

**RICOH**  
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## TotalFlow Prep and Production Manager

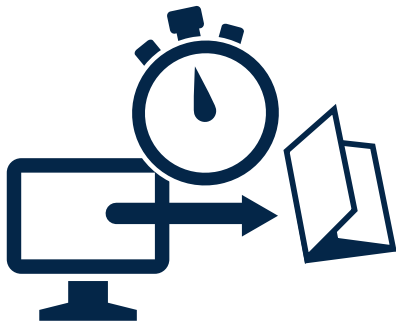
Improve efficiencies, reduce  
costs and simplify workflows







## The challenges to print readiness



From one job to another, you never know what shape files will be in when they arrive. Pulling together the print-ready PDF file can take more time than you have, affect deadlines and ultimately, impact on your bottom line.



High priority jobs can get stuck in print queues behind regular jobs. Devices are only used part time due to lack of job scheduling and balancing. Job media is not co-ordinated, causing unnecessary paper changes. Manual tasks with repetitive operations take too much time and produce errors.

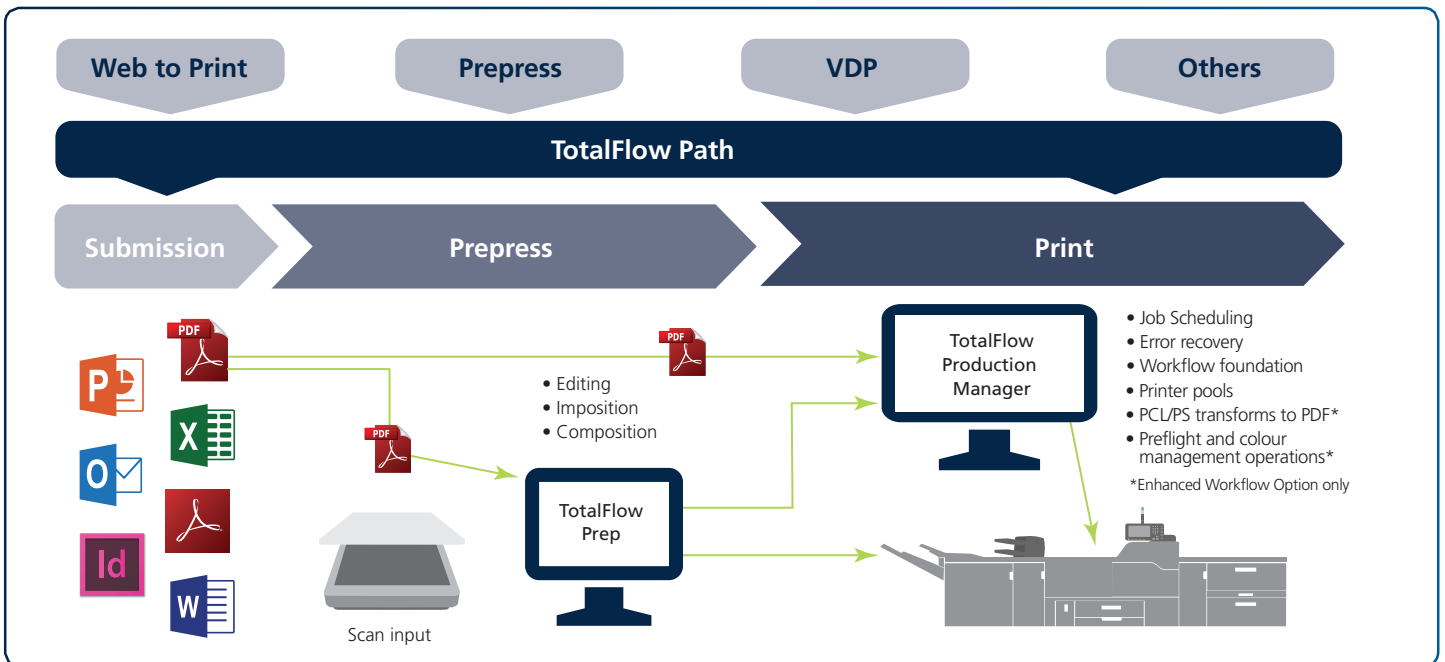


Businesses can only thrive with systems that improve process and increase performance. This means developing value-added servicing and automating as much as possible.



