



Precision-Engineered Print Services™



This guide covers FTP in Windows 2000 / XP with Internet Explorer 6, 7 & 8. Reindl maintains our FTP site to allow users to securely upload and download files to our server in their own dedicated folders. Please contact your Account or Customer Service Representative at **800.236.9637** if you have not been set up or if you have forgotten your username and/or password.

1. If you're using Windows XP, right-click on the folder containing all your files and choose "Send To Compressed (zipped) File" from the menu. If you're using a different version of Windows, or the Compressed (zipped) File option is not available, we recommend compressing the folder into a single file using software such as PKZip or WinZip. These compression utilities can be found at www.download.com. Note that this step is optional but compressing the files will shorten upload times.
2. Type the following in your Address bar and press Enter:

<ftp://66.84.186.137>

Do not put www or http:// in front of the above link.

3. Enter your username and password when prompted.
4. Navigate to your Uploads folder if you are uploading files.
 - a. Copy and paste or drag and drop the files you wish to upload from your computer to the Uploads folder.
5. Navigate to the Downloads folder if you are downloading files.
 - a. Copy and paste or drag and drop the files you wish to download from the Downloads folder to your desktop or a folder on your computer.

ATTENTION Internet Explorer 7 & 8 Users

6. To upload a file, you must open the FTP site in Windows Explorer. Click the "Page" button and choose "Open FTP Site in Windows Explorer".
7. Copy and paste or drag and drop your file(s) into the window. You should see a progress bar; once the progress bar is complete, your file(s) are in your Uploads folder.

You can use any 3rd party FTP client as well that is compatible for Windows.

Free to use: <http://filezilla-project.org/index.php>