

Managing objects

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Disabling objects

Disabling an object makes it unavailable to RICOH ProcessDirector. Objects include servers, notifications, media, and devices such as input devices and printers. Features might add other kinds of objects as well.

A disabled input device can still be connected and receive input files.

Jobs that are already scheduled to a disabled printer still print on it, unless they are scheduled to a different printer.

⬇ Note:

- Shutting down a printer both disables it and releases it from RICOH ProcessDirector, while simply disabling it does not release it. Other programs can send jobs to a shutdown printer, but not to a disabled printer that has not been shut down.

To disable an object:

1. Do one of these:
 - From the **Main** page:
 1. Find the object in its portal.
 2. Right-click the object and select **Disable**.
 - From the **Administration** page:
 1. In the left pane, click the object type.
 2. In the table, right-click the object and select **Disable**.
2. If you see a confirmation message, click **Yes**.

⬇ Note:

- After RICOH ProcessDirector disables an input device or printer, the symbol next to it changes to the disabled symbol, which is a broken orange arrow.
- After a system shutdown and restart, all the printers are disabled. If you want all the printers that were enabled before the shutdown to be enabled after the system is restarted, you can change the **Remember enabled status of printers** property value to **Yes** on the **Administration ⇒ Settings ⇒ System** page.
- When you disable a secondary server:
 - The server is still connected to the RICOH ProcessDirector primary server, so there is communication between them. You can still work with that server through the web interface. For example, you can change properties and then enable the server again when you are ready.
 - The server does not become idle immediately after it is disabled; it finishes the jobs that it is currently processing and sends results to RICOH ProcessDirector.
 - RICOH ProcessDirector disables any printers that are associated with the secondary server. Any jobs in the system that are already assigned to printers on those servers still print, unless you move them to a different printer. RICOH ProcessDirector does not schedule additional jobs to those printers.
 - RICOH ProcessDirector changes the connection status of any input devices that are associated with a disabled secondary server to **Unable to connect**. RICOH ProcessDirector automatically connects the input device when you enable the secondary server again.

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