



DIGITAL PRINT UTILITY

# Hot Folder Print v3.3

For Windows and Mac OS

## User Guide

## **Hot Folder Print End User License Agreement (EULA)**

A copy of the Hot Folder Print End User License Agreement is displayed during the installation process and available for viewing from the software's Resource tab.

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# 1.0 Before You Begin

Use the information in this chapter to better understand this document and any standard procedures or warnings that may come with your product.

## Documentation Conventions

When using this document, several text elements and treatments are repeated throughout. The following is an explanation of these symbols and headings:

### Text Elements



#### Attention

This denotes important information concerning safety when working with the equipment. Failure to comply with an Attention statement can cause you injury or harm or cause damage to the system.



#### Note

This signifies convenient or useful instructions.



Used to denote a procedure that requires two people to lift a heavy item.



Warns of a time-sensitive step. Be sure to read the surrounding instructions completely before performing this operation.



Signifies an item that needs to be entered on the specified form.

### Text Treatments

**Bold Text** – Indicates items you can select, such as buttons and menu entries.

*Italic Text* – Indicates variable text or placeholders for information, such as usernames and directory paths. When entering directory paths and so forth, the word in italics should not be typed, but should be replaced by the appropriate text. Italic text also introduces new words and is occasionally used for emphasis in text.

**Monospace**– Distinguishes information that is displayed on the screen, as well as the text that you should enter.

## Contact Us

Need help? Contact DNP Imagingcomm America Corporation technical support at:

**United States Phone:** 1-855-367-7604 or (724) 696-8957

**Latin America Phone:** 1-855-367-8008 or (724) 696-8958

**Email:** [dnpsupport@dnp.imgcomm.com](mailto:dnpsupport@dnp.imgcomm.com)

**Website:** [www.dnpphoto.com](http://www.dnpphoto.com)

For hours of operation, see our website.

## 2.0 What is Hot Folder Print?

**Hot Folder Print™** (or HFP) is a software utility that makes printing even easier! Need to print your images in a specific order? Want to apply color corrections to all prints you make? Want to print to multiple printers? Want to add custom borders to make your prints stand out? Hot Folder Print does all of this and more! Hot Folder Print also acts as an integration tool to allow third party developers to quickly integrate DNP printers into their own products. HFP is designed to work exclusively with DNP printers and is available in multiple languages. HFP also supports duplex printing when connected to one or more DNP DS820DX duplex printers.

Features include:

- ◆ Print using system folders or the easy-to-navigate user interface.
- ◆ Supports up to 4 DNP printers simultaneously.
- ◆ Monitor remaining media and printer status.
- ◆ Standard print sizes for DS40, DS80, DS620A, DS820A, RX1HS, DS820DX, and QW410.
- ◆ Duplex Trifold products, Calendars, Folded 5x7 Cards, and Photobooks for DS820DX.
- ◆ Duplex print sizes for DS820DX.
- ◆ Specify color profiles, color adjustments, and number of copies.
- ◆ Glossy, matte, fine matte, and luster finish types (depending on printer capabilities).
- ◆ Automatic digital archiving of printed photos and photos with applied borders.
- ◆ Ability to add custom borders.
- ◆ Partial matte printing. DS620/DS620A, DS820/DS820A, and QW410.
- ◆ Panoramic print sizes for the DS620/DS620A and DS820/DS820A printers (Windows HFP only)
- ◆ QW410 Support. Includes a de-curl option and additional print sizes.
- ◆ Luxury ICMs.
- ◆ Integration with DNP's Party Print Utility
- ◆ Customization of printer names through UI for easy identification
- ◆ Capability to direct specific jobs to specific printers using hot folders
- ◆ User guide is embedded within the software for easy access
- ◆ Optimized update process where the software alerts users if an update is available

## What's New in this Version of Hot Folder Print?

Hot Folder Print is an entirely new application with no connection to previous versions. It was designed to provide users with a modernized UI and intuitive workflow and is supported on both Windows and Mac OS.

Version 3.x includes the full feature set that was supported in earlier versions.

Several new features have been added:

- ◆ DS820DX printer support for Simplex and Duplex prints.
- ◆ DS820DX product support which guides a user through printing duplex prints, Trifold products, Folded 5x7 cards, calendar pages, and photobook pages.
- ◆ Integration with DNP's Party Print Utility.
- ◆ Capability to direct specific jobs to specific printers using hot folders.
- ◆ Ability to rename printers through UI for easy recognition including within Hot Folder structure.
- ◆ User guide is embedded within the software for easy access.
- ◆ Optimized update process where the software alerts users if an update is available.

## If You Have Installed an Earlier Hot Folder Print Version

If you have previously installed a version of HFP lower than 3.x, this installation will not affect the previous installation.

The new version of Hot Folder Print will install separately from versions earlier than 3.x and will not overwrite any previous settings, borders, or partial matte templates.

**Please note, only one version of Hot Folder Print can run at a time.**

Please see “Installing Hot Folder Print” on Page 9 for more information.

## Supported Image File Types

The following image types are accepted by Hot Folder Print:

- ❖ JPG/JPEG
- ❖ TIF/TIFF
- ❖ PNG
- ❖ BMP
- ❖ HEIC

## System Requirements

### PC Specifications

- Windows 10 64-bit and Windows 11 64-bit
- Mac OS 10.13 or higher
- 2 GB or greater disk space required for installation. 200 MB or greater archival space is also required.
- 1024 x 768 video resolution or greater

### Supported Printers

(sold separately)

- DS40 (Firmware v1.61 or later)
- DS80 (Firmware v1.30 or later)
- RX1-HS (Firmware v2.07 or later)
- DS620/620A (Firmware v1.62 or later)
- DS820/820A (Firmware v1.07 or later)
- DS820DX (Firmware 1.00 or later)
- QW410 (Firmware v1.10 or later)

Hot Folder Print 3.x and later does not support the DS80DX or RX1 printers. If using these printer models, please download and install Hot Folder Print version 2.7.21 instead from the DNP Website.

# Print Size Options

Use the following table to view available print sizes for each printer and media type. Hot Folder Print only displays the available print sizes for the loaded media.

		2x6	4x3	4x3	3.5x5	4x4	4x4.5	4.5x3	4.5x3	4.5x4.5	4.5x4	4x6	4.5x6	4.5x8	5x5	5x7	6x2*2	6x2*4	6x6	6x8	6x9	6x14	6x20		
DS40	Media	3.5x5			S																				
		4x6	M		ST							S													
		5x7			M							ST				S	M								
		6x8	M		ST							M					M	M	S	S					
		6x9			ST							M									S				
RX1HS	Media	4x6			ST						S						M								
		5x7			M							ST		S	S										
		6x8			ST							M		ST		M	M	S	S						
DS620/DS62	Media	4x6	M		ST						S						M								
		5x7			M							ST		S	S										
		6x8			ST							M		ST	ST	M	M	S	S			S	S		
		6x9			ST							M		ST	ST	M	M	S	S	S	S	S	S	S	S
QW410	Media	4x6	M	M	M		S	S				S													
		4.5x8						M	M	M	S	M		S	S										

- S** Single Cut
- ST** Single Cut, req trimming
- M** Multi-cut

\* To print a 6x2\*2 print, the image must be 4x6  
 \* To print a 6x2\*4, the image must be 6x8

		4x6	4x8	5x7	5x8	6x8	8x7	8x8	8x10	8x12	8x18	8x22	8x26	8x32	A4x5	A4x6	A4x8	A4x10	A4	A5	4x8D	5x7D	6x8D	7x10D(folded Card)	8x10D	8x10 Trifold	8x10.5D	8x10.75D	8x12D	8x4x3		
DS80	8x10	S	S	MT	M	S		ST	S																							
	8x12	S	S	MT	M	M		ST	ST	S																						
DS820/DS820A	8x10	M	M	M	M	M	S	S	S		S	S																				
	8x12	MT	M	MT	M	M	S	ST	ST	S		S		S																		
DS820DX	A4														M	S	S	S	S	S												
	8x10	MT	M	M	M	M	M	M	M												S	S	S	S	M	S	M	S	S	S		
	8x12	MT	M	M	M	M	M	M	M	S											S	S	S	S	M	S	M	S	S	S	S	M

- S** Single Cut
- MT** Multi-cut, req trimming
- ST** Single Cut, req trimming
- M** Multi-cut
- MC** Multi-cut and Crease



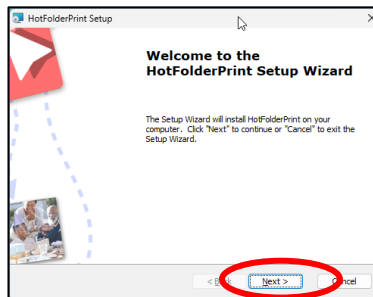
## 3.0 Installing Hot Folder Print on Windows



Note:

The Hot Folder Print utility is designed to work with **DNP printers** only.

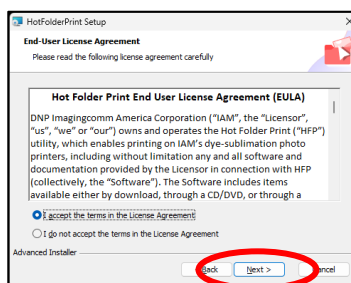
1. The Hot Folder Print installation file can be downloaded from [www.dnpphoto.com](http://www.dnpphoto.com).
2. Double-click the **HotFolderPrint.msi** file to begin the installation.
3. A window may open asking if you are sure you want to run the software.
4. Click **Next** to proceed.



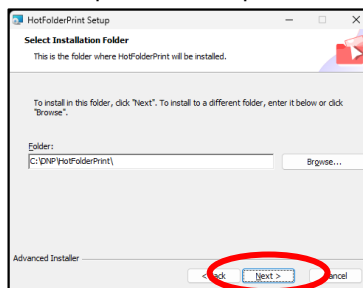
### Attention

Hot Folder Print 3.x can be installed on a system that already has an earlier version installed without overwriting or affecting the previous version. **It is important that only one copy of Hot Folder Print is running at a time.**

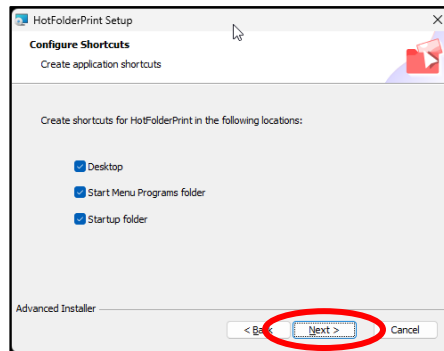
Please review the **End-User License Agreement**. Please make your selection and click **Next** to proceed. The EULA is also available for viewing and download from Hot Folder Print's **Resource** tab.



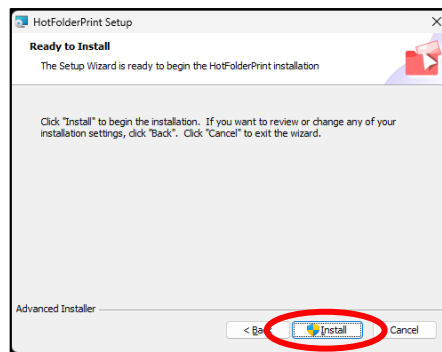
5. The installer will display the default installation path. Please press **Next** to continue.



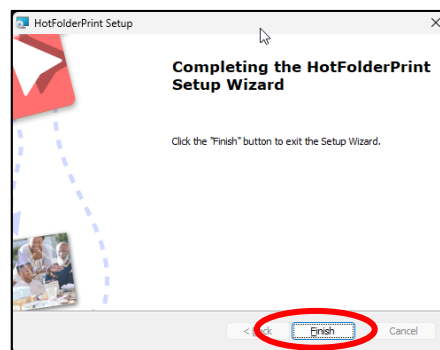
6. When the **Configure Shortcuts** dialog is displayed, please select your preferences. This dialog allows you to add or decline a Desktop shortcut, a shortcut for the Windows Start Menu, and a shortcut to Startup that will cause the software to start with Windows. Press **Next** to continue.



7. The software is now ready to install. Click **Install** to proceed.



8. If prompted to approve the installation, select **Yes** to proceed.



9. Click **Finish** once the install process completes.  
10. Load and power on any DNP Printers and connect them to the computer before starting the software.