TotalFlow Prep and Production Manager will:

- Accelerate the make ready process
- Provide a seamless end-to-end workflow
- Save money, labour and time
- Make you more competitive



## TotalFlow Prep helps you...

### Shorten turnaround times

TotalFlow Prep make ready software simplifies the steps and time it takes to create print-ready PDF files. Common PDF composition tools make the software easy to use and WYSIWYG visual ticketing makes it easy to validate. The final PDF can be submitted to TotalFlow Production Manager. Together they deliver a simplified prepress workflow with accurate and efficient output. Depending upon your needs, they can also work independently.

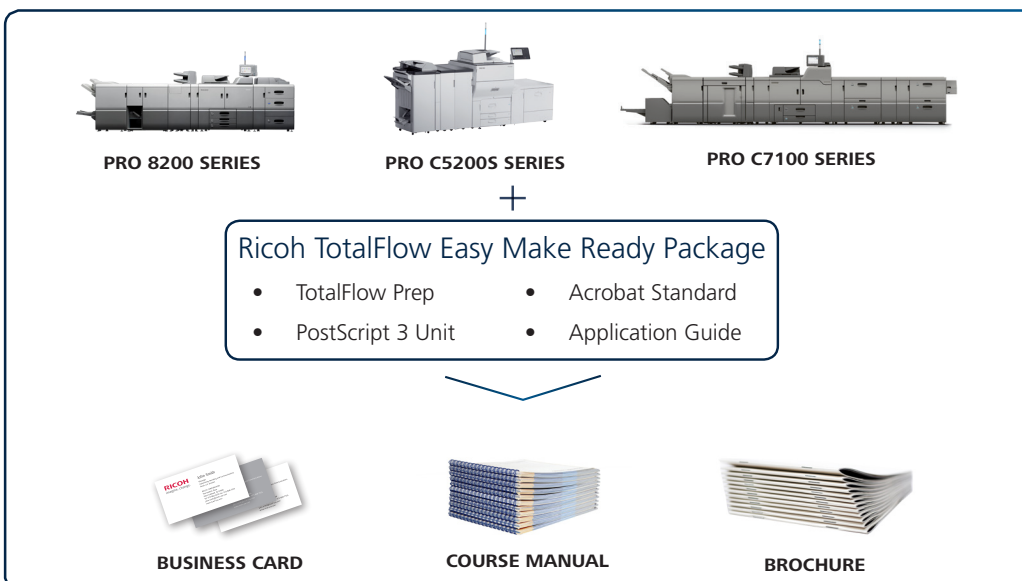
### Reduce errors and costs

TotalFlow Prep defines simple presets that automate repetitive tasks. And fewer manual touch points means fewer delays. The preview screen shows everything including finishing so files are previewed before they go to print. As a result, you can avoid disruptive workarounds and redos. You can also get functions that can be value-added services, like last minute editing which can make you even more attractive to clients.

TotalFlow Prep, a part of Ricoh TotalFlow Easy Make Ready Package work together with Ricoh Pro Series of Production Printers to drive greater productivity and open up new opportunities for revenue – just what you need in this highly competitive environment.

## Highlights

- Provides an intuitive graphical user interface and visual ticketing
- Combine scanned and digital content
- Set up the order of pages
- Assign job properties such as special instructions
- Set up chapters
- Perform simple edits such as deskew of scanned documents, logo replacement, text insertion, sizing and rotation
- Add tabs with text and images for a professional finish
- Preview the final file to ensure it is accurate before submitting it for printing
- Enable last-minute editing



# The benefits of our solution to prepare documents

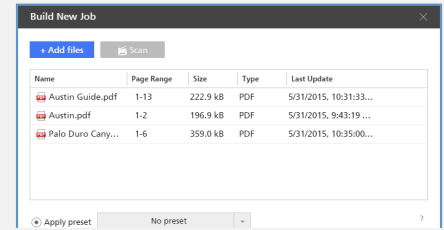
## 1 JOB MERGE

### Challenges:

- Different documents from various departments are provided for the same job
- Some documents may be hard copies

