

Overview

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Locations

A location is an object that you create to represent a geographical or physical location, such as a name of a city or a room number in a building. You can also create locations to reflect limited-access spaces, such as a secure print area where sensitive jobs are produced. After you create locations, you can use them to restrict access to objects. Many objects have a **Location** property, including printers and jobs.

Location settings apply to both the Main page and the Administration page. Administrators determine what locations each user or members of a group are allowed to see. Users can then select which locations to show using the Preferences dialog. If locations are set for groups, each user who belongs to a group inherits the group locations. If a user added to the group has access to other locations, the group locations are added to their existing locations. Administrators can also prohibit users from changing the locations they choose to show. Allowed locations inherited from the group are displayed, but cannot be removed.

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