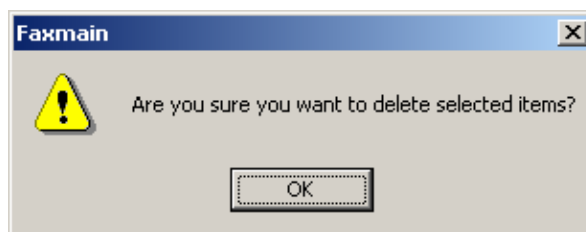
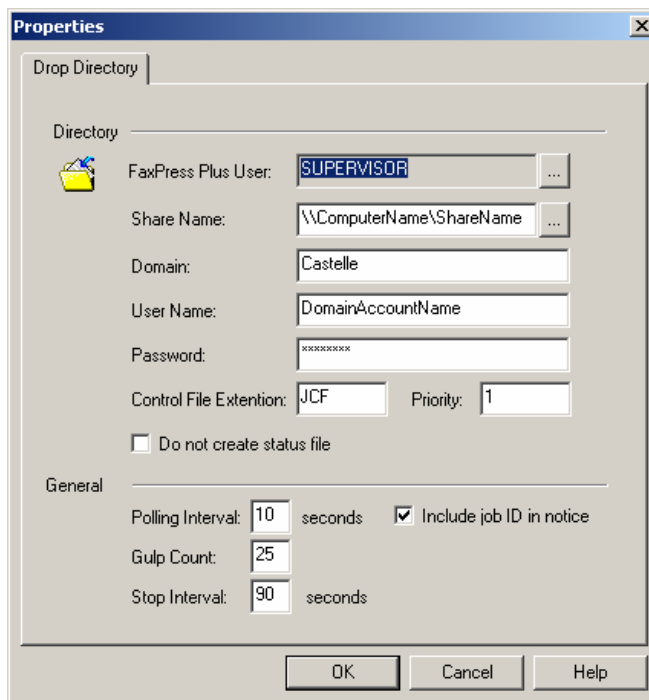


Title Configuring Drop Directory gives error**Problem** When setting up Drop Directory a error pops up asking "Are you sure you want to delete selected items?"**Solution** This error relates to an error in the configuration of the Drop Directory, as default information in the General section is incorrect. Please follow the instructions below, and upon completion if you are still experiencing this issue please contact Technical Support.**Configuring Drop Directory**

1. Open the FaxPress Plus client.
 - START>PROGRAMS>FAXPRESS PLUS>FAXPRESS PLUS
2. Login as **supervisor**.
3. Click and expand the Administration item, then click on **Drop Directory**.
4. On the right-hand side, right-click and select **Add...** (see figure below).



5. In the **FaxPress Plus User** field, click the ... button and select the user type that will perform the action.
6. Browse for the **Share Name** where the Premier/Enterprise unit will look for files.
7. In the **Domain** field, type in the name of the domain or workgroup.
8. In the **User Name** field, enter the name of a user with login access to the computer.
9. Type the **Password** associated with that account.
10. Type in the **Control File Extension** (default is JCF). Leave the **Priority** field as is and make sure the **Do not create status file** checkbox is unchecked.

Note: You will have to create the JOB CONTROL FILE on your own. For more information, please download and read the section on DROP DIRECTORY and/or search for JOB CONTROL FILE.

11. In the **General** section, set the defaults to:
 - **Polling Interval:** 10 seconds
 - **Gulp Count:** 25
 - **Stop Interval:** 90 seconds
 - Leave the **Include job ID in notice** checkbox checked.
12. Click **OK**.

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