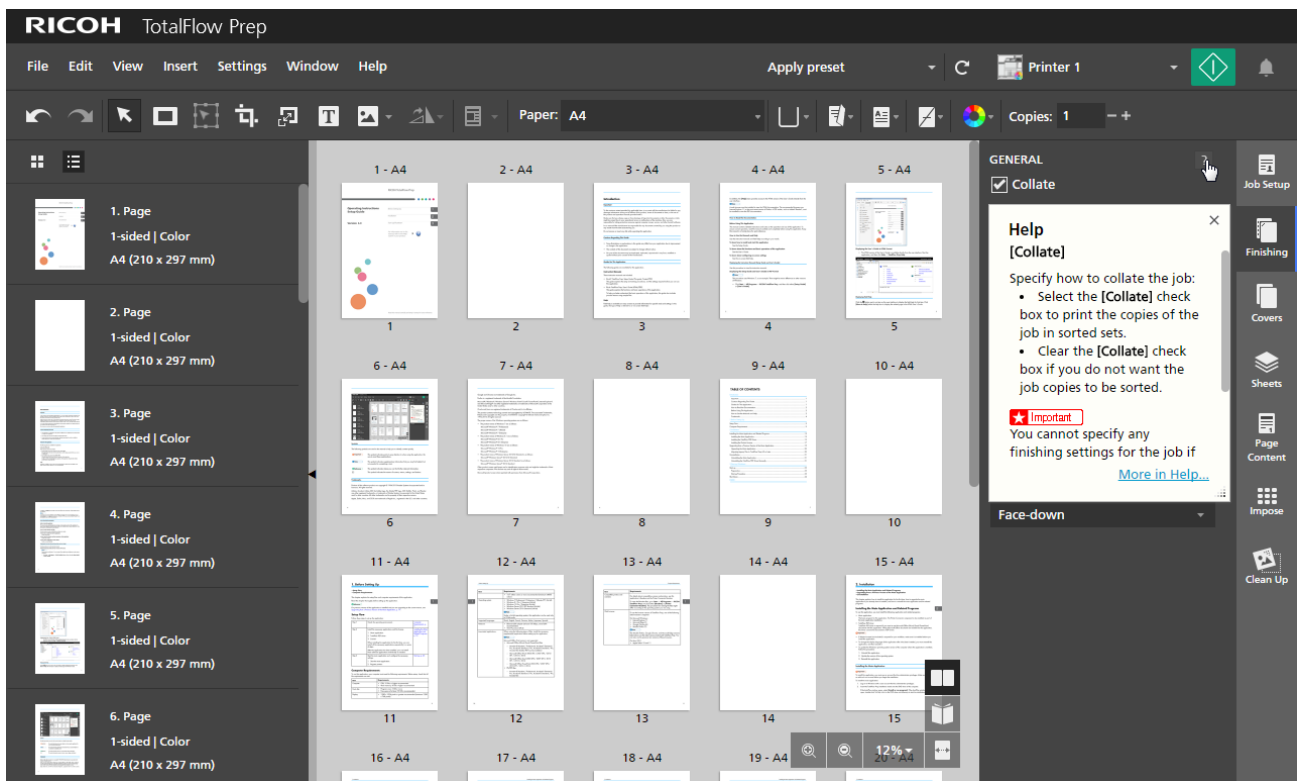
Displaying the *User's Guide* in HTML Format

- The HTML version of the *User's Guide* is available directly from the user interface. Start the application, and then click **Help** → **TotalFlow Prep Help**.



Displaying Field Help

Click the **?** button next to an item on the user interface to display the field help for that item. Click **[More in Help]** within the help box to display the related page in the HTML *User's Guide*.



Symbols

The following symbols are used in this manual to help you to identify content quickly.



Important This symbol indicates points to pay attention to when using the application. Be sure to read these explanations.



Note This symbol indicates supplementary information that you may find helpful, but not essential to completing a task.



Reference This symbol indicates where you can find further relevant information.



[Sample text] This formatting indicates the names of screens, menus, settings, and buttons.

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The proper names of the Windows operating systems are as follows:

- The product names of Windows 10 are as follows:
 - Microsoft Windows 10 Pro
 - Microsoft Windows 10 Enterprise
- The product names of Windows 11 are as follows:
 - Microsoft Windows 11 Pro
 - Microsoft Windows 11 Enterprise
- The product name of Windows Server 2016 Standard is as follows:
 - Microsoft Windows Server 2016 Standard
- The product names of Windows Server 2019 are as follows:
 - Microsoft Windows Server 2019 Standard
 - Microsoft Windows Server 2019 Essentials
- The product name of Windows Server 2022 is:
 - Microsoft Windows Server 2022 Standard

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Microsoft product screen shots reprinted with permission from Microsoft Corporation.

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1. Before Setting Up

- Setup Flow
- Computer Requirements

This chapter explains the setup flow and computer requirements of this application.

