

Configuring

[Configuring](#) / [Setting up RICOH ProcessDirector and Avanti Slingshot to exchange information](#) / Setting up a hot folder input device to process Slingshot jobs

Setting up a hot folder input device to process Slingshot jobs

A hot folder input device that processes jobs submitted by Avanti Slingshot must have the same name as the Line Item specified on the Slingshot sales order and must use the JDF Batching method.

To set up a hot folder input device to process Slingshot jobs:

1. Click the **Administration** tab.
2. In the left pane, click **Devices** ⇒ **Input Devices**.
3. Right-click the **HotFolderJDF** input device and select **Copy**.
4. In the **Input device name** property, type the name of the Slingshot Line Item.
5. Specify values for the **Folder location** and **Staging location** properties.
Each hot folder must specify unique values for these two properties.
6. Set these properties as follows:

Workflow

ParentNoPrint

Child workflow

The workflow that is appropriate for the print files in the job.

Submit step

SubmitInputFiles

 **Note:** If you copy an input device other than **HotFolderJDF**, make sure that the value of the **Batching method** property is **JDF**.

7. Fill in or edit other values that you need.
8. Click **OK**.
9. To use the input device, select it and click **Enable and Connect**.

After you configure an input device to use the JDF Batching method, do not submit input files to the device if they are not identified by a job ticket. Unidentified input files indefinitely remain in the staging location for the input device with a status of **Waiting**.

Parent topic: [Setting up RICOH ProcessDirector and Avanti Slingshot to exchange information](#)