Configuring

Configuring media for a Ricoh TotalFlow printer

RICOH ProcessDirector can detect the paper that is loaded on a Ricoh TotalFlow printer and can be configured to create media objects automatically to represent that paper. Then, it can use media as a scheduling criteria and only schedule jobs to the printer when the correct paper is loaded. However, you must do more configuration to make sure that the media names are the same on the printer and in RICOH ProcessDirector.

> **⬇ Note:**
> - RICOH ProcessDirector can only detect the paper that is currently loaded. It does not import the entire paper catalog.

To configure media for a Ricoh TotalFlow printer:

1. Load paper on the printer.

2. In RICOH ProcessDirector, click the **Administration** tab.

3. In the left pane, click **Media ⟹ Media Settings**.

4. In the **Media Matching** section, make sure that the **Use the properties selected below** option is selected.
   This setting lets RICOH ProcessDirector use the media values reported by the printer over SNMP to determine what media is loaded. If the values do not match any existing media objects, RICOH ProcessDirector creates media objects automatically.

   > **⬇ Note:**
   > ○ If your jobs specify media by product ID or name, you can change the **Media Matching** setting back to **Use media product ID or media name** after you complete this procedure.

5. Select the properties that you use to schedule jobs to printers based on the media that is ready. For example, if your job tickets specify media using paper width and weight, select **Media width** and **Media weight**.
   This setting has no effect on the media properties that the Ricoh TotalFlow printer reports to RICOH ProcessDirector. The printer always reports all media properties that are set.

6. Click **SAVE**.

7. In the left pane, click **Devices ⟹ Printers**.

8. Find and right-click the Ricoh TotalFlow printer. Select **Properties**.

9. Click the **SNMP** tab.

10. Make sure the **Use SNMP** property is set to **Yes**. If it is not, change that value to **Yes**.

11. Make sure the **Get tray information from printer** property is set to **Yes**.

12. Click **OK**

13. Right-click the Ricoh TotalFlow printer and select **Show Trays**.
    RICOH ProcessDirector connects with the printer and retrieves information about the media that is loaded. It compares the values for width, length, weight, color, and type to the media objects that exist in RICOH ProcessDirector. If no media exists with those values, it creates a media object with that information.

    > **⬇ Note:**
    > ○ If the **Media to use** property of the printer is set to **System**, RICOH ProcessDirector creates a system media object. If the **Media to use** property is set to **Printer**, RICOH ProcessDirector creates a printer media object.
    > ○ RICOH ProcessDirector does not get the media name from the printer. A new name is derived from the properties of the media. In the next step, you change the media name in RICOH ProcessDirector so that it matches the name in the printer paper catalog.

14. Click **CLOSE**.

15. In the left pane, select **Media ⟹ Printer Media** or **Media ⟹ System Media**, depending on the value of the **Media to use** property for the Ricoh TotalFlow printer.

16. Right-click the media that was created and select **Rename**.

17. Enter the name that the Ricoh TotalFlow printer paper catalog for this media uses.
    Only include the name from the media catalog. When you click OK, RICOH ProcessDirector adds the name of the printer and a period to the beginning of the media name.

18. Click **OK**.

19. Click the media that you renamed.

20. Find the **Send media name in job ticket** property and change it to **Yes**.

21. Click **OK**.

22. If you changed the **Media Matching** setting from **Use media product ID or media name** to **Use the properties selected below**, click **Media ⇒ Media Settings** and change it back, then click **OK**.

Now, RICOH ProcessDirector only schedules jobs to the Ricoh TotalFlow printer when the **Requested media** value for a job matches the **Media ready** value on the printer.

Parent topic: [Configuring to send jobs to a printer that uses RICOH TotalFlow Print server](#)