RICOH TotalFlow® Prep

Production Printing Solutions

RICOH
imagine. change.

The smart way to automate job make-ready and exceed customer expectations.

It's time to automate make-ready and focus on making every job faster and more profitable

Predictable, dependable job performance.

It's the standard you've set for your operations and it's the benchmark customers are counting on you to achieve. RICOH TotalFlow® Prep gives you the tools and automation to speed prepress and take greater control.

Use TotalFlow Prep to create a print-ready PDF file quickly, automating redundant print tasks for more accurate production printing. Developed by Ricoh software experts, Prep helps you maximize the performance of your printing workflows and devices to achieve greater ROI, predictable profitability and output that satisfies customers. Combine files, make last-second edits, add special instructions and even choose media to accommodate specific printers with one-touch control from the intuitive Graphical User Interface. Engineered with any skill level in mind, tool tips for every tool are always accessible, making TotalFlow Prep an easily adaptable application in any environment. With advanced imposition tools now standard including Bates Stamping, eliminate wasted media and add more margin back into your workflows.
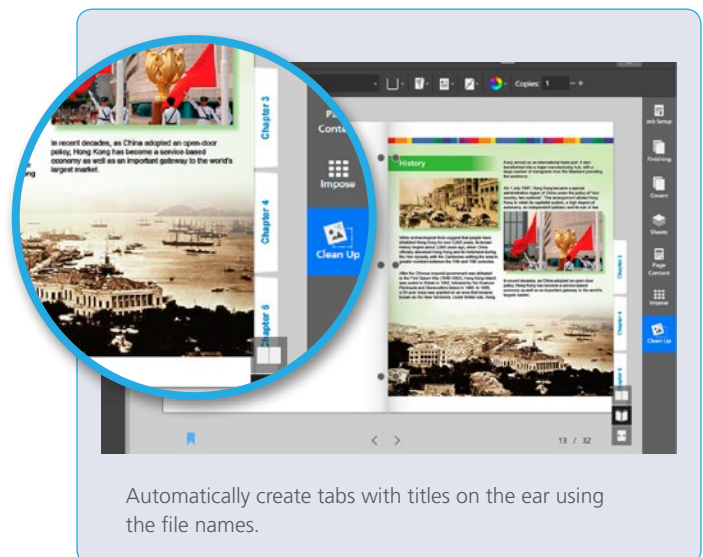
Eliminate manual tasks from start to finish

TotalFlow Prep enables users to give every preparation task the attention it needs and transition quickly from job to job. For an even greater level of efficiency and print performance, integrate it with RICOH TotalFlow® Production Manager to expedite many of your manual touch points, including scheduling, media handling, finishing and workflow automation at every step of the way.
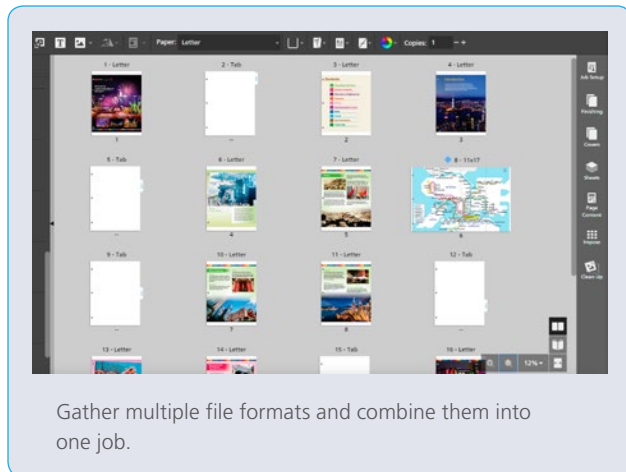

Automate to minimize cost

You have a checklist for every print job. Automate that process, and you instantly realize labor savings on every job moving forward. With TotalFlow Prep you can automate repetitive make-ready tasks used in production printing to help ensure every step is completed faster, more accurately and much more cost effectively. Drive improved productivity from both operators and equipment by speeding the time between jobs on press, with the confidence that your high standards for quality and consistency are being met automatically.

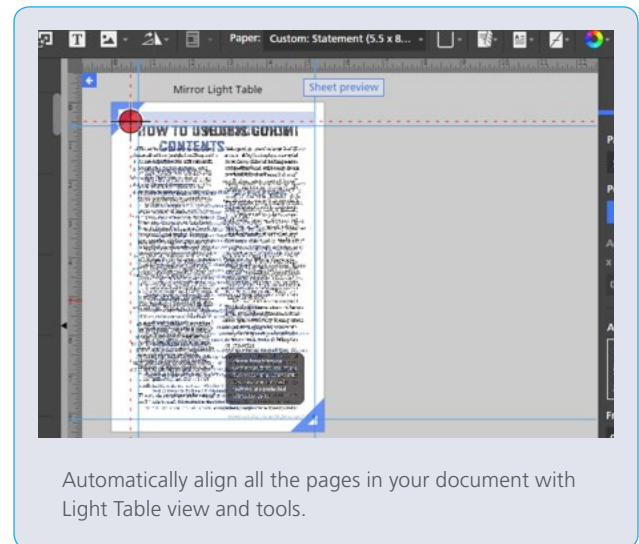Automatically create tabs with titles on the ear using the file names.

Improve accuracy and quality

Combine multiple file formats, add tabs, page exceptions and finishing requirements. Perform simple PDF edits, including logo replacement, text insertion, sizing and rotation at any time to keep your production print jobs on schedule. Additionally, TotalFlow Prep's preview function helps you make sure your changes look exactly how you want them to, before using the time and resources to print.

