

DIGITAL FILE SHOW SUBMISSION INTRUCTIONS

For producers that wish to submit their shows as digital files for playback please follow these instructions:

1. Request Credentials:

- Contact your coordinator via email so that an account can be created for you on our SFTP site. You will then receive a username and password to gain access to the site.
Email: PEGFTPDelivery@charter.com

2. To access the Spectrum SFTP site:

- Download and install the free program FileZilla here: <https://filezilla-project.org/>
- In FileZilla: go into Site Manager, hit New Site, in Host enter **24.97.95.222** *make sure you select SFTP as your protocol when setting up, enter port 22, set Protocol to SFTP – SSH File Transfer Protocol, set Logon Type to Normal, enter your username and password into the appropriate fields. You will get a warning labeled Unknown Host Key, this is normal. Choose “Always trust this host, add this key to the cache” then hit OK. (See Diagram 1 for more details)
- Once you’ve established connectivity to the site you will see a folder labeled with the title of your show. Please drag and drop your show file into this folder.

3. File Types and Specifications:

- Please make sure your show file follows this title format for weekly shows; the full name of the show, underscore then date. [Example: NatureConnections_3-15-18]
For monthly shows the full name of the show and the first three letters on the month and year it will air. [Example: NatureConnectionsAPR18] Absolutely **NO spaces** in the titles
- Suggested video codecs that work well for air: h.264, mpeg-2, mpeg-4, and .mov files.

4. Lead time:

- Show files must be uploaded at least two business days prior to airing.
- For Holiday weeks show files must be uploaded at least four business days prior to airing

5. Show Upload Limits:

- Producers are asked to upload no more than four shows per month to our server.

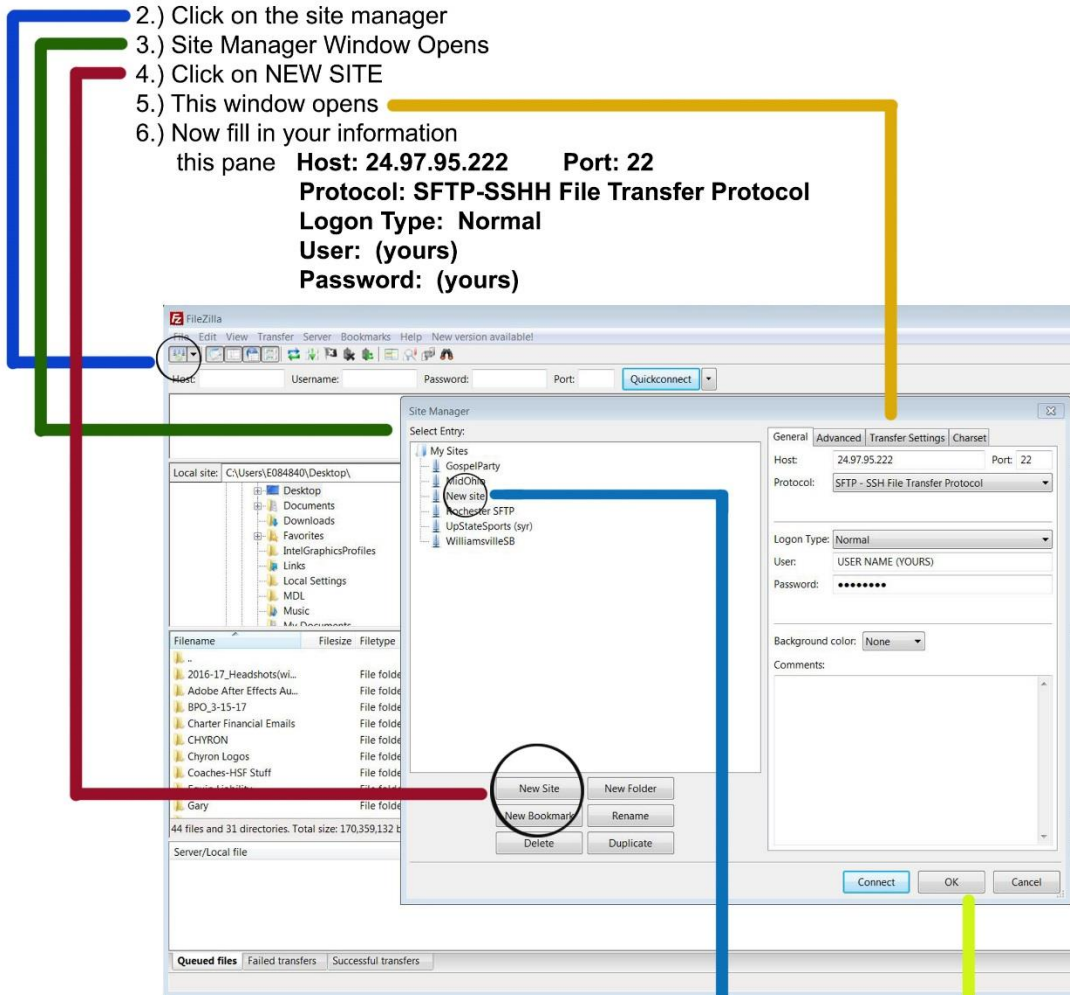
6. Notification:

- Once your upload is complete please send an email to peg.ctne@charter.com containing the title of your show to let us know it’s been uploaded. You will receive a reply back with a confirmation that your new show has been received and is ready for air.

Diagram 1

How to set up a quick connection to PEG Server(SFTP)

- 1.) Open Filezilla
- 2.) Click on the site manager
- 3.) Site Manager Window Opens
- 4.) Click on NEW SITE
- 5.) This window opens
- 6.) Now fill in your information
 this pane **Host: 24.97.95.222 Port: 22**
Protocol: SFTP-SSHH File Transfer Protocol
Logon Type: Normal
User: (yours)
Password: (yours)



- 7.) Now click on New Site,
and rename it **PEG upload**
- 8.) Now click OK
- 9.) You are done, now anytime you
want to upload just go to Site Manager (2) click on PEG upload and hit Connect
and you can upload your show