

## UPLOAD INSTRUCTIONS

### WINDOWS

Open Windows Explorer  
(eg. Right click START and choose Explorer All Users)

This is your standard explorer you use when you open files or folders on your PC.

Type ftp://178.199.5.77  
into the address line of your Windows Explorer.

Press ENTER

Wait a few moments

A small window will open asking you to enter a  
USERNAME and PASSWORD

Now you can view all of your accessible folders.

There is one folder which shows your company name.  
Once you open this folder you will be able to upload files to the server.  
Simply copy or drag and drop your files into the window.

Please take care that your port # 21 is not blocked by your firewall (ask your Administrator)

### MAC

You will have to use an ftp program.

We recommend the freeware OneButton FTP. (The freeware can be found and downloaded with a simple Google search.)

### HINT:

FTP programs also can be used for download and are more user-friendly.

If you have problems or questions, please do not hesitate to call or send us an email.