## 4.0 Installing Hot Folder Print on Mac OS



Note:

The Hot Folder Print utility is designed to work with **DNP printers** only.



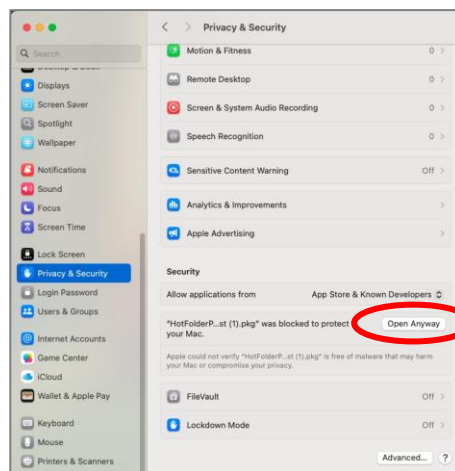
### Attention

Hot Folder Print 3.x can be installed on a system that already has an earlier version installed without overwriting or affecting the previous version. **It is important that only one copy of Hot Folder Print is running at a time.**

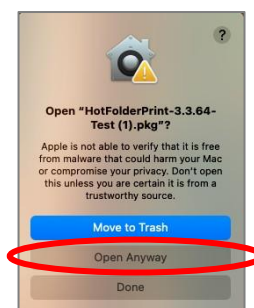
- The Hot Folder Print installation file can be downloaded from [www.dnpphoto.com](http://www.dnpphoto.com).
  - Please note that if the application is downloaded from another computer and then copied to the Mac, the install process may not include some of the following security prompts.
- Begin by running the **Hot Folder Print pkg** to begin the installation. Click **Done** to proceed.



- Navigate to **System Settings > Privacy & Security**. Under the **Security** section, select **Open Anyway** to complete the installation.



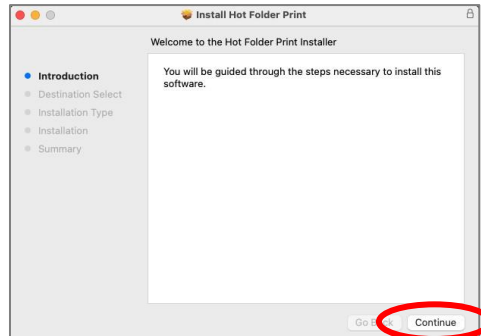
- At the next popup, select **Open Anyway** and the installation will begin.



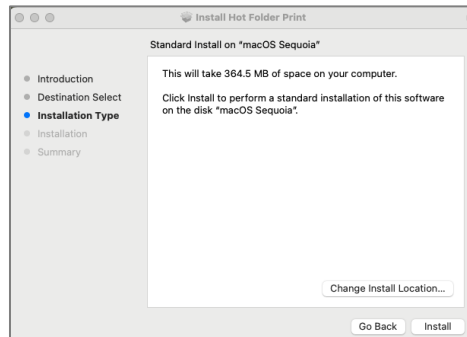
5. Enter the password if prompted to continue then click **OK**.



6. The **installation Wizard** will open. Click **Continue**.



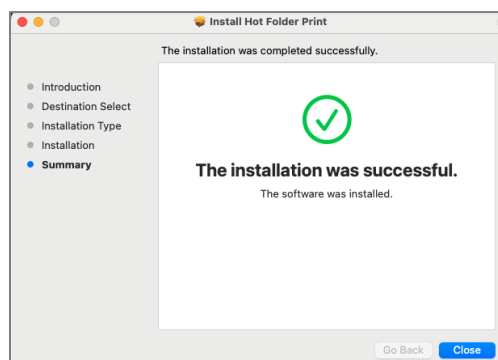
7. At the next screen, click **Install**.



8. If prompted for a password again, enter the password and click **Install Software**.



9. Once the installation completes, click **Close**.



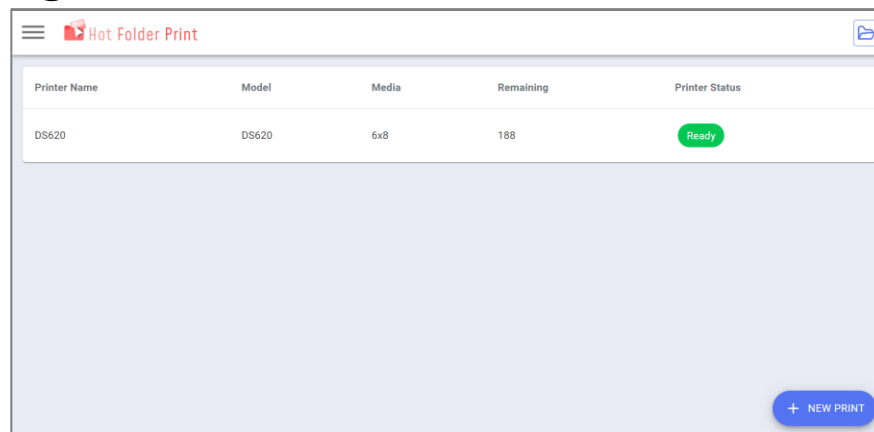
## 5.0 Using Hot Folder Print

Use the following information to tour the Hot Folder Print interface and start printing photos easily and quickly.

### Launching Hot Folder Print

1. Start **Hot Folder Print** by double-clicking the **Hot Folder Print** icon on your desktop or by clicking on the Hot Folder shortcut in the **Windows > All Apps** menu.
2. By default, Hot Folder Print launches as a partial window but can be maximized or minimized.

## 6.0 Touring the Hot Folder Print Dashboard




The main dashboard displays the status of your system and all detected printers. It also provides a quick view of each printers' status, the media size, and how many prints are remaining on the current media set.

All parts of the HFP interface are accessible from the main dashboard.

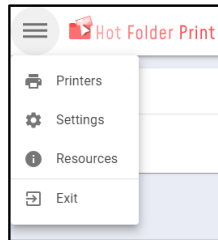
### Dashboard Tour

The following section explains the buttons used on the main dashboard. Use this section to better understand the Hot Folder Print application.


- ❖ **Printer Name** - Displays the names of each connected printer.
- ❖ **Model** - Displays the Model of each attached printer, i.e. DS620, RX1HS, DS820DX, etc.
- ❖ **Media** - Displays the current media loaded into each attached printer, i.e. 6x8, 4x6, 8x10, 8x12, etc.
- ❖ **Remaining** - Displays remaining prints for each printer.
- ❖ **Printer Status** - Displays the state of readiness of each connected printer. The printer list is also color coded:
  - ◆ **Blue:** *Printing*
  - ◆ **Light Green:** *Idle* status
  - ◆ **Orange:** *Warning* status (printer compartment open)
  - ◆ **Red:** *Error* status
- ❖ **New Print Button** - Opens the print workflow window.
- ❖ **Hot Folder Button**  - Opens a File Explorer Window to view the contents of the Prints directory and all hot folders contained. This will be used on **Page 34** to drag and drop (or copy and paste) images into the application.
- ❖ **Software Setting** controls are accessed from the Hamburger Menu located at the top left of the dashboard.

## 7.0 Accessing Hot Folder Software Controls

1. Click on the hamburger menu at the top left of the dashboard and the following options are displayed:



- ◆ **Printers:** Returns the user to the main dashboard screen
- ◆ **Settings:** Includes controls for application settings, global color, border import, partial matte template import, and cloud services.
- ◆ **Resources:** Displays the current software version and allows updates if available, contains the user guide, and the End-User Licensing Agreement.
- ◆ **Exit:** Exits the software

Additionally, a hot folder button  is located at the top right of the dashboard that opens a **File Explorer** window to the location of the hot folder directories on the drive. (see **Creating Prints Using Hot Folders**).

### Hot Folder Settings Menu

After clicking on **Settings**, the following tabs are displayed:

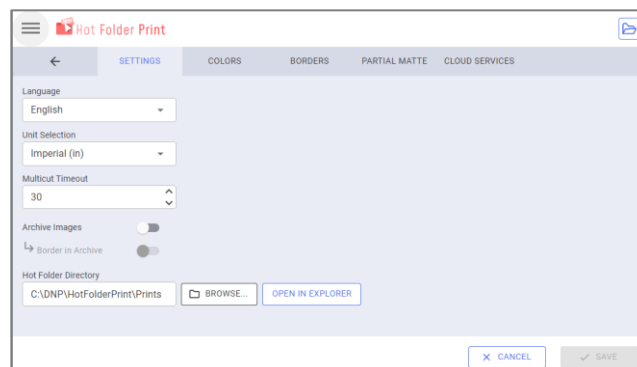
- ◆ **Settings:** Controls Language and Unit of measure, supports custom hot folder print directory locations, and enables/disables whether to archive images.
- ◆ **Colors:** Applies global changes to Brightness, color, and contrast and enables/ disables Auto Color Correction. Please note that Autocorrect controls are only present in Windows HFP.
- ◆ **Borders:** Allows borders to be applied to specific print sizes. Borders can also be imported or removed.
- ◆ **Partial Matte:** Allows partial matte templates to be applied to specific print sizes. Partial Matte can also be imported or removed.
- ◆ **Cloud Services:** Supports integration with cloud-based services, like Party Print, and includes a link for more information.

### Settings Menu

The Settings Menu accesses global controls for the application. Each of the individual tabs is explained below.

### Settings Tab

The **Settings** tab contains the application's global controls.



The following controls are provided:

- ◆ **Language:** Select the default language for the application UI.
- ◆ **Unit Selection:** Changes the unit of measure between Imperial and Metric.
- ◆ **Multi-cut Timeout:** When a print is received that will only consume part of a ribbon panel, the application will pause x number of seconds, equal to this setting, before beginning to print.
- ◆ **Archive Images:** Determines whether an image that has been printed is moved to an Archive folder or deleted.
- ◆ **Border in Archive:** If enabled, saves images with any applied border.
- ◆ **Hot Folder Directory:** Allows a user to select a specific file location for hot folder directories. Hot Folder Print will create subdirectories for all printable sizes in the defined location.

## Colors Tab

The **Colors** tab allows changes to brightness, contrast, saturation, individual colors, and autocorrection. Autocorrection boosts contrast in the red, green, and blue channels and try to correct unwanted casts in the midtones. (If you make color changes to your images in another software application before printing, disable this option.)



After making any changes, three options are available:

- ◆ **Reset:** Restores the software's default color settings.
- ◆ **Cancel:** Eliminates any changes to color settings.
- ◆ **Save:** Applies global changes.

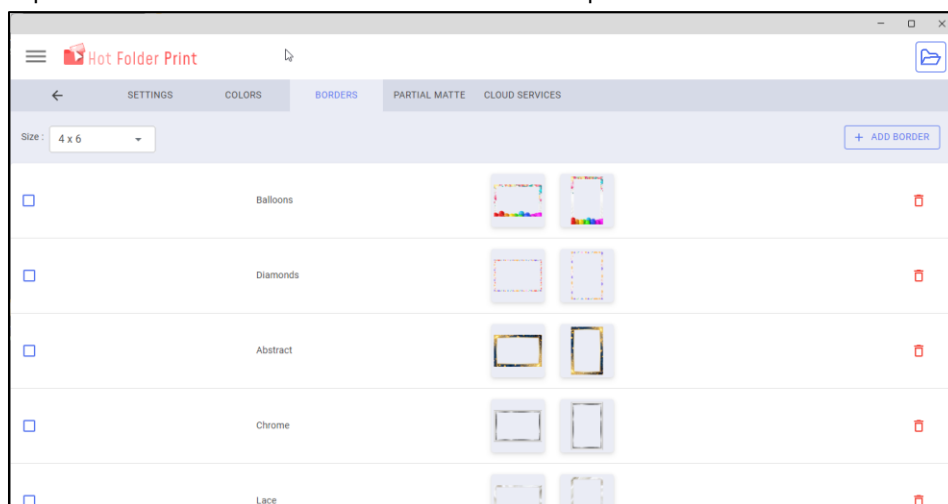


### Note

Individual ICM controls are now located in the Printer Control dialog.

## 8.0 Navigating the Borders Tab

The **Borders** tab allows users to import or remove custom borders for any supported print size. Unique borders must be made for each desired print size. Hot Folder Print includes a small sample of borders with its installation.



## About New Borders

Borders are overlay templates that must contain a transparent layer where the image will appear. Borders can be frames or branding tools.