### Benefits:

- Pages from different documents can be merged into one job
- Scanned and digital content combined quickly and easily
- Eliminates the manual steps of individual document set up, print and collation



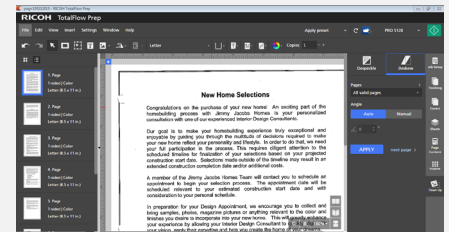
## 2 IMAGE OF SCANNED DOCUMENT

### Challenges:

- Skewed or speckled paper documents on scanning
- Shadows from scanned booklets, black marks from stapled or punched documents

### Benefits:

- Ability to fine-tune scanned images for crisp output
- Improved productivity by automating the process



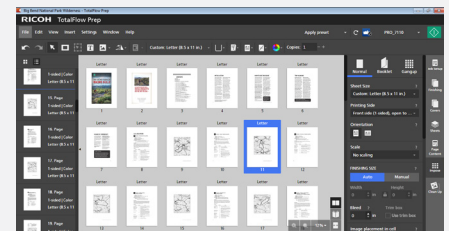
## 3 PAGE ORDER CHANGE

### Challenges:

- Customer wants to change the document layout
- Manual errors can result

### Benefits:

- Ability to easily change page order
- Disruptive redos and errors can be avoided



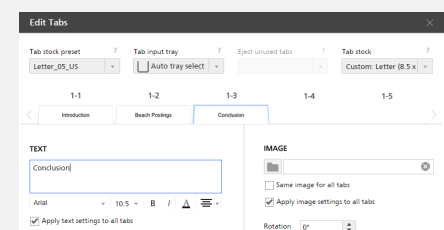
## 4 TAB SETTINGS

### Challenges:

- Manual tab insertion is laborious and slow

### Benefits:

- Powerful tab controls enable professional quality output
- Productivity is dramatically enhanced



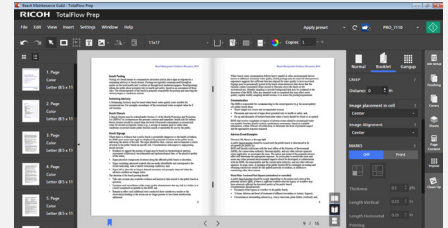
## 5 IMPOSITION

### Challenges:

- Customer wants to easily make booklets from documents not previously set up for booklet printing
- There is a need for a gang-up operation with postcards and business cards

### Benefits:

- Offers an easy way to configure these production print products
- Quickly creates books and booklets for professional output
- Reduces errors and improves productivity



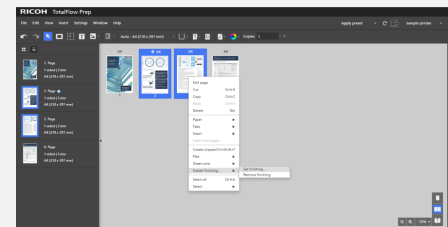
## 6 SUBSET STAPLING

### Challenges:

- Documents often must be presented in sections, with some sections stapled and some not.
- Some print controllers support this capability while others do not do this well.

### Benefits:

- Documents with only certain sections stapled can now quickly be prepared and produced without concern for hardware limitations.
- Eliminates the need for post production hand collation.



