Overview

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Media objects

Media objects represent the paper, forms, or envelopes that jobs are printed on. RICOH ProcessDirector uses them to determine the media that jobs request and to schedule jobs to printers.

RICOH ProcessDirector has two types of media objects:

System media
Represents the media that is specified for jobs and that can be used for all printers.

Printer media
Represents the media that is used with a specific printer.

System media and printer media might have different names for the same physical media. If the media names are different, you can create a media mapping to indicate that they represent the same physical media.

A media object includes various properties that describe the physical media that can be loaded in a cut sheet printer. Properties for media objects include size, color, weight, and other characteristics. RICOH ProcessDirector provides several predefined system media objects that you can use. You can also define your own media objects or have RICOH ProcessDirector create them for you.

If you have the Preprinted Forms Replacement feature, media objects include properties for electronic forms. A step in your workflow can add an electronic form to job data to create a print file that can be printed on plain paper.

RICOH ProcessDirector distinguishes between the media that a printer supports and the media that are currently loaded in a printer.

- If a media object is supported, the printer can print on that media. However, the media is not necessarily loaded in any input tray.
- If a media object is ready, it is currently loaded in an input tray.

When you load new media in the input trays on a printer, you might need to update the media ready for the printer device. To see if the media was updated automatically, use the **Show Trays** action on the printer.

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