

## Configuring

[Configuring](#) / [Configuring the system to use inserters](#) / [Defining inserter controller objects](#) / Creating inserter controllers

# Creating inserter controllers

If RICOH ProcessDirector does not supply an inserter controller object for your inserter controllers, you can create one.

To create an inserter controller:

1. Click the **Administration** tab.
2. Click **Devices ⇒ Inserter Controllers**.
3. Click **Add (+)**.
4. On all the tabs, fill in the required properties and any optional properties.

### ⓘ Note:

- If the inserter controller is file-based (that is, the inserter controller uses control files), specify the properties on the **Control File** tab. If the inserter controller uses two control files for each job, also specify the properties on the **Second Control File** tab.
- If the inserter controller is not file-based, clear the default values in the properties on the **Control File** tab.
- If the inserter controller writes results files:
  - Specify the properties on the **Results File** tab.
  - If the inserter results files are job-specific, specify a **Receive command** on the **Results File** tab.
  - If the inserter results files are not job-specific (such as Gunther results files), specify a **Polling command** on the **Results File** tab. Also, in the **Completion method** property on the **General** tab, select **Manual** because RICOH ProcessDirector cannot automatically determine when a job has finished insertion.
  - Specify the rules files on the **Results File** tab.
- If the results file for a job identifies only the documents that need to be reprinted:
  - In the **Default insert status** property on the **General** tab, select **OK** because documents that are not identified in the results file do not need to be reprinted.
- If the inserter controller does not write results files:
  - Clear the default values in the properties on the **Results File** tab.
  - In the **Completion method** property on the **General** tab, select **Manual** because RICOH ProcessDirector cannot automatically determine when a job has finished insertion.
  - In the **Default insert status** property on the **General** tab, select **OK** so that on the Reconcile Job page, the operator needs to mark only the documents that need to be reprinted.

5. Click **OK**.
6. To use the new inserter controller, select it and click **Enable**.

Parent topic: [Defining inserter controller objects](#)