

Disabling hot folders

Use this procedure if you want to disable a hot folder, but you do not want to delete it so that it may be used at a later date.

Make sure that the hot folder is not processing files. If you disable a hot folder that is still processing files, any unfinished processes end with an error.

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

1. Open the job or pre-job.
2. From the **Job** menu, select **Manage Hot Folders**.
3. In the Manage Hot Folders for Job dialog box, select the hot folder that you want to delete, and click **Disable**.

If you are using Windows Explorer or Mac Finder with SMB file-sharing protocol, the hot folder status is represented by the following icons:

Status	Windows Explorer	Mac Finder
Enabled hot folder		
Disabled hot folder		