- ❖ **File Format:** PNG only.
- ❖ **Orientation:** Both landscape and portrait borders must be loaded for each new border. You will not be able to save the uploaded border if both landscape and portrait are not uploaded. Square borders are the exception, and the same border can be used for both the landscape and portrait slot.
- ❖ **File Naming:** Files can be named in any desired naming convention. To help with file organization, the following structure is suggested. **[name]-X.png** where **[name]** is the name you chose for your border, and **X** is the border orientation, i.e., **whiteborder-p.png** for a white border that has a portrait orientation.
- ❖ **Resolution:** 300 dpi
- ❖ **Size:** Must be the full size at 300dpi. For example, a 4x6 border would be 4"x6" (portrait) with 1200x1800 pixels and 6"x4" (landscape) with 1800x1200. Here are a few examples of common sizes and their pixel dimensions:
  - ◆ **4x4:** 1200x1200 pixels
  - ◆ **4x6:** 1200x1800 pixels
  - ◆ **4.5x4.5:** 1350x1350 pixels
  - ◆ **4.5x8:** 1350x2400 pixels
  - ◆ **5x7:** 1500x2100 pixels
  - ◆ **6x8:** 1800x2400 pixels
  - ◆ **8x10:** 2400x3000 pixels
  - ◆ **8x12:** 2400x3600 pixels
- ❖ **Color Mode:** RGB only
- ❖ **Background/Image Space:** Must have a transparent background, or image space. The area where the image will appear must appear blank.
- ❖ **Image Compression:** No compression allowed. (No LZW, etc.)

In general, the opening in the border should be the same aspect ratio as the overall image, although the opening does not have to be strictly rectangular, and it may have varied edge treatments. Having elements of the border overlap the image space is acceptable; however keep in mind this may block important portions of your images.

**An example of a 4x6 border follows:**

Orientation	Naming	Size	Resolution	File Format	Color Mode
Landscape (Landscape)	[name]_h.png	4"x6"	300 dpi	PNG	RGB
Portrait (Portrait)	[name]_v.png	6"x4"	300 dpi	PNG	RGB

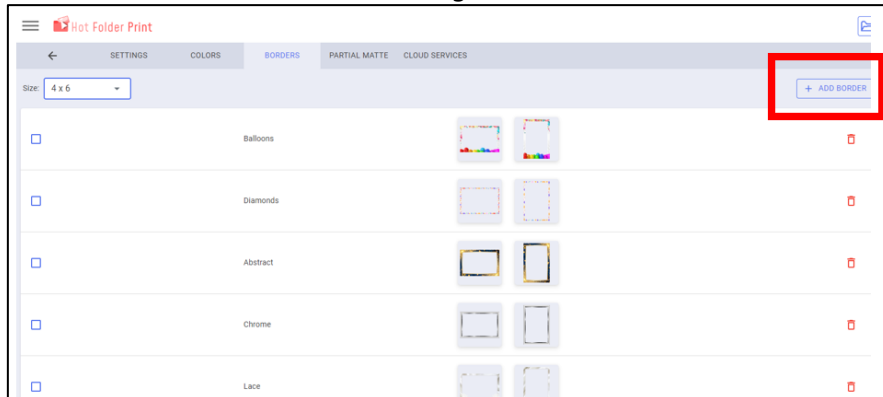
## Creating Custom Borders

1. On your computer, create a folder for your border files. Name the border folder with a dynamic name that you will recognize later.
2. Use your preferred photo editing software to create your new border.
3. Use the above requirements to create two borders that have the correct file size, file format, color mode, background transparency, and resolution. One for landscape prints and one for portrait prints.
4. Save your borders as a PNG file.

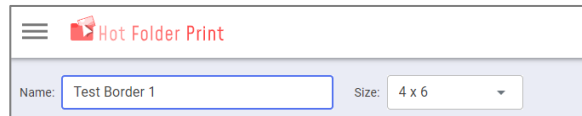


## Importing New Borders

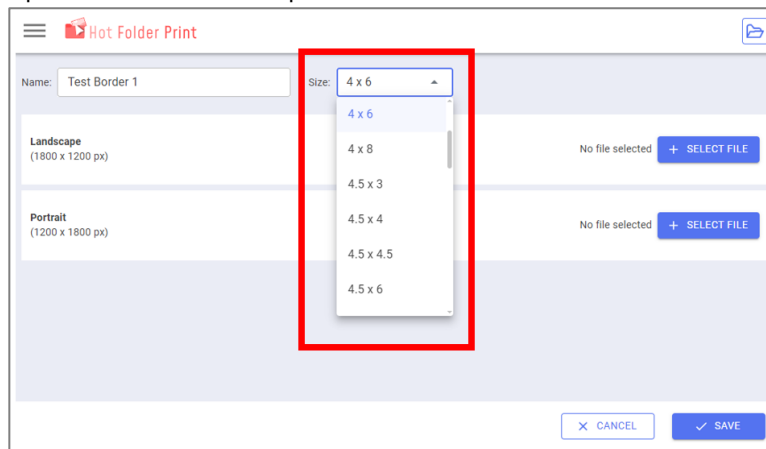
1. From the Border tab, click **Add Border** at the far right.



2. Enter the **Name** of your border in the Name field.



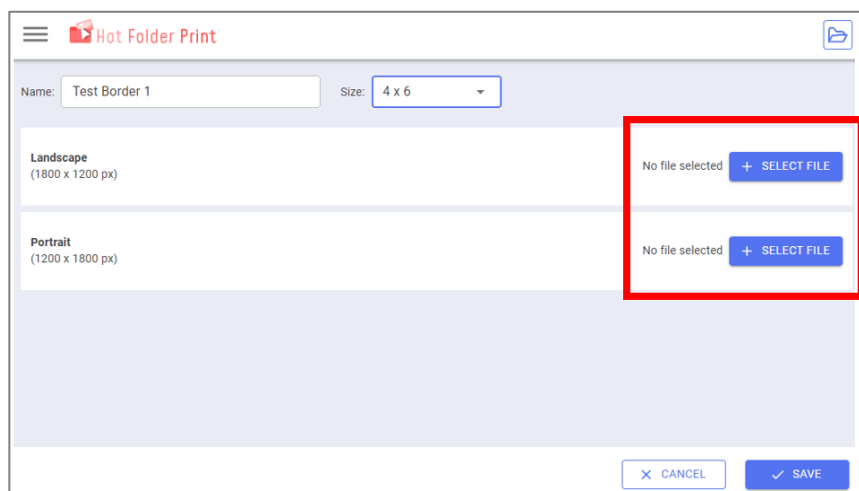
3. Select the desired print size from the dropdown menu.



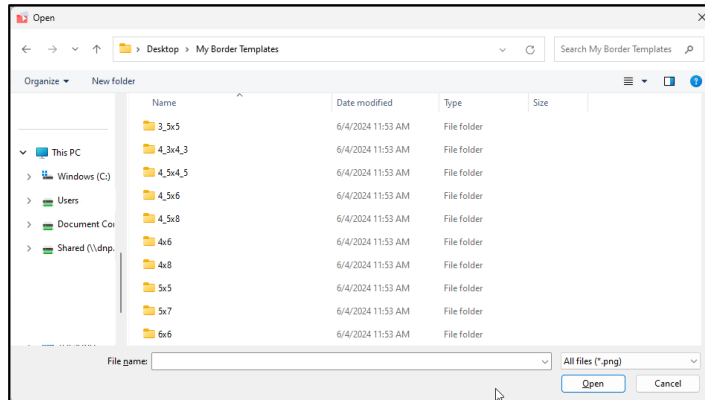
### Attention

Each border requires **both** a landscape (landscape) and portrait (portrait) version.

4. Click the **Select File** button next to either **Landscape** to open a File Explorer window.



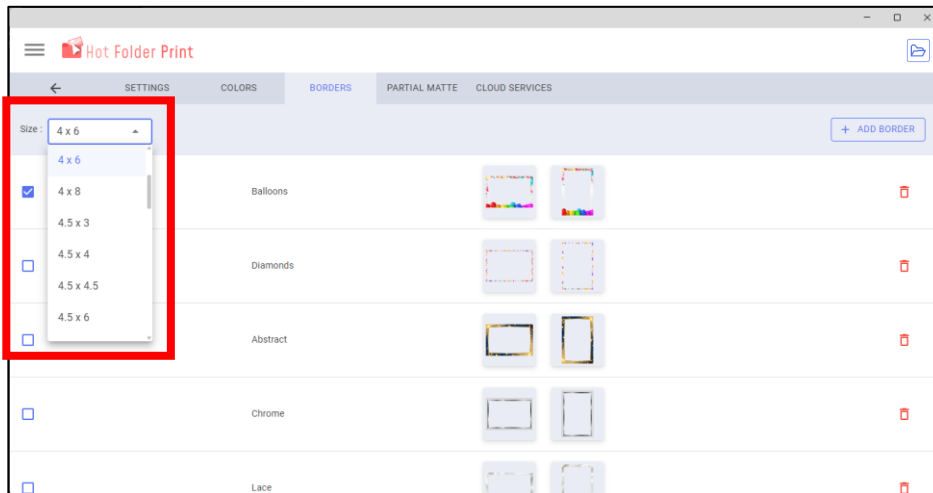
- From the file selection screen, navigate to where your **Landscape** border is stored. Select the border file and click the **Open** button.



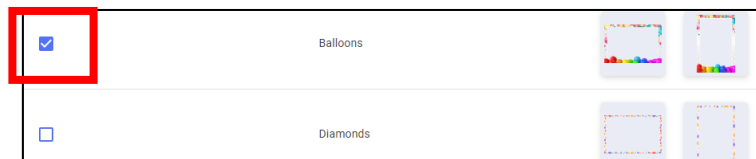
- Repeat the import steps for the **Portrait** orientation.
- Click **Save** at the bottom right to add the custom border to the application.

## Applying a Border

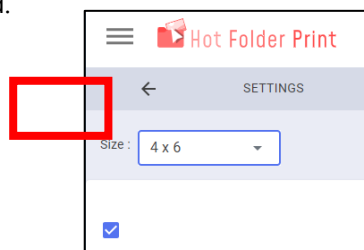
- To apply a border to a photo, return to the border selection screen and select a print size from the **Size** dropdown menu.



- Locate the border you want to apply and click the checkbox at the left of the column.



- Click the **Left Arrow** at the top left of the screen to return to the previous menu. All prints of the selected size will now have the activated border applied.



## 9.0 Navigating the Partial Matte Tab

Use **Partial Matte** to apply a matte surface to selected areas of a print for dramatic effects. The tab allows users to import or remove partial matte templates. A small sample of templates are included with the software installation. Partial Matte is supported on the following printers: DS620/DS620A, DS820/DS820A, and the QW410.

### About New Partial Matte Templates

1. On your computer, create a folder for your matte template files.
2. Name the folder with a dynamic name that you will recognize later.
3. Each template file must be in **jpg** format.
4. Use your preferred photo editing software to create your new template.
5. The background of your image must be white. Include a solid black area where the partial matte should print on the image. The file size must match the dimensions of the print it is expected to print.
  - Note: Any area that is any transparency other than 0% will print with partial matte applied.
6. Save your templates in the template folder you just created. Remember, each print size must have a landscape and portrait template.
7. When applying a Partial Matte template, the finish type is always applied as Glossy and the Partial Matte finish type is applied from the selected finish type.

