



How to Create Hot Folders

GP Controller for ApeosPro
C810/C750/C650

Version 1.0

Overview

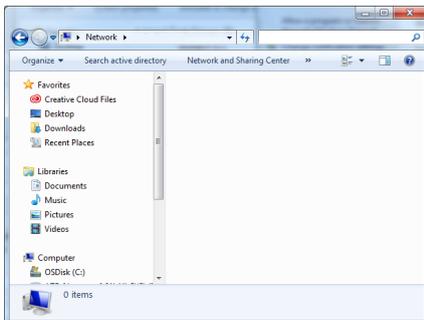
This exercise will demonstrate the ability to submit print ready file types to the GP Controller via a Hot Folder (Logical Printer). This feature allows users to drag and drop specific file types such as .jbf, .bbf, .zip, .ps, .pdf, .eps, .tif, .jpg to a folder that is shared out from the GP Controller. Once these files are copied to the folder they are automatically processed according to the folders predefined job settings and actions. This method of file submission is powerful when multiple files need to be processed and managed in an automated workflow.

Objective

By the end of this exercise users will be able to:

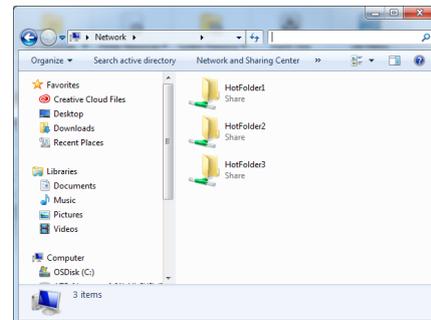
- Navigate to the location of the setting on the GP Controller.
- Create a new 'Logical Printer'.
- Define a Hot Folder name.
- Attach a pre-defined 'Job Template' to the Hot Folder.
- Link the template and name to a new Hot Folder.

