

# RR DONNELLEY HOECHSTETTER PLANT

## FTP INSTRUCTIONS - Hoechstetter

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Please follow instructions below.

After the upload is complete please e-mail confirmation to your CSR with the name of the files that were uploaded.

Binhex, Zip or Stuff all files to be transferred into one archive

If you are working on a Macintosh you can use either Fetch (<http://fetchsoftware.com>) or Transmit (<http://www.panic.com/transmit>). Both are available as a limited demo.

To upload files via Fetch or Transmit from you Macintosh:

Host: mtwin02.rrd.com  
User ID: 92-hoechstetter-ac  
Password: hoech,070409

If dropping off files to our FTP, please place them in the **Drop\_Off** folder.  
If picking up files from our FTP, they will be in the **Pick\_Up** folder.

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If you are working on a PC, you can access our FTP site via your browser.

To upload the archive via your web browser on a PC:

<ftp://92-hoechstetter-ac:hoech,070409@mtwin02.rrd.com>  
or <ftp://92-hoechstetter-ac:hoech,070409@mtwin02.rrd.com/92-hoechstetter-ac>

If dropping off files to our FTP, add **/Drop\_Off** to the end of either address above.  
If picking up files from our FTP, add **/Pick\_Up** to the end of either address above.

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If you have any questions, please feel free to call or email your CSR.