Read this chapter thoroughly before setting up this application.

Reference

If a previous version of this application is installed and you are upgrading to the current version, see [Upgrading from a Previous Version of the Main Application, p. 22](#).

Setup Flow

Follow these steps to set up the application:


Step 1	Check the operating environment.	Computer Requirements, p. 9
Step 2	Install the necessary applications and the license. <ol style="list-style-type: none">1. Main application2. TotalFlow PDF driver3. License <p>When installing the application for the first time, you can install all the necessary applications sequentially in a series of steps.</p> <p>After the application has been installed, you can install these software applications individually as needed.</p>	Installing the Main Application and Related Programs, p. 13
Step 3	Start the main application and configure the necessary settings. <ol style="list-style-type: none">1. Start the main application.2. Register printers.	Start-up, p. 27

Computer Requirements

To run this application, your computer must meet the following requirements. Before setup, check that all the requirements are met.

Item	Requirements
Computer	<ul style="list-style-type: none">• CPU: 2.5 GHz quad-core CPU or higher• Main memory: 8 GB or higher
Hard disk	<ul style="list-style-type: none">• Program area: 3 GB or more• Free space of at least 10 GB is recommended.
Display	<ul style="list-style-type: none">• 1280 x 1024 pixels or greater recommended (minimum 1280 x 768 pixels)

Item	Requirements
	<ul style="list-style-type: none"> • 16.7 million colors or more recommended (minimum 64000 colors)
Operating system	<ul style="list-style-type: none"> • Windows 10 Pro/Enterprise (64-bit) • Windows 11 Pro/Enterprise (64-bit) • Windows Server 2016 Standard (64-bit) • Windows Server 2019 Standard/Essentials (64-bit) • Windows Server 2022 Standard (64-bit) <p>Note</p> <p>Windows 10 Pro/Enterprise and its updates are supported as long as Microsoft provides mainstream support.</p>
Supported languages	Dutch, English, French, German, Italian, Japanese, Spanish
Network	<ul style="list-style-type: none"> • Ethernet LAN adapter (at least 100 Mbps, wired LAN recommended) • TCP/IP protocol (IPv4, IPv6)
Associated applications	<p>When using the following types of files, install the necessary supplemental application before setting up this application.</p> <p>Note</p> <p>Microsoft Office Trial version is not supported.</p> <ul style="list-style-type: none"> • Microsoft Office (Word/Excel/PowerPoint) files <ul style="list-style-type: none"> – Acrobat 8 Standard/Professional, Acrobat 9 Standard/Pro, Acrobat X Standard/Pro, Acrobat XI Standard/Pro, Acrobat DC, Acrobat 2017 Standard/Pro, Acrobat 2020 Pro (Adobe PDF must be installed.) – Microsoft Word 2007 SP3/2010 SP1/2013/2016/2019/Office 365 – Microsoft Excel 2007 SP3/2010 SP1/2013/2016/2019/Office 365 – Microsoft PowerPoint 2007 SP3/2010 SP1/2013/2016/2019/Office 365 • PS/EPS files <ul style="list-style-type: none"> – Acrobat 8 Standard/Professional, Acrobat 9 Standard/Pro, Acrobat X Standard/Pro, Acrobat XI Standard/Pro, Acrobat DC, Acrobat 2017 Standard/Pro, Acrobat 2020 Pro

Item	Requirements
Compatible printers and scanners	<p>For details about compatible scanners and printers, see this application's <i>Readme</i> and the <i>Printer Connector Readme</i>.</p> <p>To view the Readme files, go to Start → All apps → RICOH TotalFlow Prep and click either [Readme] or [Printer Connector Readme]. The procedure for viewing the files might differ according to the operating system you are using.</p>
Web browser	<p>To use the browser version of TotalFlow Prep, one of the following web browsers is required:</p> <p>On Microsoft Windows:</p> <ul style="list-style-type: none"> • Microsoft Edge - 118.0.2088.61 • Google Chrome - 118.0.5938.150 • Mozilla Firefox - 119.0 (64-bit) <p> Note</p> <p>The Mozilla Firefox, Google Chrome, and Microsoft Edge versions listed above are the latest versions tested with TotalFlow Prep. You can also use the previous two versions of these browsers.</p>

2. Installation

- **Installing the Main Application and Related Programs**
- **Upgrading from a Previous Version of the Main Application**
- **Changing the Port for the Tomcat Server**
- **Uninstallation**

This chapter explains how to install the application for the first time, how to upgrade the main application if you already have it installed, and how to uninstall the main application and the related programs.

Installing the Main Application and Related Programs

To use TotalFlow Prep, you must install the following application and related programs:

- **Main application**
The basic program for this application. The Printer Connector component is also installed as part of the main application installation.
- **TotalFlow PDF driver**
TotalFlow PDF driver is required if you want to use Microsoft Office (Word/Excel/PowerPoint) documents with this application. When Microsoft Office documents are loaded into this application, this driver converts the documents to PDF format.