BEFORE



No Hot Folders

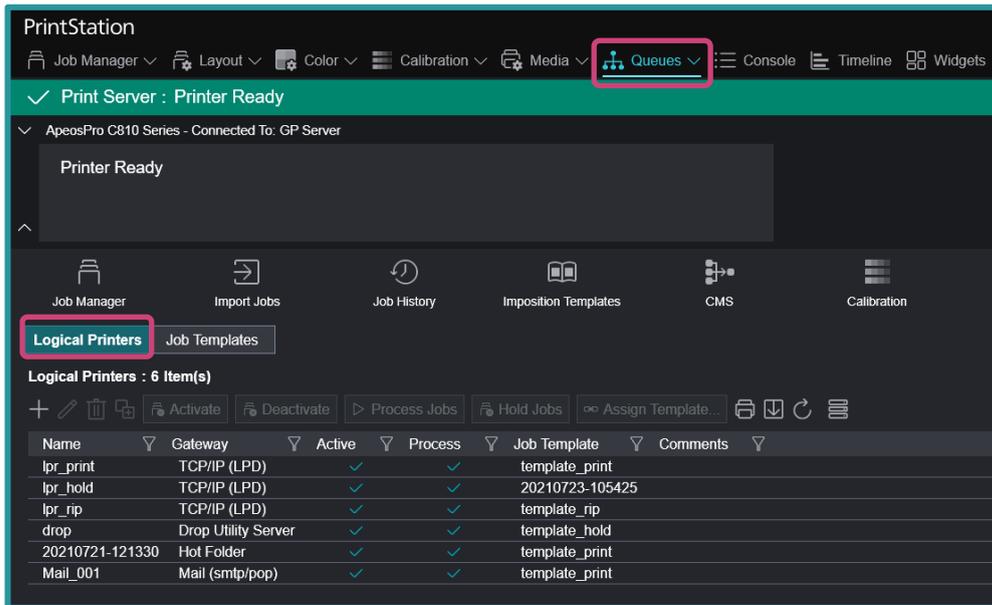
AFTER



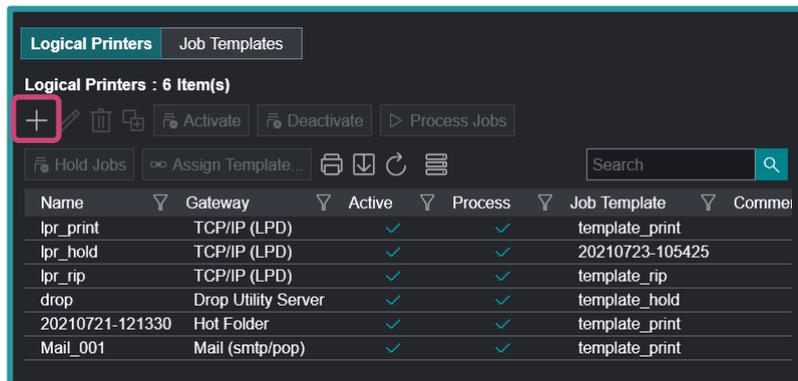
Hot Folders

Create a Hot Folder

1. Log in to Print Station as an “Administrator”.
2. Select **Queues > Logical Printers**.



3. Click ‘+’ (Create New) icon.



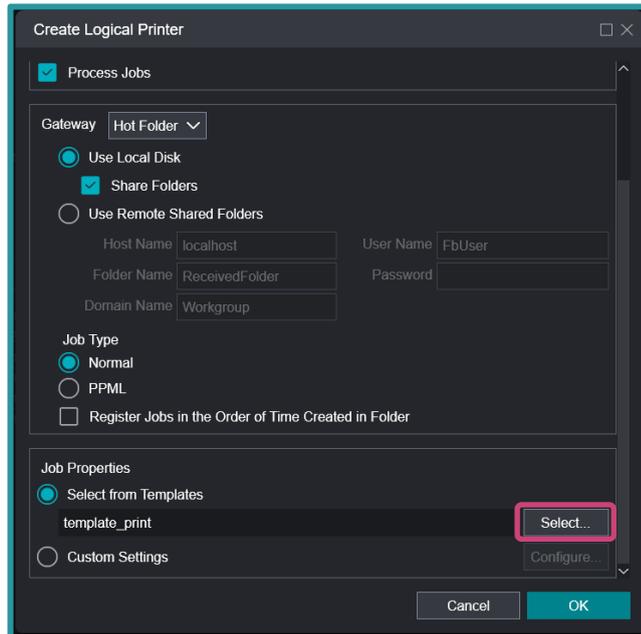
- In the 'Printer Name' dialog box, type the name for the hot folder, then from the Gateway drop-down menu, select **Hot Folder**.

The screenshot shows the 'Create Logical Printer' dialog box. The 'Printer Name' field is highlighted with a pink box and contains the text '20210727-151551'. Below it is a 'Comments' text area. There are two checked checkboxes: 'Activate Logical Printer' and 'Process Jobs'. The 'Gateway' dropdown menu is highlighted with a pink box and shows 'Hot Folder' selected. Below the gateway are three radio button options: 'Use Local Disk' (selected), 'Share Folders' (checked with a pink box), and 'Use Remote Shared Folders'. Under 'Use Remote Shared Folders' are fields for 'Host Name' (localhost), 'User Name' (FbUser), 'Folder Name' (ReceivedFolder), and 'Domain Name' (Workgroup). There is also a 'Password' field. Below these are 'Job Type' options: 'Normal' (selected with a pink box), 'PPML', and a checkbox for 'Register Jobs in the Order of Time Created in Folder'. At the bottom are 'Cancel' and 'OK' buttons.

- Select the **Share Folders** box and for 'Job Type', select **Normal**.

This screenshot is similar to the previous one, but with additional highlights. The 'Share Folders' checkbox is highlighted with a pink box. The 'Normal' radio button under the 'Job Type' section is also highlighted with a pink box. All other elements, including the printer name, gateway, and other options, remain the same as in the previous screenshot.

- From Job Properties, select the **Select from Templates** radio button, and then to choose a predefined template to apply to the hot folder, click **Select**.

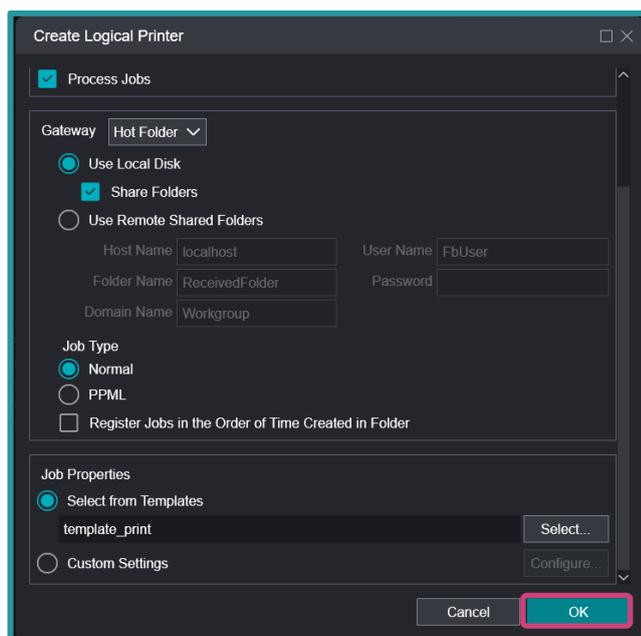


To learn how to create a Job Template,
Please see [How to Create Job Template](#) doc.

