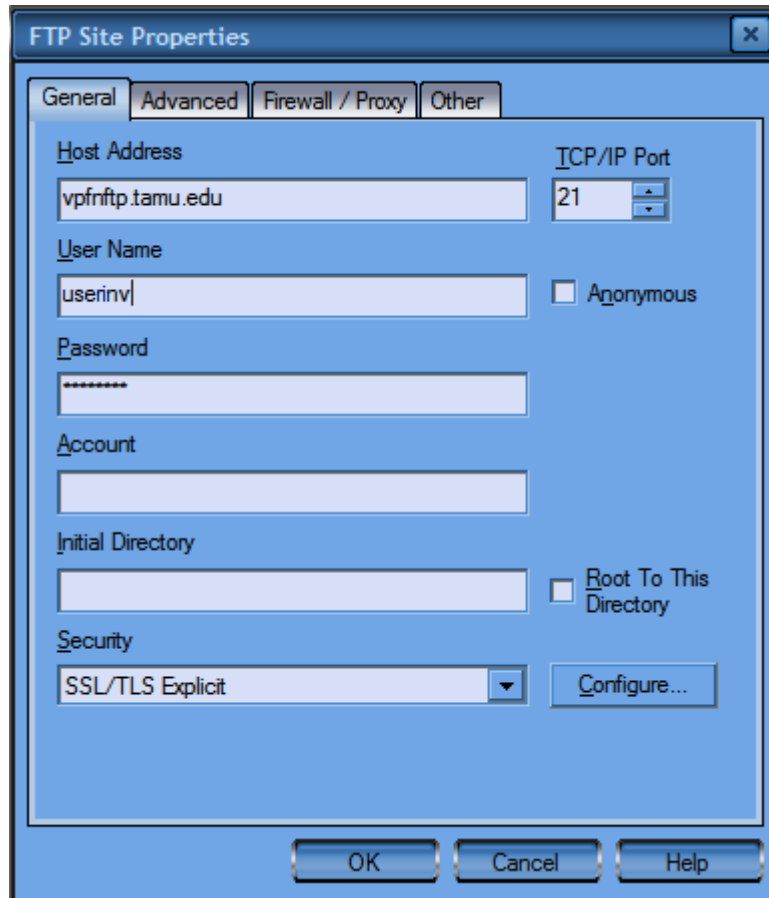


Hummingbird Secure FTP Setup Instructions

To begin using Hummingbird FTP, click on Start, Programs, Hummingbird Connectivity 10 and then click on Hummingbird FTP. (Doing this, brings up a Hummingbird Neighborhood panel).

To set up a new profile, double click on the New FTP Profile item ...



In the FTP Site Properties box, under the General tab, fill in the host address for the server you will connect to. (To connect to the FMO Invoice FTP Server, use the following settings...)

Host address: vpfnftp.tamu.edu

TCP/IP Port: 21

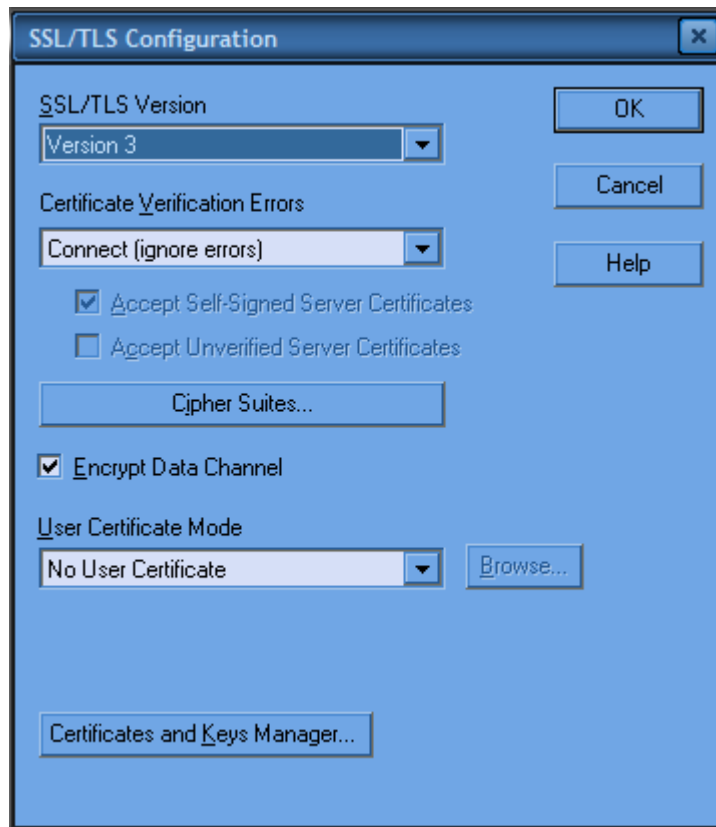
User name: Supplied to you by FMO

Anonymous: leave blank

Password: Supplied to you by FMO

Account: leave blank

Initial Directory: leave blank
Root to This Directory: leave blank
Security: SSL/TLS Explicit



Click on Configure button (The SSL/TLS Configuration Box should have the following settings ...)