★ Important

- If Adobe Acrobat (not included) is required for your workflow, make sure it is installed before you install this application.
- To change the display language of this application after it has been installed, you must uninstall this application, and then reinstall it.
- To update the Windows operating system version of the computer where this application is installed, follow this procedure:
 1. Uninstall this application.
 2. Update the version of the operating system.
 3. Reinstall this application.

Installing the Main Application

★ Important

To install this application, you must use an account that has administrator privileges. Make sure you log on with such an account before you begin the installation.

To install the main application:

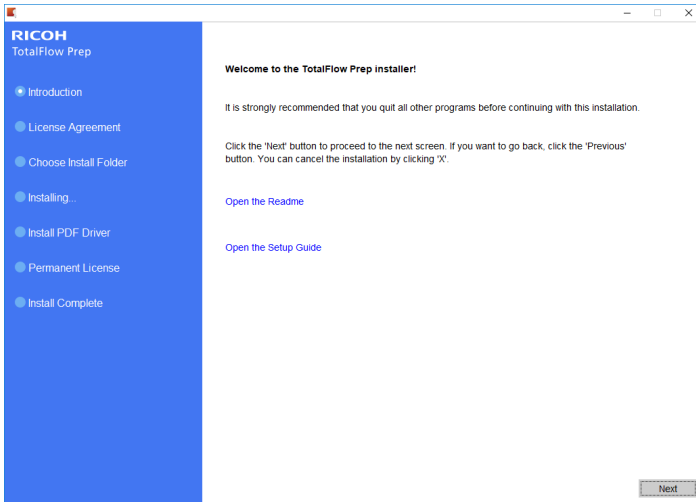
1. Log on to Windows with a user account that has administrator privileges.
2. Insert the TotalFlow Prep installation media into the DVD drive of the computer.

If the AutoPlay window opens, select **[Install or run program]**. If the AutoPlay window does not open, double-click `Setup.exe` in the DVD drive root directory to start the installation.

Note

If the user account control screen appears, click **[Yes]**.

3. On the setup screen, select the language for the TotalFlow Prep interface and click **[OK]**.
4. On the **[Introduction]** screen, click **[Next]**.

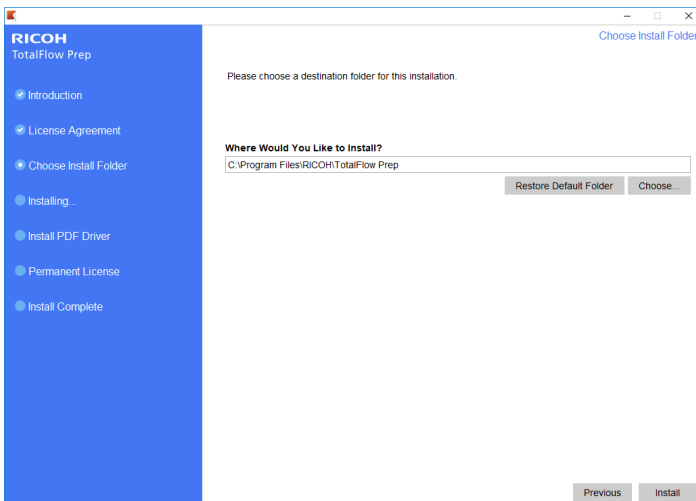


5. On the **[License Agreement]** screen:

1. Read the license agreement.
2. Select the **[I accept the terms of the License Agreement]** check box.
3. Click **[Next]**.

If you do not accept the license agreement, the installation does not continue.

6. On the **[Choose Install Folder]** screen, specify the folder where you want to install the application and click **[Install]**.



★ Important

- The name of the folder that you specify as the destination folder must not end with the "!" character.
- Do not place any user data in the destination folder where you install this application. The data might be removed when you cancel the installation or uninstall the application.

The installation starts.

- **New installation**

When the installation of the main application finishes, continue with the installation of the TotalFlow PDF driver and the permanent license. When the **[Install Complete]** screen appears, click **[Done]** to complete the installation.

You can also install the TotalFlow PDF driver and the permanent license later from the Windows Start menu.

- **Update installation**

An update installation only replaces certain files with the latest versions. When all the files are copied, continue with the installation. If the permanent license is already installed, the **[Install Complete]** screen appears. Click **[Done]** to complete the installation. To install the TotalFlow PDF driver, you must use the Windows Start menu.

- **Overwrite installation**

An overwrite installation installs the same version of the application on top of an existing installation. When all the files are copied, continue with the installation. If the permanent license is already installed, the **[Install Complete]** screen appears. Click **[Done]** to complete the installation. To install the TotalFlow PDF driver, you must use the Windows Start menu.

The installer also automatically installs the Printer Connector component, which facilitates printer communication.

