

## Configuring

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# Defining locations

Locations represent the places where printers are located.

## In this section:

### [Creating locations](#)

You can create locations for objects. For example, create locations to represent the different rooms, buildings, or sites where your printers and the objects associated with them are located. RICOH ProcessDirector does not provide predefined locations.

### [Copying locations](#)

You can copy a location so you can use it as a template for creating another location. Copying locations can save you time, especially when you need to create several locations with similar properties.

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