Setting up to use Infoprint Manager hot folders

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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.

If all of the systems that will be submitting jobs to hot folders are Windows systems, you can use standard Windows folder sharing to make the hot folder accessible to both the Infoprint Manager server and to users. If you will be submitting jobs to hot folders from other systems (such as AIX), you will have to install and configure separate software to transfer the files (such as AIX FastConnect for Windows). The procedures below assume that jobs will only be submitted from other Windows systems.

Configuring your system to work with hot folders

1. Decide what Windows system you want to create the hot folder on. Make sure that the Infoprint Manager server and all users who will use it can access that system.

   Notes:
   a. It is strongly recommended that you create your hot folder on the same system that your Infoprint Manager server is installed on for two reasons:
      - Performance will be better because the files only have to be transferred over the network once.
      - If you need to restart the system that the Infoprint Manager server is installed on, the Infoprint Manager server will automatically have access to the hot folder when it restarts. If the hot folder is on a different system, you must log on to the Infoprint Manager server system to reestablish the connection.
   b. If you plan to have more than one hot folder, you can create all of them in the same parent directory. That way, users can access all of them through a single mapped drive.

2. Use the regular Windows process to create a directory (add a folder to an existing directory). Name the folder something distinctive, so you know that it is a hot folder and, possibly, what logical destination it submits jobs to or what department should submit jobs to it.

3. Set up sharing on the folder so that the Infoprint Manager server and users who will submit jobs to it have **write** access to it.

4. Open the Infoprint Manager Administration GUI.

5. Find or create the logical destination that you want the hot folder to submit jobs to, and select it.

6. In the Properties notebook for the logical destination, click the **General** tab and find the **Hot folder location** field. Type the directory path that the Infoprint Manager server system will use to access the hot folder.

   If the hot folder is in a different partition or on a different hard drive than your Infoprint Manager server, this path will include the drive letter for that

partition or drive and the directory path to the hot folder. For example, `d:\hotfolders\copy_postscript_here`. Refer to the Infoprint Manager Administration GUI online help for further instructions.

> **Note:** A hot folder can be associated with only one logical destination, and a logical destination can be associated with only one hot folder.

7. Set the default document and default job attributes for the logical destination. Unless the job submitter overrides them, these attribute values will be used for all jobs submitted through the hot folder. Refer to the Infoprint Manager Administration GUI online help for instructions.

When you tell users how to submit jobs to the hot folder, be sure to tell them what types of files the Infoprint Manager destination can accept and how to generate those files.

For information about submitting print files through hot folders, refer to the user procedure Submitting jobs using Infoprint Manager hot folders.

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