2

📖 Reference

- For details about installing the TotalFlow PDF driver, see [Installing the TotalFlow PDF Driver, p. 15](#).
- For details about installing a license, see [Installing the Product License, p. 17](#).
- By default, the port for the Tomcat server is set to 20080. If 20080 is already used by another application, you must set a different port number. For more information, see [Changing the Port for the Tomcat Server, p. 24](#).

Update installations and overwrite installations do not affect the port number already in use.

Installing the TotalFlow PDF Driver

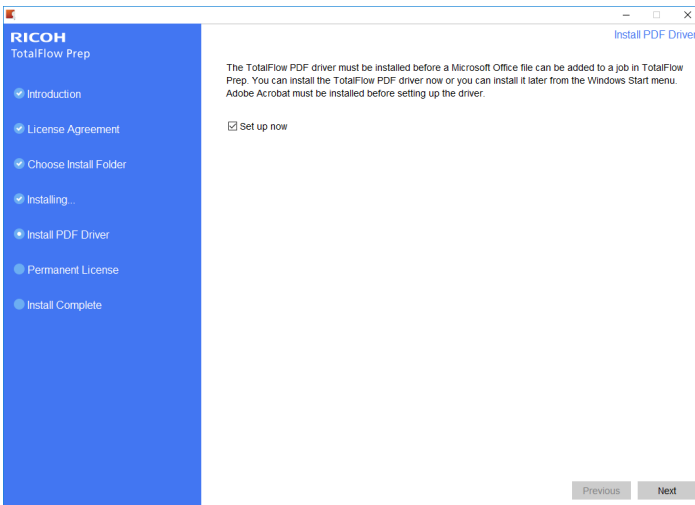
★ Important

- To install this application, you must use an account that has administrator privileges. Make sure you log on with such an account before you begin the installation.
- You can install the TotalFlow PDF driver only if Adobe Acrobat is already installed on the computer.

Use one of the following procedures to install the TotalFlow PDF driver.

To install the TotalFlow PDF driver immediately after the main application (New installation):

1. On the **[Install PDF Driver]** screen, select the **[Set up now]** check box and click **[Next]**.



2. When the installation finishes, click **[OK]**.

To install the TotalFlow PDF driver separately using the Windows Start menu:

1. Click **Start** → **All apps** → **RICOH TotalFlow Prep** → **TotalFlow PDF Driver Setup**.
If the user account control screen appears, click **[Yes]**.
2. Click **[OK]**.
3. When the installation finishes, click **[OK]**.

Precautions After Installing the TotalFlow PDF Driver

- Do not change the name of the TotalFlow PDF driver.
- Make sure that these values are set on the **[Adobe PDF Settings]** tab in the **[TotalFlow PDF Printing Preferences]** dialog box:
 - **[Adobe PDF Security]**: None
 - **[Adobe PDF Output Folder]**: Documents*.pdf
 - **[View Adobe PDF results]**: Not selected
 - **[Delete log files for successful jobs]**: Selected

These settings are required for importing Microsoft Office files into this application.

To open the **[TotalFlow PDF Printing Preferences]** dialog box, go to **Control Panel** → **Devices and Printers**. Then, right-click the **[TotalFlow PDF]** icon and select **Printing preferences**.

Depending on the operating system, TotalFlow PDF and Adobe PDF might be displayed as one entry in the **[Devices and Printers]** panel, either as **[TotalFlow PDF]** or **[Adobe PDF]**. In this case, to modify the TotalFlow PDF driver settings, right-click the **[TotalFlow PDF]** or **[Adobe PDF]** icon and select **Printing preferences** → **TotalFlow PDF**.

- If you have to upgrade or downgrade your version of Adobe Acrobat, you must also reinstall the TotalFlow PDF driver.

First uninstall the TotalFlow PDF driver manually, then upgrade (or downgrade) Adobe Acrobat, and then reinstall the TotalFlow PDF driver from the Windows Start menu.

- If you uninstall Adobe Acrobat, the TotalFlow PDF driver will not function and you will have to uninstall it manually.

Reference

For details about uninstalling the TotalFlow PDF driver, see [Uninstalling the TotalFlow PDF Driver Manually, p. 25](#).

2

Installing the Product License

After you have installed the main application and the TotalFlow PDF driver, you can complete the installation process by installing the permanent license or by using a free trial of the product.

