



FTP INSTRUCTIONS

OPTION 1: PC

1. Log in through a web browser (Explorer, Netscape, Firefox) by typing this URL:

ftp://files.conollyprinting.com

Hit “enter” or “return” key

2. A Username and Password window should appear.

Username: conlon1

Password: Conlon246

Note the lower case "c" for username and capital "C" for the password.

3. A window should mount on your desktop. Just drag and drop or right-click on files to download/upload.

NOTE: If you are using Windows XP with Internet Explorer 7, follow these instructions to mount the volume:

After you log in (Step 2 above) you may see a list named “Root Files List” on your screen instead of the familiar window. (mentioned in Step 3 above). If this is the case, you will not be able to drag and drop your files into this Root Files List.

****To Resolve this bug from Microsoft, they suggest the following:**

Navigate to the pull down menu named “Page” (usually at right of browser window).

Select the option: “Open FTP Site in Windows Explorer” The Root Files List transforms into a window. Now you may drag and drop your files to upload.

****If you have issues with Netscape or Firefox, try these steps with the Internet Explorer browser.**

OPTION 2: PC and Mac

Launch an FTP client application of your choice ex: FTP Commander, Fetch, CyberDuck

(Please Note: Mac users must follow this method. OSX does not allow (yet) copying or uploading to an FTP drive through the Finder.)

1. Host: **files.conollyprinting.com**

2. Username is: **conlon1**

3. Password is: **Conlon246**

Note the lower case "c" for username and capital "C" for the password.

A volume should appear within the client application. Drag and drop or add your files as per the application’s instructions and log out when completed.