Managing objects

Shutting down printers

You can instruct RICOH ProcessDirector to end all processing for a printer and its assigned jobs and to disable the printer.

> **⊙ Note:**
> - The difference between shutting down a printer and disabling it without shutting down is that shutting down the printer both disables the printer and releases it from RICOH ProcessDirector, while simply disabling it does not release it. Other programs can send jobs to a shutdown printer, but not to a disabled printer that has not been shut down.

To shut down a printer:

1. In the Printers Portlet, right-click the printer that you want to shut down and select **Shutdown**.
2. Click **OK**.

The printer is disabled, so no jobs print on that printer until it is enabled again. RICOH ProcessDirector cannot schedule jobs to the printer.

If a job is assigned to a Ricoh PDF, TASKalfa, or Custom PDF printer when the shutdown is requested, the job status changes to **Stopped**.

If a job is assigned to a PCLOut, Passthrough, Kodak PDF, or Xerox PDF printer when the shutdown is requested, the job status changes to **Complete** if the printer command returned successfully before the shutdown was processed. Otherwise the job status changes to **Error**.

If RICOH ProcessDirector can pause the job that is printing on an AFP printer, the status of that job changes to **Stopped**. Otherwise, the job status changes to **Error**. Jobs that are assigned to an AFP printer, but that have not started to print, are moved to the **Unassigned** state.

Parent topic: [Printers](#)