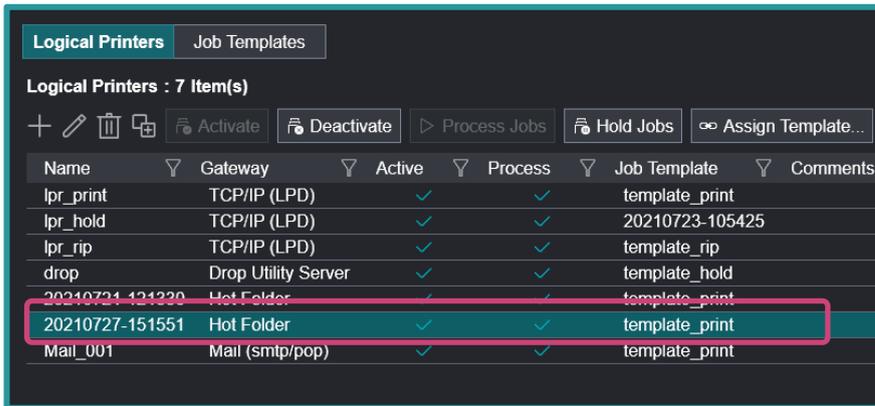
Custom Settings can also be used to configure the Job
Properties only for this logical printer.



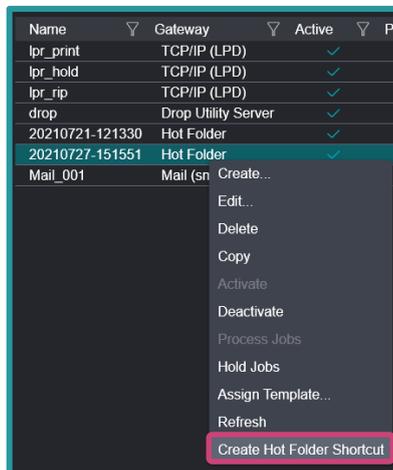
- Select the required job template and then click **OK**.



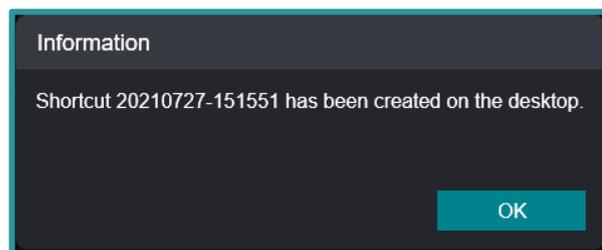
8. A new hot folder linked to a job template is created.



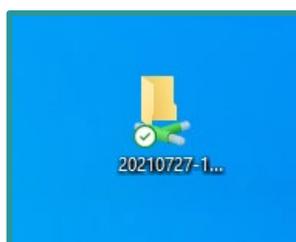
9. Select the newly created hot folder from the list, right-click and select **Create Hot Folder Shortcut**.



10. Click **OK**.



11. Short cut is created on the desktop.



You have now completed this exercise.

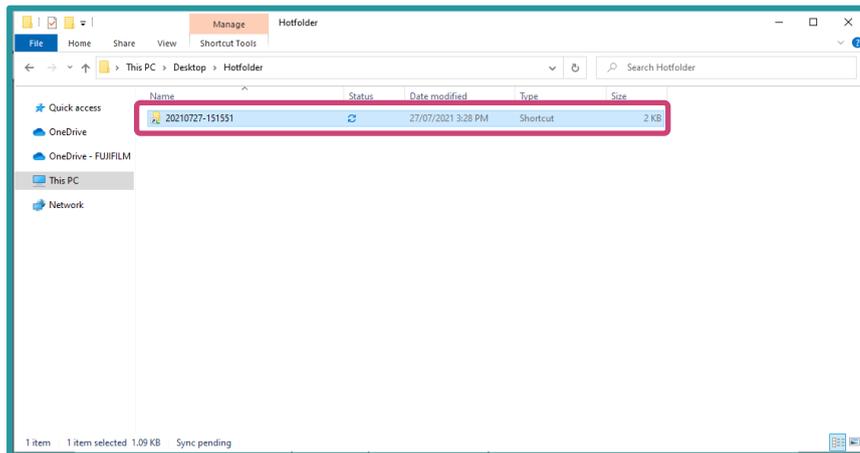
To test the Hot Folder, please continue to the next exercise.

Submitting a Job to a Hot Folder

Hot Folders support the following file types: .jbf, .bbf, .zip, .ps, .pdf, .eps, .tif, .jpg



1. Connect to the Hot Folder on client PC and then drag and drop the file into the Hot Folder.



Congratulations you have now completed this exercise.

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