

# How to Create Hot Folders

## GP Controller for ApeosPro C810/C750/C650

Version 1.0

FUJIFILM Business Innovation Corp.

#### 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	AFTER
Organize - Search active directory       Network and Sharing Center >>         Organize - Centra Close Frise       Image: Centra Close Frise         Image: Desktop       Desktop         Image: Desktop       Desktop	Organize - Search active directory       Network + • • • • • • • • • • • • • • • • • •
No Hot Folders	Hot Folders

### Create a Hot Folder

- 1. Log in to Print Station as an "Administrator".
- 2. Select Queues > Logical Printers.

PrintStation					
🛱 Job Manager 🗸	🛱 Layout 🗸 📑 Colo	or 🗸 📕 Calibration	🗸 🛱 Media 🗸 👬 Que	eues 🗸 \Xi Console	들 Timeline 🔡 Widgets
Print Server	: Printer Ready				
<ul> <li>ApeosPro C810 Se</li> </ul>	ries - Connected To: GP Serve	er			
Printer Ready	y				
A	$\exists$	$\mathcal{O}$		∎]→∎	=
loh Manager	ک Import Jobs	Job Histon/	Imposition Templates	∎ <sup>1</sup> CMS	Calibration
		SOLTISION	imposition remplates	CINO	Calibration
Logical Printers	Job Templates				
Logical Printers : 6	i Item(s)				
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Name 🏻 🏹	Gateway 🛛 🏹 Ac	tive 🍸 Process	abla Job Template $ abla$	Comments 🛛	
lpr_print	TCP/IP (LPD)		template_print		
lpr_hold	TCP/IP (LPD)		20210723-105425		
lpr_rip	TCP/IP (LPD)		template_rip		
drop	Drop Utility Server		template_hold		
20210721-121330	Hot Folder		template_print		
Mail_001	Mail (smtp/pop)		template_print		

3. Click '+' (Create New) icon.

Logical Printe	rs Job Templates			
Logical Printer	rs:6 Item(s)			
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Re Hold Jobs		6 V C	Search	۹
Name				
lpr_print	TCP/IP (LPD)		template_print	
lpr_hold	TCP/IP (LPD)		20210723-105	5425
lpr_rip	TCP/IP (LPD)		template_rip	
drop	Drop Utility Ser	ver 🗸	template_hold	
20210721-12	1330 Hot Folder		template_print	
Mail_001	Mail (smtp/pop)		template_print	

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

Create Logical	Printe	r				$\times$
Printer Name	20210	0727-151551				î
Comments						
Activate Lo	ogical P obs	rinter				
Gateway Ho	t Folder	~				
Use Lo	cal Disl are Fold	( lers				
Use Re	mote S	hared Folders				
Host						
Folder						
Domain						
Job Type <ul> <li>Normal</li> <li>PPML</li> </ul>	ar loba	in the Order of Time Cree	tod in Folder			
	<del>л 300</del> 5			Cancel	ок	

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

Create Logical	Printer		×
Printer Name Comments	20210727-151551		^
Activate Lo	bgical Printer bbs		
Gateway Hot	t Folder V cal Disk are Folders mote Shared Folders		
Host			
Folder			
Domain			
Job Type Normal PPML Registe	) or Jobs in the Order of Time Cre	sated in Folder	~ -
		Cancel OK	

6. 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**.

Create Logical Printer	
Process Jobs	
Gateway Hot Folder V Use Local Disk	
Share Folders	
Host Name localhost     Host Name localhost     Host Name ReceivedFolder     Pass     Domain Name Workgroup     Job Type     Normal     PPML     Register Jobs in the Order of Time Created in Fold     Job Properties	Name FbUser sword
Select from Templates	
template_print	Select
Custom Settings	Configure
	Cancel OK
To learn how to create a Job Templa Please see How to Create Job Tem	ate, plate doc.
Custom Settings can also be used to Properties only for this logical printe	o configure the Job r.

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

Create Logical Printe	r						
Process Jobs							
Gateway Hot Folder V Use Local Disk Share Folders							
Use Remote S	hared Folders						
Job Type Normal PPML Register Jobs	in the Order of Time Crea	ted in Folder					
Job Properties Select from Templ template_print	ates			Select			
Custom Settings				Configure			
			Cancel	ОК			

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

Logical Printers	Job Templates				
Logical Printers	: 7 Item(s)				
+ 🖉 🗓 🖫	🗟 Activate	tivate D Proc	cess Jobs 🛉	a Hold Jobs 🛛 🕶 Assign	Template
Name	√ Gateway	<sup>7</sup> Active $\nabla$	Process	igtarrow Job Template $igtarrow$	Comments
lpr_print	TCP/IP (LPD)			template_print	
lpr_hold	TCP/IP (LPD)			20210723-105425	
lpr_rip	TCP/IP (LPD)			template_rip	
drop	Drop Utility Server			template_hold	
20210721 1212	20 Hot Foldor			tomplato_print	
20210727-1515	51 Hot Folder			template_print	
Mail_001	Mail (smtp/pop)	~	~	template_print	

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

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Name Y	Gateway			Active		Pr
lpr_print	TCP/IP	(LPD)				
lpr_hold	TCP/IP	(LPD)				
lpr_rip	TCP/IP	(LPD)				
drop	Drop Ut	ility Serv	er			
20210721-121330	Hot Fold	ler				
20210727-151551	Hot Fold	ler				
Mail_001	Mail (sn	Create.				
		Edit				
		Delete				
		Сору				
		Deactiv	ate			
		Hold Jo	bs			
		Assign	Ten	plate		
		Refrest	ı			
		Create	Hot	Folder Sh	iortci	ıt

#### 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



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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