Configuring

Setting up the Postal Enablement feature

Review the overview topics related to Postal Enablement, then run the sample workflows to see how the supplied step templates and workflows can work together. When you feel comfortable with the concepts, define one or more workflows to send jobs to your postal processing software and test them to make sure that they function correctly.

In this section:

Running the PrintAndMailJob sample workflow

The **PrintAndMailJob** sample workflow submits a PDF or AFP file for processing by Ricoh ProcessDirector and the Postal Enablement feature. The workflow simulates sending the job to postal processing software to update addresses as needed and to replace a PostNet barcode with a Datamatrix barcode that identifies the job number and document number that can be used to track the progress of the document through other steps in the workflow.

Running the sample workflows for qualified/non-qualified mail

The sample workflows for qualified and non-qualified mail include **GroupDocsForPostalProcess**, **PrintForPostalProcess**, and **ProcessQualifiedDocuments**. By submitting the sample print job into the **GroupDocsForPostalProcess** workflow and simulating the results obtained from postal software, you can see three child jobs get created corresponding to different postal categories-- **Qualified**, **Non-Qualified**, and **Other**.

Creating a workflow to exchange data with postal software

You can create a workflow, or a set of workflows, to extract mailing address data from the documents in a job and prepare the data for processing by external postal software. After the postal software verifies the addresses and improves their quality, the workflow can process results received from the postal software to update the documents in the job.

Enhancing PDF files for Postal Enablement

To process sample PDF files for Postal Enablement, use RICOH ProcessDirector Plug-in for Adobe Acrobat to enhance the files. The files must have a page group, which identifies documents, and document properties required for the external postal software. The files might have other markup, such as a barcode that contains updated address data from the postal software.

Enhancing AFP files for Postal Enablement

Most AFP files that are submitted to RICOH ProcessDirector need to be enhanced before they can be processed for Postal Enablement.

Parent topic: Configuring