

Download core FTP utility from the link below:

<http://www.coreftp.com/>

1. Save this file to the desktop using this naming convention:
 - i. Category_Last Name_Title
 - ii. e.g. Comedy_Smith_Funny Guy
2. Double-click on the icon saved on the desktop to start the installation.
3. Accept the default options and click "Next" on all the screens
4. Click Finish to complete the installation
5. Double-click the icon "Core FTP Lite" to start the core FTP utility
6. Enter the following information in the "Site Manager" as shown in Figure 1

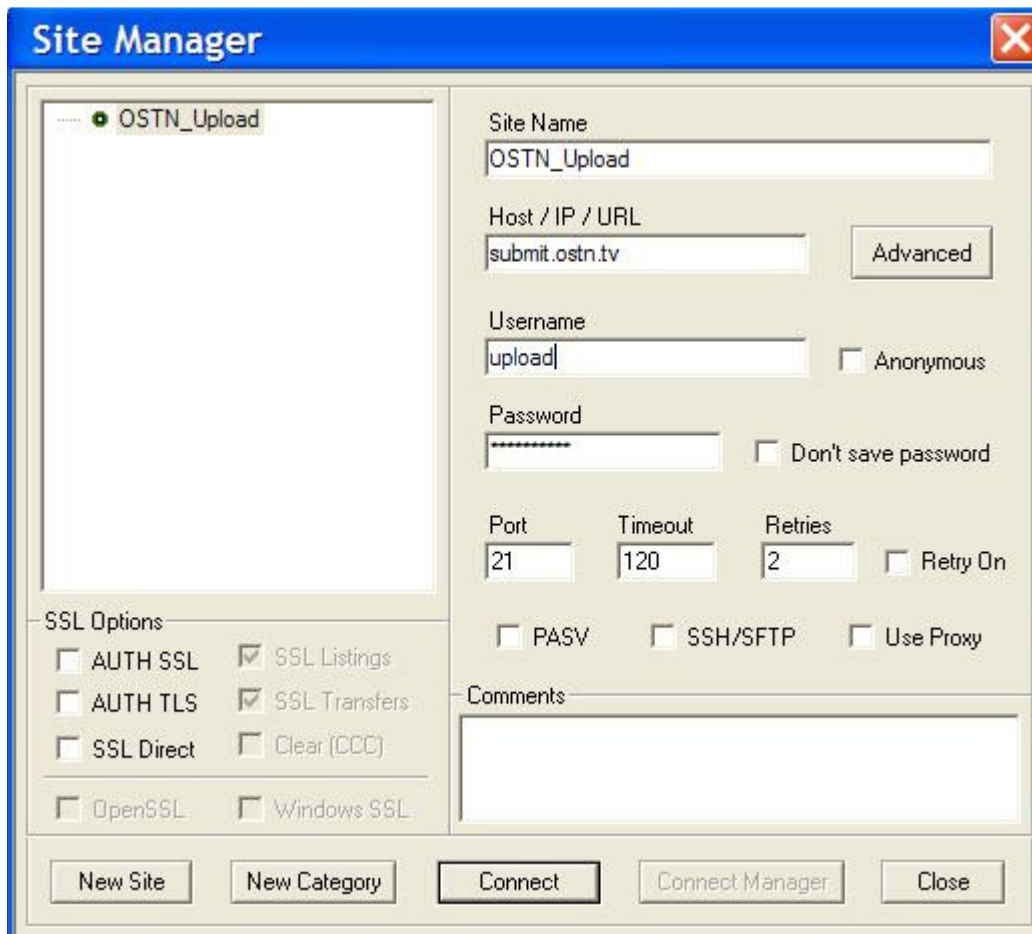


Figure 1

Site Name: Any name that you would like to refer to this connection

e.g.: OSTN Upload

Host / IP / URL: submit.ostn.tv

Username: mediafest
Password: 0s1nm3d1a\$\$\$

You can check the checkbox “Don’t save Password” if you don’t want the Site Manager to remember your password.

Port: 21 (Default)
Timeout: 120

With all these values entered into the Site Manager, Click on Connect that will take you to core FTP screen as shown below in Figure 2.