Each Partial Matte Template file must meet the following criteria:

- ❖ **File Format:** JPG only.
- ❖ **Orientation:** Both landscape and portrait templates must be loaded for each new template. If you only load one orientation, only that template will appear on prints.
- ❖ **File Naming:** Files can be named in any desired naming convention. To help with file organization, the following structure is suggested. **[name]-X.jpg** where **[name]** is the name you chose for your template, and **X** is the template orientation, i.e., **logo-p.jpg** for a logo that has a portrait orientation.
- ❖ **Resolution:** 300 dpi
- ❖ **Size:** Must be the full size for each print at 300dpi. For example, a 4x6 template would be 4"x6" (portrait) or 1200x1800 pixels and a 6"x4" (landscape) or 1800x1200 pixels. Here are several common sizes with pixel counts:
  - ◆ **4x4:** 1200x1200 pixels
  - ◆ **4x6:** 1200x1800 pixels
  - ◆ **4.5x4.5:** 1350x1350 pixels
  - ◆ **4.5x8:** 1350x2400 pixels
  - ◆ **5x7:** 1500x2100 pixels
  - ◆ **6x8:** 1800x2400 pixels
  - ◆ **8x10:** 2400x3000 pixels
- ❖ **Color Mode:** RGB only
- ❖ **Image Compression:** Minimal is best

**An example of a 4x6 Template follows:**

Orientation	Naming	Size	Resolution	File Format	Background Color	Color Mode
Landscape (Landscape)	[name]_l.jpg	4"x6"	300 dpi	JPG	White = glossy Black = matte	RGB
Portrait (Portrait)	[name]_p.jpg	6"x4"	300 dpi	JPG	White = glossy Black = matte	RGB

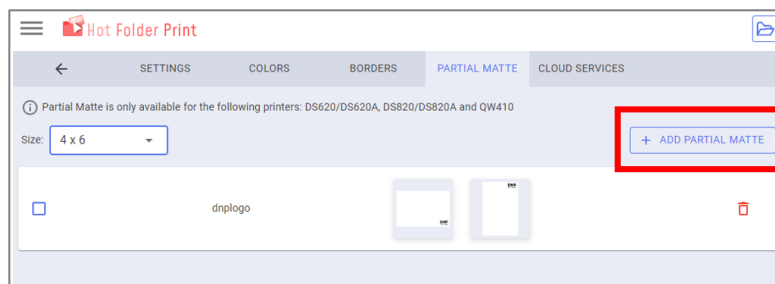
## Creating Custom Partial Matte Templates

1. On your computer, create a folder for your partial matte template files. Name the template folder with a dynamic name that you will recognize later.
2. Use your preferred photo editing software to create your new template.
3. Use the above requirements to create two images that have the correct size, file format, color mode, background color, and resolution. One for landscape prints and one for portrait prints.
4. Save your templates as JPEG in the folder you just created. Remember, each print size requires a landscape and portrait template.

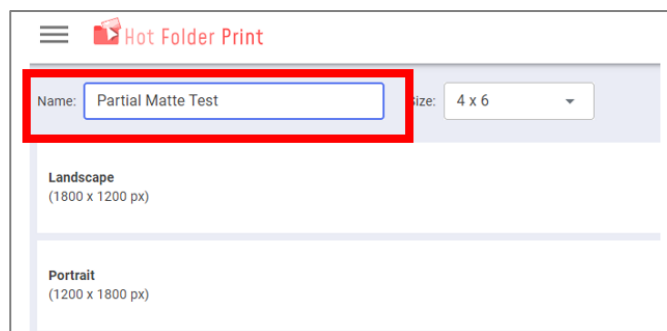
## Importing a Partial Matte Template

Follow these instructions in import custom Partial Matte templates.

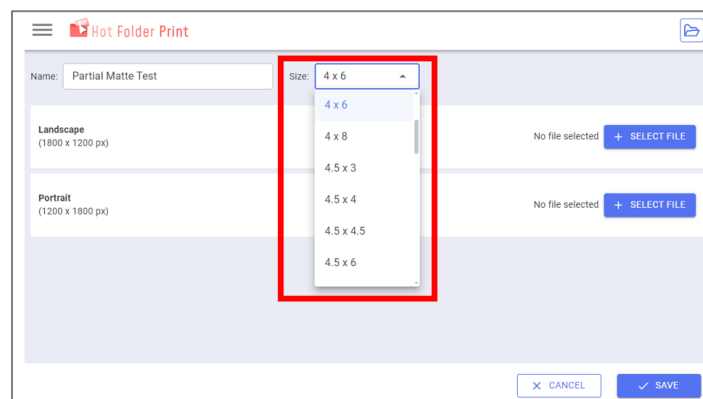
1. Select the **Partial Matte** tab and click **Add Partial Matte** at the right side.



2. Select a **Name** field for your template.



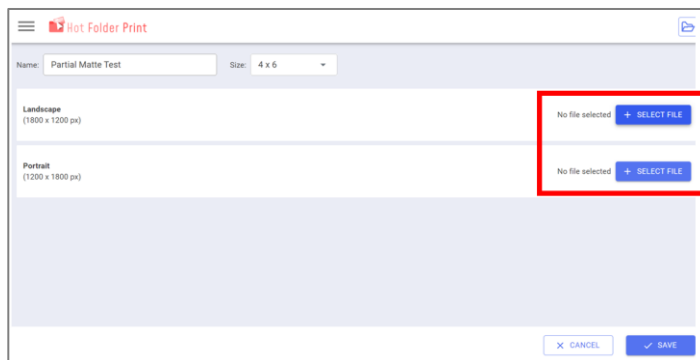
3. Select the desired print size from the dropdown menu.



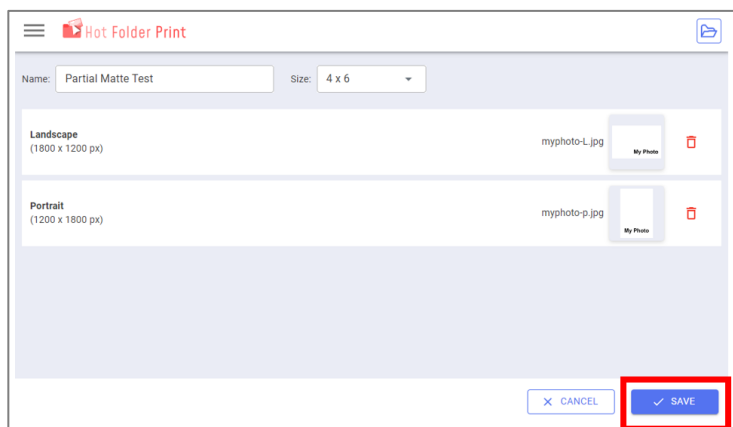


## Attention

Each Partial Matte template requires **both** a landscape (landscape) and portrait (portrait) version.

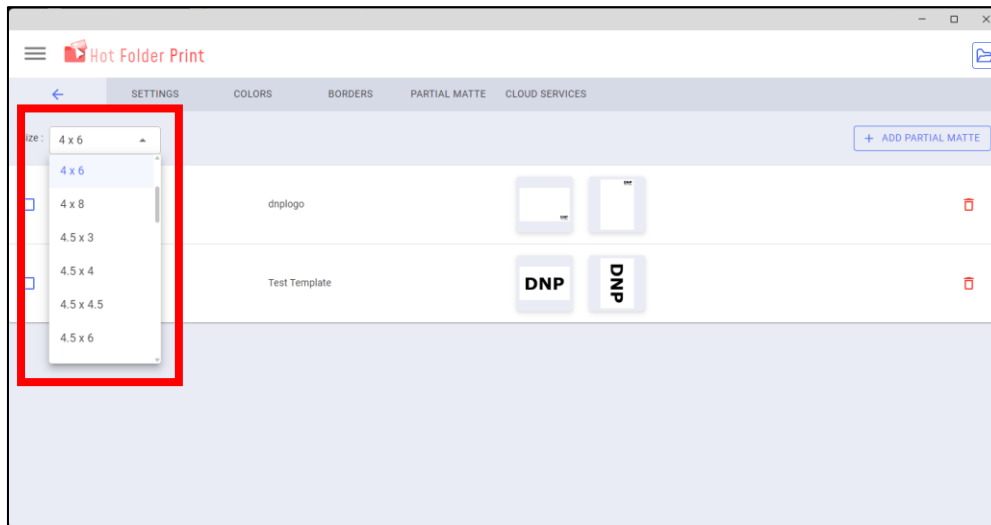


4. Click the **Select File** button next to **Landscape** and a File Explorer window will open.
5. Navigate to where your **Landscape** orientation template is stored. Select the template file and click the **Open** button.
6. Repeat the import steps to import a template for the **Portrait** orientation.
7. Once complete, click **Save** at the bottom right to add the custom template to the application.



## Applying a Partial Matte Template to Prints

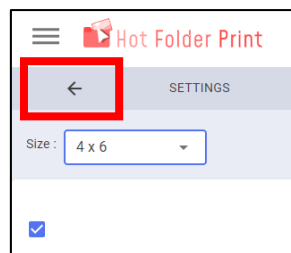
1. To apply a partial matte template to a photo, return to the **Partial Matte** selection screen and select a print size from the **Size** dropdown menu.



2. Locate the template you want to apply and click the checkbox at the left of the column.

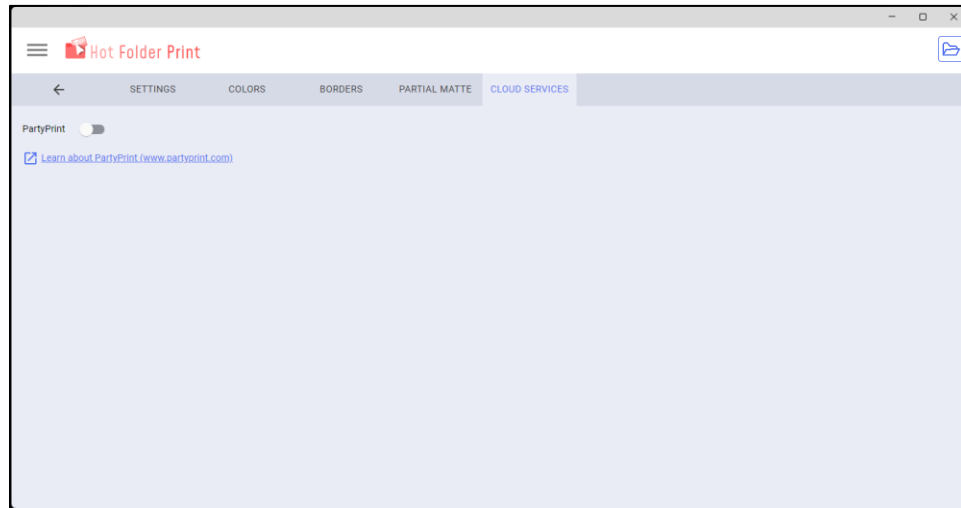


3. Click the **Left Arrow** at the top left of the screen to return to the previous menu.



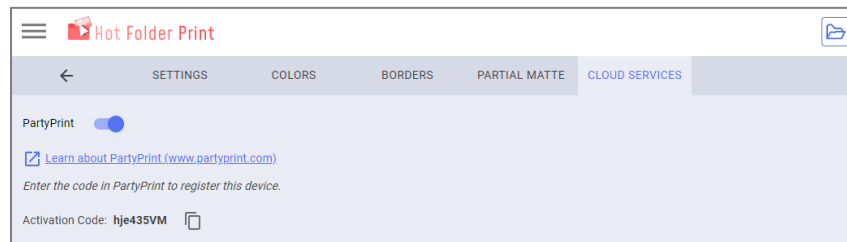
## 10.0 The Cloud Services Tab

The Cloud Services tab allows integration with DNP's Party Print application.



- ❖ **Party Print Toggle:** If enabled, a user is given an opportunity to register the PC and software install for Party Print
- ❖ **Learn about PartyPrint (www.partyprint.com):** Provides a link to the party print site to provide more information on the application.