To complete the installation process:

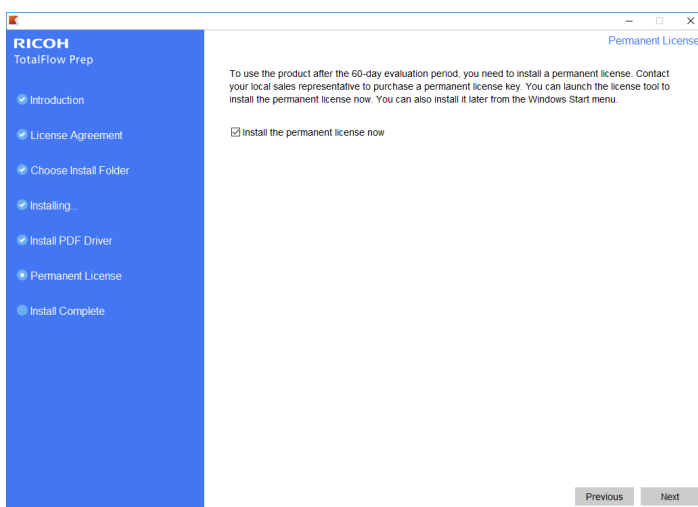
- Install a permanent product license.

Installing a permanent license requires a license key file, which can be acquired from the website or from your local sales representative.

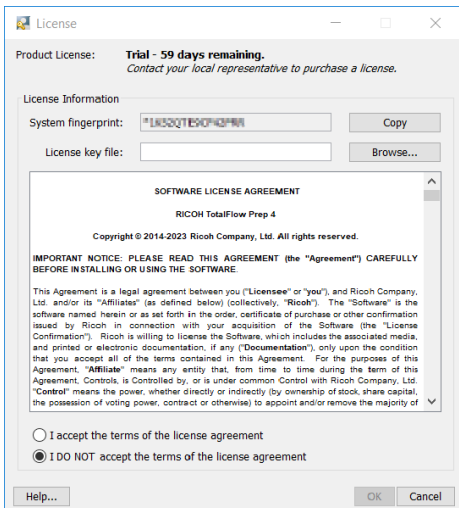
Important

To install the license, you must use an account that has administrator privileges. Make sure you log on with such an account before you begin the installation. If you are not logged in with the user name **Administrator**, choose the **[Run as administrator]** option when you start the **[License Manager]** from the Windows Start menu.

- To install the permanent license immediately after the main application (New installation):
 1. On the **[Permanent License]** screen, select the **[Install the permanent license now]** check box and click **[Next]**.



The **[License]** screen is displayed.



2. If you have already purchased and would like to generate a license key, click **[Help]**. To install a permanent license, see [Installing a Permanent License, p. 19](#).

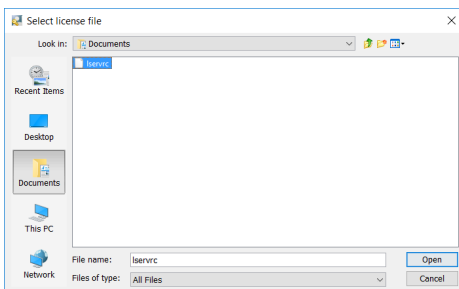
★ Important

The default browser opens and displays the license application help page with instructions for generating a license key.

If Microsoft Edge is set as the default browser and you are logged on with the Built-in Administrator account, an error will occur. Set a different browser as default or use a different account with administrator privileges.

If you have already purchased and generated a license key, click **[Browse]**.

The **[Select license file]** window is displayed.



3. Select the 1servrc file and click **[Open]**.
 4. Select **[I accept the terms of the license agreement]** and click **[OK]**.
The **[Install Complete]** screen appears.
 5. Click **[Done]**.
- To try TotalFlow Prep free for 60 days:
 1. On the **[Permanent License]** screen, clear the **[Install the permanent license now]** check box and click **[Next]**.
The **[Install Complete]** screen appears.
 2. Click **[Done]**.
 - To install the permanent license after a free-trial installation using the Windows Start menu:

Note

This procedure applies when you install the permanent license for the main product.

1. Click **Start** → **All apps** → **RICOH TotalFlow Prep**.
2. Right-click **[License Manager]** and select **[Run as administrator]**.
The **[License]** screen is displayed.
3. Click **[Browse]**.
The **[Select license file]** window is displayed.
4. Select the `1servrc` file and click **[Open]**.
5. Select **[I accept the terms of the license agreement]** and click **[OK]**.
You see a message that the license was installed successfully.
6. Click **[OK]**.
7. Restart the computer.

★ Important

If you want to remove the license or relocate it to another machine, contact your service representative.