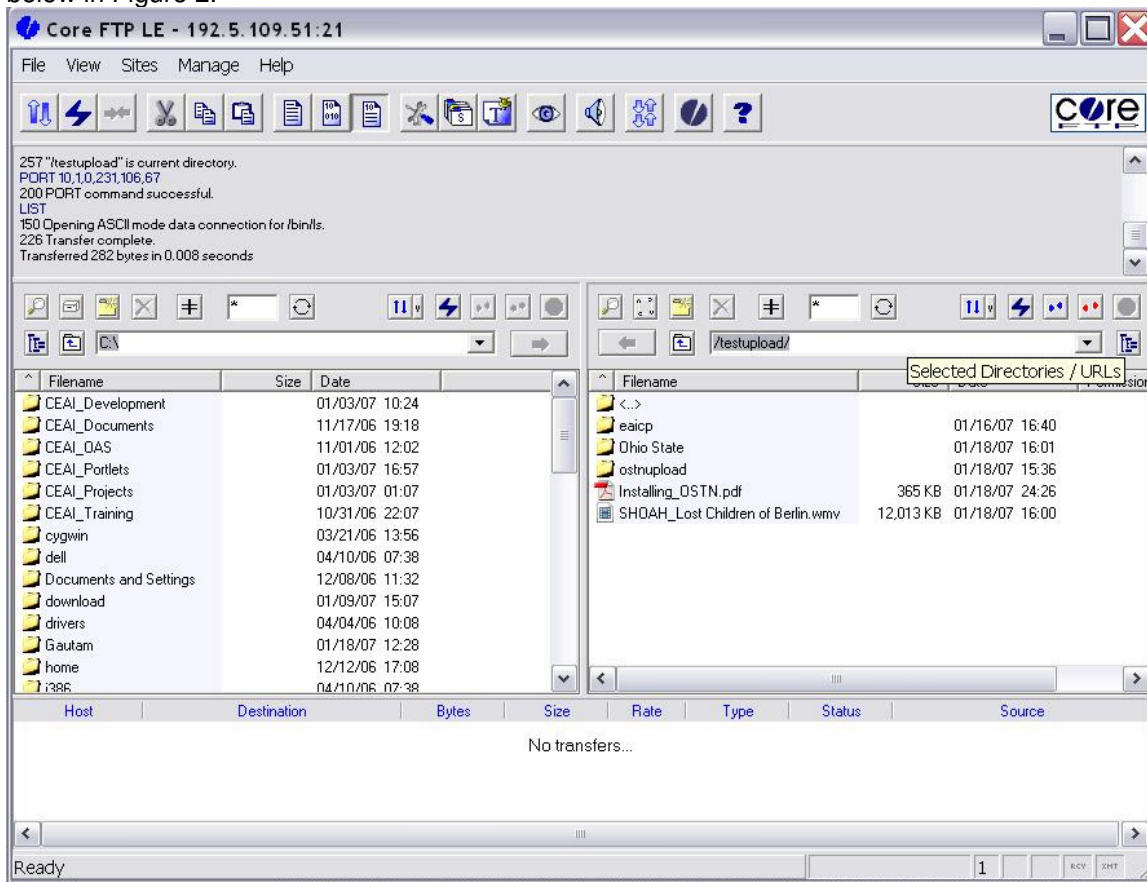


Figure 2

7. Select the File from the left pane your local computer to drag and drop it to the right pane.
8. The right pane is the OSTN Upload server where the files get uploaded to for the OSTN staff to process your content submitted.
9. The pane at the bottom shows the status of uploads.



PC FIREWALL ISSUE (BE AWARE)

If a notice appears to turn off passive mode for CoreFTP, click “yes.”

SLOW UPLOADING ISSUE

If your upload says it will take days to finish, please check with your IT/Network administrator to ensure the outgoing bandwidth is at it's highest capacity for your building.

CONTACT

For further assistance with instructions or troubleshooting, please contact:

Paul Forsgren, Chief Engineer

Phone: 216-589-9626 x. 239

Email: Paul_Forsgren@ostn.tv