

TechLines

Technical Information Sheet

EPP1/M1

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Using our FTP site to transfer electronic prepress files and mail list processing files

- **PLEASE NOTE:** Our addresses are “write to” only for security purposes. After accessing either of our site addresses, you may receive an **Error 550 - Access Denied** message. In most programs we have tested, you are still able to transfer files to us. This error is basically a confirmation that you are unable to read any files in the current directory.
- Please be sure your files/folders are named in a manner descriptive to your company.

STEP 1:

If you are using FTP Client software:

Hostname:

prepress.riponprinters.com (For Electronic Prepress files)
mail.riponprinters.com (For Mail files)

If you are using a Web browser (Internet Explorer, Mozilla, etc.):

Address line:

ftp://prepress.riponprinters.com (For Electronic Prepress files)
ftp://mail.riponprinters.com (For Mail files)

Or you can use our Web site (www.riponprinters.com) to assist you with file transfers by simply clicking on “**Upload a File using FTP**” right on our homepage, and then choosing from several options on the next page displayed.

To enhance security, we’ve removed ‘ANONYMOUS’ login access.

Please contact your customer service representative (CSR) or Jason Hauman, customer education specialist, for the proper login information.

Once you’ve made the connection to our FTP site, highlight the file(s)/folder(s) you wish to transfer and either a) if using a browser, drag & drop them onto our site or b) if using an ftp client, click the right-facing arrow between the two panes to initiate transfer. In most cases, multiple files can be selected for gang transmission.

STEP 2:

Please send a fax or an e-mail message to your CSR with the following information:

- Which address you sent your file(s) to
- Name of the file(s)/folder(s) being sent
- Type of file(s) – include software and verify platform used to create
- Size of file(s) and number of records for a mail file
- When you initiated transmission

[If transmitting mail files, please be sure to complete a Mail List Processing/Inkjet Form. This can be obtained from your CSR if you do not have one on file.]