

*Aspera* is a high-performance file transfer system used worldwide.

As a supplier of material to Māori Television, you are invited to utilise *Aspera* as part of an efficient delivery service for finished programs. The following is a simple guide to make this happen.

## ASPERA CONNECT

### SETTING UP FILES TO SEND TO MĀORI TELEVISION

The first time you attempt to use *Aspera* you are required to setup *Aspera Connect*.

*Aspera Connect* is a file transfer browser plugin.

It initiates downloads and uploads, displays file selection dialogs and handles drag and drop events.

1. You will receive an email from [aspera@maoritelevision.com](mailto:aspera@maoritelevision.com) inviting you to submit files to Aspera (check your junk or spam email folders in case the email arrives there)
2. Click on the link to download the *Aspera Connect* plug in. This will open the *Aspera Connect* website. <http://downloads.asperasoft.com/connect2/>
3. When you see this icon. Click to download



4. Save the file to your desktop and wait for the download to complete
5. On the desktop double click the file to begin install
6. Follow the steps to install *Aspera Connect*
7. Once complete, Quit and restart your internet browser (Google Chrome, Firefox, or Safari)

*Aspera Connect* is now setup. You are ready to send your files.

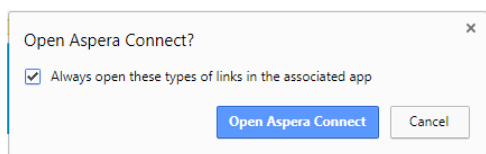
## UPLOADING (SENDING) FILES USING ASPERA

Media Central requires a test file prior to full delivery.

This test file must be the first 5 minutes from the first episode, including bars and tone, with correct timecode and specifications as per the HD File Delivery Specs.

Once this test file has passed our quality checks, Media Central will notify you to deliver the masters.

1. Click on the link at the bottom of your invitation email to upload a file.
2. When prompted, click *Open Aspera Connect*



3. With the dialog box open now, work your way down the page. Start by...
4. ...Fill in all programme details

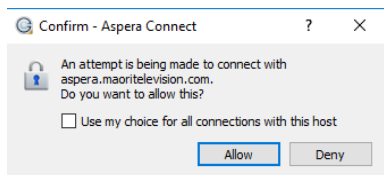
*These details will be sent to you by the production coordinator. Please email them if you have not been sent the MTS House numbers. These are definitely required for delivery.*

5. Click "Browse for Files..."

*Never send folders. Files must be uploaded 1 at a time and not batch sent.*

*When uploading files please make sure each file name is different. Please see delivery specs for more information.*

6. Click "Send Package"
7. Click "Allow" when prompted



8. The Transfer window for *Aspera Connect* will open allowing you to view your upload progress.
9. You will receive an email from *Aspera* confirming you have submitted a package.

The file is eventually received by the Media Central department, who will quality control the material so it is safe for transmission.