

## Configuring

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### Defining media objects

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

RICOH ProcessDirector has two types of media object:

- 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. For most printer types, you set the **Media to use** property to specify which media names to send to that printer with jobs.

RICOH ProcessDirector can create media objects automatically if your printer can detect media information. RICOH ProcessDirector also provides several system media objects. You can make modifications to the properties of any of these media objects and use them in the installation. You can also copy them to create new media objects.

#### In this section:

##### [Creating media objects automatically](#)

If you are using a Ricoh PDF printer or if your printers can detect media information and send it over SNMP or JMF, you can have RICOH ProcessDirector create media objects automatically. The only printer type that cannot detect media information is a PCLOut printer. PCLOut printers come with the AFP Support feature.

##### [Creating media objects manually](#)

When you need a media object that has several different properties from the supplied or existing media objects, you can create a new one.

##### [Using supplied media objects](#)

RICOH ProcessDirector provides several predefined system media objects. You can modify the properties of the predefined media objects and use them in your environment.

##### [Copying media objects](#)

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

##### [Using media with electronic forms](#)

Media objects can include electronic forms. Electronic forms let you print jobs that previously required preprinted forms on plain paper. You associate a PDF page representing the electronic equivalent of preprinted form data with each side of a media object.

Parent topic: [Configuring media](#)