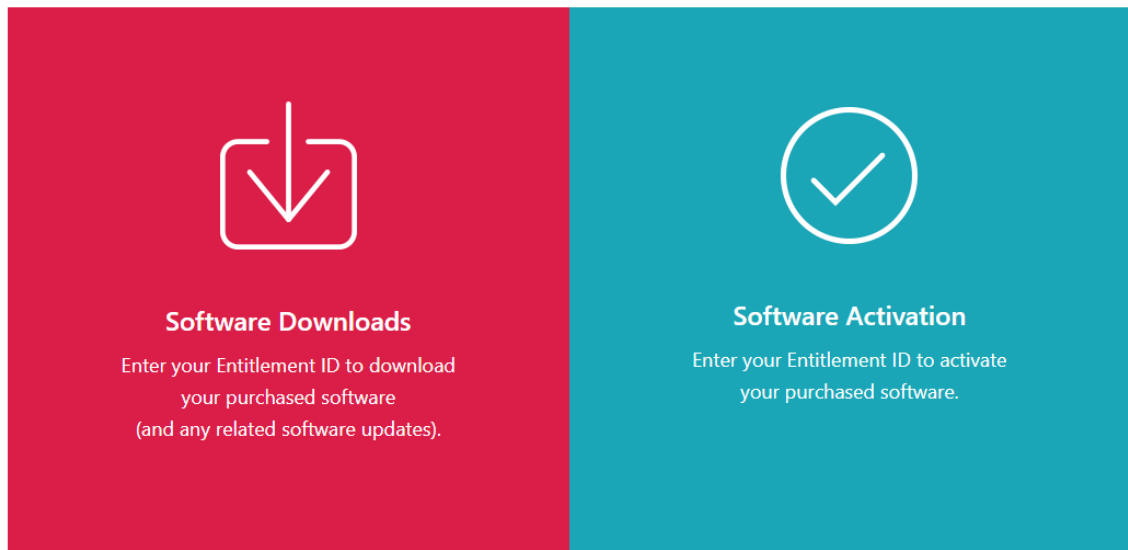
Installing a Permanent License

To continue using this TotalFlow product after the trial license expires, you must install a permanent license on the computer where the product is installed. The permanent license is valid only on this computer.

To install a permanent license for this TotalFlow product:

1. Make sure that you have the e-mail containing the entitlement ID (EID) that you received from Ricoh.
2. If the computer where the TotalFlow product is installed does not have Internet access:
 1. Do not close the license application on the computer where the TotalFlow application is installed.
 2. Log into a computer that has Internet access.
 3. Use the Remote Desktop Connection to connect to the computer where the TotalFlow application is installed.
 4. Log in with the same user name and password that you used when you started the license application.
3. On the computer that has Internet access, go to this Web site: <https://dl.ricohsoftware.com>.

What action would you like to take?



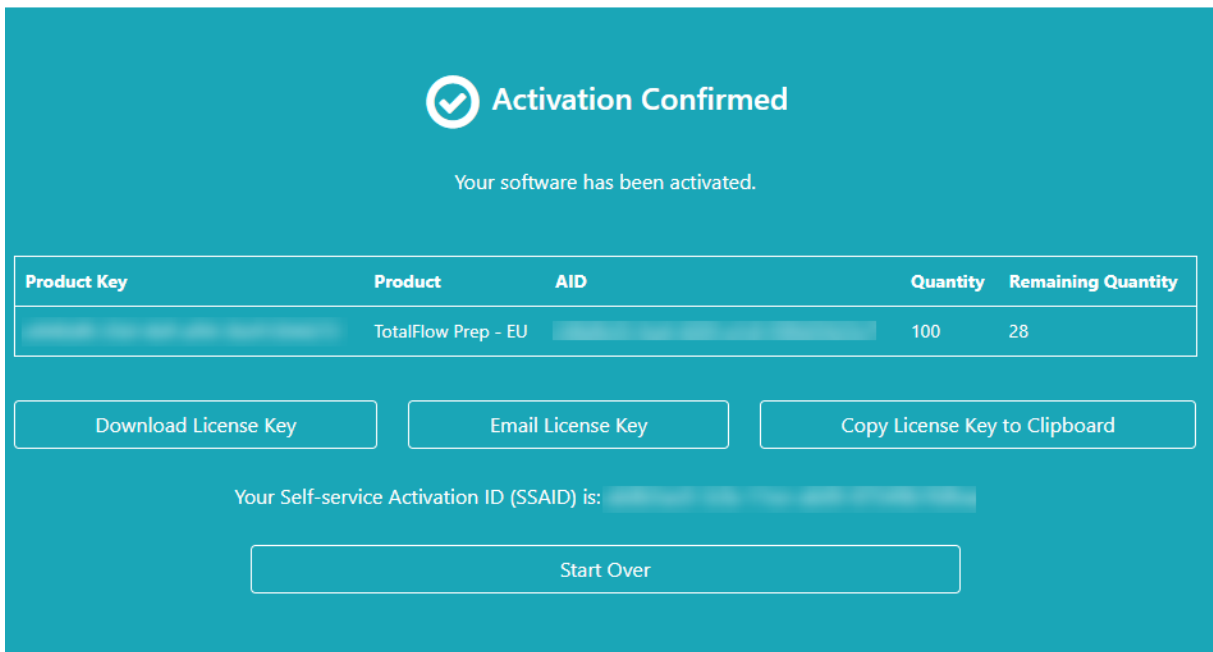
4. Click **Software Activation** on the right side of the screen.
5. In the **Software Activation** dialog, insert the EID and the system fingerprint.

