

## Configuring

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### Copying input devices

You can copy an input device so you can use it as a template for creating another input device. Copying input devices can save you time, especially when you need to create several input devices with similar properties.

To copy an input device:

1. Click the **Administration** tab.
2. In the left pane, click **Devices**  $\Rightarrow$  **Input Devices**.
3. Right-click the input device that you want to copy and select **Copy**.

 **Note:**

- The new input device that RICOH ProcessDirector creates through the copy action is the same type as the copied input device.

4. On all the tabs, fill in the required and optional properties that need to be adjusted to match your environment.

 **Note:**

- For LPD input devices, it is best to limit the input device name to 8 characters. Depending on the print command that you use, you might have to create a print queue on the sending system with the same name as the input device. Some systems truncate print queue names to 8 characters.
- For Hot folder input devices, RICOH ProcessDirector creates the directories that you specify as the **Folder location** and **Staging location** if they do not already exist. If they do exist, make sure that the RICOH ProcessDirector system user (**aiw1** is the default) in the RICOH ProcessDirector group (**aiwgrp1** is the default) owns these directories.

5. Determine how you want the input device to assign the workflow for each job.

When using **SubmitInputFiles** as the submit step for the input device, you can select one of these:

- Set the **Child workflow initialization step** property to **Not set** and set the **Child workflow** property to the name of an existing workflow to assign the same workflow to every job that this input device processes.
- Set the **Child workflow initialization step** property to **SetJobTypeFromRules** and use the **Child workflow parsing rules** property to specify the name of the control file that can set the workflow from a value of an option of the print command.  
RICOH ProcessDirector provides a sample control file that is used to set the workflow: `receive_jcl_jobtype.cfg`, `receive_lpd_jobtype.cfg`, or `receive_lpd_pdf_jobtype.cfg`. The sample control file is installed in the `/aiw/aiw1/samples/rules/` directory. You can copy that file to the `/aiw/aiw1/control_files/rules/` directory and modify it to meet your needs, then update the value of the **Child workflow parsing rules** property to point to your file.
- Set the **Child workflow initialization step** property to **SetJobTypeFromFile** and use the **Child workflow pattern** property to specify the string that RICOH ProcessDirector should look for in the input file name and use as the workflow name. If you use this method, you must make sure that a workflow with the corresponding name exists.

6. Click **OK**.

7. To use the new input device, right-click it and select **Enable and Connect**.

Parent topic: [Defining input devices](#)