



RICOH
TotalFlow Prep

Powerful Make-Ready Software

Achieve production-ready document
success for cost-effective printing

RICOH
imagine. change.

Automate your make-ready process for faster, more profitable workflows.



Accurate, dependable job performance.

Efficient make-ready has always been crucial to a profitable print business. This continues to remain true, especially as pre-production involves more complexity than ever before, including clients working from remote locations, using more programs to create jobs and requesting last-minute edits. Extracting content, combining multiple formats, and ensuring proper composition can be time consuming and labor intensive.

RICOH TotalFlow Prep simplifies the steps and time involved in the preparation of print-ready files and automates redundant production tasks for more accurate and cost-effective printing. Designed to help you take greater control of the make-ready process, it allows you to provide a higher level of customer service and increase the performance of your print devices. For environments looking to streamline the production process even further, from inception to completion, Prep can be integrated with TotalFlow Production Manager™ to maximize workflow efficiency.

Scalable and intuitive for your print-on-demand environment.

Designed for all skill levels, Prep's intuitive graphical user interface is easily adaptable for your production print business. Built hardware-agnostic, it enables scalability in mixed environments, letting you centralize management and gain productivity across your shop floor.





Improve speed, accuracy and quality

Enhance both equipment efficiency and staff productivity with automated job ticketing and the ability to assign project-specific instructions. Quickly transition between jobs with the confidence that your standards for quality are being met.

- Expedite the make-ready process by easily combining multiple formats, such as scanned documents, Microsoft® Office files, JPGs, Adobe® PDFs and more into one press-ready file.
- Realize savings on each job by reducing waste and the amount of labor dedicated to pre-production tasks.
- Organize your workload with due date tracking to optimize throughput when you connect to RICOH TotalFlow Production Manager™.



Control jobs down to the page level

Keep production on schedule with the ability to make and quickly validate late-stage changes. Prep's edit and preview functions save time and resources by allowing you to accommodate those last-second client requests.

- Perform simple PDF edits, including logo replacement, text insertion, sizing and rotation.
- Ensure content aligns correctly by using the Light Table to view content elements as translucent page stacks, including text blocks, front and back pages, and more.
- Introduce flexibility into your workflows with the ability to add covers and slip sheets, specify finishing requirements, and insert and convert to tabs.



Optimize imposition and finishing

Maximize media usage, reduce waste and profit more on each job using Prep's advanced imposition tools, such as Bates Stamping and Tab Insertion. Save and automate your settings to simplify the creation of complex booklets for ongoing efficiency.

- Design profiles for banner pages and barcodes, gaining more control and tracking ability.
- Achieve repeatable, professional results by setting registration marks, creep values, scaling and a host of other options.
- Meet advanced binding and cutting requirements by customizing your imposition settings.

RICOH TotalFlow Prep Specifications at a Glance



RICOH TotalFlow Prep is compatible with most standard operating systems and hardware. Check with your sales representative to determine compatibility with your specific hardware and software environment.

Product version:	<ul style="list-style-type: none">▪ RICOH TotalFlow Prep v4.3
Operating systems:	<ul style="list-style-type: none">▪ Windows® 8.1 Professional, Enterprise (64-bit)▪ Windows 10 Professional, Enterprise (64-bit)▪ Windows Server 2012 R2 Standard (64-bit)▪ Windows Server 2016 Standard (64-bit)▪ Windows Server 2019 Standard (64-bit)▪ Windows Server 2019 Essentials (64-bit)
Hardware specifications:	<ul style="list-style-type: none">▪ CPU: 2.5 GHz Dual Core or higher▪ Main Memory: 8GB▪ Hard Disk: 10GB free space▪ Network:<ul style="list-style-type: none">◦ Ethernet LAN adapter (at least 100 Mbps, wired LAN recommended)◦ TCP/IP protocol (IPv4)▪ Display: More than 1024 x 768 dots, more than 64 thousand colors

Next Steps

Speak with your Ricoh sales representative to request a demonstration and personally experience how RICOH TotalFlow Prep can drive down your total cost of operations, or **visit www.ricohsoftware.com to request a free software trial.**



www.ricoh-usa.com

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