The "Software Activation" dialog box has a teal background. At the top, it says "Software Activation" in white. Below that, it says "Use the form below to activate your software. Enter your Entitlement ID and the System Fingerprint generated by the software." There are two input fields, each with a white question mark icon to its right. The first field is labeled "Enter your EID:" and the second is labeled "Enter your System Fingerprint:". At the bottom center, there is a white button with the text "Confirm Content".

1. Copy and paste the EID from the e-mail you received from Ricoh.
2. Return to the license management application on the computer where the TotalFlow application is installed. Click the **Copy** button next to the **System fingerprint** field. This action copies the 16-character system fingerprint that uniquely identifies the computer where the TotalFlow product is installed to the clipboard.

3. Return to the Software Activation webpage. Paste the system fingerprint in the **Enter your System Fingerprint** field.
4. Click **Confirm Content**.
6. In the **Activation Content Confirmation** dialog:
 1. Review the confirmation information.
 2. Click **Activate**.

You will receive a confirmation that your software has been activated. A license key is generated with an Activation ID for the client computer and is displayed on the screen.



Activation Confirmed

Your software has been activated.

Product Key	Product	AID	Quantity	Remaining Quantity
[Redacted]	TotalFlow Prep - EU	[Redacted]	100	28

Your Self-service Activation ID (SSAID) is:

Note

- The number of activations of the license is displayed under **Quantity**. The remaining number of activations available for this license is displayed under **Remaining Quantity**.
7. To download the license key, click **Download License Key**. The saving procedure and file type are different for each browser. Record the folder where you saved the license key.
 8. To e-mail the license key file to someone else, click **Email License Key**.

Enter Email Address



Please enter the email address you want the license key sent to.

Email

Cancel

Send

1. Type the e-mail address.
2. Click **Send**.
9. If you are finished, close the browser tab. To restart the process, click **Start Over**.
10. If you accessed the Internet from a different computer than the one where the TotalFlow product is installed, copy the license file to the computer where the TotalFlow product is installed.
11. In the license management application on the system where the TotalFlow product is installed, click **Browse...**
12. Locate the license file and click **Open**.
13. Select **I accept the terms of the license agreement** and click **OK**.
You see a message that the license was installed successfully.
14. Click **OK**.
15. Restart the computer where the TotalFlow product is installed.

Upgrading from a Previous Version of the Main Application

If you already have a version of the main application and related programs installed, use these steps to upgrade your version to the current version.

When you perform the upgrade, both the main application and the TotalFlow PDF driver (if installed) are updated.

Upgrading the Main Application

The application upgrade (or patch) file is available on your installation media. To upgrade, make sure that version 4.0 or later is installed.

★ Important

- To upgrade this application, you must use an account that has administrator privileges. Make sure that you are logged on as administrator before you begin the upgrade.
- Do not run the upgrade installation patch from a folder with a name that ends with the "!" character.
- If Adobe Acrobat (not included) is required for your workflow, make sure that it is installed and updated before you perform the upgrade.
- A new license is required for version 4.3. Make sure that you have the new license before you begin the upgrade installation.

At the beginning of the installation process, a warning dialog box is displayed prompting you to confirm that you want to proceed with the upgrade. If you do not have the new license, click **[No]** in the warning dialog box, and then click **[Yes]** to confirm that you want to exit the installation. If you complete the upgrade, you cannot continue to use the application.

To upgrade the main application:

1. Log on to Windows with a user account that has administrator privileges.
2. Insert the TotalFlow Prep installation media into the DVD drive of the computer.

If the AutoPlay window opens, select **[Install or run program]**. If the AutoPlay window does not open, double-click Setup.exe in the DVD drive root directory to start the upgrade.

↓ Note

If the user account control screen appears, click **[Yes]**.

3. To complete the upgrade, follow the on-screen instructions.

📖 Reference

For details about installing the TotalFlow PDF driver, see [Installing the TotalFlow PDF Driver, p. 15](#).

Migrating Legacy Files to TotalFlow Prep 4.0 or Later

Some features and settings in legacy files are no longer supported starting with TotalFlow Prep 4.0.

The following settings and features must be reapplied after legacy files are opened in TotalFlow Prep 4.0 or later:

- Programs.
Presets have replaced programs starting with TotalFlow Prep 4.0.
- Chapter-based imposition.
- Backup and restore function is not available in TotalFlow Prep 4.0 or later. The backup from TotalFlow Prep 3.1 cannot be restored.
- Basic scan properties are not supported in TotalFlow Prep 4.0 or later and are not migrated.

The following tab settings and features must be reapplied after legacy files are opened in TotalFlow Prep 4.0 or later:

- Chapter numbers and chapter names on tab ears.

- Random sequencing for tabs is converted to **[Normal (1-2-3)]** order.
- **[Manual setting]** order is converted to **[Normal (1-2-3)]** order unless it is in **[Reverse (3-2-1)]** order.
- Converted tabs are changed to normal pages when the imposition is set to **[Booklet]** or **[Gangup - [Speed]]**.
- The order of tab/cover/designation sheets is changed to cover/designation sheets/tab. In TotalFlow Prep 4.0 or later, you cannot move or insert a tab before a front cover or a designation sheet.
- Text or images on tabs do not automatically reflow when tabs are moved.

