

Configuring

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Email and progress updates

You can send an email during job processing, with the **SendEmail** step or with a notification object.

The **SendEmail** step sends an email when the job reaches that step and can include a job or part of a job as an attachment. The email can include an update about a job's progress through the system.

A notification object sends an email when certain input device, job or printer events happen to notify users of the status of a input device, job or printer.

In this section:

[Configuring to send email during processing](#)

You can configure RICOH ProcessDirector to send email as a step in a workflow, or send email notifications when input device, printer or job events occur.

[Emailing files during job processing](#)

You can use the **SendEmail** step template to email a job, a page range from a job, or any other file to one or more email addresses as part of the job's workflow. If you have the PDF Document Support feature installed, you can use the **EmailDocuments** step template to email documents from the job as part of the workflow.

[Emailing documents during job processing](#)

You can email PDF documents by adding a step based on the **EmailDocuments** step template to a workflow.

[Setting up the system to use an alternate email server](#)

You can set RICOH ProcessDirector to use an alternate email server to send jobs or documents instead of using the default server.

[Progress updates](#)

You can use the **SendEmail** step template or a notification object to send updates about the progress of jobs as they move through their workflows.

Parent topic: [Configuring](#)