Submitting jobs through Infoprint Manager hot folders

An Infoprint Manager *hot folder* is a directory that is associated with a logical destination. When you copy or move a file to the hot folder, Infoprint Manager automatically submits the file to that logical destination. The default job and document attributes that are set for that logical destination are applied to jobs submitted through the hot folder.

To submit print jobs through an Infoprint Manager hot folder, you do not have to install any Infoprint client software or create any printers. All you have to do is map a network drive on your system to the hot folder (or to a parent directory of the host folder). Then, you can use a simple copy and paste to put your print files in that directory. The hot folder submits the job to an Infoprint logical destination to be printed.

Note: Make sure you know what kinds of files the Infoprint Manager destination will accept. The files that you put in the hot folder should already be print data streams (such as PCL or PostScript), not the standard ″working″ files that many desktop programs create.

For example, if you are writing a report using word processing software, you cannot simply save the file and copy that file to the hot folder to be printed. You need to convert it into a print data stream first. One way to do that conversion is to create a printer on your desktop that uses a PostScript or PCL driver and the **FILE:** port. If you send a job to that printer, the output won't be printed; it will be saved in a file (called my_report.ps, for example). Then, you can copy the new file into the hot folder to be sent to Infoprint Manager.

Contact your printing system administrator to find out where the hot folders are on your network, and which printer each hot folder sends job to.

Mapping a network drive

On your system, use the standard Windows method to map a network drive (available in Windows Explorer) to the Infoprint Manager hot folder. If there are multiple hot folders within the same directory, you only have to map one network drive to the parent directory; you will be able to access all of the subdirectories through it.

Submitting jobs through a hot folder

To submit a job through a hot folder, simply copy or move the print file to the hot folder.

Note: Files are deleted from the hot folder after they are sent to Infoprint Manager.

Specifying job attributes

By default, jobs submitted through a hot folder use the attribute values in the default document and default job associated with the logical destination. If you want to specify other attributes or use different values for existing attributes, do the following.

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Note: By default, hot folder jobs are submitted to Infoprint Manager with job notifications turned **off**. If you want to receive notifications about jobs that you submit through hot folders, you must specify a **notification-profile** with an explicit **delivery-address** in the .att file.

1. Either on your system or in the hot folder itself, create a text file to use as your attributes file. Name the attributes file *filename*.att, where *filename* is the same as the file name of the print file. For example, if the print file is `report.pdf`, the attributes file is `report.pdf.att`.

2. In the attributes file, specify the Infoprint attributes and values that you want to use for this job. For example, if you want to print three single-sided copies of `report.pdf`, `report.pdf.att` looks like this:

   ```
   copy-count = 3
   sides = 1
   ```

   Note: The attributes file is in the same format as a –X file passed to a **pdpr**. For information about job and document attributes, refer to *Infoprint Manager: Reference*, S544-5475.

3. If you created the attributes file on your system, copy or move the file to the hot folder. The Infoprint Manager logical destination recognizes the .att file extension as an attributes file and knows not to try to print it.

4. Copy or move the print file to the hot folder. The Infoprint Manager logical destination sees the print file and looks for an attributes file with the same file name. Both of the files are taken and your attributes are used.

Printing large jobs

Because it takes time to copy or move files, the Infoprint Manager logical destination may try to take a large job out of the hot folder before it is finished copying. You can prevent the logical destination from taking partial jobs by *staging* large jobs. To do this:

1. Make a copy of the print file on your local system.

   You will end up with 2 files: **report.pdf** and **copy of report.pdf**.

2. Rename the copy of the print file so that it has the same name as the original print file and the extension .stg.

   Rename **copy of report.pdf** to **report.pdf.stg**.

3. Copy the new file to the hot folder.

   Copy **report.pdf.stg** and paste it in the hot folder.

   Note: The Infoprint Manager logical destination ignores files with the .stg extension.

4. When the file is finished copying, change the extension back to the original extension.

   Rename **report.pdf.stg** back to **report.pdf**. Infoprint Manager will pick up the renamed file and send it to print.

Submitting multiple-document jobs

You can also use staging to print jobs that contain multiple documents. In this case, you stage an entire directory. The Infoprint Manager logical destination prints the documents as one job, in the order that you copied the files into the directory.

1. Navigate to the hot folder (using Windows Explorer, for example).

2. In the hot folder directory, create a new folder named *jobname*.stg, where *jobname* is any name you choose.

> **Note:** The Infoprint Manager logical destination ignores directories with the .stg extension.

3. Copy the documents you want to print into the subdirectory in the **same** order that you want to print them.

   > **Note:** If you copy multiple files in a single operation, they may not be copied in the same order that you selected them. If the print order matters, copy the files one at a time.

4. If you want to override the default attributes, create an attributes file called *jobname*.att, where *jobname* is the same as the subdirectory name, and copy it into the hot folder.

5. Rename the subdirectory from *jobname*.stg to *jobname*. The Infoprint Manager logical destination then accepts all of the files in the subdirectory as a single job.