Changing the Port for the Tomcat Server

During the TotalFlow Prep installation, the port for the Tomcat server is set to 20080. If 20080 is already used by another application, you must set a different port number.

To change the port for the Tomcat server:

1. Make sure that the application is closed.
2. Go to *Installation path of this application\svc\bin*.

If you selected the default installation path when you installed TotalFlow Prep, *Installation path of this application* refers to the following folder:

C:\Program Files\RICOH\TotalFlow Prep\

3. Double-click `TFPrepPortChanger.exe`.
If the user account control screen appears, click **[Yes]**.
4. Enter the new port number that you want to use in the **[New port number]** field.
5. Click **[OK]**.

Note

Update installations and overwrite installations do not affect the port number already in use.

Uninstallation

This chapter explains the procedure for uninstalling the main application.

Reference

The TotalFlow PDF driver is uninstalled together with the main application. If you want to uninstall only the TotalFlow PDF driver, see [Uninstalling the TotalFlow PDF Driver Manually, p. 25](#).

Uninstalling the Main Application

This procedure uses Windows 10, as an example. There might be minor differences in other versions of Windows.

★ Important

To uninstall this application, you must be logged on with the same account that was used during the installation. The account must have administrator privileges.

1. Make sure that the application is closed.
2. Stop the RICOH TotalFlow Prep Service:
 1. Go to **Control Panel** → **Administrative Tools** and double-click **[Services]**.
 2. In the list of services, right-click **[RICOH TotalFlow Prep Service]** and select **[Stop]**.
3. Go back to the main Control Panel screen and click **[Programs and Features]**.
4. Right-click **[RICOH TotalFlow Prep]** and select **[Uninstall/Change]**.
5. In the confirmation dialog box, click **[Yes]**.
If the user account control screen appears, click **[Yes]**.
6. On the **[Uninstall TotalFlow Prep]** screen, click **[Uninstall]**.
7. Click **[Done]**.

2

Uninstalling the TotalFlow PDF Driver Manually

To uninstall the TotalFlow PDF driver:

1. Go to **Control Panel** → **Devices and Printers**.
2. Right-click the **[TotalFlow PDF]** icon and select **[Remove device]**.
3. In the confirmation dialog box, click **[Yes]**.

↓ Note

Depending on the operating system, TotalFlow PDF and Adobe PDF might be displayed as one entry in the **[Devices and Printers]** panel, either as **[TotalFlow PDF]** or **[Adobe PDF]**. In this case, to uninstall the TotalFlow PDF driver, right-click the **[TotalFlow PDF]** or **[Adobe PDF]** icon and select **Delete print queue** → **TotalFlow PDF**.

3. Start-up/Shutdown

- Start-up
- Shut Down

This chapter explains how to open and close TotalFlow Prep.

Start-up

This section explains the necessary preparations and the procedure for starting the application.

Preparation

Make the following preparations before starting this application.

- To print documents using this application, you must register a printer. Make sure that both the computer and printer you want to use are properly connected to the network.

For more information about printers that are compatible with this application, see the *Printer Connector Readme*. For more information about how to connect the printer to a network, see your printer documentation.

- To print jobs using TotalFlow Production Manager, you must first set up TotalFlow Production Manager and make sure it is connected to the network.

For more information, see the TotalFlow Production Manager documentation.

- If the Windows firewall is enabled, you must register the following programs as firewall exceptions to make sure that they are not blocked and that the application can function correctly:

- *Installation path of this application*\svc\jre\bin\java.exe
- *Installation path of this application*\svc\bin\TwainAccessor.exe
- *Installation path of this application*\svc\bin\impostrip\externals\ite\bin\win64\mongod.exe
- *Installation path of this application*\svc\bin\impostrip\externals\ite\bin\win64\node.exe

If you selected the default installation path when you installed TotalFlow Prep, *Installation path of this application* refers to the following folder:

C:\Program Files\RICOH\TotalFlow Prep\

For more information about registering firewall exceptions, see the Windows Help.

Note

If you upgraded from an older release of TotalFlow Prep, the new version is installed in the same folder as the previous version.

Start-up Procedure

Use the following procedure to start this application.

 **Note**

This procedure uses Windows 10, as an example. There might be minor differences in other versions of Windows.

1. Click the **[Start]** button.
2. Go to **All apps** → **RICOH TotalFlow Prep** and select **[TotalFlow Prep]**.

The application starts and you can see the **[Quick Actions]** screen.

Shut Down

3

Use the following procedure to exit this application.

1. Click **File** → **Exit**.
2. Specify whether you want to save the job changes in the confirmation dialog box.

The application closes.

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