Managing objects

Enabling objects

Enabling an object makes it available 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.

An input device can receive input files if it is connected and disabled, but it must be enabled to create RICOH ProcessDirector jobs and send those jobs for further processing.
To enable an object, do one of these:

• From the **Main** page:
  1. Find the object in its portal.
  2. Right-click the object and select **Enable**.

• From the **Administration** page:
  1. In the left pane, click the object type.
  2. In the table, right-click the object and select **Enable**.

 ⬇ Note:
- After RICOH ProcessDirector enables an input device or printer, the symbol next to it changes to the enabled symbol, which is a solid green 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 **System** page of the **Administration** tab.
- Secondary servers enable any input devices and printers that the server manages.

Parent topic: [Managing system objects](#)