



MARYLAND CORRECTIONAL ENTERPRISES

Announces...

File Transfer Protocol (FTP)

We now have the capability to transfer large file formats quickly and easily.

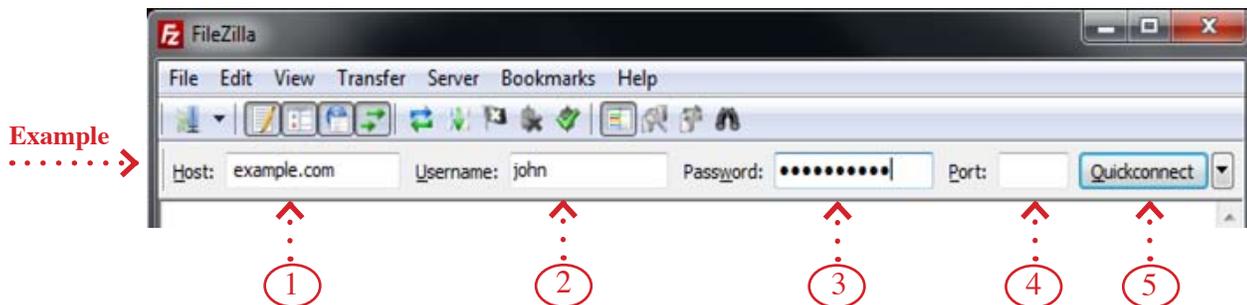
FileZilla is a File Transfer Protocol (FTP) that will allow you to upload files to our server across the internet. To access the FTP server you will require a FTP host name, username and password. This information will be provided by an MCE Plant Manager depending on the specific service(s) that you are requesting.

Institution/Plant Name	Location	Service	Contact
Roxbury Correctional Graphics Plant #149	18701 Roxbury Road Hagerstown, Maryland 21746	Graphics, folders, portfolios, binders, silk screen	Clyde Diamond 240-420-3096
Maryland Correctional-Jessup Graphics Plant #140	7930 Brock Bridge Road Jessup, MD 20794	Offset Printing	Chester Allen 410-540-6791
Patuxent Sign Plant #111	7555 Waterloo Road Jessup, MD 20794	Signs, decals, posters, vehicle wraps, signage, clocks, sublimated items, picture frames and plaques	Charles Behnke 410-799-5102
Maryland Correctional-Jessup Quick Copy Plant #132	7930 Brock Bridge Road Jessup, MD 20794	Digital Copy	Melinda Geise 410-540-6726
Maryland Correctional-Jessup Graphics Plant #145	7930 Brock Bridge Road Jessup, MD 20794	Letterhead, envelopes, business cards	Jim Cluster 410-799-6941
MCE Headquarters Design #102	7275 Waterloo Road Jessup, MD 20794	Furniture Installation	Terry Hill 410-540-5441

If you do not have an FTP software client, you may download FileZilla (<http://wiki.filezilla-project.org/Using>). Contact your IT Department if you are not sure how to use an FTP client. You are not limited to Filezilla you can choose any FTP client software (winsep, cuteftp, coreftp, etc).

Instructions for Using FTP

- Step 1 Enter the FTP host name into the Host field (**provided by the MCE Plant Manager**).
- Step 2 Enter the Username (**provided by the MCE Plant Manager**).
- Step 3 Enter the Password (**provided by the MCE Plant Manager**).
- Step 4 Enter the Port of the server into the port field if it does not have a default port (21 for FTP).
- Step 5 Click on the Quickconnect button to connect to the server.
- Step 6 After uploading your file, contact the Plant Manager via email with your file name.



If you require further assistance, please contact the MCE Plant Manager.