

FTP Procedure



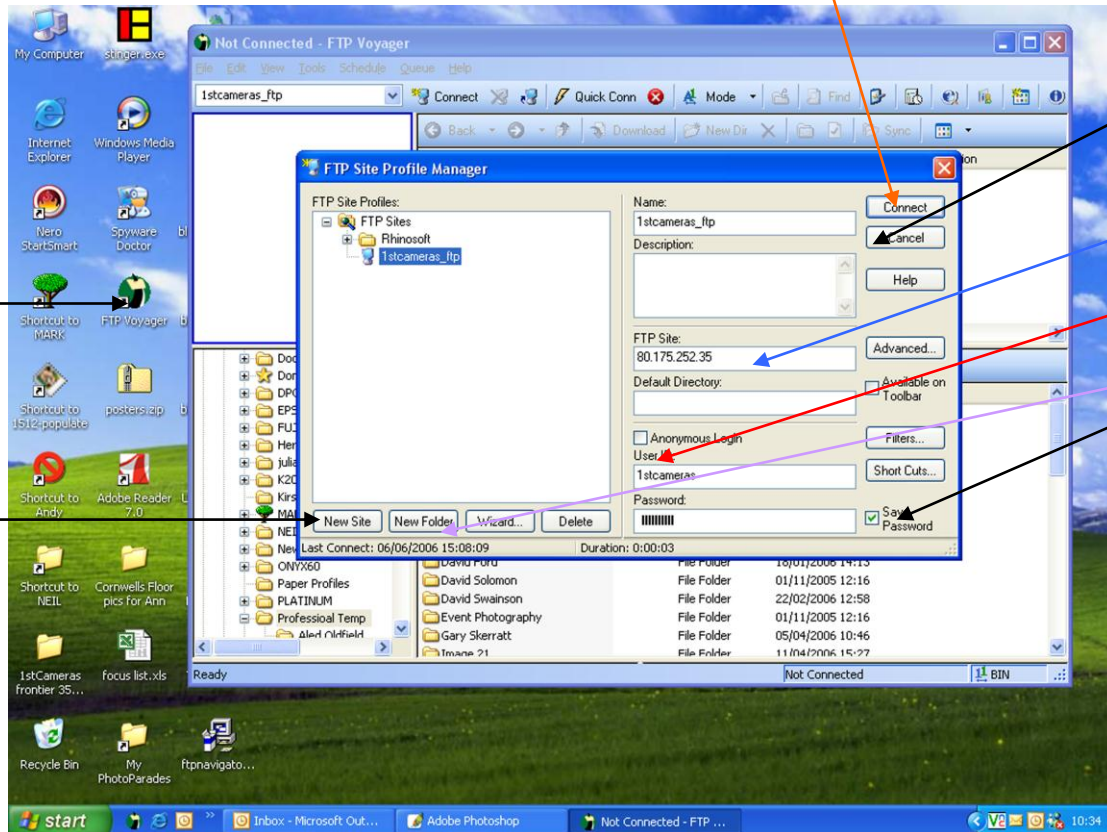
CLIENT INSTRUCTION:

Download ftp client software from the internet, we have used FTP Voyager as the example below from www.rhinosoft.com - other FTP software is similar in function to this. Please call us if you have difficulty in setting up the software

Please call **01782 634580** to advise us you are going to start using this service.

We will make sure that we set up your account on our server and check you have your account number and give you a password.

1. Open the software
2. Create a new connection. (FTP Site Profile Manager opens automatically in FTP Voyager – click on New Site)
3. Give the connection a name (e.g. “1st Cameras FTP”)
4. Enter a description, if desired (not necessary)
5. Enter the FTP site address – **217.45.184.231**
6. Deselect “Anonymous Login” box
7. Enter user ID
8. Enter your Password
9. Select “Save Password” box
10. Click “Connect”



Email: prints@1stcameras.com

Folder Requirements:

Each order is to be uploaded into a master folder named with the date of upload (ie,12.07.06), then inside should be all print size folders (ie, 8x6 gloss).



All FTP orders should also be followed by an email with any special instructions, this will be used as confirmation of the order, and prints will not be printed without it.