

## Configuring

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# Configuring the system to use inserters

**Inserters** are devices that insert printed documents and additional inserts (such as marketing materials) into envelopes. You can create workflows that can help you automate the insertion of documents. The system can write and send an inserter control file for each job to the inserter controller, read the inserter results file for each job, and automatically (or with operator control) reprint any documents that were damaged during insertion.

Configuration tasks for inserters include:

- Configuring inserter controllers
- Creating rules that describe the inserter control files and inserter results files
- Using scripts to transfer inserter control files and results files
- Defining inserter controller objects
- Creating barcode format objects
- Configuring workflows
- Customizing inserter document properties
- Enhancing your print files

### In this section:

#### [Configuring access to files on the computer that runs the inserter controller](#)

To access the file system of an inserter controller, which resides on a computer other than the one where RICOH ProcessDirector is installed, you give RICOH ProcessDirector access to a directory on that computer by mapping the directory as a network drive. Every time RICOH ProcessDirector starts, it needs to connect to the mapped drive.

#### [Configuring inserter controllers](#)

You must configure the inserter controllers in your installation to communicate with RICOH ProcessDirector.

#### [Using inserter document properties in workflows](#)

The inserter features provide several document properties that you can use.

#### [Enhancing files for insertion](#)

Most files that contain documents need to be enhanced before they can be processed for insertion. The files must contain page groups that identify the documents (mailpieces). In addition, the barcodes that control insertion must contain specific information that identifies the documents, such as the document number or the insert sequence number of the document.

#### [Creating rules for inserter control files](#)

RICOH ProcessDirector can create an inserter control file for each job and send it to the inserter controller before the job is inserted. Because the format and content of inserter control files vary for each inserter manufacturer, you create **rules files** that tell RICOH ProcessDirector how to create the inserter control file.

#### [Creating rules for inserter results files](#)

**Inserter results files** contain the results of insertion. You configure RICOH ProcessDirector to read the inserter results file for each job and use the information in it to determine the status of documents after insertion and which documents need to be reprinted. Because the format and content of inserter results files can vary, you create **rules files** that tell RICOH ProcessDirector how to parse (analyze) the fields in each record and how to map the information in the fields to RICOH ProcessDirector job and document property values.

#### [Using scripts to send inserter control files and receive results files](#)

RICOH ProcessDirector provides scripts that you can use to send inserter control files to the inserter controller, and to receive inserter results files from the inserter controller.

#### [Defining inserter controller objects](#)

**Inserter controller objects** are the RICOH ProcessDirector objects that represent the inserter controllers in your installation. The inserter controller runs on another computer (for example, a Windows computer) and can manage one or more inserter devices.

#### [Running the QuadientInserterSample workflow](#)

The Quadient Inserter feature provides a sample workflow that you can examine and run to understand how the feature works. The sample includes two input devices, QuadientInserterSimulator and QuadientInserterFolder, an inserter controller sample, and two workflows, QuadientInserterSample and QuadientInserterSimulator.

#### [PDF workflows for the Inserter feature](#)

The full Inserter feature provides sample workflows that contain the steps required to receive and prepare jobs for insertion, print them, send inserter control files to the inserter controller, read inserter results files, and reconcile jobs after they have completed insertion. You copy and edit these workflows for your environment, or you add the steps in the sample workflows to your existing workflows.

#### [AFP workflows for the Inserter feature](#)

The full Inserter feature provides sample workflows that contain the steps required to receive and prepare jobs for insertion, print them, send inserter control files to the inserter controller, read inserter results files, and reconcile jobs after they have completed insertion. You copy and edit these workflows for your environment. Or, you add the steps in the workflows to your existing workflows.

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