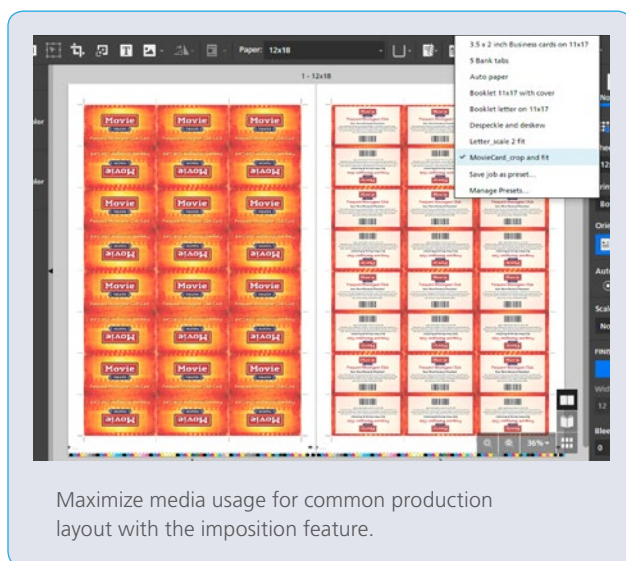Gather multiple file formats and combine them into one job.

Make sure content is aligned

The Light Table view makes it easy to ensure the front pages align with the back. With this feature you can line up text blocks and other content elements while viewing a translucent page stack. Set a guide or use a reference page, and let TotalFlow Prep do the rest.

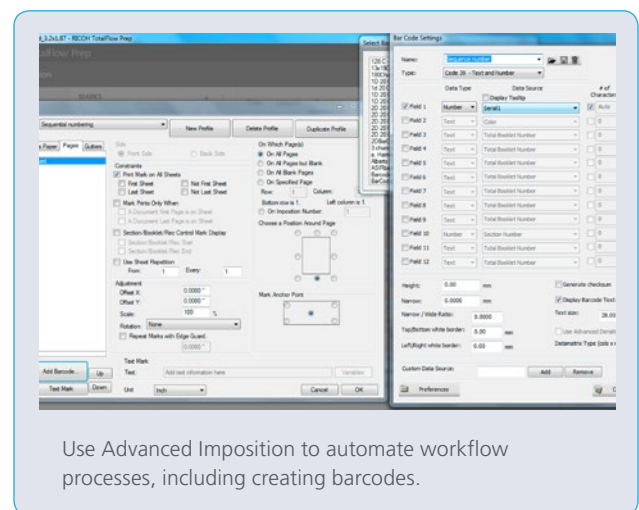Automatically align all the pages in your document with Light Table view and tools.

Optimize the use of stocks and finishing equipment

TotalFlow Prep's imposition tools allows you to easily create anything from N-ups to booklets with simple selections and live previews. Set marks, creep values, scaling and other options to quickly produce professional results.

Maximize media usage for common production layout with the imposition feature.

Do more with imposition, barcodes, marks and banner sheet tools

With advanced imposition now standard, you can design your own profile for marks, banner pages and barcodes, providing greater control and tracking. Customize your imposition settings to meet advanced binding and cutting requirements with ease. Then automate all of these settings for ongoing efficiencies.

Use Advanced Imposition to automate workflow processes, including creating barcodes.

What Ricoh TotalFlow Prep can do for you

- Combine multiple file formats, scanned and digital content
- Assign job ticketing and instructions for the operator
- Standard imposition features for barcodes, gang-up calculations, cut/registration marks
- Insert text and images
- Blank and mask areas
- Crop and resize pages
- Add covers, slip sheets and blanks
- Convert to tabs and insert tabs
- Create bleed edge tabs with duplexing, with customizable themes available
- Add page numbering, headers and footers
- Convert page to black-and-white

- Copy and paste pages and import PDF bookmarks
- Page stamping for sequential or customized numbering
- Scan clean-up with hot folder automation
- Versatile real-time imposition with presets and hot folders
- Due date tracking (when connected to Production Manager)
- Black-and-white and color page controls
- Align pages using the Light Table
- Barcode, marks and banner page customization
- Automate job ticketing with hot folders and presets
- Subset stapling
- Save as a PDF, JDF or RJF that includes all job ticketing

Ricoh TotalFlow Prep at a glance

System Requirements	OS	Edition	64 bit (x64)
	Windows 7® (SP1)	Professional, Enterprise, Ultimate	⊗
	Windows 8.1	Professional, Enterprise	⊗
	Windows 10	Professional, Enterprise	⊗
	Windows Server 2012, plus R2	Standard	⊗
Computer	• CPU: 3 GHz or higher recommended (minimum 2 GHz) • Main memory: 8 GB or higher recommended (minimum 4 GB) – 64 bit OS is required for the Advanced Imposition Optional Component		
Hard Disk	• 10 GB of available space is recommended for the initial installation		
Display	• 1440 x 900 pixels or greater recommended (minimum 1024 x 768 pixels) • 16.7 million colors or more recommended (minimum 64,000 colors)		
Printer	• Printer PS3 option may be required		
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, Microsoft Edge®, Mozilla Firefox® (current plus two previous versions), Google Chrome™ (current plus two previous versions), Apple® Safari® 10 and 11		
Base Product	• Ricoh TotalFlow Prep		

To learn more, contact your Ricoh production print specialist.

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