



VILLANTI & SONS, PRINTERS, INC.



## Villanti & Sons, Printers, Inc. / U.S.Mailing Systems - FTP Instructions

1. Compress your file
2. Do not use special characters in your file names, native or compressed, here's a listing of prohibited characters: < > [ ] { } ( ) / \ ' " | + \* \$ !
3. Do not use spaces in your file names, native or compressed
4. Launch your ftp client software, Fetch for Mac users, or WS FTP for PC users. If you do not have a version of Fetch refer to <http://www.fetchsoftworks.com>. If you do not have a version of WS FTP refer to <http://www.ftpplanet.com/download> the LE version is free.
5. You need to know three major items to make a connection, hostname, username, and password. The hostname is <ftp.usmailing.com>. Call your Customer Service Representative for a username and password. We no longer support anonymous ftp. We will gladly use any preferred password that you have or desire.
6. Once you have made the connection you should see two folders - incoming and outgoing. The incoming folder is for files that you transfer to USMS/Villanti. When sending files, put them in the incoming folder. Send an email to [notify@usmailing.com](mailto:notify@usmailing.com) to inform us that you have placed a file on our ftp server. The outgoing folder is for files that we post for you to retrieve. Both the incoming and outgoing folders are unique to your company. No one else has access to those folders.
7. After sending us a file please send an email to [notify@usmailing.com](mailto:notify@usmailing.com) so that we'll know your file is waiting for us. Otherwise, we'll have no indication that you have uploaded the file.

If you have any questions on how to send us a file or to retrieve a file please call your customer service representative. Or call the main desk at (802) 864-0723.