

Adding files to a hot folder

Before adding files to a hot folder, you must create the hot folder.

Note: This topic is about job hot folders. If you want to work with smart hot folders, see [Smart hot folders](#).

1. Identify the location of the hot folder.
Most hot folders are inside the job folder at \Jobs\<job name>\HotFolders\<hot folder> , but they can also use a custom location on the network.
2. Perform any of the following actions:
 - Using a file browser, drag-and-drop or copy the files from their original location (for example, a file server) into the hot folder.
 - If applicable, print the files directly from the software to the hot folder.