1. When turned on, Party Print will provide an activation code to connect HFP as a node for Party Print.



2. From the Party Print administrative site, go to the Hardware menu. Select activate node and paste the activation code to allow Party Print to accept pictures from Hot Folder Print. See **PartyPrint.com** to learn more.
3. Once the application has been registered, the session will be displayed with additional controls:
  - a. **Session:** The active session name and status will be displayed
    - i. In the capture below, the session is named "Hello World Day"
  - b. **Browse:** Allows you to customize the monitored folder. Images placed into the monitored folder go directly to the Planner Gallery or will print if Autoprint is enabled.
  - c. **Clear History:** Deletes the image printing history (a JSON formatted file)



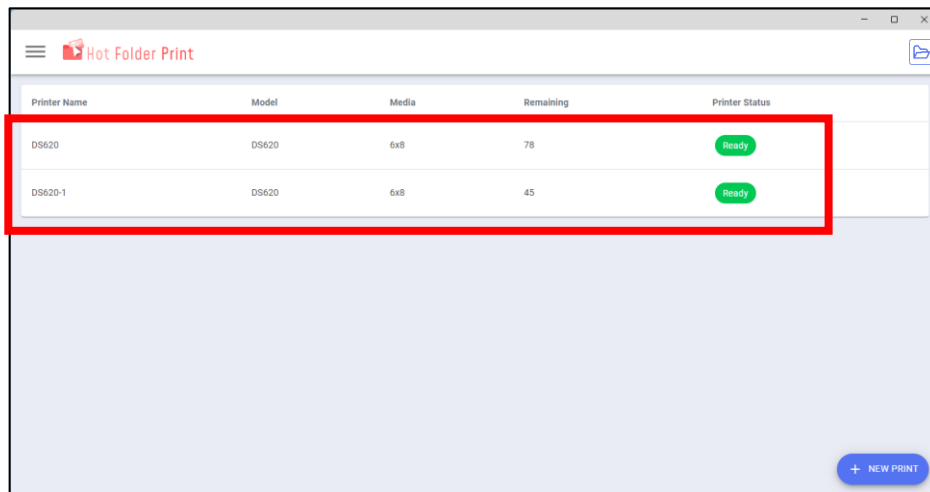
## 11.0 The Resources Menu

The Resources Menu provides helpful information like the version number, user guide, and End User License Agreement (EULA)

- Version will show the current version of Hot Folder Print 3.x that is being run and if an update is available.
- User Guide provides an onboard copy of the user guide for easy reference.
- The EULA provides a copy of the license agreement that you agreed to when first installing Hot Folder Print 3.x.

## 12.0 Accessing the Printer Control Menu

Hot Folder Print v3.x supports unique settings for each printer. To access these settings, click anywhere on the row for the printer you want to modify.



### Printer Settings Tab

1. The Printer **Settings** tab will open by default and will provide the following controls:

SETTINGS INFO

Printer Name  
DS620

Finish Type  
Glossy

ICM Profile  
DS620\_cAM.icc + LOAD PROFILE

CANCEL SAVE

- ❖ **Printer Name:** A default name is provided (normally the printer model) but the name can be customized to anything you like (i.e. DS620\_MetallicMedia). If multiple printers of the same model are connected, they will automatically be named numerically (DS620-1, DS620-2, etc.). The name is also applied to hot folders in the directory structure. Please see **Page 34**.
- ❖ **Finish Type:** Controls which of the four surface types to apply to all prints from the device will have. The choices are Glossy, Matte, Fine Matte, and Luster. Please note that not all finishes are available for all devices.
- ❖ **Partial Matte Finish Type:** Controls the type of matte finish used for partial matte when a compatible printer is connected

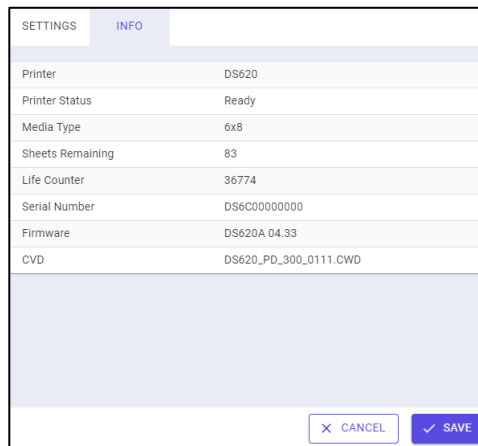


- ❖ **ICM Profile:** Displays the currently selected ICM with a dropdown to change to other ICCs stored on the system.
- ❖ **Load Profile:** Allows new ICCs to be imported into the application. Once imported, an ICC can be selected from the ICM Profile dropdown.
- ❖ **Decurl:** Turns the decurl feature on or off. Only available for the QW410 printer
- ❖ **Cancel and Save:** Allows a user to either cancel or save any configuration changes. In general, a user is automatically prompted to make this decision after a change has been made and the dialog is closed.

## Printer Info Tab

The Printer Info tab provides a snapshot of the device's status and details.

1. Click the **Info** Tab to view details about the selected device. These values cannot be modified:



The screenshot shows a dialog box with two tabs: 'SETTINGS' and 'INFO'. The 'INFO' tab is active and displays a table of printer details. At the bottom of the dialog are 'CANCEL' and 'SAVE' buttons.

Property	Value
Printer	DS620
Printer Status	Ready
Media Type	6x8
Sheets Remaining	83
Life Counter	36774
Serial Number	DS6C00000000
Firmware	DS620A 04.33
CVD	DS620_PD_300_0111.CWD

- ❖ **Printer:** Displays the printer model.
- ❖ **Printer Status:** The device's current status.
- ❖ **Media Type:** The type and size of media currently loaded in the device.
- ❖ **Sheets Remaining:** Count of remaining ribbon in the device.
- ❖ **Life Counter:** The total number of prints created over the device's life.
- ❖ **Serial Number:** The device serial number.
- ❖ **Firmware:** The firmware version of the printer.
- ❖ **CVD:** The version and name of the onboard color data version.

## 13.0 Printing through the User Interface

Hot Folder Print can create Simplex and Duplex prints depending upon what printers are available. Printer capability may vary. Please note that only the DS820DX printer is capable of printing Duplex prints. Unless otherwise mentioned, images imported using the UI will print to all available printers.



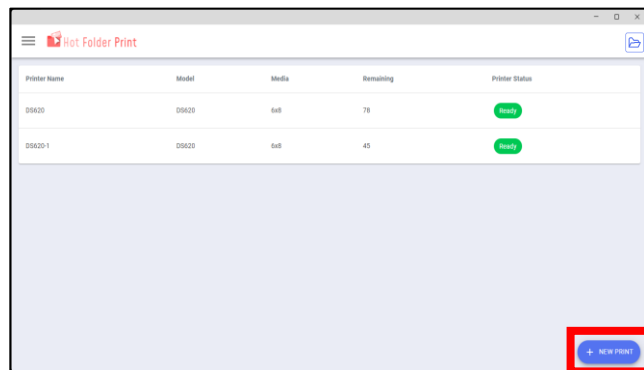
### Attention

Before beginning, please make sure printers are powered on, loaded with media, and connected to your PC.

## Creating Simplex Prints through the User Interface

Please follow these steps to create simplex prints using the UI:

1. Start Hot Folder Print and make sure all your printers are present on the dashboard. Click **New Print** at the bottom right side of the screen.

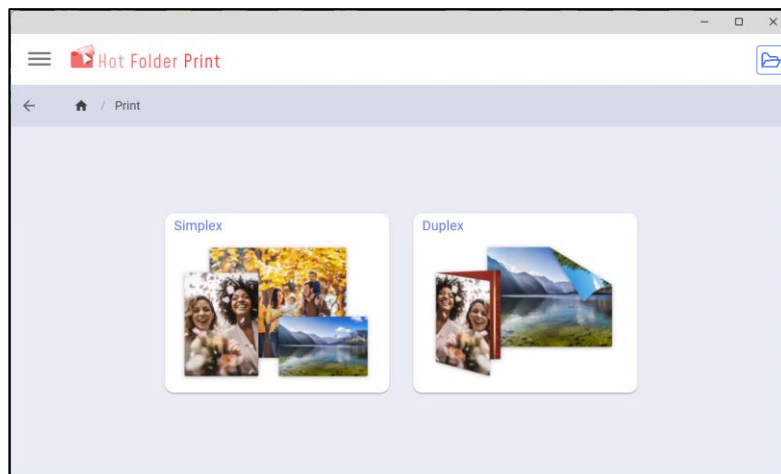


2. The following screen will be displayed:

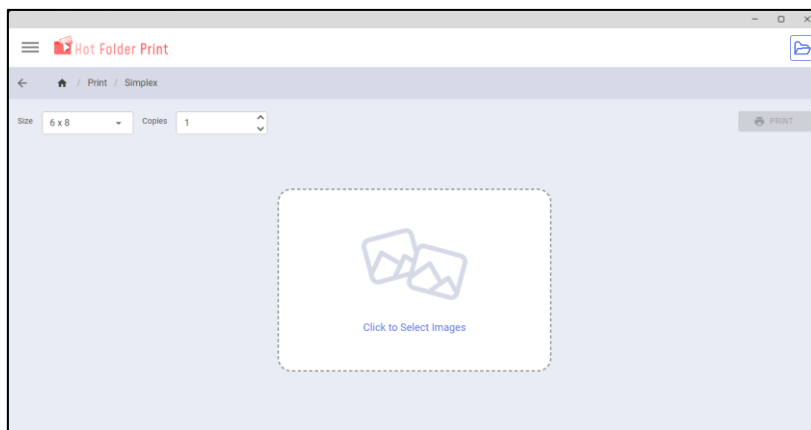


### Attention

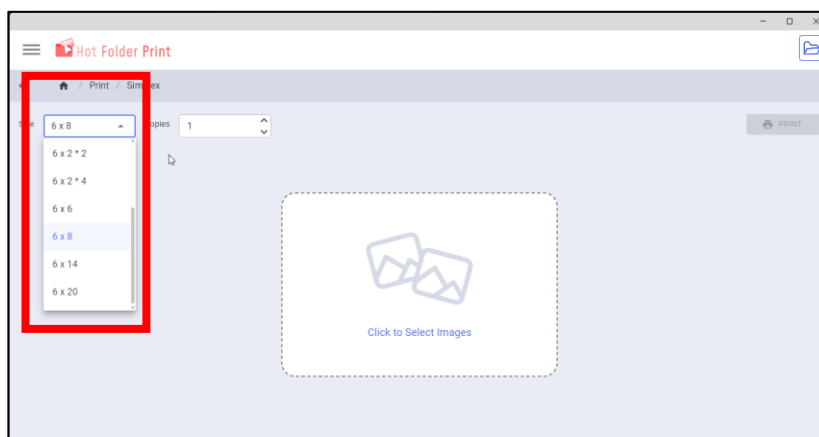
Please note that the Duplex menu will only be displayed if a DS820DX printer is connected.



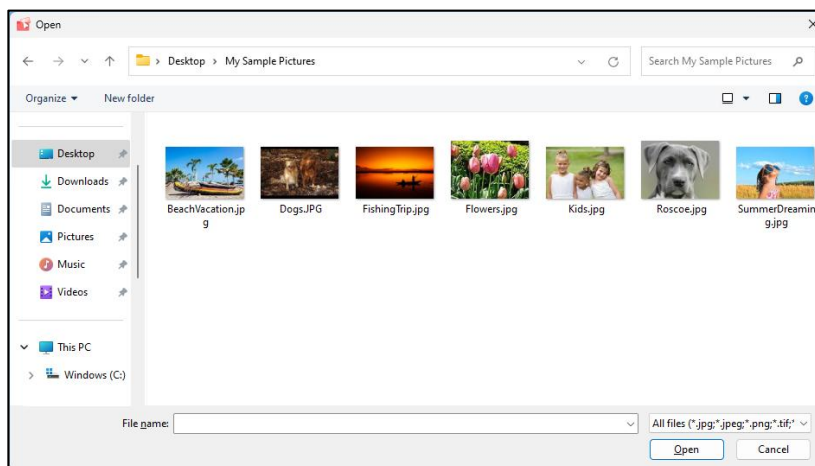
- Click **Simplex** and the following screen will be displayed:



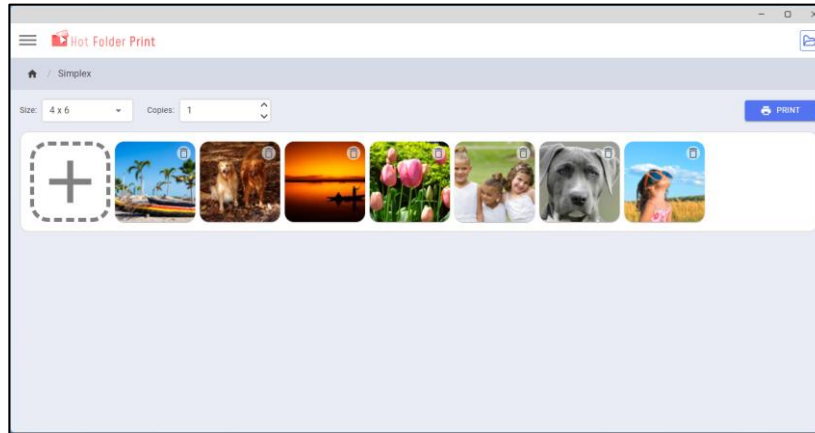
- From the **Size** dropdown menu, select the desired print size. Note that only print sizes that can be fulfilled by the detected printers will be listed.





