

Managing objects

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Viewing printer status

The operational status of a printer device includes whether it is enabled, and the current condition that the printer hardware is reporting to RICOH ProcessDirector.

To view the status of a printer:

1. In the Printers portlet:
 - If the portlet is open in the Icon View, look at the symbol to the left of the printer icon. A green arrow indicates that the printer is enabled; a broken yellow arrow indicates that the printer is disabled. A yellow bar next to the printer also indicates the printer is disabled. If there is a red bar next to the printer it needs operator attention.
 - If the portlet is open in the Grid View, check the information in the **Enabled** and **Status** columns.
2. To determine the status that the printer is reporting, click the name of the printer. You see the properties notebook.
3. Click the **Status** tab.
4. Look at the **Printer status** field and check the value.
For more information about the status, click the  button.

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