Configuring

Creating barcode readers

Barcode readers represent the cameras and barcode scanners in your system that read barcodes on documents in a print job to verify that each document has been processed. Each camera or barcode scanner requires a barcode reader.

To create a barcode reader:

1. Click the **Administration** tab.

2. In the left pane, click **Devices ⇒ Barcode Readers**.

3. Click **Add**.

4. To add one or more barcode readers:

    1. In the **Name** field, type the name you want to name the barcode reader.

    2. In the **IP address** field, specify the IP address or host name that RICOH ProcessDirector uses to connect to the camera or barcode scanner you want to use with the barcode reader.

    3. In the **Port** field, specify the port that RICOH ProcessDirector uses to connect to the camera or barcode scanner.
       Only one barcode reader can use a given combination of IP address and port.

    4. In the **Description** field, type a description of the barcode reader.

       For example, the description could include details of where the camera or barcode scanner is placed.

    5. In the **Barcode format** field, select the barcode format you want this barcode reader to use.
       Each barcode reader must have at least one barcode format, although a barcode reader can have more than one barcode format. The barcode formats must match the barcodes that are on the printed documents that the barcode reader is set to read. If more than one barcode format is specified, the properties in the barcode must be in the same position in the barcode for all the barcode formats.

    6. In the **Barcode reader location** field, select a location to associate with the barcode reader.

5. Click **OK**.

Parent topic: Setting up the Automated Verification feature