- Click on Select Images and a File Explorer window will open. Browse to the location of your images, select the images, and click **Open**. Select multiple images by holding **CTRL** and clicking on the images you want.



6. The selected image or images will appear in the UI as below:



**Five controls are available from this screen:**

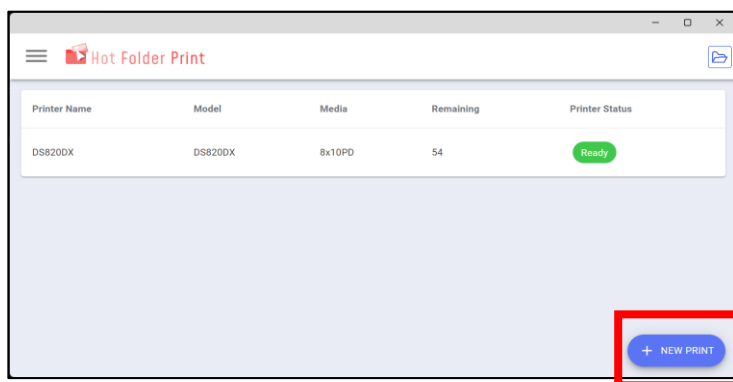
- ❖ **Print Size:** Selects the print size to be printed. Please note that only one size of prints can be submitted at a time.
- ❖ **Copies:** Sets the number of prints to be made for each image.
- ❖ **Add New Images:** By clicking on the crosshairs symbol , a File Explorer window will be open to allow additional images to be added.
- ❖ **Remove Image:** Each image thumbnail includes a trash can symbol  at the upper right corner. Click this symbol to remove the image from Hot Folder Print's dashboard.
- ❖ **Print:** Starts the printing process.

## Creating Duplex Prints through the User Interface

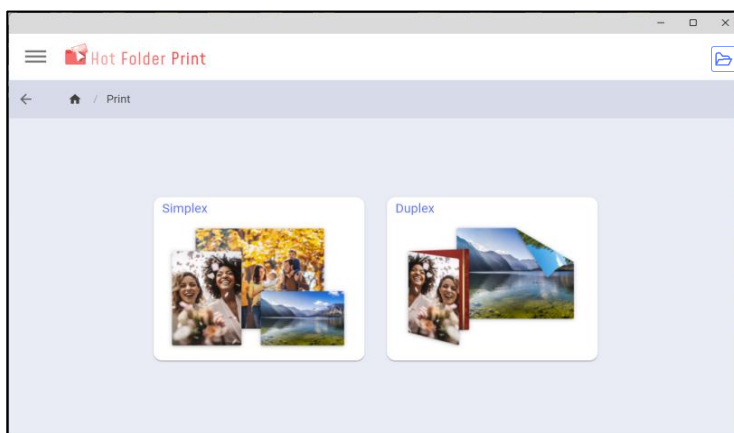
The DS820DX printer has the capability to both print duplex prints and several specialized products including 5x7 folded cards, Wall Calendars, Trifolds, and Photobooks.

Please follow these steps to create duplex prints using the UI:

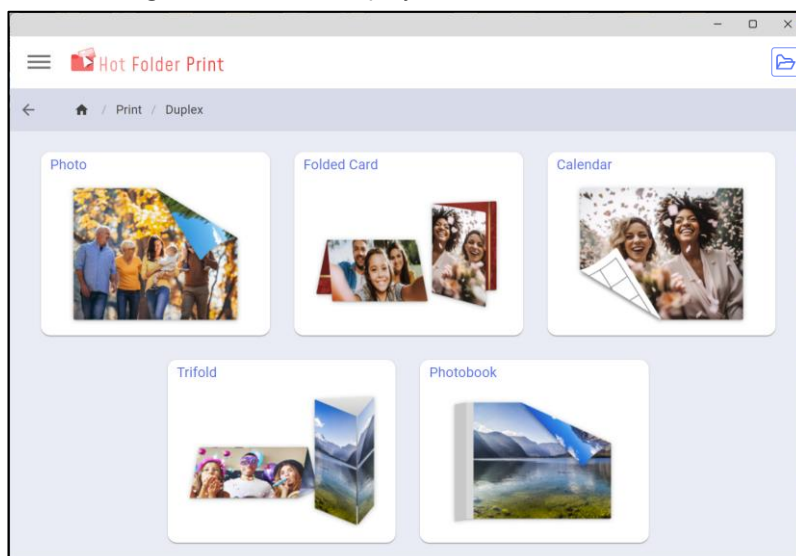
1. Start Hot Folder Print and make sure your DS820DX Duplex Printer is present on the dashboard. Click **New Print** at the bottom right side of the screen.



2. The DS820DX Duplex Printer is capable of printing both **Simplex** and **Duplex** prints, so both options are displayed.



3. Select **Duplex** and the following screen will be displayed.



The following product options are available and described in following sections:

- ❖ **Photos (Duplex):** Offers two-sided prints in standard sizes.
- ❖ **Folded Card:** Creates a 5x7 folded card composed of two 7x10 images with a crease.
- ❖ **Calendar:** Creates an 8x10.5 duplex print that flips on the long edge.
  - ◆ Please note that Hot Folder Print cannot create Calendar graphics. Any Calendar pages with a grid must be created using other software.
- ❖ **Trifold:** Creates a simplex or duplex brochure with two creases.
- ❖ **Photobook:** Creates a photobook page with creases at one edge to support binding.

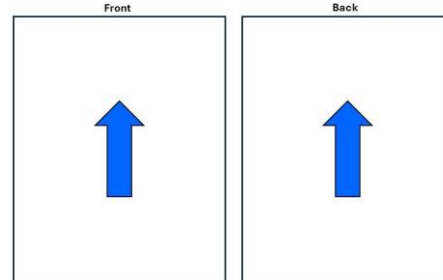
## Creating Duplex Photos through the User Interface

Hot Folder Print can print duplex photos using a DS820DX printer for most common print sizes. Each image must be rotated properly align the two sides of a print. In general, duplex prints require a “heads up” position. In the following diagrams, the arrow indicates what would be the top of the image.

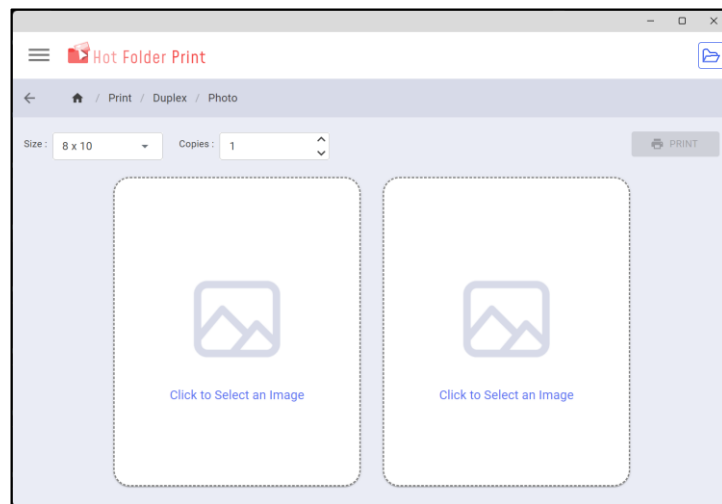
### Landscape Oriented Images (flips on short edge)



### Portrait Oriented Images (flips on long edge)

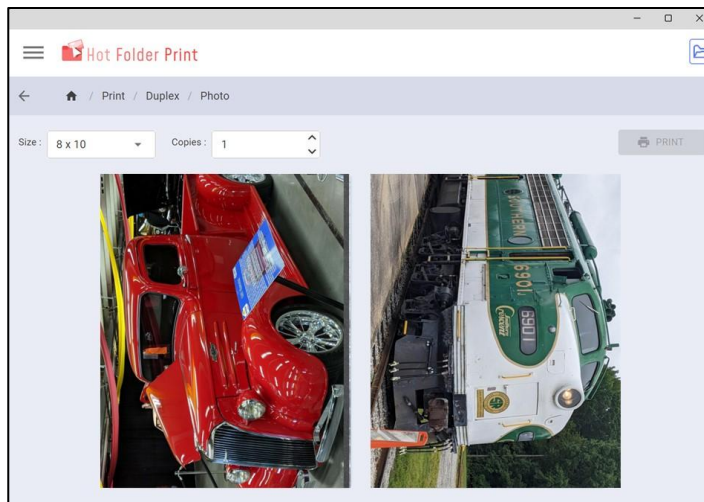


1. To create a two-sided print, click **Duplex** then click **Photo**. The following screen will be displayed:



2. From the **Size** dropdown menu, select the desired print size.
3. Click on **Click to Select an Image** Panel and a **File Explorer** Window will open. Select the image you want for the first side and click **Open**.
4. Click on the second **Click to Select Image** Panel and add the second image.

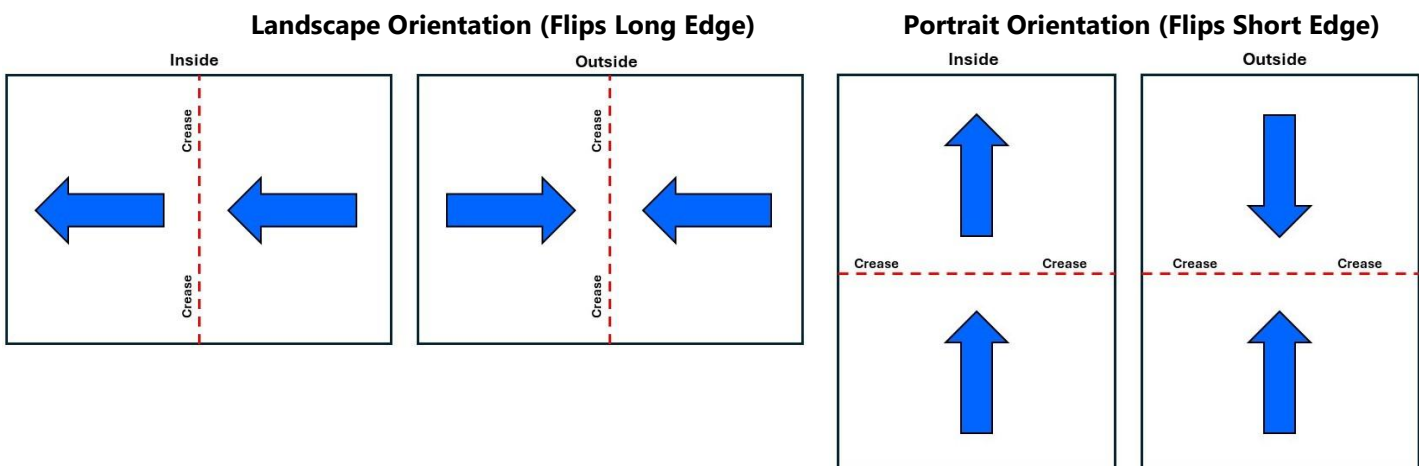
5. The added images will appear in the image panels in the way they will print:



6. Evaluate the image rotation to make sure the two pages are correctly rotated.
- If the two pages are not aligned as you expect, edit the image outside Hot Folder Print and import it again.
7. Select the number of **Copies**.
8. Once you have finished configuring the page, click **Print** to begin printing.

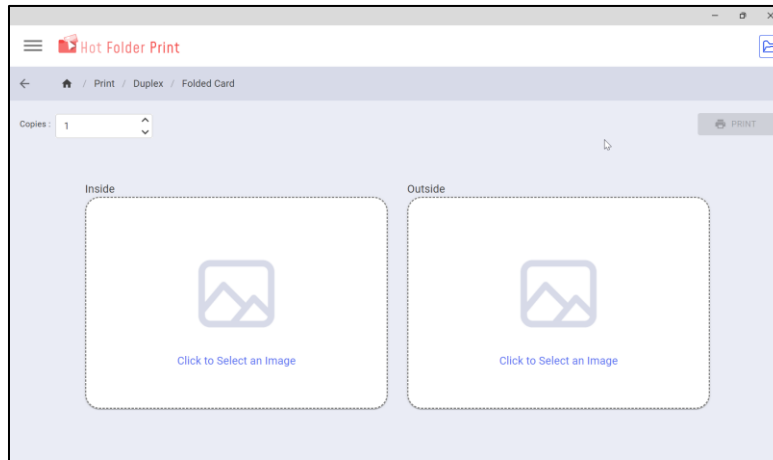
## Creating Duplex Folded Cards through the User Interface

The Folded Card product consists of two 7x10 images with a crease that divides each side into two 5x7 panels. When designing the card, images for the individual 5x7 panels should be oriented according to the blue arrows in the following diagrams.

