



NORTH WINDHAM, CT

**PUBLIC ACCESS FTP USER'S GUIDE
DIGITAL FILE SHOW SUBMISSION INSTRUCTIONS**

1. Request for Access to Dropbox Folder
 - Request your link to a Dropbox folder by emailing PEGFTPDelivery@spectrum.com
2. Check your Inbox for an email from Dropbox, with a subject line asking you to "Please upload files for (Your Show Name)"
3. In the email, click the "Upload Files" button
 - This will open your web browser and bring you to the file Request Window
4. In the file request window, a file can be submitted two ways
 - Click and drag the file to the window that says "drag stuff here"
 - Click the "Add files" button and select the file from your file directory

Note: Please name your show file with the show name and the first date it will air on the Public Access Channel. For example: SportsTalk031226

5. Once file is added to the Dropbox window, enter your first and last name, as well as your email address and click upload
 - Your name and email address are required before you can upload your file
 - Multiple files can be uploaded at a time
6. Once upload(s) are complete, the window will then display a message that says "Finished uploading"

Note: Please save the email from Dropbox containing your link and/or bookmark your link in your preferred web browser. Dropbox login credentials are NOT required to upload show files.

If you have lost your link, email PEGFTPDelivery@spectrum.com for assistance



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Charter Public Access sent you this request

Charter Public Access

Drag files here

Add files

Add files by browsing file directory

or drag stuff here

Your files will be uploaded securely to Charter Public Access's Dropbox account.
More about [file requests](#) and our [privacy policy](#).

This screenshot shows the initial file upload interface. A large dashed box in the center is labeled "Drag files here" with a blue arrow pointing to it from the left. Above this box, there is a button labeled "Add files" with a blue arrow pointing to it from the right, which is also labeled "Add files by browsing file directory". Below the dashed box is a small blue Dropbox logo. At the bottom, there is a disclaimer: "Your files will be uploaded securely to Charter Public Access's Dropbox account. More about [file requests](#) and our [privacy policy](#)."

Once your file has been added, enter your name, email address and click upload

Charter Public Access sent you this request

Charter Public Access

PublicAccessShow.mp4

+ Add more files

Your name

Your email address

Add your name

you@example.com

Click to begin upload

Upload

Your files will be uploaded securely to Charter Public Access's Dropbox account.
More about [file requests](#) and our [privacy policy](#).

This screenshot shows the interface after a file named "PublicAccessShow.mp4" has been added. Below the file list, there is a section for user information with two input fields: "Your name" (containing "Add your name") and "Your email address" (containing "you@example.com"). Below these fields, there is a button labeled "Click to begin upload" with a blue arrow pointing to it from the left, and a black button labeled "Upload". At the bottom, there is the same disclaimer as in the previous screenshot: "Your files will be uploaded securely to Charter Public Access's Dropbox account. More about [file requests](#) and our [privacy policy](#)."