SSL/TLS Version: SSL Version 3

Certificate Verification Errors: Connect (ignore errors)

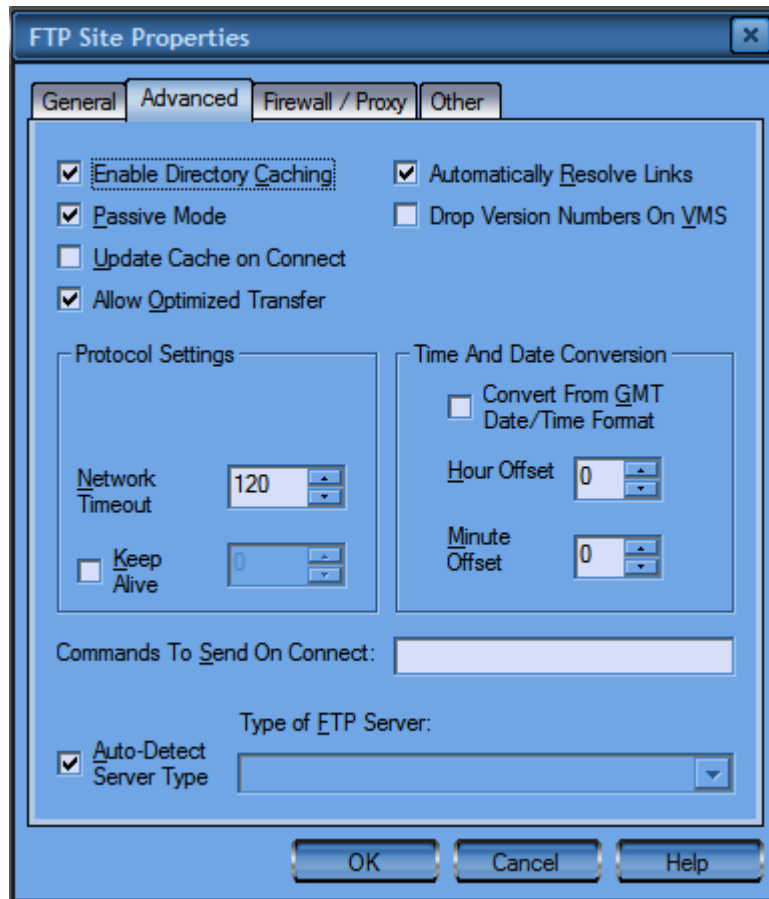
(The Accept Self-Signed Server Certificates box should be checked and is grayed out)

Click on Cipher Suites...

(The Use default ciphers box should be checked) ... click OK

The Encrypt Data Channel box should be checked

User Certificate Mode: No User Certificate ... click OK



In the FTP Site Properties box, under the Advanced tab, fill in the following boxes...

Enable Directory Caching is checked

Passive Mode should be changed to a check mark (you may have to click on the box 2 times)

Update Cache on Connect is left blank

Allow Optimized Transfer is checked

Automatically Resolve Links is checked

Drop Version Numbers On VMS is left blank

Under Protocol Settings...

Network Timeout is set to 120

Keep Alive is left blank

Under Time and Date conversion...