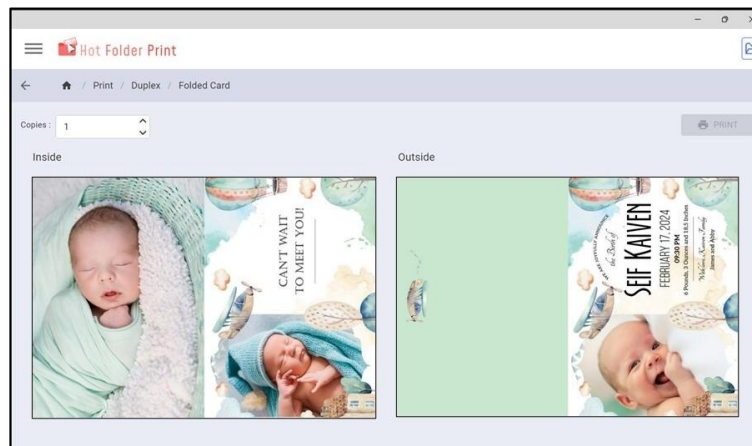


To print a Folded Duplex Card, please follow these instructions:

1. Following the earlier workflow, click **Duplex** and click on **Folded Card**. The following screen will be displayed.



2. Click the first **Click to Select an Image** to open a File Explorer window. Browse to the image you want to use for the first side and import the image.
3. Hot Folder Print may rotate the images into landscape orientation.
4. Using the second **Click to Select an Image** panel, repeat the process for the second side of the card.
  - If the two pages are not aligned as you expect, edit the image outside Hot Folder Print and import it again.
5. The images will appear in the UI as below:



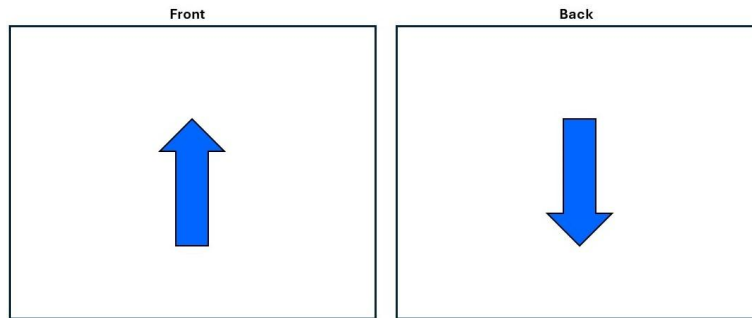
6. Set the number of **Copies**.
7. Click **Print** to print the card.



## Printing Duplex Calendar Pages through the User Interface

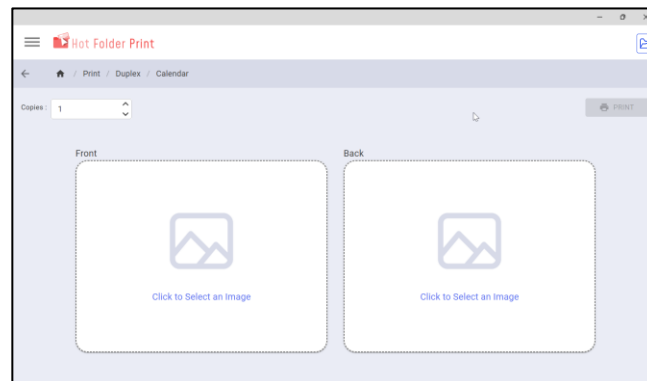
Hot Folder Print can be used to print calendars, one duplex page at a time. There are three requirements for setting up a calendar:

- The image should be created at an 8x10.5" image size to prevent improper cropping.
- The Calendar grid image must be created outside of Hot Folder
- Both images must be rotated into a specific orientation because Calendar pages print in a "flip on long edge" method. The blue arrow in the following drawings shows the required "heads up" position for each image.

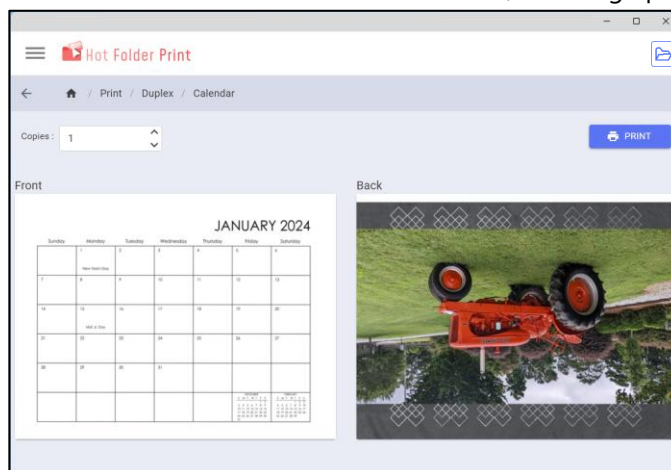


To print a Calendar, please follow these instructions:

1. Begin by clicking **Duplex** then select the **Calendar** product. The following screen will be displayed:



2. Click on **Click to Select an Image** for both the **Front** and **Back** panels to import images.
3. If the images imported for a calendar are in the correct orientation, the image preview will show the following:



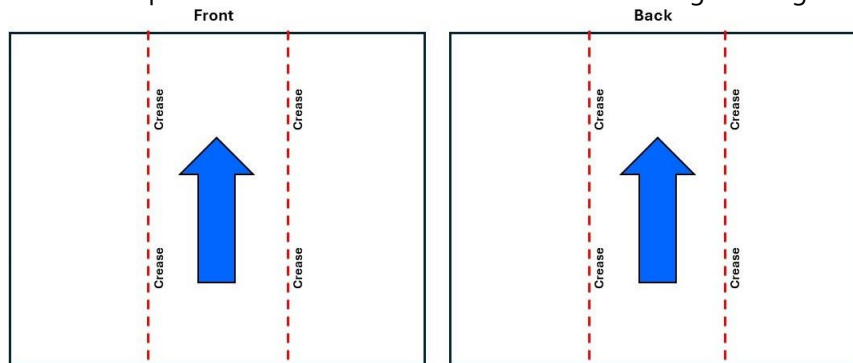
4. Set the number of **Copies** for the page.
5. Click **Print** to begin printing the page.

## Creating Duplex Trifold Products through the User Interface

The Trifold Product can be printed using a single image to create a Simplex Table Tent or two images to create a Duplex Trifold Brochure.

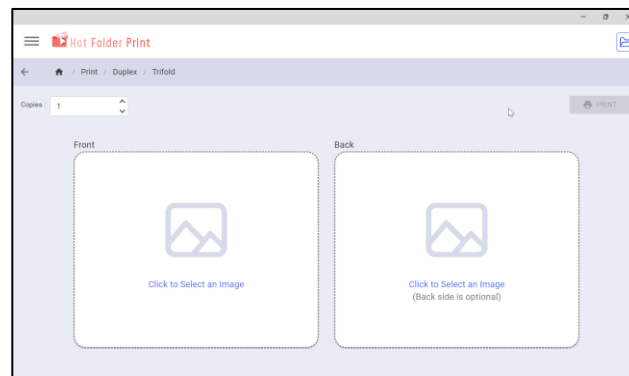
Trifold images should be created at an 8x10" image size to prevent improper cropping.

Trifold images should be in landscape orientation. The blue arrows in the following drawing show the expected "heads up" direction.

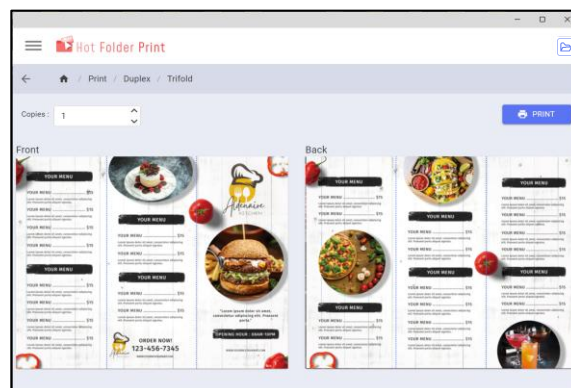


To print a Trifold product, please follow these instructions:

- Following the earlier workflow, click **Duplex** then click **Trifold**. The following screen will be displayed:



- Beneath **Front**, click on **Click to Select an Image** and import the image for the front of the trifold.
- If a **Simplex Trifold** product is being created, review the thumbnail for accuracy and click **Print** to process the job.
  - Unlike other Duplex products, no second image is required to print.
- To create a **Duplex Trifold**, click the field beneath **Back** and import the image for the back of the trifold.
- Review the preview and make sure the image orientation is correct for both images. A duplex product will look like this in the UI:

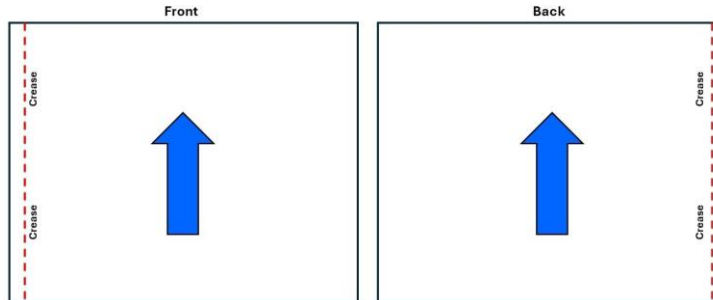


- Select the number of **Copies**.
- Click **Print** to begin processing the job.

## Creating Photobooks through the User Interface

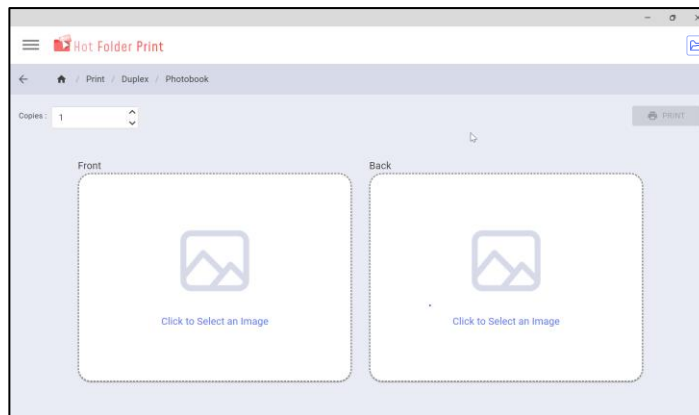
Hot Folder Print can print individual photobook pages for use in assembling a completed book.

When preparing images, each must be in landscape orientation. The blue arrows show the expected “heads up” direction. Photobook images should be created at an 8x10.5” image size to prevent improper cropping

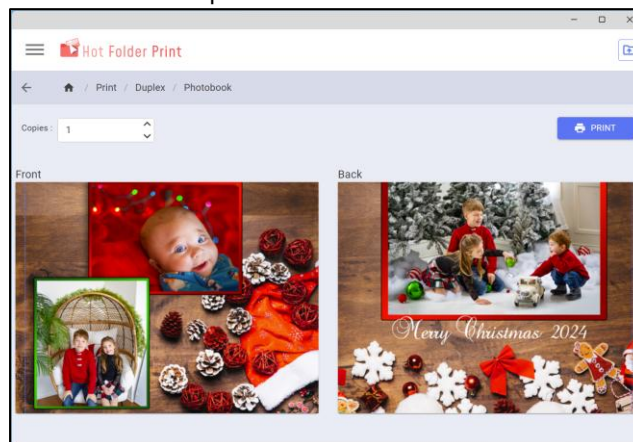


Please follow these instructions to print a Photobook page:

1. Following the earlier workflow, click **Duplex** then click **Photobook**. The following screen will be displayed:



2. Beneath **Front**, click on **Click to Select an Image** and import the image for the front of the photobook page.
3. Beneath **Back**, click on **Click to Select an Image** and import the image for the back of the photobook page.
4. Review the preview and make sure the image orientation is correct for both images.
  - Both images should be in a heads-up orientation as below:



5. Select the number of **Copies**.
6. Click **Print** to begin processing the job.
7. Use the same process to create each page of the Photobook.

