Configuring

Defining input devices for use with transform features

You can define a Hot folder input device that you can use to receive input files that need to be sent to the RICOH Transform features or to the Advanced Transform feature for conversion into a different data stream.

Before you begin, make sure you have defined a workflow that sends jobs to be transformed.

> **⊕ Note:** You must install the AFP Support feature to use the RICOH Transform features to receive jobs from Download for z/OS or AFP Download Plus.

To define an input device for use with the RICOH Transform features or the Advanced Transform feature:

1. Click the **Administration** tab.
2. In the left pane, click **Devices ⇒ Input Devices**.
3. Right-click the **HotFolderTransform** input device and select **Copy**.
   If the jobs that need to be transformed are submitted using AFP Download Plus or Download for z/OS, copy the **DownloadAFP** input device instead.
4. Type a name and a description for the new input device.
5. On the **General** tab, find the entry field for the **Child workflow** property and select the workflow that you created to send jobs to be transformed.
6. Click the **Batching** tab.
7. Find the **Data patterns** property. Make sure that the value of this property lets RICOH ProcessDirector identify the files that it should send to be transformed.
   For example, if the files are in PDF format and have **.PDF** extensions, set the **Data patterns** property to `.*PDF$`.
8. Click **OK**.
9. To use the new input device, right-click it and select **Enable and Connect**.

Parent topic: Defining input devices