Convert From GMT Date/Time Format is left blank

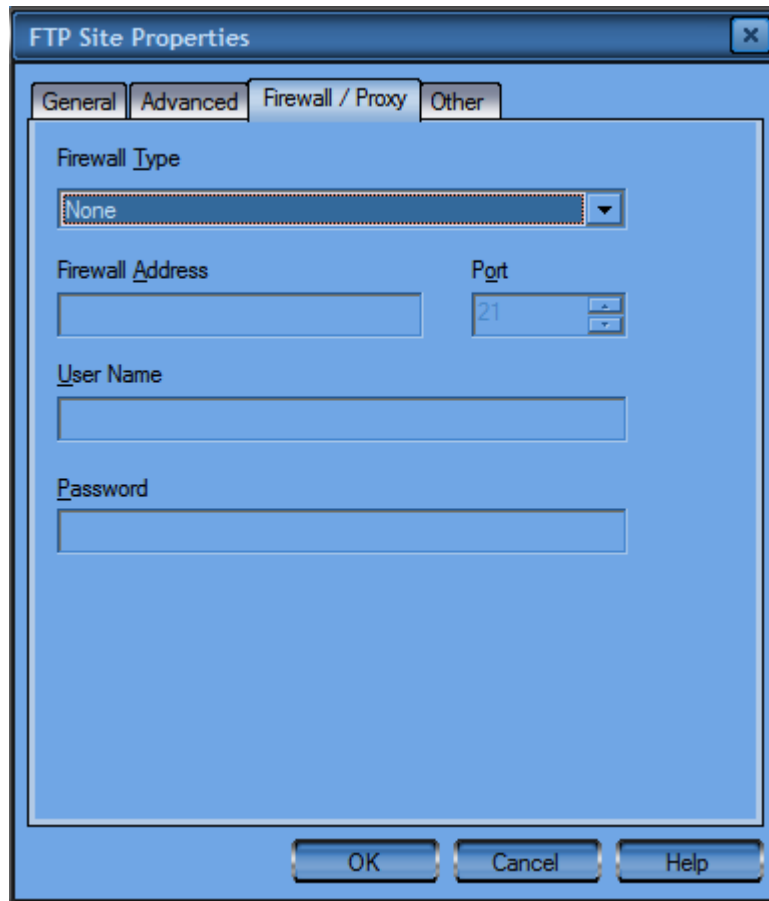
Hour Offset is zero

Minute Offset is zero

Commands To Send On Connect is left blank

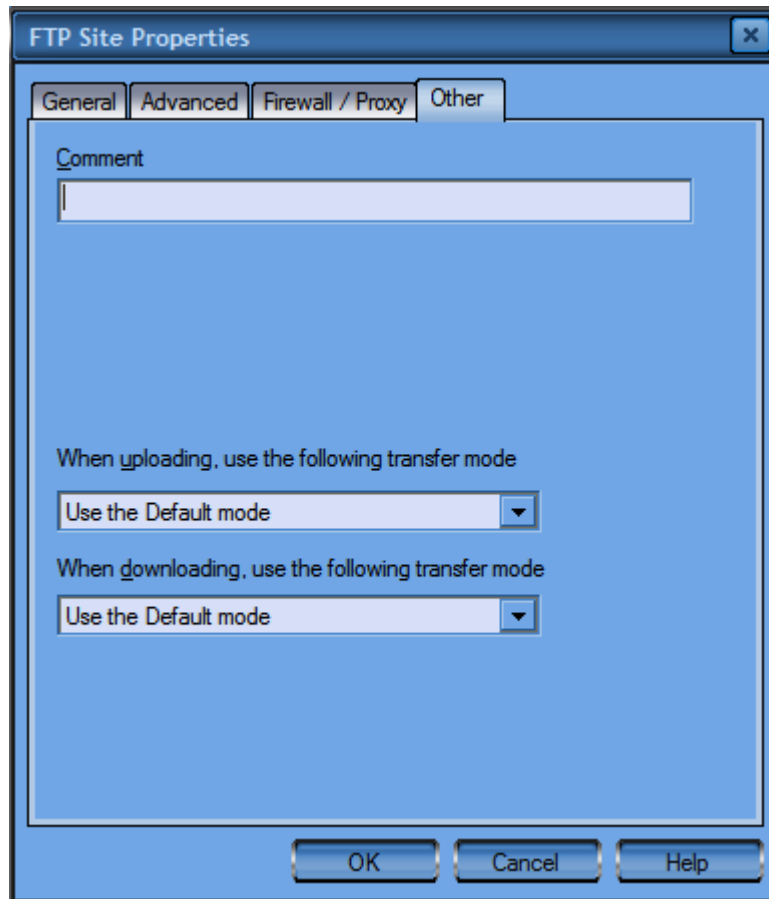
Under Type of FTP Server:..

Auto-Detect Server Type is checked



In the FTP Site Properties box, under the Firewall/Proxy tab, fill in the following boxes...

- Firewall Type: None
- Firewall Address is left blank
- Port is "grayed out" as 21
- User Name is left blank
- Password is left blank



In the FTP Site Properties box, under the Other tab, fill in the following boxes...

Comment is left blank

When uploading, use the following transfer mode...Use the Default mode

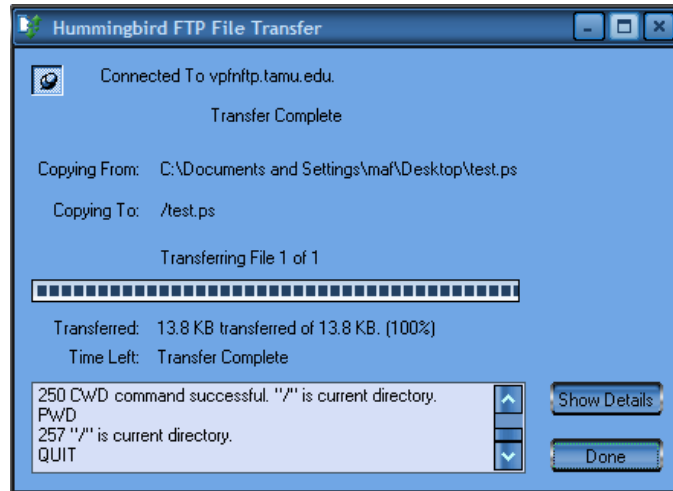
When downloading, use the following transfer mode...Use the Default mode

Click on OK button to exit and click Save to establish your New FTP Profile. Then, right click your newly created profile and click Rename if you wish to name your profile something familiar to you (like Hummingbird FTP). Next, right click on your new profile and click Create Shortcut to place an icon on your Desktop (for ease of use).

To use your new Hummingbird FTP client...

From your Desktop, double click your new icon to launch your Hummingbird FTP client.

This should connect you to the Division of Finance FTP server and drop you into the appropriate folder.



You can then drag the files you wish to FTP into the right hand window. A “Hummingbird FTP File Transfer” window will appear.

Wait until download is completed...with proper messages...to assure transfer is complete. Then click the Done button.