Configuring

Defining a workflow to copy a file to a printer hot folder

You can define a workflow that accepts a print job in a format such as PDF or PostScript or a JDF job ticket and copies it to a hot folder that is associated with a printer.

To define a workflow to copy a file to a printer hot folder:

1. Click the **Workflow** tab.
2. Right-click the **PDF** workflow and select **Copy**.
3. Name the copy of the workflow, fill in or edit other values that you need, and click **Continue**.
4. Right-click the **PrintJobs** step and select **Delete**.
5. If you plan to send PostScript jobs to this workflow, delete the **CountPages** and **CreatePageRanges** steps.
6. Add a **CopyToFolder** step to the **Print** phase
7. Connect the **CopyToFolder** step to the **RetainCompletedJobs** step.
   1. Hover over the edge of the **CopyToFolder** step. Click and hold a highlighted section ( ) to make the connector appear.
   2. Drag the connector onto the **RetainCompletedJobs** step.
8. Connect the **CopyToFolder** step to the step on its left (**CreatePageRanges** for PDF workflows or **RunExternalProgram** for PostScript).
9. Right-click the **CopyToFolder** step and select **Properties**.
10. Click **External**.
11. Delete the contents of the **External Command** property and replace it with one of these commands.

    To copy a print file:
    - `cp ${getCurrentFile(${Job.InputDatastream})} ` *destinationHotFolder*`/${Job.ID}`

    To copy a JDF job ticket:
    - `cp ${getFileName(overrides,jdf,read)} ` *destinationHotFolder*`/${Job.ID}`

    In this text, replace *destinationHotFolder* with the name of the directory that the printer uses as a hot folder.
12. Click **OK**.
13. Save the workflow.

If you also define an AFP printer device to represent the same physical printer, set these properties for the AFP printer device:
- Set the **Share printer connection** property to **Yes**.
- Set the **IPDS printer connection timer** property to a lesser value than the **Inactivity timer** property. If the **IPDS printer connection timer** property is greater than the **Inactivity timer** property, RICOH ProcessDirector drops the connection to the printer before it can share the printer with the hot folder.

Parent topic: Workflows for printing