

Configuring

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Defining a workflow to print a job

To print a job on a printer, you must create a workflow that uses the **PrintJobs** step.

To define the workflow:

1. Click the **Workflow** tab.
2. Right-click an appropriate workflow, such as **PDF**, and select **Copy**.
3. Name the copy of the workflow, fill in or edit other values that you need, and click **Continue**.
4. Right-click the **PrintJobs** step and select **Properties**.
5. In the **Scheduling** tab, select a value for the **Requested printer** property.
 - If you know which printer you want to print the job, select it from the list.
 - If you want to schedule the job manually, select **Not set**. The job does not print until someone uses the **Schedule** action to assign the job to a printer.
 - If you want RICOH ProcessDirector to assign the job to the first available printer that matches the scheduling properties, select **Any printer**. RICOH ProcessDirector uses properties such as Job size, Customer name, Media, and Finishing options to determine which printers match the job's requirements when the job reaches the **PrintJobs** step.

 **Note:**

- If you have more than one **PrintJobs** step in a workflow because you want to set the **Requested printer** using conditional rules, leave the **Requested printer** property on the **PrintJobs** step as **Any printer** and put an **AssignJobValues** step on each branch in the workflow. Use the **AssignJobValues** step to set the **Requested printer** value as needed for each branch.

6. If the value of the **Create .zip file** property for the hot folder input device that assigns jobs to this workflow is set to **Yes**, add a step based on the **BuildPDFFromZIP** step template to the workflow before the first step that expects PDF input (for example, **CreatePageRanges** or **PrintJobs**):

1. In the workflow editor, click the side panel in the top right corner of the window.
2. Go to **Steps** and expand the **PDF/JDF** group.
3. Click the **BuildPDFFromZip** step template and drag it into the workflow editor. Place the step where you want it.
4. If you want to rename the step, right-click the step. Select **Properties**, and then click **General**. For the **Name** property, type a name for the new step and click **OK**.
5. Connect the step to the other steps.

7. Save the workflow.

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