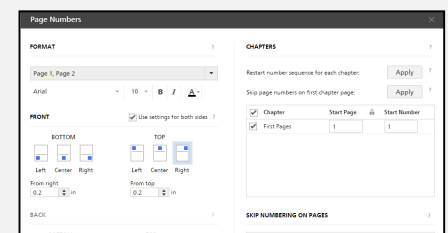
## 7 PAGE NUMBERING

### Challenges:

- An operator needs to re-order the pages within a document and want to easily and accurately re-number the document

### Benefits:

- The operator can quickly and easily renumber a new document therefore saving time
- The page numbering function prevents mistakes when re-numbering a document



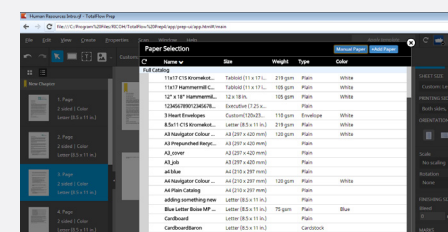
## 8 MEDIA SETTING

### Challenges:

- Need a fast way to set the media on jobs or selected pages.

### Benefits:

- It is now faster to set the media for selected pages or the whole job. Simply select any pages, either contiguous or random, and right click to enable the media selection dialog. There is no longer a requirement to navigate to another tab and lower dialogs to make media selections.
- This optimization reduces the steps required to set media for a job or pages, greatly enhancing the value to customers who routinely use varied media.





# TotalFlow Production Manager helps you ...

Streamline your print workflow and enhance the way you work.

## Make better print decisions

TotalFlow Production Manager is your single point of control for optimising your cut sheet production printers. The software analyses job tickets and print queues and prints higher-priority jobs first. It can even determine when and where jobs should be produced for the best, most affordable results.

## Enable more efficient printing - at your fingertips

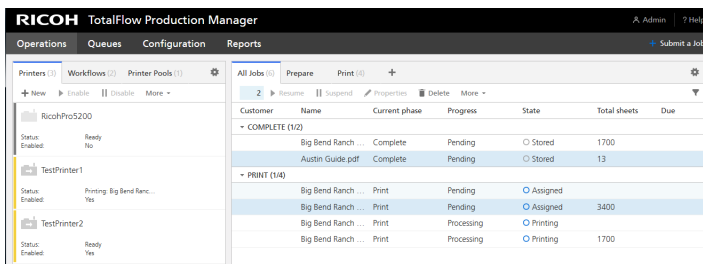
Easy to install and use, the web-based software of TotalFlow Production Manager integrate seamlessly with TotalFlow Prep for centralised management designed to simplify workflow. Additionally, integration with TotalFlow Path enables you to leverage past successes in handling similar jobs to automatically recognise and implement best practices for jobs you frequently handle, reducing manual touch points and by extension, costs and errors.

## Upgrade to greater performance

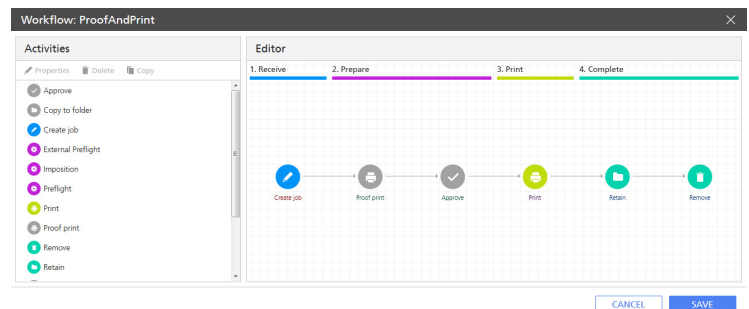
TotalFlow Production Manager can be upgraded with Enhanced Workflow Option in line with your needs. It offers all the features of TotalFlow Production Manager along with pre-flight and colour management functionality and digital print load balancing with support up to fifteen printers.

# Highlights

- Increase control and viewing options by creating visual tickets with the WYS/WYG interface
- Automate job scheduling based on printer capabilities and availability
- Solve printer-related issues quickly by setting up alerts
- Recover from errors quickly
- Assess your operation through reports with PDF/CSV export for job and printer metrics
- Print jobs faster with digital print load and schedule balancing
- Ensure accuracy through added approval steps
- Aid cost management and tracking by controlling printer access and reporting data with user codes
- Customised workflows with drag & drop icons



Operation tab showing summary, jobs, printers and virtual printer views



TotalFlow Production Manager workflow tab showing simple colour coded, drag and drop workflow editor

# TotalFlow Production Manager with Enhanced Workflow Option

## Additional advantages

### Highly intuitive. Drag & Drop simplicity.

TotalFlow Production Manager with Enhanced Workflow Option allows you to save valuable time.