## 14.0 Creating Prints Using Hot Folders

The second method for printing images using Hot Folder Print does not use the User Interface and relies upon a set of directories which are monitored for images. Any image pasted or moved into one of these folders will be printed.

Each available print size is represented by a directory, which also contains a subdirectory corresponding to the current printer names. If a printer's name was customized (see Page 23), the folder name will reflect this. Prints can be sent to select printers by pasting images into the corresponding printer's folder.

### Default Hot Folder Location

The default location for monitored hot folders is as follows:

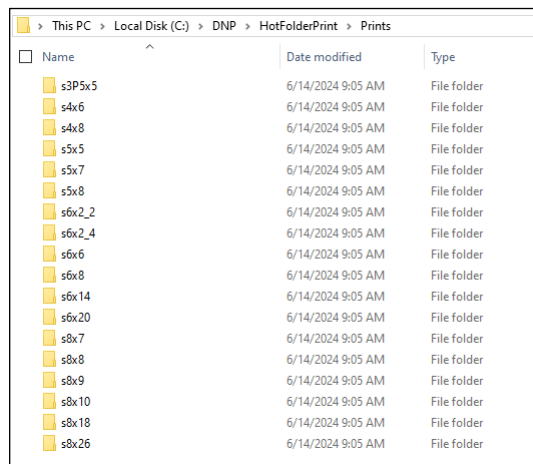
For Windows:

**C:\DNP\HotFolderPrint\Prints\<PrintSize>\<Printer name>**


For Macintosh OS:

**Documents\HotFolderPrint\Prints<PrintSize>\<Printer name>**

If this location was customized from the **Hot Folder Print > Setting** tab, the custom path will be used instead.



### Accessing Hot Folders from within the User Interface

The hot folder directory structure can also be accessed from within the User Interface. Locate the blue folder symbol  at the top of the user interface to open the **Prints** folder and view its subdirectories.

### Creating Simplex Jobs for Groups of Printers

Use the following procedure to send Simplex print jobs to a group of available printers.

1. Start **File Explorer** and browse to **C:\DNP\HotFolder\Prints\<printsize>**
2. Browse to the folder for the print size you wish to print.
3. Paste the image or images into the folder.
4. The software will begin printing print the images automatically.

## Sending Simplex Jobs to Specific Printers

Use the following procedure to send Simplex print jobs to a particular printer.

Before beginning, make sure all images are properly rotated to fit your expectations.

1. Browse to the following location
  - Windows: **C:\DNP\HotFolder\Prints\<printsized>**
  - For Macintosh OS: **Documents\HotFolderPrint\Prints**
2. All printers that can fulfill the selected print size are represented by a folder named for the printer.
  - If a printer name had been changed to **DS620\_MetallicPrints**, the subfolder name would also be **DS620\_MetallicPrints**.
  - **Please note that printer names and the folders can ONLY be changed from within the User Interface.**
  - If the example printer on a Windows OS system had 6x8 media loaded and a 6x8 print was desired, this is the path:
    - **C:\DNP\HotFolder\Prints\6x8\DS620\_MetallicPrints**
3. Any images pasted into the printer folder of your choice will only print to the selected printer.
  - Jobs will not "round robin" between similar devices when input in this method.
  - The software will begin printing the order automatically.

## Sending Duplex Jobs to Specific Printers

Use the following procedure to send Duplex print jobs to a specific printer:

1. Before beginning, make sure all images are properly rotated to fit your expectations.
2. Rename Duplex prints to use the following naming scheme:
  - The inside or front of the print must have a suffix of **\_Front or \_front**.
    - Ex: **Image1\_Front.jpg**
  - The outside or back of the print must have a suffix of **\_Back or \_back**.
    - Ex: **Image1\_Back.jpg**
3. If multiple images are being queued such as a photobook, each image's name should include a numeric increment, so pages are printed together.
  - Example: **Calendarpage1\_Front.jpg, Calendarpage1\_Back.jpg, Calendarpage2\_Front.jpg, etc.**
4. Duplex products will not print until both images are present in the hot folder.
  - The exception is the Trifold product, which can print with a single image.

# 15.0 Appendix and General Information

## About Aspect Ratios

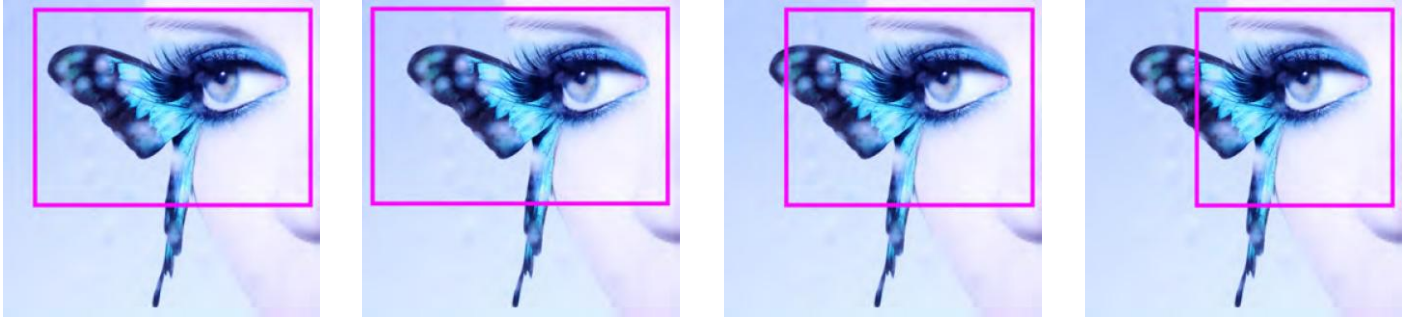


Figure 6. Aspect Ratios of 4x6, 5x7, 8x10, and 4x4 on the Same Image

The aspect ratio is the ratio of the width to the height of an image. The aspect ratio of your images depends on the source of those images. Different imaging devices (cameras, scanners, printers, software) use different aspect ratios. For example, the aspect ratio of 35mm film cameras is 2:3.

Changing the original aspect ratio to the target aspect ratio requires cropping either the height or width of the photo.

Images are cropped because, the aspect ratio must be changed to fit a standard print size. Forcing an image with one aspect ratio to fit in a print size of another aspect ratio results in the image becoming distorted, therefore making the image look stretched or compressed. Cropping an image is almost always preferable to having a distorted image.

The aspect ratios for some standard image sizes are shown below. Some digital cameras allow you to select the aspect ratio of your images. Consult your digital camera documentation for more information.

Image Size	Aspect Ratio
(Image Height / Image Width)	
4 x 6 Print [inches]	2:3
5 x 5 Print [inches]	1:1
5 x 7 Print [inches]	5:7
6 x 6 Print [inches]	1:1
6 x 8 Print [inches]	3:4
8 x 10 Print [inches]	4:5
4.5x8 Print [inches]	9:16

# 16.0 Troubleshooting Hot Folder Print

## Troubleshooting the Installation

- ❖ **Software will not install:** Confirm you are attempting to install with administrator rights. Confirm sufficient space exists on the HDD. Download the software again and reinstall.
- ❖ **Unable to Patch software:** Uninstall the software, download the latest version from the website, and reinstall.

## Troubleshooting Borders

- ❖ **Border will not import into HFP.** Borders must be saved in PNG format with a transparent background and exist as both a landscape and portrait border. Make sure the transparent background is represented by an opening in the border. **See Page 14.**
- ❖ **Check to make sure that the border is enabled in the Borders Tab.** Find the border in the list and confirm there is a checkmark next to the enabled indicator (**see Page 17**). If there is no checkmark, select the box next to select it and save the change.
- ❖ **Border image space is incorrect.** Examine the border graphic and make sure the border image space is properly defined. **See Page 14.**

## Troubleshooting Partial Matte

- ❖ **Partial Matte surface does not appear on print:** Review the image and confirm the template contains solid white which will print as the default surface (typically glossy) and solid black areas which will print with a matte surface. Check the default print finish and make sure it is glossy; if it is also set to matte, the effect will not be visible. Check the default print finish for partial matte and consider using a more defined finish type such as Matte instead of Luster or Fine Matte. **See Page 18.**
- ❖ **Check to make sure that the Partial Matte Template is enabled in the Partial Matte Tab.** Find the template in the list and confirm there is a checkmark next to the enabled indicator. If there is no checkmark, select the box next to the template and save the change. **See Page 21.**
- ❖ **Partial Matte template will not import:** Check to make sure the template has a landscape and portrait version and is saved as a jpg image. Also confirm the template is the correct size. **See Page 18.**

## Troubleshooting Image Printing

- ❖ **An image will not print.** Make sure your printer is connected, powered ON, and in a ready state. If there are any error lights on the front of your printer see your printer documentation for more information.
- ❖ From the HFP main dashboard check the following:
  - ◆ **Check that the printer is communicating with the computer.** Check if the printer appears in the dashboard. If not, trace the cables to both ends to see if they are plugged in properly.
  - ◆ **Check that your printer model and media size are recognized.** Verify on the dashboard that your printer model and expected media size are displayed. If not, close HFP and restart the application. If you change the printer media size or switch between printer models during a session, this can cause printing issues. HFP only scans for new printers and media sizes at the beginning of a session. If you have done either of these things, restart the HFP application.
  - ◆ **Check for any reported errors.** If the printer is in an error state, please follow the troubleshooting guide in the printer's manual to bring the printer back to a ready state.
  - ◆ **Check that you are using the correct print size folder.** (Drag and drop mode only.) Make sure that you are copying your images to the correct print size folder and printer folder. The image import method will show you what print sizes are currently available.
- ❖ **A printed image is cropped in an unexpected way.** Recheck the aspect ratio and size in pixels of the image.

# 17.0 Third Party Application Integration

Using system integration techniques, it is possible to integrate third party software applications with Hot Folder Print. Use this chapter to explore the print integration options.

## Printer Status and 3<sup>rd</sup> Party Integration

Hot Folder Print includes a printer status file that can be useful for integration. It includes information such as the printer model, serial number, media size, and remaining media for all connected devices.

It is located in the following path:

`<InstallDir>\HotFolderPrint\Logs\printer_status.txt`

## Using Hot Folders to Print

A third-party application can use to Hot Folder Print to create prints by transferring images into its set of monitored directories. The monitored directories are in the following path:

`<InstallDir>\HotFolderPrint\Prints\<Print Size>\<Printer Name>`

To print a job, images must be sent to the desired Print Size folder and to a particular printer folder. A folder for each available print size is contained in the Prints directory. Inside each print size folder is a folder named for each printer that can print the size.

### Example:

- If a printer name had been changed to **DS620\_LuxuryMedia** in the user interface, the subfolder name would also be **DS620\_LuxuryMedia**.
- If the example printer had 6x8 media loaded and a 6x8 luxury print was desired, images would need to be sent to this path:
  - **C:\DNP\HotFolder\Prints\6x8\DS620\_LuxuryMedia**

Please keep in mind that folders are created or removed dynamically by the software, so any print sizes that cannot be printed by the current hardware are automatically removed. When preparing to send a print job, one must select both a print size and the printer the job will print to.

Following is a list of the common print size folders:

❖ s3P5x5	❖ s6x2_4	❖ 8x26
❖ s4x4	❖ s6x6	❖ 8x32
❖ s4x4.5	❖ s6x8	❖ s4x8_Duplex
❖ s4P5x3	❖ s6x20	❖ s5x7_Duplex
❖ s4P5x4P5	❖ s8x7	❖ s6x8_Duplex
❖ s4P5x6	❖ s8x8	❖ s8x10_Duplex
❖ s4P5x8	❖ s8x9	❖ s8x12_Duplex
❖ s4x6	❖ s8x10	❖ s5x7_Folded
❖ s4x8	❖ s8x18	❖ s8x10_Trifold_Simplex
❖ s5x5	❖ s8x22	❖ s8x10_Trifold_Duplex
❖ s5x7	❖ s8x32	❖ s8x10P5_Photobook
❖ s5x8	❖ 8x18	❖ s8x10P5_Calendar
❖ s6x2_2	❖ 8x22	

Printer folder names correspond to the current name of a printer that can fulfill a particular print size. The default names are as follows: DS620, DS620-1, DS820, DS820-1, QW410, QW410-1, etc.