### Other benefits include:

- Provides base version of Enfocus PitStop for preflight integration and colour management integration
- PCL and PostScript to PDF transforms for streamlining job completion

### Affordable tools to drive success

Through TotalFlow Prep and Production Manager, you'll see a big efficiency gain and a faster return on your investment. In these challenging times, when companies need to increase productivity and maximise profitability they give you the tools to redefine your entire print production.

## Highlights

- Perform PostScript and PCL transforms
- Perform pre-flight and colour management operations

## TotalFlow Prep at a glance

System	OS	Edition	32 bit (x86)	64 bit (x64)
Requirements	Windows® 7 (SP1)	Professional, Enterprise, Ultimate	X	X
	Windows 8.1	Professional, Enterprise	X	X
	Windows 10	Professional, Enterprise		X
	Windows Server 2012, plus R2	Standard		X
Computer	CPU: 3 GHz or higher recommended (minimum 2 GHz) Main memory: 8 GB or higher recommended (minimum 4 GB)			
Hard Disk	10 GB of available space is recommended for the initial installation			
Display	1,440 x 900 pixels or greater recommended (minimum 1,024 x 768 pixels) 16.7 million colors or more recommended (minimum 64,000 colors)			
Network	Ethernet LAN adapter (at least 100 Mbps, wired LAN recommended) TCP/IP protocol (IPv4)			
Web browser	To use the web browser version of Ricoh TotalFlow® Prep, one of the following browsers is required: Internet Explorer® 11 or later, Mozilla Firefox® (current version 47.x plus two previous versions), Google Chrome™ (current version 55.x plus two previous versions), Apple® Safari® 9 and 10, Windows 10 Edge 25+			
Supplied as	Ricoh TotalFlow Easy Make Ready Package M26/S7/S3			

# TotalFlow Production Manager at a glance

System Requirements	OS	Edition	64 bit (x64)	
	Windows® 7 (SP1)	Professional, Enterprise, Ultimate	X	
	Windows 8.1	Professional, Enterprise	X	
	Windows 10	Professional, Enterprise	X	
	Windows Server® 2012, plus R2	Standard	X	
	Windows Server 2016	Standard	X	
<b>Web Browser (No 64-bit support)</b>	<ul style="list-style-type: none"> <li>• Mozilla Firefox® current version 47.x plus two previous versions</li> <li>• Google Chrome™ current version 55.x plus two previous versions</li> </ul>		<ul style="list-style-type: none"> <li>• Internet Explorer® 11</li> <li>• Apple® Safari® 9 and 10</li> </ul>	
<b>Adobe® Reader</b>	Adobe Acrobat® Reader 10, 11 and greater			
<b>File System</b>	NTFS recommended			
Client Side	OS	Edition	32 bit (x86)	64 bit (x64)
	Windows 7 (SP1)	Home Premium, Professional, Enterprise, Ultimate	X	X
	Windows 8 and 8.1	Professional, Enterprise	X	X
	Windows 10	Professional, Enterprise	X	X
	Windows Server 2008 R2 SP1	Standard, Enterprise		X
	Windows Server 2012, plus R2	Standard		X
	Apple Mac OS® 10.9 and 10.10	Mavericks, Yosemite		

Hardware Specifications	TotalFlow Production Manager	TotalFlow Production Manager with Enhanced Workflow Option
<b>Component</b>	Supports 1-5 printers	Supports 1-15 printers For more printers, consider adding another server
<b>CPU</b>	2.4 GHz Dual Core	
<b>Main Memory</b>	4GB	8 GB
<b>Hard Disk</b>	100 GB free space	200 GB free space
<b>Network</b>	Ethernet LAN adapter (at least 100 Mbps, wired LAN recommended) TCP/IP protocol (IPv4)	
<b>Display</b>	More than 1,024 x 768 dots, more than 16.7 million colors	

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